

**PLANNING & ZONING COMMITTEE MINUTES  
MARCH 1, 2022**

**PRESENT:** Harlan Baumgartner, John Stevenson, Tom Borgkvist,  
Doug Richmond, Mike Weyh, Denise Brusveen

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

**ALSO PRESENT:** Susan Fischer – Corporation Counsel, Vern Gove – Chair,  
Columbia County Board of Supervisors, Chris Polzer –  
Columbia County Board of Supervisors

**1:00 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. Richmond to approve Agenda of March 1, 2022 Planning &  
Zoning Committee Regular Meeting & Public Hearing.**

**Seconded by Mr. Stevenson.  
Motion carried unanimously.**

5. Approval of Previous Meeting Minutes

**Motion by Mr. Borgkvist to approve Minutes of January 4, 2022  
Planning & Zoning Committee Regular Meeting.**

**Seconded by Mr. Richmond.  
Ms. Brusveen abstained.  
Motion carried, not unanimously.**

6. Citizen Input

Bill Mitchel stood up and introduced himself.

7. Operational Overview

- a. Approval of Expenditure Report

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

**Motion by Ms. Brusveen to approve Expenditure Report.  
Seconded by Mr. Richmond.  
Motion carried unanimously.**

- b. Department Budgets, Compensatory Time, Out of County Travel
  - c. Director's Staff Report/Update
8. 2021 Annual Report

Mr. Calkins presented the 2021 Annual Report.

**Motion by Mr. Richmond to approve 2021 Annual Report.  
Seconded by Ms. Brusveen.  
Motion carried unanimously.**

9. Approval of County Highway Dedication

- High Country LLC – Town of Lowville

Ms. Pulver-Johnson presented Staff Report.

**Motion by Mr. Richmond to recommend adoption of the Resolution for  
the Dedication of Highway B & C in the Town of Lowville.  
Seconded by Mr. Stevenson.  
Motion carried unanimously.**

10. Approval of Access Variance

- Borde – Town of Wyocena

Ms. Pulver-Johnson presented Staff Report.

**Motion by Mr. Stevenson to recommend approval of an Access Variance  
for Lot 1 to have no frontage on a public road subject to the following  
conditions: A note being placed on the CSM stating: "A variance to  
Section 12.210.04(5) was approved by the Planning and Zoning  
Committee on March 1, 2022 to waive road frontage requirements for  
Lot 1 with access provided via other instrument." The variance will  
become effective upon recording of the Certified Survey Map.  
Seconded by Mr. Richmond.  
Motion carried unanimously.**

11. January 19, 2022, County Board Decision to send Amending Ordinance Columbia County Code of Ordinance Chapter 12, Subchapter 100, Columbia County Zoning Ordinance back to Planning & Zoning Committee \* *Closed session*

The Committee went into closed session at 1:21 and returned to open session at 1:50.

**Site Visits** (were not needed)

12. Public Hearing – 2:00 PM

Item I Conditional Use Permit – For Other Transportation, Communications, Pipeline, Electric Transmission, Utility, or Drainage Use; Petitioner: James T Bonifas & Laura L Bonifas, and Val D & Marilyn J McReath Jr Rev Tr Dated 2/14/2012; and Applicant: Enbridge Energy, MERIT SI – Town of Fort Winnebago

Chair Baumgartner opened Public Hearing.

Mr. Calkins presented Staff Report.

Chair Baumgartner asked if anyone has any questions.

Applicant John Kern was present.

Mr. Richmond asked the applicant a number of questions regarding the sustainability, practicality, efficiency, and worth, of the project.

Chair Baumgartner asked if anyone is in favor of the request. (no comments)

Chair Baumgartner asked if anyone is against the request.

Greg Gerstenkorn  
9096 County Highway F  
Portage, WI

Greg Gerstenkorn was present and stated his concerns regarding the request. He is concerned with setbacks, fence, trees, and future expansion.

At 2:45, Chair Baumgartner suggested tabling item until later in Agenda, for both parties to discuss solution.

**Motion by Ms. Brusveen to table Item I until later in Agenda.  
Seconded by Mr. Richmond.  
Motion carried unanimously.**

Continued after Public Hearing Item III below.

Item II Conditional Use Permit – For Mini-Warehouse Expansion; Petitioner: KO Storage of Portage II LLC, c/o Ross Stickler; and Applicant: Aaron Hess – Town of Fort Winnebago

Chair Baumgartner opened Public Hearing.

Ms. Pulver-Johnson presented Staff Report.

Chair Baumgartner asked if anyone has any questions.

Applicant Ross Stickler was present via Zoom.

Chair Baumgartner asked if anyone is in favor of the request. (no comments)

Chair Baumgartner asked if anyone is against the request.

Attorney Mitch Olson from Axley Attorneys, representing neighbor Alva Fuller's property, presented a number of questions regarding privacy, runoff, public health, fencing, lighting, hours of operation, stormwater control, and screening.

Ross Stickler addressed concerns, and stated there would be no issue with hours of operation being from 8:00 AM to 6:00 PM.

Tomas Toro from Grothman & Associates also stated he is here representing property owners.

Chair Baumgartner asked if anyone else is against the request. (no comments)

Town Board not present, but Approval is on file.

Chair Baumgartner closed the Public Hearing.

**Motion by Mr. Borgkvist to approve Conditional Use Permit for a Mini Warehouse Expansion at W7450 State Highway 33 as proposed in the application and accompanying submittals and subject to the following Findings, Conclusions, and Conditions of Approval with additional Condition to add hours of operation from 8am to 6pm.**

**Seconded by Ms. Brusveen.**

**Motion carried unanimously.**

**Findings of Fact:**

1. Upon review of the guidelines in Section 12.150.07(4) 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. KO Storage II, LLC is the owners of the subject property.
  - b. The property is already developed with a mini-warehouse facility on site.
  - c. 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.
  - d. 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.

- e. The erosion potential of the site, based on topography, drainage, slope, soil type, and vegetative cover is minimal.
- f. There is no existing or anticipated water pollution including sedimentation, and no impacts on floodplain and wetlands.
- g. The site has adequate utilities, including acceptable disposal systems.
- h. Access to streets and highways is suitable, and ingress and egress is designed to minimize traffic congestion and the potential effect on traffic flow.
- i. 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 Fort Winnebago and is zoned C-1 Light Commercial with PD-2 Planned Commercial Overlay. The District uses are listed in Table 12.115.02(1).
2. Mini-warehouses are a conditional use within the C-1 Light Commercial zoning district.
3. KO Storage II, LLC is the petitioner for a Conditional Use Permit. The petition followed the procedures of Section 12.150.07(3) of the Columbia County Zoning Code.
4. The proposed use is consistent with the purpose and intent of the Columbia County Zoning Code.
5. The petitioner is proposing to expand an existing mini-warehouse facility, which is allowed as a Conditional Use under Table 12.115.02(1).
6. The Fort Winnebago Town Board has reviewed and recommended approval of the Conditional Use Permit, in accordance with Section 12.150.07 of the Columbia County Zoning Code.
7. The Columbia County Planning and Zoning Committee has the authority under Sections 12.150.03(2)b. and 12.150.07 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 site shall be developed in accordance with the approved site plan, including the installation and maintenance of a landscaped transitional yard, in accordance with the standards of Section 12.140.06(2)d. Landscaping shall be installed no later than 12 months from the effective date of this Conditional Use Permit.
2. Parcel 698.07 shall be fully enclosed with a 6-foot chain-link fence. The southern 400 feet of the east property line shall include privacy slats. Fencing shall be installed no later than 12 months from the effective date of this Conditional Use Permit.
3. Any amendments to the site plan shall be reviewed and approved by the Planning and Zoning Department, with significant changes being referred to the Town and Committee for action.
4. Signage must comply with Section 12.145 of the Columbia County Zoning Ordinance.
5. The property shall not involve the on-site holding, storage, or disposal of hazardous wastes as defined by State Statutes.
6. No business activity shall be operated from or outside of any portioned area within a mini-warehouse.
7. Outdoor storage shall be prohibited.
8. Lighting for the facility shall be oriented so that the lighting element (or transparent shield) is not visible from the adjacent residential properties or State Highway 33. The use of shielded luminaires and careful placement of fixtures is encouraged to facilitate compliance with this requirement.
9. Prior to issuance of a Zoning Permit associated with land disturbing and development activities, the applicant shall submit a stormwater management plan and erosion control

- plan, prepared and stamped by a licensed engineer qualified in stormwater management planning.
10. The owner and operator shall comply with and obtain all necessary permits required by applicable federal, state, and local regulations.
  11. 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.
  12. If the Planning and Zoning Committee finds that the review criteria of Subsection 12.150.07(4) 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.
  13. Any agreement(s) or condition(s) pertaining to this Conditional Use Permit between the Town of Fort Winnebago and KO Storage of Portage, LLC 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. Any additional Town agreements or conditions are listed below. 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. Parcel 698.08 (6.39 acres) be deed restricted and remain open farmland.
  14. Hours of operation shall be 8 am – 6 pm.

Item III      Zoning Change – A-1 Agriculture to RR-1 Rural Residence, and from A-1 Agriculture to A-1 Agriculture with A-4 Agricultural Overlay; Petitioners: Bradley O Frisch & Kerri L Frisch – Town of Wyocena

Chair Baumgartner opened Public Hearing.

Ms. Pulver-Johnson presented Staff Report.

Chair Baumgartner asked if anyone has any questions.

Petitioner was present.

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

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

Town Board Chair was present, and Approval is on file.

Chair Baumgartner 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, all effective upon recording of the Certified Survey Map.**

**Seconded by Ms. Brusveen.**

**Motion carried unanimously.**

Item I (Continued):

**Motion by Mr. Weyh to continue discussion on previously  
Tabled Item I at 3:14.**

**Seconded by Mr. Borgkvist.**

**Motion carried unanimously.**

Mr. Calkins reviewed conclusion of outside discussion regarding resolution between petitioner and neighbor: 2 additional conditions regarding setback and driveway encroachment.

Chair Baumgartner asked if applicant was agreeable to the additional conditions.

Applicant agrees to conditions.

Chair Baumgartner asked if anyone else is against the request. (no comments)

Town Board not present, but Approval is on file.

Chair Baumgartner closed the Public Hearing.

**Motion by Mr. Weyh to approve Conditional Use Permit for Other Transportation, Communications, Pipeline, Electric Transmission, Utility, or Drainage Use located at N8921 County Highway F, N8940 County Highway F, Dumke Road as proposed in the application and accompanying submittals and subject to the following Findings, Conclusions, and Conditions of Approval with additional 2 Conditions: There shall be a 20 foot setback applied to the property boundary (Alta Land Surveying) survey location between parcels 11012-294 and 11012-293.B from surveyed line, and Applicants shall work in good faith of adjacent property owner to reconcile the driveway encroachment with either purchase or license option.**

**Seconded by Stevenson**

**Motion carried unanimously.**

**Ms. Brusveen adds a statement that she knows it is fashionable to cut carbon emissions – but at what cost?**

**Findings of Fact:**

1. Upon review of the guidelines in Section 12.150.07(4) 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. James T and Laura L Bonifas are the owners of parcel 11012-294.
  - b. The Val D & Marilyn J McReath Jt Rev Tr dated 2/14/2012 is the owner of parcels 11012-281 and 11012-282.
  - c. Enbridge Energy and MERIT SI are the applicants and operators of the proposed conditional use.

- d. The property is vacant and currently farmed.
- e. The subject property fronts on County Highway F and Dumke Road.
- f. 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.
- g. 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.
- h. The erosion potential of the site, based on topography, drainage, slope, soil type, and vegetative cover is minimal.
- i. There is no existing or anticipated water pollution including sedimentation, and no impacts on floodplain and wetlands.
- j. The site has adequate utilities, including acceptable disposal systems.
- k. Access to streets and highways is suitable, and ingress and egress is designed to minimize traffic congestion and the potential effect on traffic flow.
- l. 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 Fort Winnebago and is zoned A-1 Agriculture.
2. Small-scale solar, which is defined as producing less than 100 megawatts of electricity, are defined as other transportation, communications, pipeline, electric transmission, utility, or drainage use in the Columbia County Zoning Ordinance.
3. Other transportation, communications, pipeline, electric transmission, utility, or drainage use is listed as a Conditional Use in Table 12.105.01(1)
4. The proposed use is consistent with the purpose and intent of the Columbia County Zoning Code.
5. James T and Laura L Bonifas, Val D & Marilyn J McReath Jt Rev Tr dated 2/14/2012 are the petitioners for a Conditional Use Permit. The petition followed the procedures of Section 12.150.07(3) of the Columbia County Zoning Code.
6. Enbridge Energy and MERIT SI are the applicants and operators of the requested Conditional Use.
7. The petitioners are proposing to create a small-scale solar facility on the subject property, which is allowed as a Conditional Use under Table 12.110.02(1).
8. The Fort Winnebago Town Board has reviewed and recommended approval of the Conditional Use Permit, with conditions, in accordance with Section 12.150.07 of the Columbia County Zoning Code.
9. The Columbia County Planning and Zoning Committee has the authority under Sections 12.150.03(2)b. and 12.150.07 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 Conditional Use Permit shall become effective upon execution of all applicable leases, agreements, and bond certificates.
2. A copy of the most current decommissioning plan shall be provided to the Planning and Zoning Department, whenever updated.
3. Road Agreements shall be executed between the owner/applicant and the applicable road jurisdictional entities.
4. A 12-month notice shall be provided to the Planning and Zoning Department and the Town Clerk prior to decommissioning of the site.



5. Landscaping shall be installed no later than 12 months from the date of Conditional Use Permit issuance. At the time of planting the minimum size of the evergreens shall be as follow 4 feet in height. The landscaped area, including the area within the panel array, shall be maintained and replaced if diseased or dead.
6. Any amendments to the site plan shall be reviewed and approved by the Planning and Zoning Department, with significant changes, as determined by the Zoning Administrator, being referred to the Town and Committee for action.
7. Prior to issuance of a Zoning Permit associated with land disturbing and development activities, the applicant shall submit a stormwater management plan and erosion control plan, prepared and stamped by a licensed engineer qualified in stormwater management planning.
8. 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 county or town.
9. The owner and operator shall comply with and obtain all necessary permits required by applicable federal, state, and local regulations.
10. 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.
11. If the Planning and Zoning Committee finds that the review criteria of Subsection 12.150.07(4) 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.
12. Any agreement(s) or condition(s) pertaining to this Conditional Use Permit between the Town of Fort Winnebago and James T and Laura L Bonifas, Val D & Marilyn J McReath Jt Rev Tr dated 2/14/2012, Enbridge Energy, and MERIT SI 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. Any additional Town agreements or conditions are listed below. 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. Bond Clark Road
  - b. Bond Monthey Road
  - c. Bond Dumke Road
13. There shall be a 20 foot setback applied to the ? from surveyed line.
14. Applicants shall work in good faith of adjacent property owner to reconcile to driveway encroachment with either purchase or license option.

Item IV      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: Samuel J Agnew & Adam B Agnew – Town of Fountain Prairie

Chair Baumgartner opened Public Hearing.

Ms. Pulver-Johnson presented Staff Report.

Chair Baumgartner asked if anyone has any questions.

Agent Scott Hewitt was present.

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

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

Town Board not present, but Approval is on file.

Chair Baumgartner closed the Public Hearing.

**Motion by Ms. Brusveen to recommend approval of 2 acres, more or less, from A-1 Agriculture to RR-1 Rural Residence, and 43 acres, more or less, from A-1 Agriculture to A-1 Agriculture with A-4 Agricultural Overlay, all effective upon recording of the Certified Survey Map.**

**Seconded by Mr. Borgkvist.**

**Motion carried unanimously.**

Item V      Conditional Use Permit – For a Tourist Rooming House: Petitioners:  
Thomas A Gallagher & Amy J Gallagher – Town of Lodi

Chair Baumgartner opened Public Hearing.

Ms. Pulver-Johnson presented Staff Report.

Chair Baumgartner asked if anyone has any questions.

Applicant was present.

Chair Baumgartner asked if anyone is in favor of the request. (no comments)

Chair Baumgartner asked if anyone is against the request. (no comments)

Town Board not present, but Approval is on file.

Chair Baumgartner closed the Public Hearing.

**Motion by Mr. Borgkvist to approve Conditional Use Permit for a Tourist Rooming House at W11517 County Highway V as proposed in the application and accompanying submittals and subject to the following Findings, Conclusions, and Conditions of Approval with additional Condition to add hours of operation from 8am to 6pm.**

**Seconded by Ms. Brusveen.**

**Motion carried unanimously.**

**Findings of Fact:**

1. Upon review of the guidelines in Section 12.150.07(4) 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. Thomas A and Amy J Gallagher are the owners of the subject property.
- b. The property is already developed with a single-family residence and driveway on site.
- c. The property does not have road frontage and is accessed via an existing easement off of County Highway V.
- d. 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.
- e. 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.
- f. The erosion potential of the site, based on topography, drainage, slope, soil type, and vegetative cover is minimal.
- g. There is no existing or anticipated water pollution including sedimentation, and no impacts on floodplain and wetlands.
- h. The site has adequate utilities, including acceptable disposal systems.
- i. Access to streets and highways is suitable, and ingress and egress is designed to minimize traffic congestion and the potential effect on traffic flow.
- j. 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.
- 2. A Tourist Rooming House is a conditional use within the R-1 Single-Family Residence zoning district.
- 3. The proposed use is consistent with the purpose and intent of the Columbia County Zoning Code.
- 4. Thomas A and Amy J Gallagher are the petitioners for a Conditional Use Permit. The petition followed the procedures of Section 12.150.07(3) of the Columbia County Zoning Code.
- 5. The petitioner is proposing to use an existing single-family residence as a Tourist Rooming House, which is allowed as a Conditional Use under Table 12.110.02(1).
- 6. The Lodi Town Board has reviewed and recommended approval of the Conditional Use Permit, with conditions, in accordance with Section 12.150.07 of the Columbia County Zoning Code.
- 7. The Columbia County Planning and Zoning Committee has the authority under Sections 12.150.03(2)b. and 12.150.07 of the Columbia County Zoning Code to conduct public hearings, review, and decide on requests for Conditional Use Permits.
- 8. The standards of Section 12.125.11(1) 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 12.125.10(1). 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 12.150.07(4) are not being met.

**Conditions for the Decision:**

1. The Conditional Use Permit shall not be transferable to another owner.
2. Accessory structures and camping units shall not be used as habitable structures.
3. Quiet hours shall be 10:00 pm – 8:00 am on weekdays and 11:00 pm – 8:00 am on weekends. Noise levels at the property line shall not exceed 55 dBA during these hours.
4. Pets shall be prohibited.
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 in which more than one and one-half the permitted number of occupants are temporarily present on the premises shall be prohibited.
9. Parking must be provided on-site, with a maximum of two (2) vehicles allowed. All off-street parking shall be on a paved or gravel surface and shall be arranged to facilitate easy ingress/egress of all vehicles.
10. Occupancy associated with the Tourist Rooming House shall be limited to six (6) persons.
11. A 24-hour contact number shall be provided to the Planning and Zoning Department and Town Clerk.
12. The 24-hour contact number shall be posted near the primary entrance door on a sign no larger than 12"x18" in case of a complaint or emergency. If the owner does not live within one hour's drive of the tourist rooming house, there shall be a local contact person.
13. A state sales tax number shall be obtained and provided to the Planning and Zoning Department.
14. The property shall remain free and clear from citation and charges for nuisance, disorderly conduct, or other illegal activity.
15. Garbage and recycled materials shall be properly stored and disposed of regularly.
16. The owner's website or other advertising site shall state that there are local government conditions and restrictions associated with this Tourist Rooming House in order to maintain a predominately single-family, owner-occupied character of the surrounding area.
17. The availability of the Tourist Rooming House to the public and tourists/transients shall not be advertised on site.
18. 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.
19. The owner shall comply with and obtain all necessary permits required by applicable federal, state and local regulations.
20. 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.
21. If the Planning and Zoning Committee finds that the review criteria of Subsection 12.150.07(4) 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.

22. In addition to any State required license fee, each operator of a Tourist Rooming House shall provide the County with an annual fee and an annual report on a form furnished by the County to confirm compliance with any applicable requirements or conditions of approval.
23. Any agreement(s) or condition(s) pertaining to this Conditional Use Permit between the Town of Lodi and Thomas A and Amy J Gallagher 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. Any additional Town agreements or conditions are listed below. 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 VI      Zoning Change – A-1 Agriculture to RR-1 Rural Residence, and from A-1 Agriculture to A-1 Agriculture with A-4 Agricultural Overlay; Petitioners: Samuel V Shetler & Laura B Shetler – Town of Springvale

Chair Baumgartner opened Public Hearing.

Mr. Calkins presented Staff Report.

Chair Baumgartner asked if anyone has any questions.

Petitioner was present.

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

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

Town Board not present, but Approval is on file.

Chair Baumgartner closed the Public Hearing.

**Motion by Mr. Weyh to recommend approval of 1.66 acres, more or less, from A-1 Agriculture to RR-1 Rural Residence, and 37.6 acres, more or less, from A-1 Agriculture to A-1 Agriculture with A-4 Agricultural Overlay, all 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 from A-1 Agriculture to A-1 Agriculture with A-4 Agricultural Overlay; Petitioner: Ezra D Petersheim, Mary E Petersheim, et al – Town of Springvale

Chair Baumgartner opened Public Hearing.

Mr. Calkins presented Staff Report.

Chair Baumgartner asked if anyone has any questions.

Petitioner was present.

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

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

Town Board not present, but Approval is on file.

Chair Baumgartner closed the Public Hearing.

**Motion by Mr. Borgkvist 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, all effective upon recording of the Certified Survey Map.  
Seconded by Mr. Stevenson.  
Motion carried unanimously.**

Item VIII      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: Larson Holiday Farm LLC c/o Paul Larson – Town of Caledonia

Chair Baumgartner opened Public Hearing.

Ms. Pulver-Johnson presented Staff Report.

Chair Baumgartner asked if anyone has any questions.

Petitioner was present.

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

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

Town Board not present, but Approval is on file.

Chair Baumgartner closed the Public Hearing.

**Motion by Ms. Brusveen to recommend approval of 5 acres, more or less, from A-1 Agriculture to RR-1 Rural Residence, and 17.86 acres, more or less, from A-1 Agriculture to A-1 Agriculture with A-4 Agricultural Overlay, all effective upon recording of the Certified Survey Map.  
Seconded by Mr. Stevenson.  
Motion carried unanimously.**

Item IX Conditional Use Permit – For a Tourist Rooming House; Petitioner:  
Larson Holiday Farm LLC c/o Paul Larson – Town of Caledonia

Chair Baumgartner opened Public Hearing.

Ms. Pulver-Johnson presented Staff Report.

Chair Baumgartner asked if anyone has any questions.

Applicant was present.

Chair Baumgartner asked if anyone is in favor of the request. (no comments)

Chair Baumgartner asked if anyone is against the request. (no comments)

Town Board not present, but Approval is on file.

Chair Baumgartner closed the Public Hearing.

**Motion by Mr. Stevenson to approve Conditional Use Permit for a Tourist Rooming House at N3551 County Highway U 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 12.150.07(4) 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. Larson Holiday Farm LLC, c/o Paul Larson, is the owner of the subject property.
  - b. The property is already developed with a single-family residence and driveway on site.
  - c. 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.
  - d. 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.
  - e. The erosion potential of the site, based on topography, drainage, slope, soil type, and vegetative cover is minimal.
  - f. There is no existing or anticipated water pollution including sedimentation, and no impacts on floodplain and wetlands.
  - g. The site has adequate utilities, including acceptable disposal systems.
  - h. Access to streets and highways is suitable, and ingress and egress is designed to minimize traffic congestion and the potential effect on traffic flow.

- i. 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 Caledonia and is zoned A-1 Agriculture.
2. Tourist Rooming Houses are not an allowable use within the A-1 District; therefore, the property owner is proposing to rezone the property to RR-1 Rural Residence. The District uses are listed in Table 12.110.02(1).
3. A Tourist Rooming House is a conditional use within the RR-1 Rural Residence zoning district.
4. The proposed use is consistent with the purpose and intent of the Columbia County Zoning Code.
5. Larson Holiday Farm LLC, c/o Paul Larson, is the petitioner for a Conditional Use Permit. The petition followed the procedures of Section 12.150.07(3) of the Columbia County Zoning Code.
6. The petitioner is proposing to use an existing single-family residence as a Tourist Rooming House, which is allowed as a Conditional Use under Table 12.110.02(1).
7. The Caledonia Town Board has reviewed and recommended approval of the Conditional Use Permit, with conditions, in accordance with Section 12.150.07 of the Columbia County Zoning Code.
8. The Columbia County Planning and Zoning Committee has the authority under Sections 12.150.03(2)b. and 12.150.07 of the Columbia County Zoning Code to conduct public hearings, review, and decide on requests for Conditional Use Permits.
9. The standards of Section 12.125.11(1) 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 12.125.10(1). 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 12.150.07(4) are not being met.

**Conditions for the Decision:**

1. The Conditional Use Permit shall not be transferable to another owner.
2. Accessory structures and camping units shall not be used as habitable structures.
3. Quiet hours shall be 10:00 pm – 8:00 am on weekdays and 11:00 pm – 8:00 am on weekends. Noise levels at the property line shall not exceed 55 dBA during these hours.
4. Pets shall be prohibited, except for service animals.
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 in which more than one and one-half the permitted number of occupants are temporarily present on the premises shall be prohibited.
  9. Hunting shall be prohibited.
  10. Parking must be provided on-site, with a maximum of three (3) vehicles allowed. All off-street parking shall be on a paved or gravel surface and shall be arranged to facilitate easy ingress/egress of all vehicles.
  11. Occupancy associated with the Tourist Rooming House shall be limited to eight (8) persons.
  12. A 24-hour contact number shall be provided to the Planning and Zoning Department and Town Clerk.
  13. The 24-hour contact number shall be posted near the primary entrance door on a sign no larger than 12"x18" in case of a complaint or emergency. If the owner does not live within one hour's drive of the tourist rooming house, there shall be a local contact person.
  14. A state sales tax number shall be obtained and provided to the Planning and Zoning Department.
  15. The property shall remain free and clear from citation and charges for nuisance, disorderly conduct, or other illegal activity.
  16. Garbage and recycled materials shall be properly stored and disposed of regularly.
  17. The owner's website or other advertising site shall state that there are local government conditions and restrictions associated with this Tourist Rooming House in order to maintain a predominately single-family, owner-occupied character of the surrounding area.
  18. The availability of the Tourist Rooming House to the public and tourists/transients shall not be advertised on site.
  19. 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.
  20. The owner shall comply with and obtain all necessary permits required by applicable federal, state and local regulations.
  21. 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.
  22. If the Planning and Zoning Committee finds that the review criteria of Subsection 12.150.07(4) 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.
  23. In addition to any State required license fee, each operator of a Tourist Rooming House shall provide the County with an annual fee and an annual report on a form furnished by the County to confirm compliance with any applicable requirements or conditions of approval.
  24. Any agreement(s) or condition(s) pertaining to this Conditional Use Permit between the Town of Caledonia and Larson Holiday Farm LLC, c/o Paul Larson, 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. Any additional Town agreements or conditions are listed below. 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 X            Conditional Use Permit – For a Campground Expansion: Petitioner: Lake Wisconsin Campground LLC, c/o Blake Young – Town of Dekorra

Chair Baumgartner opened Public Hearing.

Mr. Calkins presented Staff Report.

Chair Baumgartner asked if anyone has any questions.

Agent Tomas Toro from Grothman & Associates was present.

Chair Baumgartner asked if anyone is in favor of the request. (no comments)

Chair Baumgartner asked if anyone is against the request. (no comments)

Town Board not present, but Approval is on file.

Chair Baumgartner closed the Public Hearing.

**Motion by Mr. Weyh to approve Conditional Use Permit for a Campground Expansion at N3204 County Highway V as proposed in the application and accompanying submittals and subject to the 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 12.150.07(4) 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. Lake Wisconsin Campground, LLC is the owner of the subject property.
  - b. The property is already developed with a mini-warehouse facility on site.
  - c. 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.
  - d. 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.
  - e. The erosion potential of the site, based on topography, drainage, slope, soil type, and vegetative cover is minimal.
  - f. There is no existing or anticipated water pollution including sedimentation, and no impacts on floodplain and wetlands.
  - g. The site has adequate utilities, including acceptable disposal systems.
  - h. Access to streets and highways is suitable, and ingress and egress is designed to minimize traffic congestion and the potential effect on traffic flow.
  - i. 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 Dekorra and is zoned RC-1 Recreation. The District uses are listed in Table 12.105.02(1).
2. Campgrounds are a conditional use within the RC-1 Recreation zoning district.
3. Lake Wisconsin Campground, LLC is the petitioner for a Conditional Use Permit. The petition followed the procedures of Section 12.150.07(3) of the Columbia County Zoning Code.
4. The proposed use is consistent with the purpose and intent of the Columbia County Zoning Code.
5. The petitioner is proposing to expand an existing campground, which is allowed as a Conditional Use under Table 12.105.02(1).
6. The Dekorra Town Board has reviewed and recommended approval of the Conditional Use Permit, in accordance with Section 12.150.07 of the Columbia County Zoning Code.
7. The Columbia County Planning and Zoning Committee has the authority under Sections 12.150.03(2)b. and 12.150.07 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 campground shall be maintained under a single management.
2. Expansions of existing or creation of new recreation/service facilities is allowed up to 15% of the initial improved area without a new CUP needed.
3. Any new lighting provided by the campground shall be oriented so that the lighting element (or transparent shield) is not visible from any adjacent public roads or residential property. The use of shielded luminaries and careful placement of fixtures is encouraged to facilitate compliance with this requirement.
4. The site shall be developed in accordance with the approved site plan.
5. The site shall be landscaped in accordance with the approved landscaping plan. Landscaping shall be installed no later than 12 months from the effective date of this Conditional Use Permit. At the time of planting the minimum size of the evergreens shall be as follow 4 feet in height. The landscaped area, including the area within the panel array, shall be maintained and replaced if diseased or dead.
6. The "Temporary Boat Parking" area indicated on the approved plan set shall be used only for the temporary parking of boats and boat trailers owned by active campground occupants and the owner when the campground is open for the season.
7. Camping cabins, resort cabins, park models, yurts, or other permanent or semi-permanent structures or units shall not be placed on any of the 20 newly developed campsites, unless a 40-foot landscaped transitional yard is maintained between the site and any exterior lot lines and public roads. A landscaping plan detailing the 40-foot transitional yard shall be submitted to the Town and County for approval prior to placement of said unit.
8. No single camping unit shall be occupied by the same party for a period of time longer than six continuous months in any 12-month period, except as may be further limited by State Statues or Administrative Rules.
9. Maximum gross density shall be eight individual camp sites or camping units per acre, unless modified by a conditional use permit.
10. Individual camp sites shall be at least 1,200 square feet in area.
11. Each camp site shall be clearly marked with an alpha or numeric symbol on a sign which is clearly visible from an access road.
12. There shall be a minimum separation of 10 feet between camping units.

13. Accessory structures shall be considered part of the camping unit for separation requirements and the total footprint of all accessory structures shall not exceed 400 square feet on an individual campsite.
14. 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.
15. Any significant changes to the approved site plan shall be reviewed and approved by the Town and County.
16. The property owners shall comply with and obtain all necessary permits as required by applicable federal, state, and local regulations.
17. In addition to any state required license fee, the campground operator shall pay an annual permit, on a form provided by Columbia County to enable the County to confirm compliance with the standards of Chapter 12 Subchapter 200 and the terms of this Conditional Use Permit.
18. If the Planning and Zoning Committee finds that the review criteria of Section 12.150.07(4) and 12.125.12 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.
19. Any agreement(s) or condition(s) pertaining to this Conditional Use Permit between the Town of Dekorra and Lake Wisconsin Campground, LLC 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. Any additional Town agreements or conditions are listed below. 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. Prior to commencing any work in the northwest expansion area, the applicant shall obtain an erosion control from the Town Engineer and a permit from the Town Building Inspector for the demolition of the existing residential building in this area.

Item XI      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: Daniel B Gorman – Town of Dekorra

Chair Baumgartner opened Public Hearing.

Mr. Calkins presented Staff Report.

Chair Baumgartner asked if anyone has any questions.

Petitioner was present.

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

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

Town Board not present, but Approval is on file.

Chair Baumgartner closed the Public Hearing.

**Motion by Mr. Stevenson to recommend approval of 1.16 acres, more or less, from A-1 Agriculture to RR-1 Rural Residence, and 33.85 acres, more or less, from A-1 Agriculture to A-1 Agriculture with A-4 Agricultural Overlay, all effective upon recording of the Certified Survey Map.**

**Seconded by Mr. Borgkvist.**

**Motion carried unanimously.**

Ms. Brusveen requested a voice vote for Item I of Public Hearing.

**Motion by Mr. Richmond to reconsider vote for Item 1 of Public Hearing per standing rules (Rule 11).**

**Seconded by Mr. Weyh.**

**Mr. Borgkvist: Yes, Ms. Brusveen: Yes, Chair Baumgartner: Yes, Mr. Weyh: Yes, Mr. Stevenson: Yes, Mr. Richmond: Yes.**

**Motion carried unanimously.**

**Public Hearing Item I: Motion to approve Conditional Use Permit for Other Transportation, Communications, Pipeline, Electric Transmission, Utility, or Drainage Use located at N8921 County Highway F, N8940 County Highway F, Dumke Road as proposed in the application and accompanying submittals and subject to the following Findings, Conclusions, and Conditions of Approval with additional 2 Conditions: There shall be a 20 foot setback applied to the property boundary (Alta Land Surveying) survey location between parcels 11012-294 and 11012-293.B from surveyed line, and Applicants shall work in good faith of adjacent property owner to reconcile the driveway encroachment with either purchase or license option – Vote Reconsideration:**

**Mr. Borgkvist: Yes, Ms. Brusveen: No, Chair Baumgartner: Yes, Mr. Weyh: Yes, Mr. Stevenson: Yes, Mr. Richmond: Yes.**

**Motion carried not unanimously.**

13. Adjourn

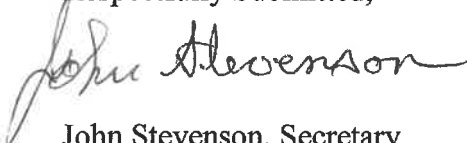
**Motion by Ms. Brusveen to adjourn meeting.**

**Seconded by Mr. Richmond.**

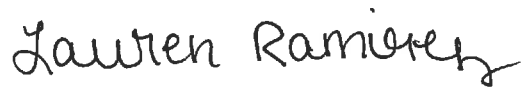
**Motion carried unanimously.**

Meeting adjourned at 4:03 PM

Respectfully Submitted,



John Stevenson, Secretary  
Planning and Zoning Committee

A handwritten signature in black ink that reads "Lauren Ramirez". The signature is written in a cursive, flowing style.

Recording Secretary  
Lauren Ramirez, Office Administrator

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