

1 The regular monthly meeting of the Newbold Plan Commission was held on Thursday,
2 February 5, 2009, beginning at 4:30 PM at the Newbold Town Hall.
3

4 **Members in attendance:** Chairperson Bob Metropulos, Dan Chronister Sr., Bob Estabrook,
5 John Granger, Richard Guidinger, Ed Hammer, and Mike Sueflohn

6 **Members absent:** None

7 **Audience:** No audience was present during the meeting
8

9 **Call the meeting to Order:** Chmn. Metropulos called the meeting to order at 4:30 PM. The
10 Agenda for this meeting was properly noticed by posting on February 4, 2009 a copy of a
11 revised agenda on each of the three (3) Town bulletin boards. For informational purposes, the
12 Agenda was also posted on the Town website.
13

14 **1.0 Approve minutes for January 6, 2009 Regular Monthly Meeting and January 15, 2009**
15 **Special Meeting:**

16 **1.1 January 6, 2009 Regular Monthly Meeting** -- Mike Sueflohn moved to approve the
17 minutes for the subject meeting; Bob Estabrook seconded the motion; motion passed by
18 unanimous voice vote.

19 **1.2 January 15, 2009 Special Meeting** -- Ed Hammer moved to approve the minutes for the
20 subject meeting; Bob Estabrook seconded the motion; motion passed by unanimous
21 voice vote.
22

23 **2.0 Review for action and recommendation to the Town of Newbold Board, Oneida**
24 **County P & Z Dept. requests, including Administrative Review and/or Conditional Use**
25 **Permits, Town Board and/or Citizen requests regarding Land Division and/or Zoning and**
26 **Condominium Plats:**
27

28 **2.1 A Minor Land Division in the NE SW qtr-qtr of Section 28, T37N, R8E to create a**
29 **new 5-acre parcel from lands owned by John Y. Moxen and Mary E. Fitzpatrick**
30 **(Tax ID #NE-290); Gene Uttech of MSA Services—Agent:**

31 **Discussion** – Chmn. Metropulos told the Members that Mr. Uttech has informed him
32 that the owner's of the subject property have asked that this Agenda Item be
33 withdrawn from consideration.

34 **Action** – none taken
35

36 **3.0 Discussion and recommendation to the Newbold Town Board for changes in the**
37 **2009 Fee Schedule relative to fees pertaining to the Plan Commission process:**

38 **Discussion** -- Mr. Guidinger began the discussion commenting that he did not believe it
39 advisable to increase any of the fees related to Plan Commission activities during the current
40 economic situation. A majority of the Members agreed with Mr. Guidinger's suggestion.

41 However, it was agreed that the ordering/listing of the fees as shown on the 2008 Fee
42 Schedule is somewhat confusing and should be revised to be more explanatory:

- 43 • The fee for a "Lot Split" should be eliminated – a "lot split" is in reality a "Minor
44 Land Division" and the Members are suggesting that all references to a "Lot Split"
45 be removed from the Ordinance;
- 46 • The \$200. fee for a Minor Land Division is a double entry in the Fee Schedule.
47 By definition a Minor Land Division is a land division creating two (2) but not
48 more than four (4) new lots. The fee for a Minor Land Division is covered by the
49 fee for a Preliminary Plat (2 to 4 lots), and;

- The heading “Land Division Fee” does not accurately describe all the fees outlined; e.g., reviews of Administrative Use Permits and/or Conditional Use Permits don’t have anything to do with a land division. Likewise, Special Meetings may, or may not, have a land division as an agenda item.

For ease of understanding and clarification the Members suggested that the Land Division Fee schedule be revised and re-written as follows

It was questioned if the Agenda Item as written required a motion by the Members to make an official recommendation to the Town Board. Chmn. Metropulos commented that he would make the recommendation during his presentation at the next Town Board meeting.

Plan Commission Fees:

Certified Survey Map	\$200 each
Preliminary Plat Review:	
a) Minor Land Division (2 to 4 lots)	\$200
b) Major Land Division (5 or more lots)	\$200 plus \$30 per lot over 4 lots
Final Plat Review by the Plan Commission	\$100
Plat Reapplication (Prelim. or Final)	\$50
Administrative Use Permit Review	\$100
Conditional Use Permit Review	\$200
Special Meetings of the Plan Commission	\$400 per meeting

Action – No official action taken

4.0 Continued Discussion on Chapter 13, Land Division Ordinance revisions for recommendation to the Newbold Town Board:

Discussion – The discussion focused on a review of the General Provisions included in the Ordinance to ensure what is written agrees with State Statutes and is clear in content. The Members originally reviewed this part of the Ordinance during meetings in May/June 2008. The purpose of this continuing re-review is to get Mr. Hammer’s input.

Action -- No official action was taken. The Secretary will type up revised pages to show suggested changes, deletions and/or additions. The Members will then review, further edit, and/or approve the changes/additions made during the previous meetings.

The previously agreed outline of topics to be discussed at future meetings as agreed at the November 2008 meeting remains in effect:

- Review the Definitions and General Provisions included in the existing Ordinance to ensure there is agreement with State Statutes – initial review and re-review has now been completed;
- Review those parts of the Code and Land Division Ordinance relating to public and private roads, and;
- Regulation of the density of development for on- and off-water parcels.

Mr. Granger asked that the pros/cons of permitting Major Land Divisions to be recorded on a series of CSMs be discussed at a future meeting. He explained that the way the Ordinance is now written, a developer creating a Major Land Division (a multi-lot Subdivision) can submit and ultimately record the Subdivision on a series of CSMs. State Statutes permit recording up to four (4) lots on a single CSM. Hence, a twelve (12) lot subdivision can be recorded using three (3) CSMs; a twenty (20) lot subdivision can be recorded using five (5) CSMs; etc., etc.

87 He suggests that the Ordinance be revised to require a Town or County Plat for recording all
88 Major Land Divisions. The County P. & Z Dept is currently considering revision of the County
89 Subdivision Code to require a Town or County Plat for recording Major Land Divisions.
90

91 **5.0 Administrative matters for review, discussion and/or action by Commission Members**
92 **concerning general Plan Commission activities, Town Board discussions/actions,**
93 **County Planning and Zoning Dept. activities, project updates, correspondence, set next**
94 **meeting date and future agenda items:**
95

96 **5.1 Chmn.'s report of Town Board action** – Chmn. Metropulos commented that the
97 Plan Commission appointments for Mr. Hammer, Mr. Guidinger and himself were
98 expiring this year and reapplication for an appointment must be made in March.

99 **5.2 Correspondence, if any** – None

100 **5.3 Suggested Future Agenda items** – Continued discussion regarding review/update
101 of the Land Division Ordinance –

102 **5.4 Next meeting date** – The next meeting of the Plan Commission will be a regular
103 monthly meeting on March 5, 2009
104

105 **6.0 Public comment/communication period as per Wis. Stats. 19.83(2) and 19.84(2):**

106 None – no audience was present.
107

108 **7.0 Adjournment:** Ed Hammer moved to adjourn the meeting; motion seconded by Mike
109 Suefloh; motion passed by unanimous voice vote.
110

111 Chmn. Metropulos adjourned the meeting at 6:20 P.M.
112
113
114

115 *John P. Granger, Secretary*
116
117