

## PLAN COMMISSION MINUTES

October 5, 2016

6:30 PM

Town Hall

The meeting was called to order and the statement of public notice read at 6:30 pm.

Roll Call: Dan Lynch, Chris matter, Steve Balfanz, Theresa Schousek, Joy Packard, Anton Rang, Carolyn Barrette. Jason Coyle excused. Also: Laurie DeRosier, Steve Bohls, Jack Engelhart, David Heil, Dave Heil and Erin Vidor representing Houlton Mobile Home Park Storage Units.

Pledge of Allegiance was said Dates of Upcoming Meetings stressed the Comp Plan Hearing Oct. 12. Agenda adopted by motion.

### Items for Discussion

3. **Houlton Mobile Home Park CSM for storage units** - 1415 Main St, Houlton - was moved up on agenda since Heils and Vidor were in the audience, The Heils are buying the SW corner of the Mobile Home Park containing the storage units and original buildings. Barrette explained that Alex Blackburn had sent materials to them regarding the Sept. CSM with suggestions on meeting SCCs requirements. A revised CSM was emailed back to the Town and County Monday. Blackburn indicated he had no problems with the CSM, it needed County surveyor approval and approval by the Town. Commission members questioned points raised in Sept. such as defining the in-drive easement, status of the house and non-conforming buildings, security of storage units, 50' set back from residential area of Houlton, and the parking lot which mobile home residents have no rights to. There will be staff on site, the gates will be locked with a key pad and code. It is a permitted use, he would like commercial zoning.

**Lynch moved to recommend to the Town Board to recommend approval of the CSM for Houlton MHP LLC, located at 1415 Main St, Houlton WI, by the County conditional on approval of the CSM by the County Surveyor. Balfanz seconded, motion passed.**

They were told to attend the Town Board meeting Thursday, Oct 13 and contact the County.

### 1. **Changes to Comp Plan and Discussion of Public Hearing to be held Wed, Oct. 12.**

Discussion of extent to which Natural Resources Inventory needs to be further discussed: demonstrate the need for the inventory, the information can be used to help the Town make land use decisions and data can be used to develop or amend and ordinance,

Consensus was the hearing is for the Comprehensive Plan. Agenda will include going through the plan chapter by chapter. General questions allowed at the end. Individuals will be limited to 5 minutes on subject at hand with no repetition, Theresa S will serve as timer. Written comments will be accepted following the meeting to the Town office or My Sidewalk. Discussion will be limited to the Comp Plan since the hearing is for the Comp Plan, not the NRI.

It was suggested that a fact sheet be put together outlining that comp plans are required by Wis. Statutes, Each governing body is required to have a Plan that is updated every ten years and goes through the same procedure. The Town has plans dated 1995 and 2006.

Plan contains nine elements outlined by statues, Procedures provide for public input. Plan information has been on My Sidewalk for a couple years and on the Town's web site. Chuck Nowlen had written several articles in the Star Observer about the Plan and activities. Meetings are posted.

Tom Spaniol will be asked to moderate/facilitate the Public Hearing part of the meeting. Meeting to be recorded. Chris and Carolyn will take minutes - note who made the comments, so all speakers must be identified. Phil Carlson is to present about the Plan, comments will be taken at the public hearing portion.

Discussion of the bike trail. The Plan Commission should discuss portions of the plan they have concerns with either at the Oct 12 meeting after the hearing or at the November 2 meeting.

**Recommendations to Town Board - Approval of Houlton MHP CSM.**

Prior meeting minutes of 9-7-16 approved on motion by Lynch, second Schousek, passed.

Adjournment on motion by Balfanz, second Packard, passed.

Carolyn Barrette, Chair