

ADAMS COUNTY
PLANNING & ZONING COMMITTEE
MEETING MINUTES: February 2, 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; Glenn Licitar, Vice-Chair; Terry James, Secretary; Barb Morgan; Karl Klingforth and Randy Theisen. Diane England was excused. Others present were: Greg Rhinehart, County Surveyor; Phil McLaughlin, Zoning Administrator; Cathy Allen, Recording Secretary and Ethan Olson, SAYL (Serving as Youth Leaders) member. Was this meeting properly announced? Phil McLaughlin stated that it was. Roll Call. Barb Morgan made a motion to approve the agenda as noticed. Glenn Licitar seconded the motion. Terry James requested to deviate to item #12 after item #6 and move item #10 after item #16. All in favor. Motion carried.

Phil McLaughlin presented the minutes from the January 5, 2011 Planning & Zoning meeting and January 26, 2011 Special Meeting to the Committee for review. Phil McLaughlin notified the Committee that Milk Source had been informed of the fee required for the two special meetings. Terry James made a motion to approve both sets of minutes as presented. Randy Theisen 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. Discussion was held regarding resurveying the lots in the Big Spring Dam area. Terry James made a motion to approve the Surveyor's report as presented. Barb Morgan seconded the motion. All in favor. Motion carried.

Lynda Bula, New Chester Planning Commission Chairperson addressed the Committee regarding parcel #20-371-10 owned by Eric Frank. She stated that Mr. Frank informed her that he researched the property before he purchased it in 2004 and was told that a small portion of the property was buildable. Then when he looked into permits in 2008 was told that it was not buildable because it is located in a Conservancy District. Discussion was held. Mr. McLaughlin stated that the Department would do setback averaging but that the owner may need to verify the location of the property corners and lot lines. It was deemed acceptable by the New Chester representatives that due to present seasonal conditions that the averaging could be done possibly in late March.

Discussion was held regarding implementing a policy on outside vehicle usage. Terry James made a motion that Mr. McLaughlin be more restrictive on lending out the Departments vehicles. Glenn Licitar seconded the motion. All in favor. Motion carried.

Jodi Helgeson, Register of Deeds had nothing new to report for Register of Deeds office.

Ms. Helgeson informed the Committee that Bill Parr was appointed by the County Board as the Real Estate Member on the Land Information Committee.

There was no Town of Dell Prairie or New Haven representative present to inform the Committee of any concerns that they may have regarding the Planning & Zoning Department. Ms. Allen was instructed to notify the Clerks of those two townships that it would be placed on the March agenda and that they would need to have a representative present if they wished to voice any concerns they may have regarding services provided by the County Planning & Zoning Department. It was also the consensus of the Committee that Mr. McLaughlin send a letter out to the townships asking them to contact the Department and/or a Planning & Zoning Committee member requesting them to attend a town meeting to address any concerns they may have.

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Karl Klingforth feels that a satisfaction questionnaire should be included with building permit application packets. Ethan Olson, SAYL representative feels that the questionnaire is a good idea and should include the question "what does Planning & Zoning do well?" Karl Klingforth volunteered to research if other County Planning & Zoning Departments do anything like this and report back to the Committee in March.

There are no Department updates.

Terry James made a motion to take a recess. Glenn Licitar seconded the motion. All in favor. Motion carried.

RECESS: 10:10 A.M.
RECONVENE: 10:20 A.M.

Phil McLaughlin presented the Financial Report for the month of December to the Committee for review. There was no comp time to report. Terry James made a motion to approve the Financial Report as presented. Barb Morgan seconded the motion. All in favor. Motion carried.

Chris Murphy joined the meeting at 10:25 A.M.

Correspondence: Phil McLaughlin informed the Committee of a burst of e-mails from other Counties regarding an article from Oneida County regarding a Resolution calling for a repeal of NR115. Discussion followed. Chris Murphy presented the Committee with a copy of an e-mail from Ayres & Associates. Discussion followed.

Jack Albert, Corporation Counsel joined the meeting at 10:37 A.M.

The Draft revision of the Adams County Shoreland Protection Ordinance was presented to the Committee for review. Corporation Counsel Jack Albert informed the Committee that there are three mandatory regulations from NR115 that are addressed in the Draft revision; exceeding 15% impervious surfaces, vertical expansion of a nonconforming structure and replacement of a nonconforming structure. Section 4.0 Removal of Shore Cover has been rewritten and includes mitigation requirements. At least some of the Committee members have an issue with the recording requirements of the mitigation obligations with the Register of Deeds. Mr. McLaughlin was instructed to verify this requirement with the DNR. Mr. McLaughlin informed the Committee that impervious surface requirements are for all properties within three hundred feet of the water, not just water front lots, which will make permitting requirements more difficult. Greg Rhinehart questioned the definition of impervious surfaces. Further discussion was held. The Committee will continue discussion at the next regularly scheduled meeting.

Chairman Stuchlak stated that the Committee is scheduled for a Special Meeting on February 16, 2011 and that the next regular meeting will be on March 2, 2011

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

Adjourned: 11:55 A.M.

Joe Stuchlak, Chair

Randy Theisen

Glenn Licitar, Vice-Chair

Barb Morgan

Terry James, Secretary

Karl Klingforth

Diane England

Cathy Allen, Recording Secretary

THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE.