

Approved 10/03/2017

Minutes of the September 5, 2017 Meeting of the Manitowish Waters Planning Commission

Meeting called to order at 7:00 P.M. by Chair Dan Sleight.

Commissioners Present: Sleight, Becker, Hoehn, Hanson

Absent: Bauers, Johns, Kramer

Also Present: Zoning Administrator Thiessen

Public Visitors: Karen Dixon, Greg Holt, Mike Dailey

Approval of Agenda

Motion by Hanson, second by Becker, to approve the agenda and waive the reading. Motion carried.

Public Comments and Correspondence

Hanson reported that we have received the contracted printed copies and CDs of the updated Comprehensive Plan and a note of appreciation from the consultant.

Reports and/or Recommendations from Town Committees

No discussion or action

Reading and Approval of Minutes

Motion by Hanson, second by Becker, to approve the August 1, 2017 Brumblay CUP Public Hearing minutes, the August 1, 2017 Comprehensive Plan Public Hearing minutes, and the August 1, 2017 Meeting minutes, as presented. Motion carried.

Zoning Administrator's Report

Thiessen reported an update to the Hunter's Point driveway issue. The owner is pursuing a variance that would allow her driveway to remain, and in addition a friend is petitioning the Town to amend the zoning ordinance such that the lot line setback for driveways would be reduced from 15 feet to 5 feet. Thiessen further reported that he had consulted with the Commission's attorney in the matter. Hoehn reported on how the petition to amend the zoning ordinance came about.

Mike Dailey, on behalf of the petitioner, Laurel Tschurwald, summarized the arguments of the petition and supporting documentation. A public hearing on the petition is to be held on October 3, 2017 at 6:00 P.M.

Thiessen reported on a request by a property management company for the installation of a sign indicating that the business-district zoned residential property on which the sign is installed is for rent. The consensus of the Commission is that such a sign is allowable, but that the sign cannot advertise the management company as such would be an off-premise use of the sign.

Hoehn reported that he was aware of apparent intermittent business use of a property zoned multi-family. Hanson said he would speak to the owner about this.

Secretary's Report

Hoehn presented his hours for approval. Motion by Becker, second by Hanson to approve. Upon the vote, Hoehn abstained. Due to the fact that only three Commissioners were in attendance other than Hoehn, the motion could not be passed due to lack of a quorum. Becker withdrew his motion, and Hanson his second.

Donations to the Town

No discussion or action

Amendments to the Manitowish Waters Zoning Ordinance

Discussion on the proposed revision of Article IX, Subdivision and Control and Approval. A public hearing on the proposed revision will be scheduled to be held prior to the November meeting.

Design Standards for metalclad accessory buildings

Hoehn stated that due to the number of requests for building permits for metalclad accessory, which most often require a conditional use review in R-1 districts due to size, and due to the fact that the Commission generally requires such design elements as gable and sidewall overhangs, soffits, and wainscot as part of the conditional use approval, it may be worth considering minimum design standards for all metal clad accessory buildings in R-1, even the smaller ones permitted under 4.1 (B)(2). Following discussion, the consensus was that the Commission does not want to get into design standards, and that a possible approach might be to provide guidelines on what has been approved in the past to permit applicants.

Responsibilities of Contractors in regard to issuance of building permits

Hoehn asked for a clarification on Article 10.8 and how it applied to building contractors. When a violation occurs, the procedure in the past has been to put almost everything, including the threat of fines, on the landowner, though, on occasion, a contractor has been cited. The Commission affirmed that the contractor may correctly also be cited along with the landowner in the matter of violations, even if the contract for services put the onus for the procurement of permits on the landowner.

Plan Commission Secretary Employee Evaluation

No discussion or action due to the lack of a quorum with Hoehn's recusal. To be taken up at the next meeting.

2018 Budget

Following discussion, motion by Hoehn, second by Sleight, to recommend to the Town Board the adoption of the proposed budget, with an increase in the Legal Fees line item to \$2500.00 and increase the Permits and Fees line item to \$7,000.00. Motion carried.

Meeting declared adjourned by Chair Sleight. Time was 8:16 P.M.