

**Village of Roberts & Town of Warren
Joint Comprehensive Plan Meeting
September 20, 2023
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The Village of Roberts/Town of Warren Joint Comprehensive Plan committee met in person and remotely on Wednesday September 20, 2023, at the Village of Roberts Hall, 107 E Maple Street, Roberts. Co-Chair Michelle Aho called the properly posted meeting to order at 7:00 PM. Members in attendance: Katy Kapaun, Patty Johnson, Geno Hanson, Tim Johnson, Stephanie Lamia, Grace Hoyer, and Warren Tracy; absent Henry Nechville, Steve Melby.

Accept minutes MOTION (GRACE HOYER/PATTY JOHNSON) APPROVE AUGUST 16, 2023, MINUTES, MOTION CARRIED.

Introductions The committee members introduced themselves. Susan Badtke introduced herself and asked members to talk about their connections and interests.

1. Primer on Open Meetings Law – Quorum, Walking Quorum, Public Records, etc.

Susan Badtke introduced the West Central Wisconsin Regional Planning Commission scope of authority and local government support services.

2. What is a Comprehensive Plan? Role of Joint Plan Committee and Plan Commissions

The open meetings law, walking quorums, and avoiding email “reply all” was explained. Chris Straight defined comprehensive planning and talked about some frequently asked questions and the need for consistent decisions. The process must have open meetings, public hearings, and publications. There are specific topics that must be addressed, but each municipality can decide how extensively they follow each section.

3. Project scope, planning process, and key milestones The timeline has specific topics each month to complete by January 2025.

4. Discuss demographic, housing, economic, and land use trends The population statistics have growth and age differences between the town and village. The county shows all age groups increasing through 2040. The state will send updated data in the next six months. An aging population and poverty need to be considered in this process. The group discussed poverty levels and different ways to gather data. They have information about the growth of different housing units since 2000 and vacancy rates. Short term vs. long term rentals and area densities were discussed. The village trailer park is almost at capacity. Data shows residents commuting approximately 30-minutes to employment. Distribution, education, and personal services are the top industry clusters for the Roberts zip code.

5. Discussion/recommendation of changes to Ordinance Section 70 – Industrial and Commercial green space percentages None.

6. Issues and opportunities exercise Each member wrote opportunities and issues that need discussing. They will compile a list of these topics.

7. Discuss comprehensive planning community survey The group separated by municipalities do discuss the surveys.

- a. **Review draft questions** The village removed agriculture questions and asked for clarification of future development plans. They also want to add questions about shared rides and social services. The Town wants to ask about creating ATV and UTV connections.
- b. **Promotion** They want the municipalities to send cover letters to encourage participation.
- c. **Timeline** The surveys will go out in October and November.

8. Review “homework” and next steps: They want photos, graphics, and plans.

- a. **Existing Land Use Map Review** They gave both municipalities’ maps of existing land use.
- b. **Review Intergovernmental Cooperation**

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9. **Upcoming meeting schedule** They will contact the clerks to set times, locations, and dates.
 - a. **November 2023 – Meeting 2 - Intergovernmental Work Session of Joint Plan Committee, Town and Village Plan Commissions**
 - b. **January 2024 – Community Visioning Workshop**
 - c. **February 2024 – Meeting 3 – Review community survey results, review & update vision statement, begin review of plan elements (Population & Housing, Economic Development, Cultural/Historic Resources)**

MOTION (TIM JOHNSON/STEPHANIE LAMIA) ADJOURN 9:29 PM, MOTION CARRIED.

Deina Shirmer WCPC/Town Clerk-Treasurer