

**Richland County
Land & Zoning Standing Committee
Meeting Minutes
February 5, 2024**

The February 5, 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 Dan McGuire. Also present were Matthew Albright, Cathy Cooper, Barb Scott, Anna Schumacher, Greg Cerven, Dennis Hardy via Webex, Kori Rogers and Jenn Schrap. David Turk was absent.

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

#4 Minutes- Linda Gentes moved to approve the minutes of the January 2, 2024 meeting. Seconded by Steve Carrow. All said aye. Motion approved.

#5a Hardy Petition- Dennis Hardy was present via Webex. Dennis has sold 2.5 acres to the adjoining Basswood Union Cemetery. He is keeping some land and selling a small parcel with the existing buildings and the rest to another person. Steve Carrow moved to approve rezoning 2 parcels in Eagle Township from Ag/Forestry with 7 acres going to Ag/Residential and 2.5 acres to Residential 2. Seconded by Julie Fleming. All said aye. Motion approved.

#6 New Land Conservation and Zoning Staff introductions- Cathy Cooper introduced the 2 new staff for Land Conservation and Zoning. Kori Rogers started January 15th as a conservation technician and Jenn Schrap started January 29th as the Office System Tech. They both talked a little bit about themselves.

#7 Wildlife Damage Claims- Greg Cerven presented the Wildlife Damage Claims. Parker Zane, an organic farmer, had an appraised loss of \$21,376.58 and will receive the maximum of \$10,000. Mike White has an appraised loss of \$3,817.17 and will receive \$3,317.17 after the \$500 deductible. Linda Gentes moved to approve the wildlife damage claims for Zane Parker, \$10,000.00 and Mike White, \$3,317.17. Seconded by Julie Fleming. All said aye. Motion carried.

#8 Land Conservation/Zoning departments reorganization discussion and possible action- Melissa Luck reported that Candace was adjusting the job description for the Zoning Administrator position to remove the supervisory role from the job description and advertise for the position soon. Melissa Luck will check with Candace as to when it will be advertised.

#9 Catalis Data Transfer Discussion- Matt Albright explained the issue with not having the current Access database information brought over to Catalis. Having to constantly look at both databases for years would be difficult and time consuming. The problem is that the Access database uses customer numbers and are sorted by year. Barb Scott suggested that maybe the county could hire a couple of interns to get

the Access Database permit information into the Catalis database. Matt Albright is going to look and the 2024 budget will talk with Candace about possibly hiring intern(s) this year to transfer the data.

#10 Discussion and Possible Action for Cemetery Zoning- Matt Albright had included the state statutes regarding cemeteries in the packet. At this time, the committee is not going to do anything with cemetery zoning.

#11 Short-term Rental Discussion and Possible Action- Matt Albright introduced Anna Schumacher from Vernon County. She is responsible for inspections of state licensed facilities including short-term rentals. Vernon County currently has 100 state licensed short-term rentals, but she knows there are many more. It has been a long process. She has sent out warning letters to at least 40 more. She inspects to make sure the rentals meet state license codes. Anna Schumacher said that Vernon County is an agent for the Department of Ag, Trade and Consumer Protection for licensing facilities. The Committee is interested in learning more about this. The county still can adopt an ordinance for those items not covered by the state license. This item will be kept on for further discussion.

#12 Zoning Administrative Report- Matt Albright will give a report on the 2024 budget at the next meeting. He has given Catalis the zoning and sanitation forms and is putting together a work flow chart for Catalis. There is a new FEMA map for the Middle Kickapoo. There are no rural structures in the new floodplain area, but there are some in Viola. He has given the new maps to the Village of Viola.

#13 Public Comments- None

#14 Future Agenda Items- Short-term rentals, Catalis data transfer and Zoning/sanitation position

#15 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