

PLAN COMMISSION MINUTES
April 23, 2018

CALL TO ORDER: Chairman Wolter called the meeting to order at 6:30 p.m.

ROLL CALL: Chairman Dean Wolter, Commissioners Peter Nilles, Tony Laszewski, Bob Williams and Mary Ellen Gray were present. Trustee Baum and Commissioner Bill Shadid were absent and excused. Also present were Community Development Director/Village Planner Jeff Retzlaff and Planning Assistant Lori Johnson.

PUBLIC INPUT: None

APPROVAL OF MINUTES: *MOTION Gray second Laszewski to Approve the minutes from 4-9-18. MOTION carried unanimously.*

Community Development Department-Discussion on Updating the 2020 Smart Growth Plan:

Planner Retzlaff explained that the current comprehensive plan is approaching its expiration date and needs to be amended and updated. He said there have been 12 adopted amendments to the plan since it's been adopted including map and classification changes. The legal basis for comprehensive planning in the State of Wisconsin goes back to 1999 with the Smart Growth Law, Wis. Stats 66.1001 that establishes a minimum set of required plan elements and framework for adopting and implementing a comprehensive plan. There is no prescribed timeframe for a comprehensive plan. He said the new plan is being referred to as the 2050 plan, but that has not been determined yet. He reviewed 9 elements that are required to be addressed in a comprehensive plan including:

- issues and opportunities,
- housing, transportation,
- utilities and community facilities,
- agricultural, natural and cultural resources,
- economic development,
- intergovernmental cooperation,
- land use,
- implementation.

Planner Retzlaff feels more focus needs to be on land use and economic development than the other elements. The State Statute says what needs to be in the plan but not all elements need to be adopted as part of one document. He continued saying the most important component of any plan effort is public participation and involvement. Specific written procedures are adopted and include minimum requirements of:

- (1) public hearing with class 1 (30-day) notice
- Plan commission recommends adoption by resolution
- Village Board adoption by Ordinance

He said Plan Commission should decide what they feel should be included in public participation efforts saying there are many different things that can be done to get the information to the public and collect information. The Plan Commission is authorized under Wis. Stat. 62.23(2) to prepare the master plan. Legislation makes it clear the plan is required to be updated every 10 years. The procedures are the same whether it's a plan adoption or plan amendment. He anticipates the new plan taking less time than the 48 months it took for the previous plan. He hopes to have a consultant on board some time late spring early summer and envisions a similar plan for the 2050 plan. He outlined the process as:

- Consultant services with staff oversight (RFP spring/summer 2018)
- 12-18 months (summer 2018 through fall 2019)

- Include 9 required elements with emphasis on: land use and economic development, and special areas and issues including 1) land use and economic development and 2) special areas and issues (Main Street, North Village, US/41 Holy Hill Road Interchange).
- Plan Commission direct oversight of consultant and staff
- Include Public Works Department, Park & Rec Department, School District Rep

The public participation methods and activities would include:

- Results from the Community Survey (completed in 2015), special workshops/informational meetings
- Special workshops or Informational Meetings including:
 - Plan Element specific (land use)
 - Geographic area specific (Main Street)
 - Issue specific (farm land & rural character preservation)
 - Public Hearings to hear oral comments and respond to written comments
 - Create a separate planning page or website
 - Press Releases & Social Media

Planner Retzlaff said he would like to get some feedback as we continue the process. Discussion followed. He said a detailed map or plan of a specific area could be created and added to the plan as a separate chapter, similar to the preliminary Main Street Plan Trustee Baum had presented previously. Language could also be added to recommend creating a business improvement district. He said Plan Commission needs to give weight to public commentary and input and consider that in making their recommendations. How much weight is key because clearly, we will get a difference of opinion. He continued by asking Plan Commission members to consider what activities or strategies might be useful for public participation. Commissioner Laszewski said there needs to be a good start or awareness of what's happening so people know its time to engage. Chairman Wolter suggested a starting event or kickoff and information outlining what will happen going forward. He said he doesn't want anything less than 3 public hearings including some other listening sessions for areas where different alternative land use is being proposed.

Planner Retzlaff asked what other issues or areas Plan Commission feels need special attention to consider or prioritize. Chairman Wolter said the interstate corridor from north of Freistadt Road to Holy Hill Road. He also said we should pay attention to the urban infill areas and the continuation of roads that are stubbed. Commissioner Laszewski would like to develop more walking paths and bike trails. Commissioner Gray said some type of art connection, gallery. Planner Retzlaff informed the Commission to plan on meeting the 4th Monday of every month. He said he'd like to set up a separate website or drop box for reviewing files rather than distributing information. The next step is to hire a consultant.

ANNOUNCEMENTS: None

ADJOURNMENT: There being no further business, the meeting was adjourned at 8:21 p.m.

Respectfully submitted,

Lori Johnson
Planning Assistant