

## NOTICE OF MEETING

**COMMITTEE:** PLANNING & DEVELOPMENT  
**DATE:** AUGUST 1, 2012  
**PLACE:** ONEIDA COUNTY COURTHOUSE – COMMITTEE ROOM #2  
**TIME:** 12:30 P.M. CLOSED SESSION  
1:00 P.M. REGULAR MEETING  
2:00 P.M. PUBLIC HEARING

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### ALL AGENDA ITEMS ASSUMED TO BE DISCUSSION / DECISION

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1. Call to order.
2. Approve the agenda.
3. It is anticipated that the Committee may meet in Closed Session pursuant to Wisconsin Statutes, Section 19.85 (1)(g), conferring with legal counsel concerning strategy to be adopted by the governmental body with respect to litigation in which it is or is likely to become involved. A roll call vote will be taken to go into closed session.
4. A roll call vote will be taken to return to open session.
5. Public comments.
6. Approve meeting minutes of July 11, 2012.
7. Conditional Use Permit #11-542, James Kroeger for property described as part Gov't Lot 5, Section 22, T35N, R10E, PIN EN 724-7 at 2578 S Shore Rd., Town of Enterprise. The Committee will be reviewing a letter dated June 18, 2012 from Pelican Lake Residents.
8. Preliminary 4-lot CSM for property described as part of the SW SE and part of the NW SE, Lot 1 CSM V16 P3663, Section 1, T39N, R6E, PIN WR 10-10, Town of Woodruff.
9. Preliminary Third Addition of twenty-eight lots to the Garden of Sleep Cemetery being located in the NW NW, Section 10, T38N, R6E, Town of Hazelhurst. The Committee will forward a Resolution to the Oneida County Board of Supervisors.
10. Discontinuance. If a legal pre-existing use is discontinued for twelve (12) consecutive months, and future use of the structure or property shall conform to this ordinance.
11. Department Information Document.
12. Hwy 51 project as it relates to off-premise/on-premise signs. The Committee will be discussing the removal of business signs due to changes to Highway Right-of-Way.
13. Legal pre-existing off-premise signs.
14. Zoning Director's attendance at the Wisconsin Department of Natural Resources Letter of Map Change Workshop.
15. Line item transfers, purchase orders and bills.
16. Refunds.

17. Approve future meeting dates: August 15 and September 5, 2012.
18. Public comments.
19. Future agenda items.

**CONDUCT PUBLIC HEARING ON THE FOLLOWING:**

20. **Conditional Use Permit Application** by Steve Struensee of CMR Roofing to request a contractor storage yard, to convert the existing building into a residence for employees and to have an office on property currently owned by Joseph Bodewes described as part Gov't Lot 3, SE corner W of Hwy 51, Section 10, T38N, R6E, 6789 Hwy 51, PIN HA 123-5, Town of Hazelhurst.
21. **Ordinance Amendment #3-2012** Section 9.78, Sign Regulations, authored by the Planning and Zoning Committee to amend Section 9.78, Sign Regulations, of the Oneida County Zoning and Shoreland Protection Ordinance as follows:

Additions noted by underline deletions noted by ~~striketrough~~.

B. On-Premise Signs

1. a. A business shall be permitted one freestanding sign exposure visible and designed to be read from each direction of travel.
  1. An on-premise free standing sign shall be no greater than 64 square feet per face if the setback is 20 0 feet or greater from right-of-way.
  2. An on-premise free standing sign shall be no greater than 250 square feet per face if the setback is greater than 100 feet from right-of-way.
  3. ~~If a town allows a setback closer than 20 feet to road right-of-way, pursuant to section 9.70(4), an on-premise free standing sign cannot exceed 64 square feet per face.~~
- b. A multi-tenant business shall be allowed one free standing sign visible and designed to be read from each direction of travel.
  1. An on-premise free standing sign shall be no greater than 128 square feet if the setback is 20 0 feet or greater from right-of-way.
  2. An on-premise free standing sign shall be no greater than 250 square feet per face if the setback is greater than 100 feet from right-of-way.
  3. ~~If a town allows a setback closer than 20 feet to road right-of-way, pursuant to section 9.70(4), an on-premise free standing sign cannot exceed 128 square feet per face.~~
  4. 3. No single tenant can utilize greater than 50% of the allowable area of the sign.
- c. A home occupation as allowed by section 9.43 of this ordinance shall be permitted one free standing sign no greater than 12 square feet per face.
- d. No part of an on-premise free standing sign shall exceed 35 feet in height from existing grade including support.
- e. Freestanding signs must comply with the requirements of sections ~~9.70~~, 9.94 and 9.97, ~~highway~~ and waterfront setbacks. Freestanding signs at all intersections shall meet the highway setback requirements.
- f. Freestanding signs must comply with the requirements of section 9.71, side and rear lot line setbacks.

22. Adjourn.

**NOTICE OF POSTING**

**TIME: 2:00 PM DATE: July 26, 2012 PLACE: COURTHOUSE BULLETIN BOARD**

**SCOTT HOLEWINSKI, COMMITTEE CHAIRMAN**

Notice posted by the Planning & Zoning Department. Additional information on a specific agenda item may be obtained by contacting the person who posted this notice at 715-369-6130.

**NEWS MEDIA NOTIFIED VIA E-MAIL:**

Northwoods River News	Date: 07/26 /2012	Time: Approx. 2:30 p.m.
Lakeland Times	Date: “	Time: “
Buyer’s Guide/Our Town	Date: “	Time: “
WXPR Public Radio	Date: “	Time: “
WERL/WRJO Radio	Date: “	Time: “

**NEWS MEDIA NOTIFIED VIA FAX:**

WHDG Radio Station	Date: 07/26/2012	Time: Approx: 2:30 p.m.
WJFW-TV 12	Date: “	Time: “
Vilas County News	Date: “	Time: “
Tomahawk Leader	Date: “	Time: “
WLSL	Date: “	Time: “

Notice is hereby further given that pursuant to the Americans with Disabilities Act reasonable accommodations will be provided for qualified individuals with disabilities upon request. Please call Mary Bartelt at 715-369-6144 with specific information on your request allowing adequate time to respond to your request.

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See reverse side of this notice for compliance checklist with the Wisconsin Open Meeting Law.

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**GENERAL REQUIREMENTS:**

1. Must be held in a location which is reasonably accessible to the public.
2. Must be open to all members of the public unless the law specifically provides otherwise.

**NOTICE REQUIREMENTS:**

1. In addition to any requirements set forth below, notice must also be in compliance with any other specific statute.
2. Chief presiding officer or his/her designee must give notice to the official newspaper and to any members of the news media likely to give notice to the public.

**MANNER OF NOTICE:**

Date, time, place and subject matter, including subject matter to be considered in a closed session, must be provided in a manner and form reasonably likely to apprise members of the public and news media.

**TIME FOR NOTICE:**

1. Normally, a minimum of 24 hours prior to the commencement of the meeting.
2. No less than 2 hours prior to the meeting if the presiding officer establishes there is good cause that such notice is impossible or impractical.
3. Separate notice for each meeting of the governmental body must be given.

**EXEMPTIONS FOR COMMITTEES & SUBUNITS**

Legally constituted sub-units of a parent governmental body may conduct a meeting during the recess or immediately after the lawful setting to act or deliberate upon the subject which was the subject of the meeting, provided the presiding officer publicly announces the time, place and subject matter of the sub-unit meeting in advance of the meeting of the parent governmental body.

**PROCEDURE FOR GOING INTO CLOSED SESSION:**

1. Motion must be made, seconded and carried by roll call majority vote and recorded in the minutes.
2. If motion is carried, chief presiding officer must advise those attending the meeting of the nature of the business to be conducted in the closed session, and the specific statutory exemption under which the closed session is authorized.

**SYNOPSIS OF STATUTORY EXEMPTIONS UNDER WHICH CLOSED SESSIONS ARE PERMITTED:**

1. Concerning a case which was the subject of Judicial or quasi-judicial trial before this governmental body Sec. 19.85(1) (a)
2. Considering dismissal, demotion or discipline of any public employee or the investigation of charges against such person and the taking of formal action on any such matter; provided that the person is given actual notice of any evidentiary hearing which may be held prior to final action being taken and of any meeting at which final action is taken. The person under consideration must be advised of his/her right that the evidentiary hearing be held in open session and the notice of the meeting must state the same. Sec. 19.85(1)(b).
3. Considering employment, promotion, compensation or performance evaluation data of any public employee over which this body has jurisdiction or responsibility. Sec. 19.85(1)(c).
4. Considering strategy for crime detection or prevention. Sec. 19.85(1)(d).
5. Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session. Sec. 19.85(1)(e).
6. Considering financial, medical, social or personal histories or disciplinary data of specific person, preliminary consideration of specific personnel problems or the investigation of specific charges, which, if discussed in public, would likely have a substantial adverse effect on the reputation of the person referred to in such data. Sec. 19.85(1)(f), except where paragraph 2 applies.
7. Conferring with legal counsel concerning strategy to be adopted by the governmental body with respect to litigation in which it is or is likely to become involved. Sec. 19.85(1)(g).
8. Considering a request for advice from any applicable ethics board. Sec. 19.85(1)(h).

**PLEASE REFER TO CURRENT STATUTE SECTION 19.85 FOR FULL TEXT**

**CLOSED SESSION RESTRICTIONS:**

1. Must convene in open session before going into closed session.
2. May not convene in open session, then convene in closed session and thereafter reconvene in open session within twelve hours unless proper notice of this sequence was given at the same time and in the same manner as the original open meeting.

3. Final approval or ratification of a collective bargaining agreement may not be given in closed session.
4. No business may be taken up at any closed session except that which relates to matters contained in the chief presiding officer's announcement of the closed session.
5. In order for a meeting to be closed under Section 19.85(1)(f) at least one committee member would have to have actual knowledge of information which he or she reasonably believes would be likely to have a substantial adverse effect upon the reputation involved and there must be a probability that such information would be divulged. Thereafter, only that portion of the meeting where such information would be discussed can be closed. The balance of that agenda item must be held in open session.

**BALLOTS, VOTES AND RECORDS:**

1. Secret ballot is not permitted except for the election of officers of the body or unless otherwise permitted by specific statutes.
2. Except as permitted above, any member may require that the vote of each member be ascertained and recorded.
3. Motions and roll call votes must be preserved in the record and be available for public inspection.

**USE OF RECORDING EQUIPMENT:**

The meeting may be recorded, filmed, or photographed, provided that it does not interfere with the conduct of the meeting or the rights of the participants.

**LEGAL INTERPRETATION:**

1. The Wisconsin Attorney General will give advice concerning the applicability or clarification of the Open Meeting Law upon request.
2. The municipal attorney will give advice concerning the applicability or clarification of the Open Meeting Law upon request.

**PENALTY:**

Upon conviction, any member of a governmental body who knowingly attends a meeting held in violation of Subchapter IV, Chapter 19, Wisconsin Statutes, or who otherwise violates the said law shall be subject to forfeiture of not less than \$25.00 nor more than \$300.00 for each violation.

Prepared by Oneida County Corporation Counsel Office - 5/16/96