

**Richland County  
Land & Zoning Standing Committee  
Meeting Minutes  
January 2, 2024**

The January 2, 2024, Land & Zoning Standing Committee meeting was called to order 3:00 p.m. by Chair Melissa Luck in the County Board Room of the Richland County Courthouse. Present were, Julie Fleming, Steve Carrow, Linda Gentes and Dave Turk (via Webex). Dan McGuire and Linda Gentes were absent. Also present were Matthew Albright, Cathy Cooper, Quinten Hindrichs and Greg Fauerbach.

#2 & #3 Proof of Notification and Agenda Approval- Linda Gentes moved to approve the amended agenda and proof of notification. Seconded by Steve Carrow. All said aye. Motion carried.

#4 Minutes-Julie Fleming moved to approve the minutes of the November 27, 2023 and amended November 6, 2023 meetings. Seconded by Steve Carrow. All said aye. Motion approved.

#5- Manure Storage Ordinance public hearing. Melissa Luck opened up the public hearing at 3:02 p.m. She asked if there was anyone present to make comments on the ordinance. Hearing none, Melissa Luck closed the public hearing at 3:03 p.m.

#6a Frank Petition- Greg Fauerbach was present. Michael and Tammy Frank are wanting to split off a 2.06 parcel where the buildings are from the rest of the acreage. There is a group home on this parcel and for liability reasons, the split needs to be done. There is a Certified Survey Map of the parcel. Henrietta township approved. 3 neighbors had questions. Two of the neighbors were questions on the difference between Ag/Forestry and Residential 2. Maynard Hewuse sent a letter stating they are not in opposition of the rezoning but have concerns on who is buying and the group home because they have had issues with residents of the home in the past. Steve Carrow moved to approve rezoning the parcel in Henrietta Township from Ag/Forestry to Residential 2. Seconded by Julie Fleming. All said aye. Motion approved.

#6b Hardy petition- Matt said that this petition will have to come back as it has not been taken to the township yet.

#7 RV/Campers in Ag/Residential district- There was information included in the packet including Wisconsin Act 49. Also included was the wording in the Zoning Ordinance. Steve Carrow moved to remove the paragraph in the Zoning Ordinance concerning campers in the Ag/Residential district. Seconded by Linda Gentes. Motion carried. The committee would like Matthew Albright to look through ordinance and see what other language in the ordinance concern RV/camper. The concern about proper sanitation would be in the Sanitary ordinance.

#8 Office System Tech- Cathy Cooper reported that Kori Rogers will be starting January 15, 2024 as the new Office System Tech.

#9 & 10 Land Conservation/Zoning Department reorganization and Assistant Zoning Administrator/Sanitarian- The committee discussed these items as one since they are connected. Cathy Cooper mentioned that there will be another change coming to the 2 departments as Kent Marshall will be retiring as of January 12, 2024. They would like to have either the Zoning Administrator or Assistant Zoning Administrator position filled. The job descriptions would need to be updated to remove the department head designation and include that the person would need to get their POWTS and Certified Soil Tester licenses within a year. Steve Carrow moved to recommend filling either the Zoning Administrator or Assistant Zoning Administrator position with job description modification. Seconded by Julie Fleming. Motion carried.

#11 Catalis Data Transfer- Melissa Luck had asked Cheryl Dull to find out the cost of transfer the old Access data base into the Catalis program. The concern that both Candace Pesch and Barb Scott brought up at the November 27, 2023 meeting was that the data was corrupt and that the old data would remain in Access. Melissa Luck said the issue is that the Access database would need to be kept for upwards of 50 years as septic tanks can last that long. Matt Albright said that when Vernon County switched to a new database a couple of years ago, they cleaned up the data as they had time. He said that having one database is much easier than trying to look up things in 2 different programs. The cost quoted to transfer the Access database into Catalis is a minimum of \$24,000. The committee is interested in this occurring. Matthew Albright mentioned that Jackie from Catalis will be coming next week to go over Catalis

#12 Cemetery Zoning- Before she left, Cheryl Dull received a survey concerning the expansion of a cemetery. There is nothing in the Zoning Ordinance covering cemeteries. She was not sure if it should be covered under a Conditional Use permit or not. Melissa suggested that this is question for corporation council.

#13 Highway Functional Classification update- Matthew Albright presented the maps and other information on the updated to Highway Classification. This map periodically gets updated by the Wisconsin Department of Transportation. Changes are made based on traffic use. This map is used for road setbacks. Discussion followed. Steve Carrow moved to approve the Highway Functional Classification and to update the Zoning Ordinance. Seconded by Julie Fleming. Carrow, Turk, Luck and Fleming all said aye, Linda Gentes said no. Motion carried.

#15 Zoning Department update- Matt Albright reported that he plans on being in Richland Center one day a week and remote in as needed. He will check emails and voice mails from home. He will be handling the CSM reviews.

#14a Gary Olson Cost-share Contract- Cathy Cooper presented a cost-share contract for completing a stream crossing on the Gary Olson property on a tributary to Mill Creek. This is a 2023 contract for a cost-share amount of \$3,579.10. Linda Gentes moved to approve the cost-share contract for Gary Olson in the amount of \$3,579.00. Seconded by Steve Carrow. All said aye. Motion carried.

#14b. Dennis Dosch Cost-share contract- Cathy Cooper presented a cost-share contract for stream bank protection on the Dennis Dosch property on the upper reaches of Mill Creek. This is a 2023 contract for a cost-share amount of \$11,088.

Steve Carrow moved to approve the cost-share contract for Dennis Dosch in the amount of \$11,088.00. Seconded by Julie Fleming. All said aye. Motion carried.

#14c Contract extensions- Cathy Cooper reported that the county is allowed to extend contracts from 2023 into 2024. There are 3 contracts to be extended into 2024. Randy Manning for cover crop, Gary Olson for a stream crossing and Dennis Dosch for stream bank protection. Linda Gentes moved to extend Randy Manning's, Gary Olson's and Dennis Dosch's contract into 2024. Seconded by Julie Fleming. All said aye. Motion carried.

#16 Land Conservation Department update- Cathy Cooper said again that Kent Marshall will be retiring January 12, 2024 and Kori Rogers will be starting January 15, 2024. She also said the online trees sales are working well.

# 17 Public Comment- None

#18 Future agenda items- Short term rentals, cemetery zoning classification, Catalis database transfer, abandoned vehicles, Neefe sand mine, RV/campers in different zoning districts and manure storage ordinance.

#19 Adjournment-Julie Fleming moved to adjourn the meeting until February 5, 2024. Seconded made by Steve Carrow. All said aye. Motion carried. Meeting adjourned at 4:26 p.m.

Respectfully submitted,

*Cathy Cooper*

Cathy Cooper  
Secretary pro temp  
Land & Zoning Secretary