

PLANNING & DEVELOPMENT COMMISSION MINUTES

WEDNESDAY, JANUARY 3, 2018

TIME: 6:30 P.M.

PLACE: PHELPS TOWN HALL

1. CALL MEETING TO ORDER – the meeting was called to order by Chairperson Quita Sheehan at 6:30 p.m.
2. QUORUM OF MEMBERS PRESENT – Members present were Jack Carlson, Dorothy Kimmerling, Dick Ryan, Eugene McCaslin, Quita Sheehan and Rollie Alger.
3. VERIFICATION OF PUBLIC NOTICE – the meeting notice was posted on December 29, 2017 at the Phelps Post Office, Phelps Convenience Center, Phelps Community Center/Town Hall, town website and emailed to the Vilas County News Review.
4. APPROVAL OF MINUTES – Kimmerling moved to correct the spelling of the Christiansen name in #6; #12 remove “ed” from explained; and in 13A change the following: 3rd sentence - “putting” to “pretty”; and last sentence change “school students” to “school student council”. McCaslin moved to approve the minutes as amended. Ryan seconded the motion. All voting aye.
5. APPROVE AGENDA TO BE DISCUSSED IN ANY ORDER AT THE DISCRETION OF THE CHAIR – Kimmerling moved to approve the agenda to be discussed in any order at the discretion of the Chair. Ryan seconded the motion. All voting aye, carried.
6. COMMUNICATIONS AND CORRESPONDENCE – Ryan reported that he did go the Christiansen barn with their caretaker and passed out an information packet. That information should be shared with the Town Board. The secretary mentioned that Carl Ruedebusch is donating the Pine Park property to the Town but need Town electors’ approval to accept this property.

DISCUSSION/ACTION ITEMS ARE AS FOLLOWS

7. LANDSCAPE PLAN UPDATE/2018-2019 CAPSTONE PROGRAM LIST/APPLICATION – no update.
8. PLANNING & DEVELOPMENT COMMISSION DUTIES – McCaslin mentioned that he was going to check with Mike Duquaine but he was not present at the last board meeting.
9. PLANNING & DEVELOPMENT MISSION STATEMENT – the secretary presented the Town of Hiles webpage which lists duties, mission statement, meeting minutes, and members.
11. UPDATING THE PLANNING & DEVELOPMENT COMMISSION/DUTIES/TRAILS, ETC. SECTIONS ON TOWN WEBSITE – McCaslin will continue to look into the previous commission statement and get the duties information from Duquaine. In regard to the

Committees for the website, McCaslin will draw something up for the Fire Tower and Sheehan will do the trails.

10. ARCHITECTURAL/COMMERCIAL DESIGN ORDINANCE- Ryan explained that in looking at the Town of Minocqua ordinance, our ordinance would need to be town wide with zoning permits, etc., or the area this would cover would have to be decided by the Town Board. The Town of Phelps has County Zoning. Kimmerling mentioned that the Town of Phelps has a lot of “All Purpose” zoning and needs to know more information on this from the Vilas County Zoning Dept. Sheehan will check with the Vilas County Zoning Department. Light Pollution in the town was discussed. Kimmerling & Ryan should present to Sheehan what they would like to incorporate in the ordinance and she will try to draw up a draft.
12. DISCUSS FORMER OLD STORE PROPERTY/PRESS RELEASE – SUGGESTIONS FOR DEVELOPMENT – Sheehan presented a draft press release. Due to the donation of the Pine Park Property, we will wait on this. A comment form should be developed and put on the website and set out for the electors meeting. A map of the lot should be presented with the press release.
13. OTHER SUBCOMMITTEE UPDATES:
 - A. TRAILS – Alger reported that at the Vista Lake Bike Trail, the sign is made and will be put up next spring, and that the snowshoe trails are being used quite a bit.
 - B. LAND USE-(2010 Comprehensive Plan must be updated by June 1, 2020) Timeline – Sheehan will continue trying to contact other Towns on cost of updating their land use plan.
 - C. BROADBAND – no update.
 - D. FIRE TOWER – McCaslin mentioned that he wants to see if the sanitary district would be interested in swapping that property that is up for sale before we pursue that property. That would give us more area for campsites. McCaslin will get the letters updated and present them at the next meeting
14. SET DATE FOR NEXT MEETING – the next scheduled meeting is Wednesday, February 7, 2018 at 6:30 p.m. at the town hall.
15. ADJOURNMENT – the meeting adjourned at 7:17 p.m.

/S/Marjorie Hiller, Secretary

Minutes are subject to approval by the Phelps Planning & Development Commission at their next meeting.