

August 19, 2020

Minutes of the **Planning and Zoning/Land Information meeting with public hearing** conducted on August 5, 2020 in the courthouse, Florence County, WI.

Chairperson Bomberg called the meeting to order at 6.00 P.M. and took roll call.

Members present: Supervisors' Jeanette Bomberg, Sherry Johnson, Joe Mills, Matt Brunette

Members absent: Gary Steber was excused

Others present: Tom Berutti, Cecilia Berutti, Sophia Berutti, Dave Brule, Tim Bomberg - Town of Florence Chairperson, Scott Wolf - Zoning Administrator, Trish Kelly - Assistant Zoning Administrator

Chairperson Bomberg asked for a motion to approve the agenda, **motion by Supervisor Mills to approve the agenda, second by Supervisor Johnson, vote four (4) ayes, zero (0) nays, motion carried.**

Chairperson Bomberg asked for a motion on the minutes of the meeting and public hearing conducted on July 1, 2020. **Motion by Supervisor Johnson to approve the minutes of the meeting and public hearing conducted on July 1, 2020, second by Supervisor Brunette, vote four (4) ayes, zero (0) nays, motion carried.**

There were no persons wishing to address the committee on other zoning related concerns.

The current bills were reviewed as presented and recommended to the Audit and Budget Committee for approval. **Motion by Supervisor Johnson to approve the bills and recommend to Audit and Budget for approval, second by Supervisor Mills, vote four (4) ayes, zero (0) nays, motion carried.**

Chairperson Bomberg announced *Public Hearing CUP-20200006*, request a Conditional Use Permit under Chapter 10, Subchapter 2, Florence County Shoreland Wetland Zoning Ordinance, Section 9.2 for Filling and Grading of approximately 615 square feet within 300 feet landward of the ordinary high-water mark of navigable water on slopes greater than 20 percent with surface drainage toward the water, to replace and relocate existing stairway to access lake. Silt fence will be installed prior to the start of work. Property is Lot 52 of Dunn'S Point & North Lake Plat, Section 32, Township 40 North, Range 19 East, Town of Florence, Florence County, WI. Property address is 5144 Roosevelt Lane. Request submitted by Thomas Berutti.

There was no written or oral correspondence received. Wolf explained, this site is a new home build site, and there was an existing set of steps that were in poor condition. The steps and access are outside of the building scope for erosion control, therefore the conditional use permit is required above and beyond the building permit. There is erosion control on site currently due to the building structure process. There is steep slope and some type of access is needed to access the water. The applicant, Mr. Berutti stated they are replacing the old steps that were hazardous with various runs and rises to the steps. Tim Bomberg, Chairperson for the Town of Florence asked when the site would be seeded and mulched as he has received concerns that silt erosion runs onto the roadway. Mr. Berutti stated his septic system was just installed in that area and he hopes to have that all seeded and mulched by September. Wolf suggested placing silt fence in the area affected to keep erosion from going onto the roadway until the area is seeded and mulched. Wolf noted that if approved, Best Management Practices be followed in creating the steps, minimal land disturbance, the existing silt fence be maintained and monitored until all land disturbance is revegetated, and the Zoning office is notified one day prior to the start of work.

Motion by Supervisor Johnson to approve Conditional Use Permit CUP-20200006 with the recommendations as stated by the Zoning Administrator that Best Management Practices be followed in creating the steps, minimal land disturbance, the existing silt fence be maintained and monitored until all land disturbance is revegetated, and the Zoning office is notified one day prior to the start of work, second by Supervisor Mills, vote four (4) ayes, zero (0) nays, motion carried.

Under discussion/action regarding proposed amendment to approved CUP-20190007, to relocate 291 feet of the existing driveway further from Ordinary High Water Mark of North Lake. The relocation as proposed will include approximately 4,074 additional square feet of land disturbance. The existing portion of the driveway to be restored and revegetated. Request submitted by MBM Construction Co. on behalf of David Brule. Wolf noted for the record, this proposed amendment is for CUP-20200007, a zero was inadvertently missed in preparing the agenda in reference to this conditional use permit. He informed the committee, this proposal came about on a site visit at the start of the project to look at the erosion control measures. At that time, it was proposed to change the driveway location. After a lengthy discussion with the owner, contractor and excavator as to why this was not proposed in the initial plan, it was explained that they did not foresee an issue with the corner at that time. Snow melt and rain created a wet issue in that area as far as operating equipment. After review, the new proposed change is to eliminate the sharp corner at the south end of the causeway. The corner is making it difficult for construction vehicles entering the site and will be a blind spot for vehicles entering and exiting the property, as the causeway is one lane. This is a fairly open path with minimal tree removal and would relieve the congestion and sharp corner allowing for a straight path to the causeway. The portion of the existing driveway will be relocated further away from the water. This is additional land disturbance within the shoreland zone that will need to be approved. Wolf agreed this new proposal will be better for the overall roadway project, as well as safety issues. He would recommend approval with the same conditions as in the original permit which include, Best Management Practices, silt fence and to sustain what is there as far as vegetation and trees. **Motion by Supervisor Johnson to approve the proposed amendment to approved Conditional Use Permit CUP-20190007 for the relocation of driveway and additional 4,074 square feet of land disturbance with the same conditions as stated in the original permit which include, Best Management Practices, silt fence and to sustain what is there as far as vegetation and trees, second by Supervisor Brunette, vote four (4) ayes, zero (0) nays, motion carried.**

Under discussion/action regarding Land Information Department update. The Register of Deeds Office reported the archiving information for the time period July 1, 2020 through July 31, 2020 there was 23 hours worked by one employee, with 239 documents archived. This brings the project back to 1972 with documents completed. Currently working on documents from 1971. With that amount of progress, the Register of Deeds is going to shift a little and start the scanning of recorded survey documents, as there have been many requests recently for land division and splits and allows these documents to be accessed digitally. Coleman Engineering has been authorized to work here in house and are working on splits and map corrections. They will be heavily involved in the redistricting project come next spring and are currently working on a test run pilot program. Wolf mentioned he sat in on a very impressive LiDAR application meeting that Ayers Associates is offering. Lastly, received six PDF files of the Ortho-photography flight from the spring 2020 flight with Ayers Associates. There is some minor cleanup that Ayers is working on. Overall the data looks good.

Discussion/action regarding Florence County 20-Year Comprehensive Plan update. A draft survey e-mail was sent out to Town/County Planning Advisory Committee members. The survey will take the place of a workshop and notification of the survey will be sent to the local newspaper and social media. The survey will allow for broader options and timing for Florence County citizens to participate, rather than a one-time, in house workshop. Hopefully, this provides a much better response. The survey will go live before the next Town/County Planning Advisory meeting.

Under administrator reports. Wolf gave an update on the court cases. He also reported that the Land Use and Sanitary permits are up from the previous year.

Future agenda items. There will be at least two public hearings.

Motion by Supervisor Johnson to adjourn, second by Supervisor Mills, vote four (4) ayes, zero (0) nays, motion carried.

Respectfully submitted,

Scott Wolf
Zoning Administrator
SW/tk