

**PLANNING COMMISSION / ECONOMIC DEVELOPMENT COMMITTEE
AGENDA
VILLAGE OF DEERFIELD**

**FOR A MEETING OF THE PLANNING COMMISSION / ECONOMIC DEVELOPMENT COMMITTEE
OF THE VILLAGE OF DEERFIELD HELD AT THE DEERFIELD VILLAGE HALL, 4 N. MAIN STREET,
DEERFIELD, WISCONSIN ON TUESDAY, JANUARY 25, 2011 AT 6:00 P.M.**

CALL TO ORDER – NOTING OF ROLL BY CLERK

The meeting was called to order by President Kiefer at 6:00 pm. Roll call: Riesop, Fritz, Tebon, Bastian, Frutiger, Quamme and Kiefer present. Also present: Village Administrator Patrick Vander Sanden, David Dinkel and Greg Wall. Kiefer welcomed Quamme to the Commission and thanked him for his willingness to serve.

CONSENT AGENDA

Motion by Bastian, second by Tebon to approve the January 25, 2011 agenda as presented. All ayes, motion carried.

A. APPROVAL OF MINUTES FROM DECEMBER 13, 2010

Motion by Tebon, second by Bastian approve the minutes from December 13, 2010 as amended. Motion carried, 6-0-1 (Frutiger abstained).

PUBLIC APPEARANCES

A. PUBLIC COMMENTS

Dave Dinkel mentioned that he and Greg Wall, from Truck Star were present to listen and take part in the discussion on the TID #3 Downtown Business Grant Program.

UNFINISHED BUSINESS, REVIEW & ACTION THERE ON

1. TID #3 DOWNTOWN BUSINESS GRANT PROGRAM

Tebon asked if the grant manual was ever shared with the chamber/business community. Kiefer suggested the commission go thru the manual piece-by-piece and discuss any issues that anyone may have.

- Fritz suggested that statutory references to TIF grants should be included under the ‘purpose’ section.
- Kiefer asked about the reference to senior housing under section 1.2. Commission felt it important to keep in the manual due to population changes over time.
- Vander Sanden asked whether the manual should include the information on correcting stormwater issues. Committee felt it should stay.
- Bastian asked whether we needed number 9 (To provide needed services). Commission felt it should stay.
- It was pointed out that under Section 2.1; the grant review process includes a review by the Finance Committee before final approval by the Village Board.
- Section 2.1: Commission discussed needs of prequalification documents and made some other editorial changes to that section.
- Section 2.3 (Fees). The Commission discussed fees and agreed to keep it unchanged. Some editorial changes were made to this area. It was noted that “TIF” and “TID” should be reviewed for correctness and uniformity throughout the manual.
- Section 3.2 (Eligible Applicants). The Commission talked about rules related to those who may or may not apply. Dinkel wondered whether the current language was too strict. The Commission agreed to put this issue aside and review it closer as to what qualifies and disqualifies a person from applying for and receiving a grant under the program.
- Section 3.4 (Eligible Activities). Fritz asked about the language related to how hazardous materials are defined. After some discussion, it was suggested that Vander Sanden check into whether a change should be made here.
- Section 3.5 (Ineligible Activities). An editorial correction was made to this section.

Given the length of time that the Commission had devoted to this issue, Kiefer asked if the Commission was ready to stop at this point and continue with the rest at the next meeting. Commission agreed to continue discussion at Section 3.6 (Criteria for the Award of TID #3 Grants).

NEW BUSINESS

A. RESOLUTIONS – NONE

B. REVIEW & ACTION

1. DEERFIELD FLOODPLAIN ISSUES

Vander Sanden explained the history of the floodplain issues and floodplain maps in Deerfield, going back to 2008. At that time, a study was commissioned to assist property owners to show that their properties were not in the floodplain. The study was not exactly complete and needs to be in order to appeal to Federal Emergency Management Agency (FEMA) to get the maps changed. Vander Sanden said he was in touch with the DNR, Msquared (the engineering firm that did the flood study) and property owners about the issue. Msquared is willing to assist the Village in updating the study and assisting in the appeal to FEMA. The price Msquared quoted was about \$650. The commission discussed further. Vander Sanden said he was not technically versed in floodplain issues so he did not know if \$650 was a good price for the scope of services that Msquared was prepared to do. He said he would forward the proposal to Quamme and Riesop so they could see if the price was fair. Dinkel said that resolving this issue will likely assist a property owner in the Town of Deerfield, so there may be an opportunity to cost-share this project.

2. DEERFIELD BUSINESS IMPROVEMENT DISTRICT (BID) 2011 OPERATING PLAN

Vander Sanden explained that per state statutes, the annual BID Plan needed to be presented to the Planning Commission and the Village Board. The Village Board already reviewed the plan during the deliberations on the Village Budget. The commission reviewed the plan and had no concerns with it.

COMMUNICATIONS - NONE

STAFF REPORTS - NONE

ADJOURN

Motion by Bastian, second by Fritz to adjourn at 7:29 pm. All ayes, motion carried.

/S/ Patrick B. Vander Sanden
Village Administrator