

Eureka Town Board and Planning Commission Workshop  
July 2, 2001

Chair Person Bev Topp called the workshop to order at 8:30 PM. Present were Supervisors Donald Pflaum, Clark Smith, Connie Anderson, Kenny Miller, Clerk Oliver Leine and Treasurer Nanett Leine, Planning Commission members Greg Gudbjartsson, Francie Madden, Paul Boyum, and Mark Malecha. Meeting will adjourn at 10:00 PM.

It was discussed if workshop should take place, even though one planning commission person was not present. All agreed that we should hold the workshop.

The workshop was called to work on relationships between Townboard and Planning Commission making them equal partners.

Everyone present commented on what they wanted to get out of the meeting.

- The most common answer was communication between the board and the planning commission needs to be improved.
- Keep meetings moving. Meetings need to stay on track, stick to the agenda. Need a more thorough planning commission sheet. Need to know who is responsible for what, what is required, what are the proper procedures.
- If you are talking outside of meetings. Make it clear if you are talking as the board when you make a statement or are you talking as an individual and stating a personal opinion. If you are talking for the board get information in writing, make it clear is it a private thought or is it for the board. Do not speak for the board unless you put it into action.
- Clerk needs the power to pay certain bills, if they are due between meetings, to be approved at the board meeting as paid bills.

Planning Commission and Townboard Members are requesting Townboard minutes to be sent to them by the 4<sup>th</sup> Monday of the month.

Nanett will create a Planning commission agenda:

1. Tentative agenda to be sent out by 4<sup>th</sup> Monday of month.
2. Agenda should include:
  - a. Permits to be issued
  - b. Additional permits (walk-ins)
  - c. any special issues to be addressed, including any information or background
  - e. All activities for evening (Special meetings for board even if not part of planning meeting)

Boards reviewed Building permit information sheets and would like to add the following items: *Pole buildings Information Sheet*

Documents necessary

- a. two sets of site plan drawings

*All three documents:*

Documents necessary

- e. Distance from lot lines

Meetings to attend:

add:

- a. .... Planning commission makes recommendation to the Town Board.
- b. .... Town Board issues permit.

*Residential Structures Information sheet*

General Building requirements

add:

- b. ....or county guidelines if applicable.
- c. ....or county guidelines.

Planning Board Permit Form should include:

- ✓ Has the shoreland map been checked
- ✓ Package is complete and all documents been provided
- ✓ Recommend approval
- ✓ Items missing \_\_\_\_\_.
- ✓ Problems or issues to address \_\_\_\_\_.
- ✓ Pole shed location inspected by \_\_\_\_\_.

The next newsletter needs to state procedures in obtaining a building permit.

Next meeting: Monday July 16<sup>th</sup> 7:00 PM      Keep on books: Monday July 30<sup>th</sup> 7:00PM

Meeting adjourned 10:00 PM