PLANNING & ZONING COMMITTEE MINUTES
APRIL 5, 2011

PRESENT: Debra L. Healy Wopat, Fred Teitgen, Doug Richmond,
          Harlan Baumgartner, Mike Weyh

STAFF: John Bluemke - Director, Susan Runnion - Office
       Administrator, Randy Thompson – Planning Administrator,

BUSINESS MEETING

10:00 AM

1. Chair Doug Richmond called the meeting to order at 10:00 AM

2. Certification of Open Meeting Law

3. Roll Call was taken and a quorum declared present.

4. Approval of Agenda

   Motion by Mr. Teitgen to approve Agenda of April 5, 2011 Planning & Zoning
   Committee Regular Meeting & Public Hearing.
   Seconded by Mr. Wopat.
   Motion carried unanimously.

5. Approval of Minutes

   Motion by Vice Chair Baumgartner to approve Minutes of March 1, 2011
   Planning & Zoning Committee Regular Meeting & Public Hearing.
   Seconded by Mr. Teitgen.
   Motion carried unanimously.


   Mr. Bluemke explains that the Town of Lewiston wants to review the easement.

   Mr. Teitgen inquires about the Town Road.

   Mr. Bluemke explains the Town wants to reserve that right.

   Vice Chair Baumgartner asks once the easement is in place, who has the rights to the
   easement.

   Mr. Bluemke explains that the property to the north of Zander. The Town has the
   right to put in a Town Road in blue and yellow highlighted area on map.
Motion by Ms. Healy Wopat to approve Waiver of Access effective when a legal instrument is recorded which describes the easement and is approved by the Town of Lewiston.
Seconded by Mr. Teitgen
Motion carried unanimously.

7. Department Report

a. Planning Update - Meeting with Bike Federation included a wide array of individuals that will need to establish their priorities. Next meeting is scheduled for May 10th.

Farmland Preservation - Mr. Bluemke explains that PACE and Conversion Fee may be cut from the State Budget.

b. Enforcement - Mr. Bluemke distributes Enforcement Report.

Mr. Teitgen requests that the name of the town (not State Code) be included on the report.

c. Financial
   - Out of County travel
     No out-of-county travel expected.
   - Expenditure Report

Motion by Mr. Teitgen to approve Expenditure Report.
Seconded by Vice Chair Baumgartner.
Motion carried unanimously.

d. Ordinance Update – Town Advisory Committee met for four hours to review comments relating to the Zoning Code draft. P & Z staff will meet later this week to review and create comment matrix. Principal concerns expressed by the towns are; how to share information, process and adequate staffing.

Mr. Teitgen suggests qualifying language such as “we codify a process that will generally be used” and there will be occasions when it isn’t followed.

Mr. Bluemke notes that State Statute provides most of the codification and this is what we follow.

Chair Doug Richmond inquires about campground status.

Mr. Bluemke explains that size may be discussed, but we have a good starting point. We can revisit Resort Classification after one year. Limitation is 8 units per acre which seems to be a good number.
Planning & Zoning Workshop will be conducted on April 13th at 8:00 am and make take all day.

Discussion takes place regarding time issues relating to ordinance and zoning map adoption.

e. Replacement Position for Zoning Administrator – Mr. Bluemke explains that Mike Stapleton will be retiring on June 1st. His request is to replace the position with a Zoning & Sanitary Specialist position.

Mr. Teitgen would like the Hiring Analysis form revised to clarify “per hour” in the Salary Range area.

Vice Chair Baumgartner feels this request will have difficulty receiving approvals. They would like to delay until State Budget is determined.

Mr. Teitgen suggests viewing the request by percentage of staff lost.

Motion by Mr. Teitgen to approve the Job Description.
Seconded by Ms. Healy Wopat.
Motion carried unanimously.

Mr. Bluemke explains that he has received comments from the Town about difficulty responding to complaints and enforcing the new ordinance will be very difficult without the replacement.

Ms. Healy Wopat points out that money was provided in the budget for contract work.

Mr. Bluemke explained this is allocated for Farmland Preservation requirements.

Mr. Teitgen feels the need is great in this department and thinks there should be a replacement for this position.

Motion by Mr. Weyh to approve the Replacement Request and Hiring Analysis.
Seconded by Mr. Teitgen.
Motion carried unanimously.

8. Tabled Sewage Text Amendments

Mr. Bluemke explains that the Text Amendment will update verbiage to meet State Statute requirements.
Motion by Mr. Weyh to approve proposed Text Amendment for Title 16 – Chapter 3 with the removal of Item #5.
Seconded by Mr. Weyh.
Motion carried unanimously.

Motion by Vice Chair Baumgartner to request that Finance Committee pursue placing fee on tax bill for those people that have POWTS systems.
Seconded by Mr. Weyh.
Motion carried unanimously.

9. Adjourn

Motion by Mr. Teitgen to adjourn meeting.
Seconded by Ms. Healy Wopat.
Motion carried unanimously.

Meeting adjourned at 11:50 AM.

Respectfully submitted,

[Signature]

Mike Weyh, Secretary
Planning and Zoning Committee

[Signature]

Recording Secretary
Susan Runnion, Office Administrator

cc: Committee Members
Robert R. Westby, County Board Chair
Andy Ross, County Board Vice Chair