

TOWN OF CABLE
Plan Commission AGENDA
Wednesday, March 7, 2018
Cable Community Centre

1. Call Meeting to order @ 5:30 p.m.

Meeting was called to order at 5:35. Present were Plan Commission Chairperson Karl Kastrosky, Plan Commissioners Shelly Wilson, Susan Thurn, Suzanne Rooney, David Popelka and Jack Radecki and Plan Commission Secretary Kristine Lendved. Also present was Monte Lewis, who it is expected will be appointed to the Plan Commission at the next Town of Cable Board of Supervisors meeting.

2. Approval of meeting minutes from Feb. 7 meeting.

Popelka motioned to accept the minutes of the 2/7 meeting. Motion seconded by Thurn. Motion carried.

3. Zoning:

There were no zoning items for the Plan Commission to review.

4. Town of Cable Board of Supervisors meeting report. (Feb.)

Thurn reported on the resignation of Tammy Rasmussen from her position as Town of Cable Administrative Assistant. Town Clerk Laura Bjork will also be resigning. Kelli Tuttle has been appointed Deputy Clerk. It is expected that an interim Town Clerk will be appointed at the 3/15 Town Board meeting.

Kastrosky voiced his hope that whoever is appointed new Plan Commission Secretary will assist with agenda development and take responsibility for posting meeting agendas.

Because of changes at the Town Board level, Supervisor Jeff Rasmussen having also resigned, there may be additional changes to the Plan Commission. We'll know more about how that will shake out after the 3/15 Town of Cable Board meeting.

5. Committee Reports:

a. Cable Tomorrow sub-committee report(s).

- Economic Development: (Old School, etc.)

It was reported that the next meeting regarding the Old School has not yet been scheduled. Rooney suggested that perhaps it's time to hold a coordinated meeting between Connect Community and Economic Development, especially after a meeting with Impact 7, an organization who has expressed a willingness to share details of their own projects, similar to the Old School.

It was reported that Cindy Kastrosky has been working on the “locals card” idea as well as the local business prospectus and consensus was that she would be an excellent addition to the Economic and/or Connect Community committees.

Popelka pointed out that a Plan Commissioner to function as a direct report was needed for these committees. Thurn pointed out that Radecki had not, yet, assumed a Committee role. Radecki responded that he would be more interested in the Recreation Committee. Wilson said that she has been working with Bolen (recently retired from the Plan Commission) on Recreation projects.

Kastrosky stated his willingness to work on the Roads & Infrastructure Committee but said he did not wish to be the chairperson.

Rooney suggested it was time to re-group and reassign the chairs for all committees. Kastrosky added that this can be reviewed, committee chairs can be reassigned and, perhaps, some committees can be redefined or combined with other committees, once things have been made clearer by appointments made at the 3/15 Town of Cable Board meeting.

- **Downtown/Housing (Connect Community)**

Kastrosky reported that there had been several meetings of this group. They’d worked on the “design guidelines” document and there was a Monday meeting on the “branding” issue. They came up with some ideas and will meet on “theme” in advance of the April Plan Commission meeting. He stated that Town Chairperson Art Hancock would attend to minutes of these meetings being sent out. It is their hope that the “theme” will be unveiled at the April Annual meeting.

Rooney challenged Kastrosky on “branding” and suggested it should, correctly, have been discussed as a Connect Community issue. Kastrosky pointed out that Hancock had scheduled the meeting.

The “design guidelines” are being developed so that local businesses can apply for a low interest loan. Loan guidelines state that there must be a façade policy in place at the Town level for them to review and approve the loan.

- **Culture/Education**
Lendved advised the Plan Commission that she had recently learned that the Forest Lodge Library may need to develop a new website, in which case she would prefer to include the Comprehensive Cable Community Calendar project with that website development rather than launching two individual websites. Including the calendar will be part of any future website plan.
- **Roads/Infrastructure**
It was reported that Town Road Foreman Bob Lang would like the committee to meet in the coming week. It was reported that the Town of Cable, itself, also has a Roads committee and there was some concern that they were duplicating work. This is something else that needs to be clarified. Popelka stated that his understanding was that the Plan Commission Roads/Infrastructure Committee would be working on road standards and guidelines where as the Town of Cable would be working on implementation of same.
- **Recreation: Town of Cable event checklist**
The Event List has been completed and will be discussed later in the meeting.

Consensus was that Recreation should be a stand-alone committee and was not a candidate for combination with other committees. Radecki expressed his willingness to serve as Recreation Committee Chairperson.

Kastrosky stated that it was important to equitably distribute responsibilities. Thurn stated, again, that it would be better to wait to make any fresh appointments until after the 3/15 Town Board meeting when much will be decided regarding Town and Plan Commission personnel.

Rooney stated that she felt that Chamber staff could be working on the map project, overlaying the trail maps of different forms of recreation.

Kastrosky reminded Commissioners that it was important to consider which of the committees might successfully be merged.

- **Cable Tomorrow website**
Wilson reported that she had spoken with Christy Carlson about making the CABLE TOMORROW part of the website easier to find.

Carlson recommended finding ways to drive/direct people to the site. Thurn stated she felt CABLE TOMMORROW information should be on the site's front page. Both Popelka and Rooney acknowledged that the CABLE TOMORROW information was not easy to find. Popelka recommends a redesign of the Town of Cable website's home page. Thurn felt that Wilson, as a Plan Commissioner, could direct Carlson to make these changes and the Town of Cable Board could be advised that it was happening.

- **Cable Tomorrow project funding source**

Popelka remarked that there were so many funding sources out there, but, that it was always easier to research for a specific project. The Northwest Regional Planning website lists many available grant opportunities. Eligible applicants include Towns/Municipalities or Economic Development/Housing Authorities. There often must be a mechanism for pre-approval, such as Town-accepted "design guidelines" document (to employ a current example) The Design Committee and the Town Board must approve an application according to its compliance with guidelines, before it can be forwarded to the loaning entity.

Popelka stated his intention to participate in a grant-writing workshop being offered by UW Superior.

Thurn advised that she'll be applying for grant funds from the DNR for the Perry Lake project.

- b. **Re-zoning of Town owned lands to Municipal: Schedule Public Hearing at Plan Commission level in conjunction with upcoming Plan Commission meeting. (Kastrosky)**

Kastrosky stated that this hearing would take place the same day as the Annual Meeting, Tuesday, April 17th. Kastrosky stated that he needed to re-develop a couple of maps in advance of that date, but that they were, otherwise, ready to go.

Popelka reported that the Sanitary District would also be using that meeting date for an ordinance amendment.

The Plan Commission needs to remember to appoint a new Vice Chair at the April meeting.

- 6. **Discussion and possible action of shoreline grading permit for the Town of Cable at Perry Lake Landing.**

Thurn reported that this had been accomplished by the Town of Cable Board of Supervisors at their last meeting.

7. Discussion and possible action on Town of Cable Recreation Plan.

Thurn reported that Town Chairperson Hancock would like this Resolution to be on the March Town Board agenda. Thurn feels that the Recreation Plan should be “out there” for a month. While there is a grant proposal based on the Plan that is due in May, there is still the month of April to approve the document.

Kastrosky made motion that, based on proposed revisions to the Recreation Plan, the Plan Commission should re-review the document in April before forwarding their recommendation to approve to the Town of Cable. Radecki seconded the motion. Motion carried.

8. Discussion and possible action on Town of Cable Event Planning List.

Lendved offered some corrections to the Event Planning document. Rooney stated that she was concerned about local notification. Kastrosky wondered where one would obtain a copy of this checklist. Wilson responded that the plan was for there to be both hard and electronic copies of same available through both the Town of Cable and the Cable Area Chamber of Commerce.

There were questions about whether or not permit fees would be attached to events and who would keep up the contact list in the document addendum.

Popelka said he felt this should be treated as a living document. This is a great first draft but it should be understood that circumstances may change it.

Kastrosky stated he would entertain a motion to recommend adoption of the Event Planning List.

Popelka motioned to forward the Event Planning List document to the Town of Cable Board of Supervisors for approval with the understanding that it is a living document and may be subject to amendment. Motion seconded by Radecki. Motion carried.

9. Discussion and possible action on Design Guidelines Plan.

This document began in the Connect Community Committee. Deb Nelson prepared the original document. Karl and Cindy Kastrosky, Deneen Carpenter and Mick Endersbe reviewed the document for practicality. This is being dealt with now in an effort to enable local business entities to apply for a low-interest loan. Consensus of the group was that this is a large issue and should not be dealt with in haste.

Popelka noted that any design guidelines would need to be part of the Urban Plan.

Radecki wondered if we were just doing this because of the loan issue. Thurn said if that were the case, could the current document be condensed into a few paragraphs? Popelka inquired if it might be possible to adopt the document into as guidelines for the present.

Kastrosky inquired if the Plan Commission should look long or short term on this. He thought it was possible for someone to draft a couple of paragraphs that would include the document's purpose and general guidelines. Rooney thought it would be acceptable to develop general guidelines and state that a more specific plan was in development. Kastrosky stated his concern that the Plan Commission not overstep and create something we don't believe in. He said he was looking for volunteers to work on these several paragraphs so that this document could be presented at the 3/15 Town Board meeting. Rooney suggested returning the document to Nelson and asking her to distill it into several paragraphs. She further suggested that Monte Lewis and Deneen Carpenter are on that committee and they can all discuss. Kastrosky stated he would do this.

10. Discussion and possible action on light-poles for downtown area.

Popelka reported that light-poles are very expensive, \$1200-1500 per pole. With each throwing light for 200' there would need to be a pole every 150' for full coverage of our downtown. It may be possible to research grants.

Commissioners noted that, because of the Xcel directive, we've already lost the CHARAC banners, our Christmas decorations and, once Xcel realizes they're still there, the speakers on the poles will have to come down.

Popelka reported that there are nice ground- or building-mounted speakers available and also wireless systems available. Radecki reported that his son does this sort of work and he will consult with his son for information.

11. Discussion and possible action on Comp Plan updates/amendments.

Kastrosky acknowledged that there are a pile of Comp Plan amendments which need to go to Public Hearing. Lendved has stated her commitment to compiling a list of items that need Public Hearing that have occurred during her time as Plan Commission Secretary. Popelka allowed that there might need to be more than a single Public Hearing to accommodate all the issues.

12. Acknowledgement of Plan Commission Secretary resignation.

Lendved offered her commendation to all who serve their communities as Plan Commissioners or Board members. She stated that her years as Plan Commission

Secretary have informed her how important to the success of our communities this work is. (letter of resignation attached.)

13. Old Business: Updates on Old Business and/or “parking lot” items. Discussion and possible action on “branding” the community; Town theme and signage.

14. New Business:

Lendved stated that she hopes to hold a series of Community Conversations at the library about municipal involvement and suggests that one may be an opportunity to look for Cable Tomorrow volunteers.

15. Public Comment Period: (To avoid open meeting law violations, the Plan Commission may limit itself to answering basic questions from the public and place matters brought forth by the public on future meeting agendas for additional discussion and/or deliberation)

16. Next meeting date (April 4) and future agenda items

The next meeting is scheduled for Wednesday, 4/4 at 5:30 at the Cable Community Centre. Plan Commissioners should remember to appoint a new Vice Chair at this meeting.

17. Summary of goals and tasks for April Plan Commission meeting

18. Adjournment

Kastrosky motioned that the meeting be adjourned. Motion seconded by Radecki. Meeting adjourned at 7:30.

Minutes respectfully submitted by Kristine Lendved, Plan Commission Secretary.

March 6, 2018

To: The Town of Cable Plan Commission and the Town of Cable Board of Supervisors

Re: Lendved resignation as Plan Commission Secretary

Greetings, all!

I have served as the Town of Cable Plan Commission Secretary for nearly 8 years! It has certainly been a worthwhile and informative service, and I salute all of you who serve the Town of Cable as Plan Commissioners or on the Board of Supervisors. Service on the Plan Commission has given me a good idea of how important the work you all do is for the present and future success of our community.

Because of staff changes in the Town Office, this seemed like an appropriate time to depart, so that these duties could be assigned as current office responsibilities are being apportioned. I believe this to be my final meeting as Plan Commission Secretary.

It is my intention to complete a review of Plan Commission minutes during my term as Secretary and identify any items that were forwarded to the Town Board for eventual appearance on a Public Meeting agenda. I hope to accomplish same before the end of April.

It is my understanding that the Town has selected an individual to fill the Secretary position and I also intend to provide them with a copy of all agendas, minutes and associated documents that I retain in my computer file.

I have enjoyed working with all of you and, again, commend you for the work that you are doing on behalf of our community. Carry On!

Most sincerely,

Kristine Lendved

