



Minutes

Planning, Development and Zoning Committee Meeting Wednesday, January 3, 2018 , 9:00 AM Shawano County Courthouse, Room 7

Members Present: Hoppe, Capelle, Conradt, Kautza, and Gueths

Members Absent:

Others Present: Robert Jacobson, Zoning Administrator; Kari Hopfensperger, County Planner; Andy Popp, Land Use Coordinator; Rebecca Fields, Land Use Coordinator; Scott Frank, County Conservationist; Dave Poffinbarger, Land Information Officer; Dave Yurk, County Surveyor

1 Call meeting to order.

Chairman Capelle called the meeting to order at 9:11 AM

2 Public comment.

None provided.

3 Motion to deviate from order of agenda, if deemed necessary.

Motion by Gene Hoppe, second by Steve Gueths to deviate if deemed appropriate. Motion carried.

4 Approval of minutes

November 30, 2017 On-Site Inspection

December 6, 2017 Public Hearing

December 6, 2017 Agenda

Motion by Gene Hoppe, second by Tom Kautza to recommend approval as submitted. Vote: 5 Yes 0 No. Motion carried.

5 Discuss, review and take possible action on public hearing requests as follows:

5.1. CU-1-18: Arthur Werner for conditional use permit to construct a hunting/recreational shelter in the FP, Farmland & Forest Preservation zoning district. Motion by Kevin Conradt, second by Gene Hoppe to recommend approval. Vote: 5 Yes 0 No. Motion carried.

6 Review and discuss proposed Zoning Ordinance amendments.

Jacobson reviewed the proposed amendments stating some of the changes are cleanup in nature, some are the result of previous policy adopted by the Committee and some are the result of Wisconsin Act 67 that are required to be included in the County Zoning Ordinance. All proposed amendments were reviewed and questions answered. Consensus of the Committee is to give the overall ordinance a second review and come back to the February meeting with any additional recommendations for change.

7 Discuss and take possible action on previously approved collection of POWTS maintenance fees.

Rebecca Fields explained that the Committee had previously made a change in the process to collect the sanitary maintenance fees by including the fee as a yearly charge

on the tax bill. Fields noted she had prepared language to be included with the tax bills but the information failed to be included with the 2017 tax statements. Committee discussed several ways to get the information out to the public. Consensus of the Committee is to have something published in the Market Messenger, include information to all municipal clerks requesting that said information be provided at all polling places for this February's primary elections, provide information/training to the list of septage haulers who perform that service in the County and have the information placed on the County Website.

8 Discuss and take possible action on shoreland zoning conditional use permit process and public land survey system assistance.

Jacobson and Frank explained the concerns associated with assistance the Planning Department has historically received from the Land Conservation Department. Frank noted the plans provided by his department have become increasingly more involved without any formal storm water & erosion control ordinance to back up the recommendations provided on the plans. Furthermore, Frank note the Corporation Counsel expressed reservations with the County providing any type of plan for said purpose. Jacobson and Frank addressed the assistance provided by the Land Conservation Department with surveying help involving the Public Land Survey System and that the time dedicated to that has become excessive. Additionally, the equipment used to conduct the surveys is not owned by the County but rather is on loan to the Land Conservation Department by the Federal Natural Resources Conservation Service (NRCS). Frank noted he has a request in the the NRCS Shawano Office if the survey equipment loaned to them can be used for "other" purposes but has not received a response yet. Poffinbarger addressed the Committee noting that he has obtained approval from the State to utilize grant funding for the Land Information Office to purchase a survey grade GPS Unit and that that will be addressed by the Land Information Council on January 11, 2018. Poffinbarger noted several other Committee approvals may be needed in order to rearrange his 2018 budget. Poffinbarger noted no tax levy dollars are involved with this issue. Consensus of the Committee is to recommend pursuing the purchase of this equipment.

9 Review and approval of accounts payable for the month of December.

Motion by Steve Gueths, second by Gene Hoppe to recommend approval. Vote: 5 Yes 0 No. Motion carried.

10 Discuss any operational issues within the department as needed.

None provided.

11 New business to be considered for future Committee consideration.

Present any further Zoning Ordinance amendments at the February meeting agenda.

12 Committee comments.

None provided.

13 Adjournment.

Motion by Gene Hoppe, second by Steve Gueths to adjourn the meeting at 11:15 AM. Motion carried.

14 Set next meeting dates and times.

February 7, 2018 at 9:00 AM in Room 7 is the next regularly scheduled meeting.

February 1, 2018 at 1:00 PM in Room 7 for the onsite inspection meeting if necessary.

Recorded by: Robert Jacobson, Zoning Administrator