

**GREEN LAKE COUNTY
LAND USE PLANNING AND ZONING
COMMITTEE MEETING MINUTES
Thursday, January 4, 2018**

CALL TO ORDER

Committee Chair Starshak called the meeting of the Land Use Planning and Zoning Committee to order at 5:15 p.m. in the Green Lake County Government Center, County Board Room, Green Lake, WI. The requirements of the open meeting law were certified as being met.

PLEDGE OF ALLEGIANCE

ROLL CALL:

Present: Harley Reabe, Rich Slate, Michael Starshak, Peter Wallace

Absent: Robert Lyon

Also Present: Matt Kirkman, Land Use Planning and Zoning Director

Carole DeCramer, Committee Secretary

Dawn N. Klockow, Corporation Counsel

APPROVAL OF AGENDA

Motion by Slate/Reabe, unanimously carried, to approve the agenda.

APPROVAL OF MINUTES

Motion by Slate/Reabe, unanimously carried, to approve the minutes of 12/07/17.

PUBLIC COMMENT - None

PUBLIC APPEARANCES - None

CORRESPONDENCE - None

DEPARTMENT ACTIVITY REPORTS

a. Permits and Others

Kirkman discussed the monthly financial reports, land use permits, and septic permits reports. Correction on the land use permit town listings.

b. Violations

Kirkman discussed the list of land use violations and septic violations.

c. POWTS inventory & maintenance update

Kirkman – Reported that the progress on the POWTS inventory is progressing. Right now, the Towns of Berlin, Kingston, Mackford, Manchester, Seneca, and St. Marie are 100% complete. The Town of Marquette is 30%. The remaining municipalities are scheduled for completion by

April 1, 2018. At that time all of the sanitary septic systems, located within Green Lake County, will be inventoried and placed on maintenance. The maintenance portion of this project has a deadline of October, 2019. This will be completed well in advance of that deadline. The committee will continue to receive monthly reports.

DEPARTMENT/COMMITTEE ACTIVITY

a. Floodplain Zoning Ordinance update

Kirkman – A copy of the proposed floodplain zoning ordinance amendment was emailed to each committee member two weeks ago. In the course of reviewing the draft ordinance, Reabe asked if the American Legion hydraulic and hydrologic (H&H) study should be included in the ordinance. Kirkman responded that, if there was an H&H study done in that area, it could be adopted as part of the ordinance amendment. Reabe will contact the engineer that did the study and ask for a copy of the study. Kirkman continued to go through the draft ordinance, Chapter 300 Floodplain Zoning. The committee stopped the review/discussion at Article V Flood-Fringe District and will continue the review/discussion at the February 1st committee meeting.

6:18 p.m. On a motion by Slate/Reabe, unanimously carried, the committee recessed until 6:30 p.m.

6:30 p.m. The committee reconvened.

PUBLIC HEARING ITEMS

Audio of committee discussion is available upon request from the Green Lake County Land Use Planning and Zoning Department.

Item I: Owners/Applicants: Mark E. and Chardra J. Draeger Revocable Trust **General legal description:** N7014 County Road PP, Parcel #004-00026-0000, Part of the SW¹/₄ of Section 1, T16N, R13E, Town of Brooklyn **Request:** Rezone ±3.53 acres from A-1 Farmland Preservation District to R-4 Rural Residential District.

a) Public hearing

Joseph Draeger, N7191 County Road PP, representing applicants – Spoke in favor of the request.

6:32 p.m. Public hearing closed.

b) Committee Discussion & Deliberation

Kirkman – Explained the request and how it meets the criteria. The Town of Brooklyn's *Town Board Action Form* was returned to staff by Town Chairman Mike Wuest; however, Mr. Wuest had signed the form but didn't check the appropriate box that states whether or not the town approved the request. Reabe stated that, having been a part of the town approval, he could attest that the Town of Brooklyn did approve the request. Mr. Wuest will be contacted and asked to officially check the box on the action form.

b) Committee Decision

Motion by Slate/Reabe, unanimously carried on roll call (4-ayes, 0-nays), to approve the rezone request as presented and forward to the county board for final action.

Item II: Owners/Applicants: Ervin G. & Ella O. Miller **General legal description:** W3699 Heritage Rd, Parcel #012-00163-0200, Part of the NW¼ of Section 10 & part of the NE¼ of Section 09, T14N, R12E, Town of Manchester **Request:** Conditional Use Permit request for a bakery.

a) Public hearing

No one appeared.

6:38 p.m. Public hearing closed.

b) Committee Discussion & Deliberation

Kirkman – Explained the request and suggested adding the following condition, which would be number nine: *The total cumulative hours worked by paid employees, excluding the owner(s), shall not exceed 160 hours per week.*

b) Committee Decision

Motion by Reabe/Slate, unanimously carried on roll call (4-ayes, 0-nays), to approve the conditional use permit request as presented with the following nine conditions:

- 1) **The commercial operation shall be a secondary use only, with the agricultural use being the principal use of the site.**
- 2) **The business activity is conducted on the farm by an owner or operator of that farm.**
- 3) **The business activity does not impair or limit the current or future agricultural use of the farm or other protected farmland.**
- 4) **The business activity requires no building, structures, or improvements other than those described in Section 350-27D.(1)(a) or 350-27D.(1)(c).**
- 5) **All building/structure standards of the agricultural district shall apply.**
- 6) **That the owners/applicants apply for and receive a County Land Use Permit prior to commencing any work related to this commercial operation.**
- 7) **That the owners/applicants are responsible for obtaining permits from any other regulatory agency, if required.**
- 8) **No additional expansion of the proposed operational structures or uses shall occur without review and approval through future Conditional Use Permit(s).**
- 9) **The total cumulative hours worked by paid employees, excluding the owner(s), shall not exceed 160 hours per week.**

Item III: Owners/Applicants: Paul Koehn **General legal description:** W2466 Princeton Rd, #004-00425-0000, Part of the SW¼ of Section 18, T16N, R13E, Town of Brooklyn **Request:** Rezoning ±3.4 acres from A-1 Farmland Preservation District to R-4 Rural Residential District.

a) Public hearing

No one appeared

6:44 p.m. Public hearing closed.

b) Committee Discussion & Deliberation

Kirkman – Explained the request and how it meets the criteria. The Town of Brooklyn’s *Town Board Action Form* was returned to staff by Town Chairman Mike Wuest; however, Mr. Wuest had signed the form but didn’t check the appropriate box that states whether or not the town approved the request. Reabe stated that, having been a part of the town approval, he could attest that the Town of Brooklyn did approve the request. Mr. Wuest will be contacted and asked to officially check the box on the action form.

The committee discussed the site plan that was submitted by the applicant. The plan was a hand-drawn plan by Scott Hewitt, a professional land surveyor with Grothman and Associates (Portage). It confused some of the committee members because it didn’t look like the typical site plan that is done using a surveyor’s surveying software. The confusion was the misconception that the prior site plans that have been viewed by committee members are certified survey maps and not survey exhibits of the rezone request. Kirkman explained that the certified survey maps are not completed until after a rezone is approved. The committee discussed further if this request should be approved using the hand-drawn site plan.

c) Committee Decision

Motion by Slate to deny the request as presented. Motion died for lack of a second.

Motion by Wallace/Reabe to approve the rezone request as presented and forward to the county board for final action. Wallace – aye, Reabe – aye, Slate – nay, Starshak – aye. Motion carried.

FUTURE COMMITTEE ACTIVITIES

a. Future agenda items

b. Meeting Date

February 1, 2018

Business meeting – 5:15 p.m. - Public hearing – 6:30 p.m.

ADJOURN

6:54 p.m. Meeting adjourned.

RECORDED BY

Carole DeCramer
Committee Secretary

APPROVED ON: