

**WAUPACA COUNTY PLANNING & ZONING COMMITTEE MEETING
MINUTES –JULY 30, 2015**

ON-SITE INSPECTIONS: The Committee made on-site inspections starting at 8:00 a.m. on the Radies Corporation property, Town of Wyoming; the Terry R. & Raymond G. Smith property, Town of St. Lawrence and the David & Shaun Thoe Living Trust property, Town of Farmington.

Chm. Penney called the meeting to order at: 9:43 a.m. with the following members present: J. Penney, D. Kussmann, T. Murphy, W. Wilfuer and D. Federwitz, all present.

D. Kussmann moved and W. Wilfuer seconded the motion to change the Public Hearing order on the agenda to: 1) Comprehensive Plan Amendment; 2) David & Shaun Thoe Living Trust; 3) Radies Corporation; and 4) Terry R. & Raymond G. Smith. The motion was carried.

Public Comment: There was none.

PUBLIC HEARINGS:

The first public hearing was called to order at 9:45 a.m. by Chm. Penney. J. Penney, D. Kussmann, T. Murphy, W. Wilfuer and D. Federwitz, all present. Deb Giuffre read the names of persons notified of the hearing for the Waupaca County Comprehensive Plan Amendment. The Waupaca County Comprehensive Plan was adopted by the Waupaca County Board of Supervisors on September 18, 2007. The proposed amendment to the Comprehensive Plan Preferred Land Use Map is within the Town of Farmington. The map amendment is to ensure that the Waupaca County Comprehensive Plan remains consistent with the locally adopted comprehensive plan. Vice-Chm. Kussmann read the general procedure and Chm. Penney declared it a legal hearing.

Ryan Brown, Planning & Zoning Director, said the proposed amendment within the Town of Farmington to the preferred land use map is to allow for a combination of parcels.

Chm. Penney called three times for any testimony in favor to the application. There was none.

Chm. Penney called three times for any testimony in opposition to the application. There was none.

Deb Giuffre read one (1) letter from the Town of Farmington recommending approval of the application.

Jean Gliniecki, Zoning Administrator, said the Planning & Zoning Office recommends approval.

D. Kussmann moved and W. Wilfuer seconded the motion to **APPROVE** the Comprehensive Plan Amendment for the Town of Farmington. Roll call vote was taken: J. Penney—yes; D. Kussmann—yes; W. Wilfuer—yes; D. Federwitz—yes and T. Murphy—yes, unanimous vote to approve the amendment. D. Kussmann moved and W. Wilfuer seconded the motion to close the hearing at 9:48 a.m. The motion was carried.

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The second public hearing was called to order at 9:49 a.m. by Chm. Penney. Roll call was taken with the following members present: J. Penney, D. Kussmann, T. Murphy, W. Wilfuer and D. Federwitz, all present. Deb Giuffre read the names of persons notified of the hearing for **David & Shaun Thoe Living Trust**: Located in part of Government Lot 3 of Sec. 36, Town of Farmington, lying along King Road, Fire Number E2154, Waupaca County, Wisconsin; for a Petition for Zoning Map Amendment from an RR (Rural Residential) District to an AWT (Agriculture and Woodland Transition) District for the combination of two parcels and making them both the same zoning district on approximately .516 acres. The Committee, Ryan Brown, Planning & Zoning Director, and Jean Gliniecki, Zoning Administrator, made an on-site inspection of the property. Vice-Chm. Kussmann read the general procedure and Chm. Penney declared it a legal hearing.

Shaun Thoe was sworn in to testify. Ms. Thoe said they would like to build a shed and put an addition on the home, so they would like to combine parcels, which requires a Petition for Zoning Map Amendment.

Chm. Penney called three times for any testimony in favor to the application. There was none

Chm. Penney called three times for any testimony in opposition to the application. There was none.

Deb Giuffre read one (1) from the Town of Farmington recommending approval of the application.

Jean Gliniecki, Zoning Administrator said the Planning & Zoning Office recommends approval of the Petition for Zoning Map Amendment to make both parcels the same zoning district so that the two parcels can be combined.

D. Federwitz moved and W. Wilfuer seconded the motion to **GRANT** the application for Petition for Zoning Map Amendment due to the following: The Town of Farmington Planning Commission and the Town Board of Farmington has recommended approval of this request and it is consistent with the Town's Comprehensive Plan. Roll call vote was taken: J. Penney—yes; D. Kussmann—yes; W. Wilfuer—yes; D. Federwitz—yes and T. Murphy—yes, unanimous vote to grant the zone change. D. Kussmann moved and W. Wilfuer seconded the motion to close the hearing at 9:54 a.m. The motion was carried.

The third public hearing was called to order at 9:55 a.m. by Chm. Penney. Roll call was taken with the following members present: J. Penney, D. Kussmann, T. Murphy, W. Wilfuer and D. Federwitz, all present. Deb Giuffre read the names of persons notified of the hearing for **Radies Corporation**: Located in part of the NE ¼ of the SE ¼ of Sec. 26, Town of Wyoming, lying off of Little Falls Road, Waupaca County, Wisconsin; for a Petition for Zoning Map Amendment from an AR (Agriculture Retention) District to a PVRF (Private Recreation and Forestry) District to accommodate a sale/exchange between two adjoining parcels making them both the same zoning district on approximately 2.25 acres. The Committee, Ryan Brown, Planning & Zoning Director, and Jean Gliniecki, Zoning Administrator, made an on-site inspection of the property. Vice-Chm. Kussmann read the general procedure and Chm. Penney declared it a legal hearing.

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Jean Gliniecki, Zoning Administrator said the property is currently in the Managed Forest Law (MFL) program and the location of the parcel was found to be in error. Ms. Gliniecki said the Petition for Zoning Map Amendment is needed to relocate the parcel and correct the error.

Ryan Brown, Planning & Zoning Director said that he met with the Town of Wyoming Planning Commission and the Town Board and discussed the zone change. Mr. Brown said the Planning Commission and Town Board recommended approval for possible future expansion.

Chm. Penney called three times for any testimony in favor to the application. There was none

Chm. Penney called three times for any testimony in opposition to the application. There was none.

Deb Giuffre read two (2) letters, one (1) from the Town of Wyoming and one (1) from the Town of Wyoming Board meeting recommending approval of the application.

Jean Gliniecki, Zoning Administrator, said the Planning & Zoning Office recommends approval so that this sale/exchange of these properties can occur in order to correct the error.

D. Federwitz moved and W. Wilfuer seconded the motion to **GRANT** the application for Petition for Zoning Map Amendment due to the following: The Town of Wyoming Planning Commission and the Town Board of Wyoming has recommended approval of this request and it is consistent with the Town's Comprehensive Plan. Roll call vote was taken: J. Penney—yes; D. Kussmann—yes; W. Wilfuer—yes; D. Federwitz—yes and T. Murphy—yes, unanimous vote to grant the zone change. D. Kussmann moved and W. Wilfuer seconded the motion to close the hearing at 10:06 a.m. The motion was carried.

The fourth public hearing was called to order at 10:07 a.m. by Chm. Penney. Roll call was taken with the following members present: J. Penney, D. Kussmann, T. Murphy, W. Wilfuer and D. Federwitz, all present. Deb Giuffre read the names of persons notified of the hearing for **Terry R. & Raymond G. Smith**: Located in part of the E ½ of the SE ¼ of the SE ¼ of Sec. 2, Town of St. Lawrence, lying along County Highway K, Fire Number N6887, Waupaca County, Wisconsin; for a Conditional Use Permit application for the replacement of a structure to be used for human habitation that doesn't meet the 22 foot minimum width requirement in an AR (Agriculture Retention) District on approximately 20 acres. The Committee, Ryan Brown, Planning & Zoning Director, and Jean Gliniecki, Zoning Administrator, made an on-site inspection of the property. Vice-Chm. Kussmann read the general procedure and Chm. Penney declared it a legal hearing.

Terry & Raymond Smith were sworn in to testify. Mr. Smith said they would like to replace the current mobile home with a new mobile home on the property and transfer all utilities. Mr. Smith said the old mobile home will be removed within one (1) year as requested by the Town of St. Lawrence. He said the dwelling on the property is used for storage.

Chm. Penney called three times for any testimony in favor to the application. There was none

Chm. Penney called three times for any testimony in opposition to the application. There was none.

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Deb Giuffre read two (2) letters, one (1) from the Town of St. Lawrence recommending approval of the application with conditions and one (1) from the County Highway Department with recommendations.

Jean Gliniecki, Zoning Administrator, said the Planning & Zoning Office recommends approval with conditions and the proper permits.

D. Kussmann moved and T. Murphy seconded the motion to **GRANT** the application for Conditional Use Permit application due to the following: The Town of St. Lawrence Planning Commission and the Town Board of St. Lawrence have both recommended approval of this request and it is consistent with the Town Comprehensive Plan. The following conditions **MUST** be met: The Town of St. Lawrence is requesting that there will be new skirting and that it will be well maintained. The applicant must have the existing sanitary system evaluated to make sure that it is functioning properly. The applicant must obtain a Land Use Permit from the Planning & Zoning Office prior to the placement of the manufactured home on the property. The applicant must check with the local Building Inspector to see if a Building Permit is necessary for the manufactured home. Once the new manufactured home has been placed on the property, the old mobile home shall be removed within 12 months. Roll call vote was taken: J. Penney—yes; D. Kussmann—yes; W. Wilfuer—yes; D. Federwitz—yes and T. Murphy—yes, unanimous vote to grant the Conditional Use Permit application. D. Kussmann moved and W. Wilfuer seconded the motion to close the hearing at 10:16 a.m. The motion was carried.

REVIEWS:

- Conditional Use Permit (CP-012-13) for Ronald Butzlaff located in Sec. 29, Town of Helvetia for the placement of a recreational vehicle intended for temporary living purposes in excess of 30 days in a PVRF (Private Recreation and Forestry) District on approximately 60 acres. Two (2) year review for the junk/antique items around the recreational vehicle to be removed from the property or a storage building constructed to house those items by July 18, 2015. The recreational vehicle to be removed from the property by July 18, 2015, in order for the applicant to construct a dwelling. The Planning & Zoning Committee discussed the conditions that are not met. D. Kussmann moved and W. Wilfuer seconded the motion to revoke the Conditional Use Permit and required the following: The junk/antique items shall be removed from the property within thirty (30) days, which will be by September 4, 2015. The recreational vehicle shall be removed from the property within thirty (30) days, which will be by September 4, 2015. If all of these items are not removed by September 4, 2015, a citation will be issued. The motion was carried.
- Conditional Use Permit (CP-015-13) for Rose L. Weed located in Sec. 9, Town of St. Lawrence for a structure to be used for human habitation that doesn't meet the 22 foot minimum width requirement in an AR (Agriculture Retention) District on approximately 8.75 acres. One (1) year review of this permit to make sure that the access will comply with the Town's driveway/access ordinance. Jean Gliniecki, Zoning Administrator said she spoke with Bruce Cady, Town of St. Lawrence Supervisor and he said that Dave Marcy, Town Chairman and Lowell Oppor, Town Supervisor went out to the property and determined the driveway met their ordinance. D. Kussmann moved and D. Federwitz seconded the motion to approve this review of the Conditional Use Permit and this permit does not need to come back for any further review. The motion was carried.

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DISCUSSION & POSSIBLE ACTION:

- Resolution to adopt Comprehensive Plan Amendment, Town of Farmington. D. Kussmann moved and T. Murphy seconded the motion to approve the Comprehensive Plan Amendment, Town of Farmington and recommend it to the Waupaca County Board for their approval at their August 18, 2015 meeting. The motion was carried.

- Ryan Brown, Planning & Zoning Director, presented the 2016 Budget and discussed changes. D. Federwitz moved and D. Kussmann seconded the motion to approve the 2016 Budget and recommend it to the Waupaca County Personnel & Finance Committee. The motion was carried.

UPDATE: Directors Report

- Chain O’Lakes Parking Lot
- Inspections pre & post

The next Planning and Zoning Committee meeting has been scheduled for Thursday, August 20, 2015.

D. Kussmann moved and T. Murphy seconded the motion to adjourn the meeting at 11:28 a.m. The motion was carried.

Debra L. Giuffre
Recording Secretary

cc: County Clerk