

**PLANNING & ZONING COMMITTEE MINUTES  
AUGUST 7, 2018**

PRESENT: Kevin Kessler, Harlan Baumgartner, Mike Weyh, Kirk Konkell, John Stevenson

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

ALSO PRESENT: Chairman Gove – Columbia County Board of Supervisors, Susan Fischer – Corporation Counsel, Jim Grothman – Grothman & Associates

**2:30**

1. Call to order
2. Certification of Open Meeting Law
3. Roll Call was taken and a quorum declared present
4. Approval of Agenda

**Motion by Mr. Weyh to approve Agenda of August 7, 2018  
Planning & Zoning Committee Regular Meeting & Public Hearing.  
Seconded by Mr. Konkell.  
Motion carried unanimously.**

5. Approval of Previous Meeting Minutes

**Motion by Vice Chair Baumgartner to approve Minutes of July 3, 2018  
Planning & Zoning Committee Regular Meeting & Public Hearing.  
Seconded by Mr. Weyh.  
Motion carried unanimously.**

6. Citizen Input

No citizen input.

7. Operational Overview

- a. Approve Expenditure Report

Mr. Calkins presented Expenditure Report.

**Motion by Mr. Konkell to approve Expenditure Report.  
Seconded by Vice Chair Baumgartner.  
Motion carried unanimously.**

- b. Department Budgets, Compensatory Time, Out of County Travel

Mr. Calkins reviewed office staff's compensatory time accumulated due to personnel shortage in office.

Mr. Calkins stated himself and Renee Johnson will be attending a UW Extension workshop for Planning & Zoning officials that will be reviewing Act 67 also. This is located in Green Lake, WI and will be held August 29.

c. Director's Staff Report/Update

Mr. Calkins stated staffing update will be coming up during budget conversation (Agenda item 15).

8. Chairman's Update

9. County Highway Dedication

- County Highway D – Fieldstone Plat

Mr. Calkins reviewed the Staff Report. He stated he spoke with Chair Gove and got approval to waive requirement of county board approval prior to getting plat signed, with understanding that it will be on the County Board agenda in September.

**Motion by Mr. Konkol to approve the Resolution for the Dedication of Highway D in the Town of Fountain Prairie and to waive requirement that the dedication be approved prior to county board approval, with understanding county board will review in September.**

**Seconded by Mr. Weyh.**

**Motion carried unanimously.**

10. Access Variance

- De Vries – Town of Randolph

Mr. Calkins reviewed Staff Report.

**Motion by Vice Chair Baumgartner to recommend approval of an Access Variance for Lot 2 to have no frontage on a public road subject to the following conditions:**

**A note being placed on the CSM that states, "A variance to Section 16-210-040(E) was approved by the Planning and Zoning Committee on August 7, 2018 to waive road frontage requirements for Lot 2 with access provided via Document No. \_\_\_\_\_." with the Document No. to be determined after recording of the easement.**

**The variance will become effective when the Certified Survey Map is recorded.**

**Seconded by Mr. Weyh.**

**Motion carried unanimously.**

- Gallagher – Town of Lodi

Mr. Calkins reviewed Staff Report.

**Motion by Vice Chair Baumgartner to recommend approval of an Access Variance for Lots 1 and 2 to have no frontage on a public road subject to the following conditions: A note being placed on the CSM that states, "A variance to Section 16-210-040(E) was approved by the Planning and Zoning Committee on August 7, 2018 to waive road frontage requirements for Lots 1 and 2 with access provided via Document No. 899785."**

**The variance will become effective when the Certified Survey Map is recorded.**

**Seconded by Mr. Weyh.**

**Motion carried unanimously.**

#### 11. Replacement Position Request

- Zoning & Sanitary Specialist

Mr. Calkins stated he spoke with Human Resources and Accounting regarding proposal.

Vice Chair Baumgartner asked for clarification on number of Zoning & Sanitary Specialists will ultimately be employed in the office once fully staffed.

Mr. Calkins confirmed 3.

**Motion by Mr. Konkel to move forward with the Zoning & Sanitary Specialist position request.**

**Seconded by Mr Weyh.**

**Motion carried unanimously.**

#### 12. Review and Approve Updated Zoning & Sanitary Specialist Job Description

Mr. Calkins reviewed revisions to the Zoning & Sanitary Specialist job description.

Chair Kessler questioned if the new description clarifies supervisor role.

Mr. Calkins confirmed yes.

**Motion by Mr. Weyh to approve revised job description for Zoning & Sanitary Specialist.**

**Seconded by Chair Kessler.**

**Motion carried unanimously.**

#### 13. Administrative Assistant – Part Time Permanent Status

Mr. Calkins reviewed job request.

Mr. Konkel questioned if this was for a new or a replacement job.

Mr. Calkins explained it was both given the circumstance.

**Motion by Vice Chair Baumgartner to move forward with position request  
for Administrative Assistant – Full Time Permanent Status.**

**Seconded by Mr. Weyh.**

**Motion carried unanimously.**

14. Strategic Issues for the Department Moving Forward

Mr. Calkins reviewed short term internal department goals for within the next 3 months. Also reviewed director short term priorities and objectives, for within the next 3 months.

Mr. Calkins explained the job description for Renee Johnson will be revised in the near future. This will run through the Carlson Dettman process to determine rank as well.

Mr. Calkins reviewed long term priorities to work on in next 12 months. These include staffing, processes, education, system upgrades in terms of CSMs, public hearings, also looking at ordinance/text revision amendment options, enforcement process, funding and supporting roles and resources.

Chair Kessler added that the committee can add/subtract from these lists and also prioritize. He requested this go on the September or October agenda.

15. Review and Approval of 2019 P&Z Budget

Mr. Calkins reviewed the 2019 Planning & Zoning budget request.

Chair Kessler voiced concerns for specifics on extra/saved monies.

**Motion by Mr. Weyh to approve 2019 Budget.**

**Seconded by Mr. Stevenson.**

**Motion carried unanimously.**

16. Adjourn

**Motion by Mr. Konkel to adjourn meeting.**

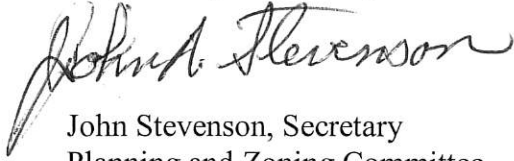
**Seconded by Mr. Stevenson.**

**Motion carried unanimously.**

Meeting adjourned at 4:36 PM

August 7, 2018

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