

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

Wednesday, February 7, 2023 St. Joseph Town Hall / Online

CALL TO ORDER by Chair Anton Rang at 6:30pm

STATEMENT OF PUBLIC NOTICE read by Chair Rang

ROLL CALL: Chair Anton Rang, Dave Lallier, Chris Matter, Erik Lorenz, Rick Caruso, Theresa Johnson; Laurie DeRosier; Online: Carol Loncar.

PLEDGE OF ALLEGIANCE recited

ADOPTION OF AGENDA: Chair Rang asked to amend the agenda to move up the vote on the alternate position. **MOTION** to adopt the agenda as amended (Loncar/Lorenz). **Motion carried.**

APPROVAL OF PRIOR MEETING MINUTES: **MOTION** to approve the minutes from January 3, 2024 (Rang/Loncar). **Motion carried.**

PUBLIC COMMENTS: None

ITEMS FOR DISCUSSION and/or ACTIONS BY COMMISSION

1. Minor CSM, Hartman/Branagan, 447 Valley View Trail, 030-1081-95-000, NE ¼, NW ¼, S29 T30N R19W: Ty Dodge presented the details of the minor CSM. Discussed the suggestions by Stantec regarding tree planting. Ty stated the County has approved this CSM, pending Town approval. **MOTION** to recommend to the Town Board the approval of the minor CSM for 447 Valley View Trail as they have fixed all of the issues on the staff report and it is recommended that native tree species, coniferous and deciduous, be planted. These seedlings would be planted in the open space between lot 4 and lot 1,2, and 3 (Matter/Loncar). **Motion carried.**
2. Concept review for major subdivision, 030-2064-70-101, 030-2064-60-101, 030-2064-50-000, 030-2044-70-002, 030-2044-80-000, SW ¼ SW ¼ S26 T30N R20W, SE ¼ SW ¼ S26 T30N R20W, NE ¼ NW ¼ S35 T3N R20W, government lot 1 S35 T30N R20W: Louie Filkins discussed the major concept details. Stated this will be a many phase project. Discussed the lot ratios. **MOTION** to recommend to the Town Board that they look upon the concept application for Hitching Post Real Estate, west of Highway 64 favorably (Rang/Loncar). **Motion carried.** Jim Furseth discussed the many possibilities for the land.
3. Plan commission alternate position.
 - Re-vote on motion adopted on December 6: Discussed the logistics of making motions, pursuant to Robert's Rules. **MOTION** to recommend to the board that Craig Sykora be appointed as the junior alternate position to the Plan Commission (Rang/Loncar). Discussion followed. Roll Call: Chris Matter-Nay, Anton Rang-Aye, Dave Lallier-Aye, Erik Lorenz-Aye, Carol Loncar-Aye, Laurie DeRosier-Nay, Rick Caruso-Nay. **Motion carried.**
4. Approval for new Town Hall as applied to Design Standards Ordinance: Theresa Johnson discussed the details of the Town Hall building plans. Need to have design checklist filled out. Discussed the design standards as they relate to the proposed new building. Discussed placing a bike rack on the property; potential need for a crosswalk; gender neutral bathrooms; square footage of the building; and parking. **MOTION** to recommend to the Town Board that we reviewed the items applicable to Chapter 81 and items that we are supportive on are: downcast external lighting, layout of the parking buffer, would like a designated path to get to the building from the current parking lot. Recommend per our ordinance a bicycle rack near

the building, we feel that the outdoor seating is being addressed by the park area, the existing established prairie for landscaping is complementary to the plan, acknowledge the bump outs for the design to the entrance, 2 types of exterior siding, windows to show dimension and interest in the building; we don't have an opinion on the colors of the building; would like the west side of the building facing County Rd V to have better design features on that side of the building such as stone along base of building to further comply with the ordinance; consider signage on that side of the building and attempt to get the five elements listed under Chapter 81-3A(3)(b). To review the ordinance and fill out the checklist against the items. Also, to thank the town board for working with the architect and set a good example to have for the rest of the Town. (Matter/Rang) Amend to ask that they make the window trim 3" or larger per the design regulations (Matter/Rang). **Motion carried.**

5. Ordinance reviews in progress.
 - Chapter 14, emergency government. This will be reviewed in March.
 - Chapter 114, intoxicating liquor and fermented malt beverages: The State is making changes to the current statute. This will be reviewed and updated after the State has made changes.
 - Chapter 149, roads, driveways, etc.: Public Works is asking that they put mailboxes in a row, which would be a change. Stantec should be sending new verbiage for this change.
 - Chapter A200, cable television franchise. This was provided to the attorney for review.
 - Chapter A202, gas franchise. This was provided to the attorney for review.
6. New proposed ordinance: Temporary structure & commercial tent permit ordinance: Chapter 92. To replace the May through October portion with "except if the building inspector ..." The Board will send this to the attorney for review. **MOTION** to take the proposed Temporary Structure and Commercial Tent Permit Ordinance and forward this to the Board (Rang/Matter). Discussion followed. **Motion carried.**
7. Standing items: Discussed the site plan changes to Chapter 170 regarding references to the site plan for each district and well as the parking spaces and numbers section. Will put this on the agenda for the March meeting. Chapter 160 Snow and Ice Removal is not redlined. Will put this on the agenda for the March meeting.
8. Review of budget; updates from county; update on complaints: No questions on the budget.

RECOMMENDATIONS TO TOWN BOARD: CSM-Hartman/Bratager, 447 Valley View Trail; Concept-Major review; Town Hall building design standards; alternate position recommendation; temporary structure ordinance

ITEMS FOR NEXT AGENDA: Chapter 160 Snow and Ice removal, Chapter 170 Zoning, cluster mailboxes

ITEMS FOR TOWN BOARD AGENDA: same as recommendations

ADJOURNMENT: **MOTION** to adjourn at 8:25 pm (DeRosier/Lorenz). **Motion carried.**

Minutes submitted by Teri Kelly.