



# IOWA COUNTY OFFICE OF PLANNING & DEVELOPMENT

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Pursuant to Section 19.84, Wisconsin Statutes, notice is hereby given that the Iowa County Zoning, Planning, Sanitation and Rural Planning Commission will hold a public meeting on **Wed, May 17, 2006 at 6PM**, or as soon thereafter as possible, in the **County Board Room** of the Iowa County Courthouse in the City of Dodgeville, Wisconsin. For information regarding access for the disabled, please call 935-0399.

## Minutes

Approved May 24, 2006

1. Call to order. Ehr called the meeting to order at 6:00pm
  
2. Roll Call. Godfrey read roll.  
Committee Present: Bill Ehr; Diane McGuire; Bob Bunker; Dwayne Hiltbrand; Joe Thomas  
Committee Absent: none  
Staff Present: Scott A. Godfrey; Michael Bindl
  
3. Certification of notice for this meeting. Godfrey stated this meeting has been duly posted and noticed as required by law.  
  
Motion to accept by McGuire  
Second by Thomas  
Motion carries unanimously
  
4. Approval of agenda  
  
Motion to approve as presented by Bunker  
Second by McGuire  
Motion carries unanimously
  
5. Consideration of the Iowa County Airport Zoning Ordinance. Possible action.  
  
Public present: Ken Palzkill; Cristina Pearson; Clinton Fruit; Eric Anderson; Arnie Christen; Larry Steffes; Paula Dail; Bill Garfoot

Public comment:

- Steffes said the Airport Commission acted today to request a 30-day continuance to allow new members of both commissions time to study the ordinance.

Bunker and Thomas suggested there be more time allowed for them to review the ordinance as they are new to the Commission.

Motion by McGuire to postpone action until next month to allow the new members to become familiar with it

Second by Thomas

Thomas asked when the Airport Commission meets next in case the new P&Z members may want to attend to go over the ordinance at one time. Steffes said he would notify the P&Z when the next meeting is scheduled.

Motion carries

Discussion of possible joint meeting between the two commissions to be held June 6<sup>th</sup> at 6pm at the airport.

6. Land Records program update and discussion, with a focus on the E911/CAD project.  
Possible action.

Public present: Ken Palzkill

GIS Coordinator Cristina Pearson gave an update to the Commission as well as discussed several pending issues with the E911/CAD project.

Pearson spoke of issues with the county's current Master Street Address Guide (MSAG), which is about 10 years old, coordinating with the new E911 system. The MSAG is needing update and improvements as it is directly connected to the mapping component of the system. There needs to be a workflow designed to maintain the MSAG as there is no formal process of keeping the data current.

Pearson also spoke of the Emergency Service Network (ESN) zones inconsistently covering the county and the need to review them for any possibility of consolidating zones. An example is the finding of a zone that doesn't contain a structure and slivers of the county not being covered by any zone. Palzkill added that the zones were created out of agreement by the service providers. Pearson suggested having the zones analyzed for efficiency.

Pearson discussed issues with obtaining access to the county's phone provider data for purposes of checking accuracy against the county's mapping data, namely phone numbers, addresses and names, despite the fact the county is paying the provider for Enhanced E911 service. She suggested that the county look into other Enhanced E911 providers if the current one continues to refuse to provide the county the information necessary for making our system as good as possible. She added that this provider is the only one in the nation that refuses this data and is being sued by at least two other states.

It was discussed to look into creating a datalayer in the county's Geographic Information

System (GIS) to show the mile markers along state roads, which can be used as location aids for emergency calls. Other datalayers discussed included: natural gas lines; natural landmarks; cultural land marks or locations; etc. and the need to consider the time and resources necessary to accomplish it.

Pearson gave an overview of the programs that the Land Records division of the Planning Office is involved with and, given that increasing workload, that it may be worth considering a E911 Technician position to maintain everything related to the system. She added that the maintenance workload for the new E911 system will only increase.

Godfrey commended Pearson on taking on a very significant workload. Ehr added that the coordination and communication that has occurred between the Planning Office, Sheriff and Information Systems has been tremendous.

7. GIS Technician position status report. Possible action.

Godfrey stated the probationary period for GIS Technician Shaun Wood will expire on the 21<sup>st</sup> and they he and Shaun's direct supervisor, Cristina Pearson, are recommending the probation period expire. Godfrey stated that Shaun is doing exemplary work and is an asset to the office.

8. WI Land Information Program 2006 grant application. Possible action.

Godfrey presented an application for two grants totaling \$3,740. \$300 is for Land Information Officer training, which can be used to offset conference expenses. The remainder will be applied toward data conversion to complete the countywide zoning data layer and programming costs to facilitate parcel mapping maintenance. Godfrey asked for action as this application is due to the DOA by June 1<sup>st</sup>.

Motion to approve by Hiltbrand  
Second by Bunker  
Motion carries

9. Discussion of public works exemptions to provisions of the Iowa County Subdivision and Land Division Ordinance. Possible action.

Public Present: Ken Palzkill

Godfrey stated that the WI DOT now purchased right-of-way for highway expansions versus the practice of obtaining easements in the past. The impact is that the purchase constitutes land divisions and can cause zoning issues, such as setbacks and reducing lot sizes to below minimum area requirements. According to the WI DOT, state highway projects are generally exempt from local land use ordinances. Godfrey asked for consideration of amending the county's subdivision and land division ordinance to clarify such projects will be exempt or how to hand the resulting land divisions otherwise. He cited recent examples from the STH 39 expansion project where lots are being divided for right-of-way acquisition.

Ehr recommends Godfrey draft some amendment language for the county's subdivision/land division ordinance to effectuate exemptions for public transportation

projects.

Motion to have Godfrey create exemption wording for public transportation systems in the county's subdivision/land division ordinance and for his office not to pursue violations of the land division regulations when land is divided for public transportation systems while the ordinance is being considered for amendment by Thomas

Second by McGuire

Motion carries

10. Discussion of the USH 18-151 Corridor Study process. Possible action.

Godfrey presented a revised Study without the original limited moratorium, since the Board acted to not enact the moratorium at last night's meeting. He further asked for input on how to proceed with the Study and asked for suggestions other than creating a study group. He added that a letter will go out to each town and village in the Study area inviting participation in this planning effort.

Ehr asked whether the commission wants to abandon consideration of a moratorium. The consensus was that the opportunity for the benefit of a moratorium has passed due to the publicity of the Board's action to defeat last night.

Ehr suggested a group meeting to kick-off this project to establish a basis of understanding.

Motion by McGuire to have Godfrey arrange a joint meeting with all jurisdictions

Second by Bunker

Motion carries

Suggestions were to poll the jurisdictions on preferred meeting times/dates and bring back to the Commission by next Wednesday's meeting.

11. Discussion of a county licensing ordinance to comply with ATCP 51 Livestock Siting standards. Possible action.

Godfrey stated that the county chapter of the Towns Association would like the county to consider adopting the standards of ATCP 51 as a licensing ordinance. He presented a model ordinance prepared by the WI Towns Association and WI Counties Association for review. He added that the resolution adopted by the Board last night provides for 6 months for this ordinance to be adopted, which sets a completion date of Nov. 1, 2006.

Godfrey stated he will continue to try to determine how many existing operations may be affected.

12. Consideration of Memorandum of Understanding with Land Conservation Dept. for certain practices affecting floodplain and/or shoreland jurisdiction. Possible action.

Godfrey presented the previously discussed MOU for review and signature. He added that this MOU should be acted upon by the full Board as a resolution for which he presented a draft.

Motion to approve the MOU by McGuire

Second by Hiltbrand  
Motion carries

13. Review of Office of Planning & Development Two-Year Work Plan. Possible action.

Godfrey presented the previously discussed Office Two-year Work Plan which outlines the programs/projects underway, divided by priority (High, Medium, Low). The Plan includes a Project Sheet for each program that includes the following information: program/project; priority; point person; assistance/cooperative agencies; OPD responsibilities; overall timeline/deadline; and action steps with timeline.

He stated that this Plan will be a “living document” accessible to all staff and is to be considered a tool for maintaining focus on workload. It will also be included in the OPD annual report to the Board. He said the Commission will be kept informed of changes to the Plan on a regular basis.

14. Consideration of amendments to the Iowa County Address Ordinance. Possible action.

Bindl presented his comments and asked for input on amending the address ordinance to coordinate with the E911/CAD system. Ehr suggested that the Commission take a month to review the draft ordinance amendments and comments provided by staff.

15. Consideration of WI DNR request for county training to access NHI Portal regarding threatened and endangered species inventory. Possible action.

Godfrey presented the request by the WI DNR for county personnel to be trained on accessing and using the Natural Heritage Institute Portal, which lists threatened and endangered species. The DNR is asking for increased coordination with the county so that, when the county is reviewing a proposed development, county staff can access the Portal to determine if there may be threatened or endangered species in the area and thus refer the applicant to the DNR.

The DNR is asking that two county staff attend a training in Madison on May 23<sup>rd</sup>. The anticipated cost is \$20 per person to cover materials. There is also a \$90 annual fee to access the Portal, which is being considered to be waived.

There was discussion as to what amount of staff time should be dedicated to assisting with a DNR program.

Motion by Hiltbrand to have Godfrey and Bindl take the training and report back with what will be the DNR’s expectation of county staff so the Commission can determine whether to proceed with this cooperative effort or not

Second by Bunker

Motion carries with McGuire and Thomas voting against

16. Review and action on expenditures/vouchers.

Motion by Thomas to have the vouchers presented in the form of a summary form that provides the voucher number, billing entity, description of charge and total monthly expenditures

Second by Bunker

Motion carries unanimously

Motion to approve vouchers by McGuire

Second by Bunker

Motion carries unanimously

17. Adjournment.

Motion to adjourn by McGuire

Second by Hiltbrand

Motion carries unanimously. Adjourned at 9:06pm

Scott A. Godfrey  
Director