

**PLANNING & ZONING COMMITTEE MINUTES
AUGUST 3, 2021**

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

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

ALSO PRESENT: Susan Fisher – Corporation Counsel

2:00 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 August 3, 2021 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 July 6, 2021 Planning & Zoning Committee Regular Meeting.

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

6. Citizen Input

No 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. Borgkvist.**

Motion carried unanimously.

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

8. Approval of CUP Site Plan

- Larson – Town of Marcellon

Mr. Calkins presented Staff Report. A discussion to place regarding compliance with #3 in CUP. Mr. Calkins suggested to committee he would have staff complete site visit to review compliance. Committee agreed that was reasonable.

**Motion by Mr. Weyh to approve CUP Site Plan Approval.
Seconded by Mr. Stevenson.
Motion carried unanimously.**

9. Approval of Access Variance

- Kirner – Town of West Point

Ms. Pulver-Johnson presented Staff Report.

Motion by Mr. Richmond 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 August 3, 2021 to waive road frontage requirements for Lots 1-3 with access provided via other instrument." The variance will become effective upon recording of the Certified Survey Map.

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

- Alsum – Town of Randolph

Ms. Pulver-Johnson presented Staff Report.

Motion by Mr. Borgkvist 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 August 3, 2021 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. Weyh.
Motion carried unanimously.**

10. Review & Approval of the 2022 P&Z Budget

Mr. Calkins reviewed the budget.

**Motion by Mr. Weyh to approve the 2022 P&Z Budget.
Seconded by Mr. Borgkvist.
Motion carried unanimously.**

11. Approval of Line Item Transfer

- Gas/Oil to Postage
- Computer Support to Postage
- Trainings/Conventions to Bank Charges
- Publications/Subscriptions to Copy Machine

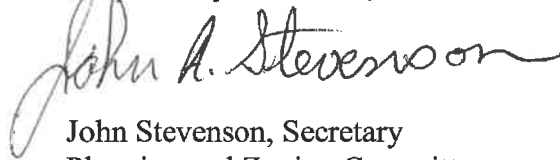
**Motion by Mr. Borgkvist to approve the 4 Line Item Transfers presented.
Seconded by Ms. Brusveen.
Motion carried unanimously.**

12. Adjourn

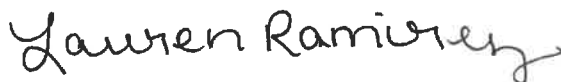
**Motion by Ms. Brusveen to adjourn meeting.
Seconded by Mr. Stevenson.
Motion carried unanimously.**

Meeting adjourned at 2:36 PM

Respectfully Submitted,



John Stevenson, Secretary
Planning and Zoning Committee



Recording Secretary
Lauren Ramirez, Office Administrator

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

