

Planning Commission Meeting December 3rd, 2009 7:00 pm

Attendees: Ray Kiewit, Susan Keachie, Fred Schlichting, Joni Brooks and Max Taubert

No Members of the Public were present.

Updates:

Ray had an opportunity to see a program that is new to the County on what is called “pictrometry”. It uses aerial photos in various ways that would be useful to the planning process along with other applications. The County will be provided a copy of the program to each Town.

Permit/Variance Requests:

1. Driveway permit application from Brian Briggs.
The commission reviewed the application for a driveway permit on E. Romans Point Rd. Ray moved to approve the application pending approval by the Town road crew. Susan 2nd the motion and all commission members were in favor.
2. The commission then reviewed a letter from Ray Jones asking to purchase a parcel of land from the Town at Siskiwit Lake across from the Campground. It must be determined exactly which parcel he was asking about. From the plat attached to the letter Mr. Jones seemed to be referencing a parcel across Siskiwit Shores Rd. from the campground and boat landing. There are policies outlined in the Comprehensive Plan that refer to the Town retaining its land and since that parcel is adjacent to the campground on Siskiwit Lake it may be suitable for future recreational expansion in that area. Fred made a motion to oppose the sale of the land to Mr. Jones, Max 2nd and all commission members were in favor of the motion.

Ray read a resolution to recommend adoption of the Comprehensive Plan by the Town Board. Fred made a motion to present the resolution, Ray 2nd. All commission members were in favor and signed the Resolution to be presented to the Town Board at the December meeting.

The commissioners then discussed the process for prioritizing work for the next year.

1. The first task will be to complete a **Natural Resources Overlay** for the Town. Since the County has already completed most of the work and mapping for it we should be able to accomplish that without too much effort.
2. The process for **Short Term Rental Permit approval** was determined to be the next priority because of recent controversy brought out by the new County permit requirement. Susan will speak with Karl Kastrosky of Bayfield County Zoning to see what their time lines are for the permit application process. I.e. how long it takes for the permit request to reach the Town and then how long it takes to process it at the County level after receiving the Town recommendation. We also need to determine what the requirement for notification of adjacent property owners is within that process.

It was decided that this process of prioritizing would be easier if we had a list of the Action Items outlined in the Plan to refer to. Susan will go through the Plan and create a list of those items that are calling for review or action within the first 5 years following adoption of the Plan. She will email them to Commissioners before the next meeting so that all will have time to review before

then. At the next meeting we will use this list to set up a schedule for tasks needed to be addressed by the Commission.

Susan will also create a list of Action Items to be dealt with by entities other than the Commission.

Issues pertaining to the **Review of Permit and Variance Applications** were identified:

- 1) The Plan Commission needs to receive the application at least 10 days before the meeting set to review the application.
 - a. Notification of the date and time of the review must be sent to the property owner and adjacent property owners
 - b. Time to research any existing ordinance that may relate to the application
- 2) Ray will pull out the Goals and Objectives from the Plan that relate to issuing variances and permits.
- 3) How to consider feedback/input from the Public was discussed. Susan will also talk to Karl about this aspect of the permitting process.
- 4) Getting Notices of the Plan Commission meetings on the web site in a timely manner was discussed. Since access to the Town side of the web site is restricted, Ray will talk to Mary Beth Tillmans, the Town secretary about posting the Notices.

There was discussion about the process for conducting Plan Commission meetings when members of the Public are in attendance because of interest relating to an application for a permit or variance. Since we have seen that discussion can continue on an issue with little benefit the following time limits were suggested:

- (1) The permit applicant will have five (5) minutes to present their application. If the Chairman feels that more time is necessary he can extend that time limit.
- (2) Members of the public with an interest in the application will each have three (3) minutes to state their position. Again – the Chairman can extend this time period if he/she feels it's necessary.
- (3) The application will then go back to the Commission for questions and discussion.
- (4) The applicant will have two (2) minutes for rebuttal if necessary.

Notes for the way the meeting will be conducted will be on all Meeting Notices and the procedure will be reviewed when applicants attend a Plan Commission meeting.

Ray will go through the categories of possible permit requests and define issues that might be unique to each one. At a future meeting the Commission will try to set criteria that may apply to each category.

Susan made a motion that the meeting be adjourned. Ray 2nd the motion and all were in favor. The meeting was adjourned at 8:40 pm.

The next meeting will be on Thursday January 7th at 7 pm at the Community Center.