

**Town of La Pointe Zoning
Town Plan Commission Special Monthly Meeting Minutes
May 1, 2013**

Town Plan Commission (TPC) Members Present: Ted Pallas, Chair, Charles Brummer, Vice-Chair, Suellen Soucek, Greg Thury, Ron Madich. (5).

Town Plan Commission members absent: Carey Baxter, Joan Martin (2).

Public Present: Dave Thomas, Paul Brummer (2).

Town Staff Members Present: P. Clark, Administrator, J. Croonborg-Murphy, Zoning Administrator, L.Potswald, ZAA (3).

I. Call to Order/Roll Call

Chair Pallas called the Meeting to order at 4:30 PM at the La Pointe Town Hall. Roll call reflected members present or absent as recorded above.

II. Public Comment

J Croonborg Murphy welcomed Ron Madich upon his return appointment to the Town Plan Commission.

III. Approval of Previous Meeting Minutes

A. Town Plan Commission Regular Monthly Meeting, April 17, 2013.

- In item IV.A. 1., add “*be attached...*”.
- In item IV.A. 1., third sentence, change “*connection*” to “*connected*”.
- In item IV.A. 2., change “*Brunner*” to “*Brummer*”.
- In item VII. A. 1., eighth hyphen, second sentence, change “*condition*” to “*conditional*”.
- In item VII. A. 1., ninth hyphen, change “*should be*” to “*to*”.
- In item VII. A. 2., first hyphen, change “*plans*” to “*plants*”.
- In item VII. A. 2., second hyphen, add “*Typically*” to the beginning of the sentence.
- In item VII. A. 2., second hyphen, change “*sixes*” to “*sides*”.
- In item VII. A. 8., Page 8, remove) after “*dwelling*”.
- In item VII. A. 8., Page 8, add a comma after “*public*”.

G. Thury moves to approve the Town Plan Commission Regular Monthly Meeting minutes of April 17, 2013 as amended. S. Soucek seconds. Four in favor, R. Madich abstains. Motion carries.

B. Joint Meeting with Town Plan Commission and Town Board, April 25, 2013.

J. Croonborg Murphy explained that Town Clerk P. Hobin drafted comprehensive minutes from the meeting which will be circulated for review and approval at the May 15, 2013 Town Plan Commission meeting.

IV. Zoning Administrator’s Report

A. The Zoning Department is preparing an emergency information brochure to be sent out with the rental placards this year as a public service. Department staff intend to do additional public service activities this year.

B. Erosion issues have been discovered on some island beaches; J Croonborg Murphy will follow up.

- C. C. Brummer had a question regarding the requested signature for the new Personnel Policy. J. Croonborg Murphy referred Town Plan Commission members to the Town Clerk.

A written report will be provided at the next meeting.

V. Consideration and/or Action of Permit Applications

Gokey, William/Susan re: Structural Alteration at 515 Old Fort Road 014-00200-0900: A small part of the structure is an Old Mission Cottage. Section 9.2 applies to legal nonconforming structures. Alterations are due to infestation; there is no outside expansion. Permit will be issued.

VI. New Business

A. Review and Possibly Approve Changes to Land Use Permit Application Form

1. Disclaimer statement: The Town does not required certified surveys, so certificates of compliance are a liability to the Town and have not been regularly issued in the past. Obtaining a legal opinion about how to proceed is an option. This will involve changing the Zoning Administrator job description with Town Board approval and making a zoning Ordinance text change.
2. Permit copies: Presently the Zoning Administrator prepares 4 originals of the same document, which makes additional work for the Administrator. The Zoning Administrator recommends preparing the original and making copies. The copy fee can be added to the permit cost.
3. Item 7: Floor plans for assessment purposes have been requested by assessor, specifying that floor plans must show exterior dimensions
4. Item 11: Take out – the town doesn't have a driveway application.
5. Fee schedule fee includes stairs and ramps. A late fee has also been added to the fee schedule.
6. Edit: In the Gray box labeled Type of Land Use: change "principle" to "*principal*".

T. Pallas moves to approve the draft amendments to the town permit application pending and appropriate text changes pending Town Board approval. G. Thury seconds. Four in favor, R. Madich abstains. Motion carries.

B. CAPP Committee Recommendation re: Riemann Park/Campground

The Town Plan Commission is reviewing the use of this land as required by statute; the property is zoned as a town park. The Riemans, in addition to donating the property, have offered \$25,000 toward development of the property into a primitive campground and park. The process for moving this project forward will be to use the conditional use permit process.

The Town Plan Commission asked the Zoning Administrator to write a letter to the Riemans asking about what they think is a reasonable amount of time for accomplishing this project, and explaining to them the permit time lines for the existing Town Park project. A plan of usage must be developed for the Riemann project and a public hearing must be held to gather public input on the plan as well.

Administrator Clark leaves the meeting at 5:25 P.M.

VII. Old Business

A. La Pointe Zoning Ordinance text changes:

1. Approve final language
 - The changes presented to the public must be actual changes
 - Only include substantive text changes; not punctuation or consistency corrections.

- Page 35-36 IV. 2.G.; leave text changes as written.
- Page 35-36 IV.2.G: Add “*activities*” after “land disturbing”
- Include whole new Section 10 in as underlined, and whole old Section 10 as crossed out.

T. Pallas moves to approve substantive changes to the Town of La Pointe Zoning Ordinance. S. Soucek seconds. Four in favor, Ron Madich abstains. Motion carries.

2. Schedule public hearing
The Town Plan Commission scheduled the public hearing regarding the La Pointe Zoning Ordinance text changes for Wednesday, June 12, 2013 at 5:00 P.M.
- B. Comprehensive Plan Review:
1. Discuss April 25 Joint Meeting with Town Board
Information and ideas regarding comprehensive planning were reviewed with the Town Board. Minutes from the meeting will be available for the Town Plan Commission’s review at the May 15 meeting.
 2. Planning Processes.
Questions to consider include: What is the process we want to use to plan, and How will the information be used by the Town? Town Plan Commission members like the backcasting approach as applied to revising the existing plan. J. Croonborg Murphy stated that she will work with others to outline specific planning process procedures and draft documents in collaboration with interested community members to bring to the Town Plan Commission for review and approval.
 3. 2013 Schedule.
The draft time line was approved. A calendar of events must be set up that fits the facilitator’s schedule. Community groups should be contacted so the topic of comprehensive planning can be put on meeting agendas (for example, Clinic, Chamber).
 4. Survey
Town Plan Commission members agreed that it makes the most sense to revise the 1992 survey to use again. T. Pallas asked all Town Plan Commission members to review the 1992 survey and make recommendations for changes. Survey should be able to be sent out in the next month

VIII. Future Agenda Items

- A.
- B.

IX. Schedule Future Meetings

- A. Next Regular Monthly Meeting to be held **Wednesday, May 15, 2013 at 4:30 pm.**

X. Adjournment

- G. Thury moves to adjourn. S. Soucek seconds. All in favor. Motion Carries. Meeting ends at 5:55 pm.

Town Plan Commission minutes respectfully submitted by Lisa Potswald, ZAA on Friday, May 10, 2013.