

ADAMS COUNTY  
PLANNING & ZONING COMMITTEE  
MEETING MINUTES: MAY 7, 2014

Cindy Phillippi, Adams County Clerk called the Adams County Planning & Zoning Committee meeting to order on Wednesday May 7, 2014 at 12:30 P.M. with the following members present: Joe Stuchlak, Barb Morgan, Al Sebastiani, Rocky Gilner, Larry Babcock and Mark Hamburg. Randy Theisen was excused. Also present were: Phil McLaughlin, Zoning Administrator; Cathy Allen, recording secretary; Greg Rhinehart, County Surveyor; Jani Zander, County Treasurer and Kay Martz. Ms. Phillippi asked if the meeting had been properly noticed. Cathy Allen stated that it was. Ms. Phillippi then asked for a nomination for Chair. Barb Morgan nominated Joe Stuchlak for Chairperson. There were no further nominations. All were in favor of the nomination of Joe Stuchlak. The Clerk then turned the meeting over to Joe Stuchlak as Chairperson.

Chairman Joe Stuchlak opened the floor for nomination for Vice-Chair. Joe Stuchlak nominated Barb Morgan. Motion to appoint Barb Morgan as Vice-Chair. Rocky Gilner seconded the motion. All in favor. Motion carried. Discussion was held regarding secretary/recording secretary. Cindy Phillippi responded that according to the new law, Cathy Allen would be recording secretary. Rocky Gilner nominated Cathy Allen for recording secretary. All in favor. Motion carried. Pledge of Allegiance. Mr. McLaughlin addressed the new Committee members with information regarding an overview of County Comprehensive Zoning, Shoreland Wetland and Habitat Protection and Conservancy rezoning requirements along with the public hearing process.

Mark Hamburg made a motion to approve the agenda as noticed. Rocky Gilner seconded the motion. All in favor. Motion carried.

Further discussion of the rezone process as far as consistency and written records of individual decisions and Committee meeting dates followed. Barb Morgan made a motion to recess until the scheduled 1:00 P.M. Public Hearing. Al Sebastiani seconded the motion. All in favor. Motion carried.

RECESS: 12:47 P.M.

Randy Theisen arrived at 12:55 P.M.

RECONVENE: 1:00 P.M.

Chairman Stuchlak called the meeting to order at 1:00 P.M. Roll Call.

Public Hearings: Paul R. Swan – Rezoning request of a parcel (7.43 acres) from an A3 Secondary Agricultural District to a B1-Rural Business District of the Adams County Comprehensive Zoning Ordinance with a Conditional Use Permit under Section 3-5.03(B) to allow an increase to the height restriction to allow the construction of a barn as a private party facility to be rented out for wedding receptions and rehearsal dinners on property located in Pt. of the N ½, SW ¼, Section 34, Township 14 North, Range 6 East, Lot 1 of CSM 4469 at 4161 River Road, Town of Dell Prairie, Adams County, Wisconsin. Paul Swan gave a presentation for a 12,800 sq. ft. timber frame constructed “barn” complete with two silos with a capacity of 250 people for hosting wedding receptions and rehearsal dinners. Linens and tableware would be provided. Food and beverages would be catered. Mr. Swan is attempting to get a liquor license in the event that a caterer would not provide such services. If his Rezone and Conditional Use Permits are approved, he plans to start construction in September 2014 and start renting next year. There was opposition to additional traffic and noise. Bud Daggett spoke in favor of the project, but after visiting the site with another adjacent owner (Martin Hickey) and speaking with Mr. Swan about the project, provided a list of conditions they would like imposed. Discussion was held regarding a permeable surface driveway, parking, and landscape lighting. Rocky Gilner

made a motion to grant the rezoning and forward that recommendation to County Board for final approval. Randy Theisen seconded the motion. Roll Call Vote: 6 – Yes. 1 – No. (Hamburg) Motion carried.

Rocky Gilner made a motion to grant the Conditional Use Permit for an increase in the height limitation and with the conditions listed by Bud Dagget and approved by the Swans. Barb Morgan seconded the motion. Discussion was held regarding amending the motion to include that the conditions apply to all adjacent properties. Rocky Gilner amended his motion with the conditions previously agreed upon between the petitioner and adjacent property owner, but with a 90' boundary. Barb Morgan seconded the motion. Discussion was held regarding the distances being too restrictive to the petitioner. Rocky Gilner moved to grant the Conditional Use Permit for an increase in the height limitation and with the conditions listed by Bud Dagget and approved by the Swans, but with a 50' boundary on the southern lot line. Barb Morgan seconded the motion. Roll Call Vote: 7 – Yes. Motion carried.

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

Al Sebastiani made a motion to approve the minutes from the April 2, 2014 meeting as presented. Rocky Gilner 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. Rocky Gilner made a motion to approve the Surveyor's report. Randy Theisen seconded the motion. All in favor. Motion carried.

Randy Theisen made a motion to recess. Barb Morgan seconded the motion. All in favor. Motion carried.

RECESS: 1:54 P.M.  
RECONVENE: 1:59 P.M.

Jodi Helgeson presented a synopsis of the Register of Deeds document indexing system from 1988 to today. Ms. Helgeson is requesting Committee approval to purchase a new software program for the purpose of indexing and imaging documents electronically. Jani Zander asked if this software would work with the GCS system that other County offices currently use. Ms. Helgeson stated that it would if GCS allows it. Cindy Phillippi asked what the timeline for completing the redaction was. Ms. Helgeson stated that it is January 1, 2015, but that can ask for extension. Discussion was held. Larry Babcock made a motion to approve the purchase of the new software program contingent on approval from the Tech Steering and Administrative/Finance Committees. Barb Morgan seconded the motion. All in favor. Motion carried. Ms. Helgeson presented the Register of Deeds Office 5 Year Plan. Mark Hamburg made a motion to approve the 5 Year Plan. Rocky Gilner seconded the motion. All in favor. Motion carried.

Ms. Helgeson stated that there was nothing new for Land Information other than trying to set up a meeting with project partners for aerial photography.

Planning & Zoning staff WIPFLI Study. Mr. McLaughlin was instructed to place this on next month's agenda with a letter addressed to the Joint Committee on WIPFLI Wage Study to be signed by the Planning & Zoning Committee requesting wage increases for the two Building Inspector/Code Enforcement Officers independent of the wage study and according to a Certification Schedule carried over from the Union Contract.

Planning & Zoning Updates: None.

Financial Report for March 2014 was presented to the Committee for review. Barb Morgan made a motion to approve the Financial Report as submitted. Mark Hamburg seconded the motion. All in favor. Motion carried.

Correspondence: None.

The next meeting was scheduled for June 4, 2014. Site visit in the Town of Preston at 12:00 P.M., with the Public Hearings and regular meeting to immediately to follow.

Mark Hamburg made a motion to adjourn. Rocky Gilner seconded the motion. All in favor. Motion carried.

Adjourned: 2:46 P.M.

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Joe Stuchlak, Chair

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Rocky Gilner

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Barb Morgan, Vice-Chair

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Larry Babcock

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Randy Theisen

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Mark Hamburg

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Al Sebastiani

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Cathy Allen, Recording Secretary

**THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE.**