

TOWN OF RED CEDAR MINUTES - Planning Commission

The Planning Commission meeting was held at the Red Cedar Town Hall, E6591 627th Avenue, Menomonie, WI on Tuesday, **January 20, 2015**

1. ROLL CALL/CALL TO ORDER: At 6:30 p.m., Chairman, Leon Herrick, called the Planning Commission meeting to order. Also present were members Susan Harrison, Ron Robelia, Chad Haldeman, Andy Gansberg, and alternate, John Govin. Town Clerk, Cheryl Miller, was also in attendance.
2. MINUTES: The Minutes of the December 16, 2014 meeting were reviewed. Corrections to be made noted. *Motion by Ron Robelia to approve the minutes as presented; motion seconded by Chad Haldeman. None opposed. MC*
3. PUBLIC HEARINGS: None.
4. PUBLIC COMMENTS: Susan noted that on 1/13/2015, she attended the County PRD meeting and shared her concerns about unclear language in the County Zoning Ordinance where two, nonconforming lots are next to each other and owned by the same person. Her interpretation is that an owner can no longer sell one of the lots. If that is incorrect, then the ordinance language should state specifically that a lot can be sold. If a lot can no longer be sold, then she requested that the lot size return to 20,000 sq. ft. or the restriction be completely eliminated.
5. BUSINESS:
 - (a) Act on CSM (Kothlow) to create a 5.48 acre lot on 530th Avenue at the East Quarter Corner of Sec. 33, located in the NW ¼ of the SE ¼ of Sec. 33, T28N, R12W. The CSM was reviewed. *Motion by Andy Gansberg to recommend approval to the Town Board; motion seconded by Chad Haldeman. None opposed. MC*
 - (b) Act on CSM (Brumite, LLC) to create a 5.35 acre lot at Co. Rd. J and 640th Street at the South Quarter Corner of Sec. 16, located in the SW ¼ of the SE ¼ of Sec. 16, T27N, R12W. Joe Nelson appeared from Nelson Surveying and was heard first on the agenda. He indicated that there was no green space required on this. *Motion by Andy Gansberg to recommend approval to the Town Board; motion seconded by Ron Robelia. None opposed. MC*
 - (c) Discuss and work on Town Road and Driveway Ordinance, driveway permit, and related forms.
 - Leave specs as is in ordinance.
 - On page 11, No. 4(a) wording re: "shared portion must be paved". *Motion by Susan Harrison to remove the last two sentences; motion seconded by Andy Gansberg. None opposed. MC*
 - Page 11, No. 7 re: wording. *Motion by Andy Gansberg to change word to "desirable"; motion seconded by Chad Haldeman. None opposed. MC*
 - Page 9, No. 14. Discussion had to add sentence as follows: "In addition, an alternative access route is desirable. Developers shall strive to avoid dead end roads." *Motion by Andy Gansberg to add sentence as indicated; motion seconded by Ron Robelia. None opposed. MC*
 - Page 5, Paragraph G. Discussion had to remove the words "above or" and have sentence read: "... shall be at least six inches below the road ...". *Motion by Andy Gansberg to approve changes as indicated; motion seconded by Chad Haldeman. None opposed. MC*

Corrections to the Road and Driveway Ordinance will be made by the Clerk and forwarded to the Town Board with copies emailed to Planning Commission members also.

Susan Harrison will make corrections to the permit forms and forward the amended forms to the Clerk to include with the Road and Driveway Ordinance, and Clerk will also email copies to Planning Commission members. *Motion by Chad Haldeman to recommend approval of above items to the Town Board; motion seconded by Andy Gansberg.* Further discussion had.

- Line of sight language has to be added into the Driveway Permit form.
- With respect to the Road Construction Permit form, relevant items need to be added into the Ordinance, and the form will be added to the Ordinance as an appendix.

Previous motion rescinded. Motion by Chad Haldeman to recommend approval of the above items to the Town Board with corrections and appendix; motion seconded by Susan Harrison. None opposed. MC

- (d) Discuss and work on Rezone Application, requirements, fees, and related documents. *Work on the Rezone Application will be postponed.* Discussion had on fees for various matters, and the Planning Commission believes that the driveway fees should be included in a developer's agreement for a subdivision. Fees were agreed to as follows: Driveway Permit fee, \$75.00; Road Permit fee, \$250.00; Rezone Application Hearing Fee or CUP/Special Exception Hearing fee, \$350.00; Special Meeting fee, \$200.00; and CSM fee, \$75.00. Further, fines should be double the fees and may be additional and calculated daily. *Motion by Susan Harrison to recommend approval of the above fees to the Town Board; motion seconded by Chad Haldeman. None opposed.* MC
- (e) Discuss procedures, requirements, and timeframe required to update the Town's Comprehensive Plan in 2015. *This item was postponed.*
- (f) Discuss and work on Resolution 2015-2 Establishing Public Participation Procedures for an Update to the Comprehensive Plan referred by the Town Board. *This item was postponed.*
- (g) Discuss and work on Site Plan Review Ordinance. *This item will be postponed until after the May WisLine course, and the Clerk will look for a sample ordinance on the WTA website.*

6. COMMUNICATIONS/ANNOUNCEMENTS. Announcements were made.

7. UPCOMING AGENDA ITEMS. Those listed above.

8. ADDITIONAL RECOMMENDATIONS OR REPORTS TO THE TOWN BOARD. Those listed above.

9. SET NEXT MEETING DATE. The next meeting date was scheduled for Tuesday, February 17, 2015 at 6:30 p.m.

10. ADJOURNMENT.

The Minutes are subject to approval at the next Planning Commission meeting

Cheryl Miller, Clerk

Date: January 29, 2015