PLANNING & ZONING COMMITTEE MINUTES
AUGUST 4, 2009

PRESENT: Douglas Richmond, Phil Baebler, John Healy, Fred Teitgen, Harlan Baumgartner

STAFF: John Bluemke, Director, Susan Runnion, Office Administrator

ALSO PRESENT: Deb Wopat, Chair – Columbia County Board of Supervisors, Kurt Dey – Columbia County Highway Commissioner, T. Boge – Columbia County Highway Field Superintendent, Andy Ross, Chair – Highway Committee

BUSINESS MEETING

2:00 PM

1. Chair Richmond called the meeting to order at 2:00 PM

2. Certification of Open Meeting Law

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

4. Approval of Agenda

   Motion by Mr. Baebler to approve Agenda of August 4, 2009 Planning & Zoning Committee Regular Meeting & Public Hearing with amendments.
   Seconded by Mr. Teitgen.
   Motion carried unanimously.

5. Approval of Minutes

   Motion by Vice Chair Baumgartner to approve Minutes of July 7, 2009 Planning & Zoning Committee Regular Meeting & Public Hearing.
   Seconded by Mr. Teitgen.
   Motion carried unanimously.

6. Department Report

   a. Planning Update – Mr. Bluemke states that Brian Zirbes met with the Town of Pacific last week to discuss Comprehensive Plan.
b. Highway Access Plan Review Process- Kurt Dey made a site visit and provided North Point and Highway Committee with findings. Still need to meet to clarify access ordinance and interpretation of ordinance.

Mr. Bluemke suggests it should be added to the Certified Survey Map checklist. This may require a driveway permit prior to CSM approval.

Vice Chair Baumgartner inquires if the ordinance should specify it only applies to County Roads?

Mr. Dey explains that some Towns use Columbia County Highway to issue driveway permits for Town Roads.

Chair Richmond inquires if Building and Driveway permits should have same expiration date?

c. Enforcement - Mr. Bluemke reviews Enforcement Report

Financial
- Out of County travel – Mr. Bluemke not aware of any upcoming travel
- Expenditure Report

Motion by Mr. Healy to approve Expenditure Report.
Seconded by Mr. Teitgen.
Motion carried unanimously.

e. Ordinance Update
- Town Advisory Committee Update – Mark Roffers is working on survey highlights prior to writing ordinance language.

Vice Chair Baumgartner inquires about timeline because Town Association meeting is October 27th. At least an informational outline would be beneficial at that time. Suggests that both Planning & Zoning and Land & Water Conservation attend. Vice Chair Baumgartner to confirm date and invite both parties to attend.

- ACT 23 Farmland Preservation – Mr. Bluemke met with State Planning Directors and Fred Clark last Friday. Consensus is it’s a good concept, but the details and administration are a problem. Iowa County proposing zoning amendment which would not provide tax credits.

Mr. Healy asks who gets the bulk of the conversion fee? Mr. Bluemke confirms it would be the State and they would fund the program through the conversion fee.

Mr. Bluemke to keep the committee informed and the conversion fee would need to be in place by January 1st.
f. 2010 Budget –

Mr. Teitgen inquires about what wages are included in the budget. Mr. Bluemke explains that all employees are included.

Mr. Bluemke explains that the POWTS revenue was removed because can’t obtain accurate list of taxpayers with POWTS systems at this time.

**Motion by Mr. Teitgen withdraw proposed $4.00 fee for tax payers with Private On-Site Waste Treatment Systems.**
**Seconded by Vice Chair Baumgartner.**
**Motion carried unanimously.**

Chair Richmond agrees you should take the time and get it right.

Discussion take place about Comprehensive Plan Amendment fee. Chair Wopat explains that the Towns need to be informed what we are doing. Mr. Bluemke not sure of how to write it up because it’s not just for Towns, fee is for all parties.

Vice Chair Baumgartner suggests that Brian and Randy make personal contact with the Towns and explain this would be their one freebie.

Chair Doug Richmond would like remaining balance for Comprehensive Grant. This money could be used by Land and Water Conversation to finish groundwater model over the next three years. This will impact zoning decisions for the future.

**Motion by Mr. Teitgen to approve 2010 Department Budget.**
**Seconded by Mr. Healy.**
**Motion carried unanimously.**

g. Reclassification, Job Descriptions & Request for Replacement –

Mr. Bluemke presents Job Description and Replacement Request for Richard Biech (Zoning and Septic Specialist).

**Motion by Vice Chair Baumgartner to approve Job Description with duties and title change and Replacement Request.**
**Seconded by Mr. Teitgen.**
**Motion carried unanimously.**
Mr. Bluemke explains reclassification for Principal Planner position.

**Motion by Mr. Teitgen to pass Reclassification Request on to Human Resource Committee for their consideration.**
**Seconded by Mr. Healy.**
**Motion carried unanimously.**

**4:00 PM**

7. Public Hearing

**Item I-** Zoning Change – Agricultural to Single Family Residential, Shane Rogers. 
**Petitioner and Owner – Town of Springvale**

Chair Richmond opens Public Hearing.

Mr. Bluemke presents the staff report.

Chair Richmond asks if anyone has any questions.

Petitioner present and did not have anything to add.

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

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

Town Board present. George Beasley states that the Town Board recommended approval of the rezoning.

Chair Richmond closes Public Hearing.

**Motion by Mr. Healy to approve rezoning from Agricultural to Single Family Residential effective upon the Columbia County Highway and Transportation Department issuing a highway access permit within one year of the date of approval by County Board.**
**Seconded by Mr. Baebler.**
**Motion carried unanimously.**

**Item II-** Zoning Change – Agricultural to Single Family Residential, William F. Scully. Petitioner and Owner – Town of Newport

Chair Richmond opens Public Hearing.

Mr. Bluemke presents the staff report.

Chair Richmond asks if anyone has any questions.
Mr. Teitgen asks if there is a Certified Survey Map.

Mr. Bluemke responds that it has not been prepared at this time.

Mr. Teitgen inquires about driveway permit and strip of Single Family Residential zoning.

Mr. Bluemke explains that the planned roadway belongs to the parcel to the East. The strip may have occurred because the metes and bounds don’t match the boundaries.

Petitioner present and did not have anything to add.

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

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

Town Board present. Town of Newport Clerk - Cecil Pittack states that the Town Board recommended approval of the rezoning.

Chair Richmond closes Public Hearing.

Motion by Mr. Teitgen to approve rezoning from Agriculture to Single Family Residential effective upon the recording of the Certified Survey Map that creates the two lots.

Seconded by Vice Chair Baehler.

Motion carried unanimously.

8. Adjourn

Motion by Mr. Baehler to adjourn meeting.

Seconded by Mr. Teitgen.

Motion carried unanimously.

Meeting adjourned at 4:45 PM.

Respectfully submitted,

[Signature]

Fred Teitgen, Secretary
Planning and Zoning Committee
Planning and Zoning Committee Minutes -6-  

August 4, 2009

Recording Secretary
Susan Runnion
Office Administrator

cc: Committee Members
Debra Wopat, County Board Chair
Robert Westby, County Board Vice Chair