

**Town of La Pointe Planning and Zoning
Town Plan Commission Special Monthly Meeting Minutes
October 10, 2013**

Town Plan Commission (TPC) Members Present: Charles Brummer, Vice-Chair, Suellen Soucek, Joan Martin, Carey Baxter, Greg Thury, Margie Denton (6).

Town Plan Commission members absent: Ted Pallas, Chair (1).

Public Present: Dave Thomas (1).

Town Staff Members Present: Lisa Potswald, Planning and Zoning Administrator (1).

I. Call to Order/Roll Call

Vice-Chair Brummer called the meeting to order at 4:33 PM. Roll call reflected members present or absent as recorded above. Vice-Chair Brummer states that Chair Pallas had a conflict with a Sanitary District budget meeting.

II. Public Comment

D. Thomas has a number of concerns about the Comprehensive Plan survey. He states that only citizens of La Pointe should fill out surveys. There are 900 property owners on the Island and 300 voters – why were 1400 surveys sent out? There was nothing on the survey that said it should not be copied – he said he knows several people who made multiple copies and gave it to family and friends. C. Baxter said that was why we sent out return envelopes – surveys should come back in return envelopes. There was supposed to be a control mark on the survey; however not every survey had one. He said the survey is on the Town website, and further states that Town Hall staff have copied and handed out surveys to anyone who asks for one. He is concerned that the survey, given these issues, will not be credible.

Vice Chair Brummer states that this topic will be discussed under VII. B. on the agenda.

III. Approval of Previous Meeting Minutes

C. Brummer moves to approve the Town Plan Commission Special Monthly Meeting minutes of September 4, 2013 as amended. S. Soucek seconds. Three in favor. M. Denton, C. Baxter, G. Thury abstain. Motion carries.

IV. Zoning Administrator's Report

Zoning Administrator's report dated October 8, 2013 is on file.

V. Consideration and/or Action of Permit Applications

- a. **Cheuvront/Potswald, 364 Old Fort Road, LP #014-00200-3900. Certified Survey Map: combining two lots into one.**

Combining the two lots into one was a condition of a permit issued in 2012 for a garage at this location. No changes were recommended to the map. G. Thury moves to recommend approval to the Town Board of

the Certified Survey Map for LP #014-00200-3900, 364 Old Fort Road. S. Soucek seconds. All in favor. Motion carries. Chair Pallas will sign the approval.

VI. New Business

None.

VII. Old Business

a. Member resignation/appointment

Vice-Chair Brummer welcomes M. Denton to the Town Plan Commission.

b. Comprehensive Plan – Meetings and Survey

L. Potswald responded to D. Thomas' concerns. First, 1400 surveys were sent out because the Town Plan Commission wanted surveys sent to every person who was listed on the property tax information. Many had more than one person listed. J. Martin asked if the surveys were being collated so we know who returns them. L. Potswald responded no, because it is designed to be a confidential survey.

L. Potswald states that the goal of the survey is to gather information from those folks who received surveys, not to conduct a statistically valid research project.

C. Baxter agrees with some of the concerns expressed; that if a survey comes in that is questionable, we should not count it.

Second, there were problems with the Town Hall printer/copier that pushed back the time line to get surveys sent out, so not all surveys had control marks. L. Potswald opened every survey; approximately 90-95% came back in the self-addressed, stamped envelopes.

The survey is not on the Town website. A citizen put the survey on Facebook, so there is the possibility it could be copied by non-island residents and/or property owners; however the majority of surveys were sent back in the return envelopes provided, or were dropped off by people known to Town Hall staff. Four Island residents/property owners have come in to ask for additional surveys; their names have been kept on a list.

Both L. Potswald and the consultant tabulating the surveys are watching for potential copies/duplicate responses, and will bring concerns to the Town Plan Commission should there be any.

The consultant contract was approved by the Town Board and signed. She will stay under the cost of \$990 for her work, and has offered to present to the Town Board and Town Plan Commission if there is interest.

C. Baxter asks about cut-off date on survey, and how long we are accepting surveys. L. Potswald stated that she has been told by some respondents that they did not receive their surveys until October 1. Town Plan Commission members agreed by consensus that surveys will be accepted through October 18.

The two final Comprehensive Plan meetings will be held on Monday, October 21 and Thursday, October 24. Both will be held at the Library at 4:00 P.M.

c. Status Zoning Administrator Assistant

The Zoning Administrator Assistant position will be posted to start sometime after January 1, 2014, unless there are changes made to the Town Plan Commission budget as part of the budget process.

d. Certified Survey Map – Richards

C. Brummer moved to recommend to the Town Board approval of the Berry Richards Certified Survey Map with no changes located in Government Lot 3, Section 25, Township 50, Range 3 West in the Town of La Pointe, Ashland County. S. Soucek seconds. All in favor. Motion carries.

e. Expedited citation process

No discussion.

VIII. Future Agenda Items

- a. Recommendation to Town Board regarding Ordinance text changes
- b. Request for interpretation – conveyance of easement
- c. Citations
- d. Comprehensive plan survey and meetings

IX. Schedule Future Meetings

- a. Next Regular Monthly Meeting to be held **Wednesday, October 23, 2013 at 4:30 p.m.**

X. Adjournment

G. Thury moves to adjourn. S. Soucek seconds. All in favor. Motion Carries. Meeting ends at 5:11 pm.

Town Plan Commission minutes respectfully submitted by Lisa Potswald, Planning and Zoning Administrator, on Tuesday, October 15, 2013