

TOWN OF WARREN  
JT. PLAN COMMISSION & TOWN BOARD MEETING  
AUGUST 1, 2011

The Town of Warren Plan Commission and Town Board held a joint meeting at the Warren Town Hall on Monday August 1, 2011. Chair Henry Nechville called the properly noticed meeting to order at 8:04 PM. A quorum of Keith Solimar, Ann Magee, Joe Granberg, Gerald Mueller, David Cowles, Mike Kamm and Henry Nechville were present; absent Grace Hoyer.

MOTION (MAGEE/SOLIMAR) APPROVED JULY 5 MINUTES, MOTION CARRIED.

**Discuss Citizen Confusion and Complaints Regarding the County Process for Approving Various Land Use Applications, St. Croix County Zoning, Dave**

**Fodroczi and Kevin Grabau:** Frank Phillips explained the basis for confusion relating to land use application struggles during the approval process. The problems are regard timeline and workflow during the effort for a timely resolution. Dave Fodroczi explained that the county has a structured system for approval. He sees that miscommunication is often the stumbling point for most difficulties. Landowners are unfamiliar with the process and we need to run the business of advising for approvals. They encourage applicants to meet with staff prior to application submittal. Kevin Grabau explained the details for the land division approvals. Applications are due the first Monday each month. Each municipality receives a weekly report. Technical Review Committee only meets for Land Use, never for Special Exceptions. Reports and comments usually are not available until the second month of the process. The town is just one piece of the approval puzzle. Dave explained that the application has a spot that specifically instructs applicants to attend a town meeting. The clerk needs to post the agenda and contact the applicant with the meeting date. When the applicant is a no show, the clerk should notify the county planning and zoning department. Assume special exceptions are approvable with the proper conditions. They need specific concerns and recommendations forwarded, not just that the party failed to appear before the board. Rezoning has an additional step of needing County Board Approval. Towns have a statutory right to disagree so their opinion is considered. The town should no longer require technical review letters for the agenda application.

First Month

First Monday – Application due to County

Third Monday – Town Board Meeting (Just Review Application)

Second Month

First Monday–Plan Commission

Third Monday–Town Board Meeting

Third Thursday–County Community Development Committee

Fourth Thursday–County Board of Adjustment

Third Month

Second Tuesday-County Board needs to approve Rezoning Applications

**Discuss Town Zoning Options:** The town has created a zoning ordinance ready for County Planning and Zoning review. Any changes made to town zoning ordinance needs approval by the County Board. Clerk to put this on the next month's agenda.

**Discuss Sanitation at Community/Truck Gardens:** Henry Nechville contacted Ryan from County Zoning and they found that OSHA requires 20 people before sanitation is required. Public health has no regulations for this problem. The advice is to wash vegetables.

**Any proper business to be considered as future agenda item:** 1) Phillips would like to see final conditions after the approval process. 2) Nechville would like to have Brian Wert communicate his scheduling and be more punctual with his inspections.

MOTION (SOLIMAR/NECHVILLE) ADJOURN 9:58 PM, MOTION CARRIED.

Deina Shirmer WCMC CMTW, Town Clerk-Treasurer