

PLAN COMMISSION MINUTES

July 6, 2016

6:30 PM

Town Hall

The meeting was called to order and the statement of public notice read.

Roll Call: Anton Rang, Jason Coyle, Steve Balfanz, Chris Matter, Dan Lynch, Theresa Schousek, Carolyn Barrette, Joy Packard. Phil Carlson, Stantec; Laurie DeRosier, Bob (?), Jack Engelhart, Elaine Duncan.

Agenda adopted on motion by Matter, second Balfanz, passed.

Motion by barrette, second Schousek, to approve **minutes** of May 19, June 1, and June 15, passed.

Dates of Upcoming Meetings were read.

Reports and/or Actions by Town/County/Other committees - Theresa Johnson, Public Works, attended later to discuss upcoming ordinance changes to Chapter 149, specifically with any changes that may apply to commercial areas.

Items for Discussion and/or Preliminary Action and/or Action

1. Comprehensive Plan - discussion, work session

A printed copy of the draft comprehensive plan was available to committee members and shared with people in the audience. Carlson went over his memo of July 6. He and Commission members commented on each Chapter as we went through the Comp Plan. See below. Discussion revolved around: a. Introduction should be separate -not a chapter; the plan is organized as the State outlines. By Section:

4.1. - discussion of fact that town's road classification is different than county's.

6.1 - Add clarification of "LESA" explaining score, source of information

7.1, 7.7 - Add UW economic impact survey information - it differs from Maxfeld Research info

9.1 - discussion of land use, future land use, 2006 maps should be in the appendix rather than current.

Perhaps adopting a concept plan for future land use. Should include definition of "village mixed use" village center maybe in E/35 area, put some commercial on east side of roundabouts, keep the business park, remember businesses want visibility. Be sure to put all present commercial on the map.

Elaine Duncan asked for specifics regarding the Natural Resource Corridors. She was concerned that apparently people with Forest Crop lands will be facing some DNR requirements, specifically tree cutting, within a couple years. Additional information regarding the NRI and implications will be added to that section.

Implementation Chapter 10 will be added at next work session - set for August 8 - with info to be sent ahead of meeting.

Additional items were suggested to be added to the appendix.

4. Comprehensive Plan - Time table - A tentative time table which meets publication requirements; public info meetings and hearings; required action by Plan Commission and Town Board, sending copies to attorney, county, and surrounding towns; etc. was discussed. August 8, Sept 12 and October 19 and Dec Town board action were set at meeting.

Tentative Schedule:

August 3 - Plan Commission meeting

August 8 - next work session to discuss Chap 10 - Implementation. - Prepare for Fall Festival displays
send draft to Town attorney for her first review. Send draft copy to County for review - mid August.

Sept 7 - Plan Commission meeting - adopt procedures resolution and send to Town Board

Sept 10 - Fall Festival - have displays about NRI, Comp Plan, Houlton area, draft plans on hand - PC members

Sept 12 - 30 days publication for Class 1 notice for public hearing scheduled October 19

Oct. 5 - Plan Commission meeting - resolution, react to any required changes,

Oct. 13 - Town Board - resolution if not in Sept - ,

October - tentative Town newsletter publication - will also have budget information in it.

October 19 - Formal public hearing for Comp Plan

Nov 2 - Plan Commission meeting - react to changes from others - prepare ordinance adopting plan

Nov/Dec - Town Board meetings - TB adopts plan and ordinance.

late Dec - adopted plan is sent to surrounding municipalities, etc.

2. Non-Residential Design Standards (NRDS) update report - Matter reported on mixed use design standards sent to PC members. Rang will send newest draft NRDS to PC members. Would like to have August 3 PC meeting review NRDS and then send to County for comment.

3. Comprehensive Plan - future land use map - see above

Recommendations to Town Board - none

Items for next Plan Commission agenda - Comp Plan

Meeting adjourned on motion by Matter, second by Balfanz, passed.

Carolyn Barrette, Chair

Memorandum

DATE: July 6, 2016

TO: Town of St. Joseph Plan Commission

FROM: Phil Carlson, AICP, Stantec

RE: St. Joseph Comprehensive Plan – Update for July 7 Plan Commission Meeting

Since our last meeting in June we have compiled a Draft Plan for your review, incorporating the numerous comments and edits from that meeting. The Plan is now close to its final form. Please review the entire Plan and be ready to discuss at the meeting. Among the significant revisions:

1) The Plan is still organized around the nine elements in the Wisconsin comprehensive planning statute.

2) The PLAN ORGANIZATION section in Chapter 1/Introduction has been revised to more accurately reflect how the Plan is organized.

3) The PLANNING PROCESS section in Chapter 1/Introduction has been revised to describe how the process has unfolded in St. Joseph.

4) The KEY ISSUES section of Chapter 2/Issues and Opportunities has been updated with a summary of five key issues we believe are at the heart of this planning effort.

5) There is a substantial discussion in FUNCTIONAL CLASSIFICATION OF ROADWAYS in Chapter 4/Transportation about the differences between the Town's Roadway Plan and St. Croix County's Roadway Classification. There is also a detailed discussion and map of which roadway segments are changing as a result of the bridge crossing and a suggested Town Future Roadway Plan.

6) In Chapter 6 Agricultural, Natural and Cultural Resources there is discussion of farm land, with reference to the LESA system and the St. Croix County comp plan, plus updated information on the historic sites.

7) In Chapter 7 Economic Development a new section has been added to summarize and reference the UW Extension Economic Impact Study.

8) In Chapter 9 Land Use there are summary tables of the acreage of various land uses, both existing and proposed.

9) Also in Land Use, there are updated maps for Existing Land Use and Future Land Use. We have added categories to both maps to label Public/Semi-Public Uses (Town Hall, school, churches, cemeteries), Golf Course, and to distinguish County/State Parks from Town Parks. A park search area has been added to the Future Land Use map – please review and let us know what the latest thinking is on this.

10) In Land Use the discussion of developer interviews relating to the Houlton Village area has been revised and specific interview comments have been moved to a memo in the appendix.

11) A new placeholder chapter has been added - Chapter 10 Implementation. We will discuss implementation steps at a future meeting.

12) Several items have been referenced to be included in an appendix:

- Rural Character memo
- Municipal Services Memo (combined three memos on Houlton municipal services discussion)
- Village Concept Memo (developer interviews)
- Maxfield Research & Consulting analysis memo
- UW Extension Economic Impact Study Executive Summary