

ADAMS COUNTY
PLANNING & ZONING
COMMITTEE MEETING MINUTES
February 6, 2013

Chairman Joe Stuchlak called the Adams County Planning & Zoning Committee meeting to order at 1:00 P.M. on Wednesday February 6, 2013 with the following members present. Glenn Licitar, Randy Theisen, Heidi Roekle, Barb Morgan, Nick Theisen, SAYLE student and Jack Allen, representing Terry James, who along with Al Sebastiani were excused. Others present were: Phil McLaughlin, Zoning Administrator; Cathy Allen, Recording Secretary and Greg Rhinehart, Surveyor. Was this meeting properly announced? Phil McLaughlin stated that it was. Roll Call. Heidi Roekle made a motion to approve the agenda as noticed. Barb Morgan seconded the motion. All in favor. Motion carried.

Public Hearings: James H. Elliot – Rezoning request of three nonconforming parcels from an A1 & A1-15 Exclusive Agriculture Districts and A3 Secondary Agriculture District to an R1-LL Single Family Residential District of the Adams County Comprehensive Zoning Ordinance to allow them to be combined into one residential lot on property located in Pt. of the SE ¼, SE ¼, Section 11, Township 15 North, Range 6 East, and Pt. of the NE ¼, NE ¼, Section 14, Township 15 North, Range 6 East, all being Pt. of Lot 1, CSM 3401 on Fish Avenue, Town of Springville, Adams County, Wisconsin. Randy Theisen made a motion to grant the rezoning and forward that recommendation to the County Board for final approval. Heidi Roekle seconded the motion. Roll Call Vote: 6 – Yes. 1 – Yes. (SAYLE Student-non binding vote) Motion carried. Jason John & Sarah Lee Canales – Rezoning request of a portion of a parcel (approx 12 acres) from an A1-15 Exclusive Agriculture District to an A3 Secondary Agriculture District of the Adams County Comprehensive Zoning Ordinance to allow the parcel to be split on property located in Pt. E ½, SW ¼, SE ¼, and Pt. W ½, SE ¼, SE ¼, Section 21, Township 14 North, Range 7 East, at 424 Golden Avenue, Town of New Haven, Adams County, Wisconsin. Glenn Licitar made a motion to grant the rezoning request and forward that recommendation to the County Board for final approval. Barb Morgan seconded the motion. Discussion was held regarding driveway access. Roll Call Vote: 6 – Yes. 1 – Yes. (SAYLE Student-non binding vote) Motion carried. Brian E. & Jessica L. Gardner – Rezoning request of a portion of a parcel (20.15) from an A1 Exclusive Agriculture District to an A1-15 Exclusive Agriculture District to allow the parcel to be split (the remaining 19.53 acres will be surveyed into the adjacent A1 parcel) on property located in the SE ¼, NE ¼, Section 5, Township 15 North, Range 7 East, at 523 Fawn Court, Town of Jackson, Adams County, Wisconsin. Heidi Roekle made a motion to grant the rezoning and forward that recommendation to the County Board for final approval. Barb Morgan seconded the motion. Roll Call Vote: 6 – Yes. 1 – Yes. (SAYLE Student-non binding vote) Motion carried.

Chairman Stuchlak closed the Public Hearing portion of the meeting and stated that Public Participation would be taken as needed.

Glenn Licitar made a motion to approve the minutes from the January 5, 2013 meeting as presented. Jack Allen seconded the motion. All in favor. Motion carried.

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

Register of Deeds and Land Information: Jodi Helgeson presented the Committee with her Annual Report and informed the Committee that she will also be submitting it to the County Board this month. Discussion was held regarding Register of Deeds job descriptions. Barb Morgan made a motion to approve the job descriptions as presented. Glenn Licitar seconded the motion. All in favor. Motion carried. Ms. Helgeson stated that there are eight applicants being interviewed for the GIS vacancy. Once someone has been hired, Tyler Grosshuesch (former GIS tech) has offered to come and help the new GIS employee become acquainted with the job.

Heidi Roekle made a motion to approve the Register of Deeds and Land Information reports. Randy Theisen seconded the motion. All in favor. Motion carried. Ms. Helgeson informed the Committee that she would not be able to attend the next Planning & Zoning meeting, but would submit a written report.

Discussion was held regarding whether or not to proceed with a proposed Forestry District, with input from citizens present. (Kay Olson and Lynda Bula) It was noted that there should be several meetings to educate the general public about this proposed district and receive feedback. It was the Committee's consensus to put the item on the March Agenda for further discussion and creating a seven person advisory group consisting of; two persons of agricultural background, two residential property owners, two large forest owners and one realtor.

Copies of Planning & Zoning Department staff job descriptions were presented to the Committee for review. Barb Morgan noted that the Zoning Administrator's last job description was way out of date and that Mr. McLaughlin did a good job of updating it. Discussion was held. Heidi Roekle made a motion to approve the job descriptions as presented. Barb Morgan seconded the motion. All in favor. Motion carried.

Discussion was held regarding holding Conservancy rezones. Barb Morgan made a motion to schedule Conservancy rezones in non winter months between April 1 and October 31. Glenn Licitar seconded the motion. All in favor. Motion carried.

Discussion on requirements for completion of Township Participation form. Mr. McLaughlin had added the question of whether the request is consistent with the Town's Comprehensive Plan. Modifications were made which includes whether the Towns have any local regulations that apply to the request that the Committee may need to help in their decision. Jack Allen made a motion to send the form to the Town Chairpersons with a request for comments to be returned to Planning & Zoning and put on the March Agenda. Barb Morgan seconded the motion. All in favor. Motion carried.

Anticipated completion date of having all sanitary systems in the Sanitary System Maintenance Program. Mr. McLaughlin distributed copies of 2011 Wisconsin Act 134 which amends the date to October 1, 2019 for governmental units to adopt and begin the administration of a maintenance program that applies to all private sewage systems and until October 1, 2017 to conduct, complete and maintain an inventory of all private sewage systems.

Randy Theisen was excused at 3:00 P.M.

Planning & Zoning initially sent out letters to Adams County property owners in 2010 for all parcels which there was no existing record of a sanitary permit, but showed improvements on the parcel, explaining that they were going to be put on a septic maintenance schedule in the near future. The letter instructed them to contact the office if there was not a septic system on the parcel, so it could be removed from the maintenance schedule. There was a fair response. The next step is to manually enter all those parcels into the Sanitary Permit Tracking System. Currently in March of every year Septic Tank Maintenance notices are sent on a three year rotation for all systems installed in the County since July of 1992, (which was when Adams County joined the Wisconsin Fund Grant Program for failed systems) which averages about 2500 a year. That total will be significantly increased this year, as about 1/3 of the properties on the initial 2010 list will be mailed a notice to have their septic system pumped and/or inspected. The rest of the parcels will be portioned out over the next two years. On site verification may be required, but usually only after a septic pumper/plumber has been contacted.

Planning & Zoning Updates: Mr. McLaughlin informed the Committee of a complaint received from a citizen in the Town of Strongs Prairie regarding a sewage leak at a pump station servicing the Northern Bay area which is piped to the City of Adams Sewage Treatment Plant in the Village of Friendship. Mr. McLaughlin noted that while this was not Planning & Zoning's responsibility, notification of the individuals responsible, DNR and Emergency Government was done by Inspector Dan Hansen, along with follow-up of the diagnosis and correction of a faulty valve.

Phil McLaughlin presented the Financial Report for the month of December 2012 to the Committee for review. Heidi Roekle made a motion to approve the Financial Report as presented. Barb Morgan seconded the motion. All in favor. Motion carried.

Correspondence: Letter from Ben Brancel, Secretary of the Department of Agriculture, Trade and Consumer Protection regarding complaints about the Shoreland buffer requirements, suggesting that Adams County revisit the 35' buffer requirements which is more restrictive than NR151 requirements. It was noted that both NR115 and NR151 are WDNR mandates. After review it was the consensus of the Committee to keep the Shoreland buffer requirements as is.

The next meeting was scheduled for March 6, 2013 at 1:00 P.M.

Jack Allen made a motion to adjourn. Glenn Licitar seconded the motion. All in favor. Motion carried.

Adjourned: 3:45 P.M.

Joe Stuchlak, Chair

Glenn Licitar

Terry James, Vice-Chair

Barb Morgan

Randy Theisen

Heidi Roekle

Al Sebastiani

Cathy Allen, Recording Secretary

THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE.