

**TOWN OF GRAFTON**  
**OPEN SPACE COMMISSION - MEETING AGENDA – APRIL 19, 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, OCTOBER 2016, AND JANUARY 2017
- VI. RESIDENT CORRESPONDENCE / PERSONS WISHING TO BE HEARD
- VII. OLD BUSINESS
  - A. Discussion and possible action regarding **WisDOT Rustic Roads designation**
  - B. Discussion and possible action regarding **2017 OSC Efforts & Funding Priorities**
- VIII. NEW BUSINESS
  - A. Discussion and possible action regarding **Canoe Launch & Trail Maintenance Planning**
- 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

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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.**

FILE**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**



**TOWN OF GRAFTON  
OPEN SPACE COMMISSION MEETING  
January 18, 2017  
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 Jeffrey Thoma

**Absent:**

Alt. Commissioner Dorothy Boyer  
Commissioner Dan Vogel  
Commissioner Neal Hobbs

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: Chairperson Stemper moved to adopt the agenda as amended (New Business B as first item), seconded by Commissioner McNally. Motion carried 4-0.**

**B. THANK YOU, STEVE WILKINSON, FOR YOUR PRESENCE WITH US AND ALSO YOUR SERVICE. YOU WILL BE MISSED.**

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

**1. All minutes next meeting due to lack of quorum this meeting – April 2016, October 2016, and January 2017.**

**VI. RESIDENT CORRESPONDENCE/PERSONS WISHING TO BE HEARD - NONE**

**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. This item was discussed under the Future of the Open Space Commission.**
- 2. Tangible evidence will be brought forward by the OSC**
- 3. ACTION: NO ACTION TAKEN.**

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

- 1. Maple Road, Ulaio Parkway, and Lakeshore were discussed**
- 2. More information will come in future meetings.**
- 3. ACTION: Commissioner McNally moved to table the item until April, seconded by Commissioner Tomter. Motion carried 4-0.**

**VIII. NEW BUSINESS**

**A. Discussion and possible action regarding 2017 OSC Efforts & Funding Priorities**

- 1. IMBD will be on May 20<sup>th</sup> – partnering with City of Port, Village of Newburg, and other larger agencies at Forest Beach Preserve**



2. The goal is to get the word out!
  3. Other items were discussed under "Future of the Open Space Commission"
  4. **ACTION: NO ACTION TAKEN.**
- B. Discussion and possible action regarding the Future of the Open Space Commission**
1. Chairman Stemper shared information about recent Board discussion, as well as Dan Vogel's thoughts on his position on the Open Space Commission.
  2. The OSC is in somewhat of a "limbo" mode until the Board makes a decision
  3. The OSC could possibly wait for future meetings until the Board makes a decision, per Chairman Stemper
  4. Commissioner Vogel feels that he would rather wait until the Board makes a decision to move forward as an Open Space Commissioner
  5. Per Chairman Stemper, perhaps the OSC just meets when the Board directs the OSC to do so
  6. Commissioner Tomter shared the thought that the OSC still needs to advocate for Open Space, per the Ordinance
  7. There are still things going on, per Commissioner Tomter, that we need to address
  8. Per Commissioner Tomter, perhaps the OSC is more of an advocacy group versus a "meet every 3 months" type of committee
  9. Commissioner Tomter shared ideas about building a database, using money to fund the purchase of development rights
  10. Commissioner McNally shared the fact that there needs to be more communication between committees so everyone is on the same page; the OSC has not been included in some of the recent efforts
  11. Commissioner McNally and Commissioner Tomter continued to share the fact that OSC needs to stay alive to keep these ideas alive
  12. We need to look what other communities are doing
  13. Chairman Stemper shared the thought that he agrees with Commissioner Vogel
  14. Commissioners Tomter and McNally noted that we need more tools and someone to take leadership at the Board level
  15. Chairman Bartel offered the thought that the original Ordinance was drafted under duress; there was a referendum that failed; then there were extreme limitations noted in the text; there was no support for a recent proposed amendment to the ordinance
  16. Chairman Bartel stated that good things are Lion's Den, Bratt Woods, Bird City, etc
  17. Chairman Bartel stated that there needs to be a mission with tangible, obtainable goals
  18. Chairman Stemper shared the tipping point for him – when the developer on Falls Road did not want to donate an easement for the Trail; there were no options for incentives, and it would have been the perfect property to connect to the existing Trail
  19. The trail sections near Pflieger and Curtis were discussed; perhaps doing something there would spark some support
  20. Discussion continued
  21. The OSC will investigate Mequon and Cedarburg's details and incentives for trail development and report back to the OSC and other committees with evidence
  22. Future development of the Trail was discussed
  23. Commissioners Tomter and McNally shared that Waterstone neighbors may want an easement
  24. Commissioner Tomter suggested purchasing a lot in the new Falls Road development and use the Shared Driveway as a connection piece
  25. Discussion continued
  26. The thought that some are quick to look back instead of forward with a vision can be very limiting to new ideas

27. Change is difficult
28. Next steps were discussed – Commissioners McNally and Tomter will follow through on the ideas; something tangible needs to be found
29. A list will be prepared for Peg Kohring that includes owners of large tracts of land
30. Discussion continued.
31. **ACTION: NO ACTION TAKEN.**

**IX. FUNDING UPDATE**

1. Clerk/Planner Schaefer gave an update to the fund balance, per the Quick Books Report. The current balance is at **\$18,355.00.**

**X. ADJOURN**

1. **ACTION: Commissioner Tomter moved to adjourn, seconded by Commissioner Thoma. Motion carried 4-0.**

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



8:51 AM  
04/13/17  
Accrual Basis

Town of Grafton  
**Account QuickReport**  
As of April 12, 2017



Type	Date	Num	Name	Memo	Split	Amount	Balance	
							18,357.39	
13011 · Cornerstone-Open Space & Park								
Deposit	03/07/2017		Hillcrest Builders & Construction, Inc.	Park I...	2400...	2,000.00	20,357.39	
Total 13011 · Cornerstone-Open Space & Park							2,000.00	20,357.39
TOTAL							<u>2,000.00</u>	<u>20,357.39</u>

