

**Town of La Pointe Zoning
Town Plan Commission Special Monthly Meeting Minutes
Wednesday, April 14, 2010**

Town Plan Commission (TPC) Members Present: Ted Pallas; Chair, Charles Brummer; Vice-Chair, Larry Whalen, Greg Thury, Ron Madich, Suellen Soucek (6).

Town Plan Commission Members Absent: Carey Baxter (1)

Public Present: Mike Starck (1).

Town Staff Members Present: Jennifer Croonborg; ZA, Margaretta Kusch; ZCA (2)

I. Call to Order/Roll Call

Chair Pallas called the meeting to order at 4:00 PM at the Town Hall. Roll call reflected members present or absent as recorded above.

II. Public Comment

M. Starck asks about the Special Exception section that will be added to the Ordinance as it relates to the Bergeon property (as he is going to be the agent for the Bergeons). The new section is part of the Ordinance that is currently under moratorium until the County approves the Ordinance in a few weeks. J. Croonborg, ZA states that the process is the same as that for a Conditional Use Permit. Chair Pallas tells M. Starck to direct the Bergeons to ask for an extension until the moratorium is lifted.

III. Approval of Previous Meeting Minutes

1. Town Plan Commission Regular Monthly Meeting, March 17, 2010

- In Item II, Public Comment, on page 2, change “*of*” to “*on*.”
- In Item V, Consideration of Permit Applications, on page 3, delete “*and have the property re-surveyed.*”

G. Thury moves to approve as amended the Town Plan Commission Regular Monthly Meeting minutes of Wednesday, March 17, 2010. C. Brummer seconds. All in favor, 5 aye, 1 abstain (R. Madich). Motion Carries.

IV. Zoning Administrator’s Report

This month’s report is on file with the Town Board. The Town Board will remove the Ordinance moratoriums as soon as possible (once the County has approved the Ordinance changes).

Chair Pallas makes a motion to move New Business up on the agenda at this time. G. Thury seconds. All in favor, 6 aye. Motion Carries.

V. Consideration and/or Action of Permit Applications:

VI. Old Business

1. Town Foreman’s Ordinances for Town Plan Commission review

a. Driveways and Culverts

The Zoning Administrator feels that this Ordinance doesn’t need to be held up awaiting any input from the Town Plan Commission.

b. Street, Sidewalk, and Public Areas

The Town Plan Commission feels that it is important to make sure that these Ordinances don't conflict with the Zoning Ordinance. However, the commission is currently too busy with the completion of the Zoning Ordinance Revision Project to focus on this.

Chair Pallas directs the Zoning Administrator to send the Town Foreman a memo saying that the Town Plan Commission will gladly take a look at it this coming winter (of 2010-11) as part of the Technical Memorandum #3 revision.

2. Zoning Ordinance Revision Project.

a. Review and possibly revise working draft of tentative Ordinance Revision, Sections 1.0 through 16.0

Section 8.0: Administration

- In 8.1 B Zoning Administrator Duties, delete item 10: *“Applications for Quarries and Mines. Receive applications for quarries and mines and forward these applications to the Town Plan Commission for action thereon as described in the Town of La Pointe Ordinances.”*
- In 8.3: Land Use Permits, change *“No structure shall be hereafter erected, move, reconstructed, extended, enlarged or structurally altered”* to *“No structure shall be hereafter erected, moved, reconstructed, removed, extended, enlarged or structurally altered.”*
- In 8.3 Land Use Permits, change title of item B from *“Application Procedure”* to *“Land Use Application Requirements.”*
- Section 8.3 B Land Use Application Requirements currently reads as follows:
“Applications for Land Use Permits shall be accompanied by scale maps or drawings accurately showing the location, size, and shape of the lot(s) involved, and of any proposed structures, including the relationship to abutting streets and any abutting lakes or streams, and the existing and proposed use of each structure and lot, and the number of families to be accommodated.

Permit applications submitted to the Town of La Pointe, applicants are advised that applications shall not be considered without submitting four complete sets (one set to be the original) of the following information:

- 1. Applications for Land Use Permit and Certificate of Compliance (shall be filled out in their entirety)*
- 2. Approved Ashland County Sanitary Permit or approved Madeline Sanitary District Permit if on municipal sewer*
- 3. Approved Ashland County Highway Permit*
- 4. Approved Ashland County Building Permit (if applicable)*
- 5. Elevations (for each side of structure, if addition/ alteration existing shall be shown)*
- 6. Site Plan. Identify all lakes, ponds, streams or wetlands. Identify relationship to streets, roads, alleys and/ or easements being active, platted or reserved, wells and sanitary systems, both on or abutting property. Identify directly adjacent landowners and property use.*
- 7. The actual building site shall be staked out prior to the Zoning Administrator's inspection.*
- 8. Applications for changes in land use shall identify change in detail.*

NOTE: The Town of La Pointe does not require plans to be professionally drawn, however, they shall be of a legal and understandable quality that properly conveys all information necessary to complete project. Actual dimensions are preferred to scale maps. Failure to comply with the above instructions will result in

delays in processing of applications. Applications for Land Use Permits shall be submitted to the Town of La Pointe Zoning Administrator.”

Change Section 8.3 B Land Use Application Requirements to read as follows:

“Applications submitted for Land Use Permits to the Town of La Pointe shall be completed in their entirety in permanent ink, bearing signatures of all property owners or authorized agents on approved application forms. Applicants are advised that applications shall not be considered without submitting to the Zoning Administrator four complete sets (one set to be the original) of the following information:

- 1. Applications for Land Use Permit and Certificate of Compliance (shall be filled out in their entirety)*
- 2. Approved Ashland County Sanitary Permit or approved Madeline Sanitary District Permit if on municipal sewer*
- 3. Approved Ashland County Highway Permit (if applicable)*
- 4. Approved Ashland County Building Permit (if applicable)*
- 5. Elevations (for each side of structure, if addition/ alteration existing shall be shown)*
- 6. Site Plan. Accurately show the location, size, and shape of the lot(s) involved Identify all lakes, ponds, streams or wetlands. Identify relationship to streets, roads, alleys and/ or easements being active, platted or reserved, wells and sanitary systems, both on or abutting property. Identify directly adjacent landowners and property use.*
- 7. Applications for changes in land use shall identify changes, in detail.*
- 8. Fees.*
- 9. Town Driveway Permit application from Town Foreman, if applicable.*
- 10. The actual building site shall be staked out prior to the Zoning Administrator’s inspection.*

NOTE: The Town of La Pointe does not require plans to be professionally drawn, however, they shall be of a legal and understandable quality that properly conveys all information necessary to complete project. Actual dimensions are preferred to scale maps. Failure to comply with the above instructions will result in delays in processing of applications.”

- In Section 8.3 B Land Use Application Requirements, change *“The Applicant shall declare”* to *“the Applicant shall acknowledge by signature.”*
- In Section 8.4 A: Land Use Permit, add *“or designated official”* to the end of item 2., *“Screening by the Zoning Administrator.”*
- In Section 8.4 A: Land Use Permit, change *“If sanitary system is included, an approved permit application must accompany Land Use Permit application for forwarding to the Sanitary Agent or to the Sanitary District”* to *“If sanitary system is included, an approved sanitary permit must accompany Land Use Permit application.”*
- In Section 8.4 A: Land Use Permit, add *“or designated official”* to the end of item 4., *“Inspection by the Zoning Administrator.”*
- In Section 8.4 A: Land Use Permit, delete item 5: *“All applicable permits and documentation are required to be in hand before an application will appear on the Town Plan Commission agenda.”*
- In Section 8.4 A: Land Use Permit, change *“Issuance of permit within ten (10) days after approval of Town Plan Commission”* to *“Issuance of permit within ten (10) days after approval of Zoning Administrator or Town Plan Commission, where applicable.”*

- b. **Section 6.0 Regulation of special uses: discuss possible addition of regulations regarding employee housing: James Price input.**

Not discussed.

- c. **Review and possibly revise Official Zoning Map RE: Comprehensive plan Future Land Use Map**

Not discussed.

VII. New Business

- a. **Madeline Island Music Camp/Woods Manor letter dated 3/8/2010 RE: 25th anniversary celebration at Woods Manor.**

J. Croonborg, ZA reports that the Town Board briefly discussed this matter at their meeting of 4/13/2010. There is currently an Ashland County Public Assemblage Ordinance, written in 1977. It is a restrictive document, but not regularly enforced.

C. Brummer states that it is time for the Town of La Pointe to create some kind of temporary special events permit; one that is fair for the applicant but that doesn't jeopardize the Ordinance.

Chair Pallas feels that this is a Town Board matter, not a Zoning one. However, a draft Public Assemblage/Special Events Ordinance should be drafted, retrofitting the current Ashland County Ordinance to better fit the needs of Madeline Island. Chair Pallas also feels that capping the number of times per year a property is permitted to receive these permits would protect the interests of local businesses who rely on hosting events such as weddings.

This draft will include the following guidelines:

- A gathering of 250 or more people shall require a permit
- A time limit of 7 days (number of days, including set-up and take down, of an event)
- Number of times a given property may hold special events (twice a year)
- Notification of all neighbors within 300 feet (done by Town Clerk)
- Require at least 1 portable toilet per 125 women and 1 portable toilet per 125 men
- A cash bond will be required to guarantee cleanup
- Parking restrictions for roads

This draft will be discussed at the next Town Plan Commission meeting, and then passed on to the Town Board.

In regards to the specific event held by the MIMC at Woods Manor, the Town Plan Commission feels that Woods Manor won't require a Conditional Use Permit, but will require a Special Events permit (once that is created).

- b. **Anderson, Frank: Zoning Administrator draft letter RE: campground without permits @516 Miller Farm Rd.**

Mr. Anderson has been advertising online a private campground at his property on Miller Farm Rd. He has no permits of any kind, whether from the State, the County, or the Town.

The Zoning Administrator has written a draft letter to Mr. Anderson ordering him to immediately cease operating this campground, if the Town Plan Commission feels that such a letter should be sent.

The Town Plan Commission unanimously directs the Zoning Administrator to send this letter.

c. Chamber of Commerce proposal for 60 ft “Welcome” banners on Lakeview and La Pointe Condominium facades – Middle Rd. and Main St.

The Zoning Administrator states that the Chamber asked if the proposed banners would require a permit. The Ordinance definition for “sign” is read, and short discussion ensues.

G. Thury moves that the Chamber of Commerce banners as presented do require a permit according to the Ordinance. C. Brummer seconds. All in favor, 6 aye. Motion Carries.

Chair Pallas makes a motion to go back to Old Business at this time. C. Brummer seconds. All in favor, 6 aye. Motion Carries.

VIII. Future Agenda Items

- Review and recommend to Town Board draft Public Assemblage/Special Events Ordinance
- Review and approve draft of new Special Exceptions Permit
- Review and approve draft of new Conditional Use Permit
- Make recommendations to Town Board for the three Town Plan Commission positions opening up

IX. Schedule of Next Meeting

The next Town Plan Commission Regular Monthly Meeting will be held Wednesday, April 21, 2010, at 4 pm.

X. Adjournment

G. Thury moves to adjourn. S. Soucek seconds. All in favor, 6 aye. Motion Carries. Meeting ends at 6:20 pm.

Draft Town Plan Commission Minutes respectfully submitted by Margaretta Kusch, ZCA, on Friday, April 16, 2010.

Town Plan Commission Minutes are approved as amended by Margaretta Kusch; ZCA on Wednesday, April 21, 2010.