
MEETING MINUTES

Committee: Water & Land Use Planning
Date: Tuesday, February 27, 2018
Time: 3:30 PM
Location: Wolf River Room, Resource Center, 837 Clermont Street, Antigo, WI

The following discussion was held by the Committee at the meeting detailed above:

1. Meeting called to order at 3:30 P.M.
2. Roll call was conducted.

Water & Land Use Planning Committee		
Name	Role	Status
Ron Nye	Chair	Present
Don Scupien	Vice Chair	Absent
Julie Webb	Secretary	Absent
Duff Leaver	Member	Present
Dick Schuh	Member	Present
Non- Committee Members Present		
Name	Interest	
Duane O. Haakenson	LRR Department Director	

Scupien had previously notified the board he would be absent. No one has heard from Julie.

3. The Committee recited the Pledge of Allegiance.
4. Approval of previous meeting minutes. Motion by Schuh, Second by Leaver to approve the meeting minutes for the January meeting. 3 Ayes, 0 Nays. Motion carried.
5. A request was made for public comment on agenda items and the consideration of items to be added to future agendas.
6. The following Non-Routine Business items were reviewed:
 - a. Request for carryover funds: Haakenson, I have not gotten final budget numbers from Carlene. Robin advised that if the committee approves the carry over of typical items such as grants, or items I would typically carry over from year to year, and if there is any money left over you give me the ability to see if there are any equipment type needs to carry it over for, which at some point would need Finance Committee approval. One of the things I carry over is Clean Sweep which is Land Cons. budget.
 1. **Motion** by Schuh, second by Leaver to authorize Duane to carry forward any typical type items and any money left over to be put in the budget for any equipment needed, and forwarded to the Finance Committee. 3 ayes, 0 nays. Motion carried.
 - b. General zoning revisions for public hearing: Haakenson: Last week I sent you information on Conditional Use Permits. We ok'd it with Robin. This is to comply with

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the recent state mandate that county's can't deny conditional use permits. It's generally construed if it's a conditional use it is allowed but a lot of counties are denying them and not for good reason. We still have the right to put conditions on them that deem necessary, so we have kept the conditional uses the same, so it still gives the towns and neighbors the opportunity for input. I also went over with you last month on the general administration section and the language. The latest thing Jeff, Chris and I worked on with Robin's help on the new definition for dwelling, dwelling unit, and also residence. We came up with a procedure to better advise people that if they don't agree with the Zoning Administrator's determination they have a right to appeal. Definition of Dwelling "any building occupied for human habitation and contains one or two dwelling units" (so it includes duplexes). The definition of dwelling unit is "a structure or part of a structure which is used as a home or intended to be used as a home, residence, or common sleeping place by one or more people maintaining a common household, to the exclusion of all others". The definition of residence is "an abode, home or dwelling for occasional to regular human occupancy including seasonal recreational purposes such as hunting and fishing cabins etc. A structure may be declared as a residence by the Zoning Administrator applying the policy approved by Water & Land Use Planning Committee." We came up with a procedure which will be attached to our permit for accessory structures which outlines to the applicant absent admitted use of the structure as sleeping quarters, then the Langlade County Administrator issues an official determination subject to appeal that certain amenities exist to infer the use of the accessory structure has transformed from an accessory use to a residential use. The landowner will be notified of this determination in writing and the landowner will have 30 days from the issuance of the determination to appeal. I issue that official determination and it advises them if we call it a residential structure they are also subject to other permit requirements such as a zoning permit, POWTS and UDC.

This is in draft form and I will bring it to the March meeting so you will have one more opportunity to look at it and approve it at the March meeting.

1. Leaver: We have talked about what common county does about the bunk house permit.
2. Haakenson: I discussed it with Robin and we don't address those in our Land Division ordinance with the 2 residences, so we have other ordinances that will conflict with that. We don't have a separate thing for tree houses or tiny homes which are becoming a trend. Robin feels now that I have this procedure, no matter what the accessory structure they apply for it falls back to the determination so it does address bunk houses, tree houses, etc. Robin will be available for the April meeting if you want to discuss this further. If we don't have any rezoning for the March meeting and cancel it, we can do this at the 5th of April public hearing.
3. Haakenson: We added language under Events under temporary uses, which you will also get copies of. Currently it states any event is a conditional use, we have situations where people are renting out for weddings etc. I talked to Ron Barger and Robin about it and we inserted in the ordinance, "temporary use requirements and standards are stipulated within department guidance approved by the Water & Land Use Planning Committee". Ron Barger volunteered the health department to look into health issue situations, so the zoning department will not take on that burden. We need to specify when it is less than a certain amount of people, density requirements, that we regulate them consistently. We are looking at a policy instead of an ordinance so as we

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go along with these types of issues we can tweak them, which Robin agrees with. So it will be approved by the committee and county board but not a part of the ordinance.

a. Nye: Question on road right of ways.

b. Haakenson: It doesn't have anything specified whether to exclude the road right away in terms of developing a new lot. New lots are also governed by the Land Division Ordinance, not the Zoning Ordinance. In the past if someone owns out to the center of the road, that portion between the center of the road and the lot is considered right of way. We've allowed one acre if the lot is preplanned. The question has come up if we can approve lots less than 1 acre if we include the right of way and the answer is yes. We have in the past and will continue to do so.

c. Haakenson: Regarding Metallic Mining our current zoning regulations are still pretty good, but we could tweak them. We have a July 1st deadline to enact an ordinance, but we already have an ordinance. Robin said we could still do an amendment to the ordinance after the July 1st date.

d. **Motion** by Leaver, second by Schuh to meet standards for the changes in the form of a public hearing. 3 ayes, 0 nays. Motion carried.

c. Position description for upcoming vacant deputy: Haakenson: Alisha has reviewed the job description and ok'd it. This is to fill the vacancy of an upcoming retirement of one of the deputies.

1. **Motion** by Leaver, second by Schuh to change the wording in the job description from at least one year's experience in an office setting is "required" to "preferred". 3 ayes, 0 nay, motion carried.

7. Director's Report for February 2018

2/1 Duane working with Robin, Judy & Ron Barger on Code of Ordinances Revisions

2/2 Jeff & Chris attend NEWCCA meeting in Crandon

2/5 Duane attends LCC meeting and Public Property meeting

2/6 Matt Janzen here for State POWTS Audit

2/7 Chris working on Website re-structuring

2/8 Duane attends Personnel meeting

2/9 Chris, Duane & Jeff working on zoning revisions

2/12 Emily sends out mailings for Plant sale

2/13 Duane attends Executive meeting

2/14 Chris, Duane & Jeff working on state mandated zoning revisions

2/15 Jeff and Duane meeting with Robin on zoning revisions (CUP's)

2/16 Chris/Jeff working on Public Assemblies Conditional Use Application form

2/19 Chris, Duane & Jeff working on Standard conditions for accessory structures form

2/20 Chris & Mitch working on invasives @ Spring Brook trail for the City

2/21 Duane working on position description update with HR for vacant deputy position

2/22 Emily on breakfast club radio show for the Spring plant sale

2/23 Duane working on advertisement with HR for vacant deputy position

2/26 Chris, Duane & Jeff working on new form for UDC information

2/27 Duane & Jeff meeting with Robin on zoning revisions

2/27 W & LUPC meeting- zoning revisions final draft approval to go out to public hearing

2/28 DNR training on Shoreland ordinances

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Emily Krulc appeared before the committee to give an update on the plant sale. She reported we are working with Hanson's Nursery out of Rhinelander. Letters were sent to many land owners in Lincoln and Langlade County. Emily appeared on the breakfast club with Gary Hartl and talked about the plant sale. Order forms have already been coming back into the office. The order forms are due by March 9th and we are hoping to have the plants delivered by the end of April. The sale includes 14 different species of native trees and shrubs, bare root. The cost of the plants are 50% off so it is a considerable savings to landowners, and a great way to get trees and shrubs into the shoreline and adding some structure. This is all paid for by the Lake Protection Grant through the DNR. This is our 3rd year participating in this program and it has grown each year.

County Surveyor's report

Feb 15 finished Knight Rd marking project with Luke Williams

Feb 22 with Rick DeDeyne start Ackly project Found SE cor Sec 9, first seen since 1933 resurvey.

Reviewed every 40 parcel for obvious parcel numbering errors. Found 40, meaning 40 errors now won't appear in upcoming plat book.

Reviewed all 40 labels in lake areas for entire county. Removed the unnecessary ones and added correct Government Lot numbers. Gave all changes (several hundred) to Joe for correcting in the GIS mapping system.

Completed two tie sheets

Plat Book Update: August 10th is the final date for the proof book, the middle of August the plat books will be published and around the 20th of August they should be ready for sale, and around November 1st we will publish that the books are ready for purchase.

GIS Coordinator's report

Working with Dave (Surveyor) on numeric parcel inconsistencies. Dave reviewed the entire county and came up with a few parcels here and there that did not follow the normal schema. Those were investigated and modified as necessary. In addition I didn't know that old Government Lots are identified by the G.L number instead of the Direction. Such as NE-NE or G.L. 1. Those are being adjusted.

* All splits and changes handed over from Amy (Property Lister) are completed except for the City of Antigo.

* Metadata work = Data about the "who, where and what" of the data layers we have. I am working on entering something in for every layer we send in to the state by the end of March. This is a work in progress.

* New PC came in. Files and programs moved over and double checked to make sure nothing is lost in the transfer.

8. The next meeting of the Water & Land Use Planning Committee is tentatively scheduled for March 27, 2018 at 3:30 PM in the Wolf River Room, Resource Center, 837 Clermont Street, Antigo, WI.

9. Motion by Schuh, second by Leaver to adjourn meeting at 4:35 PM. 3 Ayes, 0 Nays. Motion carried.

Minutes transcribed and submittedⁱ by:

JAMIE MUSOLFF, DEPARTMENTAL DEPUTY
LAND RECORDS & REGULATIONS DEPARTMENT

ⁱ CC: WLUPC

County Clerk

Parties Involved