

**TOWN OF GRAFTON**  
**OPEN SPACE COMMISSION - MEETING AGENDA – JANUARY 18, 2017 - 7:00 PM**  
Grafton Town Hall – 1230 11<sup>th</sup> Ave., Grafton, WI, 53024



THE FOLLOWING BUSINESS WILL APPEAR BEFORE THE PLAN COMMISSION FOR DISCUSSION, CONSIDERATION, DELIBERATION AND POSSIBLE ACTION:

- I. CALL TO ORDER
- II. VERIFICATION OF COMPLIANCE WITH OPEN MEETINGS LAW
- III. PLEDGE OF ALLEGIANCE TO THE FLAG
- IV. ADOPTION OF AGENDA
- V. REVIEW & APPROVE MINUTES FROM PREVIOUS MEETING – APRIL 2016 AND OCTOBER 2016
- VI. RESIDENT CORRESPONDENCE / PERSONS WISHING TO BE HEARD
- VII. OLD BUSINESS
  - A. Discussion and possible action regarding a request from the Open Space Commission to investigate potential developer incentives for Legacy Trail easement donations
  - B. Discussion and possible action regarding WisDOT Rustic Roads designation
- VIII. NEW BUSINESS
  - A. Discussion and possible action regarding 2017 OSC Efforts & Funding Priorities
  - B. Discussion and possible action regarding the Future of the Open Space Commission
- IX. FUNDING UPDATE
- X. ADJOURN

**Amanda L. Schaefer, Clerk**

Members of the Town Board of Supervisors, Board of Appeals, or other committees, boards, commissions, and authorities may attend and participate at this meeting, but will not take official action unless notice so provides. No qualified individual with a disability shall, by reason of that disability, be excluded from participation in or denied the benefits of the services, programs or activities of the Town of Grafton, or be subjected to discrimination by the Town. If you are disabled and require special accommodations, please advise the Town no later than 5 working days before the scheduled meeting or activity.



**TOWN OF GRAFTON**  
**OPEN SPACE COMMISSION MEETING**  
**April 20, 2016**  
**Meeting Minutes**



**I. CALL TO ORDER**

**A.** Chairperson Tomter called the meeting to order at 7:00pm

**B. Present:**

Chairperson Marjie Tomter  
Commissioner Neal Hobbs  
Commissioner Steve Wilkinson  
Commissioner Dan Vogel  
Commissioner Julia McNally

**Absent:**

Commissioner Patrick Stemper  
Commissioner Shawn Graff

Clerk/Planner Amanda Schaefer

**II. VERIFICATION OF COMPLIANCE WITH OPEN MEETINGS LAW**

**1.** Clerk/Planner Schaefer confirmed compliance with the Open Meetings Law.

**III. PLEDGE OF ALLEGIANCE TO THE FLAG**

**IV. ADOPTION OF AGENDA**

**1. ACTION:** Commissioner McNally moved to adopt the agenda, seconded by Commissioner Hobbs. Motion carried 5-0.

**V. REVIEW AND APPROVE MINUTES OF PREVIOUS MEETING**

**1. ACTION:** Commissioner Vogel moved to approve the minutes from the previous meeting as corrected, seconded by Commissioner McNally. Motion carried 5-0.

**VI. RESIDENT CORRESPONDENCE/PERSONS WISHING TO BE HEARD**

**1.** Karin Manley, 970 Ulao Road, is concerned with the alignment of the trail. She has a riding arena very close to the lot line. It is an insurance issue if there is a riding or jumping lesson and someone walking on the trail goes by. This needs to be taken into consideration. Chairperson Tomter suggested a potential reroute of the trail in the future so it doesn't disturb the horses. Commissioner McNally explained the intent of connecting horse farms with the trail's alignment.

**VII. OLD BUSINESS**

**A. NONE**

**VIII. NEW BUSINESS**

**A. Discussion and possible action regarding Partners in Preservation**

- 1.** Shawn Graff will be leaving the Land Trust; however, Chairperson Tomter will be part of the Partners in Preservation efforts in his absence
- 2.** Several entities are involved in this
- 3.** Hopefully this can be moved to Grafton at some point
- 4.** This would be a good tool to look at in another year or possibly a bit sooner
- 5.** Commissioner McNally asked about the inclusion of the Village of Grafton; Chairperson Tomter stated that it would be analyzed during the right time.

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6. Shawn presented information to the Board of Supervisors recently; it was a very thorough discussion
  7. The upcoming TMDL was discussed
  8. **ACTION: NO ACTION TAKEN.**
- B. Discussion and possible action regarding the Legacy Trail, including the Lakefield Road segments**
1. Chairperson Tomter shared information about recent conversations with property owners that have easements for the trail
  2. Chairperson Tomter will meet with Paula Curtis on April 25<sup>th</sup> at 5:30pm or 6:30pm
  3. Other commissioners will attend if it works for their schedule
  4. The commissioners will start with focus on the Curtis easement
  5. **ACTION: NO ACTION TAKEN.**
- C. Discussion and possible action regarding adding a directory of Open Spaces and Recreational resources in the Town of Grafton to the Town of Grafton website**
1. Commissioner Wilkinson has started this effort; there is some written material for some of the features already
  2. There could be some features added
  3. The non-motorized boat launch and associated points of interest were discussed
  4. The new pocket park in Edgewater was discussed
  5. Clerk/Planner Schaefer offered information that was recently shared with the Grafton Chamber of Commerce
  6. The Legacy Trail will also be added to the website as well as Treasures of Oz website
  7. Commissioner Wilkinson and Commissioner McNally will provide further information
  8. Commissioner Wilkinson will send information to Clerk/Planner Schaefer ASAP to forward to the Chamber
  9. Discussion continued about Bratt Woods.
  10. **ACTION: NO ACTION TAKEN**
- D. Discussion and possible action regarding 2016 OSC efforts**
1. The OSC will work with local partners large and small
  2. The Town does have an ordinance to allow for land preservation
  3. PDR and TDR programs were discussed
  4. The recent change in tax law was discussed
  5. Commissioner McNally noted that there appears to be more interest in open space
  6. Commissioner McNally suggested a second insert for the annual newsletter and focus the topics on open space efforts
  7. It was also noted that the Open Space could do its own mailing, seeing that there is a significant balance in the fund
  8. Discussion of the Town's recent pre-application meeting was discussed and the trail alignment that is shown on the Town's map
  9. The Town needs key people that advocate for the trail as part of the development review process
  10. Commissioner McNally added the idea of doing another survey; perhaps every 5 years is a good goal
  11. **ACTION: DISCUSS THE SURVEY IN JULY AND FORMULATE QUESTIONS**
- E. Discussion and possible action regarding International Migratory Bird Day**
1. Information has been posted in many places – it will be a great event!!
  2. **ACTION: NO ACTION TAKEN.**
- F. Discussion and possible action regarding Town of Trenton CES-5 Zoning District**
1. The Town's Plan Commission is looking at something similar to this
  2. The OSC would like to suggest to PC things to include



3. By-right versus conditional use was discussed
4. Perhaps for larger-acre parcels do not need conditional use permits
5. Analyze the setbacks of the district; this will address the impact to surrounding properties
6. This is just a suggestion; the Town of Trenton has many different zoning districts; however, this makes sense for the Town of Grafton
7. The consolidation of the Village and Town was discussed by Commissioner Wilkinson; we need to maintain the character of the Town and the character of the Village
8. Commissioner McNally offered the idea that you want to offer these options
9. The idea of a lot of conditional use offerings is overwhelming
10. The process of handling by-right violations was discussed
11. Thresholds were discussed
12. Discussion continued about future planning efforts by the Village of Grafton
13. **ACTION: Commissioner Wilkinson moved to recommend that the Town Plan Commission consider an additional zoning district for land currently under agriculture use east of CTH C to be modeled on the Town of Trenton CES-5 Zoning District, seconded by Commissioner Dan Vogel. Discussion continued. The forum for this is the workgroup. This is the OSC recommendation. Motion carried 5-0.**

**G. Discussion and possible action regarding OSC member change**

1. Commissioner Graff will no longer be able to continue as the Land Trust member
2. Chairperson Tomter will take his spot on OSC, and the Chairperson spot will be open.
3. **ACTION: NO ACTION TAKEN.**

**IX. FUNDING UPDATE**

1. Clerk/Planner Schaefer gave an update to the fund balance, per the Quick Books Report and Treasurer Bartel's information. The current balance is at **\$14,449.03.**

**X. ADJOURN**

1. **ACTION: Commissioner McNally moved to adjourn, seconded by Commissioner Vogel. Motion carried 5-0.**

Respectfully submitted,  
Amanda L. Schaefer, Clerk/Planner



**TOWN OF GRAFTON  
OPEN SPACE COMMISSION MEETING  
October 19, 2016  
Meeting Minutes**



**I. CALL TO ORDER**

**A.** Chairman Stemper called the meeting to order at 7:00pm.

**B. Present:**

Chairman Patrick Stemper  
Commissioner Julia McNally  
Commissioner Marjie Tomter  
Commissioner Steve Wilkinson  
Commissioner Dan Vogel

**Absent:**

Commissioner Neal Hobbs  
Commissioner Dorothy Boyer

Clerk/Planner Amanda Schaefer

**II. VERIFICATION OF COMPLIANCE WITH OPEN MEETINGS LAW**

**1. Clerk/Planner Schaefer confirmed compliance with the Open Meetings Law.**

**III. PLEDGE OF ALLEGIANCE TO THE FLAG**

**IV. ADOPTION OF AGENDA**

**1. ACTION: Commissioner Tomter moved to adopt the agenda, seconded by Commissioner McNally. Motion carried 5-0.**

**V. REVIEW AND APPROVE MINUTES OF PREVIOUS MEETING**

- 1. ACTION: Commissioner Wilkinson moved to approve the minutes from the previous meeting with changes, seconded by Commissioner Tomter. Motion carried 4-0 with Commissioner Vogel abstaining due to absence.**
- 2. The April 2016 Minutes will be brought forward in January for approval.**

**VI. RESIDENT CORRESPONDENCE/PERSONS WISHING TO BE HEARD**

**VII. OLD BUSINESS**

**A. Discussion and possible action regarding a request from the Open Space Commission to investigate potential developer incentives for Legacy Trail easement donations**

1. Clerk/Planner Schaefer gave an overview of recent happening at the Board level regarding this topic; more info will be brought forward once progress is met
2. The January agenda will have an agenda item to finalize questions and an approach to the Staff plan.
3. **The goal will be to get this out by April of 2017.**
4. **This will be on the January 2017 agenda.**
5. **ACTION: NO ACTION TAKEN.**

**B. Discussion and possible action regarding 2016 OSC Efforts**

1. Commissioner Tomter addressed the Board – there is a trail workday coming up.
2. Efforts in other communities were outlined by Commissioner Tomter
3. **2017 Funding Priorities will be placed on the January 2017 agenda.**
4. The upcoming newsletter was discussed
5. Commissioner Wilkinson shared history of the formulation of the Open Space Commission – the preservation of natural environmental features

6. The group that was present last meeting (Conservation Fund) will likely be at the Board Meeting in December – Staff will let everyone know.
7. The existing easement holders will be contacted sooner than later
8. The Boat Launch design was discussed; the platform is starting to deteriorate, Stantec should look at it. Commissioner Wilkinson will contact Chairman Bartel about the status.
9. There has been limited response to volunteer efforts for maintaining the Boat Launch; these will be placed out in the community again
10. **ACTION: NO ACTION TAKEN.**



**VIII. NEW BUSINESS**

**A. Discussion and possible action regarding WisDOT Rustic Roads designation**

1. Commissioner McNally shared information regarding Rustic Roads designation – to qualify it must have outstanding natural features; a lightly traveled local road; not be scheduled for major improvements; minimum length of 2 miles and connect to major road
2. There is a Rustic Road in Mequon.
3. Perhaps Lakeshore Road could fall under this, per Commissioner McNally?
4. Another option would be Ulao Parkway
5. Maple Road could be another option.
6. There is a petition that needs to be signed, a form needs to be filled out, and a Resolution needs to be passed by the Board of Supervisors.
7. **Commissioner McNally will look into the options and bring this back in January; she will also contact WisDOT to see if someone can come out and review the options before taking the next step.**
8. **ACTION: NO ACTION TAKEN.**

**IX. FUNDING UPDATE**

1. Clerk/Planner Schaefer gave an update to the fund balance, per the Quick Books Report and Treasurer Bartel's information. The current balance is at **\$18,452.74.**

**X. ADJOURN**

1. **ACTION: Commissioner Tomter moved to adjourn, seconded by Commissioner Wilkinson. Motion carried 5-0.**

Respectfully submitted,  
**Amanda L. Schaefer, Clerk/Planner**



Register: 13011 · Cornerstone-Open Space & Park

from 10/19/2016 through 01/12/2017

Sorted by: Date, Type, Number/Ref



| <u>Date</u> | <u>Number</u> | <u>Payee</u>          | <u>Account</u>            | <u>Memo</u>         | <u>Payment</u> | <u>C</u> | <u>Deposit</u> | <u>Balance</u> |
|-------------|---------------|-----------------------|---------------------------|---------------------|----------------|----------|----------------|----------------|
| 12/01/2016  |               | Weber, Luke & Kathryn | 24001 · Undeposited Funds | Park Impact Fee ... |                | X        | 2,000.00       | 20,455.0       |
| 12/05/2016  |               |                       | 11005 · CORNERSTON...     | Open Space Exp...   | 2,100.00       | X        |                | 18,355.0       |

