

**Town of La Pointe Zoning
Town Plan Commission Special Monthly Meeting Minutes
Wednesday, August 5, 2009**

Town Plan Commission (TPC) Members Present: Ted Pallas; Chair, Charles Brummer (CBr); Vice-Chair, Larry Whalen, Greg Thury (arrives at 5:05 PM), Suellen Soucek, Ron Madich, Carey Baxter (CBx) (7)

Town Plan Commission Members Absent: none

Public Present: Paul Brummer, Warren Anderson (2)

Town Staff Members Present: Jennifer Croonborg; ZA, Jessica Hatch; ZCA (2)

I. Call to Order/Roll Call

Chair, T. Pallas called the meeting to order at 5 pm at the Town Hall. Roll call reflected members present or absent as recorded above.

II. Public Comment

- Jen Croonborg explains that she has had a shed delivered to her property, she had her application put on the last Town Board agenda for review. Town Board Supervisor Ross was assigned as agent, he inspected the property and issued the permit. Croonborg explains that a member of the public has filed a complaint that she is abusing her powers as ZA. She shares this with the TPC for their information.

III. Approval of Previous Meeting Minutes:

a. Town Plan Commission Regular Monthly Meeting July 15, 2009

Chair Pallas moves to approve the minutes of July 15th. G. Thury seconds. All in favor, 7 aye. Motion Carries.

b. Town Plan Commission Workshop July 23, 2009

Delete "Paul Brummer" from "Public Present," under agenda item III.a., delete the third bulleted line. Under "Public Comment," change "January 2009" to "January 2010." Under item III.a. change "Commissioner Brummer in..." to "Commissioner Brummer is..." Under "Public Comment" change in the last paragraph "ZA furthers," to "ZA states in," change "Gilman and her," to "Gilman and she," change "soon thus" to "soon so." Chair Pallas moves to approve the minutes as amended. S. Soucek seconds. All in favor, 7 aye. Motion Carries.

c. Town Plan Commission Workshop July 30, 2009

Minutes are not prepared at this time. ZCA asks some questions regarding how to represent the proposed changes.

VI. Zoning Administrator's Report

None at this time.

V. Consideration and/or Action of Permit Applications:

- a. Gorman, Kathleen re: addition/alteration and accessory structure at 888 Whitefish St.**
ZA explains the situation with this application and the neighboring properties. The deeds of all the properties involved are not accurate and do not match up, thus it is difficult for ZA to make clear decisions on this matter. Croonborg is asking the TPC, because she cannot figure out the boundaries on this property, to give her some instruction. She feels she needs the assistance of a surveyor. C. Brummer moves that due to property boundary questions we require that Kathleen Gorman obtain a boundary survey for and including the vacated

portion of 7th Street before proceeding with the building permit. R. Madich seconds. All in favor, 7 aye. Motion Carries.

VI. Old Business

a. **Review of Town Plan Commission By-Laws and report from Commissioner Whalen regarding Robert's Rules of Order.**

Whalen explains that after speaking with a representative from the Town's Association he found that most small governments in Wisconsin do not have any parliamentary rules of order in place. Whalen will work on finding some rules and procedures other than Robert's Rules to present to the Commission for consideration of adoption.

b. **Draft of Camping Unit Registration and Sanitary Maintenance Agreement Form**

Paul Brummer will share his Notes from the last Sanitary Meeting with the ZA.

c. **Zoning Ordinance Revision Project**

1. **Zoning Ordinance Section 3 "Zoning Districts"**

Chair explains we will review a complete document that will be recommended to the Town Board as opposed to small pieces of it at a time. There will be a Public Hearing at that time. TPC and ZA discuss the process this revision is taking and how it will be presented to the public.

2. **Zoning Ordinance "Zoning Schedules-Dimensional Requirements"**

See above agenda item.

VII. New Business

a. **Norton Revokable Trust re: Rental of Single Family Dwelling(s)/Guest House at 386 Bojo Lane**

ZA explains the situation regarding this property. There has been correspondence between Ms. Norton and the ZA. Ms. Norton claims that the two houses on this property are both principle dwellings. ZA has permitted the rentals with one land use permit and two placards, one for the principle dwelling and one for the Guest House. ZA questions how to enforce this kind of situation. Definitions for these dwellings are reviewed. TPC supports the ZA in this matter. G. Thury moves that we uphold the Zoning Administrator's decision regarding the property at 386 Bojo Lane regarding the rental of two houses on the same lot independently of one another and we direct the Zoning Administrator to then inform Sarah Norton of our decision. She then has 30 days to appeal. S. Soucek seconds. All in favor, 7 aye. Motion Carries.

b. **Ryder, James letter dated July 10, 2009 re: Rental of Single Family Dwelling Permit Process**

ZA informs the TPC of the situation presented regarding Ryder's letter. She explains how well the Rental Permit process has been going this year. The TPC have consensus that there is no reason to change the Rental of Single Family Dwelling Permit due date.

c. **Request from Zoning Administrator for Ordinance Interpretation:**

1. **Do tent-like accessory storage units (aluminum frame with canvas/tarp enclosure) require a Land Use Permit?**

TPC have consensus that no permit is necessary for these units though they must meet setbacks.

2. **Does a Pergola over an existing deck require a Land Use Permit?**

Lengthy discussion on pergolas and similar addition projects ensues. TPC have consensus that this is the ZA's discretionary decision as to whether a permit is necessary.

VIII. Future Agenda Items- Next Special Monthly Meeting

- **07.30.09 Workshop Minutes Review**
- **Zoning Ordinance Revision Project**

- **By-Laws-Parliamentary Procedures report from Commissioner Whalen**
- **Jim Ryder Letter dated July 31, 2009**

Chair says that he would like to see added to our agenda that requested agenda items must be in by noon on the Friday before the meeting. It is discussed that public requests to be on the agenda for major decisions should be submitted a week prior to the meeting for proper review. It is suggested to add this to our By-Laws.

IX. Schedule of Next Meeting

- **08.13.09 Workshop-1 PM-Town Hall**
- **08.19.09 Regular Monthly Meeting-5 PM-Town Hall**

X. Adjournment

G. Thury moves to adjourn. S. Soucek seconds. All in favor, 6 aye. 1 oppose (GT). Motion Carries. Meeting ends at 6:14 PM.

Draft Town Plan Commission Minutes respectfully submitted by Zoning Clerical Assistant, Jessica L. Hatch on Friday, August 07, 2009.

These Town Plan Commission minutes are approved as amended by JL Hatch; ZCA on Wednesday, August 19, 2009.