

PLANNING & DEVELOPMENT COMMISSION MINUTES

WEDNESDAY, MARCH 7, 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, Dick Ryan, Eugene McCaslin, Dorothy Kimmerling, and Quita Sheehan; Excused absence: Bob Egan and Ron Buell, Jr.
3. VERIFICATION OF PUBLIC NOTICE - the meeting notice was posted on March 5, 2018 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 – Ryan made a motion to approve the February 7, 2018 minutes. McCaslin seconded the motion. All voting aye, carried.
5. APPROVE AGENDA TO BE DISCUSSED IN ANY ORDER AT THE DISCRETION OF THE CHAIR – A motion was made by Carlson, seconded by Ryan, to approve the agenda to be discussed in any order at the discretion of the Chair. All voting aye, carried.
6. COMMUNICATIONS AND CORRESPONDENCE – none.

DISCUSSION/ACTION ITEMS ARE AS FOLLOWS

7. LIBRARY SPACE ISSUE – Sheehan brought up the Library space issue; A letter or email invitation should be sent to the Library Board mentioning that we would like to know their future endeavors for the library, available grants, and their funding plans and if there is any way that the Planning and Development Commission can help.
8. PLANNING & DEVELOPMENT COMMISSION DUTIES/MISSION STATEMENT – McCaslin presented a draft of the Commission’s duties and mission statement. Motion by McCaslin, seconded by Ryan, to make the mission statement to read: “The Phelps Town Board has empowered the Phelps Planning and Development Commission with the task of furthering the health, safety, welfare and wise use of resources for the benefit of current and future residents of the Town and affected neighboring jurisdictions, through adoption and implementation of comprehensive planning with significant citizen involvement”; and the duties should be:
 - Identify and research projects that will enhance the experience of those who live in and visit our Town.
 - Plan and coordinate the start and completion of projects given to the Planning and Development Commission.
 - Identify and work with outside groups, both private and governmental that will advance the needs and growth of the Town of Phelps.
 - Identify possible business opportunities within the Town of Phelps and work with those interested in starting a business.
 - Research and recommend ordinances that will ensure safety and provide uniform and aesthetic values in the Town of Phelps.
 - Complete a Comprehensive Land Use Plan (66.1001(2)(i), Wis. Stats) and ensure that all updates are completed per State Law.
 - Write and submit to the Phelps Town Board a proposal for all projects, plans and ordinances researched and recommended by the Phelps Planning and Development Commission.
 - Write and submit to the Phelps Town Board an annual budget request.

All voting aye, carried. Terms of office was brought up and should be put on the April agenda.

9. UPDATING THE PLANNING & DEVELOPMENT COMMISSION/DUTIES/TRAILS, ETC. SECTIONS ON TOWN WEBSITE – the duties and mission statement should be added to the website. The terms of office should be put on the April agenda and updated appointments should then be put on the website.

10. ARCHITECTURAL/COMMERCIAL DESIGN ORDINANCE – A draft of the ordinance was presented by Chairman Sheehan. Commission members should go through it and highlight things that are not appropriate for the Town of Phelps for the next meeting.
11. DISCUSS FORMER OLD STORE PROPERTY - PINE PARK PROPERTY/PRESS RELEASE – no further discussion.
12. SUGGESTIONS FOR DEVELOPMENT FROM THE SURVEY AND HOW WE ENVISION PULLING THEM TOGETHER – Sheehan reported that the article was in this week’s paper and Channel 12 was contacted about doing a story on this. The suggestions will be viewed at the April meeting.
13. FIRE TOWER – MILITARY HILL FOREST FIRE LOOKOUT RESTORATION PROJECT/PROPOSAL/LETTERS/FUNDING FOR FOLDERS – McCaslin reported that he has changed some of the wording in the proposal and updated the phase section. He also would like to ask the Town Board to see if we could ask our town attorney to see if the “Hold Harmless” statements are legally binding.
14. POSSIBLY CHANGING THE PLANNING & DEVELOPMENT MEETING DATE – no action at this time.
15. OTHER SUBCOMMITTEE UPDATES:
 - A. TRAILS - Sheehan reported that people are using the snow shoe trails as well as the Beaver Creek Snow Shoe Trail. The secretary will check into possibly putting the trail maps on the town website. Rollie submitted an email saying that they are still working on a conceptional design for the GHT3 bike trail from Song Hill Lane.
 - B. LAND USE-(2010 Comprehensive Plan must be updated by June 1, 2020) Timeline - PROPOSAL – Discussion on different towns use of different companies for the update of their comprehensive plans. The secretary presented a print out from the UW Extension site on updating your comprehensive plan as well as the Dept. of Administration Comprehensive Plan Update Requirements. Ryan made a motion, seconded by Carlson to have the Chair check with UW Extension about doing a presentation to the commission on how to update our plan for the May meeting. All voting aye, carried.
 - C. BROADBAND – no update.
16. SET DATE FOR NEXT MEETING – Wednesday, April 4, 2018 was set for the next Commission meeting.
17. ADJOURNMENT – the meeting adjourned at 8:04 p.m.

/S/Marjorie Hiller, Secretary

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