

Preparing for a Conceptual Meeting – Process

Below is an outline of the process of planning a conceptual meeting with the Town of Pacific. Please use the following information as a resource to help guide you through the process.

- 1) Contact the Town Engineer to discuss the scope of your proposal, and to obtain the proper documents for filing an application.
- 2) Depending on your timeline, and the nature of your proposal, the Town Engineer will most likely recommend that a concept meeting with the Town Plan Commission be scheduled.
- 3) Discuss with the Town Engineer when would be an appropriate time for a conceptual meeting. Typically, conceptual meetings will be held during regularly scheduled Plan Commission Meetings which are held on the first Tuesday of each month at 5:30 p.m. (unless outside circumstances make that time difficult). Once you settle on which plan commission meeting you would like to attend, the Town Engineer will make sure that you are added to the agenda for that meeting.
- 4) For the Plan Commission Meeting, there are a few documents that will be helpful for you to prepare to facilitate discussion with Plan Commission members. The documents that you should prepare beforehand are listed in the table below.

ITEMS TO SUBMIT FOR CONCEPTUAL MEETING:	
<input type="checkbox"/>	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 and final development.
<input type="checkbox"/>	General location map showing the project site
<input type="checkbox"/>	Any preliminary, conceptual site layout plans if applicable

It is helpful if you to submit your documents to the Town Engineer for review at least two full weeks in advance of the scheduled conceptual meeting to be sure that the documents are adequately informative and meet the rules and regulations of the Town.

- 5) While preparing these documents, you should be in contact with other agencies that have the authority to review the project (e.g. Columbia County, State of Wisconsin, Federal Agencies, etc.) to allow for early input by all such agencies.
- 6) After the conceptual meeting has concluded, you should make any necessary revisions or alterations to your proposal and complete the rest of the required documentation for an official submittal of your project proposal. Official submittal process and documentation is outlined in the application packet.

A conceptual meeting is not required to be considered for a permit in the Town of Pacific, however, it is strongly encouraged and will most likely save you time, energy and money over the course of the permitting process.

Preparing for a Conceptual 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 concept meeting before I officially submit my proposal?”

A1. The purpose of a conceptual 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 items 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 conceptual meeting?”

A2. The Town values when developers come forth with proposals for a conceptual meeting before an actual submittal. In reflection of this, you will be entitled to one free conceptual meeting before the Town Plan Commission. After the first conceptual meeting, any additional work by any 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 be assessed back to you at standard billing rates.

Q3. “What is a typical concept meeting like?”

A3. While every meeting is as different as every proposal, a typical concept meeting will usually involve a short presentation about your proposal by the Town Engineer, followed by some Plan Commission discussion about the provided materials. Typically, the Plan Commission will have some questions for you about the proposal, and a dialogue will be established. At any point during the conversation, the Plan Commission may voice support and/or concerns they have associated with your proposal.

Q4. “When and where would my concept meeting take place?”

A4. Typically your concept meeting would take place before the Town Plan Commission, during one of their regularly scheduled meetings. The Town Plan Commission meets the first Tuesday of every month at 5:30 p.m. in the Pacific Town Hall located at W7530 HWY 16, Pardeeville, WI 53954.

Q5. “How do I schedule a concept meeting?”

A5. By this time, you should already be in contact with the Town Engineer about your project. The Town Engineer will inform you of the next feasible Plan Commission meeting that your project could be discussed. The Town Engineer will make certain that you are added to the meeting agenda after you have discussed which monthly meeting you will be attending.

Q6. “What information would be helpful for the plan commission at this stage?”

A6. Page 1 of this document includes a list of items you should submit at least two full weeks in advance to the Town Engineer to be sure they are adequately informative and distributed to the Plan Commission for review. If you have questions regarding those items, please contact the Town Engineer.

If you have additional questions about the conceptual meeting, please do not hesitate to contact the Town Engineer. You may obtain the Town Engineer’s contact information on the Town’s website at www.tn.pacific.wi.gov or from the Town Clerk. Please keep in mind, a conceptual meeting is not required in the Town of Pacific, but is highly recommended.