

Planning & Zoning Committee

Planning Meeting

August 9, 2013

Present: Supervisors Brennand, Thompson and Kriescher. Jerry Bougie, Eric Rasmussen and Cary Rowe.

Excused: Gabert, Egan

1. Approval of minutes from July 12, July 16, July 26, July 30 and August 5, 2013.

Motion by Thompson, seconded by Kriescher, to approve July 12, July 16, July 26, July 30 and August 5, 2013 minutes as presented. Motion carried 3-0-2.

2. Discussion and possible committee action on notification process for public hearings.

Eric Rasmussen explained the current procedure used for notification for public hearings. Specifically, towns and agencies are notified by certified mail. Mr. Rasmussen suggested using e-mail for notifications rather than certified mail. An important part of this form of notification is confirmation of receipt of the notice. Mr. Rasmussen said the Corporation Counsel stated that there was no case law on this form of notification but certified mail provides a guaranteed confirmation of receipt. Supervisor Thompson suggested contacting agencies to find out their preferred method of notification. Motion by Thompson, seconded by Kriescher to allow electronic notification for public hearings as an option to certified mail. Motion carried 3-0-2.

3. Report on floodplain program and ordinance.

Cary Rowe stated that the floodplain ordinance amendment needed to get the floodplain ordinance approved by the DNR is scheduled for the August public hearing. Mr. Rowe said that the zoning office notified all the towns of the amendment for informational purposes only since the county is not required to notify towns of floodplain ordinance amendments. The section being rescinded affects the Riverview Lane area within the floodway in the Town of Wolf River only. Mr. Rowe also said the DNR has contacted the zoning office to conduct a National Flood Insurance Program Community Assistance Visit in September. The visit includes field checking floodplain construction and reviewing zoning office records for documentation of permitted construction within the floodplain.

4. Review and possible committee action on proposed 2014 department budget.

Jerry Bougie summarized the Planning Department's 2014 budget. Mr. Bougie stated that there was an increase in health insurance and that the department's revenue is flat in comparison to the 2013 budget. Mr. Bougie also pointed out that the 2013 and 2014 budget had already been adjusted to account for towns getting out of county zoning as a result of the county's comprehensive re-write of the zoning ordinance. The tax lister's budget is also flat compared to 2013. Mr. Bougie stated that the land records budget for 2014 included updating the county's comprehensive plan, re-writing the county's storm water and subdivision ordinances and document imaging the surveyor's records. Motion by Thompson, seconded by Kriescher to approve the 2014 Planning Department's budget for land records, tax lister, planning & zoning and GIS as proposed. Motion carried 3-0-2.

Motion by Kriescher, seconded by Thompson to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 8:34 am.

Cary A. Rowe

Recording Secretary