

ADAMS COUNTY
PLANNING & ZONING COMMITTEE
MEETING MINUTES: MAY 4, 2011
Room A260

Chairman Joe Stuchlak called the Adams County Planning & Zoning Committee meeting to order at 9:00 A.M. with the following members present; Randy Theisen, Glenn Licitar, Barb Morgan, Terry James, Karl Klingforth and Diane England. Others present were: Greg Rhinehart, County Surveyor; Phil McLaughlin, Zoning Administrator; Cathy Allen, Recording Secretary; Alexandria Beckman and Ethan Olson, SAYL (Serving as Youth Leaders) members. Was this meeting properly announced? Phil McLaughlin stated that it was. Roll Call. Terry James made a motion to approve the agenda as noticed. Barb Morgan seconded the motion. All in favor. Motion carried.

Public Hearings: Gerald T. & Cynthia Flynn – Conditional Use Permit under Section 5-3.03(A) (22) of the Adams County Comprehensive Zoning Ordinance to allow non-veterinarian Kennels with the capacity to breed, raise or board more than six animals at once on property located in the E ½, SE ¼, Section 3, Township 18 North, Range 6 East, Lot 1 of CSM 2769 at 910 Cottonville Avenue, Town of Preston, Adams County, Wisconsin. Karl Klingforth made a motion to approve the Conditional Use permit for the above stated property. Randy Theisen seconded the motion. Roll Call Vote: Beckman-yes; Olson-yes; 7 – Yes. Motion carried. Terry D. & Betty J. Anderson – Rezoning request of a portion of two parcels (5 acres) from an A1 Exclusive Agriculture District to an A3 Secondary Agriculture District of the Adams County Comprehensive Zoning Ordinance to allow the remaining portions to be sold on property located in the NE ¼, SW ¼ & NW ¼, SW ¼, Section 34, Township 14 North, Range 7 East, at 375 Hwy 23, Town of New Haven, Adams County, Wisconsin. Terry James made a motion to grant the rezoning request and forward that recommendation to the County Board for final approval. Barb Morgan seconded the motion. Roll Call Vote: Beckman-yes; Olson-yes; 7 – Yes. Motion carried. Milk Source Holdings, Inc. – Conditional Use Permit under Section 5-3.03(A)(23) ATCP 51 of the Adams County Comprehensive Zoning Ordinance to allow greater than 1000 animal units in an animal feeding operation on properties (151.7 acres) located in the NE ¼, Section 25, Township 18 North, Range 7 East, Town of Richfield, Adams County, Wisconsin. Barb Morgan made a motion to approve the Conditional Use Permit at the above named location. Diane England seconded the motion. Roll Call Vote: Beckman-yes; Olson-yes; 6 – Yes. 1 – Abstained.(Stuchlak) Motion carried. Dean & Toni Roberts/J-N Land Co., LLP/Elek I. Nagy/Bank of Poynette – Rezoning request of 13.09 acres currently known as Lake Mason Northshore Condominiums from an R3 Mobile Home Park Residential District to an R1 Single Family Residential District of the Adams County Comprehensive Zoning Ordinance to reconfigure the property into a six lot plat on property located in the SE ¼, NE ¼, Section 26, Township 14 North, Range 7 East, on 2nd Blvd Pt, Town of New Haven, Adams County, Wisconsin. Karl Klingforth made a motion to grant the rezoning request and forward that recommendation to the County Board for final action. Barb Morgan seconded the motion. Roll Call Vote: Beckman-yes; Olson-yes; 7 – Yes. Motion carried. Dean & Toni Roberts/J-N Land Co., LLP/Elek I. Nagy/Bank of Poynette – Modification request under Section 4.33 lake access minimum, 4.62 lot access & 4.63 depth to width ratio of the Adams County Land Division Ordinance of 13.09 acres currently known as Lake Mason Northshore Condominiums to reconfigure the property into a six lot plat on property located in the SE ¼, NE ¼, Section 26, Township 14 North, Range 7 East, on 2nd Blvd Pt, Town of New Haven, Adams County, Wisconsin. Randy Theisen made a motion to approve the Modification request as listed for the above named property. Karl Klingforth seconded the motion. Roll Call Vote: Beckman-yes; Olson-yes; 7 – Yes. Motion carried.

Chairman Stuchlak closed the public hearing portion of the meeting and noted that public participation would be taken as needed.

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Phil McLaughlin presented the minutes from the April 6, 2011 Planning & Zoning to the Committee for review. Karl Klingforth made a motion to approve the minutes as presented. Barb Morgan seconded the motion. All in favor. Motion carried.

Greg Rhinehart presented the Surveyor's report for the month of April to the Committee for review. Terry James made a motion to approve the Surveyor's report as presented. Randy Theisen seconded the motion. All in favor. Motion carried.

Terry James made a motion to take short recess. Karl Klingforth seconded the motion. All in favor. Motion carried.

RECESS: 10:27 A.M.
RECONVENE: 10:40 A.M.

Jodi Helgeson, Register of Deeds informed the Committee that an additional item was posted to the agenda. After informing the Committee that sales have been up, Ms. Helgeson stated that one of her staff is retiring in June. She stated that her office is totally self funded and is the basis for all other offices to get information from. In order to keep the level of service she is requesting the Committee to sign the employee recruitment form to fill the position. Discussion was held regarding the Planning & Zoning vacant Building Inspector position not being approved for recruitment. Diane England made a motion to sign the recruitment form in order that the position could be filled. Karl Klingforth seconded the motion. Roll Call Vote: Beckman-Yes; Olson-Yes; 4 – No.(Theisen, Licitar, Morgan, Stuchlak) 3 – Yes. Motion failed by roll call vote. Ms. Helgeson requested to know why some members voted no. Randy Theisen stated that he would like to know more of what the Register of Deeds office does. After explaining the workings of her office, Randy Theisen made a motion to reconsider the roll call vote on the same motion. Glenn Licitar seconded the motion. Roll Call Vote: Beckman-Yes; Olson-Yes; 6 – Yes. 1 – No.(Stuchlak) Karl Klingforth asked if they needed to make a decision today. Ms. Helgeson informed the Committee that she would like to have the current staff train a new employee before she takes medical leave in July. Terry James made a motion to re-agendize the subject until June. Motion died for lack of a second. Karl Klingforth made a motion to sign the recruitment form to fill the position. Diane England seconded the motion. Roll Call Vote: Beckman-Yes; Olson-Yes; Roll Call Vote: 4 – Yes. 3 – No.(James, Stuchlak, Morgan) Motion carried. Barb Morgan made a motion to approve the Register of Deeds and the Land Information reports. Glenn Licitar seconded the motion. All in favor. Motion carried.

Discussion was held regarding the Preliminary Plat for The North Shore (currently known as Lake Mason North Shore Condo) located in the SE ¼, NE ¼, & NE ¼, NE ¼, Section 26, Township 14 North, Range 7 East, Town of New Haven, Adams County, Wisconsin. Barb Morgan made a motion to approve the Preliminary Plat as submitted. Terry James seconded the motion. All in favor. Motion carried.

Motion by Terry James to deviate to item #13 on the agenda. Karl Klingforth seconded the motion. All in favor. Motion carried. Discussion was held pertaining to a Resolution requesting additional funding to increase the second inspector position from half time to full time. Terry James made a motion to re-agendize the subject for July as he wants to wait and see what the Ad Hoc Committee will come up with. Randy Theisen seconded the motion. All in favor. Motion carried.

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Corporation Counsel joined the meeting at 11:30 A.M. Sue Theisen was asked to join the meeting.

Mr. McLaughlin addressed the Committee regarding procedures for combining parcels for zoning purposes.

He stated that the Department of Administration governs platting and such. To combine parcels, it must be done by deed or Certified Survey Map. The current form used by the Real Property Lister's office has been approved by Ms. Theisen's Committee, but has not been approved by the Department of Revenue or the County Board as a legal means of combining parcels. It was the Committee's consensus to re-agendize the subject to the June meeting.

Terry James made a motion to break for lunch and return to address item #16 on the agenda. Diane England seconded the motion. All in favor. Motion carried.

RECESS: 12:15 P.M.
RECONVENE: 1:04 P.M.

Chairman Stuchlak noted that Randy Theisen was excused for the rest of the meeting.

Item #16-Discussion was held with a few changes to the amended Adams County Shoreland Protection Ordinance, such as the name of the Ordinance and adding an R1 Conservation District. Barb Morgan made a motion to approve the amended Draft of the Adams County Shoreland Protection Ordinance with changes and schedule for Public Hearing. Diane England seconded the motion. Roll Call Vote: Beckman-Yes; Olson-Yes; 4 – Yes. 2 – No.(James and Licitar) Motion carried. It was the Committee's consensus to schedule a Committee Meeting at 5:00 P.M. on May 24, 2011 before County Board to review and discuss possible revisions to the amended Adams County Shoreland Protection Ordinance. It was also stated that a Public Hearing to hear the proposed amendments be scheduled at the Community Center for an evening meeting.

Planning & Zoning updates. Phil McLaughlin informed the Committee that he intended to have the Planning & Zoning Department vehicles cleaned.

Discussion was held regarding Commercial Administrative, zoning and building permit fees. Terry James made a motion to put a cap on the fee at \$20,000 with a 50% refund of the total fee charged upon occupancy. Barb Morgan seconded the motion. Roll Call Vote: 6 – Yes. Motion carried.

Tyler Grosshuesch provided a power point presentation of the current Shoreland Protection maps adopted in 1970 with an overlay of the Department of Natural Resources(DNR) wetland maps. Discussion was held.

Chairman Joe Stuchlak excused himself from the meeting at 3:00 P.M. and asked Vice-Chair Licitar to take over the meeting.

Phil McLaughlin indicated the Land Records should have funding to purchase Wetland Data Maps from the DNR. Mr. Grosshuesch will pursue that purchase. It was the consensus of the Committee to readdress this subject at the June meeting.

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Phil McLaughlin presented the Financial Report for the month of March and the Comp Time Report to the Committee for review. Terry James made a motion to approve the Financial and Comp Time Reports as presented. Diane England seconded the motion. All in favor. Motion carried.

Karl Klingforth informed the Committee that he had very few responses when checking with other Counties regarding a survey/questionnaire for Planning & Zoning customers. Discussion was held.

Correspondence: None.

Joe Stuchlak returned to the meeting at 3:15 P.M.

Terry James made a motion to adjourn. Glenn Licitar seconded the motion. All in favor. Motion carried.

Adjourned: 3:19 P.M.

Joe Stuchlak, Chair

Randy Theisen

Glenn Licitar, Vice-Chair

Barb Morgan

Terry James, Secretary

Karl Klingforth

Diane England

Cathy Allen, Recording Secretary

THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE.