

**CLARK COUNTY PLANNING, ZONING & LAND INFORMATION  
COMMITTEE MEETING**

The Planning, Zoning & Land Information committee meeting was held on April 26, 2016 in the Clark County Courthouse, Room 307, Neillsville WI.

Chairman Joe Waichulis called meeting to order at 8:30 AM.

Committee Members present: Byrl Dahl, Tom Wilcox, Joe Waichulis, Mark Cattanach and Rick Opelt.

Others in Attendance: Wayne Hendrickson – County Board Chairman, Jake Brunette-Corporation Counsel, Brian Duell-Zoning Administrator, Theresa Hediger-Administrative Assistant, Wade Pettit and Jeff Handt, Jr.

Motion by Tom Wilcox, second by Byrl Dahl to approve minutes of Tuesday, March 29, 2016 meeting. Voice vote taken, all aye, motion carried.

**Handt Floodplain Land Use Permit:** Administrator introduced Jeff Handt, Jr. and gave an overview of the Handt property in relationship to location shoreland and floodplain. Administrator gave history of past permitting and LOMA work completed by the Planning & Zoning Department and why Mr. Handt was attending committee meeting. Administrator discussed that the purpose of a LOMA is to remove a property from floodplain insurance requirements only and does not allow for construction of new structures. There has been some misinterpretation of the purpose of a LOMA with the County in the past. Administrator shared a map of the property owned by Mr. Handt showing the floodplain and where the structure has been built. In 2013 the Planning & Zoning Department issued a POWTS permit sized for a future 3-bedroom home and issued a land use permit for a current proposed garage with small living quarters; with the intent to build 3-bedroom home at a later date. All these permits were issued with the interpretation that the property was not in the floodplain because a LOMA was submitted and approved by FEMA. Mr. Handt contacted Administrator in April 2016 regarding a Land Use Permit for the proposed 3 bedroom home. Administrator informed Mr. Handt that a Land Use Permit could not be issued for his project due to the project does not meet the floodplain ordinance. Mr. Handt discussed the process he went through in 2013 and feels the Planning & Zoning Department made an error to allow him to build in that location, when he had opportunity to build elsewhere, has caused a hardship. Administrator explained the only way a Land Use Permit could be issued for this location is to have a floodplain hydraulic study completed to define the floodway and flood fringe and issue a permit that complies with the ordinance. Corporation Counsel discussed options with the committee and recommended that the county pay for a floodplain hydraulic study to be completed by a private engineering firm. A motion by Rick Opelt, second by Tom Wilcox to approve the county taking responsibility to hire an engineering firm to complete a floodplain study on the Handt property at the county's expense. Voice vote taken, all aye, motion carried.

**Clark County Administrative Coordinator:** Corporate Counsel reviewed with the committee the Administrative Coordinator position. Corporate Counsel's purpose is to educate and discuss with the committees on policies and actions that meet law. Corporation Counsel's proposal to appoint a current employee as Administrative Coordinator is based on the goal to have Clark

County in compliance with WI State Statute. This position would assist department heads and committees to make decisions and set goals. Corporate Counsel stated this is only a proposal.

**Clark County Administrative Compensation Plan:**

- a. **Reclassification Request of Department Position(s):** Administrator discussed the reclassification process and that Administrator would not be requesting any reclassifications.
- b. **Position Descriptions:** Administrator discussed the purpose and process of redrafting all position descriptions in the department. Planning and Zoning Committee needs to approve Zoning Administrator's position description first. Administrator will then submit all other position descriptions directly to the Personnel Director; Personnel Director will submit all position descriptions to Personnel Committee for final approval.

**Department Financial Reports:** Administrator presented the revenue and expenditures for the 1<sup>st</sup> quarter to the committee; both revenue and expenditures are under the 20%. Zoning budget is projected to be over in the contracted services (2100) due to the floodplain study that will need to be done.

**Quarterly Approval of Administrator Flex Time:** Administrator shared his daily time sheet report generated from the time accounting system for the 1<sup>st</sup> quarter; additional discussion with the committee on flex time. Tom Wilcox made a motion, second by Rick Opelt to approve Zoning Administrator's 1st quarter 2016 flex time report. Voice vote taken, all aye, motion carried.

**Non-metallic Mining Ordinance Report:** Administrator discussed the non-metallic mines he has been working on and a schedule of site visits he will be doing in May. Administrator continues to work to get plan updates completed. There are a few current permit proposals that will need to conduct a public hearing in the near future. Administrator has been in discussion with Land Conservation Department to establish a cooperative effort, per ordinance, for reviewing non-metallic mine reclamation plans.

**Department Permit Multi-Level Review Process:** Administrator handed out new forms recently created for the department; county sanitary application, land use application, rural address, and soil evaluation review that will be used in the future to make sure we have an internal multi-level review process to insure we are meeting all ordinance requirements when permitting a project.

**Approve Draft Shoreland Zoning Ordinance Revisions:** Administrator handed out a draft of the Shoreland Zoning Ordinance and shared the revisions that have been made since the last review. Administrator will be attending the Lake Association meetings to discuss the Shoreland Ordinance update. Administrator will present to County Board at the May meeting and will also send draft to DNR to review; following the review by Corporation Counsel. A motion by Tom Wilcox, second by Mark Cattnach to approve the draft Shoreland and Wetland Ordinance with 2 corrections/additions. Voice vote taken, all aye, motion carried

**Department Program Update:**

- a. **Zoning:** Administrator reviewed list of permits that have been issued the 1st quarter with all being up from last year (14 land use, 25 new/replacement addresses, and 11 POWTS). Administrator shared with the committee a workshop being held in Hayward, May 6<sup>th</sup> for Zoning Committee if interested. Administrator will work on setting up a meeting this fall for Zoning Committee and Board of Adjustment if they are interested.

- b. **Surveyor:** The 1<sup>st</sup> quarter County Surveyor set 15 new corners and reset 6 corners; goal is a 100 for 2016. Employee work restriction and truck switchover has delayed some fieldwork time. New surveyor truck and topper has been ordered. County Surveyor switched drill rig over to old surveyor truck and gave Highway Dept the old drill rig truck back. Interviews for LTE position will be conducted and the goal is to hire within the next few weeks.
- c. **Land Information:** Contract with Cloudpoint is on track, Carrie is managing the project, firm has been outstanding to work with and will be in the County for two days in May to work on the project.

**Closed Session – WI Statute § 19.85 (1) (c)**

At 9:50 AM motion by Tom Wilcox, seconded by Byrl Dahl that the committee may go into closed session in accordance with WI Statute § 19.85(1)(f) considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.

a. Planning, Zoning, Land Information Employee Work Restrictions

b. Planning, Zoning, Land Information Employee Personnel Issues

Roll call vote taken with all “aye”; motion carried.

At 10:20 AM motion by Rick Opelt, seconded by Byrl Dahl to reconvene into open session. Roll call vote taken with all “aye”; motion carried.

**Public Comment: No public comment**

Next meeting is tentatively scheduled for Thursday, May 26, 8:30 AM in courthouse auditorium.

Vouchers were reviewed. Motion to approve vouchers by Tom Wilcox, second by Byrl Dahl, voice vote taken, all aye, motion carried.

Motion to adjourn by Tom Wilcox, second by Byrl Dahl, voice vote taken, all aye, motion carried.

Meeting adjourned at 11:50 AM.

Minutes recorded by Theresa Hediger