

**PLANNING & ZONING COMMITTEE MINUTES
AUGUST 4, 2020**

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

STAFF: Kurt Calkins – Director of Planning & Zoning, Lauren
Ramirez – Office Administrator

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

1:30 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. Weyh to approve Agenda of August 4, 2020 Planning & Zoning
Committee Regular Meeting & Public Hearing.
Seconded by Ms. Brusveen.
Motion carried unanimously.**

5. Approval of Previous Meeting Minutes

**Motion by Mr. Weyh to approve Minutes of July 7, 2020
Planning & Zoning Committee 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 Ms, Brusveen 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
9. Approval of Line Item Transfer
- Vehicle Maintenance to Computer Support

**Motion by Mr. Borgkvist to approve line item transfer from Vehicle Maintenance to Software Maintenance.
Seconded by Mr. Weyh.
Motion carried unanimously.**

- Trainings/Conventions to Bank Charges

**Motion by Mr. Weyh to approve line item transfer from Vehicle Maintenance to Bank Charges.
Seconded by Ms. Brusveen.
Motion carried unanimously.**

10. Review & Approve the 2021 Budget.

Mr. Calkins reviews budget.

**Motion by Mr. Stevenson to approve the 2021 Budget.
Seconded by Mr. Borgkvist.
Motion carried unanimously.**

Site Visits (were not needed)

11. Public Hearing – 2:00PM

Item I Zoning Change – A-1 Agriculture to A-1 Agriculture with A-4
Agricultural Overlay; Petitioners: George R Andler & Judy L Fischer –
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 recommended approval is on file.

Chair Baumgartner closed the Public Hearing.

Motion by Mr. Stevenson to approve rezoning of 15 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 Ms. Brusveen.

Motion carried unanimously.

Item II Zoning Change – A-1 Agriculture to RR-1 Rural Residence and from A-1 Agriculture with A-4 Agricultural Overlay; Petitioners: Maureen C Borges, John Michael Casey, Margaret W Casey, Robert J Casey, Thomas Casey, Joanne M Connell, Judeen M Hartge, and Cathleen C Patrick – Town of Wyocena

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 recommended approval is on file.

Chair Baumgartner closed the Public Hearing.

Motion by Ms. Brusveen to approve rezoning of 10 acres, more or less, from A-1 Agriculture to RR-1 Rural Residence, 60 acres, more or less, from A-1 Agriculture from A-1 Agriculture to A-1 Agriculture with A-4 Agricultural Overlay, effective upon recording of the Certified Survey Map.

Seconded by Mr. Brogvist.

Motion carried unanimously.

Item III Zoning Change – A-1 Agriculture to RR-1 Rural Residence; Petitioners: John C Krejchik & Mardell L Revocable Living Trust – Town of Caledonia

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 member is present and recommended approval is on file.

Chair Baumgartner closed the Public Hearing.

**Motion by Mr. Weyh to approve rezoning of 1 acre, more or less, from A-1 Agriculture to RR-1 Rural Residence.
Seconded by Mr. Stevenson.
Motion carried unanimously.**

Item IV Conditional Use Permit – For a Tourist Rooming House; Petitioners: John C Krejchik & Mardell L Revocable Living Trust – Town of Caledonia

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)

Jim Zamzo from Town of Caledonia asks questions to the Petitioner.

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

Town Board member is present and recommended approval is on file.

Chair Baumgartner closed the Public Hearing.

Mr. Richmond stated he personally has issues with Tourist Rooming Houses and does not personally think they are a good idea.

Motion by Mr. Borgkvist to approve Conditional Use Permit for a Tourist Rooming House at W10615 Krejchik Road, with revision to Condition #17 typo, and Condition #21 to strike a & b, in the application and accompanying submittals and subject to the following Findings, Conclusions and Conditions of Approval.

Seconded by Mr. Weyh.

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

Motion carried, not 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 Caledonia and is zoned RR-1 Rural Residence. The District uses are listed in Table 16-110-020(1).
2. Krejchik, John C & Mardell L Revocable Living Trust 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 rural residence as a Tourist Rooming House, which is allowed as a Conditional Use under Table 16-110-020(1).
4. The Caledonia 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 rural residence 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.

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.

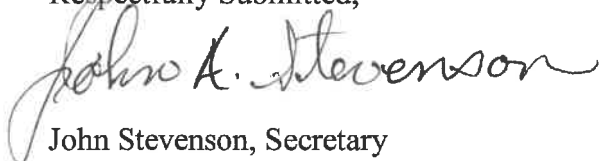
14. Garbage and recycled materials shall be properly stored and disposed of regularly.
15. The owner's website or other advertising site shall state that there are conditions associated with this use.
16. The Planning and Zoning Department shall have the right of inspection for the purpose of determining 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 Caledonia 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 Caledonia and Krejchik, John C & Mardell L Revocable Living Trust 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. Weyh to adjourn meeting.
Seconded by Mr. Borgkvist.
Motion carried unanimously.

Meeting adjourned at 2:36.

Respectfully Submitted,



John Stevenson, Secretary
Planning and Zoning Committee

Lauren Ramirez

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