

## MEETING MINUTES

### Town of Spider Lake Plan and Review Commission Meeting March 4, 2026

1. Chair Delaney called the meeting to order at 6:00 pm.  
Present were Chair Sarah Delaney, Vice Chair Quentin Johnson (Zoom), Commissioner Jeff Tumbleson, Alternate Victoria Ross and Zoning Administrator Mike Gardner. Delaney confirmed a quorum was present.
2. **Motion to approve the Agenda** made by Johnson, seconded by Tumbleson. All in favor; motion carried.
3. Pledge of Allegiance
4. **Motion to approve the Minutes of the February 4, 2026 P&RC Meeting** made by Johnson, seconded by Delaney. All in favor; motion carried.
5. Zoning Administrator's Report: ZA Gardner reported follow-up conversations and prospective owner inquiries, with three permit applications for review.
  - a. Permit Applications:
    - i. DM 26-01 – Melick – structure fire remediation: This after-the-fact demolition permit documents the removal of a dwelling destroyed by fire. **Motion to approve DM 26-01 made by Ross**, seconded by Tumbleson. All in favor; motion carried.
    - ii. LUP 26-04 – Velasquez – cabin addition: Cabin addition requires upgrade to septic system, for which County permit has been secured. As all Ordinance requirements are met, **Motion to approve LUP 26-04 made by Johnson**, seconded by Ross. All in favor; motion carried.
    - iii. LUP 26-05 – Kenney – garage and roof replacement; Repairs to attached garage are required due to snow load structural damage. Structure will be duplicate of the original, in the same footprint. Ordinance requirements are met, and **Motion to approve LUP 26-05 made by Ross**, seconded by Johnson. All in favor; motion carried.
  - b. Notices and anticipated activity
    - i. Citation process update: Delaney will work with the Sawyer County Clerk of Courts to ensure that the Town is properly set up to issue and process Citations when required.

- ii. There will be a public hearing before the April P&RC Meeting to review a CUP application for a new dwelling in the F-1 Zone District.
- 6. Land Use Ordinance 17-88 update: The Engagement Letter from von Briesen & Roper was received and an initial session to discuss timelines and deliverables has been scheduled for March 17, 2026
- 7. As there was no other business coming before the Commission, **Motion to adjourn was made by Tumbleson**, seconded by Johnson. All in favor; motion carried.

Respectfully submitted,

Sarah Delaney  
Chair, Plan & Review Commission  
March 6, 2026