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Buffalo County Minutes

Committee/Board: Zoning Committee

Date of Meeting: January 7, 2019

Electronic and Hardcopy Filing Date: February 11, 2019

The public meeting was called to order by Mr. Taylor, chairperson at 10:10 a.m., immediately following the public hearing. Roll call noted that all members were present: Michael Taylor, Bernard Brunkow, Dennis Bork, Max Weiss. David Danzinger was present by phone.

Others present for all or part of the public meeting include Mike Owecke, Zoning Administrator, Jason Poser, Buffalo County GIS Staff; Bruce Fruerbringer, Buffalo County Emergency Management Director. Those that signed in are as follows: Marvin Meier, Leonard Litscher, Dale Klopp, Claire Waters. Others may have been in attendance that did not sign in. These were present for the Public Hearing just prior to this public meeting and there is no indication that any of these individuals left after the public hearing.

There were no public comments relating to the Agenda.

Minutes of the December 4, 2018, Zoning Committee meeting. Tabled to the next meeting.

An Ordinance to Revise the Buffalo County Ordinance Entitled “Buffalo County Uniform Numbering System Ordinance”, Hereinafter Entitled the: “Buffalo County Uniform Addressing Ordinance. Mr. Owecke stated a copy of the final draft of the ordinance was mailed to the committee members to review, prior to the meeting as well as a copy of the ordinance resolution. Motion by Mr. Brunkow, Seconded by Mr. Danzinger to approved the Buffalo County Uniform Addressing Ordinance. Discussion. Mr. Danzinger asked that the party responsible for paying for the cost of the signs should be noted in the minutes. Mr. Owecke stated that the costs and source of funding will be addressed in the next agenda item for this meeting. Mr. Owecke passed out “A Resolution to Approve the Expenditure of CAPX2020 Funds to Install Private Drive and Town Road Signs as Mandated by the Newly Adopted Uniform Addressing Ordinance” at this time. Mr. Owecke stated that we may need to request additional funds from the County Board because of the agreement with the Towns on the maximum the Towns were going to pay. Mr. Fruerbringer stated that the cost for the signs went up because of material costs. Ms. Hansen explained there has been a lot of moving pieces with this project. Ms. Hansen continued by saying an initial order for signs can be placed when there is a more accurate number. Mr. Owecke stated there is a pretty close estimate. Mr. Poser is looking at the Town Roads and Private Drives for additional address signs that may need to be ordered. Mr. Danzinger called the question on the motion. Roll call vote. Mr. Bork, Mr. Brunkow, Mr. Danzinger, Mr. Weiss and Mr. Taylor all voting yes. Motion Carried.

A Resolution to Approve the Expenditure of CAPX2020 funds to Install Private Drive and Town Road Signs as Mandated by the Newly Adopted Uniform Addressing Ordinance. Mr. Owecke stated he did not get final numbers until the end of last week to send to Mr. Danzinger. Mr. Owecke explained this resolution is to fund the installation of the private drive and Town Road signs that will be required under the new ordinance. Mr. Owecke continued by saying there are eight Town Road signs and sixty-two Private Road signs at a cost of \$366 per sign for materials and installation, using funds from CAPX2020.

Mr. Bork asked for a recommendation that the County cover any cost increases over and above what was quoted to the Towns for their portion of the costs for new address number signs, using CAPX2020 funds. Mr. Owecke questioned Ms. Hansen whether this would be added to the current resolution being discussed at this

time or whether that would be a separate resolution. Ms. Hansen explained they are still discussing the costs for the installation of the signs and a reduction in an already quoted cost of sign installation could be used to offset the increased cost in the address signs.

Motion by Mr. Bork, seconded by Mr. Brunkow that in the event the total cost of replacing the fire number signs exceeds what was already quoted to the Townships, the difference between the quote and the actual cost will be covered using CAPX2020 funds. Roll Call vote. Mr. Bork, Mr. Brunkow, Mr. Danzinger, Mr. Weiss, Mr. Taylor. All voting yes. Motion carried.

Discussion continued on the cost and installation of the private drive and town road signs that will need to be purchased. It was noted that this resolution does not address costs related to address number signs. Motion by Mr. Bork, seconded by Mr. Brunkow to approve the resolution to spend CAPX2020 funds to install private drive and town road signs as recommended by the Buffalo County Uniform Addressing Ordinance not to exceed \$30,000. Roll Call vote. Mr. Bork, Mr. Brunkow, Mr. Danzinger, Mr. Weiss, Mr. Taylor all voting yes. Motion carried.

A Resolution to Establish the Application Fee for Private Drive Signs. Mr. Owecke passed out copies of the resolution to the Zoning Committee for them to review. Mr. Owecke explained this is a resolution to establish the application fee for all new situations where a private drive needs to be signed in the future. This fee will be added to the Zoning Department's Fee Schedule. Mr. Owecke continued by saying the cost of installation and materials will be handled by our Highway Department at a total cost of \$420, which includes a \$54.00 administration fee for the Zoning Department to process the application. Mr. Owecke explained that the individual that has the new home that adds the third address to that private drive will be responsible for the cost. Mr. Bork questioned and Mr. Owecke stated that when a private drive sign is destroyed it is the responsibility of all the landowners on the private drive to cover the cost to have the sign replaced. Motion by Mr. Brunkow, seconded by Mr. Weiss to adopt the resolution. Role Call vote. Mr. Bork, Mr. Brunkow, Mr. Weiss, Mr. Danzinger, Mr. Taylor, all voting yes. Motion carried.

Closed session for Zoning Administrators Evaluation. Motion by Mr. Brunkow, seconded by Mr. Bork to enter into closed session. Role Call vote, Mr. Bork, Mr. Brunkow, Mr. Danzinger, Mr. Weiss, Mr. Taylor all voting yes. The Zoning Committee went into closed session. Ms. Hansen and Mr. Owecke remained in the meeting during the closed session. The committee reconvened into open session following closed session. Motion by Mr. Brunkow, seconded by Mr. Weiss to recommend that Mr. Owecke move to the next step level in the pay scales. Roll call vote, Mr. Bork, Mr. Brunkow, Mr. Weiss, Mr. Danzinger, Mr. Taylor all voting yes. Motion carried.

Fill Vacant Zoning Specialist Position. Mr. Owecke stated he needs approval from the Zoning Committee to fill the position. Mr. Owecke explained that with a small office there is a pretty strict division of labor. This position primary responsibility is to administer the Sanitary Ordinance, which is mandated by the state. In addition this position is responsible for our POWTS monitoring program, WI Fund Grant Program and the Addressing Ordinance. Motion by Mr. Brunkow, seconded by Mr. Weiss to fill the Zoning Specialist position. Roll Call vote. Mr. Weiss, Mr. Bork, Mr. Brunkow, Mr. Danzinger, Mr. Taylor all voting yes. Motion carried.

Zoning Administrator Comments/Report. Mr. Owecke, stated as a suggestion from Ms. Creighton, Personal Advisor an invitation is extended to any Zoning Committee member who would like to participate in the interviews for the Zoning Specialist Position. Mr. Owecke stated that no date has been set for the interviews. Application deadline is January 11th. When a date is selected for interviews, Mr. Owecke will contact Mr. Taylor. Mr. Owecke continued by saying the Farmland Preservation Program (FPP) Ordinance has been certified by WI DATCP. Landowners in the Towns of Alma, Belvidere, Cross, Dover, Glencoe, Modena, Nelson, Naples and Mondovi, with land in the ANR-40 Zoning District will be able to participate in the FPP.

They will work with the Land Conservation Department to enroll in the FPP. Mr. Owecke stated that he was approached by the Finance Committee and the County Board Chair to discuss with the Zoning Committee about responding to a newsletter that was sent out by the Town of Montana to their residents. Mr. Owecke explained that some information in the newsletter regarding zoning in the Town of Montana was not accurate. Mr. Danzinger, as a member of the Finance Committee explained that the Finance Committee felt that someone in the county should address the issue, but the Finance Committee did not feel it was a Finance issue. Mr. Owecke stated that the Town of Montana sent a resolution to the county saying they rejected the new Zoning Ordinance that was adopted by the County Board in July 2018. Mr. Owecke continued by saying the residents in the Town of Montana are still part of county zoning until July 2019. Mr. Danzinger stated that part of the newsletter stated there are no zoning changes, which is not true. Mr. Brunkow questioned whether it was the responsibility of the Zoning Committee to inform the residents there are going to be a lot of changes. Mr. Owecke stated they will not have zoning after 7/23/2019, which will be a big change and maybe it would be appropriate to notify their residents of this. They will, however have shoreland, floodplain, addressing and sanitary ordinance requirements. Mr. Danzinger stated that because of the requirements of the other ordinances, a person will still need to come to the Zoning Office if they are going to build a structure and because of that the residents should be told. Mr. Danzinger suggested that Mr. Owecke draft a letter and send it out to the Zoning Committee for review prior to the next Zoning Committee meeting. This will need to be an agenda item so possible action can be taken. Mr. Danzinger continued by saying the letter should be sent now to the residents in the Townships that have told us they will not continue to be part of county zoning.

Mr. Taylor had no additional comments.
There were no comments not relating to the agenda.

The next meeting was scheduled for Tuesday, March 5, 2019 at 9:00 a.m. Motion by Mr. Brunkow, seconded by Mr. Weiss to adjourn. All in favor. Carried. The meeting was adjourned at 11:30 a.m.

Respectfully Submitted
Julie Lindstrom
Zoning Administrative Assistant