

**Town of La Pointe Zoning
Town Plan Commission Special Monthly Meeting Minutes
January 8, 2014**

Town Plan Commission (TPC) Members Present: Ted Pallas, Chair, Charles Brummer, Vice-Chair, Suellen Soucek, Carey Baxter, Margie Denton (5).

Town Plan Commission members absent: Joan Martin, Greg Thury (2).

Public Present: Mike Starck, Paul Brummer, Heidi Huber (3).

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 4:30 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 November 20, 2013 as amended. S. Soucek seconds. Four in favor, T. Pallas abstains. Motion carries.

IV. Zoning Administrator's Report

C. Brummer moved to place the Zoning Administrator's reports dated November and December 2013 as amended on file. S. Soucek seconds; all in favor.

V. Consideration and/or Action of Permit Applications

- a. Ashland County Section 14, Township 50 N, Range 3W, LP #014-00097-0200. Certified Survey Map: combining two into one.**

The property was owned by the Stevenson family and went back to Ashland County. There are a few issues with the Certified Survey Map. One is that the county has not completed a Certified Survey Map application or paid a fee. L. Potswald sent a letter to Bill Metzinger regarding the need for an application. L. Potswald stated that the CSM was done to combine two lots into one. After discussion that included Mike Starck, it was explained that the county wants to sell property on the lake side of Big Bay Road to the state, and the county wants to keep the property above the road. T. Pallas states that Outlot 1 has to be combined with the lot on the inland to become a 20 acre (legal) parcel. There is a covenant with the state that they will not buy property on the back side of Big Bay Road. After discussion, L. Potswald will call Bill Metzinger to let him know what is required. Once the Town gets that information, the county's application and fee, the Certified Survey Map can be approved by the TPC.

VI. New Business

a. **Regarding Zoning Administrator request for Zoning interpretation: locating business at 219 - Colonel Woods Avenue, LP #014-00470-1000.**

There are three issues for the Town Plan Commission: change of use, parking and signage. Michael Childers came to the meeting to discuss the project. Regarding parking, they intend to put seven spaces along Colonel Woods Avenue (5 for customers based on square footage and 2 for employees). This could mean taking down one or more trees. They intend to create a pathway through the front yard to bring customers in, and will put a sign out front. They will put a sign on the fence for parking. T. Pallas stated a parking sign would not be counted as an advertising sign. They will put in a handicapped ramp and handicapped parking. T. Pallas pointed out that wheelchair ramps and access do not have to meet setbacks. No one will be living in the house. M. Childers stated that the garage is a nonconforming structure; he said they may use it for the business in the future.

L. Potswald brought up the consideration of whether this will be a “light industry” or not. If it is considered so, there will be additional requirements for parking. After discussion, members thought this project did not meet the definition of light industry. If there are complaints in the future, they will be addressed.

b. **Year-end draft report**

L. Potswald asked for input from the Town Plan Commission regarding the draft report. It was recommended that the report be distributed as written.

c. **Draft application and directions**

The previous Zoning Administrator recommended some changes in the Town’s application. Based on those recommendations, L. Potswald drafted a new set of instructions and application form. It will be put on the website as one .pdf. It will be run by Waggie and Barb for final review. It will be made available online and in paper form at the Town Hall.

d. **Town Plan Commission goals for 2014**

The Town Plan Commission discussed what they want to get done for 2014. The most important thing to accomplish is the Comprehensive Plan update.

VII. Old Business

a. **Comprehensive Plan survey results**

L. Potswald is waiting for a draft of the survey from the consultant.

b. **Comprehensive Plan review and changes**

Wait until we get more information.

c. **Expedited citation process**

This will be included in a future ordinance change.

VIII. Future Agenda Items

- a. Ashland County Certified Survey Map
- b. Expedited citation process
- c. Comprehensive Plan survey draft report
- d. Comprehensive Plan revision

IX. Schedule Future Meetings

- a. Next Regular Monthly Meeting to be held **Wednesday, January 22, 2014 at 4:30 p.m.**

X. Adjournment

C. Brummer moves to adjourn. S. Soucek seconds. All in favor. Motion Carries. Meeting ends at 5:18 pm.

Town Plan Commission minutes respectfully submitted by Lisa Potswald, Planning and Zoning Administrator, on Thursday, January 9, 2014.