

Plan Commission Meeting

Tuesday, June 4, 2024

Minutes - Approved 7/2/2024

Chairman Erba called the meeting to order at 5:30.

Attendance

All commissioners were present except Kristine Lendved. Suzanne Rooney attended as an interested citizen for Business Item 1.

Chairman's Comments

- Provided members with an updated version for their "strategic guidance" folders. The page numbering in the Strategic Guidance document from the Comprehensive Plan had been revised for consecutive numbers for the entire section rather than separate numbering for each subsection. This minor change will make it easier for Commissioners to reference plan sections when relating motions to the Comp Plan.
- Asked each member to observe activities, people and vehicles in downtown Cable over the summer months. He would like to build anecdotal evidence of what is going on in the downtown corridor.

Minutes

The Chair presented the Minutes from the last meeting of April 8, 2024 and asked for corrections or additions. Hearing none, the Chair asked for a motion to approve.

- Commissioner Popelka moved approval of the minutes as presented
- The motion was seconded by Commissioner Wilson.
- The minutes were approved by unanimous voice vote.

Updates/Discussion

Town Board

Commissioner Popelka reported that the Town Board did not have any items at its last meeting related to the Plan Commission, but he noted that:

- A trash cleanup day will be held July 20th at the Town Recycling Center;
- An Electors Meeting will be held June 19th to consider approval of the library addition construction;
- International Music Day will be held June 21st (titled "Make Music Day" in Cable)

Commissioner Merrill reported that the Town Board reappointed Commissioner Popelka for another three-year term to the Plan Commission.

On Bayfield County actions, Commissioner Popelka reported that the County has hired a Short-Term Rental Consultant and all short-term rental-related applications for zoning and health department approval will go through that one person. He also reported the County has not approved changes to

the zoning code concerning Special Use Permits for short-term rentals. These permits will continue to be referred to the Town for consideration.

Business Items

1. Recommendation to Town Board on use of Roll-Over Special Project funds by Cable Forward for fundraising the Streetscape project's next steps, as outlined in its proposal, budget and schedule

Chairman Erba presented the request from Cable Forward to use Roll-Over Special Project funds for a fundraising campaign for the downtown streetscape project. He provided the Commissioners with a project update via email and presented the budget request at the meeting.

He stated the Cable Forward plans to use just over \$2,000 for its fundraising letter campaign. He would like to structure the discussion for recommending to the Town Board use of these funds as to "Who, what, when and how". Following is how he outlined these four components:

- Who - Cable Forward
- What - asking for \$2,297 as stated on the budget.
- When - not stated.
- How - will a check be provided to somebody?

Suzanne Rooney represented the Cable Forward and provided more details on the campaign.

- About 1,500 fundraising letters will be sent - first to Cable taxpayers and then a broader area.
- Overall fundraising goal is approximately \$100,000.
- Donations will be to the Town, but they need to clarify tax-exempt status.
- If they don't receive full funding from the Town for their request, they will modify the budget or will spend their own funds.
- Fundraising will help obtain grant funding.

Commissioners asked questions and provided several suggestions for the campaign and use of the funds:

- Available roll over funds are \$2,168 per the Town's budget;
- Let the Town Board decide whether to fund the full amount of the request;
- Target the mailings to owners of improved property or those with properties over specific property value such as \$10,000;
- Use the Town's PO Box to receive mailed donations rather than Cable Forward obtaining its own box;
- Specify donation use on return envelopes to eliminate confusion with other fundraising efforts when mail is sorted;
- Create a separate project page of the Town's website to avoid cost of separate website and identify the fundraising campaign as a Town activity;

- Investigate reactivating prior Town website donation mechanism or create a new online donation process for this and other Town fundraising activities;
- Possibly add a Plan Commission member to team with Town Clerk/Treasurer and Cable Forward representative to review fund requests for additional fiscal oversight;
- Request funds on reimbursement basis from the Town or direct payment of invoice rather than advancing funds.

Motion for Business Item 1

Commissioner Thurn moved that the Plan Commission recommend to the Town Board that it approve expenditures by Cable Forward of up to \$2,297.00 from the 2023 rollover Special Projects Funds for streetscape fundraising activities because these efforts are consistent with the Transportation Vision Statement¹ in the Comprehensive Plan.

The motion was seconded by Commissioner Wilson.

The motion was approved by four “Ayes” and no “Nays.”

2. Process and timeline to review the Town of Cable’s Recreation Plan (March 2018) as it relates to the updated Comprehensive Plan.

Commissioner Thurn suggested the Recreation Plan be updated to connect it better to the goals and objectives in the current Comprehensive Plan. Items to be investigated include the inventory of recreation features and recommendations for new efforts.

Chairman Erba suggested a timeline that would allow Town Board approval no later than December 2024. He suggested forming another focus group to gather input to meet the Comprehensive Plan objectives.

Other comments included:

- Highlight accomplishments of the past plan, such as the new playground equipment, bike park and pickle ball courts.
- An updated plan would help with working with the state;
- Highlight community partnerships, such as with the Birkie Foundation;
- Engage public input after updates to current inventory, but before August when school resumes;
- Consider the impact climate change has on the Town’s recreation resources

Chairman Erba felt the process would not need to be as formal as that used for the Comprehensive Plan. He asked for volunteers to help Commissioner Thurn. Commissioners Wilson and Popelka will

¹ Transportation Vision Statement - The Town of Cable’s road network provides safe and efficient travel for both residents and visitors. Road conditions are appropriately maintained and constructed commensurate with their expected use. An effective public transportation system keeps residents connected to their surrounding community. Renowned and diverse trail mileage (both motorized and non-motorized) is unparalleled in providing entry to, and passage through the area’s natural resources.

assist as needed. Commissioner Thurn will be the lead with the Commission Chair and assistance from the Commission Secretary.

Commissioner Remarks

Commissioner Merrill expressed concern about uncompleted projects such as the “Welcome to Cable” signs. The Plan Commission could assist with follow through on projects

Chairman Erba proposed a new meeting time of 5:00 PM. The current time was set because of the work schedule of Commissioner Lendved, but she is now retired and previously stated an earlier start time would be feasible. All commissioners present were agreeable to the new time.

Next Meeting Date

Tuesday, July 2, 2024 at 5:00 PM will be the next meeting.

Agenda deadline: Wednesday, June 26, 2024 at 5:00 PM

(written submittal including all required documentation for Commission deliberation)

The Chairman adjourned the meeting at 6:40 PM