

December 14, 2018

Minutes of the **Planning and Zoning/Land Information meeting** conducted on December 5, 2018 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' Gary Steber, Jeanette Bomberg, Joe Mills, Larry Neuens and Sherry Johnson

Members absent: None

Others present: Scott Wolf - Zoning Administrator and Trish Kelly - Assistant Zoning Administrator

Chairperson Bomberg asked for a motion to approve the agenda, **motion by Supervisor Neuens to approve the agenda, second by Supervisor Mills, vote five (5) ayes, zero (0) nays, motion carried.**

Chairperson Bomberg asked for a motion on the minutes of the meeting and public hearing conducted on November 7, 2018. **Motion by Supervisor Neuens to approve the minutes of the meeting and public hearing conducted on November 7, 2018, second by Supervisor Johnson, vote five (5) 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 five (5) ayes, zero (0) nays, motion carried.**

Under discussion/action regarding enforcement action to be taken on the ongoing Board of Adjustment appeals. Wolf gave an update on the appeal hearings that took place on November 27, 2018. He informed the committee this was upon request by Corporation Counsel to seek committee approval on enforcement moving forward, pending court ruling. **Motion by Supervisor Steber to move forward with enforcement action on the Board of Adjustment appeals under the consultation of Corporation Counsel, pending court ruling, second by Supervisor Mills, vote five ayes, zero nays, motion carried.**

Under discussion/action regarding the ten-year update to the Florence County 20-Year Comprehensive Plan. The Florence County 20-Year Comprehensive Plan is required by state statute to be reviewed/updated at minimum once every ten years. The plan currently in place was adopted in 2010 and is scheduled for review/update in 2020. Wolf has contacted Bay Lake Regional Planning Commission for a price update of \$13,000. The demographic data in the plan are from the 2000 census. In this process, the demographic data can be updated and review the goals for any changes as well. Wolf is working on drafting a grant through Bay Lake Regional Planning Commission for some technical assistance that must start and be completed in 2019. As the plan has not been budgeted for in 2019, Wolf will continue to work on funding and asked for approval to move forward. **Motion by supervisor Johnson approval for the Zoning Administrator to move forward on update to the Florence County 20-Year Comprehensive Plan, second by Supervisor Steber, vote five (5) ayes, zero (0) nays, motion carried.**

Under discussion/action regarding the 2019 Land Information work agreements. The work agreement for the Deputy Register of Deeds was discussed for an additional five hours a week through December 31, 2019 to assist with archiving documents under the Land Information Grant. Deputy Treasurers will continue to assist with the scan project and Parcel ID integration as designated in their work schedule agreements under the Land Information Grant. **Motion by Supervisor Steber to approve the 2019 Land Information work agreements and recommend to Personnel Committee for approval, second by Supervisor Johnson, vote five (5) ayes, zero (0) nays, motion carried.**

Under discussion/action regarding approval of contract with mPower Innovations for GIS website update. Wolf reviewed the quote with committee from mPower, not to exceed \$4,500 to re-create and deploy Florence County Public GIS website for easier navigation and make available to the public. **Motion by Supervisor Johnson to approve the contract with mPower Innovations for GIS website update, second by Supervisor Steber, vote five (5) ayes, zero (0) nays, motion carried.** Chairperson Bomberg expressed that once the update is completed, a presentation be given at the County Board level to familiarize board members with the information.

Under discussion/action regarding permission for Scott Wolf and Donna Liebergen to attend the Wisconsin Land Information Association (WLIA) Annual Conference on February 20-22, 2019 in Appleton, WI. **Motion by Supervisor Steber approval for Scott Wolf and Donna Liebergen to attend the Wisconsin Land Information Association (WLIA) Annual Conference on February 20-22, 2019 in Appleton, WI., second by Supervisor Mills, vote five (5) ayes, zero (0) nays, motion carried.**

Under discussion/action regarding Land Information Department update. Wolf reported in the past this agenda item has been for update to the scan documents. Land information personnel felt this should be broadened to involve the entire Land Information Department updates as well. The Register of Deeds office reported the archiving information for the time period November 1, 2018 through November 30, 2018 there was 51 hours worked by three employees and 425 documents archived. Also, two employees worked 61 hours on Parcel ID/Mapping. Wolf said the amendments to the 2018 Land Information Grant are being finalized. The submittals for the 2018 Land Information Grant will begin by the end of the year. The 2019-2021 Land Information Plan along with the 2019 Land Information Grant, will be submitted by mid December 2018.

Under Administrator reports. Wolf has prepared a draft for the newspaper regarding the importance of proper fire signage in urban style areas. He expressed he would like to raise awareness on the importance of the census count as an economic tool for disbursement of federal funds to local communities. He informed the committee that personnel from the zoning office will be attending the Northeast Wisconsin County Code Administrators (NEWCCA) meeting in Crandon on Thursday December 13, 2018.

Motion by Supervisor Steber to adjourn, second by Supervisor Neuens, vote five (5) ayes, zero (0) nays, motion carried.

Respectfully submitted,

Scott Wolf
Zoning Administrator
SW/tk