

**Town of La Pointe Zoning
Town Plan Commission Special Monthly Meeting Minutes
September 4, 2013**

Town Plan Commission (TPC) Members Present: Ted Pallas, Chair, Charles Brummer, Vice-Chair, Suellen Soucek, , Joan Martin, (4).

Town Plan Commission members absent: Carey Baxter, Greg Thury (2).

Public Present: Holly Tourdot, Paul Brummer (2).

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

I. Call to Order/Roll Call

Chair Pallas called the Meeting to order at 4:35 PM. Roll call reflected members present or absent as recorded above.

II. Public Comment

None.

III. Approval of Previous Meeting Minutes

C. Brummer moves to approve the Town Plan Commission Regular Monthly Meeting minutes of August 15, 2013 as amended. S. Soucek seconds. Four in favor. Motion carries.

IV. Zoning Administrator's Report

Zoning Administrator's report dated August 28, 2013 is on file.

V. Consideration and/or Action of Permit Applications

None.

VI. New Business

a. Member resignation/appointment

Nothing was decided at the Town Board meeting as Chair Nelson was not present. By Statute the Town Chair appoints a person to the Town Plan Commission; that appointment is not voted on by the Town Board. The Town Plan Commission does not make a recommendation to the Town Board Chair. C. Brummer stated that it should be a Town Board decision of five, not a decision of one person.

b. Zoning Administrator request for Zoning Ordinance interpretation re: complaints

The issue is that under the present Zoning Ordinance, on non-construction complaints/violations, we can tell the property owner to stop doing what they are doing, and/or correct the situation. The problem is that in order to issue a citation, it must first be approved by the Town Plan Commission, then approved by the Town Board.

Chair Pallas noted there are lots of complaints that don't need input from the Town Board. MRF employees can issue citations without any approval. Chair Pallas asked what is the protection for the

resident? Holly Tourdot asked if is it like a parking/traffic ticket? Chair Pallas responded that the person cited pays the Town.

L. Potswald states that we need to have some way to address folks who break the ordinance. We hope for voluntary compliance, but need to have some options. J. Martin noted that it is a waste of time to have to take any citation to the Town Board; rather, we should take care of the problem and move on, while building in protection of persons' rights. L. Potswald will research how Ashland County and other entities handle citation authority and will bring back examples to a future meeting..

VII. Old Business

a. Comprehensive Plan - Meetings and Survey

The memo dated August 26, 2013 regarding cost of mailing was given to the Town Board with no comments back. Regarding the memo dated September 3 about Dave Thomas' most recent recommended changes - C Brummer agreed with everything in the September 3 memo, and was fine with the return date of September 30. Many offered to assist in stuffing envelopes.

First Comprehensive Plan meeting is to be held on September 9. Tom Wojociewski from Wisconsin Extension will be running the meetings and taking notes. These meetings are not mandatory for Town Plan Commission members, who will attend as citizens and not Town Plan Commission members. L. Potswald obtained electronic copy of original comprehensive plan, which will make it much easier to revise.

b. Status Zoning Administrator Assistant

Micaela is interested in the position but not until after first of the year. The position is 16 hours/per week, or 800 hours per year. It was recommended to check with Margaretta, as her hours at the museum will probably be changing.

c. Certified Survey Map – Richards

On September 10, 2013, DNR staff will come over to review the property.

d. Proposed Ordinance text change review

The memo dated August 23, 2013 contains recommended language and answers questions posed by past Zoning Administrator Jen Croonborg Murphy.

e. Set new Public Hearing date for Ordinance text changes

The Public Hearing is set for Wednesday, October 9, 2013 at 5:00 p.m.

VIII. Future Agenda Items

- a. Richards Certified Survey Map
- b. Zoning Administrator Assistant position
- c. Appoint to Town Plan Commission open position

IX. Schedule Future Meetings

- a. Next Regular Monthly Meeting to be held **Wednesday, September 18, 2013 at 4:30 p.m.**

X. Adjournment

C. Brummer 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, September 17, 2013.