

ADAMS COUNTY
PLANNING & ZONING COMMITTEE
MEETING MINUTES: MARCH 5, 2014

Chairman Joe Stuchlak called the Adams County Planning & Zoning Committee meeting to order at 1:00 P.M with the following members present: Randy Theisen, Glenn Licitar and Al Sebastiani. Rocky Gilner sat in for Terry James, who was excused along with Barb Morgan and Heidi Roekle. Others present were: Matt Bremer filling in for Phil McLaughlin, Zoning Administrator; and Cathy Allen, Recording Secretary. Pledge of Allegiance. Was this meeting properly announced? Cathy Allen stated that it was. Roll call. Al Sebastiani made a motion to approve the agenda as noticed. Glenn Licitar seconded the motion. All in favor. Motion carried.

Public Hearings: Matthew F. & Susan K. Lewandowski – Conditional Use Permit request under Section 5-6B.03 of the Adams County Comprehensive Zoning Ordinance to allow the replacement of a single wide manufactured home with a new 16' x 80' manufactured home on property located in the SW ¼, SE ¼, Section 5, Township 15 North, Range 6 East, Lot 4 of Sunrise Acres at 1128 Fern Avenue, Town of Springville, Adams County, Wisconsin. Patty Thompson of Timberlake Homes represented the Lewandowski's and explained that when the owner found out that they could not replace the existing mobile home with a park model camper, they opted for a new manufactured home. Discussion followed. Glenn Licitar made a motion to grant the Conditional Use Permit. Al Sebastiani seconded the motion. Roll Call. 5 – Yes. Motion carried. Scott E. Kotlowski – Request the rezoning of two parcels (4.88 & .28 acres) from an A1-15 Exclusive Agriculture District and an R1 Single Family Residential District respectively and a portion of a parcel (approx 5.9 acres) from an A1 Exclusive Agriculture District to an A3 Secondary Agriculture District of the Adams County Comprehensive Zoning Ordinance to create one parcel by a Certified Survey Map (approx 11 acres) around the existing farmstead and separate it from the fields on property located in Pt. of the SW ¼, SW ¼, Outlot 1 of CSM 5663, Section 6 and Pt. of the NE ¼, NW ¼, & NW ¼, NW ¼, of Section 7, all in Township 18 North, Range 6 East, at 1401 13th Lane, Town of Preston, Adams County, Wisconsin. (Portions of these properties are zoned Recreational/Residential and Shoreland/Wetland under the Shoreland Ordinance and Floodfringe and Dam Break Shadow under the Floodplain Ordinance) Greg Rhinehart was present to represent Mr. Kotlowski. Mr. Rhinehart explained the request and stated that the buildings have been removed from the Floodplain. Discussion followed. Randy Theisen made a motion to approve the request and forward that recommendation to the County Board for final approval. Glenn Licitar seconded the motion. Roll Call Vote: 5 – Yes. Motion carried. Boy Scouts of America-Three Fires Council – Conditional Use Permit Request under Section 5-3.03(A) (21) of the Adams County Comprehensive Zoning Ordinance to allow future construction of sun shade shelters, food service building, two pole buildings and remodeling of existing headquarters, shooting range shelter, storage and teaching shelters on property located in the SE ¼, Section 1, Township 15 North, Range 7 East at 105 Fawn Drive, Town of Jackson, Adams County, Wisconsin. Josh Kirkham, Ranger/Manager was present to explain that the request is to construct a shade shelter and expand a shade area over the firing range this spring, with the remaining as long range plans. The idea being that everything will be covered under this Conditional Use Permit so that they would not be held up on each individual project when applying for their building permits. Discussion followed. Al Sebastiani made a motion to grant the Conditional Use Permit. Randy Theisen seconded the motion. Roll Call Vote: 5 – Yes. 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 February 5, 2014 meeting as presented. Randy Theisen seconded the motion. All in favor. Motion carried.

Greg Rhinehart presented the surveyor's report for the month of February to the Committee for review. Glenn Licitar made a motion to approve the Surveyor's report. Randy Theisen seconded the motion. All in favor. Motion carried.

Register of Deeds: Jodi Helgeson stated that there is nothing new to report for Register of Deeds. Ms. Helgeson informed the Committee that the plotter machine needs work. Al Sebastiani made a motion to approve the Register of Deeds and Land Information reports as presented. Glenn Licitar seconded the motion. All in favor. Motion carried.

WIPFLI Study-Grade Classifications. Matt Bremer handed out copies of Job Descriptions and Position Description Questionnaires for the staff positions in the Planning & Zoning Department which has been presented to the Joint Committee on the WIFLI Wage Study. Since Mr. McLaughlin was not present to answer any questions the Committee might have, Chairman Stuchlak stated that it should be put on the April Agenda.

Planning & Zoning Updates: Matt Bremer updated the Committee on Buffer Documentation progress and electronic Citation progress for issuing Citations for non compliant Septic Tank Maintenance. Mr. Bremer also stated that Phil McLaughlin and Joe Jackson are attending UDC Code updates in Lake Delton.

Copies of the Financial Report for January 2014 were distributed to the members. Ms. Allen informed the Committee that the Final Financial Statement for 2013 will be presented at the April meeting, as the Department will not receive it until Friday. Glenn Licitar made a motion to approve the Financial Report as submitted. Randy Theisen seconded the motion. All in favor. Motion carried.

Correspondence: None.

Chairman Stuchlak stated there was no need for closed session this month.

The next meeting was scheduled for April 2, 2014 at 1:00 P.M.

Al Sebastiani made a motion to adjourn. Randy Theisen seconded the motion. All in favor. Motion carried.

Adjourned: 1:56 P.M.

Joe Stuchlak, Chair

Glenn Licitar

Terry James, Vice-Chair/Rocky Gilner

Barb Morgan

Randy Theisen

Heidi Roekle

Al Sebastiani

Cathy Allen, Recording Secretary

THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE.