

**Richland County
Land & Zoning Standing Committee
Meeting Minutes
March 4, 2024**

The March 4, 2024, Land & Zoning Standing Committee meeting was called to order 3:00 p.m. by Vice-chair Linda Gentes in the County Board Room of the Richland County Courthouse. Present were Julie Fleming, Steve Carrow, Dan McGuire and David Turk. Also present were Matthew Albright, Cathy Cooper, Barb Scott, Julie Lins and Tyler Wilkinson. Melissa Luck was absent.

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

#4 Minutes- Julie Fleming moved to approve the minutes of the February 5, 2024 meeting. Seconded by Steve Carrow. All said aye. Motion approved.

#5a Fuller Petition- No one was present. Janet Fuller wants to sell 5 acres in Willow township to her grandson to build a house. The rest of the land would stay Ag/Forest. Julie Fleming moved to approve rezoning 5 parcels in Willow Township from Ag/Forestry to Ag/Residential. Seconded by David Turk. All said aye. Motion approved.

#5b Delamatter Petition- Tyler Wilkinson was represent Jane Delamatter. Jane wants to split off the buildings with 17 acres from the rest of the property in Dayton Township. The 67 acres that are left would remain Ag/Forest. Steve Carrow moved to rezone 17 acres in Dayton township from Ag/Forest to Ag/Residential. Seconded by Julie Fleming. All said aye. Motion carried.

#6 Zoning Administrator/Sanitarian- Cathy Cooper and Matthew Albright announced that a person has been offered the job and has accepted the job. This person is still in college. She will start 2 days a week either remotely or in the office starting March 18, 2024 and will start full time in May after she graduates.

#7 & #8 Catalis Data Transfer/Summer interns for data transfer- Matthew Albright looked into the budget and there would be \$12,000 to \$14,000 available in the Zoning budget to pay for either and intern or towards having Catalis transfer the old zoning data along with file attachments. Barb Scott mentioned that there really needs to have a scope defined to send to Catalis to get a accurate quote from them. Matthew Albright and Barb Scott will put together a scope and send it to Catalis to get a quote.

#9 Short-term rental- Linda Gentes mentioned that the Hillsboro ordinance that is in the packet is a good example for the committee to look at. It was mentioned that maybe the county should share what they develop with the City of Richland Center. After much discussion, the committee feels that a special meeting should be held later this month to focus solely on the short-term rental ordinance. March 25, 2024 at 3:00 was selected as the date.

#10 Joint DATCP/DNR grant application- Cathy Cooper presented the 2025 Joint DATCP/DNR grant application for committee approval and to forward to the full County Board. Steve Carrow moved to approve the Joint DATCP/Grant Application and to take it to County Board. Seconded by Julie Fleming. All said aye. Motion approved.

#11 Zoning Administrator report- Matthew Albright said he has finished several year end reports that were due. He sent the list of new septic systems to the Department of Safety and Professional Services (DSPS). The DSPS will be doing an audit of these files sometime soon. He also sent a report that the US Census Bureau needed. A rezone report was sent to the Department of Agriculture, Trade and Consumer Protection. Townships have also been requesting reports on the rezones completed in their townships.

#12 County Conservationist Report- Cathy Cooper said that the tree sale is going well. The committee would like a list of what trees are available. Cathy, Derrick Warner and Kori Rogers will be attending the WI Land + Water conference March 6-8 in Green Bay. Cathy also reported that the sand pit in Sextonville is in the process of being reclaimed. Trucks were hauling in top soil last fall into the pit so that it could be seeded.

#13 Public Comments- None

#14 Future Agenda Items- Short-term rentals, Catalis data transfer, Land Conservation 2024 work plan and state agent for inspections

#15 Adjournment-Steve Carrow moved to adjourn the meeting until March 25, 2024 at 3:00 pm. Seconded made by Julie Fleming. All said aye. Motion carried. Meeting adjourned at 3:50 p.m.

Respectfully submitted,

Cathy Cooper

Cathy Cooper
Secretary pro temp
Land & Zoning Secretary