

**PLANNING & ZONING COMMITTEE MINUTES  
JANUARY 7, 2020**

PRESENT: Kevin Kessler, John Stevenson, Tom Borgkvist, Harlan Baumgartner, Mike Weyh

STAFF: Kurt Calkins – Director of Planning & Zoning, Renee Pulver-Johnson – Principal Land Use Planner, Lauren Ramirez – Office Administrator

ALSO PRESENT: Jim Grothman – Grothman & Associates, Susan Fisher – Corporation Counsel

**3:30 PM**

1. Call to order
2. Certification of Open Meeting Law & confirmed meeting was properly noticed and published
3. Roll Call was taken and a quorum declared present
4. Approval of Agenda

**Motion by Mr. Borgkvist to approve Agenda of January 7, 2020 Planning & Zoning Committee Regular Meeting & Public Hearing.  
Seconded by Mr. Stevenson.  
Motion carried unanimously.**

5. Approval of Previous Meeting Minutes

**Motion by Mr. Weyh to approve Minutes of December 3, 2019 Planning & Zoning Committee Regular Meeting.  
Seconded by Mr. Stevenson.  
Motion carried unanimously.**

6. Citizen Input

No citizen input.

7. Operational Overview

- a. Approve Expenditure Report

Mr. Calkins presented Expenditure Report. Reviewed out of ordinary expenses.

**Motion by Vice Chair Baumgartner to approve Expenditure Report.  
Seconded by Mr. Stevenson.**

**Motion carried unanimously.**

- b. Department Budgets, Compensatory Time, Out of County Travel
- c. Director's Staff Report/Update

8. Chairman's Update

Chair Kessler reviewed email he received from Charles Bradley regarding his property.

9. Driveway Length Exception

- Waugh – Town of Dekorra

Ms. Pulver-Johnson reviewed the Staff Report.

**Motion by Mr. Stevenson to approve Driveway Length Exception on Bilkie Road.  
Seconded by Vice Chair Baumgartner.  
Motion carried unanimously.**

**Site Visits** (were not needed)

10. Public Hearing – 4:03PM

Item I            Conditional Use Permit – For a Non-Metallic Mineral Extraction –  
Renewal; Petitioners: William Becker, Applicant: Northeast Asphalt Inc. –  
Town of Marcellon

Chair Kessler opened Public Hearing.

Ms. Pulver-Johnson presented Staff Report.

Chair Kessler asked if anyone has any questions.

Petitioner was present.

Chair Kessler asked if anyone is in favor of the petition. (no comments)

Chair Kessler asked if anyone else is against the petition. (no comments)

Town Board Chairman is present and Approval is on file.

Chair Kessler closed the Public Hearing.

**Motion by Mr. Weyh to approve a Conditional Use Permit for a Non-Metallic Mineral Extraction – Renewal located at N7754 State Highway 22 as proposed in the application and accompanying submittals and subject to the following Findings, Conclusions and Conditions of Approval.**

**Seconded by Mr. Borgkvist.  
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 Attachment 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 the 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 Marcellon and is zoned A-1 Agriculture. The District uses are listed in Table 16-105-020(1).
2. William R Becker and Northeast Asphalt, Inc. are the petitioners for a Conditional Use Permit. The petition followed the procedures of Section 16-150-070(C) of the Columbia County Zoning Code.
3. The petitioners are proposing to continue the operation of an existing Non-Metallic Mine, which is allowed as a Conditional Use under Table 16-105-020(1).
4. The Marcellon Town Board has reviewed and recommended approval of the Conditional Use Permit in accordance with Section 16-150-070 of the Columbia County Zoning Code.
5. The Columbia County Planning and Zoning Committee has the authority under Sections 16-150-030(B)(2) and 16-150-070 of the Columbia County Zoning Code to conduct public hearings, review, and decide on requests for Conditional Use Permits.
6. The standards of Section 16-125-250 of the Columbia County Zoning Code as noted below are applicable:

- A. In addition to the information normally required for conditional use permit applications, the application shall include the following information:
1. A written description of the proposed operation, including the types and quantities of the materials that would be extracted; proposed dates to begin extraction, end extraction, and complete reclamation; geologic composition and depth and thickness of the mineral deposit; existing use of the land and proposed use after reclamation; existing natural and archaeological features on and adjacent to the site; where extracted materials would be hauled and over what roads; types, quantities, and frequency of use of equipment to extract, process, and haul; whether and how frequently blasting, drilling, mining, crushing, screening, washing, refueling, fuel storage, asphalt batching, or concrete mixing would be performed on site; whether excavation will occur below the water table and, if so, how ground water quality will be protected; description and elevations of all temporary or permanent structures; proposed hours and days of operation; any special measures that will be used for spill prevention and control, dust control, or environmental protection; if within the A-1 district, justification that the use meets all standards associated with such district; and assurances that the site will be developed, operated, and reclaimed in accordance with all approved plans and all county, state, and federal regulations, including a listing of all applicable regulations.
  2. A site or operations plan map, drawn to scale by a qualified professional, and including site boundaries; existing contour lines; existing roads, driveways, and utilities; existing natural features including lakes, streams, floodplains, wetlands, and shoreland areas; all dwellings and private and municipal wells within 1,000 feet; location of the proposed extraction, staging areas, fueling, fuel storage, and equipment storage areas; proposed location and surfacing of roads, driveways, and site access points; proposed phasing plan, if any; proposed fencing of property and gating of access points; proposed locations of stockpiles; proposed location and types of screening berms and landscaping; and proposed temporary and permanent structures, including scales and offices.
  3. An erosion control plan, drawn to scale by a professional engineer, meeting all applicable state and county requirements.
  4. A reclamation plan prepared in accordance with the Wisconsin Administrative Code and the Columbia County non-metallic mining reclamation ordinance.
- B. The appropriate County approval authority may require a landscaped transitional yard, in accordance with the standards in Section 16-140-060(B)(4).
- C. The appropriate County approval authority may place limits on the amount of time the non-metallic mineral extraction use shall remain in operation.
- D. The nearest edge of all buildings, structures, and surface activity areas, including pit edges, shall be located a minimum of 200 feet from all dwellings on adjacent properties, and no less than 50 feet from any lot line.

- E. To prevent tracking of mud onto public roads, access driveways shall be paved within one 100 feet of public roads, unless the adjacent road is unpaved.
- F. All public roads shall be kept free of all mud, debris, and dust by sweeping or other means as necessary, or as requested by the applicable town.
- G. Access to the site shall only be through points designated as entrances on the site or operations plan; such access points shall be secured when the site is not in operation.
- H. Provisions for the upgrade, repair, and maintenance of town and county roads shall depend on the intensity of the operation and the existing condition and capacity of such roads. A bond or other performance guarantee for such work may be required provided that a clear relationship is established between the operation and the need for road upgrades, repair, and maintenance. If any town or county road is damaged or destroyed as a result of owners operations, the owner shall restore or pay for the restoration of the same to an acceptable condition and value. The owner shall have the right to show and bear the burden of proof in showing that the indicated damage was not the result of its operations.
- I. The site and driveway shall be sprayed to control dust, except when the temperature is below freezing. Spraying may also be required in and around the excavation pit to further reduce dust.
- J. On-site bulk fuel storage areas and areas for fueling of equipment (e.g., above the water table) shall be located to minimize the potential for groundwater contamination and in accordance with the Wisconsin Administrative Code and State Statutes.
- K. Hours or days of operation may be limited.
- L. Hours for blasting, drilling, screening, and asphalt batching shall be established. The conditional use permit may restrict such activities from occurring if the conditional use permit standards cannot be met.
- M. If blasting or drilling is requested, additional standards or conditions may be applied with relation to frequency, noise and vibration levels, notice to neighbors, pre-inspection of neighboring basements and wells, and claims procedures in accordance with the Wisconsin Administrative Code.
- N. All trucks, excavation, and processing equipment shall have exhaust systems that meet or exceed current industry standards to ensure that noise levels are kept at or below allowable limits. The level of noise generated by the facility or equipment shall not exceed 65 decibels at the property line.
- O. Unless the extraction site is inaccessible, the area of extraction shall be completely enclosed by a safety fence or maintained at a slope not to exceed 3:1.
- P. The applicant shall furnish a certificate of insurance before operations commence.
- Q. Approval shall be subject to amendment or revocation if non-compliance with approved plans, this section, or approval conditions is identified.

- R. Approval shall be subject to periodic review of the operation to ensure compliance with the conditional use permit, and to specific limitations over the portion of the lot or parcel where extraction may occur.
- S. Within the A-1 district, such use shall also be subject to the following additional limitations:
  - 1. The operation complies with subchapter I of Wisconsin Statutes Chapter 295 and rules promulgated under that subchapter, with applicable provisions of the local ordinance under Section 295.13 or 295.14 and with any applicable requirements of the Wisconsin Department of Transportation concerning the restoration of nonmetallic mining sites.
  - 2. The operation and its location in the A-1 district are consistent with the purposes of that district in Section 16-105-010(A).
  - 3. The operation and its location in the A-1 district are reasonable and appropriate, considering alternative locations outside the A-1 district, or are specifically approved under state or federal law.
  - 4. The operation is reasonable designed to minimize the conversion of land around the extraction site from agricultural use or open space use.
  - 5. The operation does not substantially impair or limit the current or future agricultural use or surrounding parcels of land that are zoned for or legally restricted to agricultural use.
  - 6. The owner shall be required to restore the land to agricultural use, consistent with the County approved reclamation plan, when extraction is completed.

**Conditions for the Decision:**

- 1. The Conditional Use Permit shall expire 5 years from the date of issuance.
- 2. The pit area shall not be used for parking, refueling, servicing, or repair of vehicles and equipment other than equipment required for excavation and loading in the pit area. No fuel shall be stored in the mine site area, as delineated on the approved plan.
- 3. The owner and operator shall require all trucks, excavation, and processing equipment to have exhaust systems that meet or exceed current industry standards to ensure that noise levels are kept at or below allowable limits. The level of noise or sound generated by the facility or equipment shall not exceed 65 decibels at the property line.
- 4. The owner and operator shall minimize the generation of airborne dust resulting from excavating, screening, processing, and hauling operations within the mine site and on the driveway as needed, or upon request of the Town or County.
- 5. The County shall have the right to order the installation of erosion control barriers on site where, due to unforeseen circumstances, such barriers are deemed necessary to prevent unacceptable off-site erosion and sedimentation that might impact surface waters.
- 6. Hours of operation, including, but not limited to, excavating, stockpiling, loading, hauling, and processing of asphalt are limited to the following: Monday through Friday 6:00 am to 6:00 pm, and Saturdays from 7:00 am to 4:00 pm. Night hauling and processing of asphalt is further limited in items 8 and 9 below.

7. Necessary maintenance, such as welding, tire repair, or changing of engine fluids may be conducted at other times provided such activities do not constitute a nuisance.
8. In the event a State or municipal contract is awarded to Northeast Asphalt and requires night quarry operations, Northeast Asphalt shall provide three (3) days' notice to the County, Town, and any surrounding neighbors that have requested said notice. Said notice shall identify the job and the number of nights required for after-hours operation. Notice shall be in writing unless the individuals, County, or Town consent to an email notification. Night hauling shall not exceed 120 days per calendar year.
9. In the event a State or municipal contract is awarded to Northeast Asphalt and requires night quarry operations, Northeast Asphalt shall provide three (3) days' notice to the County, Town, and any surrounding neighbors that have requested said notice. Said notice shall identify the job and the number of nights required for after-hours operation. Notice shall be in writing unless the individuals, County, or Town consent to an email notification. Night hauling shall not exceed 120 days per calendar year.
10. There shall be no changes to the proposed mine operation as described in the Reclamation Plan regarding the depth, extent, proposed final grades, or phasing sequence without the prior written approval of the Planning and Zoning Department, which shall have the right to determine whether such changes require further review by the Planning and Zoning Committee or revisions to the Reclamation Plan.
11. No ground signs, except for directional or informational, shall be allowed unless they are reviewed by the Town and approved by the Planning and Zoning Department.
12. The provisions of Section 16-125-250 of the Columbia County Zoning Code are hereby incorporated as part of this Conditional use Permit.
13. The owner and operator shall comply with and obtain all necessary permits required by applicable federal, state and local regulations.
14. The Planning and Zoning Department shall have the right of inspection, upon reasonable notice to the owner/operator, for the purpose of determining compliance with this permit and the approved Reclamation Plan.
15. If the Planning and Zoning Committee finds that the review criteria of Section 16-150-070(D) of the Columbia County Zoning Code, or the conditions stipulated in the Committee Decision are not being complied with, the Planning and Zoning Committee, after a public hearing, may revoke the Conditional Use Permit.
16. Any agreement(s) or condition(s) pertaining to this Conditional Use Permit between the Town of Marcellon, William R Becker, and Northeast Asphalt, Inc. are hereby incorporated as part of this Conditional Use Permit; however, the County is not responsible for enforcing said agreement(s) or condition(s), unless an individual point of the agreement(s) or condition(s) is specifically included above as a condition of approval. In the event that the Town submits a finding of noncompliance with any of the item(s) listed below, for which the County has not assumed direct enforcement authority, upon written request by the Town, the County reserves the right to review the Conditional Use Permit.

Item II- Zoning Change: A-1 Agriculture to RR-1 Rural Residence and from A-1 Agriculture to A-1 Agriculture with A-4 Agricultural Overlay; Petitioner: Ivan Hutchinson, LLC c/o Richard Preuss – Town of Dekorra

Chair Kessler opened Public Hearing.

Ms. Pulver-Johnson presented Staff Report.

Chair Kessler asked if anyone has any questions.

Representative Jim Grothman was present.

Chair Kessler asked if anyone is in favor of the petition. (no comments)

Chair Kessler asked if anyone else is against the petition. (no comments)

Town Board not present, but Approval is on file.

Chair Kessler closed the Public Hearing.

**Motion by Mr. Stevenson to recommend approval of 5 acres, more or less, from A-1 Agriculture to RR-1 Rural Residence, and 30 acres, more or less, from A-1 Agriculture to A-1 Agriculture with A-4 Agricultural Overlay, effective upon recording of the Certified Survey Map.**

**Seconded by Mr. Weyh.**

**Motion carried unanimously.**

Item III Zoning Change – A-1 Agriculture to RR-1 Rural Residence and A-1 Agriculture to A-1 Agriculture with A-4 Agricultural Overlay; Petitioners: Ronald Waugh & Michael Dorshorst – Town of Dekorra

Chair Kessler opened Public Hearing.

Ms. Pulver-Johnson presented Staff Report.

Chair Kessler asked if anyone has any questions.

Petitioner was present.

Chair Kessler asked if anyone is in favor of the petition. (no comments)

Chair Kessler asked if anyone else is against the petition. (no comments)

Town Board Chairman is present and Approval is on file.

Chair Kessler closed the Public Hearing.



**Motion by Vice Chair Baumgartner to approve rezoning of 4.25 acres, more or less, from A-1 Agriculture to RR-1 Rural Residence, and 53.61 acres, more or less, from A-1 Agriculture with A-4 Agricultural Overlay, effective upon recording of the Certified Survey Map.**

**Seconded by Mr. Stevenson.**

**Motion carried unanimously.**

Item IV      Zoning Change – A-1 Agriculture to A-3 Agriculture Business; Petitioner: Gregerson Larms, LLC c/o Leif Gregerson, and Reconex Properties, LLC c/o David Lofthouse – Town of Newport

Chair Kessler opened Public Hearing.

Ms. Pulver-Johnson presented Staff Report.

Chair Kessler asked if anyone has any questions.

Petitioner was present.

Chair Kessler asked if anyone is in favor of the petition. (no comments)

Chair Kessler asked if anyone else is against the petition. (no comments)

Town Board not present, Approval is on file.

Chair Kessler closed the Public Hearing.

**Motion by Mr. Weyh to approve rezoning of 2.5 acres, more or less, from A-1 Agriculture to A-3 Agriculture Business, effective upon recording of the Certified Survey Map.**

**Seconded by Mr. Stevenson.**

**Motion carried unanimously.**

Item V      Zoning Change – A-1 Agriculture to A-2 Agriculture; Petitioner: Troy Rortvedt & Michelle Lappen (Rortvedt) – Town of Lowville

Chair Kessler opened Public Hearing.

Ms. Pulver-Johnson presented Staff Report.

Chair Kessler asked if anyone has any questions.

Petitioner was present.

Chair Kessler asked if anyone is in favor of the petition. (no comments)

Chair Kessler asked if anyone else is against the petition. (no comments)

Town Board not present and Approval is on file.

Chair Kessler closed the Public Hearing.

**Motion by Mr. Weyh to approve rezoning of 21.27 acres, more or less, from A-1 Agriculture to A-2 General Agriculture.  
Seconded by Mr. Stevenson.  
Motion carried unanimously.**

Item VI Zoning Change – A-1 Agriculture to A-1 Agriculture with A-4 Agricultural Overlay; Petitioners: Russell Liebenthal & David Liebenthal – Town of Fountain Prairie

Chair Kessler opened Public Hearing.

Ms. Pulver-Johnson presented Staff Report.

Chair Kessler asked if anyone has any questions.

Petitioner was present.

Chair Kessler asked if anyone is in favor of the petition. (no comments)

Chair Kessler asked if anyone else is against the petition. (no comments)

Town Board not present, but Approval is on file.

Chair Kessler closed the Public Hearing.

**Motion by Vice Chair Baumgartner to approve rezoning of 37.5 acres, more or less, from A-1 Agriculture to A-1 Agriculture with A-4 Agricultural Overlay.  
Seconded by Mr. Stevenson.  
Motion carried unanimously.**

Item XII Zoning Change – A-1 Agriculture to A-1 Agriculture with A-4 Agricultural Overlay; Petitioners: Alan Herzberg & Jennifer Herzberg – Town of Fountain Prairie

Chair Kessler opened Public Hearing.

Ms. Pulver-Johnson presented Staff Report.

Chair Kessler asked if anyone has any questions.

Petitioner was present.

Chair Kessler asked if anyone is in favor of the petition. (no comments)

Chair Kessler asked if anyone else is against the petition. (no comments)

Town Board not present, but Approval is on file.

Chair Kessler closed the Public Hearing.

**Motion by Mr. Stevenson to approve rezoning of 25 acres, more or less, from A-1 Agriculture to A-1 Agriculture with A-4 Agricultural Overlay, effective upon recording of the Certified Survey Map.  
Seconded by Vice Chair Baumgartner.  
Motion carried unanimously.**

Item VIII      Conditional Use Permit – For a Tourist Rooming House; Petitioners:  
Brandon Finley & Carrie Finley – Town of West Point

Chair Kessler opened Public Hearing.

Ms. Pulver-Johnson presented Staff Report.

Chair Kessler asked if anyone has any questions.

Petitioner was present.

Chair Kessler asked if anyone is in favor of the petition. (no comments)

Chair Kessler asked if anyone else is against the petition. (no comments)

Town Board present and Approval is on file.

Chair Kessler closed the Public Hearing.

**Motion by Mr. Weyh to approve a Conditional Use Permit for a Tourist Rooming House located at N2196 Blackhawk Drive as proposed in the application and accompanying submittals and subject to the following Findings, Conclusions and Conditions of Approval.  
Seconded by Mr. Borgkvist.  
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 Attachment 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 the 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 West Point and is zoned R-1 Single-Family Residence. The District uses are listed in Table 16-110-020(1).
2. Brandon J and Carrie I Finley are the petitioners for a Conditional Use Permit. The petition followed the procedures of Section 16-150-070(C) of the Columbia County Zoning Code.
3. The petitioners are proposing to use an existing single-family residence as a Tourist Rooming House, which is allowed as a Conditional Use under Table 16-110-020(1).
4. The West Point Town Board has reviewed and recommended approval of the Conditional Use Permit, with conditions, in accordance with Section 16-150-070 of the Columbia County Zoning Code.
5. The Columbia County Planning and Zoning Committee has the authority under Sections 16-150-030(B)(2) and 16-150-070 of the Columbia County Zoning Code to conduct public hearings, review, and decide on requests for Conditional Use Permits.
6. The standards of Section 16-125-010(A) of the Columbia County Zoning Code as noted below are applicable:
  - a. Occupancy shall be limited to two persons per bedroom, plus an additional two persons. At no time may the number of guests exceed eight regardless of the number of bedrooms in the unit. Two exits are required for each bedroom.
  - b. The number of guest vehicles allowed on site is limited to the number of bedrooms in the tourist rooming house. On-street parking is prohibited. No recreational vehicle or tent may be used for living or sleeping purposes.
  - c. Must meet all requirements associated with a single-family dwelling in Section 16-125-090(A). The appearance or use of the tourist rooming house shall not be altered in a manner that would cause the premises to differ from its residential character either by the use of colors, materials, construction, lighting, signs, or the emission of sounds, odors, dust or vibrations that carry beyond the premises.
  - d. The availability of the tourist rooming house to the public shall not be advertised on site.
  - e. Must be licensed by the State of Wisconsin.
  - f. In addition to any state required license fee, each operator of a tourist rooming house shall provide Columbia County with an annual fee to enable

the County to confirm compliance with the standards of this chapter and fulfill state reporting requirements.

- g. Conditional use permit may be subject to revocation or alteration if the Planning and Zoning Committee finds that these standards, the recommended Conditions adopted by the Planning and Zoning Committee, or the standards for all conditional use permits in Section 16-150-070(D) are not being met.

**Recommended Conditions for the Decision:**

1. The Conditional Use Permit shall not be transferable to another owner.
2. Accessory structures shall not be used as habitable structures.
3. Pets shall remain contained on site.
4. Quiet hours shall be 10:00 pm – 8:00 am on weekdays, and 11:00 pm – 8:00 am on weekends and holidays.
5. All fires shall be located within proper fire pit structures and shall be extinguished during established quiet hours.
6. The use of fireworks shall be prohibited.
7. The use of firearms shall be prohibited.
8. Special events or parties shall be prohibited.
9. Parking shall be provided on-site, with a maximum of 3 vehicles allowed.
10. Occupancy associated with the Tourist Rooming House shall be limited to 8 people.
11. A 24-hour contact number shall be provided to the Planning and Zoning Department and Town Clerk. This number shall be posted near the primary entrance door on a sign no larger than 12"x18". If the owner does not live within one hour's drive of the tourist rooming house, there shall be a local contact.
12. A state sales tax number shall be obtained and provided to the Planning and Zoning Department.
13. The property must remain free and clear from citation and charges for nuisance, disorderly conduct, or other illegal activity.
14. Garbage and recycled materials shall be properly stored and disposed of regularly.
15. The owner's website or other advertising site shall state that there are conditions associated with this use.
16. The Planning and Zoning Department shall have the right of inspection for the purpose of determining compliance with this permit during normal working hours or upon reasonable notice outside of normal hours.
17. The owners shall provide Proof of Commercial Insurance for the Tourist Rooming House to the Town of West Point and the Columbia County Planning and Zoning Department.
18. The owner shall comply with and obtain all necessary permits required by applicable federal, state and local regulations.
19. The well water and sanitary system on the property shall be evaluated. If they are deemed unsatisfactory, they shall be upgraded prior to occupancy of the dwelling as a Tourist Rooming House.
20. If the Planning and Zoning Committee finds that the review criteria of Section 16-150-070(D) of the Columbia County Zoning Code, or the conditions stipulated in the Committee Decision are not being complied with, the Planning and Zoning Committee, after a public hearing, may revoke the Conditional Use Permit.
21. Any agreement(s) or condition(s) pertaining to this Conditional Use Permit between the Town of West Point and Brandon J and Carrie I Finley are hereby

incorporated as part of this Conditional Use Permit; however, the County is not responsible for enforcing said agreement(s) or condition(s), unless an individual point of the agreement(s) or condition(s) is specifically included above as a condition of approval. In the event that the Town submits a finding of noncompliance with any of the item(s) listed below, for which the County has not assumed direct enforcement authority, upon written request by the Town, the County reserves the right to review the Conditional Use Permit.

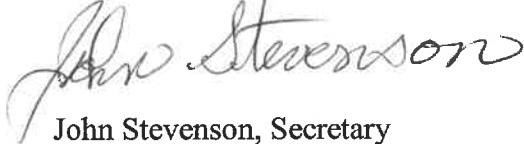
- a. A security deposit of \$500.00 shall be required.
- b. The owner shall use and require compliance with a rental agreement. This rental agreement form shall be developed in accordance with the approved County and Town CUP conditions referenced above, and filed with the Town Clerk.

11. Adjourn

**Motion by Mr. Stevenson to adjourn meeting.  
Seconded by Mr. Weyh.  
Motion carried unanimously.**

Meeting adjourned at 4:52 PM

Respectfully Submitted,



John Stevenson, Secretary  
Planning and Zoning Committee



Recording Secretary  
Lauren Ramirez, Office Administrator

cc: Committee Members  
Vern Gove, County Board Chair  
Dan Drew, County Board Vice Chair  
James Foley, County Board Vice Chair