

Comprehensive Planning Commission (CPC) Meeting

August 12, 2015

Ridgeville Town Hall

MEMBERS PRESENT: Inese Epstein, Chairman, Ron Luethe, Secretary, Marcy Clark, Alternates Jo Marie Thompson and Rob Larson.

NON-MEMBERS PRESENT: James Neumann

MEMBERS ABSENT: Laurene Krueger and Andi Radke Rynes

Chairperson Epstein called meeting to order. Motion to approve agenda by Jo Marie Thompson second by Rob Larson. Motion carried. Motion to approve minutes from July 10, 2015 meeting by Rob Larson, second by Marcy Clark. Motion carried.

Chairperson Epstein began the workshop by stating the development ordinance will establish procedures for a developer to follow with development activities within our township

The purpose of the ordinance is to insure all development activities are made public and follow the comprehensive plan.

The next item of discussion was the contents of the ordinance. They are as follows:

1. Purpose of the ordinance.
2. Definitions – will be included when the first draft is completed.
3. Elements of the comprehensive plan that will need to be followed during the development process.
4. Processes to be followed by the developer.
5. Authorities – they will include the planning commission, town clerk, and town board.
6. Required permits – ensure state, county, local (if any) are completed and copies are made available to the town board.
7. Violations, penalties, and remedies to put the developer back in compliance with the ordinance.

We decided to work first on ordinance content item 4 – processes to be followed by the developer.

Outline of the processes to be followed:

1. Require developer to register with the town clerk. Township will provide a form for the developer to complete that would provide information about the proposed development. CPC will notify neighbors affected by the development.
2. Public meeting will be held to inform public about the development.
3. Feedback to the developer by the CPC and Town Board to notify the developer that we may need more information, required permits, etc.
4. Conditional Use Permit (county provides this document to the developer) comes to the township from the county for review. CUP is evaluated by the CPC, which then makes its recommendation to the board.
5. Town Board to review CUP to approve or deny. Note: if the town board goes against CPC recommendation the board is required to provide a written response to the CPC providing the reason(s) why the recommendation was not followed.
6. Town Board makes its recommendation to the county and the developer.

7. Developer reports at agreed upon intervals to inform the township of progress of the proposed development. If county or state reporting is required, copies of those reports will also be provided to the township.
8. Local board will have the right to inspect development activities to insure processes are being followed.

It was decided to continue the workshop at the next meeting and focus on the remaining content items of the ordinance.

Next meeting will be held Thursday, October 1, 2015 at 5:30 PM CST

Jo Marie Thompson made the motion to adjourn, second by Marcy Clark, motion passed.

Respectfully submitted,

Ron Luethe, Secretary