

TOWN OF WEST POINT  
PLANNING COMMISSION MEETING

The first planning commission meeting was held on January 16, 1992 at 7:00 p.m. The members present were: Roger Ballweg, Alan Boehmer, Joyce Sinkule, John Sweeney, Fred Madison, Jerry Keller and John Benish. Also present was Sarah Boehmer-secretary, Don Mayo from Mayo Corporation.

The meeting was published in the Lodi Enterprise and the Sauk Prairie Star and posted in three places.

The following things were discussed:

1. Results of planning survey was discussed
2. Don Mayo discussed rules and guidelines of a planning commission and options for developing these
3. The commission is a advisory body to the town board
4. Sounding board for public input in areas of zoning, land division and commercial developments
5. Final say on all issues with board not commission
6. Discussed the need to set rules
7. Develop process for evaluation for the approval for proposals submitted, i.e. how long before meeting do proposals need to be submitted to be placed on agenda for discussion and consideration
8. Establish meeting night and frequency of meetings - meetings were set for 2nd and 4th Thursday of each month at this time. May be decreased to monthly at a later time.
9. At present time one plat and one certified survey before board for review - should the commission be involved with this.
10. The planning commission will review county ordinances and evaluate what areas commission needs to assess.
11. Discussed example of town review of plat and survey proposal (see copy submitted by engineer).
12. When plat put before commission approval or rejection must occur within 90 days from receipt or it is automatically approved (preliminary plat).
13. The final plat needs decision 60 days after submitted and it can only be refused if there is not a substantial agreement with the original approved preliminary plat - unless an ordinance is violated.

14. If near deadline and a lot of objection or questions there are options:

- a. Approve subject to conditions placed on approval
- b. Move to reject and then submitting party if able to extend to another 90 day period
- c. Rejection MUST be backed by violation of ordinance, etc.
- d. Engineers will assist in reviewing technical information.

15. Planning Commission Members will become familiar with:

- a. County Zoning Ordinance
- b. County Subdivision Ordinance
- c. County Flood Plains, Wetland and Shoreland Protection Ordinances

These will be provided to the commission members.

16. Planning commission will also review and provide input to town board on Town of West Point Subdivision Ordinance proposal.

17. Discussion of What board will be responsible for:

- a. Possibly - development of recreational lands/park plan
- b. Development of environmental corridors/woodland areas
- c. Are they part of park plan or just for water purposes, etc.

If financial reimbursement accepted instead of land (park land from developer) this money must stay in fund for park/recreational land use.

- d. Develop land plan (land use plan).

18. Planning Commission meeting will be public meetings.

Motion was made by John Sweeney and 2nd by Jerry Keller to nominate Fred Madison as Assistant Chairperson to this commission - motion carried.

When setting agenda it is requested by commission that areas needing review prior to meeting will be indicated.

Agenda for January 30, 1992 meeting are:

- a. Develop "ground rules" and guidelines for committee
- b. Review Sub Division Ordinance
- c. Review Ferry View Plat

All applications for plats and surveys need to be in the hands of the secretary prior to the next meeting date. It will then be discussed and date will be set for public hearing.

Motion to adjourn by Fred Madison, 2nd by Joyce Sinkule - motion carried.

Sarah E. Boehmer-Secretary