

PLAN COMMISSION

Minutes

March 3, 2016

Carol Cox, Deputy Clerk/Treasurer called the Plan Commission meeting to order and noted compliance with the open meeting law.

Present: Larson, Barnett, Kowalke, Luebke, Bauman, Witter

Absent: Wetak

Also present: Atty Mark Steichen, Gregg Borucki, Andrew Bremer

*Pledge of Allegiance*

**Adopt the Agenda: Motion by Barnett, second by Larson to adopt the Agenda. Carried.**

**Adopt the minutes of the previous meeting: Motion by Larson, second by Luebke to adopt the January 7, 2016 minutes. Carried.**

**Cox asked for nominations from the floor for Chairperson of the Plan Commission. Both Dave Bauman and Claire Barnett were nominated. Dave Bauman declined because of other obligations. Nominations were then closed. Motion by Larson, second by Bauman and approved unanimously that Claire Barnett be the Chairperson for the Plan Commission.**

**Public Hearing: None**

**Public Appearances: None**

**Zoning Administrator:** Cox noted that she had received an E-mail from Zoning Administrator Narveson that he would only attend Plan meetings when requested, but would have a written zoning update report each month. Gregg Borucki, Village Engineer suggested that he could answer Plan Commission questions if they had any from Narveson's monthly report.

**OLD BUSINESS**

Andrew Bremer, Project Planner, gave a detailed account of the procedures for the Village of West Baraboo 2016 Comprehensive Plan Update Public Participation Plan including the project meetings it would take, public notices, using the village website as a tool for public awareness, a community survey, and a public hearing and also plan adoption procedures.

The Plan Commission should be working on a mission statement at the next meeting.

**It was moved by Kowalke, second by Larson and approved unanimously that the plan update public participation plan go to the Village Board on March 10.**

Bremer also had a tentative meeting schedule to accomplish each stage of the plan. There was much discussion on issues and opportunities for the plan and the timeline and community survey.

**It was moved by Luebke, second by Witter and carried, to move the next Plan Commission meeting to Thursday, March 31, 2016 instead of April 7<sup>th</sup> in order to review and approve the community survey and be able to have it available to residents at the Village Hall on election day.**

**NEW BUSINESS:** None

**CHAIRPERSON COMMENTS:** Newly nominated Chairperson Barnett thanked everyone for unanimously voting for her and was honored and would do the job to the best of her ability.

**Adjourn: Motion by Bauman, second by Larson to adjourn at 8:15 PM. Motion carried.**

Carol Cox, Deputy Clerk/Treasurer

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It is possible that members of, and possibly a quorum of, governmental bodies of the Village of West Baraboo may be in attendance at the above stated meeting to gather information. However, no formal action will be taken by any governmental body at the above stated meeting.