

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

6 **Members absent:** None

7 **Audience:** Ms. Shellie Holmes – Executive Director, Tri-County Council
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 June 1, 2009, a copy on each of
11 the three (3) Town bulletin boards.
12

13 **1.0 Approve minutes for May 7, 2009 Regular Monthly Meeting**

14 **1.1** Bob Estabrook moved to approve the minutes of the subject meeting; Ed Hammer
15 seconded the motion; motion passed by unanimous voice vote.
16

17 **2.0 Review for action and recommendation to the Town of Newbold Board, Oneida** 18 **County P & Z Dept. requests, including Administrative Review and/or Conditional Use** 19 **Permits, Town Board and/or Citizen requests regarding Land Division and/or Zoning** 20 **and Condominium Plats:** 21

22 **2.1 Review for discussion and recommendation to the Town of Newbold Board an**
23 **Admin. Review Permit Application by E & J Development LLC, owner, for an**
24 **Admin. Office to be occupied by Tri-County Council at 3916 Country Drive, Suite**
25 **#1; further described as Lot 1, CSM V9 P2213, Section 36 T37N R8E (Tax ID NE**
26 **2224):**

27 **Discussion** – Chmn. Metropulos reviewed for the Members the contents of the Admin.
28 Review Permit request. Ms. Holmes, Executive Director of the Tri-County Council,
29 explained that the administrative office facilities will be used on a daily basis by a
30 maximum of four (4) regular employees and on average three (3) to four (4) clients per
31 day who come to the admin. office for counseling. Ms. Holmes responded to Members
32 questions.

33 **Action** – John Granger moved to approve the subject Administrative Review Permit; Ed
34 Hammer seconded the motion; motion passed on a vote of 6 aye with Chmn.
35 Metropulos abstaining from the vote because of his involvement with the Tri-County
36 Council Board of Directors. .
37

38 **2.2 Review for discussion and recommendation to the Town of Newbold Board a**
39 **more accurately described version of Ben Loma's commercial property in the**
40 **Comprehensive Plans – Future Land Use Map for presentation at the Public**
41 **Hearing on June 11, 2009. The property is located at the corner of Hwy. 47 and**
42 **Bay View Drive, Town of Newbold, WI.**

43 **Discussion** – Chmn. Metropulos reviewed for the Members the materials/documents
44 Mr. Loma submitted at the April 2, 2009 Plan Commission meeting. These data were
45 used to justify Mr. Loma's complaint that the Future Land Use Map included in the
46 adopted Comprehensive Plan does not accurately show the total area of land included
47 by his business.

48 Mr. Hammer commented, as he did at the 2 April meeting, that the Future Land Use
49 Map included in the Comprehensive Plan is simply a “planning document” and may not
50 always accurately illustrate land use area.

51 Mr. Granger commented that the County zoning documents and the Newbold Zoning
52 Map do accurately illustrate the extent of Mr. Loma’s land holdings that are zoned
53 Business.

54 **Action** -- Ed Hammer moved to approve use of the presentation material describing Mr.
55 Loma’s property reviewed by Chmn. Metropulos for the Members; Bob Estabrook
56 seconded the motion; motion passed by unanimous voice vote.
57

58 **2.3 Discussion/No Action regarding a preliminary plat for a four (4) lot Minor Land**
59 **Division located in the SE SE qtr-qtr of Section 16, T37N, R8E (Tax ID 144-3)**
60 **located adjacent to Apperson Drive; Dave Schmitz – Developer, to be present.**

61 **Discussion** – Mr. Schmitz was not present at the meeting. Chmn. Metropulos
62 explained for the Members the background for this “discussion only – no action” agenda
63 item.

64 Prior to drafting the Agenda for this June 4th meeting he, Chmn. Metropulos, had a
65 discussion with the P & Z Dept. about procedures for reviewing land divisions.

66 He, Chmn. Metropulos, was given a copy of an Oct. 30, 2007 letter/memo Karl
67 Jennrich had sent to all County Town Chmn. and Clerks regarding procedural issues for
68 reviewing applications for CUP’s, ARP’s, Zoning requests, Land Divisions, etc.

69 This letter/memo sets out the following procedure for County review of Land Divisions:
70

- 71 ▪ *“applications for CUP’s, ARP’s, rezoning requests, subdivision requests and*
72 *such . . .*
- 73 ▪ *in order for applications to proceed in an efficient and timely manner through*
74 *the system, those applications **MUST FIRST** be submitted to the Oneida*
75 *County Planning and Zoning Department . . . **NOT** to a Town Office.*
- 76 ▪ *Staff will research and review the many aspects of such applications . . .*
- 77 ▪ *Staff will note on the applications any contingencies which we feel are*
78 *necessary . . .*
- 79 ▪ *at that time , the fully completed application will be forwarded to the Town to*
80 *be scheduled for your recommendation to approve or deny the application”.*
81

82 Chmn. Metropulos said that based on this Karl Jennrich letter/memo, he told Mr.
83 Schmitz that his revised Land Division plat must first go to the County P & Z for review
84 before any action by the Plan Commission or Town Board.

85 A copy of the Karl Jennrich Oct 30, 2007 memo will be filed in the Plan Commission
86 Minutes Files.

87 There was no discussion regarding the preliminary plat of the four (4) lot Minor Land
88 Division because Mr. Schmitz was not present at the meeting.

89 **Action** -- No formal action taken
90

91 **3.0 Election of Vice Chairperson and Secretary for May 2009 – April 2010**

92 **3.1 Vice Chairperson** -- Bob Estabrook moved to elect Mike Sueflohn Vice Chmn.; motion
93 seconded by Dan Chronister, motion passed by voice vote of 6 aye 0 nay, with Mr.
94 Sueflohn abstaining from the vote.

95 **3.2 Secretary** -- Bob Estabrook moved to elect John Granger Secretary; motion seconded
96 by Ed Hammer, motion passed by voice vote of 6 aye 0, nay with Mr. Granger
97 abstaining from the vote.
98

99 **4.0 If time permits, continued discussion on Chapter 13 Land Division Ordinance**
100 **revisions for recommendation to the Town Board:**

101 **Discussion** – No discussion took place.

102 **5.0 Administrative matters for review, discussion and/or action by Commission**
103 **Members concerning general Plan Commission activities, Town Board**
104 **discussions/actions, County Planning and Zoning Dept. activities, project updates,**
105 **correspondence, set next meeting date and future agenda items:**

106 **5.1 Correspondence, if any – none**

107 **5.2 Suggested Future Agenda items –**

108 a) Continued discussion regarding review/update of the Land Division Ordinance

109 **5.3 Next meeting date** – The next meeting of the Plan Commission will be a regular
110 monthly meeting on July 2, 2009

111 **6.0 Public comment/communication period as per Wis. Stats. 19.83(2) and 19.84(2):**

112 **None** – no audience members present

113 **7.0 Adjournment:** Ed Hammer moved to adjourn the meeting; motion seconded by Mike
114 Suefloh; motion passed without negative vote. Chmn. Metropulos adjourned the meeting
115 at 6:00 P.M.
116

117 *John P. Granger, Secretary*

118

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