



Minutes

Planning, Development and Zoning Committee Meeting Wednesday, December 6, 2017 , 9:00 AM Shawano County Courthouse, Room 7

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

Members Absent:

Others Present: Bob Jacobson, Zoning Administrator; Kari Hopfensperger, County Planner;
Dave Yurk, County Surveyor

- 1 Call meeting to order.
Chairman Capelle called the meeting to order at 9:31 AM
- 2 Public comment.
None provided.
- 3 Motion to deviate from order of agenda, if deemed necessary.
Motion by Tom Kautza, second by Steve Gueths to deviate from order of agenda if deemed appropriate. Motion carried.
- 4 Approval of minutes.
Motion by Gene Hoppe, second by Steve Gueths to approve the minutes of the 10-26-2017 and 11-1-2017 meetings as presented. Vote: 5 Yes 0 No. Motion carried.
- 5 Discuss, review and take possible action on public hearing requests as follows:
 - 5a. CU-33-17: Barbara Nelson for conditional use permit for filling and grading within the shoreland zone of Shawano Lake for new residential development. Motion by Gene Hoppe, second by Kevin Conradt to recommend approval. Vote: 5 Yes 0 No. Motion carried.
 - 5b. CU-34-17: Robert Hanson for conditional use permit related to major home occupation. Motion by Tom Kautza, second by Steve Gueths to recommend approval. Vote: 5 Yes 0 No. Motion carried.
 - 5c. CU-35-17: Brian and Bonnie Feltz for conditional use permit related to placement of a recreational vehicle on property zoned residential. Motion by Ken Capelle, second by Gene Hoppe to recommend approval. Vote: 5 Yes 0 No. Motion carried.
 - 5d. CU-36-17: Lucas Krueger for conditional use permit related to vehicle repair or maintenance services. Motion by Steve Gueths, second by Kevin Conradt to recommend approval. Vote: 5 Yes 0 No. Motion carried.
- 6 Discuss and take possible action on 2018 Public Hearing Dates.
Committee reviewed the provided dates. Jacobson noted the July meeting currently on the fourth is a holiday and needs to be rescheduled to another date. Consensus of the Committee is to move that meeting date to the 11th of July. Motion by Gene Hoppe, second by Tom Kautza to recommend approval. Vote: 5 Yes, 0 No. Motion carried.
- 7 Review and approval of accounts payable for the month of November.
Committee reviewed the accounts payable. Capelle asked about the \$3,300 payment to

gardner Surveying for corner monumentation. County Surveyor, Dave Yurk, explained this activity involves setting new section corners and the funds for payment come through the Land Information Office. Motion by Gene Hoppe, second by Kevin Conradt to recommend approval. Vote: 5 Yes, 0 No. Motion carried.

- 8 2017 Non-Metallic Mining Report and set fees for 2018.
Scott Konkle, Reclamation Specialist from East Central Wisconsin Regional Planning Commission, presented his year end report showing Shawano County has 52 active mine sites with 631 active acres. Konkle also reported that 3 reclamation's occurred in 2017 encompassing 38 acres. Konkle provided a list of 27 exempt site which he stated are mostly for agricultural uses on farms. Konkle reviewed his proposed 2018 budget and answered questions. Konkle stated he is proposing to keep the per acre reclamation fee at \$40/acre again for 2018. Motion by Tom Kautza, second by Kevin Conradt to recommend approving \$40/acre for active reclamation sites. Vote: 5 Yes, 0 No. Motion carried.
- 9 Discuss and take possible action regarding language for paid permit and public hearing fees.
Jacobson explained the department can add a statement to all land use permits and also all public hearing signups that state "All fees paid are non-refundable" under the conditions section for each application. Jacobson noted the conditions are always read to each applicant before a permit or application is printed for signatures. Motion by Kevin Conradt, second by Steve Gueths to recommend adding "All fees paid are non-refundable" for permits and public hearing applications. Vote: 5 Yes, 0 No. Motion carried.
- 10 Update on process for Shoreland Zoning Conditional Use Permit process. Jacobson reported that in years past when a building project was to occur in the shoreland zone of navigable water that required conditional use approval the Land Conservation Department would assist the Planning Department with a survey of the property and drafting of a map showing the proposed building site, ground contours, suggested erosion control, suggested drainage and also calculate the total area to be disturbed. Jacobson noted this assistance is most likely coming to an end for several reasons. Jacobson asked the Committee how they would like to address this impending change as if waterfront owners have to hire this work from a land surveyor the cost of the project will be considerably higher than it has been in the past. Committee expressed a desire to have Ken Capelle attend the next Land Conservation Committee meeting. Motion by Gene Hoppe, second by Tom Kautza to have Ken Capelle attend the December 14, 2017 Land Conservation Committee meeting and also to authorize a per diem for Capelle. Vote: 5 Yes, 0 No. Motion carried.
- 11 2017 County Surveyor report. Dave Yurk presented his 2017 year end report for the Committee. Yurk explained that he has reviewed 17 new section corner tie sheets, reviewed 75 certified survey maps, completed inspection and maintenance duties of road section corners for the Town of Belle Plaine and started the same for the Town of Waukechon, re-set and tied off 70 section corners, drafted 32 new section corner tie sheets and reviewed all plats of surveys submitted to the county. Yurk explained the section corner tie work requires 2 people to complete and he has relied on the assistance from Blake or Brian from the Land Conservation Department with this work. Jacobson stated that the assistance from the Land Conservation Department may be coming to an end similar to Shoreland Zoning. Consensus of the Committee is to have Capelle also address this with the Land Conservation Committee.
- 12 Update and new information on Leon Ashenbrenner; Health, Junk and Environmental Hazard Ordinance complaint. Jacobson stated he received information from an adjoining landowner that used appliances are beginning to show up on the 40 acre parcel owner

by Ashenbrenner and that some of the material is being dumped on his property. Consensus of the Committee is to have the complainant file the complaint with the Town Board of Morris before the County will entertain taking any action.

- 13 Committee Comments.
None provided.
- 14 New business that is requested for upcoming Committee consideration. Jacobson noted that several zoning ordinance amendments need to be reviewed and discussed by the Committee. Consensus of the Committee is to have the proposed amendments reviewed in either January or February. Place the POWTS maintenance fee issue on the January meeting agenda.
- 15 Set next meeting dates.
The next regularly scheduled meeting is set for January 3, 2018 at 9:00 AM in Room 7 of the Courthouse. December 28, 2017 at 1:00 PM is set for onsite inspections if needed.
- 16 Adjournment.
Motion by Gene Hoppe, second by Tom Kautza to adjourn the meeting at 11:00 AM.
Motion carried.

A quorum of the Highway & Parks Committee and the Capital Improvement Committee may be present; however, no action on behalf of these committees will be taken.

FOR QUESTIONS OR COMMENTS REGARDING AGENDA ITEMS OR TO ARRANGE ACCOMMODATIONS DUE TO DISABILITY, PLEASE CALL 715-526-6766.