

**GREEN LAKE COUNTY  
LAND USE PLANNING AND ZONING  
COMMITTEE MEETING MINUTES  
Thursday, April 7, 2016**

**CALL TO ORDER**

Committee Chair Starshak called the meeting of the Land Use Planning and Zoning Committee to order at 4:31 p.m. in the Green Lake County Government Center, County Board Room #0902, Green Lake, WI. The requirements of the open meeting law were certified as being met.

Present: **Ben Moderow, Harley Reabe, Rich Slate, Michael Starshak, Nick Toney**

Absent:

Also Present: **Missy Sorenson**, Code Enforcement Officer  
**Matt Kirkman**, Interim Department Head/Code Enforcement Officer  
**Dawn Klockow**, Corporation Counsel  
**Carole DeCramer**, Committee Secretary

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF AGENDA**

**Motion by Toney/Reabe, unanimously carried, to approve the amended agenda.**

**APPROVAL OF MINUTES**

**Motion by Reabe/Toney, unanimously carried, to approve the corrected March 3<sup>rd</sup> minutes.**

**PUBLIC COMMENT**

Derek Kavanaugh – Each of the committee members were given a copy of a letter Mr. Kavanaugh had written outlining his concerns with the possible merger of the Land Use Planning and Zoning Department with the Land Conservation Department. He asked that the committee members read and consider his comments when making the decision.

**PUBLIC APPEARANCES** - None

**CORRESPONDENCE**

Kirkman stated that he had received an email from Jerry Smart regarding the County Surveyor's position. A copy of the correspondence was given to each committee member. Corporation Counsel Klockow advised that this be placed on the May agenda for further discussion.

**PURCHASES** - None

**CLAIMS**

Claims totaling \$1,003.27 were submitted.

**Motion by Reabe/Slate, unanimously carried, to approve for payment the claims in the amount of \$1,003.27.**

**DEPARTMENT ACTIVITY REPORTS**

**a. Permits & others**

Kirkman – Discussed the monthly reports.

## **b. Violations**

Kirkman and Sorenson – Discussed the land use and sanitary violation reports.

**Motion by Toney/Reabe, unanimously carried, to approve the monthly activity reports.**

## **b. Comprehensive Plan and Farmland Preservation Plan Summaries**

Before Al Shute retired, he prepared a financial summary on the Farmland Preservation Plan and Comprehensive Plan updates. Kirkman shared a copy of that summary with each of the committee members and discussed the financial aspects of both plans. The committee agreed that the final products were excellent and the plans came in under budget. Starshak asked Kirkman to prepare a letter to the county board acknowledging the savings. Reabe suggested that Kirkman look at the two original estimates and compare them to the final numbers. Starshak also asked Kirkman to write a letter to the consultant, Ken Jaworski (Martenson & Eisele), thanking him for the great product.

## **DEPARTMENT/COMMITTEE ACTIVITY**

### **a. Interim Department Head and Interim County Surveyor**

Kirkman reported that the department is functioning well with Shute's retirement. Staff members are absorbing the added work. Regarding the Interim County Surveyor, Kirkman asked how meetings would be compensated. Starshak asked that this be placed on the next agenda for further discussion.

### **b. Update on Shoreland Protection Ordinance**

Kirkman reminded the committee that, at the last meeting, Al Shute reported that the DNR had reviewed the proposed ordinance and the shoreland coordinator stated that the ordinance looks good but there are new changes due to the new Act 167. The coordinator recommended incorporating those changes into the proposed ordinance. In addition, there is an Assembly Bill 582, not yet signed, that has changed things a little bit more. Dale Rezabek, WI-DNR Shoreland Specialist, has sent a model ordinance that incorporates all of the changes. This will now have to be incorporated into the next version of the proposed ordinance before it is resent to the DNR. Once the DNR gives its approval, the ordinance will come back to the committee for further discussion on such things as setbacks.

### **c. Cell Tower Sitings**

Kirkman inquired as to whether or not the committee would be interested in working on an ordinance regarding cell tower sitings. He added that this could also be reviewed at the same time the committee looks at the agriculture zoning district updates. Starshak commented that the state has taken much of the power from the counties; however, there are some areas that need to be reviewed. Reabe stated that the department should be looking into this further and bringing it back to the committee. Starshak added that, when working on the cell tower siting ordinance, it should be checked with the comprehensive plan for consistency.

### **d. Exclusive Agriculture Zoning District Update**

Kirkman stated that it may be a good idea to consider Ken Jaworski, Martenson & Eisele, when considering the update for exclusive agriculture zoning district. Reabe asked that Kirkman get an official quote from Mr. Jaworski.

### **e. Discuss whether the Land Use Planning & Zoning Department could be merged with the Land Conservation Department**

Starshak explained that it is the county policy to review the structure of the department upon the retirement of a department head. Since Shute's last day was April 1<sup>st</sup>, the committee wants to make sure

that this is done. This issue was discussed at the last meeting at which time the committee asked for printed summaries from the individuals who participated in that. We now have something in black and white and there will be a record of the discussion. The committee will not make a decision at this time; the committee will begin to look at the issues that are presented. Starshak asked the committee members if any of them wanted to comment at this time.

Slate – It's not so much on the combining; it's on the process. This is the third department that has lost its department head. There is always supposed to be a review. Does anyone know what that process is, or is it different for everybody? Does the county have a standard review? Does each committee make something up as they go along?

Reabe – As I understand it, each committee does its own review because of the differences among the departments.

Starshak – The only time that he experienced this was during the Health and Human Services issue through the Judicial Law Committee. The committee looked at the parameters of that job and compared it to similar jobs. You can come up with guidelines to make it consistent.

Reabe – There isn't enough time for that to occur now.

Klockow – This would have to be decided by the Administrative Committee for any policy decision.

Moderow – Asked that the previous ad hoc's decision on not merging the departments be given to this committee for review.

The committee agreed that this will continue to be discussed.

## **FUTURE COMMITTEE ACTIVITIES**

### **a. Future agenda items**

- 1. Jerry Smart's email regarding the county surveyor position**
- 2. County Surveyor meetings per diem**
- 3. Final billing for the comprehensive plan and farmland preservation final billing**
- 4. Shoreland Protection Ordinance**
- 5. Cell Tower Siting Ordinance**
- 6. Agriculture Zoning District Update – Martenson & Eisele quote**
- 7. This committee prepare summary of their review and have available for the May meeting.**

### **b. Meeting dates**

May 5, 2016

Business Meeting 4:30 p.m.

Public Hearing 5:30 p.m.

## **ADJOURN**

**5:29 p.m. On a motion by Moderow/Toney, unanimously carried, the meeting was adjourned.**

## **RECORDED BY**

Carole DeCramer, Committee Secretary

## **APPROVED ON:**

May 5, 2016