

Peninsula Township

Purchase of Development Rights (PDR) Selection Committee Minutes

January 11, 2018

3:00 PM

Present: Ginny Coulter (Chair), Susan Tarczon, Dave Edmondson, Annie Floeter, Laura Rigan, Brian VanDerBrand, Gordan Hayward, Dennis Arouca (via phone) Absent: Mary Manner, Karen Cline

1. Meeting called to Order: Meeting called to order at approximately 3:03 p.m. by Chair, Coulter
2. Approve Agenda: Motion by Tarczon, seconded by Floeter to approve agenda. Passed unanimously.
3. Citizen Comments: Nancy Heller and Arouca mentioned reaching out to the absent members, who have not been present for the last several meetings. If she cannot attend the meetings, a new member should be appointed so the Committee can fulfill a quorum.
4. Conflict of Interest: Coulter disclosed that her and her husband own property adjacent to the Weatherholt and the Kroupa (27 acre parcel). According to Ordinance #23 Section 6 " No member shall vote on the selection of an individual parcel in which they have an interest or on individual parcels adjacent to property in which they have an interest. With Coulter abstaining from vote and Arouca not able to vote over phone, a quorum is not met and no vote can take place. Need to follow up with members to confirm quorum for next meeting to have a vote and move forward with the process.
5. Consent Agenda: Motion by Floeter, seconded by Tarczon, discussion none, passed unanimously.
 - a. Reports and Announcements/ Correspondence: Rigan reported that appraiser, Nichols, completed four appraisals for the next applicants. Rigan provided a summary of appraisal values, as well as a summary of past deals since Round 1 for comparison. Values are consistent with trends; the easement value has decreased slightly due to higher "after" values. – further discussion to be moved to Business
6. Business
 - a. Review/Discuss appraisals and purchase price for applicable parcels: With limited time to review- Tarczon pointed out error in the Kelly appraisal. The reconciliation value did not match the summary page. After further review, it was decided that appraiser would be contacted to sort out error. Edmondson questioned home sites and township zoning regulation. Home sites were discussed and how they are valued. Land owners can retain 1 home site per 20 acres of land. An existing home site counts as the 1/20 acres. If a home is excluded from the conservation easement boundary, then at least 5 acres need to be excluded per zoning regulations. If the home site is included within easement boundaries, typically a one-acre building envelope is created. Committee members agreed that more time was needed to review the appraisals and a quorum was needed to move forward. It was also requested that the appraiser be present at the next meeting to answer questions.
 - b. Discuss deadline for landowners to respond to offer: Coulter asked for description of general process and committee responsibilities. Hayward and Rigan will follow up with PDR

Process. After committee reviews and is accepts appraisal value, a letter of understanding with offer price will be signed by the committee chair on behalf of the committee and sent to landowner. Once landowner has letter of understanding, committee agreed 30 days was sufficient to get response. After the 30 days, if the landowner does not respond or declines, the committee can move to next applicant. If they accept offer, Rigan will start title work, final appraisal. The Committee then makes recommendation of purchase price to Town Board and preparations for closing can continue.

- c. Discuss title issues: premature
 - d. Recommend purchase price to town board: premature, further review of appraisals needed.
7. Citizen Comments: Heller asked Rigan what the process is with other township programs she works with and how long it typically takes land owners to review offer/appraisal. Rigan agreed 30 days is sufficient but take longer to prepare for closing depending on title issues/legal comments, etc.
 8. Adjournment: Tarczon made a motion to adjourn, seconded by Floeter, passed unanimously.

Meeting Adjourned at 4:33 PM