

## **Buffalo County Minutes**

**Committee/Board:** Zoning Committee

**Date of Meeting:** October 16, 2018

**Electronic and Hardcopy Filing Date:** October 24, 2018

The meeting was called to order at 9:00 a.m. by Michael Taylor, chairperson. Role call was taken, Michael Taylor, Bernard Brunkow, Dennis Bork, David Danzinger were present. Max Weiss arrived just after Role Call was taken.

Others present for all or part of the public meeting include Mike Owecke, Zoning Administrator, Keith Bollinger, Zoning Specialist, Julie Lindstrom, Administrative Assistant in the Zoning Department. Scott Bechel from Johnson & Schofield Inc.; Sonya Hansen, County Administrative Coordinator.

Minutes are summarized as follows:

**Public Comments Relating to the Agenda:** There were no public comments relating to the agenda.

**Meeting Minutes.** Ms. Lindstrom noted that the minutes show an electronic filing date of May 16, 2018 and should be changed to actual electronic filing date. Motion by Mr. Brunkow seconded by Mr. Danzinger to approve the minutes from the August 2, 2018 Zoning Committee meeting, noting an electronic filing date of 10/16/2018. All in favor. Carried.

**Preliminary Plat – Lewis Addition.** Mr. Owecke stated the plat for review is located in the Town of Belvidere and the location of the plat. Mr. Scott Bechel from Johnson & Schofield, survey company explained the difference between a plat and a certified survey map. Mr. Owecke, stated that when you go over 5 lots, you use a plat map rather than a certified survey map. Mr. Owecke stated the Town of Belvidere has accepted the new Zoning Ordinance so these lots will need to meet the criteria of the new zoning ordinance and they do meet the required criteria. Each lot will allow for one single family dwelling or duplex in regard to size as long as all setbacks are met. Mr. Owecke stated Wisconsin State Department of Safety and Professional Services and WI DOT do not require review of the plat. Mr. Owecke further explained the Highway Commissioner has reviewed the site for driveway access and commented that having that many driveways in a short distance is not desirable, but there does not appear to be any issues with sight distances, etc. All the lots when sold will need to apply for a driveway permit as they are developed. Mr. Owecke explained ownership of the land that surrounds the plat needs to be reviewed and that property around the plat is owned by one person. Mr. Taylor questioned and Mr. Owecke explained that the preliminary plat needs to be approved by the Town of Belvidere and the Zoning Committee and the final plat needs to be approved by the Zoning Committee and the County Board. Mr. Danzinger, as chairman of the Town of Belvidere stated that the plat has been discussed at a Town Board meeting, but it has not been officially approved by the Town Board. Mr. Owecke explained that our ordinance also requires soil suitability for septic systems; there will be nine new septic systems going in. Most of the soil content is sand and sand is a very good soil for properly working private septic systems. Mr. Owecke explained the Zoning Committee can consider requiring ten percent of the total area be dedicated or reserved for future public uses, such as parks, playgrounds and open spaces. It was the consensus of the committee to not make any requirement that a portion of the land be set aside for any public use. Another requirement that Mr. Owecke explained was the requirement for monuments by WI State Statute. Mr. Bechel stated that an option to meet this requirement is a two inch iron pipe, eighteen inches long; two corners of the plat are already monumented by the US Army Corp. The major corners will be a 2 inch iron pipe, which will be identified on the final plat. Title

of the plats are also required and Mr. Bechel indicated that he has availability to the state requirements for platting and will review them, to be sure he meets all the requirements. Motion by Mr. Bork, seconded by Mr. Brunkow to approve the preliminary plat as long as it meets all the state requirements. All in favor. Carried.

Uniform Addressing Ordinance. Mr. Owecke explained that with the county moving ahead with the Towns to get new address signs he felt it was important to update the addressing ordinance. A handout was given to the committee members that provided a guide to the procedure of issuing and what happens when a new address number is issued, who gets notified and who is responsible for what; listing the protocol we have in place. The Zoning Department has taken over the responsibility of ordering and putting up the signs to help keep consistency. Mr. Jason Poser, GIS Staff with Buffalo County entered the meeting at this time. Mr. Danzinger stated that as we begin this discussion we need to keep in mind that the Towns have no interest in changing the actual address numbers; we need to work forward from there. Mr. Owecke explained that the reason why Mr. Poser was asked to join this discussion is because Mr. Poser and Mr. Bollinger have to initially deal with the problems that come up and the confusing situations that arise for the Zoning Department, when address numbers are issued. Mr. Poser explained the reason why address numbers are issued using A,B,C's as part of the address number, which is not the preferred numbering system by the post office and E911. Typically this happens on private driveways; when this happens everyone on that private driveway ends up changing their address number. Mr. Poser continued by saying this will not go away unless the county moves in a direction to rectify the situation. Mr. Owecke is suggesting that we name private driveways where there is more than one home. We would address those driveways as if they were actual roads. Mr. Poser stated that by giving the private driveway road names, this would eliminate having everyone's address changed when a new person moves onto that private road. Discussion was held regarding the number of private drives in the county, how they will name these roads, avoiding duplicate road names in the county, the private road names signs, what this will cost and who will pay for it. Mr. Owecke pointed out that language in the new zoning ordinance would require a principle structure on a parcel would need an address number. In addition, language in the new zoning ordinance states that there can be no more than 4 dwellings on a private drive; it would need to be a Town Road before additional zoning permits would be issued. The quarterly meeting of the county Towns is scheduled for Monday, October 29<sup>th</sup> in the County Board room in Alma.

Zoning Administrator Report. Mr. Owecke reported as follows: The Resolution to increase zoning permit fees that was approved at the last Zoning Committee meeting was approved by the Finance Committee and adopted by the Full County Board. It was questioned and it is true that following adoption of the Zoning Ordinance by the County Board, Towns are under the old Zoning Ordinance for one year following adoption of the County Board, unless the Town passes a resolution to be part of the new Zoning Ordinance. The new zoning ordinance takes effect in a Town as soon as the resolution is recorded with the County Clerk. Right now eight Towns have adopted the new Zoning Ordinance. Mr. Owecke provided a handout of the updated spreadsheet of permits issued for 2018. Mr. Owecke explained that agricultural structures are down from previous years, but all other zoning permits seem to be pretty close to the average over the last three years. Mr. Owecke stated that two additional Towns have changed their zoning maps to include more of their Township in ANR-40 so their landowners can participate in the State Farmland Preservation Program (FPP). The county is still waiting for final approval from DATCP on the language, so the Zoning Ordinance meets the requirements for the FPP. This ended Mr. Owecke's report.

There was no additional comments from Mr. Taylor. There were no Public Comments not relating to the Agenda. Next meeting was scheduled for Tuesday, November 6, 2018 at 9:00 a.m. Motion by Mr. Weiss, seconded by Mr. Danzinger to adjourn. All in favor. Carried. The meeting was adjourned at 11:05 a.m.

Respectfully Submitted,  
Julie Lindstrom, Zoning Administrative Assistant