

## Town Board/Plan Commission Meeting February 1, 2010

James Parent called a joint meeting of the Baileys Harbor Town Board and Baileys Harbor Plan Commission to order at 6:03PM in the meeting room at the Town Hall. Present were James Parent, Dale Williams, Robert Schultz, Peter Jacobs, Cal Oldenburg, Kenneth Uhlhorn, James Schorer, Eugene Stanis, Dan Krowas, Douglas Smith, Jeffrey Sanders and 11 visitors. Barbara Anschutz was absent.

Clerk verified posting. Motion made/second Dale/Peter to accept the agenda. Carried.

Review proposal for Smart Growth Plan review from Jeff Sanders of Community Planning & Consulting LLC and finalize working agreement and Discussion on process/timeline of Smart Growth review – Jeff Sanders prepared a proposal describing a process to review and amend the 2005 Town of Baileys Harbor Comp. Plan. He wanted to provide an example of some of the public participation activities and develop a strategy for seasonal residents to have every opportunity for input as well. Meeting notices and summaries will be posted to the Town website as soon as possible. Jeff went through the proposal, explaining it and answering any questions about it. A copy of the proposal is available upon request in the Clerk's office, or in the 2010 Minute Book. His plan includes a base proposal, as well as optional features, such as a survey, a cognitive mapping exercise and a photo exercise. The revised plan will be looked at as a whole, but only sections would be presented to the Plan Commission and Town Board, and not the entire document at once. For example, Jeff may provide chapters 1, 3 and 5 in a batch, but then chapter 2 alone, depending on complexity. His hope is that all Plan Commission and all Town Board members can be at every meeting.

In terms of schedule, his best guess is a four month schedule. Once the public hearing is noticed, nothing can be worked on. He's anticipating a three month planning process, with the notice of thirty days for the public hearing. He is flexible as far as the schedule is concerned. Peter asked if Jeff would be agreeable to adding some of the optional items now, and then more later, as the need arises. Jeff explained that, yes, he would be agreeable to that and explained the process. Jeff works under fixed fee agreements. The Town wouldn't be charged a penny more than what the Town agrees to. The only time there would be any increase is if additional tasks are asked for. The base proposal comes to \$4,295. He bills monthly for work that has been done. The Town would never be paying for work that hasn't been done. If the Town faces unforeseen expenditures, we can simply call and tell him to stop for now. If the agreement needs to be terminated, all that is required is 30 days notice, so Jeff could package up everything that has been done so far.

Jim P. feels the survey is one of the options that would be necessary. Jeff feels it's probably the best tool for communities that have stakeholders scattered geographically. Jim S. asked if the public hearing would be without guidance from Jeff. It's marked as an option. His role at the public hearing would be a presentation explaining everything about the revised plan. The public hearing is a requirement. The open house before the

public hearing is an option that Jeff would strongly advise having. Jim P. would like to have Jeff there for both the open house and public hearing.

The intergovernmental meeting has to happen, due to state statute. Jeff is recommending when the Plan Commission meets to review the intergovernmental chapter, that meeting could be used as the statutory requirement. There are no formal agreements that come as part of the review process. It's simply a matter of looking at the existing agreements and seeing if there needs to be any revisions.

Jim P. asked about the cognitive mapping option and when Jeff would need to know that we wanted to do it. Jeff explained that we'd want to have it happen no sooner than the halfway point, but prior to any revisions to the Future Land Use Chapter and/or Future Land Use Map.

Jeff explained the meeting process. According to the proposal Jeff has written up, he would be in attendance at 4 meetings. Any additional meetings would be at \$190 plus travel. For the total number of meetings, the Plan Commission is probably looking at more than one meeting per month. The kickoff meeting is the start of the process. There would be a relatively significant gap between the kickoff and the second meeting. Jim P. was thinking the regular monthly meeting could be the review of the drafts. Jeff explained that would work well if each member takes the draft home and reviews it on their own time. Jim P. said there's no rush to get anything done. Ideally, the survey should be out before the kickoff meeting. The survey would have a deadline to come back. A 20% response rate is good. More than that is great. There is a direct correlation between the number of pages and the response rate. Jeff is thinking 20 to 25 questions. Sevastopol's was about 45. Dan would like to see the first two options included (the survey and public hearing). Jeff recommended he be there for the intergovernmental agreement just for the simple fact of scrapping with the County. That could be requested later though. One thing Jeff will need is a letter from the Town to the County asking them to release mapping data.

Peter feels the photo option would be good to leave as an option and see what the response rate is. Jeff agrees and if we get enough response, we could easily add it as an option. The images would have to be in an electronic format just for ease of use. Jeff wants his plans to be user friendly and show examples, meaning photographs as examples. Anything negative probably shouldn't be pictures of buildings in town, at the risk of offending fellow citizens. We could add the photo option at a later date. Jeff then explained the cognitive mapping exercise. Cam Isaacson asked if someone couldn't be in attendance at the cognitive mapping exercise, would they be able to participate. Jeff explained that yes they could, by printing out maps and coloring it in. Cam was concerned about older people trying to participate. He also asked what the hurry was on getting this done. Dale explained that it's a very long process and the sooner we get started, the better. Cam also asked who would be involved in writing the questions for the survey. Jeff explained that he would create the first draft and then let the Plan Commission and Town Board review it.

Further discussion on timeline and participation was had. A variety of interaction was encouraged. Jim S. suggested using Skype to get everyone involved. Joan Holiday encouraged the board to use the cognitive mapping exercise and do it in late May. As for the survey it could be ready by the end of the week or early next week. Jeff realizes the challenges a community like Baileys Harbor faces, with the seasonal residents and year round residents. He mentioned that Sevastopol had a gentleman that attended every meeting, videotaped it, and place it on his own website. It's about making as many tools as possible available to provide feedback.

Discussion was had on the actual timeline of the project. Jim P. doesn't have a problem waiting a little bit. Peter thinks there will be enough to do that there will be an overlap between now and the time everything hits completion that everyone will have some input. Jeff explained there needs to be a balance. You don't want it to be too compact, but yet you don't want to have long stretches where nothing is happening. Jeff is also willing to be a main contact. He won't be billing for people who call him to express their concerns.

More discussion was had as to the Board's ideas of deadlines, as well as the Board's perspective on seasonal residents. There is no exact deadline and Peter explained that the Board does care about seasonal residents and those residents could vote in the Town of Baileys Harbor if they so choose.

The overall timeline will be stretched out to accommodate our seasonal residents. Ellen Witteborg asked about the Future Land Use Map being law. Jeff explained there is no law behind a future land use map. It is simply a guidance document with teeth. Any land use decisions have to be made based on that map. The only statutory requirement in regards to a Smart Growth plan is that it be reviewed once every 10 years.

After much deliberation, motion made/second Cal/Peter to adopt the base plan and the community survey and open house and public hearing. Discussion: the cognitive mapping exercise was discussed. Peter rescinded his second. Cal amended his motion to accept the base proposal and accept items 1, 2 and 4 on the optional proposal. Peter seconded. Dale cleared up the fact that we can add options later on. Vote taken on motion: All ayes. Carried.

Jean Ehmke asked about the survey and how many would be supplied per home and if college kids would be given the opportunity to take it. Jeff explained that most communities have said two surveys per household, but her point is well taken. Dates will be nailed down. Once the survey gets underway, we'll have a good idea of when meetings will happen. Peter suggested having someone write something up as a press release. As for the media, Jeff will speak in terms of the process, but not in terms of Board/Commission decisions.

Motion made/second Dale/Dan to adjourn at 8:03PM. Carried.

These minutes are subject to correction at the next regular monthly Town Board and Plan Commission meetings.

Douglas Smith  
Town Clerk