

**Buffalo Town Board Meeting
And
Land Use Plan Commission Meeting
Town of Buffalo
November 6, 2007**

The Chairman called the meeting to order with the Pledge of Allegiance.

Present: Jean Rataczak, Jan Banicki, Donna Seddon, Fred Wollenburg, Mary-Anne Raab, Wesley Buss, Charlie Church, David Rieckmann
Others: Karen Wollenburg, Jeff Sanders, Joel Burbach

Discuss the formalization of the Land Use Plan through the development of local zoning with a representative from Omni Associates

Jeffrey Sanders of Omni Associates presented the options available to the Town and explained the State Statues that empower the Towns.

Discuss the development of an RFP (Request for Proposals) for agencies wishing to consult with the Town of Buffalo Board and Land Use Planning Commission on the formalization of the Land Use Plan through local zoning

The Comprehensive Plan and the Land Use Plan provide the direction to create zoning. The consultant hired would meet with County Zoning to work out the differences between the County and the Town plans. The County doesn't have a subdivision plan. It could require 2-3 meetings on the low end to \$12,300 on the high end.

An RFP would need the following: description of the community; Comprehensive Plan and Land Use Plan; Subdivision ordinance; relationship to County Zoning; GIS mapping; request for electronic CD in .pdf and Word formats; request for timeline; request for 5+ hard copies; and the statement that "the Town reserves the right to withdraw the RFP at any time".

Discussion and questions followed. Wisconsin Towns Association may have samples of RFPs.

Land Use Planning Commission to develop a recommendation to the Buffalo Town Board for RFP related to the formalization of the Land Use plan through local zoning

Jeffrey Sanders of Omni Associates was thanked for his time and dismissed.

Discussion followed. David Rieckmann, seconded by Charlie Church, made a motion recommending that the Town Board contact Tom Onofrey, County Zoning Administrator, requesting another informational meeting. Ayes--3, Noes--0, Abstained (Fred Wollenburg and Jan Banicki)—2. Motion passes.

Town Board to vote on the recommended RFP from the Land Use Planning Commission

Fred Wollenburg will contact Tom Onofrey to arrange a meeting date for gathering more information. RFP is tabled.

Business Concluded

Jan Banicki, seconded by Mary-Anne Raab, made a motion to adjourn the meeting. Motion carried. Meeting adjourned.

Submitted by Donna Seddon, Town Clerk