

ADAMS COUNTY  
PLANNING & ZONING COMMITTEE  
MEETING MINUTES: July 6, 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; and Ethan Olson and Alexandria Beckman, SAYL (Serving as Youth Leaders) members. Was this meeting properly announced? Phil McLaughlin stated that it was. Roll Call. Barb Morgan made a motion to approve the agenda as noticed. Karl Klingforth seconded the motion. All in favor. Motion carried.

Public Hearings: None.

Chairman Stuchlak noted that public participation would be taken as needed.

Phil McLaughlin presented the minutes from the May 24, June 1 and June 15, 2011 meetings to the Planning & Zoning Committee for review. Glenn Licitar 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 June to the Committee for review. Karl Klingforth made a motion to approve the Surveyor's report as presented. Diane England seconded the motion. All in favor. Motion carried.

Register of Deeds: Jodi Helgeson informed the Committee that she had a new employee working in her department. Discussion followed regarding the Adams County Modernization Plan which gets updated every five years. Barb Morgan made a motion to approve the Land Records Plan, sign the subsequent Resolution and forward both to the County Board for final approval. Diane England seconded the motion. All in favor. Motion carried.

Corporation Counsel Jack Albert addressed the Committee regarding the POWTS Sanitary System maintenance Notification Procedure. After some discussion, it was agreed that the courtesy reminder for receipt of the verification card letter would be shortened to ten business days. Karl Klingforth made a motion to approve the letter as revised. Glenn Licitar seconded the motion. All in favor. Motion carried.

Discussion was held on the 200' limitation on the access and viewing corridor adopted by public hearing and County Board action. Terry James made a motion to leave Section 4-2.01 as it reads. Barb Morgan seconded the motion. 6 – Yes. 1 – No.(England) Olson-Yes. Beckman-No. Motion carried.

Discussion on limitations on livestock within the 35' buffer zone. Glenn Licitar made a motion to approve Section 3-2.04 prohibiting livestock closer than thirty-five (35) feet to any navigable water body, and to delete Section 4-2.02(1) as it duplicates Section 3-2.04. Barb Morgan seconded the motion. All in favor. Motion carried.

Discussion on park models and camping in the Adams County Shoreland, Wetland and Habitat Protection Ordinance. Terry James made a motion to add Section 3-10.00 Recreational Vehicles and Camping as presented. Randy Theisen seconded the motion. All in favor. Motion carried.

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

RECESS: 10:47 A.M.  
RECONVENE: 10:56 A.M.

Phil McLaughlin presented a revised Secretary/Bookkeeper job description to the Committee stating that it was to lower the typing requirements from 45 wpm to 40 wpm. Terry James made a motion to change the job description as presented. Barb Morgan seconded the motion. All in favor. Motion carried.

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Discussion on Resolution requesting additional funding to increase second inspector position from half time to full time. Terry James made a motion to postpone the discussion until the August agenda. Randy Theisen seconded the motion. All in favor. Motion carried.

Department updates: Phil McLaughlin informed the Committee that he had completed a Community Rating Audit that is performed by FEMA every five years. Discussion was held.

Phil McLaughlin presented the Financial Report for the month of May 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. Glenn Licitar seconded the motion. All in favor. Motion carried.

Correspondence: None.

Next meeting date: August 3, 2011 @ 9:00 A.M.

Terry James made a motion to adjourn. Randy Theisen, Barb Morgan and Diane England seconded the motion. All in favor. Motion carried.

Adjourned: 10:35 A.M.

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Joe Stuchlak, Chair

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Randy Theisen

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Glenn Licitar, Vice-Chair

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Barb Morgan

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Terry James, Secretary

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Karl Klingforth

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Diane England

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Cathy Allen, Recording Secretary

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