

## Town of Eldorado Plan Commission (EPC) Meeting Minutes

January 14, 2020

**Plan Commission Member Attendees (5) and terms:**

x	Jeremy Brenner, Chairperson (5/1/2019 - <b>4/30/2022</b> )	x	Jenna Borski, Secretary (5/1/2018 - <b>4/30/2021</b> )	x	Bill Averbeck, Town Board Liaison (5/1/2019 - <b>4/30/2021</b> )
x	Lee Wenker, Vice Chairperson (5/1/2019 – <b>4/30/2022</b> )	x	Jeff White, Member (11/16/2019 – <b>4/30/2021</b> )		STAFF: Attorney Matt Parmentier, Edgarton, St. Peter, Petak & Rosenfeldt

**Public Attendees:**

Kathy Thunes, ECWRPC	Rosalind Lyness		
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**Call to Order, Pledge of Allegiance and Agenda Review:** Meeting called to order by Jeremy Brenner at 7:00 p.m. followed by pledge of allegiance.

**Review of Minutes:** EPC reviewed the minutes from December 10, 2019. Motion made by Averbeck/White to approve minutes. Motion carried 5-0.

**Plan Commission member term limits:** Averbeck summarized that EPC members were re-appointed for their existing terms during the December 23, 2020 Town Board meeting to clarify the start and end dates of each term in the Town’s meeting minutes. Terms are as follows:

- Lee Wenker – term 5/1/2019 – 4/30/2022
- Jeremy Brenner – term 5/1/2019 – 4/30/2022
- Jenna Borski – term 5/1/2018 – 4/30/2021
- Jeff White – term 11/16/2019 – 4/30/2021
- Bill Averbeck, Town Board Liaison – term 5/1/2019 – 4/30/2021

While EPC members have been re-appointed when terms expired or a replacement appointed to finish out a term when a member leaves to maintain the staggered three-year terms, with the Town Board liaison term being two-year term, the documentation has not been clear. Borski provided a spreadsheet of updated contact information and term dates based on the December Town Board actions for each EPC member and the Town Clerk that Borski will maintain. Borski will also add terms to the monthly EPC minutes. This documentation will assist the Town Clerk with adding re-appointments to Town Board agendas in the future.

**Comprehensive Plan Review:**

Kathy Thunes from East Central WI Regional Planning Commission (ECWRPC) attended to review the following:

- Agricultural, Natural and Cultural Resources Elements
- Land Use Elements
- Intergovernmental Cooperation Elements
- Implementation
- Next steps

Thunes took notes for purposes of ECWRPC. The March 2020 meeting will include review of the Future Land Use Map detail and an outline of the framing concepts based on previous meetings. Next will be the intergovernmental meeting followed by one more meeting with EPC prior to public review of the draft Comprehensive Plan.

**Conditional Use Permits (CUPs) – Listing of CUPs to be reviewed and schedule:**

Borski met with Karen Fontaine, Town Clerk, to review the Town’s files on past CUPs, minor land divisions and rezones and is in the process of creating a spreadsheet to track CUPs – initial issued dates and details as well as schedule for renewals. Borski will also draft the questionnaires for property owners and letters for adjacent landowners for Town Clerk to mail and Class 2 public notices for the Town Clerk to publish. With the February meeting being moved to the first Tuesday, there will not be enough time to draft and publish the Class 2 public notices for February and the CUPs will need to be reviewed in March.

Averbeck clarified that Karen Fontaine's last day as Town Clerk is April 30, 2020. Interviews for a Town Clerk to finish out Karen's term are scheduled and Averbeck anticipates Fontaine's replacement will be in place for training within a couple weeks. Borski is to work with the Town Clerks on the questionnaires, letters and public notices.

**Public Input:** Lyness recommended the Town consider researching virtual work options to assist the new Town Clerk such as "Upwork" (an online platform for freelance work) or something similar (i.e., a type of electronic contractor for specific tasks). Averbeck acknowledged this may be an option depending on the skills of the next Town Clerk.

**Future Meetings & Agenda Items:**

- February 4, 2020 if agenda items submitted by January 24, 2020. Note irregular meeting date for February.
- March 10, 2020 for continued work on the Comprehensive Plan and review of Conditional Use Permits if mailings and public notices can be issued in time.

[Note: Regular EPC meetings are tentatively scheduled for 7:00 p.m. the second Tuesday of each month, pending agenda items.]

**Adjourn:** Motion made by Wenker/White to adjourn the meeting. Motion carried 5-0. Meeting adjourned at 9:15 p.m.

Respectfully submitted,

Jenna Borski  
Member/Secretary  
Town of Eldorado Plan Commission