

# MINUTES

## PLANNING AND DEVELOPMENT MINUTES

April 1, 2015

Members present: Ken Capelle, Steve Gueths, Marlin Noffke, Gene Hoppe and Tom Kautza

Members absent:

Others present: Zoning Administrator-Robert Jacobson, County Planner-Christa Hoffman, Property Lister-Jessica Schroeder, County Surveyor-Dave Yurk, County Conservationist-Scott Frank.

Location & Time: Room A & B, Shawano County Courthouse at 8:30 AM

Chairman Capelle opened the public hearing at 8:30 AM

**Comprehensive Plan Amendment Town of Navarino:** Mr. Jacobson stated the town is amending their future land use map for certain parcels from the Agriculture & Resource Preservation future land use category to the Residential 2.5-10 future land use category. Mr. Jacobson further explained these amendments will allow the Town to then amend their official zoning map. Robert Jacobson read the town decision sheet noting the town recommends approval. No other correspondence, either oral or written was presented at the public hearing.

**Town of Navarino Official Zoning Map amendments:** Robert Jacobson explained the town proposes to change 59 parcels currently zoned Farmland Holding to the Agriculture Residential zoning district. Mr. Jacobson explained these parcels were not planned for Farmland Preservation in the recently amended town Farmland Preservation Plan and the town desires to place these parcels into a zoning district that more accurately reflects their current uses. Robert Jacobson read the town decision sheet recommending approval of this action. No other correspondence either oral or written was presented at the public hearing.

**CU-1-15:** John Schneider appeared to request conditional use approval to permit a dirt race track to be used for two formal races sanctioned by the American Motocross Association and for practice sessions at various times of the year located in Section 5 of the Town of Washington. Mr. Schneider stated the races are scheduled for July 19<sup>th</sup> and September 20<sup>th</sup> and are 1 day events. Mr. Schneider stated he has ample parking for racers and spectators. He stated some overnight camping takes place, food service is available and he has porta potties brought onsite. Robert Jacobson read two letters from adjoining landowners who were in opposition, a letter from an adjoining property owner who does not want a side lot buffer yard established along his property line and the town decision sheet recommending approval. Bob Sample spoke and expressed a concern regarding traffic flow. No other correspondence, either oral or written was presented at the public hearing.

**CU-2-15:** Collin Gruthoff appeared to request a conditional use permit to establish an accessory dwelling unit on a property he recently bought located in Section 24 of the Town of Navarino. Mr. Gruthoff stated an existing older cabin is on the parcel which is approximately 600 sq. ft. in size which he would renovate. He stated plumbing and a septic system would be added to the cabin. Questions from the Committee were answered. Robert Jacobson read the Town decision sheet recommending approval. No other correspondence, either oral or written was presented at the public hearing.

**ZC-1-15:** Robert Sample appeared to request a zone change on two parcels of land from the FP, Farmland and Forest Preservation district to the AR, Agriculture Residential district. Mr. Sample stated he currently lives on one of these parcels and now desires to build a new non-farm dwelling on the vacant parcel but, currently cannot with the existing zoning district. Mr. Sample explained he had the land rezoned in 2006 and through the process of updating the town zoning map lost the previous zoning which would have allowed construction of a new nonfarm dwelling. Robert Jacobson gave a brief history of the planning process and adoption of new zoning maps by the Town. Questions from the Committee were answered. Robert Jacobson read the Town decision sheet recommending approval. No other correspondence, either oral or written was presented at the public hearing.

Chairman Capelle closed the public hearing at 9:08 AM.

April 1, 2015 PD&Z Minutes

- 1) Chairman Capelle called the meeting to order at 9:09 AM
- 2) Motion by Steve Gueths, second by Tom Kautza to deviate from order of items listed on agenda if deemed necessary. Motion carried.
- 3) Public comments: Mike Druckrey presented a public records request to County Planner Christa Hoffman.
- 4) Committee reviewed minutes from the March 4, 2015 Planning, Development, and Zoning Committee meeting. Motion by Steve Gueths, second by Gene Hoppe to approve the minutes as submitted. Motion carried.
- 5) Public hearing request: Committee reviewed, discussed and took action as follows.

**Comprehensive Plan Amendments for the Town of Navarino:** Motion by Steve Gueths, second by Marlin Noffke to recommend approval and forward to County Board on April 21, 2015. Vote: 5 Yes 0 No 0 Absent. Motion carried.

**Amendments to the Town of Navarino Official Zoning Map:** Motion by Marlin Noffke, second by Tom Kautza to recommend approval and forward to the County Board on April 21, 2015. Vote: 5 Yes 0 No. Motion carried.

**CU-1-15:** Motion by Gene Hoppe, second by Ken Capelle to recommend approval with conditions. Discussion regarding the buffer yard was had. Motion by Tom Kautza, second by Steve Gueths to amend the suggested conditions as follows: "A buffer yard shall be established along the south property line if Jeff Schneider sells his property and John Schneider does not buy the parcel". Motion by Tom Kautza, second by Ken Capelle to recommend approval as amended. Vote: 5 Yes 0 No. Motion carried.

**CU-2-15:** Motion by Steve Gueths, second by Gene Hoppe to recommend approval with conditions. Vote: 5 Yes 0 No. Motion carried.

**ZC-1-15:** Motion by Ken Capelle, second by Marlin Noffke to recommend approval and forward to County Board on April 21, 2015. Vote: 5 Yes 0 No. Motion carried.

- 6) Consider extension for nonmetallic mining on conditional use permit 24-01, Larry Sperberg in the Town of Angelica. Robert Jacobson reported that the Town has made recommendation of a 5-year extension. Motion by Gene Hoppe, second by Marlin Noffke to recommend a 5-year extension. Vote: 5 Yes 0 No. Motion carried.
- 7) Consider approving application to the State of Wisconsin Department of Safety and Professional Services for agent status in plan review for private onsite wastewater treatment systems: Robert Jacobson reviewed a memo included in the committee packet which provided background information, a proposal, past history and a summary of the County program. Mr. Jacobson noted this would apply to Mound and At-Grade types of systems and provide plumbers who work in the county a local source for review/approval and permit issuance in one location. Tom Kautza noted this would be a good idea and will cut down on the time it takes for plan review. The Committee expressed concerns regarding what liabilities the County may have as currently the State is reviewing these permits. Marlin Noffke expressed a desire to have as many employees trained if the State agrees to grant agent status. Motion by Tom Kautza, second by Ken Capelle to authorize Robert Jacobson to make application to the State for plan review authority. Vote: 5 Yes 0 No. Motion carried.
- 8) Update of County wide Assessing: Property Lister Jessica Schroeder updated the Committee that it appears this is not going anywhere this year but she feels it may very well come back at a later time in another form. Gene Hoppe stated there are no counties in the state that are in support of this idea. Ms. Schroeder stated she figures it would cost the County close to a million dollars to implement the program as proposed.
- 9) Discussion regarding increasing the County Surveyor hours from a half day to a full day for the next contract renewal. Robert Jacobson stated the current contract is due to expire at the end of 2015 and at the last Land Information Council meeting there was unanimous support for this proposal. Mr. Jacobson stated there is a real need for a full day due to the increased workload. County Surveyor Dave Yurk expressed concern that much survey data has been lost in the recent past with local road reconstruction activity and he is concerned with the loss of that field data and would like to be able to recover that data which would require more time than he has with just a half day per week. Consensus of the Committee is to come back with a proposal for consideration and possibly work into the 2016 budget process.

- 10) Review of Model Ordinance for Shoreland Zoning: County Planner Christa Hoffman reviewed a spreadsheet that detailed the most recent changes as compared to the current ordinance. Marlin Noffke noted the recent revisions may be able to be worked into the existing ordinance instead of having to adopt the suggested model ordinance provided by the DNR. Consensus of the Committee is to have the current Shoreland Ordinance sent to the DNR for review and have comments provided as to whether the current ordinance has any regulation that is more strict than the minimums and also comments made as to what portions of the current ordinance need to be revised.
- 11) New business that is requested for upcoming meeting agenda: County Conservationist Scott Frank asked the Committee, on behalf of the Land Conservation Committee, whether an agenda item could be included for the next meeting to consider appointing a member of the Planning, Development and Zoning Committee to sit on an Advisory Committee for an update to the County Land & Water Resource Plan.
- 12) Review of accounts payable for the months of February and March: Motion by Gene Hoppe, second by Ken Capelle to recommend approval. Vote: 5 Yes 0 No. Motion carried.
- 13) Operational issues within the department: Robert Jacobson reviewed a letter the department would like to send to property owners who signed up for the Wisconsin Fund Grant Program. Mr. Jacobson noted this is a program that is proposed to be eliminated from the next State Budget and felt it appropriate to send those property owners who are expecting a grant that this may not be available if the State Budget is approved as proposed for this program. Consensus of the Committee is to send the letter as soon as possible. Committee discussed the merits of sponsoring a resolution of opposition to elimination of this program and consensus was this should be done as soon as possible. Gene Hoppe will discuss this with the Corporation Counsel to get that accomplished.
- 14) Committee comments: None.
- 15) The next regularly scheduled meeting of the Committee is set for May 6, 2015 at 9:00 AM in Room A & B of the Courthouse.
- 16) Motion by Steve Gueths, second by Gene Hoppe to adjourn the meeting at 12:03 PM. Motion carried.

Respectively submitted by,

Marlin Noffke, Secretary

Robert Jacobson, Acting