

**GREEN LAKE COUNTY  
LAND USE PLANNING AND ZONING  
COMMITTEE MEETING MINUTES  
Thursday, June 7, 2018**

**CALL TO ORDER**

Chair Lyon called the meeting of the Land Use Planning and Zoning Committee to order at 5:15 p.m. in the Green Lake County Government Center, County Board Room, Green Lake, WI. The requirements of the open meeting law were certified as being met.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL:**

**Present: William Boutwell, Robert Lyon, Harley Reabe, Peter Wallace**

**Absent: Curt Talma**

**Also Present: Matt Kirkman, Land Use Planning and Zoning Director**

**Carole DeCramer, Committee Secretary**

**Dawn N. Klockow, Corporation Counsel**

**APPROVAL OF MINUTES**

**Motion by Reabe/Boutwell, unanimously carried, to approve the 05/03/18 minutes**

**PUBLIC COMMENT - None**

**PUBLIC APPEARANCES - None**

**CORRESPONDENCE - None**

**DEPARTMENT ACTIVITY REPORTS**

**a. Financial reports**

Kirkman discussed the monthly financial reports, land use permits, and septic permits reports.

**b. Permits**

Kirkman explained the list of issued land use and sanitary permits for the month of April.

**c. Violations**

Kirkman discussed the list of land use violations and septic violations. The committee asked that, since some individuals have multiple POWTS violations, the POWTS violations appear on the report in order of importance. The committee also asked that the violation date be included on the report. Since the list is lengthy, the committee directed staff to make the violation notices a higher priority. They'd like to see progress by the July meeting. Corporation Counsel Klockow suggested contacting the software company to learn how to generate letters using the new software.

## **DEPARTMENT/COMMITTEE ACTIVITY**

### **a. 2017 Wisconsin Act 67 – Conditional Use Permits**

Kirkman – Explained that this was enacted last year. The committee discussed incorporating Act 67 – Conditional Use Permits into the zoning ordinance. Klockow advised that the county ordinance must match the newly enacted Act 67. If not, it is not a question of “if” this would be included; it is a matter of “when” it would be incorporated into the county zoning ordinance. The committee directed Kirkman to include that with the next zoning ordinance amendment.

### **b. Planning & Zoning Committee training**

Kirkman – Discussed possible dates for a planning and zoning training session that would be given by the UW-Stevens Point Center for Land Use Education.

### **c. City of Berlin ETZA update and discussion**

Kirkman is working on a draft zoning map of the ETZA parcels (approximately 700) that will eventually be given to the county to administer. He will consult with the City and Town of Berlin to get their opinions on what he is proposing for the zoning. Kirkman talked about the method by which residents will be notified of zoning changes. There was a general consensus that just publishing the proposed rezones is not enough and that the notifications should occur by the use of letters or postcards. Letters would be the preferred method.

### **d. Conditional use permit application process**

Kirkman explained that there are applicants that, when applying for conditional use permits, do not supply the information, as required by county ordinance, that the committee needs when hearing/deciding the request. The committee agreed that they do not want to receive information that is either incorrect or incomplete. Consequently, they would support staff in their attempt to get the necessary information when property owners are applying for conditional use permits.

**6:24 p.m. The committee recessed until 6:30.**

**6:30 p.m. The committee reconvened.**

## **PUBLIC HEARING ITEMS**

*Audio of committee discussion is available upon request from the Green Lake County Land Use Planning and Zoning Department.*

**Item V: Applicant:** Green Lake County Land Use Planning and Zoning Committee **Request:** Amend Code of Green Lake, Chapter 300 of the Floodplain Zoning Ordinance. The purpose of the ordinance amendment is to remain compliant with the National Flood Insurance Program (NFIP) by adopting recent FEMA and WDNR changes to NR116.

### **a. Public hearing**

No one appeared.

**b. Committee discussion and deliberation**

Kirkman briefly explained the reason for the repealing and recreating of the floodplain zoning ordinance. The proposed ordinance has been discussed in length at previous meetings.

**c. Committee decision**

**Motion by Wallace/Reabe, unanimously carried on roll call (4-ayes, 0-nays), to repeal Ordinance 970-2009, as amended, and recreate the ordinance as Chapter 300 Floodplain Zoning Ordinance and forward to the county board for final action.**

**FUTURE COMMITTEE ACTIVITIES**

**a. Future agenda items**

**b. Meeting Date**

There was a general consensus to move the public hearing time to 6:00 p.m., starting with the July committee meeting.

July 5, 2018

Business meeting – 5:15 p.m.

Public hearing – 6:00 p.m.

**ADJOURN**

**6:41 p.m. Meeting adjourned.**

**RECORDED BY**

Carole DeCramer  
Committee Secretary

**APPROVED ON:**

July 5, 2018