

1 The regular monthly meeting of the Newbold Plan Commission was held on Thursday,
2 March 4, 2010, 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 Suefloh

6 **Members absent:** None

7 **Audience:** Steve Osterman of Oneida Co. P & Z Dept, Craig Rath and Paul Ziolkowski of
8 Fort Wilderness Ministries, Michael Oestreich of Oestreich Surveying and Mapping, LLC, and
9 Len Hyke
10

11 **1.0 Call the meeting to Order:** Chmn. Metropulos called the meeting to order at 4:30 PM.
12 The Agenda for this meeting was properly noticed by posting on February 26, 2010, a copy on
13 each of the three (3) Town bulletin boards. For informational purposes, the Agenda was also
14 posted on the Town website.
15

16 **2.0 Review for action and recommendation to the Town of Newbold Board, Oneida
17 County P & Z Dept. requests, including Administrative Review and/or Conditional Use
18 Permits, Town Board and/or Citizen requests regarding Land Division and/or Zoning
19 and Condominium Plats:**
20

21 **2.1 Review for discussion and recommendation to the Town of Newbold Board, the
22 Administrative Review Permit of Fort Wilderness Ministries, to expand the “Eagle’s
23 Roost” building and increase overnight occupancy for property at 6124 Woodland
24 Trail; further described as a part of Gov’t Lot 5 Section 23, T38N, R7E (Tax ID – NE
25 725-2) – Craig Rath and Paul Ziolkowski – representing Fort Wilderness:**

26 **Discussion** -- Mr. Rath explained, for the benefit of the Members, the background and
27 purpose of this permit application. The “Eagle’s Roost” camping facility, formerly a
28 residential home, was converted some years ago into sleeping and sitting areas for
29 overnight campers. Currently the building will accommodate eight to ten (8-10) guests.
30 The planned expansion will increase capacity to sixteen (16) guests. The proposed
31 expansion of the structure will result in an increase in the building footprint in excess of
32 twenty-five (25) percent; therefore, a change in the zoning permit status is required.

33 Mr. Rath and Mr. Ziolkowski answered several questions by the Members and provided
34 a location map to illustrate the details of the building expansion. The subject building, aka
35 “Eagle Roost”, is located more than 200-feet from the Spider Lake shoreline and several
36 hundred feet from the various lot lines; building setback requirements are more than
37 satisfied. The existing septic system will be appropriately upgraded and enlarged to
38 accommodate the increased number of individuals using the “Eagle Roost” camping
39 facilities.

40 **Action** – Dan Chronister moved recommend to the Town Board approval of the subject
41 Administrative Review Permit; motion seconded by Bob Estabrook; motion passed by
42 unanimous voice vote.
43

44 **2.2 Preliminary five (5) Lot County Plat of Quincy’s Acres, David Schmitz – owner, for
45 property described as part of the SE SE, Section 16, T37N, R8E (Tax ID – NE 144-3) –
46 Michael Oestreich of Oestreich Surveying and Mapping – representing Mr. Schmitz,
47 Steve Osterman – representing Oneida Co. P & Z Dept:**

48 **Background** -- This agenda item involves review of a revision of the Quincy Acres
49 preliminary plat dated 30 March 2009 that was rejected by the Town Board at their 30 April
50 2009 meeting. Following the 30 April Town Board action Mr. Schmitz met with the Plan
51 Commission Chmn and discussed submission of another plat revision for presentation at
52 the June 4, 2009 P.C. meeting.

53 At that meeting, Mr. Schmitz was told that any further action/review of the proposed
54 Quincy Acres land division by the Town or Plan Commission would be scheduled only after
55 the County P. & Z. Dept had made a review of any proposed plat.

56 In December 2009, Mr. Schmitz submitted to the Co., P. & Z. Dept. a Quincy Acres
57 preliminary plat revision dated 17 Dec. 2009. This revision of the 30 March 2009
58 preliminary plat that was rejected by the Town Board shows the private road (aka Quincy
59 Drive) as an extension of Lot 5 with the lands included in Lot 2 increased by a two (2) foot
60 by 218-foot parcel between the road right-of-way and the northern boundary of Lot 1. This
61 plat revision now shows the northern boundary of Lot 1 separated from the proposed road
62 right-of-way by an extension of Lot 2.

63 On 4 January 2010 the County P & Z Dept. sent the Town a letter acknowledging their
64 receipt of the Quincy Acres preliminary plat and requested Town review.

65 **Discussion** -- Mr. Oestreich reviewed for the Members the revisions shown on the 17
66 December 2009 plat revision.

67 Mr. Granger commented that it appears to him that the addition of a 2-foot x 218-foot
68 extension of the eastern boundary of Lot 2 abutting the proposed road right-of-way was
69 simply a method of separating the northern boundary of Lot 1 from the road.

70 He suggested another method would be to describe the proposed road right-of-way as an
71 "outlot" with Lots 2, 3, 4, and 5 each having a one-quarter (1/4) interest in the "outlot";
72 hence, Lot 1 would have no interest/ownership in the road right-of-way, no right of use, and
73 no responsibility for payment of taxes or maintenance.

74
75 Discussion continued pertaining to the pros/cons of various alternatives and the fact that
76 the Quincy Acres proposed land division contains five (5) Lots and as such is a Major Land
77 Division. Hence, it must meet the requirements of the Ordinance for Major Land Divisions.

78 **Action** -- Mike Sueflohn moved to reject the 17 Dec. 2009 revision of the Quincy Acres
79 Land Division preliminary plat and to recommend to the Town Board that they in turn
80 recommend to Mr. Schmitz that he consider re-submitting the Land Division request as
81 either one (1) of two (2) alternate proposals to satisfy the requirements of Newbold
82 Ordinance - Chapter 8.0102(b) (Public Works-Private and Easement Roads);
83

- 84 • Proposal A – resubmit the original five (5) lot Major Land Division preliminary
85 plat, dated 19 Feb 2009, showing the northern boundary of each of the five
86 (5) lots to include the lands under the proposed private road (aka Quincy
87 Drive) and a draft agreement stating that the private road will have a sixty-six
88 (66) foot right-of-way, an adequate turnaround area for emergency vehicles,
89 and will be constructed as per Town road specifications, but with a graveled
90 driving surface, or;
- 91
92 • Proposal B – submit a revised preliminary plat for a four (4) lot Minor Land
93 Division showing the northern boundary of each of the four (4) lots to include
94 the lands under the proposed private road (aka Quincy Drive) and a draft

95 agreement stating that the private road will have a sixty-six (66) foot right-of-
96 way, an adequate turnaround for emergency vehicles, and a driving surface
97 of a minimum of twenty (20) feet.
98

99 Motion seconded by Ed Hammer and passed by a unanimous voice vote.
100

101 **3.0 Continued discussion regarding Meeting Protocol:**

102 **Discussion** – Chmn. Metropulos gave each of the Members a copy of “Plan Commission
103 Meeting Rules of Conduct” he had prepared and presented to the then membership of the
104 Commission some years ago.

105 All Members concurred with the content of the document . . . it was suggested to have a
106 motion and vote to that effect.

107 **Action** – Ed Hammer moved to reaffirm the Members agreement with the proposed “Plan
108 Commission Meeting Rules of Conduct”; motion seconded by Dan Chronister; motion passed
109 by unanimous voice vote.
110

111 **4.0 If time permits, continued discussion on Chapter 13 Land Division Ordinance**
112 **revisions regarding on-water density requirements, for recommendation to the Town**
113 **Board:**

114 **Discussion** – none
115

116 **5.0 Administrative matters for review, discussion and/or action by Commission**
117 **Members concerning general Plan Commission activities, Town Board**
118 **discussions/actions, County Planning and Zoning Dept. activities, project updates,**
119 **correspondence, set next meeting date and future agenda items:**
120

121 **5.1 General Plan Commission Activities** – Mr. Sueflohn commented that some
122 more discussion and direction is needed to resolve the issue of the how much
123 detail should be included in the meeting minutes.

124 Mr. Hammer suggested that perhaps he and Mike get together and work up a
125 draft of an outline or procedure for discussion at a future meeting. Mr. Hammer
126 will also get copies of a suggested Plan Commission Members Handbook for
127 review by the Members.

128 Consensus was that this was a good suggestion to find a way to resolve the
129 discussion of the last three (3) or four (4) months; re: how much is too much
130 detail in the minutes.
131

132 **5.2 Chairpersons report** – none

133 **5.3 Correspondence, if any** – none

134 **5.4 Suggested Future Agenda items** –

- 135 • Continued discussion regarding establishing guidelines for preparation, format, and
- 136 content of Plan Commission meeting minutes, and;
- 137 • Continued discussion regarding review/update of the Land Division Ordinance
- 138 focusing on developing density standards for on-water developments.

139 **5.4 Next meeting date** --The next meeting of the Plan Commission will be a regular
140 monthly meeting on April 1, 2010 at the Town Hall.
141

142 **6.0 Public comment/communication period as per Wis. Stats. 19.83(2) and 19.84(2):**

143 **None** – no comments were made

144

145 **7.0 Adjournment:** Dan Chronister moved to adjourn the meeting; motion seconded by Ed
146 Hammer; motion passed without negative vote.

147

148 Chmn. Metropulos adjourned the meeting at 6:10 P.M.

149

150

John P. Granger, Secretary