

Town of Herman Planning Commission
Meeting Minutes
July 23, 2009

The Town of Herman Planning Commission met at the Town Hall on July 23, 2009. Commission members present were Joe Thelen, Howie Schultz, Bob Korth, Bert Grover, and Joe DeBaker. Lyle Grosskopf was also in attendance.

Chairman Thelen called the meeting to order at 7:00 PM.

It was noted that the meeting had been properly posted.

The minutes of the last commission meeting were reviewed and approved.

Joe DeBaker was appointed secretary.

Thelen asked that all members record their e-mail address so that DeBaker could send out the minutes electronically to the members.

At the July meeting of the Town Board, the Board requested that the Planning Commission review the Land Division Ordinance and recommend to the Board any changes that might be required to bring the Ordinance into agreement with the Comprehensive Plan. Chairman Thelen passed out copies of the ordinance along with some of his thoughts on changes to the ordinance.

The first item discussed was section 2.2 b (Conventional Design Layout – Open Lands, Agriculture, and Residential). The ordinance, as passed, specified that the minimum lot size shall be 10 acres. A motion was made by Grover, seconded by Korth that the committee recommends to the Board the language in Thelen option #1. Motion carried unanimously. The specific language change to section 2.2 b is: in the first sentence, delete “10 acres” and insert “2 acres”. In the second sentence, delete “three 10-acre parcels and one 5 acre or larger parcel” and insert in its place “four 2 acre parcels per 40.” Note: subsequent to the meeting, it was suggested that the wording should be “four 2 acre or larger parcels per 40”. No committee member objected to this modification.

The next item discussed was section 2.4 Fees. There was general agreement on the committee that the fees specified in the ordinance were excessive for most land division requests, but that the Town needs to have an ability to recover its costs that might be incurred. DeBaker made a motion, seconded by Grover that the commission recommend to the board that section 2.4.1 be deleted in its entirety, that section 2.4.2 be renumbered and that Grover come up with appropriate language for this section. Motion was approved unanimously.

Section 3.2 was discussed at some length. Subsection 1 was deemed to be OK. It was recommended that fewer copies of the Certified Survey Map be required and that the town board be the primary contact point for minor subdivisions, with the planning

commission getting involved in the process at the request of the town board. It was the opinion of the commission that the time frames in subsections 5 and 6 were too long and should be reduced. Motion was made by DeBaker, seconded by Korth that the committee recommend to the board that the provisions of section 3.2 be modified as discussed by the commission and that Grover propose the proper language for the amendment. Motion carried unanimously.

Section 2.6 – Development Standards begins with the words “All land divisions”. DeBaker made a motion, seconded by Grover that the committee recommend to the Board that this section should read “All major sub divisions”. Motion was approved unanimously.

There was some discussion about the process for getting the ordinance re-written if the Board approves the recommended changes. It was suggested that the county zoning board probably has this ordinance in electronic form. Bob Korth agreed to see if he could obtain a copy, if it exists.

There was an extensive discussion concerning the desired relationship between the commission and the Board. It was generally agreed that the five member commission could be a valuable asset to the board for evaluating issues coming before the County Zoning Advisory Committee, but only if the issues/questions are communicated in a timely manner. Joe Thelen recommended that the Town Chairman call a meeting of the Planning Commission if, and when there is subject matter to discuss. All members were in agreement.

Thelen made a motion, seconded by Schultz that DeBaker replace Schultz as the Town of Herman representative on the County Zoning Advisory Committee. Motion approved unanimously.

Motion to adjourn by Korth, seconded by Schultz. Meeting adjourned at 9:15 PM.

Joe DeBaker
Secretary