

Town of Burke  
Comprehensive Plan Steering Committee Minutes  
June 4, 2013  
5:30 p.m.

Present: RJ Hess, Town Supervisor; Steve Berg, Town Supervisor; Brenda Ayers, Clerk/Treasurer and Anne Anderson, Dustin Wolff and Mark Sauer of Mead and Hunt.

- 1) The meeting was called to order at 5:30 p.m.
- 2) It was determined that the meeting was properly posted.
- 3) Approval of minutes. Since this was the first meeting, there were no minutes to approve.
- 4) Public comment and written communications. Charlie Meinholz, Acker Road, asked the committee to consider changing the notification criteria for public hearing notices for CUP for mining or pit operations from 600 feet to one mile. Wolff explained that the Comprehensive Plan does not include items specific to notice requirements. Ayers stated that she previously advised Meinholz to send a written request to the Board for their consideration to revise the notice requirement in the Land Division and Subdivision Code of the Ordinance. She also previously advised him that the Town Board is scheduled to review/update the Land Division Code in 2014.
- 5) Review/Discuss project schedule. Committee members reviewed the revised schedule.
- 6) Review/Discuss Public Involvement Plan. Wolff noted that the plan had been reviewed by the Town Attorney and was adopted by the Town Board on May 15, 2013. Wolff reported that the agendas, minutes and draft plan will be posted on the Town website for public review and comment. A form to be used for public input was provided by Wolff.
- 7) Review/possible action concerning Chapter 1: Issues & Opportunities. The draft was reviewed by the committee members.
  - a) Demographics- Sauer led the discussion on the population trends. The use of the term “civil” Town was questioned. Also noted was whether “exchanged territory” was an appropriate term for past annexations.
  - b) Key Planning Issues Survey- Wolff noted that the survey was important to determine the pulse of the community. He led the group through the responses. It was suggested that the tone of the summaries in the plan be revised.
  - c) Regional Opportunities- Ayers noted that she did not feel that the Town benefitted from weekend visitors and vacation homes as noted in the plan.
  - d) Goals, Objectives, Policies, Programs and Recommendations- Berg noted that he feels that Town leaders should be good stewards of the Town until the end

of its existence in 2036 in order to leave a positive legacy for the municipalities that will absorb the territory.

- 8) Review Maps.
  - a) Jurisdictional Boundaries- the committee reviewed the maps provided by Mead & Hunt.
  - b) Others- the committee reviewed the protected areas map from the Boundary Agreement.
- 9) Future Agenda Items.
  - a) Finalize Chapter 1: Issues & Opportunities- comments should be forwarded to Sauer to incorporate in the next draft.
  - b) Review Chapter 2: Intergovernmental Cooperation
  - c) Review Chapter 3: Agriculture, Natural & Cultural Resources
- 10) Next meeting. The committee tentatively set future meetings for June 24, July 22 and August 26 at 5:30 p.m.
- 11) Adjourn. Meeting adjourned at approximately 8:30 p.m.

Brenda Ayers  
Clerk/Treasurer  
6/21/2013