

MINUTES of the JOINT MEETING
of the PLAN COMMISSION and TOWN BOARD

Wednesday, October 4, 2023

St. Joseph Town Hall / Online

CALL TO ORDER by Chair Rang at 6:30 pm

STATEMENT OF PUBLIC NOTICE read by Chair

ROLL CALL: Chair Anton Rang, Carol Loncar, Erik Lorenz, Rick Caruso, Supervisor Laurie DeRosier, Board Chair Theresa Johnson, Secretary Teri Kelly. Not present: John Ringhofer, Chris Matter

PLEDGE OF ALLEGIANCE recited

ADOPTION OF AGENDA: **MOTION** to adopt the agenda (Loncar/Lorenz). **Motion carried.**

APPROVAL OF PRIOR MEETING MINUTES: **MOTION** to approve the meeting minutes from September (Loncar/Lorenz). **Motion carried.**

PUBLIC COMMENTS: None.

ITEMS FOR DISCUSSION and/or ACTIONS BY COMMISSION

1. CSM — Larry Weber, 1473 Anderson Scout Camp Trail, Houlton, NW ¼ NE ¼ SEC 23 T30N R20W, 030-2031-20-000 & 030-2031-30-000. Anne and Larry Weber present. Larry Weber stated they had taken care of all of the suggestions that were listed on the Staff Report. Discussed the conservation easement on preservation area. The CSM needs to be updated to include the easement language. Clerk will send note language to the Webers. **MOTION** to recommend to the Town Board the Certified Survey Map for Larry Weber for lots at 1473 Anderson Scout Camp Trail, conditional upon entering a note for the preservation easement (Lorenz/Rang). **Motion carried.**

Chris Matter present at 6:45pm

2. CSM — Joel Schlitz, 494 River Road, Houlton, SE ¼ NE ¼ SEC 5 T29N R19W, 030-1018-40-000. Doug Zahler and Joel Schlitz present. Doug presented and discussed the revised CSM. Pat Tuma, 1167 Rolling Hills Trail, spoke about the pine trees along the proposed driveway and wanted to be sure they would not be damaged. Joel Schlitz stated they are far enough away and would not be damaged. Beth Jensen at 506 River Road, asked where the house on Lot 1 would be situated. Joel stated there would be a house built at some point in the future. Patty Long, 1175 Rolling Hills Trail, asked how far off the property line the driveway would be. Joel stated they would keep it as close as they could without it going down the slope. **MOTION** to recommend to the Town Board the CSM at 494 River Road for Mr. Schlitz (Caruso/Loncar). **Motion carried.**
3. CSM — TW Equities, Highway 35, 030-2049-80-000. Doug Zahler presented a revised CSM, with two lots and an outlot; discussed the CUP with the County. Discussed the trail and how Lot 2 will access it. Discussed the easement situation and a possible cul-de-sac to access both lots. Reviewed letter received from Ted Kozlowski. All Staff Report issues have been addressed, except for labeling the preservation area. **MOTION** to revisit the Certified Survey Map for the TW Equities property on Highway 35 at the next Plan Commission meeting with the expectation that the applicant has addressed the issues of adding language to protect the preservation areas on Lots 1 and 2. To protect the outlot from any future development and being separated from Lots 1 and 2 and to explore the possibility of developing a cul-de-sac off of 132nd with access to both lots from that as an alternative to having access from two different points to the two lots (Rang/Matter). **Motion carried.**
4. Impact fee assessment: **MOTION** to recommend to the Town Board approval or acceptance of the Needs Assessment from Stantec for the Town of St. Joseph in particular a trail impact fee of \$999.00 per household as an update to our Town's impact fees going forward (Rang/Matter). **Motion carried.**

5. Ordinance review:
 - 5a. Proposed schedule for reviewing ordinances: Discussed the plan for reviewing ordinances. Theresa Johnson is working with Zac Spates on the Emergency Government Ordinance. Discussed the current parking standards and need for updating. Discussed site plans and the need to update Chapter 170 to include site plan approval and enforcement. Chris Matter will work on Chapter 170. The Clerk will review Intoxicating Liquors and will forward to the attorney. Anton will review Roadway Numbering. Anton will review Records. Carol Loncar will review Snow and Ice Removal. Rick Caruso will review Transient Merchants. Clerk will send Cable Television Franchise and Gas Franchise to Attorney.
 - 5b. Suggestions from the board, public works, and engineer.
 - 5.b.(1) Chapter 170 parking table — typographic error? (1 spot per 500 sq. feet for café?)
 - 5.b.(2) Chapter 81 — review applicability to small developments in residential areas
 - 5.b.(3) New developments — require cluster mailboxes when adding a cul-de-sac?
6. Standing items.
 - 6a. Review of budget; updates from county; update on complaints. No questions or concerns on budget. Reviewed Artisan Farm update from the County. No updates on complaints, will review complaints at the Board meeting.

RECOMMENDATIONS TO TOWN BOARD: CSM-Schlitz; Impact Fee Assessment

ITEMS FOR NEXT AGENDA:

ITEMS FOR TOWN BOARD AGENDA

ADJOURNMENT: **MOTION** to adjourn at 8:31 pm (Loncar/Lorenz). **Motion carried.**

Minutes submitted by Teri Kelly