

NOTICE
Village of Roberts
Plan Commission Meeting
Thursday, December 2, 2021
7:00 PM

GoTo Meeting Information below for online access
Agenda

The regularly scheduled Village of Roberts Plan Commission meeting and will begin at 7:00 PM on December 2, 2021 at the Roberts Village Hall.

Regular Plan Commission Agenda:

1. Call to order
1. Proper notification
2. Building Inspectors Report
3. Review and recommend the Village of Roberts Comprehensive Plan Proposal with Susan Badtke from West Central Wisconsin Regional Planning Commission (WCWRPC).
4. Review and recommend the updated concept plan for T-Buck Properties.
5. Update on TID #4 and where the Village is at on this project.
6. Discussion on Impact Fees and Sewer Interceptor Fees and possible increasing these amounts.
7. Items for future agenda.
8. Adjourn

Items on the agenda may not be presented in this order.

There may be a quorum of Village Board members present during the meeting

Agenda may change up to 24 hours before meeting

Megan Dull,
Village Clerk

<https://global.gotomeeting.com/join/945967237>

You can also dial in using your phone.

(For supported devices, tap a one-touch number below to join instantly.)

United States (Toll Free): 1 877 309 2073

- One-touch: <tel:+18773092073,,945967237#>

United States: +1 (646) 749-3129

- One-touch: <tel:+16467493129,,945967237#>

Access Code: 945-967-237

MEMO

DATE: November 22, 2021
TO: Village of Roberts Plan Commission
FROM: Susan Badtke, Senior Planner
West Central Wisconsin Regional Planning Commission (WCWRPC)
RE: Village of Roberts Comprehensive Plan Proposal

At its November 4, 2021, meeting, the Village's Plan Commission recommended that the Village proceed with preparing a comprehensive plan for the Village, independent from the Town of Warren. This effort would be a departure from the joint planning effort undertaken by the Village and Town in 2002. The Plan Commission also requested a proposal from WCWRPC to facilitate and prepare the desired independent Comprehensive Plan for the Village. At the Village's request, I have attached a draft scope of work and agreement for this potential project. The proposed scope of work will facilitate and prepare a plan that meets the requirements of WI Stats §66.1001.

The Plan Commission also identified items that they would like to see discussed and considered within the Plan. There are a few key issues that were noted in the November 4 meeting that I would like to specifically identify and set expectations as to what the Comprehensive Plan will provide related to these items:

1. **Land Use & Growth Management:** The Comprehensive Plan will evaluate and discuss future land use for all lands within the Village and future growth areas and will identify any limitations to development such as natural limitations (i.e., wetlands, floodplains) and infrastructure capacity & quality (i.e., water, sewer, stormwater). As part of the land use element, the plan will "analyze trends in the supply, demand and price of land, opportunities for redevelopment and existing and potential land-use conflicts." The plan will identify where specific land use types may be appropriate but will not analyze or site plan specific development proposals.
2. **Twin Lakes Water Management:** As noted at the Plan Commission meeting, the Village shares a border with Twin Lakes, which has experienced flooding. The Comprehensive Plan, as part of the Natural Resources and Utilities/Community Facilities elements, will discuss current or potential issues related to stormwater runoff/drainage and wastewater treatment, and identify potential strategies for the Village to consider, but will not include preparing specific detailed studies or engineering solutions.
3. **Intergovernmental Cooperation:** While the Village is looking to proceed with preparing a plan that is independent of the Town, it is recognized that what happens in one jurisdiction impacts the other. WI Stats §66.1001(2)(g) requires a Comprehensive Plan to contain an *Intergovernmental cooperation element*, which is to "identify existing or potential conflicts between the local governmental unit and other governmental units that are specified and describe processes to resolve such conflicts." The proposed scope of work includes an optional Intergovernmental Work Session between the Village and Town Plan Commission to help identify existing and potential conflicts as well as identify potential resolutions. The meeting would also be used to discuss intergovernmental tools (such as a cooperative boundary agreement, extraterritorial zoning, and other potential tools).

4. **Transportation Connectivity:** The Plan Commission identified challenges and opportunities related to improving multi-modal connectivity within the Village. The Comprehensive Plan will provide “a compilation of objectives, policies, goals, maps and programs to guide the future development of the various modes of transportation.” The Plan will review existing plans and programs within the Village (i.e., Safe Routes to School) as well as state and regional transportation plans; however, specific engineering solutions and designs will not be prepared as part of the plan. Further, while the plan may generally identify potential transportation connections and improvements, research and outreach regarding the acquisition of specific rights-of-way or easements will not be included as part of the plan.

The above list of key issues is not comprehensive. Additional discussion on issues and opportunities during the planning process as well as input obtained through the community survey will also inform the plan.

**Agreement Between the
Village of Roberts
and the
West Central Wisconsin Regional Planning Commission
for the Preparation of a Village of Roberts Comprehensive Plan**

I. Introduction

This agreement is entered into by and between the West Central Wisconsin Regional Planning Commission (hereinafter referred to as the Commission) and the Village of Roberts, Wisconsin (hereinafter referred to as the Village).

Witnesseth That:

WHEREAS, the Commission is a regional planning agency duly constituted pursuant to the provisions of Section 66.0309, Wisconsin Statutes, that is authorized to enter into contracts to provide technical planning assistance to local governments and/or private entities; and

WHEREAS, the Village desires to prepare a Comprehensive Plan for the Village that would replace the Village of Roberts & Town of Warren Joint Comprehensive Plan adopted in 2002 in a manner that meets the requirements of Wis. Stats. §66.1001; and,

WHEREAS, the Commission has assisted counties and local municipalities in the region with the creation and update of comprehensive plans; and

WHEREAS, the Village has determined that, in order to prepare the Comprehensive Plan in an efficient, economical, and effective manner, it is necessary to procure the services of professional planners.

NOW, THEREFORE, in consideration of the mutual covenants and agreements as hereinafter set forth, the parties to this agreement do hereby agree to the following:

II. Scope of Services to be Performed by the Commission

The Commission, in cooperation with the Village, will provide those services described in Attachment A, starting in January of 2022, including:

- A. Prepare a Village of Roberts Comprehensive Plan to include all standard content and meet the minimum requirements of Wis. Stats. §66.1001. As part of the planning process, the Commission will facilitate seven working meetings with the Village's Plan Commission.
- B. The Commission will provide the Village with a copy of the final updated plan in WORD and PDF formats.
- C. The Commission's role is limited to the preparation of a comprehensive plan for the Village of Roberts, as described in Attachment A. The Commission will assist the Village in preparation of the public participation plan, public hearing notice, Plan Commission resolution, and Village Board adopting ordinance as part of the required plan approval process. The Commission is not responsible for other ordinance development, additional public engagement activities, or developing detailed studies outside the planning scope and not specified in Attachment A.

III. Responsibilities of the Village

The Village agrees to perform the following services and to assume the following responsibilities with respect to this agreement:

- A. Those Village responsibilities required to complete the activities described in Attachment A, including all communication with the Plan Commission, Village Board, other Village committees and Village staff; provide materials and complete “homework” as described in Attachment A; review plan sections and identify proposed changes; required public noticing; conduct the public hearing; and any copying and distribution of the final draft and adopted comprehensive plan documents.

IV. Time Schedule

- A. The aforementioned services and items of work shall be performed during the period beginning December 15, 2021 through April 2023, unless such period is amended by mutual agreement between the parties to this agreement. The Commission will adhere to the project schedule in Attachment A to the extent reasonably possible, though the actual schedule and timeline for completion can be influenced by factors outside the Commission’s control.
- B. The Commission and the Village shall reserve the right to cancel this agreement upon thirty (30) days notice to either party if either party determines that the other party has not performed properly in any substantial respect or if either party determines that the other party has failed, neglected or refused to carry out the terms of this agreement.

V. Financial Payments

- A. It is expressly agreed by and between the parties to this agreement that the aforementioned services will be provided at a cost not to exceed \$29,700 (if all optional tasks are pursued) in response to a billing(s) submitted by the Commission at the project’s completion.
- B. The services to be completed by the Commission under this agreement shall be performed in a reasonable and professional manner, acceptable to the Village and its staff.
- C. In the event that the Village decides to discontinue work on the contract before its completion, due to no fault on the part of the Commission, the Commission will charge the Village only for work completed.

VI. Title VI Non-Discrimination

During the performance of this contract, the contractor assures that no person shall on the grounds of race, color, religion, national origin, sex, disability, or veteran status as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 (P.L. 100.259), and the U.S. Department of Transportation implementing regulations be excluded from participation, be denied the benefits of, or be otherwise subjected to discrimination in the execution of this contract. The Commission’s services will also be performed in accordance with the *West Central Wisconsin Regional Planning Commission Title VI Plan—Language Assistance Plan and Public Participation Plan* adopted September 11, 2014 and as amended January 14, 2021.

VII. *Miscellaneous Provisions*

- A. It is hereby understood and agreed upon by both parties thereto that this agreement is as and for the provision of certain, defined services, as set forth in Section II. In this respect and in its capacity under this agreement, the Commission and its employees, agents and officers are performing on an independent contractor basis and in no event shall the Commission, its agents, employees or officers be considered to constitute agents, employees, or officers of the Village.
- B. The Commission shall not assign, transfer or subcontract this agreement without the approval of the Village.
- C. This agreement may be modified or amended in writing by mutual agreement of the Commission and the Village.
- D. The Commission shall furnish full workman's compensation coverage for all Commission employees.
- E. In the event a dispute arises regarding the performance of a party under this agreement, the parties shall meet and attempt to resolve the dispute. If the parties are unable to resolve the dispute, either party may immediately terminate this agreement. The Village shall pay the Commission for any work performed up to the time of termination.
- F. The Village and the Commission certify that no payment of money or any form of consideration has been offered to or given to a Village employee for the purpose of procuring this agreement.
- G. All communications to the Commission concerning the terms and/or performance under this agreement shall be made to Susan Badtke and/or Lynn Nelson, and all communication pertaining hereto to the Village shall be made to Peggy Stanford, Village Clerk-Treasurer.
- H. Each person signing this agreement personally warrants and represents that he or she is duly authorized and empowered to enter into this agreement.

SIGNATURE PAGE

IN WITNESS WHEREOF, the Village of Roberts and the West Central Wisconsin Regional Planning Commission execute this agreement.

Village of Roberts

Willard Moeri, Village President

Date

Megan Dull, Village Clerk-Treasurer

Date

SIGNATURE PAGE

IN WITNESS WHEREOF, the Village of Roberts and the West Central Wisconsin Regional Planning Commission execute this agreement.

**West Central Wisconsin Regional
Planning Commission**

John L. Frank, Chair

Date

Joe Waichulis, Jr., Secretary/Treasurer

Date

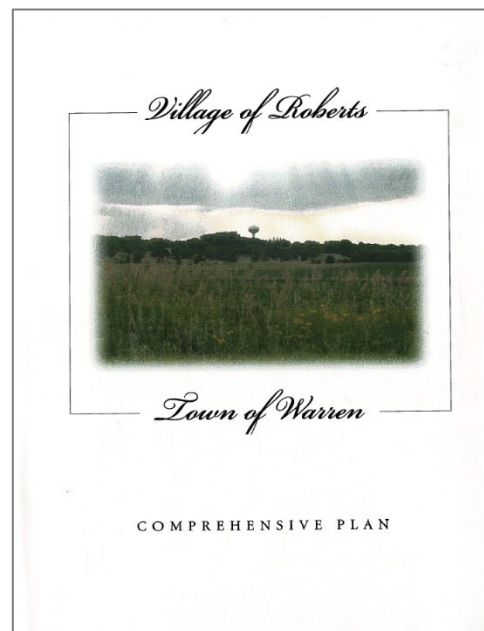
ATTACHMENT A

Village of Roberts Comprehensive Plan Proposed Scope of Work

11/22/2021

Project Overview

- This scope of work may be modified by mutual agreement of the Village and the West Central Wisconsin Regional Planning Commission (WCWRPC).
- WCWRPC understands that the Village desires to prepare and adopt a Comprehensive Plan for the Village Roberts. This new Plan would, as it relates to the Village, replace the joint Comprehensive Plan between the Village of Roberts and the Town of Warren, adopted in 2002. Given the age of the current Plan, this scope of work recognizes a planning process necessary to prepare a new plan for the Village.
- The following process would result in a comprehensive plan for the Village that includes, but not significantly exceeds, the minimum essential requirements of Wis. Stats. §66.1001.
- The plan will ensure that the data, maps, and programs included in the plan are up-to-date and that the vision, goals, objectives, and policies/strategies reflect the current desires and direction of the community.
- According to State statutes, the Plan Commission is responsible for creating, amending, and updating a community's comprehensive plan.
- The Village has requested that in addition to open meetings and public hearing, as required by WI Statutes, public input be obtained through a community survey.



Project Schedule & Approach

December/ January	Project Initiation - Village executes agreement with WCWRPC - Village verifies each Plan Commission member has a copy of the 2002 Joint Comprehensive Plan - WCWRPC provides the Village a model public participation procedures and resolution
January	Village Board adopts public participation procedures. Note: This proposed planning process includes the statutorily-required notifications for all meetings and a public hearing as a means of inviting public participation as well as a public survey. WCWRPC recommends that all Plan Commission or committee meetings (in-person or remote) be open to the public and WCWRPC welcomes public input and participation during these meetings. The methods of public noticing and public participation for these meetings is at the discretion of the Village and in accordance with applicable State rules.

February	MEETING #1- Plan Commission and WCWRPC (2-2.5 hours) - Review “What is a comprehensive plan?”, FAQs, the Plan Commission’s role, and the project scope - Discuss key demographic, housing, economic, and land use trends - Issues and opportunities exercise - Discuss approach for community survey - Distribute Homework: Community Inventory & Infrastructure Assessment - Distribute Homework: Draft Existing Land Use Map - Discuss Homework: Red-line goals, objectives, and strategies/policies from existing comprehensive plan
March	Village Staff and/or Plan Commission Homework - Complete the <i>Community Inventory & Infrastructure Assessment</i> forms (1 each) - Review draft Existing Land Use Map - Redline the goals, objectives, and strategies/policies for the plan elements individually or as a group - Provide existing municipal utility maps (or GIS/CAD files) - Provide any additional pictures, graphics, maps, studies, or materials that may be helpful
April - July	Village of Roberts Community Survey The survey will be drafted with guidance from the Plan Commission. It is anticipated that the survey will be mailed to a sample of resident households.
April - July	WCWRPC commences to analyze data, explore additional resources and strategy alternatives, and draft the Comprehensive Plan text and maps
August	MEETING #2- Plan Commission and WCWRPC (2 hours) - Review and update Vision Statement - Begin review of plan elements – Issues & Opportunities, Transportation, and Utilities & Community Facilities - Finalize Existing Land Use Map
September	MEETING #3- Plan Commission and WCWRPC (2 hours) - Continue review of plan elements – Agricultural/Natural/Cultural Resources, Housing & Economic Development
October	MEETING #4 – Plan Commission and WCWRPC (2 hours) - Continue review of initial draft plan elements – Intergovernmental Cooperation & Land Use - Discuss future land use forecasts and Future Land Use Map
November	MEETING #5 – Plan Commission and WCWRPC (2 hours) - Continue review of initial draft plan elements – Land Use & Implementation - Discuss future land use forecasts and Future Land Use Map
November	WCWRPC will complete the working draft Plan and provides a copy to the Village - The working draft may not be 100% complete and may include some remaining discussion items. - Village distributes draft to Plan Commission. - Plan Commission will be asked to individually review the draft plan and come prepared to discuss. - The Plan Commission may meet without WCWRPC to discuss the working draft plan.

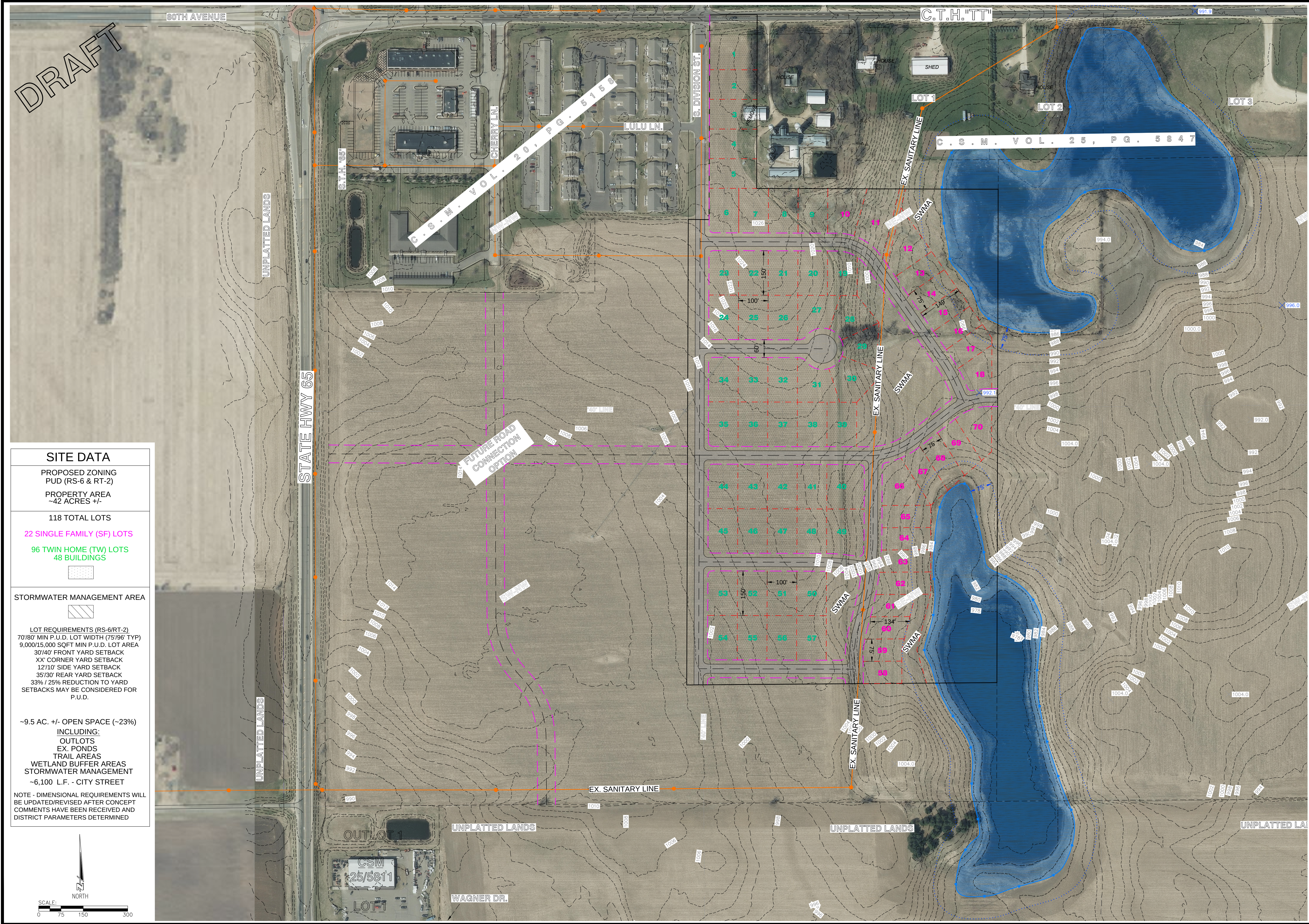
- January MEETING #6 – Plan Commission and WCWRPC (2 hours)**
- Review the working draft plan and address any remaining questions and sections
 - Finalize the draft Future Land Use Map
- January WCWRPC completes final draft plan**
- WCWRPC provides Village with final draft plan, model public hearing notice, and model adopting documents.
 - Village distributes final draft plan to Plan Commission, Village Board, library, and adjacent/overlapping jurisdictions
 - Final draft plan also available at Village Offices for review during regular office hours and add to website, if a website exists.
- February MEETING #7 – Plan Commission and WCWRPC (2 hours)**
- Review the final draft plan and address any remaining questions and sections
 - Discuss public hearing and adoption process
- February Public Hearing and Plan Adoption**
- 30-day public notice required prior to public hearing.
 - At least 30 days in advance, send notice to non-metallic mining interests.
 - Public Hearing on draft ordinance should be conducted by the Plan Commission, Village Board, or at a joint meeting of the Village Board and Plan Commission.
 - Plan Commission adopts a resolution to recommend adoption of the plan.
 - Board responds to any public written comments on the plan.
 - Board adopts the plan by ordinance.
 - WCWRPC integrates the ordinance and resolution into the plan and provides the adopted plan update to the Village in PDF format with a 24x36 full-color future land use map and a thumbdrive with key digital files

Optional Tasks: Below are additional tasks that the Village could consider incorporating into the planning process. These items could easily be accommodated into the above schedule without lengthening the planning process.

- 1. Additional Public Input Opportunities** – The proposed scope of work currently includes open meetings and public hearing, as required by WI Stats, as well as a community survey. The Village could also consider undertaking the following as additional opportunities for public input.
 - a. August - Community Visioning Workshop** – presentation of survey results, public input opportunity - **\$1,000**
 - b. December - Community Open House on Draft Plan** – presentation and comment on proposed draft plan - **\$1,000**
- 2. Intergovernmental Work Session with Town of Warren Plan Commission** – Village of Roberts Plan Commission would meet with the Town of Warren Plan Commission to discuss existing or potential conflicts between the two units of government and potential processes to resolve such conflicts. This meeting could take place in October, potentially prior to, after, or as part of the Plan Commission meeting. - **\$700**

Other Logistics

- WCWRPC Senior Planner Susan Badtke will be project lead and point-of-contact on RPC's behalf.
- WCWRPC's proposed project cost: \$27,000 without optional tasks; \$29,700 with optional tasks 1a, 1b & 2 as described on page 3.
- The timeline will be adjusted as needed to accommodate the Village's final approval of the project start and any unanticipated delays.
- This scope of work is to prepare a comprehensive plan for the Village. The project scope does not include feasibility analysis or site-specific studies, but may identify related issues, potential redevelopment priorities, and related recommendations. While the Village's existing land use regulations and potential changes will be discussed, new ordinance development and updates to existing regulations and the zoning map are not included as part of the project scope.
- The Village may conduct additional meetings, work groups, research, and other activities in support of the plan update, then compile this information for use by WCWRPC in the plan update.



SITE DATA

PROPOSED ZONING
PUD (RS-6 & RT-2)
PROPERTY AREA
~42 ACRES +/-

118 TOTAL LOTS

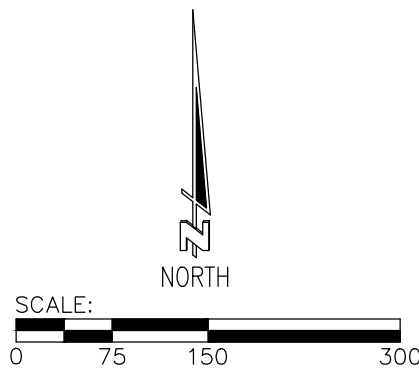
22 SINGLE FAMILY (SF) LOTS
96 TWIN HOME (TW) LOTS
48 BUILDINGS

STORMWATER MANAGEMENT AREA

LOT REQUIREMENTS (RS-6/RT-2)
70'/80' MIN P.U.D. LOT WIDTH (75'/96' TYP)
9,000/15,000 SQFT MIN P.U.D. LOT AREA
30'/40' FRONT YARD SETBACK
XX' CORNER YARD SETBACK
12'/10' SIDE YARD SETBACK
35'/30' REAR YARD SETBACK
33% / 25% REDUCTION TO YARD
SETBACKS MAY BE CONSIDERED FOR
P.U.D.

~9.5 AC. +/- OPEN SPACE (~23%)
INCLUDING:
OUTLOTS
EX. PONDS
TRAIL AREAS
WETLAND BUFFER AREAS
STORMWATER MANAGEMENT
~6,100 L.F. - CITY STREET

NOTE - DIMENSIONAL REQUIREMENTS WILL
BE UPDATED/REVISED AFTER CONCEPT
COMMENTS HAVE BEEN RECEIVED AND
DISTRICT PARAMETERS DETERMINED



PROJECT:	DRAWING PHASE:		DRAWN BY: JMS					
	OWNER REVIEW		CHECKED BY: MDH					
	AGENCY REVIEW		DATE: 11/24/21					
	BID DOCUMENT		DWG FILE: ... (SC-West)					
SHEET NO. CONCEPT A	FOR CONSTRUCTION		REF FILE: 5060-120 (SC)					
	AS-BUILT DOCUMENT		JOB NUMBER: 5060-120					
	CONCEPT		JMS 11/29/21					
	REVISION DESCRIPTION:		NAME: DATE:					
MILLER CORNER T BUCK, INC.								
CONCEPT SITE PLAN								

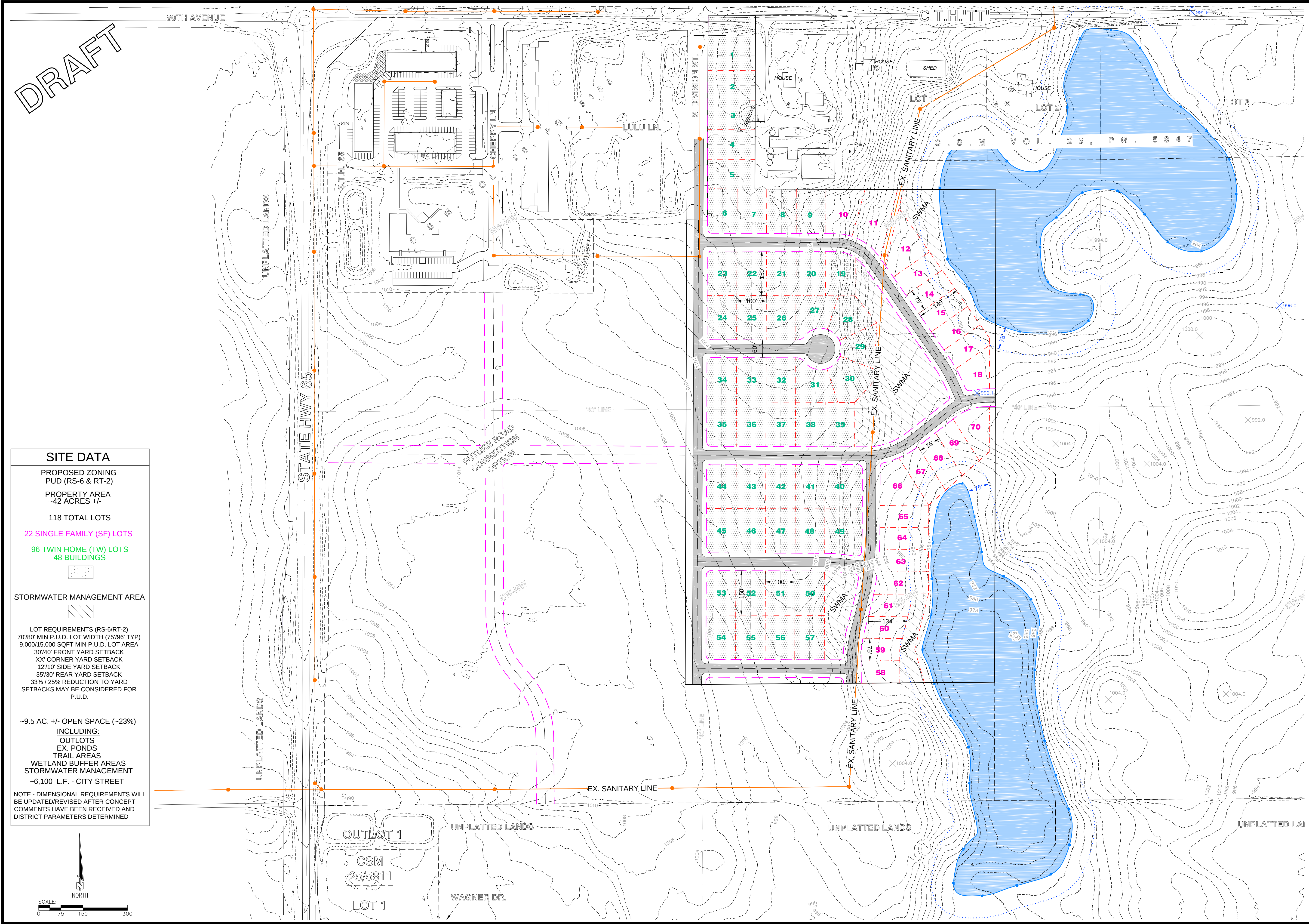
CORPORATE OFFICE
405 Technology Drive East
Suite 101
Menomonee, WI 54751
Tel 715-282-8490

BRANCH OFFICE
2920 Police Street
Suite 101
Hudson, WI 54016
Tel 715-381-3277

A.C/a

Auth•Consulting/associates
S&L Land Surveying a division of A/C/a

authconsulting.com



DRAFT

SITE DATA

PROPOSED ZONING
PUD (RS-6 & RT-2)

PROPERTY AREA
~42 ACRES +/-

118 TOTAL LOTS

22 SINGLE FAMILY (SF) LOTS

96 TWIN HOME (TW) LOTS
48 BUILDINGS

STORMWATER MANAGEMENT AREA

LOT REQUIREMENTS (RS-6/RT-2)
70'/80' MIN P.U.D. LOT WIDTH (75/96' TYP)
9,000/15,000 SQFT MIN P.U.D. LOT AREA
30'/40' FRONT YARD SETBACK
XX' CORNER YARD SETBACK
12'/10' SIDE YARD SETBACK
35'/30' REAR YARD SETBACK
33% / 25% REDUCTION TO YARD SETBACKS MAY BE CONSIDERED FOR P.U.D.

~9.5 AC. +/- OPEN SPACE (~23%)
INCLUDING:
OUTLOTS
EX. PONDS
TRAIL AREAS
WETLAND BUFFER AREAS
STORMWATER MANAGEMENT
~6,100 L.F. - CITY STREET

NOTE - DIMENSIONAL REQUIREMENTS WILL BE UPDATED/REVISED AFTER CONCEPT COMMENTS HAVE BEEN RECEIVED AND DISTRICT PARAMETERS DETERMINED

PROJECT:

MILLER CORNER
T BUCK, INC.

SHEET NO.

CONCEPT A

BRANCH OFFICE

2920 Police Street
Suite 101
Hudson, WI 54016
Tel 715-381-3277
authconsulting.com

CORPORATE OFFICE

405 Technology Drive East
Suite 101
Menomonee, WI 54751
Tel 715-282-8490
authconsulting.com

DRAWING PHASE:

OWNER REVIEW

AGENCY REVIEW

BID DOCUMENT

FOR CONSTRUCTION

AS-BUILT DOCUMENT

DRAWN BY:

JMS

CHECKED BY:

MDH

DATE:

11/24/21

DWG FILE:

...\\(SC-West)

REF FILE:

5060-120 (SC)

JOB NUMBER:

5060-120

CONCEPT

REVISION DESCRIPTION:

JMS

11/29/21

NAME:

DATE:

CONCEPT SITE PLAN