PLANNING & ZONING COMMITTEE MINUTES  
NOVEMBER 4, 2008

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

STAFF: John Bluemke, Director, Michael Stapleton, Zoning Administrator, Randy Thompson, Planning Administrator, Susan Runnion, Office Administrator, Brian Zirbes, Principal Planner

ALSO PRESENT: Attorney Jeffery Clark, Mark Roffers -- Vandewalle & Associates, Inc.

BUSINESS MEETING

2:00 PM

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

2. Certification of Open Meeting Law

3. Roll Call-

4. Approval of Agenda

Motion by Mr. Healy to approve Agenda of November 4, 2008 Planning & Zoning Committee Regular Meeting & Public Hearing.
  Seconded by Mr. Baebler.
  Motion carried unanimously.

5. Approval of Minutes

Motion by Mr. Baebler to approve Minutes of October 7, 2008 Planning & Zoning Committee Regular Meeting & Public Hearing.
  Seconded by Mr. Teitgen.
  Motion carried unanimously.

6. Departmental Budget -- Transfer of Funds for Gas/Oil from Publication/Subscriptions

Motion by Mr. Teitgen to approve Transfer of Funds.
  Seconded by Mr. Healy.
  Motion carried unanimously.
7. Northpoint Plaza Site Plan

Attorney Jeffery Clark has two comments related to the Staff Report.

In “Discussion/Analysis” Section, access to the property will be from three driveways not two as stated. This includes two driveways from CTH CS and one from CTH J.

Secondly, “Recommended Conditions Item #5” has concern about “shielded” lighting requirement. Considerable discussion took place with the Town regarding this matter and the County condition may be more restrictive than the Town.

Motion by Mr. Teitgen to approve Revised Site Plan as approved by the Town.
Seconded by Mr. Baehler.
Motion carried unanimously.

As proposed site plan revision will require three variances from the Board of Adjustment; one for the side yard setback which must be a green space that cannot be used for driveways, one for size of parking spaces and one for relocating the pole sign and maintaining the existing 66 foot height.

8. Department Report

a. Planning Update – Mr. Zirbes shares that three Towns have not reached the Recommended Plan stage. A draft was completed for the West Point Park Plan which was forwarded without response.

Chair Doug Richmond inquires about three outstanding Plans.

Mr. Zirbes responses that Town of Caledonia should be finished shortly and other two are hard to determine.

b. Enforcement - Mr. Stapleton reviews Enforcement Report.

Chair Doug Richmond inquires about situation in West Point on State Highway 188. Seems to be a vehicle and grill outside. He would like to see time frame established to commence construction of the home once Zoning Permit is issued.

Mr. Bluemke explains that timeframe is two years from issuance of Zoning Permit. Living out of the detached garage is a different issue.

c. Financial

- Out of County travel – Mr. Stapleton to attend NR 115 subcommittee in Madison on December 5th. Dick Biech to attend WCCA District meeting in Rockton.
Motion by Mr. Teitgen to approve Out of County Travel.
Seconded by Mr. Baebler.
Motion carried unanimously.

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

- Fees - Mr. Bluemke distributes proposed Fee Schedule along with existing. The State has increased their portion of the Sanitary Permit fees from $75.00 to $100.00 effective 12-1-08. Also change with Maintenance Agreement and elimination of recording requirement. Because of State mandate, an alternative would be to collect $15.00 and allocate for maintenance of program.

  Mr. Teitgen suggests better classification of overall Fee Schedule.

d. Ordinance Updates
  - Town Advisory Committee

  Mr. Bluemke introduces Tom Pinion correspondence that suggests Town Advisory Committee alternates receive same documents as primary contacts.

  Mr. Teitgen clarifies that each Town gets one vote. Materials can be mailed to alternate so they can be up-to-date.

  Tom Pinion also suggested that other people should be invited to attend the Town Advisory Committee meetings.

  Attorney Jeffery Clark said the Columbia County Bar Association discussed their participation in the planning and review process. They would like to participate and would prefer proactive involvement verses reactive.

  Mark Roffers suggests keeping people informed of the meetings, but reminds everyone that different “levels” of discussion will take place. There will be opportunities for anyone in Columbia County to share their thoughts, however, the TAC is really aimed at policy level issues important to towns.

  Attorney Jeff Clark has concerns about inconsistencies between the Town and County Ordinance. Would like to receive materials that are being reviewed by the Town Advisory Committee.

  Mr. Bluemke explains the consideration for an interactive web page, and the possibility for separate meetings with other stakeholders.
DATCP will be attending the November 19th Town Advisory Committee meeting.

4:00 PM

9. Public Hearing


Item II- Zoning Change – Agricultural to Rural Residential and Agricultural to Agricultural with Agricultural Overlay, John Healy, Petitioner and Owner – Town of Wyocena – Postponed to December 2, 2008

10. Adjourn

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

Meeting adjourned at 3:50 PM.

Respectfully submitted,

[Signature]
Fred Teitgen, Secretary
Planning and Zoning Committee

[Signature]
Recording Secretary
Susan Runnion
Office Administrator

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