

**Richland County
Land & Zoning Standing Committee
Meeting Minutes
August 28, 2023**

The August 28, 2023, Land & Zoning Standing Committee meeting was called to order 3:03 p.m. by Chair Melissa Luck in the County Board Room of the Richland County Courthouse. Present were Melissa Luck, Linda Gentes, Julie Fleming and Dave Turk via Webex. Also present were LaVern and Jennifer Ortiz, Gerry and Donna Sims, Floyd Bartow via Webex, Candace Pesch, Cheryl Dull, Julie Lins, Sue Triggs, Barb Scott and Cathy Cooper.

Julie Fleming moved to approve the amended agenda and proof of notification. Seconded by Dave Turk. All said aye. Motion carried.

Chair Melissa Luck asked for any corrections or amendments to the August 7, 2023 minutes. Motion made by Linda Gentes to approve the minutes. Seconded by Julie Fleming. All said aye. Motion carried.

#5 Zoning Petitions-

- a. Ortiz petition- LaVern and Jennifer Ortiz were present. They are looking at splitting the parcel with the current residence in its own parcel from the rest of the property in Orion Township. The new parcels would be rezoned from Ag/Forestry to Ag/Residential. They are looking at making their existing house into a short-term rental and building a shed/house for themselves on the rest of the land. Besides the rezoning, they need a conditional use permit for the short-term rental. Neighboring landowners Gerry and Donna Sims asked the Ortiz family if they would be using the existing driveway for both or would have a second driveway installed. The existing driveway would serve both. Julie Fleming moved to approve the rezoning of both parcels from Ag/Forestry to Ag/Residential and the conditional use permit for the short-term rental. Seconded by Dave Turk. All said aye. Motion carried

#6 GIS contract Award- There were 3 bids presented last month. Barb Scott and Candace Pesch reviewed the bids. It was difficult to review because of the way each company put together the bid. They were to bid on tasks 1 through 7 plus with 8 as an optional task. Barb Scott stated that Surveying and Mapping LLC (SAM) is slightly less expensive than MSA but that if SAM needs to travel for some reason to Richland County, they would be getting paid for the Missouri whereas MSA would be traveling from Baraboo. Dave Turk moved to award the GIS contract to MSA because the county has been satisfied with their previous work and travel expenses would be less. Seconded by Julie Fleming. All said aye. Motion carried. MSA will need to develop a contract to present to the county.

#7 Discussion and possible action to contract with a plumber to do septic inspections- The Zoning office is short-staffed at this time. Cheryl Dull said she can go out in the field and do inspections, but then there is no one in the office to take rezoning requests, conditional use permit, building permits and sanitary permits. These permits bring in a majority of the revenue for the department. She has talked with a retired plumber who still has his soil testers license to complete the septic inspections. Fees were discussed and looking at a fee of \$130 per inspection. Zoning currently charges \$550 per septic inspection. Candace Pesch will have discussion with Mr. Windle about a contract for such services. Linda Gentes moved to approve contracting out with a licensed plumber to complete the septic inspections. Seconded by Julie Fleming. All said aye. Motion carried. The contract will be brought back to the October meeting for approval.

#8 Office System Technician- Candace will have information for the October meeting as well as a possible reorganization of the Land Conservation and Zoning departments. This needs to be addressed soon as Tammy Cannoy-Bender is retiring by the end of 2023.

#9- Cost-share Contracts-None to present

#10 7th Committee member- Section 92.06 (1) (b) 2 of the statutes which relates to the membership in county land conservation committee has been amended to read: "The county board shall appoint to the land conservation committee a person who is engaged in an agricultural use, as defined under s. 91.01 (2) (a) 1. To 7. The part about the chair of the Farm Service Agency committee

#11 Manure Storage Ordinance- Cathy Cooper is currently working on a revision of the ordinance. It was last updated in 2008. Some items she is looking at is lowering or eliminating the minimum size that requires a permit, updating the required performance standards, changing the certificate of use requirements and possible revocation of the certificate and changes to the fees which will go into the proposed county fee structure. Probably will be ready for Mr. Windle's review later this year.

#12 Public Comment- None

#13 Future agenda items-

October meeting: manure storage ordinance, office tech position, reorganization of the departments, GIS contract, county tree sale, Ash Creek community forest, contract for septic inspections

November meeting: Dark Skies report and brochure, short-term rentals

December meeting: Review of Land and Water Resource Management plan and prioritizing goals

Julie Fleming moved to adjourn until October 2, 2023 at 3:00 p.m. Seconded made by Linda Gentes. All said aye. Motion carried. Meeting adjourned at 3:58 p.m.

Respectfully submitted,

Cathy Cooper

Cathy Cooper

Secretary pro temp

Land & Zoning Secretary