

# Comprehensive Planning Commission (CPC) Meeting

October 1, 2015

Ridgeville Town Hall

**MEMBERS PRESENT:** Inese Epstein, Chairman, Ron Luethe, Secretary, Marcy Clark, and Alternate Rob Larson.

**NON-MEMBERS PRESENT:** None

**MEMBERS ABSENT:** Laurene Krueger, Andi Radke Rynes Alternate Jo Marie Thompson

Chairperson Epstein called meeting to order. Motion to approve agenda by Ron Luethe second by Marcy Clark. Motion carried. Motion to approve minutes from August 12, 2015 meeting by Rob Larson, second by Marcy Clark. Motion carried.

Chairperson Epstein began the workshop by reviewing the contents of the development process ordinance:

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 reviewed content item 4 – processes to be followed by the developer that was developed at the last meeting. One concern is that we maintain the original focus of this ordinance: transparency in how developers work within our township. We should not insert language within this ordinance that attempts to cover all types of development scenarios and their potential impacts to our township's resources. We can deal with these impacts during other phases of the development, such as the CUP application process.

We reviewed content item 5 – Authorities. We decided to borrow language from other ordinance documents that have addressed this issue.

We reviewed content item 6 – Permits. Most all permits will be issued by other authorities; county, state, federal, etc. required by the CUP application. We will ask the county for copies of these permits.

Item 7 – Violations, penalties, and remedies. These items have already been developed in other ordinance documents. We will review these documents and borrow language from them to use in our ordinance.

We worked on the form the developer would complete providing general information about the development. Information on the form will include location and location maps, size, transportation requirements, hazardous materials, etc. This form will be provided when the developer registers with the township.

Rob Larson will provide an outline of the ordinance items so we can begin to develop a first draft of the ordinance.

We reviewed the applications for the Ridgeville Comprehensive Planning Commission. The applications will be forwarded to the Township Chairman for his decision.

Next meeting will be held Thursday, October 29, 2015 at 5:30 PM CST.

Marcy Clark made the motion to adjourn, second by Rob Larson, motion passed.

Respectfully submitted,

Ron Luethe, Secretary