

**Town of La Pointe Planning and Zoning
Town Plan Commission Regular Monthly Meeting Minutes
November 20, 2013**

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

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

Public Present: Mike Starck (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 4:31 PM. Roll call reflected members present or absent as recorded above.

II. Public Comment

None.

III. Approval of Previous Meeting Minutes

a. Town Plan Commission Regular Meeting, October 30, 2013.

G. Thury moves to approve the Town Plan Commission Regular Monthly Meeting minutes of October 30, 2013 as amended. S. Soucek seconds. Five in favor, J. Martin abstains. Motion carries.

IV. Zoning Administrator's Report

Zoning Administrator's report will be available on November 29, 2013.

V. Consideration and/or Action of Permit Applications

a. Zoning Administrator request for review: Trailer located at 2635 Big Bay Road (014-00054-0900), owner Susan Bergeon.

A letter was sent via Certified Mail to Ms. Bergeon giving her 10 days from receipt of the letter to move the trailer, or the Town Plan Commission will revoke the Special Exception Permit. There has been no indication that she has picked up the letter. Mike Starck, agent for Ms. Bergeon, was present and stated that the trailer will be moved by Friday, November 22 to an acceptable location.

VI. New Business

a. Review and Recommendations for Zoning Fees for 2014

Zoning Administrator gathered information on various zoning fees from other Wisconsin municipalities to use as comparisons for the Town's fees. After review and discussion it was moved to raise rental license fees. G. Thury moved to recommend to the Town Board increasing the fees for Principle Dwelling Short Term rental, Accessory Dwelling Short Term rental, Tourist Room and Boarding/Rooming Housing Lodging permit fees from \$100 to \$110, effective January 1, 2014. S. Soucek seconds the motion. All in favor.

VII. Old Business

- a. Recommendation to Town Board regarding Ordinance Text Changes

Members reviewed the Town Board's discussion and decision to support the Town Plan Commission's recommendation on this issue.

- b. Comprehensive Plan – Meetings and Survey

A joint meeting of the Town Plan Commission and Town Board will be held on Wednesday, December 4 at 3:30, prior to the Special Town Plan Meeting, to hear Kaeleen Ringberg, consultant, present her report on the results of the Comprehensive Plan survey.

- c. Status Zoning Administrator Assistant

This position has been taken out of the Town budget for 2014 in an effort to balance the budget. The position will again be considered for funding in 2015.

- d. Expedited citation process

No further work has been done on this, so no discussion.

- e. Court Case

The Zoning Administrator updated the Town Plan Commission on the progress of the Town's lawsuit against Ed Kale regarding the four structures he had constructed without permits.

VIII. Future Agenda Items

- a. Comprehensive plan survey and meetings results
- b. Expedited citation process

IX. Schedule Future Meetings

- a. Next Special Monthly Meeting to be held **Wednesday, December 4, 2013 at 4:30 p.m.** after the joint Town Plan Commission and Town Board joint meeting.

X. Adjournment

G. Thury moves to adjourn. S. Soucek seconds. All in favor. Motion Carries. Meeting ends at 5:17 pm.

Town Plan Commission minutes respectfully submitted by Lisa Potswald, Planning and Zoning Administrator, on Monday, November 25, 2013