

PLAN COMMISSION MEETING MINUTES

Wednesday, April 5, 2017

6:30 PM

Town Hall

The meeting was called to order by Chair Barrette at 6:45 pm and the statement of public notice read.

ROLL CALL: Theresa Schousek, Laurie DeRosier, Steve Balfanz, Anton Rang, Chris Matter, Jason Coyle, Carolyn Barrette. Excused: Dan Lynch and Joy Packard

Agenda adopted on motion by Rang, second Balfanz, carried.

DATES OF UPCOMING MEETINGS: Town Board meeting 4/13 including public hearing on Ch 149; Annual Town meeting, 4/18; Annual fireman's dinner 4/21

ITEMS FOR DISCUSSION and/or ACTIONS BY COMMISSION

1. Fee schedule

Building inspector Todd Dolan had suggested several fee increases. **Balfanz moved to recommend to the Town Board to accept the changes to Town of St Joseph Ordinances Chapter 80 fees as shown, with the notation that the variance language has no amount listed. Coyle seconded, Carried.** The application fees were discussed at the March meeting with determination that if the subdivision were still within the Town's process and no decision made, there would be only one fee. If the County changes the application after Town Plan Commission and Board action, there would be a second fee charged. If the applicant makes changes, a second fee would be charged.

2. Commission membership

a. Appointment/reappointment for terms ending April 2020 Current members: Steve Balfanz, Jason Coyle . **Matter moved, Rang seconded to recommend to the Town Chair the appointment of Steve Balfanz and Jason Coyle to Plan Commission terms ending in 2020. Carried.**

b. Need for Alternate member(s) – Discussion of the need for new members on the Plan Commission and how we might attract potential members to Plan Commission. A notice on the Town's web site, posters at the Fireman's Dinner, contacting the Houlton parents group, and e-mailing a notice to the Town's email list were suggested. A list of potential members was compiled.

c. Resignation of Chair – Carolyn Barrette felt that with the completion of the Comprehensive Plan and a "new era" starting, it was an opportune time to resign from the Plan Commission and let others take over. **Matter moved, Balfanz seconded to recommend to the Town Chair that Alternate Anton Rang be appointed as a member of the Plan Commission upon resignation of Barrette for the term ending in 2018. Carried**

3. Future Planning Commission activities

a. Land Use discussion in light of new comp plan – Matter suggested reviewing the original purpose of "preservation residential" and conservation ordinances discussed in 2006, and whether it would be possible to more strictly enforce the preservation residential provisions in Ch. 168. Ch. 168 should be re-evaluated for enforcement of conservation provisions.

- b. Future needs, concerns – New construction and over sight. Plan Commission suggested asking the County if anyone was reviewing the building going up next to the Cajun. A sign in front regarding new businesses was questioned. The building as proposed was going to be storage. It is commercial and regulated by the County. Commission members noted this is the “gateway to St Croix County” and the trail head for the loop trail. Questioned whether the Town can impose hours of operation on storage buildings. What county or state regulations are there?
 - c. Secretary – After discussion of secretary for the Commission, salary for same, potential candidates, **DeRosier moved, Balfanz seconded hiring a recording secretary for the Plan Commission. Carried.** As a second job for the deputy clerk was suggested. Schousek volunteered to serve as secretary.
 - d.
4. Non residential Design Standards – Matter said she had talked with Brett Budrow, Chief of Planning Division at the County, who will look at statutes and would want to meet with the Plan Commission NRDS Subcommittee.

RECOMMENDATION TO TOWN BOARD – secretary for Plan Commission, Appointments according to Ch 35.

APPROVAL OF PRIOR MEETING MINUTES – March 1, March 16. Minutes of March 16 meeting approved on motion by Matter, second by Rang, Carried. Only those present: Matter, Rang, Packard and Barrette could vote. Minutes of March 1 will have to be regenerated for vote later.

ITEMS FOR NEXT AGENDA- secretary.

Meeting adjourned on motion by Matter, second Rang, carried.

Carolyn Barrette, Chair