

**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, **February 17, 2015 at 6:30 p.m.**

1. ROLL CALL/CALL TO ORDER. The meeting was called to order at 6:33 p.m. by Chairman, Leon Herrick. Also present were Ron Robelia, Alternate John Govin, Chad Haldeman, and Clerk, Cheryl Miller. Susan Harrison was absent. Andy Gansberg arrived late.
2. MINUTES: *Motion by Chad Haldeman to approve the minutes of the prior meeting on January 20, 2015; motion seconded by John Govin. None opposed. MC*
3. PUBLIC HEARINGS: None.
4. PUBLIC COMMENTS. None.
5. BUSINESS to consider and act on, including possible recommendations to the Town Board:
 - (a) Determine fee for major subdivision application. Discussion had. *Motion by Ron Robelia to recommend a fee of \$350.00 plus \$5.00 per lot and notate that public hearing or special meeting fees are additional; motion seconded by Andy Gansberg. MC*

Clerk will add "4 lots or less" to CSM information and "5 or more lots" to major subdivision application information, and "or Public Hearing" after Rezone Application information on Schedule of fees.

Condo Plat Application fee discuss. *Motion by John Govin to recommend a fee of \$350.00 plus \$5.00 per unit; motion seconded by Chad Haldeman. None opposed. MC*
 - (b) Discuss and work on Rezone Application, requirements, fees, and related documents.

CSM instructions and application - Clerk will make the following changes: Paragraph 2 – remove (a) and notate "see fee schedule;" Paragraph 3(d) – change "lines" to "lands;" and Paragraph 4 – add language with respect to complying with the town's subdivision ordinance. *Approval recommended to town board with corrections.*

Rezone application – Clerk will make the following changes: Application form, Page 1 – change scale to 1" (inch) = 100' (foot); Instruction sheet Page 1 – notate that applicant or agent must be present and that written statements may be submitted by others to the Clerk; Instruction sheet Page 2 – notate that a public hearing before the planning commission for a rezone will only be scheduled after notice has appeared in the newspaper for two weeks. *Approval recommended to town board with corrections.*
 - (c) Discuss procedures, requirements, and timeframe required to update the Town's Comprehensive Plan in 2015, and begin work on update of Comprehensive Plan. Portions of the Nine Required Elements were distributed to work on as follows: Andy/Housing; Leon/Transportation; Chad/Utilities & Community Facilities; Cheryl/Agricultural, Natural & Cultural Resources; and Ron/Intergovernmental Cooperation. John Govin indicated he may be able to help Cheryl with her portion. Elements remaining are Issues & Opportunities; Economic Development; Land Use and Maps; and Implementation.

02/25/2015

(d) Discuss and work on Resolution 2015-2 Establishing Public Participation Procedures for an Update to the Comprehensive Plan referred by the Town Board. *Postponed until March meeting.*

6. COMMUNICATIONS/ANNOUNCEMENTS. None.

7. UPCOMING AGENDA ITEMS. Neil Koch is scheduled to appear at the next meeting to discuss groundwater protection, what type of industries should be in what areas, and which areas are considered to be sensitive to groundwater contamination, and which industries are allowed in specific areas of the City of Menomonie.

8. ADDITIONAL RECOMMENDATIONS OR REPORTS TO THE TOWN BOARD. None.

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

10. ADJOURNMENT. *Leon Herrick made a motion to adjourn without objection.* Meeting adjourned at 8:30 p.m.

(Minutes are subject to approval at the next, regularly scheduled Planning Commission meeting)

Cheryl Miller, Clerk

February 25, 2015