PLANNING & ZONING COMMITTEE MINUTES  
MARCH 7, 2017

PRESENT:      Fred Teitgen, Kevin Kessler, Susanna Bradley, Harlan Baumgartner, John A. Stevenson

STAFF:       John Bluemke – Director of Planning & Zoning, Lauren Ramirez – Administrative Assistant

ALSO PRESENT: Jim Grothman – Grothman & Associates

2:30 PM

1. Call to order

2. Certification of Open Meeting Law

3. Roll Call was taken and a quorum declared present

4. Approval of Agenda

   Motion by Vice Chair Kessler to approve Agenda of March 7, 2017 with moving  
   Item 7a (Planning Update/Ordinance Update) to after Item 9 for  
   Planning & Zoning Committee Regular Meeting & Public Hearing.  
   Seconded by Mr. Baumgartner.  
   Motion carried unanimously.

5. Approval of Minutes

   Motion by Ms. Bradley to approve Minutes of January 3, 2017  
   Planning & Zoning Committee Regular Meeting & Public Hearing.  
   Seconded by Mr. Stevenson.  
   Motion carried unanimously.

6. County Highway Dedication

   a. County Highway B – Town of Lowville

      Mr. Bluemke reviews Staff Report.

      Mr. Baumgartner questions if property owner has choice to do this.

      Mr. Bluemke clarified they do have choice. He states even if dedicated- center of  
      road can count as part of the 35 acre requirement.

      Mr. Baumgartner questions if there is any way to expedite dedication process in  
      regards to County Board as well.
Mr. Bluemke states what we can do is move all Dedications onto same Resolution.

Mr. Stevenson questions why this Dedication is necessary, and owners feel this is necessary. He states he was under the impression this was only for subdivisions and new lots, not existing parcels.

Mr. Bluemke states this is in the Subdivision Code.

Vice Chair Kessler proposes the need to clarify town road and size requirements for Rural Residence and whether town roads count or do not count for minimum/maximum size to rezone to Rural Residence.

Mr. Bluemke states at the current time, lands within a road count for the 35 acres required for density, but will have implications for the RR-1 lot.

Motion by Vice Chair Kessler to approve the Dedication of County Highway B in the Town of Lowville.
Seconded by Mr. Baumgartner.
Motion carried unanimously.

b. County Highway C – Town of Lowville

Mr. Bluemke reviews Staff Report.

Motion by Ms. Bradley to approve the Dedication of County Highway C in the Town of Lowville.
Seconded by Vice Chair Kessler.
Motion carried unanimously.

c. County Highway CD – Town of Fountain Prairie

Mr. Bluemke reviews Staff Report. He clarifies that the “Owner Certificate” on the survey has to include the word “Dedicated” that property owner signs off on.

Motion by Mr. Baumgartner to approve Dedication of County Highway CD in the Town of Fountain Prairie.
Seconded by Mr. Stevenson.
Motion carried unanimously.

7. Department Report

a. Planning Update/Ordinance Update (refer to Item 7a. after Item 9)

b. Financial
   
   • Out of County Travel
Mr. Bluemke states Renee Pulver-Johnson, Randy Thompson & Kenneth Thiele are going to the WCCA Spring Conference in Wausau in March.

**Motion by Mr. Baumgartner to approve Out of County Travel.**
**Seconded by Vice Chair Kessler.**
**Motion carried unanimously.**

- Expenditure Report

Mr. Bluemke presents Expenditure Report.

Mr. Stevenson questions the software charge.

Mr. Bluemke clarifies this is ESRI Annual Maintenance-License.

**Motion by Vice Chair Kessler to approve Expenditure Report.**
**Seconded by Ms. Bradley.**
**Motion carried unanimously.**

c. Enforcement Report is distributed and available on local government portal.

Mr. Bluemke reviews Enforcement Report.

Ms. Bradley questions specific Hayden MacLeish issues.

Mr. Bluemke reports Mr. MacLeish is in regular communication with us regarding compliance.

Mr. Stevenson states the Arlington Violation began when he was Treasurer and when Arlington issued permit that was to be for 1 year.

Mr. Bluemke states that we issue citations, they pay and request a Rezone that never happens, and then it goes back to another citation. He reports the next time there will be a Summons and Complaint.

8. Annual Report

Mr. Bluemke reviews the 2016 Annual Report.

Vice Chair Kessler suggests to change phrase “Planning and Zoning Application (PANDA)” to “Planning and Zoning Application System”.

**Motion by Vice Chair Kessler to approve Annual Report with phrase change.**
**Seconded by Mr. Harlan Baumgartner.**
**Motion carried unanimously.**

9. I39/90/94 WisDOT Interstate Capacity Expansion Resolution
Mr. Bluemke reports the I39/90/94 WisDOT Interstate Capacity Expansion project has ended, as reported by letter from the DOT.

**Motion by Chair Teitgen to Table Item 9.**
  Seconded by Mr. Baumgartner.
  Motion carried unanimously.

7a. Planning Update/Ordinance Update

Discussion takes place about potential Chapter 100 Amendments and it was decided further discussion and specifics will be decided on in the April 4th meeting.

10. Waiver of Access – Clark – Town of West Point

Mr. Bluemke presents Staff Report.

**Motion by Vice Chair Kessler to recommend approval of a Waiver of Access for Lots 1 and 2 to have no frontage on a public road subject to the following conditions:**

A note being placed on the CSM that states, "The Planning and Zoning Committee approved a variance on 3/7/17 for Lots 1 and 2 to have no frontage on a public road". The variance will become effective when the Certified Survey Map is recorded.
  Seconded by Mr. Baumgartner.
  Motion carried unanimously.

11. Waiver of Access – Huebner – Town of Columbus

Mr. Bluemke present Staff Report.

**Motion by Ms. Bradley to recommend approval of a Waiver of Access for Lot 1 to have no frontage on a public road subject to the following conditions:**

A note being placed on the CSM that states, "The Planning and Zoning Committee approved a variance on 3/7/17 for Lot 1 to have no frontage on a public road". The variance will become effective when the Certified Survey Map is recorded.
  Seconded by Mr. Stevenson.
  Motion carried unanimously.

12. Final Plat – Loveland Estates – Town of Arlington

Mr. Bluemke presents Staff Report.

**Motion by Vice Chair Kessler to recommend approval of a Final Plat of Loveland Estates subject to the recommended conditions:**

1. The developer obtains approval from the Town for all applicable Town ordinances, development agreements and plans.
2. Written verification from the Town that provisions are in place for the
donation of money for park purposes per Sec. 16-205-050(B), or that the
Town chooses not to require any dedication of lands or donation of funds
under this section.

3. Minutes of Town Board approval of the Final Plat and copies of all signed
agreements approved by the Town must be included with the submittal of
the Final Plat to the County.

4. The Department will not sign the Final Plat until copies of all signed
agreements and the approved Stormwater Management and Erosion Control
plan are submitted to the Planning and Zoning Department.
Seconded by Mr. Stevenson.
Motion carried unanimously.

Site Visits (were not needed)

13. Public Hearing

Item I-  Zoning Change – A-1 Agriculture to RR-1 Rural Residence and A-1
Agriculture with the A-4 Agricultural Overlay; Kathleen Oyen, Petitioner
and Owner – Town of Lodi

Mr. Bluemke reviews Staff Report.

Petitioner Kathleen Oyen is present.

Chair Teitgen asks if anyone is in favor of the petition. (no comments)

Chair Teitgen asks if anyone is against the petition. (no comments)

Town Board not present, but Minutes on file.

Chair Teitgen Closes Public Hearing.

Motion by Ms. Bradley to approve rezoning from A-1 Agriculture to
RR-1 Rural Residence and A-1 Agriculture to A-1 Agriculture with A-4
Agricultural Overlay effective upon recording of the Certified Survey Map.
Seconded by Mr. Stevenson.
Motion carried unanimously.

Item II-  Major Home Occupation to operate a Computer Technical Support
Business; Martin & Mary Kay Wetzel, Petitioners and Owners – Town of
Lodi

Mr. Bluemke reviews Staff Report.

Petitioners Martin and Mary Kay Wetzel are present.
Chair Teitgen asks if anyone has any questions.

Chair Teitgen asks if anyone is in favor of the petition. (no comments)

Chair Teitgen asks if anyone is against the petition. (no comments)

Town Board not present, but Minutes on file.

Chair Teitgen Closes Public Hearing.

Motion by Mr. Baumgartner to approve Major Home Occupation Permit for Martin and Mary Kay Wetzel for the establishment and operation of a computer support business at W11511 CTH V as proposed in the application and accompanying submittals and subject to following Findings, Conclusions and Conditions of Approval.
Seconded by Mr. Stevenson.
Motion carried unanimously.

Findings of Fact:
1. Upon review of the guidelines in Section 16-150.070 D of the Columbia County Zoning Code and with the explanation of the criteria in Exhibit A of the Staff Report the Committee finds the following:
   a. The establishment, maintenance, or operation of the proposed use will not be detrimental to or endanger the public health, safety, or general welfare of the occupants of surrounding lands.
   b. The use will be designed, constructed, operated, and maintained so as to be compatible, and be appropriate in appearance with the existing or intended character of the general vicinity, and that such use will not change the essential character of the same area such that the use will substantially impair or diminish the use, value, or enjoyment of existing or future permitted uses in the area.
   c. The erosion potential of site based on topography, drainage, slope, soil type, and vegetative cover is minimal.
   d. There is no existing or anticipated water pollution including sedimentation, and no impacts on floodplain and wetlands.
   e. The site has adequate utilities including acceptable disposal systems.
   f. Access to streets and highways is suitable, and ingress and egress is designed to minimize traffic congestion and the potential effect on traffic flow.
   g. The conditional use shall conform to the standards of the applicable district(s) in which it is located.

Conclusions of Law:
1. The subject property is located in the Town of Lodi and is zoned R-1 Single Family Residence which District uses are stated in Section 16-110-120.
2. Martin and Mary Kay Wetzel are the petitioners and owners for a Major Home Occupation/Conditional Use Permit which petition followed the procedures of Section 16-150-070(C) of the Columbia County Zoning Code.

3. The petitioners are proposing to operate a computer support business which is allowed as a Conditional Use Permit under Section 16-110-120 of the Columbia County Zoning Code.

4. The Lodi Town Board has reviewed and recommended approval of the Conditional Use Permit with conditions.

5. The Columbia County Planning and Zoning Committee has the authority under Section 16-150-030 B. 3. and Section 16-150-070 of the Columbia County Zoning Code to conduct public hearings, review and decide on requests for conditional use permits.

Conditions for the Decision:
1. The Major Home Occupation Permit is not transferable.
2. The structure shall be constructed in accordance with information provided with application.
3. Hours for pickup and delivery are from 8am to 4pm, Monday – Saturday.
4. There will be only 2 employees on site.
5. A site plan which shows the parking for drop off and pick up must be included with any final application and the parking spots must be hard surface.
6. The applicant and owner shall comply with and obtain all necessary permits required by applicable federal, state, and local regulations.
7. The owners will allow inspections any time during the period from 8am to 5pm by town officials and Planning and Zoning staff. Inspections outside of the period shall be arranged with the owners.
8. Conditional Use Permit may be subject to revocation or alteration if the Planning and Zoning Committee finds that these standards or the standards for all Conditional Use Permits in Section 16-150-070D are not being met.

Item III- Zoning Change – C-1 Light Commercial to R-2 Multiple Family Residence; Donald Achterberg, Petitioner and Owner – Town of Wyocena

Mr. Bluemke reviews Staff Report.

Petitioner Donald Achterberg is present.

Chair Teitgen asks if anyone has any questions.

Chair Teitgen asks if anyone is in favor of the petition. (no comments)

Chair Teitgen asks if anyone is against the petition. (no comments)

Town Board is present and Minutes are on file.

Chair Teitgen Closes Public Hearing.
Motion by Vice Chair Kessler to approve rezoning from C-1 Light Commercial to R-2 Multiple Family Residence effective upon recording of the Certified Survey Map.
Seconded by Mr. Baumgartner.
Motion carried unanimously.

Item IV- Zoning Change – A-1 Agriculture to RC-1 Recreation: Jay Walters, Petitioner for Rio Conservation Club, Owner – Town of Wyocena

Mr. Bluemke reviews Staff Report.

Petitioner Jay Walters is present.

Chair Teitgen asks if anyone has any questions.

Chair Teitgen asks if anyone is in favor of the petition. (no comments)

Chair Teitgen asks if anyone is against the petition. (no comments)

Town Board is present and Minutes are on file.

Chair Teitgen Closes Public Hearing.

Motion by Vice Chair Kessler to approve rezoning from A-1 Agriculture to RC-1 Recreation.
Seconded by Mr. Stevenson.
Motion carried unanimously.

Item V- Zoning Change – A-1 Agriculture to RR-1 Rural Residence and A-1 Agriculture to A-1 Agriculture with A-4 Agricultural Overlay: Carl & Susan Stephens, Petitioners and Owners – Town of Lovville

Mr. Bluemke reviews Staff Report.

Petitioners Carl & Susan Stephens are present.

Chair Teitgen asks if anyone has any questions.

Chair Teitgen asks if anyone is in favor of the petition. (no comments)

Chair Teitgen asks if anyone is against the petition. (no comments)

Town Board is present and Minutes are on file.
Motion by Ms. Bradley to approve rezoning from A-1 Agriculture to RR-1 Rural Residence and A-1 Agriculture to A-1 Agriculture with A-4 Agricultural Overlay effective upon recording of the Certified Survey Map.
Seconded by Mr. Stevenson.
Motion carried unanimously.

Item VI- Zoning Change – A-1 Agriculture to RR-1 Rural Residence and A-1 Agriculture to A-1 Agriculture with A-4 Agricultural Overlay; Dennis Borde, Petitioner and Owner – Town of Lowville

Mr. Bluemke reviews Staff Report.

Petitioner Dennis Borde is present.

Chair Teitgen asks if anyone has any questions.

Chair Teitgen asks if anyone is in favor of the petition. (no comments)

Chair Teitgen asks if anyone is against the petition. (no comments)

Town Board is present and Minutes are on file.

Motion by Mr. Baumgartner to approve rezoning from A-1 Agriculture to RR-1 Rural Residence and A-1 Agriculture to A-1 Agriculture with A-4 Agricultural Overlay effective upon recording of the Certified Survey Map.
Seconded by Mr. Stevenson.
Motion carried unanimously.

Item VII- Zoning Change – A-1 Agriculture to RR-1 Rural Residence and A-1 Agriculture to A-1 Agriculture with A-4 Agricultural Overlay; Judith Johnson Wymer Revocable Trust, & Robert & Frenda Gilbert Revocable Trust, Petitioners and Owner – Town of Lowville

Mr. Bluemke reviews Staff Report.

Paul Johnson Attorney with Boardman & Clark agent for the owner- is present.

Chair Teitgen asks if anyone has any questions.

Chair Teitgen asks if anyone is in favor of the petition. (no comments)

Chair Teitgen asks if anyone is against the petition. (no comments)

Town Board is present and Minutes are on file.

Chair Teitgen Closes Public Hearing.
Motion by Vice Chair Kessler to approve rezoning from A-1 Agriculture to RR-1 Rural Residence and A-1 Agriculture to A-1 Agriculture with A-4 Agricultural Overlay effective upon recording of the Certified Survey Map.
Seconded by Mr. Stevenson.
Motion carried unanimously.

Item VIII- Zoning Change – A-1 Agriculture to A-3 Agriculture Business and A-1 Agriculture to A-1 Agriculture with A-4 Agricultural Overlay; Mervin Mast, Petitioner and Owner – Town of Marcellon

Mr. Bluemke reviews Staff Report.

Petitioner Mervin Mast is present.

Chair Teitgen asks if anyone has any questions.

Chair Teitgen asks if anyone is in favor of the petition. (no comments)

Chair Teitgen asks if anyone is against the petition. (no comments)

Town Board not present, but Minutes on file.

Chair Teitgen Closes Public Hearing.

Motion by Mr. Baumgartner to approve rezoning from A-1 Agriculture to A-3 Agriculture Business and A-1 Agriculture to A-1 Agriculture with A-4 Agricultural Overlay effective upon recording of the Certified Survey Map.
Seconded by Mr. Stevenson.
Motion carried unanimously.

Item IX- Zoning Change – A-2 General Agriculture, C-1 Light Commercial and RR1 Rural Residence to A-2 General Agriculture; Larry & Susan Waldvogel, Petitioners and Owners, and Rodney Maginnis, Owner – Town of Marcellon

Mr. Bluemke reviews Staff Report.

Petitioner Rodney Maginnis is present.

Chair Teitgen asks if anyone has any questions.

Ms. Bradley asks what Light Commercial exactly means.

Mr. Bluemke explains least intensive commercial zoning there is.

Chair Teitgen asks if anyone is in favor of the petition. (no comments)
Chair Teitgen asks if anyone is against the petition. (no comments)

Town Board not present, but Minutes on file.

Motion by Vice Chair Kessler to approve rezoning from A-2 General Agriculture, C-1 Light Commercial and RRI Rural Residence to A-2 General Agriculture effective upon recording of the Certified Survey Map. Seconded by Mr. Stevenson. Motion carried unanimously.

Item X - Zoning Change - A-1 Agriculture to R-1 Single Family Residence and A-1 Agriculture with the A-4 Agricultural Overlay; David & Joan Lichtfeld Revocable Trust, Petitioner and Owner - Town of Pacific

Mr. Bluemke reviews Staff Report.

Mr. Grothman is present representing petitioner.

Chair Teitgen asks if anyone has any questions.

Chair Teitgen asks if anyone is in favor of the petition. (no comments)

Chair Teitgen asks if anyone is against the petition. (no comments)

Town Board not present, but Minutes on file.

Chair Teitgen closes Public Hearing.

Motion by Ms. Bradley to approve rezoning from A-1 Agriculture to R-1 Single Family Residence and A-1 Agriculture to A-1 Agriculture with A-4 Agricultural Overlay effective upon recording of the Certified Survey Map. Seconded by Mr. Stevenson. Motion carried unanimously.

Item XI - Zoning Change - A-1 Agriculture to RR-1 Rural Residence and A-1 Agriculture with the A-4 Agricultural Overlay; Marcel and Trecella Kjorlie, Petitioners and Owners - Town of West Point

Mr. Bluemke reviews Staff Report.

Mr. Grothman is present representing petitioner.

Chair Teitgen asks if anyone has any questions.

Chair Teitgen asks if anyone is in favor of the petition. (no comments)

Chair Teitgen asks if anyone is against the petition. (no comments)
Town Board not present, but Minutes on file.

Chair Teitgen closes Public Hearing.

Motion by Vice Chair Kessler to approve rezoning from A-1 Agriculture to RR-1 Rural Residence and A-1 Agriculture to A-1 Agriculture with A-4 Agricultural Overlay effective upon recording of the Certified Survey Map.
   Seconded by Mr. Baumgartner.
   Motion carried unanimously.

Item XII— Zoning Change – A-1 Agriculture to RR-1 Rural Residence and A-1 Agriculture with the A-4 Agricultural Overlay; Michael and Lucinda Meade and Joseph and Julie Clark, Petitioners and Owners – Town of West Point

Mr. Bluemke reviews Staff Report.

Petitioners Joseph & Julie Clark are present.

Chair Teitgen asks if anyone has any questions.

Chair Teitgen asks if anyone is in favor of the petition. (no comments)

Chair Teitgen asks if anyone is against the petition. (no comments)

Town Board not present, but Minutes on file.

Chair Teitgen closes Public Hearing.

Motion by Ms. Bradley to approve rezoning from A-1 Agriculture to RR-1 Rural Residence and A-1 Agriculture to A-1 Agriculture with A-4 Agricultural Overlay effective upon recording of the Certified Survey Map.
   Seconded by Mr. Stevenson.
   Motion carried unanimously.

11. Adjourn

Motion by Mr. Stevenson to adjourn meeting.
   Seconded by Vice Chair Kessler.
   Motion carried unanimously.
Meeting adjourned at 4:49 PM

Respectfully Submitted,

Susanna Bradley
Susanna Bradley, Secretary
Planning and Zoning Committee

Lauren Ramirez
Recording Secretary
Lauren Ramirez, Administrative Assistant

cc: Committee Members
Vern Gove, County Board Chair
Mary Cupery, County Board Vice Chair