

**PLANNING & ZONING COMMITTEE MINUTES
APRIL 5, 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

1:15 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. Stevenson to approve Agenda of April 5, 2022 Planning &
Zoning Committee Regular Meeting & Public Hearing.
Seconded by Mr. Richmond.
Motion carried unanimously.**

5. Approval of Previous Meeting Minutes

**Motion by Mr. Weyh to approve Minutes of March 1, 2022
Planning & Zoning Committee Regular Meeting.
Seconded by Mr. Stevenson.
Motion carried, not unanimously.**

6. Citizen Input
7. Operational Overview

- a. Approval of Expenditure Report

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

**Motion by Mr. Weyh 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
- d. Review of Vehicle Mileage Form

**Motion by Mr. Borgkvist to approve Vehicle Mileage Form.
Seconded by Mr. Richmond.
Motion carried unanimously.**

- 8. Discuss Request to Complete Shoreland Grading & Filling Project on & adjacent to Parcel 723.A – Town of West Point

**Motion by Mr. Richmond to move ahead with the process to permit Shoreland Grading & Filling Project on Parcel 723.A – Town of West Point.
Seconded by Mr. Stevenson.
Motion carried unanimously.**

Site Visits (were not needed)

- 9. Public Hearing – 2:00 PM

Item I 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: Kenrick C Womack & Donna A Womack – Town of Columbus

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. Richmond to recommend approval of 3.5 acres, more or less, from A-1 Agriculture to RR-1 Rural Residence, and 31.5 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 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: Jamie I Holman General Trust under Decl dated 10/26/2018 c/o Jamie Holman – Town of Caledonia

Chair Baumgartner opened Public Hearing.

Mr. Calkins 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 Mr. Stevenson to recommend approval of 5 acres, more or less, from A-1 Agriculture to RR-1 Rural Residence, and 35 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 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: Snyder Family Trust created under agree dated 4/13/2006 c/o Debra Gorzek & Dawn Collins, and Applicants: Jake Collins & Natia Schoepp – Town of Arlington

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 Ms. Brusveen 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 IV Conditional Use Permit – For a Campground Expansion; Petitioners: Michael R Henry & Rebecca S Henry – Town of Springvale

Chair Baumgartner opened Public Hearing.

Ms. Pulver-Johnson presented Staff Report.

Chair Baumgartner asked if anyone has any questions.

Agent Tomas Toro – Grothman & Associates, and Petitioner were 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 approve Conditional Use Permit for a Campground Expansion at N5048 Ludwig Road as proposed in the application and accompanying submittals and subject to the following Findings, Conclusions, and Conditions of Approval.
Seconded by Mr. Weyh.
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. Michael R and Rebecca S Henry are the owners of the subject property.
 - b. The property is already developed with a campground 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 Springvale 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. Michael R and Rebecca S Henry 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.
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 Springvale 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. The campground parcels (772.01, 769, and 770.05) shall be combined into a single lot and description.
4. An Endangered Resource Review shall be completed and provided to the Planning and Zoning Department prior to the issuance of a zoning permit associated with the development of this property. Any recommended actions noted in the report shall be completed as part of the development process.
5. 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.
6. Occupancy of the single-family residences shall be limited to the caretakers of the campground.
7. The site shall be developed in accordance with the approved site plan. Any amendments to the approved site plan shall be reviewed and approved by the Planning and Zoning Department. Significant changes shall be reviewed and approved by the Town and Planning and Zoning Committee.
8. The site shall be landscaped in accordance with the approved landscaping plan. Landscaping shall be installed no later than 12 months from commencement of site development. 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.
9. Camping cabins, resort cabins, park models, yurts, or other permanent or semi-permanent structures or units shall not be placed on any of the 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.
 10. 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 Statutes or Administrative Rules.
 11. Maximum gross density shall be eight individual camp sites or camping units per acre, unless modified by a conditional use permit.
 12. Individual camp sites shall be at least 1,200 square feet in area.
 13. Each camp site shall be clearly marked with an alpha or numeric symbol on a sign which is clearly visible from an access road.
 14. Signage shall comply with Section 12.145 of the Columbia County Zoning Ordinance.
 15. Garbage and recycled materials shall be properly stored and disposed of regularly.
 16. There shall be a minimum separation of 10 feet between camping units.
 17. 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.
 18. 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.
 19. The property owners shall comply with and obtain all necessary permits as required by applicable federal, state, and local regulations.
 20. 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.
 21. 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.
 22. Any agreement(s) or condition(s) pertaining to this Conditional Use Permit between the Town of Springvale and Michael R and Rebecca S Henry 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 V 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: Andrew P Knuteson & Julie L Knuteson – Town of Lowville

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. Weyh to recommend approval of 3.88 acres, more or less, from A-1 Agriculture to RR-1 Rural Residence, and 31.12 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 VI Zoning Change – R-1 Single Family Residence to RR-1 Rural Residence and R-1 Single Family Residence to AO-1 Agriculture and Open Space; Petitioners: Shannon McCann & Jenna B McCann – Town of West Point

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. Richmond to recommend approval of 4.44 acres, more or less, from A-1 Single Family Residence to RR-1 Rural Residence, and 17.91 acres, more or less, from R-1 Single Family Residence to AO-1 Agriculture and Open Space, all effective upon recording of the Certified Survey Map.

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

Item VII Zoning Change – A-1 Agriculture to RR-1 Rural Residence; Petitioners:
William King & Amy King, and Michael G Brasda & Maria J Brasda –
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. Borgkvist to recommend approval of .82 acres, more or less, from A-1 Agriculture to RR-1 Rural Residence, all effective upon recording of the Certified Survey Map.

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

13. Adjourn

Motion by Ms. Brusveen to adjourn meeting.

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

Meeting adjourned at 2:36 PM

Respectfully Submitted,

Secretary
Planning and Zoning Committee



Recording Secretary
Lauren Ramirez, Office Administrator

cc: Committee Members
County Board Chair
County Board Vice Chair

