

## **TOWN OF RED CEDAR MINUTES - Planning Commission**

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The Planning Commission meeting was held at the Red Cedar Town Hall, E6591 627<sup>th</sup> Avenue, Menomonie, WI on Tuesday, May 17, 2016 at 6:30 p.m.

1. ROLL CALL/CALL TO ORDER. At 6:32 p.m., Chairman, Leon Herrick, called the Planning Commission meeting to order. Also present were Susan Harrison, Chad Haldeman, and Bob Cook. Ron Prochnow was absent. Alternate member, Marge Hebert, was present, as was Clerk/Secretary, Cheryl Miller.
2. MINUTES. The minutes of the prior meeting were approved. *Motion by Susan Harrison to approve the minutes as presented; motion seconded by Chad Haldeman. None opposed. MC*
3. PUBLIC HEARINGS. None.
4. PUBLIC COMMENTS. None.
5. BUSINESS was considered and acted on, and recommendations to the Town Board were made as follows:
  - (a) Review text amendments to County Zoning Ordinance. All members will review the text amendments and discuss same at the next Planning Commission meeting.
  - (b) Further work on Site Plan Review Ordinance. Discussion had. The Site Plan Review Ordinance is completed. *Motion by Chad Haldeman to forward the Site Plan Review Ordinance to the town board with a recommendation for final approval; motion seconded by Bob Cook. None opposed. MC*

Cheryl presented sample site plan review ordinance checklists. Application forms were discussed which would include questions for the applicant to fill out with respect to compliance with Shoreland, Floodplain, Airport Overlay, County, and Town Ordinances, one for the items needed for submission, another for content (what the details of the actual plan are and if it meets the requirements of the ordinance). Susan will work on this and provide an update in July. Discussion was also had with respect to incorporating the Comp Plan Goals and Objectives checklist into applications for individual ordinances
  - (c) Update of Town Subdivision Ordinance. The County update is still being worked on. Cheryl will start drafting a new town ordinance based on the WTA sample and will incorporate the new platting law changes into the ordinance.
  - (d) Develop a checklist from Comp Plan's Goals and Objectives Section to work from when reviewing rezone requests, site planning, etc. with mapping review. This item will be removed from the agenda. The Planning Commission chose to incorporate this checklist into the application for each appropriate ordinance.
6. COMMUNICATIONS/ANNOUNCEMENTS. Communications were brought before the Planning Commission oaths were signed by citizen Planning Committee members.
7. UPCOMING AGENDA ITEMS. Upcoming agenda items include those items postponed.

8. ADDITIONAL RECOMMENDATIONS OR REPORTS TO THE TOWN BOARD. None.
9. SET NEXT MEETING DATE. The next Planning Commission meeting date was set for Tuesday, June 28, 2016 at 6:30 p.m.
10. ADJOURNMENT. *At 8:02 p.m., Chairman, Leon Herrick, adjourned the meeting without objection.*

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*(The minutes are subject to the approval of the Planning Commission at the next, regularly scheduled Planning Commission meeting)*

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Cheryl Miller  
Clerk/Secretary

Date: May 19, 2016