

Town Staff Meeting

Below is an outline of the process of planning for an item to be discussed at a Town of Delton Staff meeting. Please use the following information as a resource to help guide you through the process.

- 1) Contact the Town Clerk-Treasurer to discuss the scope of your proposal, and to obtain the proper documents for filing an application. (608) 253-4621; clerk@townofdeltonwi.gov.
- 2) Depending on the timeline, and the nature of your proposal, the Town Clerk-Treasurer may refer you to the Town Engineer/Zoning Administrator (TE/ZA).
- 3) This document is available to guide you through the upcoming process(es) and can direct you on pulling together the necessary project information for a Town Staff meeting discussion. The Town Clerk-Treasurer and TE/ZA will add you to the agenda if the complete submittal documentation is provided at least two (2) days in advance.
- 4) Up to one (1) hour of consultation by the TE/ZA is available to applicants under this process. If additional hours are incurred as a result of incomplete documents, controversial matters, or multiple meetings, the applicant is responsible for reimbursement before other applications are accepted.
- 5) Submit your documents to the Town Clerk-Treasurer for review prior to the two-day advance period to be sure that the documents are adequately informative and productive for the purpose for the Town Staff meeting. If you come with additional documents, please provide four (4) copies.
- 6) For the Town Board meeting, there are a few documents that will be helpful for you to prepare to facilitate a meeting with the Town Staff. The documents that you should prepare beforehand are listed in the checklist below:

ITEMS TO SUBMIT FOR TOWN STAFF MEETING:

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| ☐ | Preliminary letter of Intent which includes a statement describing the general intent and character of the intended development as well as an estimated timeline for phased or final development. |
| ☐ | General location map showing project site. Maps can be generated and printed using Sauk County GIS tool at https://www.co.sauk.wi.us/landinformation/tax-parcel-isite |
| ☐ | Existing Information: Parcel, Building(s) or Site Plan as applicable. |
| ☐ | Any preliminary or conceptual site layout plans if applicable. |

- 7) While preparing these documents, you should be in contact with other agencies that have the authority to review the project (e.g., Sauk County, State of Wisconsin, Federal Agencies, Local Building Inspector, etc.) to allow for early input by all such agencies.
- 8) Attend the Town Staff meeting and discuss the project. After the meeting has concluded, you may consider moving forward or amending your project at your discretion. However, this completes the Town's Staff availability. Multiple requests/submissions will not be processed. Formal Application packets for a project request may from the Town's Clerk-Treasurer or TE/ZA.

A concept plan and/or meeting is not required to be considered for approval in the Town of Delton, however, it is strongly encouraged and will most likely save you time, energy, and money over the course of the review and permitting process. Concept plan discussions by the Town of Delton and its staff are considered preliminary and informal. No formal action will be taken on a concept plan matter or a Town Staff meeting discussion.

Preparing for a Town Staff Meeting – FAQs

The goal of this sheet is to help you better understand conceptual meetings, and to answer some of the questions that are frequently asked surrounding these meetings.

Q1. “Why should I schedule a Town Staff meeting before I officially submit my proposal?”

A1. The purpose of a Town Staff meeting is to save you time, energy, and money in obtaining proper permitting from the Town for your proposal. Many times, the Town will have helpful insight on such things as site layout, zoning considerations, and commonly overlooked items. By addressing these times early in the process, the likelihood of lengthy (and costly) back and forth will be substantially reduced.

Q2. “How much will it cost me to attend a Town Staff meeting?”

A2. The Town values when applicants come forth with concept plans before filing a formal submittal. In reflection of this, you are granted to one free meeting with the Town Staff. After the first staff meeting, any additional work by and Town representative, including the Town Engineer and Town Attorney, will require a signed reimbursable services agreement to be on file. Any Town incurred cost from this point forward will require reimbursement and the filing of a signed reimbursable services agreement along with the appropriate escrow deposit.

Q3. “When and where would my staff meeting take place?”

A3. Typically, this meeting would take place during regular business hours. The address for the Town Hall is 30 Wisconsin Dells Pkwy, Lake Delton, WI 53965.

Q4. “How do I schedule a Town Staff meeting?”

A4. By this time, you should already be in contact with the Town. The Town Clerk-Treasurer will inform you of the next available date that your project could be discussed once all appropriate documentation is provided. The Town Engineer and Town Clerk-Treasurer will add your item to the next available meeting agenda.

Q5. “What information would be helpful for the Town at this stage?”

A5. Page 1 of this document includes a list of items you should submit (prior to the 2-day advance cut-off) to the Town to be sure they are adequately informed and distributed. If you have questions regarding those items, please contact the Town Clerk-Treasurer or TE/ZA.

If you have additional questions about the Town Staff meeting, please do not hesitate to contact the Town Clerk-Treasurer with the contact information provided below. Please keep in mind, a Town Staff meeting is not required in the Town of Delton but is highly recommended.

Town Engineer Contact Information:

Robert J. Roth, PE
Phone: (608) 571-3205
Email: robert@rpsprofessionalsolutions.com

Town Clerk-Treasurer Contact Information:

Deborah Kowalke
Phone: (608) 253-4621
Email: clerk@townofdeltonwi.gov