

**GREEN LAKE COUNTY
LAND USE PLANNING AND ZONING COMMITTEE MEETING
MINUTES - Thursday, March 2, 2017**

CALL TO ORDER

Committee Vice-Chair Lyon 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: **Robert Lyon, Harley Reabe, Rich Slate, Peter Wallace**

Absent: **Michael Starshak**

Also Present: **Matt Kirkman, Land Use Planning and Zoning Director**
 Missy Sorenson, Code Enforcement Officer
 Krista Kamke, Code Enforcement Officer
 Carole DeCramer, Committee Secretary
 Dawn Klockow, Corporation Counsel

APPROVAL OF AGENDA

Motion by Reabe/Wallace, unanimously carried, to approve the amended agenda with the correction of the Scribner's errors.

APPROVAL OF MINUTES

Motion by Reabe/Wallace, unanimously carried, to approve the minutes of 2/2/17.

PUBLIC COMMENT - None

PUBLIC APPEARANCES – Stuart Linger and Alan Zastrow regarding a church sign on County Road K

Michael Lehner, Terrace Shores Church Treasurer, County Road K – Filling in for Mr. Linger who was not able to attend tonight. Because of the existing zoning ordinance sign language, the digital sign that Terrace Shores would like to erect is prohibited. Lehner questioned the intent of the ordinance regarding “fixed, digital sign.” The proposed sign is a huge aesthetic improvement. It doesn't alter or detract from the nature of the surrounding area. It's static, not visible from residences. Lehner suggested that, since staff is in the process of reviewing the zoning ordinances, perhaps language could be included that would remove the ambiguity. Lehner requested this be looked at in the zoning ordinance amendment process. He added that the congregation has approved the sign. The committee directed Matt Kirkman to look into amending that part of the zoning ordinance.

5:20 p.m. Rich Slate was seated.

CORRESPONDENCE

Kirkman – Reported that the 2016 DATCP report was submitted. The total number of acres rezoned out of A-1 Exclusive Agriculture acres was 156 acres. Since the minimum acres for A-1 Exclusive Agriculture acres will decrease from 35 to 15 acres, staff will contact those property owners that will now qualify for Farmland Preservation tax credits to be rezoned into the A-1 district.

DEPARTMENT ACTIVITY REPORTS

a. Permits and Others

Kirkman explained the monthly financial reports for the month of January.

b. Violations

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

c. Committed Funds

Kirkman shared a handout of the 2017 Committed Funds (see attached).

On a motion by Slate/Wallace, unanimously carried, to forward the proposed 2017 Committee Funds to the County Board for approval.

d. Restricted Funds

Kirkman shared a handout of the 2017 Restricted Funds (see attached).

On a motion by Slate/Reabe, unanimously carried, to forward the proposed 2017 Restricted Funds to the County Board for approval.

DEPARTMENT/COMMITTEE ACTIVITY

a. Exclusive Agriculture Zoning District Update

Kirkman reported that he had a conversation with Scott Karel, Environmental Analysis & Review Specialist – DATCP, regarding the remaining split-zoned parcels. Karel strongly suggested that we resolve all of those parcels.

Kamke shared that out of 146 letters sent, 117 property owners responded to the request to resolve their split-zoned parcels. Eight do not want to resolve the issue. Seventy-five percent have agreed to rezone their properties to a suitable district.

Kirkman stated that additional letters will go out encouraging people to resolve the split-zoned parcel issue.

b. Stormwater and Erosion Control Ordinance Update

Kirkman explained that this topic has been on the past three agendas. The committee directed staff to get numbers showing the cost of taking on the Stormwater and Erosion Control

Ordinance from the Land Conservation Department. Kirkman advised the committee that he is somewhat reluctant about taking on an ordinance that required a full-time person in the Land Conservation Department. The Land Use Planning and Zoning Department will have additional work with the new impervious surface standards. Something else to consider is the City of Berlin wanting to turn their ETZA over to the department. That would mean that staff would gain an additional 1,000 parcels. If all of this would come to fruition, there may be a need to consider a third code enforcement officer.

Paul Gunderson, Land Conservation Department Head explained the ordinance standards. The ordinance was created in 1999 and things have changed since that time. The existing ordinance requires erosion control if disturbing 2,000 square feet. The State of Wisconsin changed that to 4,000 square feet, which cuts down on the number of required permits. Contours can now just be added to the site plan. This ordinance, that the Land Conservation Committee approved to move to the Land Use Planning and Zoning Department, at one time, required a full-time position. It now is a ¼- to ½-time position. The Land Conservation Department would also help, whenever possible, with site visits.

The ensuing discussion included the possibility of separating the stormwater portion of the ordinance from the erosion control portion.

On a motion by Slate/Reabe, unanimously carried, to direct Matt Kirkman to work with Paul Gunderson in separating the ordinance and updating the erosion control ordinance.

c. Shoreland Zoning Ordinance amendment

Kirkman explained that, in the process of reviewing and certifying Green Lake County's Shoreland Zoning Ordinance, the WI-DNR has decided that the impervious surface standard for highly-developed shore lines should be omitted because Green Lake County does not have areas fitting this term. They will not certify the ordinance with this non-applicable language. The county has 90 days to amend the ordinance deleting the language referring to high-developed shore lines in Sections 338-47, 338-48, and 338-48b.

Motion by Reabe/Slate, unanimously carried, to remove the impervious surface standards for highly-developed shore lines from the Shoreland Zoning Ordinance and bring back to the April meeting as a public hearing item.

d. Possible additional zoning ordinance amendments

Kirkman explained that, since the committee is in the process of amending ordinances, it may want to consider other possible zoning ordinance amendments. A copy of the proposed changes was given to the committee members to review. This will be discussed further at the April committee meeting.

6:30 p.m. Recessed for the public hearing.

PUBLIC HEARING ITEMS

Item I: Owner: Jeffrey L. Fritz, Ronald D. and Sharon K. Darnick Revocable Trust **General legal description:** W1511 E. Springbrook Road, Parcels #002-00638-0100 and #002-006380300, Part of the SW¼ of Section 33, T17N, R13E, Town of Berlin, ±5.145 acres **Request:** Rezone from A-1 Exclusive Agriculture and A-2 General Agriculture Districts to R-4 Rural Residential District.

a) Public Hearing

Steve Sorenson, 479 Golf Hill Court – Spoke in favor of the request.

Public hearing closed

b) Committee Discussion & Deliberation

Kirkman – Read through the criteria listed on staff report. The Town of Berlin approves of the request.

c) Committee Decision

On a motion by Slate/Wallace, unanimously carried on roll call (4-eyes, 0-nays), to approve the rezone request as presented and forward to the county board for final action.

Item II: Owner: Jesse Larmay, Larmay Construction, Inc. **General legal description:** N1842 N. Brave Road, Parcel #010-00250-0100, Part of the SE¼ of Section 12, T14N, R13E, Town of Mackford, ±5.107 acres **Request:** Rezone from A-1 Exclusive Agriculture District to R-4 Rural Residential District.

a) Public Hearing

No one appeared

Public hearing closed

b) Committee Discussion & Deliberation

Kirkman – Reviewed the request and stated that the Town of Mackford approves of the request.

Kamke – Explained that the parcel has several violations, as it stands, and the rezone, if approved, would further the cause to correct some of the violations.

c) Committee Decision

On a 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.

6:52 p.m. Recess for five minutes.

6:56 p.m. The business meeting reconvened.

e. After-the-fact land use permit fees

Kirkman explained that, if someone builds without an approved permit, the land use permit fee is doubled. At previous meetings, the committee discussed ways to curtail this activity including a much higher after-the fact land use permit fee.

Corporation Counsel Klockow referenced Wisconsin State Statute 66.06.02 which states that fees have to be reasonable. She has never seen fees that are more than doubled and advised against increasing it.

Kirkman said that this activity does not happen often and would agree with Klockow to not change the existing fee structure. The committee agreed.

COUNTY SURVEYOR POSITION UPDATE

Kirkman discussed with the committee members the surveyors that applied for the position. Also discussed was the length of the contract. County Administrator Cathy Schmit's recommendation was a one-year contract. Reabe questioned why the hiring of the surveyor was not being done by the administrators. Kirkman explained that she felt that, since this process had begun before she was employed, she preferred the committee's decision.

Motion by Slate/Wallace, unanimously carried, to award the contract to Don Lenz, Green Lake Surveying Company. The length of the contract will be decided by County Administrator Cathy Schmit.

FUTURE COMMITTEE ACTIVITIES

- a. Future agenda items**
- b. Meeting Date April 6, 2017**
 - Business meeting – 5:15 p.m.
 - Public hearing – 6:30 p.m.

ADJOURN

7:12 p.m. The meeting was adjourned.

RECORDED BY:

Carole DeCramer
Committee Secretary

APPROVED ON:

April 6, 2017



Land Use Planning & Zoning Department

County Government Center
571 County Road A P.O. Box 3188
Green Lake, WI 54941

Phone 920-294-4156 Website: <http://www.co.green-lake.wi.us/>

Land Development Code Enforcement County Surveyor GIS Land Information

2017 BUDGET COMMITTED FUNDS March 2, 2017

DEPARTMENT: LAND USE PLANNING AND ZONING (#10)
COMMITTEE: LAND USE PLANNING AND ZONNING

The following amounts are being requested as committed funds from the 2016 Land Use Planning and Zoning Department budget to the 2017 budget. The Land Use Planning and Zoning Committee will review these proposed committed funds at their regular monthly meeting.

Acc't #	Acc't Name	Year-end 2016 budget	Proposed 2016 carryover funds	Balance for 2017
10-53610-999-001	Vehicle Purchase	25,704	0	25,704
10-53610-999-00?	Professional Services - Land Development	26,143	5,000 (budget) 12,389 (FPP Grant)	43,532
10-53610-999-00?	Professional Services - Surveyor	<u>76,310</u>	1,850 (budget) <u>850 (budget)</u>	<u>79,010</u>
	Total	\$128,157	\$20,089	\$148,246



Land Use Planning & Zoning Department

County Government Center
571 County Road A P.O. Box 3188
Green Lake, WI 54941

Phone 920-294-4156 Website: <http://www.co.green-lake.wi.us/>

Land Development Code Enforcement County Surveyor GIS Land Information

2017 BUDGET RESTRICTED FUNDS

March 2, 2017

DEPARTMENT: LAND USE PLANNING AND ZONING (#10)
COMMITTEE: LAND USE PLANNING AND ZONING

The following amounts are being identified as restricted funds from the 2016 Land Use Planning and Zoning Department budget to the 2017 budget.

Acc't #	Acc't Name	Year-end 2016 budget	Proposed 2016 carryover funds	Balance for 2017
10-53610-999-000	Non-Metallic Mining	62,862	<u>14,300</u>	<u>77,162</u>
		\$62,862	\$14,300	\$77,162