

**Town of La Pointe Zoning  
Town Plan Commission Regular Monthly Meeting  
Wednesday, June 17, 2009**

**Town Plan Commission Members Present:** Ted Pallas; Chair, Charles Brummer, Larry Whalen, Carey Baxter, Greg Thury, Ron Madich, Suellen Soucek (7)

**Town Plan Commission Members Absent:** none

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**Public Present:** Warren Anderson, Mike Starck, Paul Brummer, Tim Eldred (4)

**Town Staff Members Present:** Jennifer Croonborg; ZA, Jessica Hatch; ZCA (2)

**I. Call to Order/Roll Call**

Chair, T. Pallas called the meeting to order at 5 pm at the Town Hall. Roll call reflected members present or absent as recorded above.

**II. Public Comment**

Before opening the floor to the public, Chair Pallas makes a couple of brief statements. First, regarding Open Meeting Violations the TPC have recently been accused of; Pallas says he will put an end to those accusations starting tonight. Second, Pallas explains his allowance of Public Comment, which is that the public can speak during the Public Comment part of the agenda only; exceptions are those whose properties are on the agenda or the item pertains to them in some way. Thirdly, Pallas says that our agendas are going to be more specific so the average person can look at it and know what the TPC is talking about. Lastly, Pallas speaks to the minutes. Pallas feels the minutes are incomplete; he would like to see more important information included in the minutes. Chair opens the floor for comment.

Commissioner Whalen speaks to Robert's Rules of Order, noting that he feels they are hard to follow and that the TPC should look at our By-Laws. Chair says that the By-Laws will be on our agenda soon.

**III. Approval of Previous Meeting Minutes:**

**a. Town Plan Commission Special Monthly Meeting May 6, 2009**

Amendment to the minutes is to add the word "be" to the fourth sentence under New Business a., reading "There will be a..." Commissioner Thury moves to accept as corrected the minutes of May 6, 2009 Town Plan Commission Special Monthly Meeting. S. Soucek seconds. All in favor, 5 aye. 2 abstain (TP,CBr). Motion Carries.

**VI. Zoning Administrator's Report**

**a. Written Report, 5-9-09 to 6-5-09, placed on file by Town Board 6-9-09**

ZA gives verbal comments. She welcomes the new members, Chair Pallas and C. Brummer. ZA distributed copies to the TPC of a Wisconsin Town's Association (WTA) opinion she sought out regarding permit applications that are still in progress, namely before text changes to the CUP process. These permits have not been issued as of yet. WTA opinion is that these applications remain under the Ordinance they were submitted under, the former Zoning Ordinance, thus they still need sanitary in order to be approved.

ZA explains that a lot of Applications in the office are out of date due to the recent text changes, so she is working on updating those. She adds that she needs to make a Complaint Form according to the new section in 8.4.2 as well as a new CUP application. These will be on future agendas for review.

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Lastly, she informs the TPC of vacation time she is taking next week. Discussion regarding agenda posting ensues, Chair and ZA affirm that they will try to get agendas posted by the Friday before the meeting.

C. Brummer moves to place on file the ZA Report date 6-9-09. G. Thury seconds. All in favor, 7 aye. Motion Carries.

### **V. Consideration and/or Action of Permit Applications:**

#### **a. Gorman, Kathleen re: Addition/Alteration and Shed at 888 Whitefish Street, Parcel # 014-00413-0100**

ZA explains that she found property boundary issues with this parcel. She is requesting the TPC give this application a second look and decide whether they feel that this property requires a survey prior to approval. ZA presents documentation. There are discrepancies regarding property boundaries due to the vacation of 7<sup>th</sup> Street. It is decided that the Town does not require a survey map at this time. G. Thury moves to recommend approval of the application provided it shows the actual setbacks and boundaries for the property including vacated 7<sup>th</sup> Street. R. Madich seconds. All in favor, 7 aye. Motion Carries.

### **VI. Old Business**

#### **a. Zoning Ordinance Revision Project**

##### **1. Discussion re: Status of Zoning Ordinance Revision Project**

ZA gives a status update on the Project. She starts with the General Code portion of the project and moves into the recent TPC recommendations, the five text changes that have been passed on to make a new Ordinance, which now makes the initial General Code Codification out of date. The Town Board is questioning the appropriate process to make changes to the TPC recommendations for Section 2, Section 3 and the Dimensional Table. ZA explains the difference between “text changes” and a “Repeal and Replacement” of the Ordinance, this difference determines how the Town Board may deal with the changes they would like to make to the recommendations. Town Board scheduled a special meeting to deal with this issue.

### **VII. New Business**

#### **a. Election of Town Plan Commission Vice Chair**

L. Whalen moves to nominate Charlie Brummer as the Vice-Chair of the Town Plan Commission. (C. Brummer accepts) G. Thury seconds. All in favor, 6 aye. 1 abstain (CBr). Motion Carries.

#### **b. Draft of Rental of Single Family Dwelling Application**

ZA explains what changes were made, namely adding the rental of Guest Houses. It is said that this change must be reflected in Section 6.8 as a simple text change. Chair Pallas moves to approve this new permit application for Rental of a Single Family Dwelling. L. Whalen seconds. All in favor, 7 aye. Motion Carries.

#### **c. Interpretation of Fee Schedule re: Rental of Guest House**

ZA asks the question of whether a Guest House requires a fee along with the fee for the primary rental. TPC consensus is that no extra fee is necessary for the rental of a Guest House. ZA will inform the rental agents and self-managed property owners of the private property tax implications for rental of ones Guest House.

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ZCA informs the Commission that “Future Agenda Items” was not included in this agenda as it typically would be, thus suggests that under the next agenda item these future items may be addressed.

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**IX. Schedule of Next Meeting**

Commissioner Baxter mentions the sub-committee work that he and Commissioner Thury have been working on and asks if the same directive is still in place. Chair says for Baxter to put a note in his box so this work can be on the next agenda.

The next scheduled meeting is a Special Monthly Meeting on Wednesday, July 1, 2009 at 5 pm.

C. Baxter shares that members of the CAPP Committee have volunteered to do research on current and passed minutes and agendas helping us find the most friendly, understandable way to present minutes and agendas.

**X. Adjournment**

L. Whalen moves to adjourn. G. Thury seconds. All in favor, 7 aye. Motion Carries. Meeting ends at 6 pm.

**First Draft Town Plan Commission Minutes respectfully submitted by Zoning Clerical Assistant, Jessica L. Hatch on Thursday, June 18, 2009.**

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