

Approved 7/12/23
PLAN COMMISSION MEETING MINUTES
FREEDOM TOWN HALL
W2004 COUNTY RD S
WEDNESDAY, April 12, 2023
5:30 p.m.

1. CALL TO ORDER, ROLL CALL, PLEDGE

Meeting called to order by Chair Conrad at 5:35 pm.

Roll call: all members present except Chris Evers and Jennifer Andersen Clerk/Treasurer

2. VERIFICATION OF POSTING & ADOPT AGENDA

Motion by Dan Reinke, second by Henry McKenna to approve the agenda. Motion carried unanimously.

3. CORRESPONDENCE:

None.

Question regarding the appearance of the storage units being constructed. Chair Conrad suggested that those interested should contact the developer directly.

Question regarding publishing of meeting minutes in the paper. It was cancelled several years ago due to costs. Discussion regarding including them in a newsletter.

4. DISCUSSION OF UPDATED APPLICATION FORMS FOR ZONING AND LAND DIVISION ORDINANCE

Jeff Sanders explained that the item was brought up because the current forms do not include directions to the applicant as to what information is needed for review. The Town does not have an application for conditional use etc. and instead it is filed as a building permit application. This results in significant back and forth between the town and the applicant because the form does not include the necessary information required for zoning matters. This results in duplication of effort and added cost. Current town forms do not provide any information to applicants as to the review process. Discussion that there used to be a check list for zoning matters. Sanders found some forms in town files that are outdated and include requirements that are not legal. Current forms are not intuitive. Current forms are dated 2010. Applications should be easy to use and easy to understand guide to the ordinance. Sanders provided an example from the Village of Denmark. Another issue is that typically if an application is accepted and the application fee is paid, it is a statement that the application is complete and accepted. This is not the case in Freedom since the application forms do not require all of the necessary information for a complete application ready for review. The question was raised whether it is desirable to wait until after the Town decides on whether or not the Town should hold off on creating forms until after a decision is made regarding the anticipated Outagamie County comprehensive update to the zoning code and the Town potentially withdrawing from county zoning. Discussion that the cost of processing applications that are not complete is significantly greater than the cost of creating a form.

Motion to the town board to request the town planner update the zoning and land division application forms. Motion by Brandon, second by Darrin. Motion carried unanimously.

5. DISCUSSION OF PROPOSED TIMETABLE FOR TAX INCREMENT DISTRICT CREATION

Wessel presented the draft timetable for TID creation. Discussion ensued related to whether or not closing of existing TIDs is necessary, Wessel responded that it is not, that as long as the percentage of equalized value within all TIDs combined is 12% or less. Wessel advised the commission that there is a proposal in the state budget to increase the allowable % of newly plotted residential allowed in TIDs.

6. OTHER PROJECT UPDATES/TIMELINES

Commissioner asked about the timeline that the interim administrator is contracted to work for the Town of Freedom through August or 30 days after a permanent administrator is hired, whichever is earlier.

Wessel updated the commission that there has been interest in a potential development in the general area of the industrial park and that the interested party may request to begin negotiations of a development agreement.

7. BUILDING PERMITS. None reported.

8. SANITARY DISTRICT REPORT. No report

9. FUTURE MEETING SCHEDULE. Not discussed.

10. ADJOURN

Motion by Mark, 2nd by Dan to adjourn at 6:06 pm.

Diane Wessel, Interim Administrator