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Buffalo County Minutes

Committee/Board: Zoning Committee

Date of Meeting: March 5, 2019

Electronic and Hardcopy Filing Date: April 2, 2019

The public meeting was called to order by Mr. Taylor, chairperson at 9:00 a.m. Roll call noted that all members were present: Michael Taylor, Bernard Brunkow, Dennis Bork, David Danzinger, Max Weiss.

Others present for all or part of the public meeting include Mike Owecke, Zoning Administrator, Julie Lindstrom, Zoning Administrative Assistant, Jason Poser, Buffalo County GIS Staff.

There were no public comments relating to the Agenda.

Minutes from the December 4, 2018 and January 7, 2019 Zoning Committee Meeting. Motion by Mr. Bork, seconded by Mr. Danzinger to approve the minutes from the December 4, 2018 & January 7, 2019 Zoning Committee meetings as printed. All in favor. Carried.

Letter of Correspondence to Property Owners of Towns of Montana & Waumandee. A draft letter was sent to the Zoning Committee members to review prior to the meeting. Mr. Owecke explained that the letter will go to landowners in both the Town of Waumandee & Town of Montana. Mr. Owecke continued by saying this is a result of a letter that the Town of Montana sent out to their residents. The Finance Committee decided the letter was very misleading, there should be a response to the letter and it should come from the Zoning Committee. Mr. Owecke also explained that when there is no county zoning, the only regulations that remain in effect is state statute (floodplain, shoreland and sanitary) requirements. Mr. Owecke expressed concern for how the floodplain, shoreland and sanitary requirements will be captured when the landowner is not required to apply for a zoning permit. Mr. Bork stated that he also serves on the Town Board for Montana Township and expressed concern because zoning was on the Town of Montana, meeting agenda for a year and a committee was formed to address zoning, so to say the Town Board made a decision to not be part of County Zoning without anybody's knowledge or input is not correct. Mr. Bork felt their Town landowners had a lot of opportunity to be informed. Mr. Bork also commented that Government starts at the Town level and the Towns have the ability to say yes or no when it comes to being part of county zoning and the letter should not be sent out. Farmland Preservation was discussed. The Agricultural Enterprise Area component of the State of WI Farmland Preservation Program is an avenue to participate even though your land is not in the ANR-40 Zoning District and if there is no county zoning in your Town. Mr. Danzinger stated that the Zoning Committee should be certain the landowners in the Town of Montana understand what no county zoning will mean. Mr. Danzinger also stated that the Zoning Committee should know when things happen in the shoreland or floodplain areas of the county. It is easier for someone to know upfront whether they are in the floodplain or shoreland and they can't build in that location, rather than having to tear a structure down after it is constructed. Mr. Danzinger continued by saying that it is going to be difficult for the Zoning Department to enforce the Shoreland and Floodplain Ordinances when a Town is not part of County Zoning.

Mr. Danzinger questioned whether the letter should be sent out on behalf of the Zoning Committee. Mr. Danzinger continued by saying that he thinks some sort of letter should go out to each Town that has not passed a resolution to be part of the new zoning ordinance and remind them of the approaching deadline to make a decision. Mr. Owecke stated that the Towns of Waumandee and Montana sent a letter opting out of county

zoning. Mr. Bork stated that he feels the letter should provide information on the opportunity to opt into county wide zoning or know there is an option to not be part of county wide zoning. Mr. Danzinger stated he would like to see some kind of letter go out to the Towns that have taken no action on the revised zoning ordinance. Mr. Brunkow questioned whether the letter should go to all the Towns that have not made a decision. Mr. Danzinger suggested some version of the letter presented should be mailed to the Towns. Mr. Taylor agrees that we should not single out Montana and Waumandee. Mr. Danzinger commented that he does not have a problem if a couple of the Towns do not want to be part of county zoning. Mr. Owecke stated a letter was already sent earlier reminding Towns of the deadline. It was discussed that the Towns that have not made a decision may be waiting until after the Town Board elections this spring. Mr. Danzinger commented that the nice thing about a Town being part of County Zoning, it takes the responsibility of land use off the Town. Mr. Danzinger continued by saying it gives formal organization and formal structure through county zoning. Motion by Mr. Brunkow, seconded by Mr. Weiss to table sending a letter until after the next Zoning Committee meeting. Mr. Danzinger recommended that Mr. Owecke draft a couple of letter options with language so the Towns will inform the Zoning Department whether they plan to be part or not be part of county zoning. Mr. Danzinger suggested that the letter be more general than specific and the letter should go to those Towns that have not passed a resolution to be part of county zoning.

The next meeting was scheduled for April 11, 2019 at 9:00 a.m.

Resolution to Approve the Expenditure of CAPX2020 Funds to Install Private Drive and Town Road Signs as Mandated by the Newly Adopted Uniform Addressing Ordinance. Mr. Owecke explained that at the last zoning committee meeting a resolution was passed to expend CAPX2020 funds not to exceed \$30,000. Since that time, several things have changed. Mr. Owecke continued by saying that Lange will be printing and installing the new address signs as well as the Town Road signs that need to be replaced. Mr. Owecke stated he retracted the resolutions that were previously approved by the Zoning Committee and drew up a new version reflecting the new numbers. Copies of the new resolution were passed out for review. All the same language, just new numbers. This resolution is to spend CAPX money to install the new Town Road and Private Drive signs as made necessary by the new addressing ordinance. Mr. Owecke stated it is estimated there are 31 (thirty-one) Town road signs and 69 (sixty-nine) private drives that will need to be installed with total dollars of \$18,110. Mr. Owecke continued by saying the resolution states not to exceed \$22,000. This will allow more funds for any additional signs that may need to be ordered. Mr. Danzinger questioned the Townships that would like to replace their existing road signs with new road signs that are not part of the county project. Mr. Owecke stated it is probably part of Phase II of the project. Mr. Weiss questioned the status of road names and the status of that part of the project. Mr. Poser stated there will be an effort to communicate with the Towns about Phase II. Mr. Owecke provided a list of duplicate road names for the Committee to review. He explained that the list identified which roads will keep their name and which roads will change their name based on language in the Uniform Addressing Ordinance. Motion by Mr. Brunkow, seconded by Mr. Weiss to approve and sign the resolution to expend up to \$22,000 of CAPX funds. All in favor. Carried.

Resolution to Establish the Application Fee for Private Drive Signs. Mr. Owecke explained this resolution establishes the application fee for a new private drive after the initial private drives have been assigned and placed. Mr. Owecke continued by saying the resolution that was initially passed by this committee was pulled before it was acted on by the Finance Committee to allow for a change in the fee. Lange will not be installing individual road signs, but will provide the hardware, the Highway department will be used to install the private drive signs. Materials will cost \$106 and the Highway department will charge \$284 to install the signs. The Zoning Committee agreed there would be an administrative fee to the Zoning Department, so the permit fee will be \$450. This fee is raised \$30 from the last meeting. Mr. Weiss questioned the cost for the Highway Department to install a sign. Mr. Owecke stated that Mr. Platteter explained that it will require two trips to the sign site, one to locate the spot and then out again to install. Mr. Owecke stated that the Highway department

gave him a price on a site when they need to drive the farthest. Mr. Owecke also stated that in the course of the year, there will not be many cases when someone will be building a new structure on someone's private driveway. Motion by Mr. Brunkow, seconded by Mr. Danzinger to approve and sign the resolution as presented. All in favor. Carried.

Zoning Administrator Comments/Report. Mr. Owecke provided a handout showing permits issued in the Zoning department in 2018. He provided a second handout showing permits issued cumulative by year since when he started keeping track of the permits in 2015. He mentioned 307 permits were issued in 2018 compared to 392 permits issued in 2017. The biggest drop was in agricultural buildings and septic permits issued. The budget was questioned in relationship to permits issued. Mr. Owecke explained that permit fees were adjusted in 2018 with the goal of recouping 50% of our operating costs for the department. He further stated that the Zoning Department has used the yearly totals of permits issued to decide how much revenue to budget. Mr. Owecke pointed out the increase of Industrial and Commercial permits in the last year. Mr. Owecke stated that he expect that to be even higher in 2019 because of the increase in permits for communication towers and their facilities. Mr. Bork questioned an increase in agricultural structures because of the collapse of these structures earlier this year. Mr. Owecke responded by saying that may or may not be the case. First they need to decide to rebuild. Then there are cases where permits will not be needed. Mr. Owecke stated that complete new building will require a zoning permit.

Chairperson Comments/Report. Mr. Taylor asked whether the Zoning Specialist position had been filled. Mr. Owecke stated the position is filled. Jennifer Tepovich is not here today, because she is attending training. Ms. Tepovich is from Fountain City. She has a degree in Resource Management and did some work in her field earlier in her career. Mr. Owecke commented that she has a good soils background.

There were no public comments. Next meeting date was scheduled earlier in the meeting.

Motion by Mr. Bork. Seconded by Mr. Weiss to adjourn. All in favor. Carried. The meeting was adjourned at 10:10 a.m.

Respectfully Submitted
Julie Lindstrom
Zoning Administrative Assistant