

**MINUTES OF THE October 5, 2015  
PLANNING AND ZONING WORKSHOP**

The Planning and Zoning workshop was called to order by Chairman Al Stenerson at approximately 6:30 p.m. Members present were Chairman Al Stenerson, Sandra Gollhofer, Tracy Kollock, Eric Youngbauer, Terry Sweeney and Jim Chitwood Also present: Zoning Administrator Tom Verstegen, Secretary Kim Hopkins, Town Chairman, Frank Frassetto, Supervisors Mike Pollack and Rob Keller.

The first item of business was to review the Minutes from the **August 3, 2015** Planning and Zoning Meeting. **Motion (Gollhofer, Sweeney) to accept the August 3, 2015 Planning & Zoning Minutes. CARRIED**

**Policy on unused permits** the committee discussed the policy of The City of Oshkosh and other municipalities. **Motion (Chitwood, Gollhofer) to recommend to the Town board to provide a refund of 50% of the cost of an unused building or zoning permit as some of the work to issue it has been done. The request must come prior to the expiration of the permit. CARRIED**

**Policy on weed letters** – the committee discussed the policy of The City of Oshkosh and other municipalities. **Motion (Sweeney, Youngbauer) to recommend to the Town board that the Clerk or Deputy Clerk send a weed letter through general mail, with a receipt of mailing from the post office. The 10 days begins on that date. CARRIED** The committee recommended that the town wait 10-20 days before taking action.

**Typo in ordinance** – **Motion (Youngbauer, Kollack) to correct the typo in the Ordinance for Licensing of Dogs and Regulations of Dogs and Animals in the Town of Black Wolf Version dated August 12, 2013. Section 9 Penalties should read except as provided in Section 5 as in previous versions. CARRIED**

**RFP for Zoning and General Code updates and consolidation** – Supervisor Keller spoke about another Town that had a company come in and consolidate all the ordinances into 1 municipal book. **Motion (Chitwood, Youngbauer) To recommend to the Town Board to open a Request For Proposal to consolidate all zoning and General Ordinances into one (1) Municipal book. CARRIED**

**New/Old Business** – Chairman Frassetto brought up the policy on Town hall usage, It was consensus that the determination of civic and educational activities should be on a case by case basis.

Clerk Hopkins brought up the need for first responders in our area, she volunteered that the office staff might be a logical choice. There were suggestions to post a flyer at Moraine Park and Fox Valley Technical Schools.

**Motion (Youngbauer, Sweeney) to adjourn. CARRIED**

Next meeting November 2, 2015

Respectfully Submitted,

Kim Hopkins Planning and Zoning Secretary