

TOWN OF SHELBY

Planning Commission Minutes

DATE & TIME: Tuesday, October 15, 2019 4:00PM

LOCATION: 2800 Ward Avenue Shelby Town Hall

PRESENT: Marlin Helgeson/Chairperson, Mike Kendhammer, Karen Kouba, Renee Knutson

OTHERS PRESENT: Administrator/Jeff Brudos

ABSENT: Joyce Wichelt, Tom Sleik, Brian Benson

ATTENDANCE LIST: Kurt Knutson, Steve Lundsten, Terry Wright, Teresa Mellor

1. Meeting called to order at 4:01 pm by Helgeson.
2. Motion by Kendhammer/Knutson to approve the amended minutes of the September 17th, 2019 – see attached. Motion carried.
3. Discussion with K. Knutson and S. Lundsten about the SSD #2 efforts. With aging wells, we have the choice to be proactive or reactive. For the benefit of all, it is time to act and build in redundancy as well as provide for the needs of new growth. This also allows us to be proactive in getting our aging, grandfathered system up to current codes.
4. Chairman Helgeson reiterated that the goal is to have the Sewer and Boundary Agreements go hand in hand, as well as achieve this by the end of the year. The challenge in terms of the Boundary Agreement, is that the City will need a 45-day advance notice for a Public Hearing to review the plan. He also raised the question of the role of the Planning Commission in the Boundary and Sewer Agreements. Where do they start? He would like to see the Town Board and the Town Administrator develop a road map for the PC team. Including timelines, goals, resources for any projects assigned to the Commission. Chairman Helegeson requested funding for any professional fees required to achieve these goals.
5. Several key items discussed: The need for a Job Description for Planning Commission members and Chairman, providing clear expectations of each role. Develop a flow chart for both developers and for homeowners building or remodeling. Show the complete process from not only Shelby, but also La Crosse and the County. What permits are needed? What are the fees? What is the timing needed? The goal is to make the process as user friendly as possible. Ideally this should include the current process as well as what the process will look like after the Boundary and Sewer Agreements are in place.
6. Next meeting scheduled for November 19th, 2019 at 4 pm.
7. Meeting adjourned at 4:37 pm.

Respectfully Submitted,
Renee Knutson, Town Board Supervisor