

Town of Herman Planning Commission 8/4/16 Meeting Minutes

The Town of Herman Planning Commission met at the Town Hall on August 4, 2016. Commission members present were Joe Thelen, Howie Schultz, Bert Grover, and Joe DeBaker. Also present were Bob Jacobson and Kari Hopfensperger of the Shawano County Planning and Zoning Department.

Chairman Thelen called the meeting to order at 9:00 AM

It was noted that the meeting had been properly posted at the Gresham and Leopold Post Offices and at Pederson's Bar.

The minutes of the last commission meeting were approved as read.

Old Business:

DeBaker had previously forwarded proposed amendments to Chapters 8 and 9 to most of the commission members. Bert Grover was given a copy of these changes for review prior to the meeting.

A motion was made by Bert, seconded by Howie to accept the changes proposed to Chapter 8, contingent on confirmation from Planning and Zoning that Gresham and Richmond to not have a current comprehensive plan as stated. Motion carried.

A motion was made by Joe DeBaker, seconded by Joe Thelen to approve the changes to Chapter 9 as presented. Motion carried.

DeBaker presented the proposed text change to Chapter 7 indicating there were no active environmental sites in the Town of Herman as of July 2016. A motion was made by Bert, seconded by Howie to accept the text change. Motion carried.

There was a discussion about the statistics presented in Chapter 7 and how difficult it would be to update those statistics to reflect the 2010 census data. Kari agreed to check with the East Central Wisconsin Regional Planning Commission people to determine when they might be able to help on this question. It was agreed by the commission members that if the data update could not be completed in time to allow a public hearing to be held in November that DeBaker would draft language to indicate the data had not been updated but that no significant changes had occurred.

New Business:

The committee asked the Representatives from Planning and Zoning to lay out for them the process to be followed in getting the Comprehensive Plan Update completed. Bob Jacobson directed the committee to Chapter 9 of the Comprehensive Plan for guidance.

Steps a) and b) on page 116 have been completed so the next item to be addressed is c) which entails preparation of the proposed amendments. It was Bob's opinion that the format we have used to document our changes would be satisfactory. Once all of the changes are documented, the Commission needs to pass a resolution recommending the changes to the Town Board (d).

If the Town Board agrees to the recommendation, copies of the changes need to be distributed to neighboring municipalities (e). Bob indicated that Planning and Zoning could print approximately 15 copies for this purpose and for use at a Public Hearing.

The next step (f) is for the Town Clerk to publish a Class 1 notice of a public hearing. Bob indicated he could provide a format for this notice to DeBaker.

Step (g) is to hold the Public Hearing. Initial thinking is that this hearing might be held on the same night as the Budget hearing in November. It was suggested that a one-hour open house might be a good idea to give people a chance to review the proposed amendments.

After the Public Hearing, the Planning Commission could meet to determine if any changes should be recommended based on the input from the Public Hearing. The Town Board then approves or denies the recommended amendments (h).

After approval by the Town Board, the recommended changes and the minutes of the meeting at which the changes were approved need to be sent to Planning and Zoning for action by the County. A fee of \$350 is charged by the county.

After county approval copies of the new plan can be printed. Planning and Zoning can provide hard copies for the Town of Herman and digital copies for the neighboring municipalities.

The committee expressed their thanks to Planning and Zoning for their assistance in laying out the process we need to follow.

Motion to Adjourn was made by Bert, seconded by Howie. Motion carried.

Joe DeBaker – Secretary