

Town of Eldorado Plan Commission (EPC) Meeting Minutes

March 12, 2019

Plan Commission Member Attendees (5):

x	Norbert Chesney, Chairperson	x	Jenna Borski, Secretary	x	Bill Averbeck, Town Board Liaison
x	Lee Wenker, Vice Chairperson	x	Jeremy Brenner, Member		STAFF: Attorney Matt Parmentier, Edgerton, St. Peter, Petak & Rosenfeldt

Public Attendees:

Gary Miller, Town Chairman	Dennis Mueller, Town Supervisor	Kathy Thunes, ECWRPC	Eric Fowle, ECWRPC	Shong Xiong
Shong Xiong	Neng Ziong			

Call to Order and Agenda Review: Meeting called to order by Norbert Chesney at 7:00 p.m.
 [EDITOR’S NOTE: There was no meeting in January 2019 due to lack of agenda items. The February 2019 meeting was cancelled due to weather. The February agenda items were added to the March 2019 agenda.]

Review of Minutes: EPC reviewed the minutes from October 10, 2018. Motion made by Averbeck/Wenker to approve minutes. Motion carried 5-0. EPC reviewed the minutes from December 11, 2018. Motion made by Brenner/Averbeck to approve minutes. Motion carried 5-0.

Buckarma Conditional Use Permit (CUP) Review – Aaron Buckarma, CUP issued 8/25/2015:

Location/Description of Property: W8986 Sharratt Rd / T07-16-16-08-01-005-00
Parcel acres: 1.87
Current zoning: Residential

Buckarma was not present. Buckarma contacted Chesney prior to the meeting stating he has a buyer for the property and no longer wishes to pursue renewal of the CUP (for operation of a home-based business). Motion made by Borski/Wenker to not renew the CUP. Motion carried 5-0.

Update on Department of Agriculture, Trade and Consumer Protection (DATCP) Farmland Preservation Rezone Report TY2018:

Chesney reported he provided a list of what land was taken out of A-1 in the past calendar year to DATCP. As far as he could recall, that included only the land previously owned by Our Savior Risen Church on CR N.

Public Input:

Neng Xiong is interested in splitting his property for his brother to build a home. Chesney and Borski provided Xiong with a current Concept Plan Application and Instructions and went over the materials with Xiong. Borski also looked at the Zoning Map and Future Land Use Map and provided information for Xiong to include in the Concept Plan Application. Xiong intends to submit an application for review next meeting.

Meeting with East Central Wisconsin Regional Planning Commission (ECWRPC):

Thunes and Fowler introduced the 10-year Comprehensive Plan Update process and provided hand-outs on the *Comprehensive Planning Requirements & Process* and *Responsibilities and Expectations of the Plan Commission*.

- The same nine elements will be included in the Plan Update. Three chapters will be reviewed every time ECWRPC meets with the EPC.
- Fowler explained ECWRPC would like to extend the contract by one month for delivery of the Plan Update.
- ECWRPC would like to limit the meetings with EPC to 1.5 hours. Depending upon routine EPC agenda items, ECWRPC may need to meet with EPC outside of the routine monthly meeting to accomplish this work.

- Public comments are to be directed to the Town Clerk.
- The 10-year Comprehensive Plan Update process and visioning meeting should be announced at all Town Board meetings, on Facebook, on the Town website, and posted on community boards (including the electronic board at the Town Hall). ECWRPC will also develop a flyer (11x17") that they will print and provide to the Town for distribution throughout the community announcing the Visioning Meeting (open house). A digital copy will also be emailed to the Town for posting electronically. Thunes provided a list of suggested workshop exercises for the public visioning open house. Thunes provided a draft *Public Participation Plan for Comprehensive Planning, Town of Eldorado, FDL Co, WI, Draft 1/31/19* to review with EPC. Motion made by Chesney/Averbeck to recommend the Town adopt the public participation plan. Motion carried 5-0.
- Thunes provided a spreadsheet of contacts to provide inter-governmental notifications of the 10-year Comp Plan Update. EPC clarified there are no registered non-metallic mines in the Town of Eldorado at present.
- The Town's Annual Meeting is scheduled for the third Tuesday in April (April 16th). [EDITOR'S NOTE: It was clarified after the EPC meeting that the Town's Annual Meeting is scheduled for Monday, April 15th.] The Public Visioning Open House is then scheduled for Tuesday, May 7th from 7-8:30 p.m. ECWRPC will consider holding an afternoon time as well to accommodate dairy farmers wishing to provide input.
- Thunes provided *Demographic Highlights, Town of Eldorado* for EPC members and reviewed the information.
- Thunes requested EPC provide her with any land use changes from the Town map since the initial Comprehensive Plan was written.
- At the May 14th EPC meeting, ECWRPC will provide the first three background chapters: 1. Issues & Opportunities; 2. Housing; and 3. Economic Development.
- ECWRPC recommended the Town consider appointing ad-hoc (non-voting) EPC members for meetings with ECWRPC as the Town moves through this update process. Ad-hoc members allow the Town to specifically seek input from specific community members with specific insight on one or more topics (e.g., business owners, farmers, Town Patrolman). Chesney and Averbeck will discuss this topic at the next Town Board meeting. This topic was further discussed by EPC after Thunes and Fowler left and a couple community members were discussed as options for the Town to consider asking to participate.

Future Meetings & Agenda Items: Next meeting scheduled for Tuesday, April 9, 2019. [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 Borski/Brenner to adjourn the meeting. Motion carried 5-0. Meeting adjourned at 9:20 p.m.

Respectfully submitted,

Jenna Borski
Member/Secretary
Town of Eldorado Plan Commission