

**Draft for Discussion purposes only!**  
**Buffalo County Minutes**  
**Public Hearing – Uniform Addressing Ordinance**

**Committee/Board:** Zoning Committee

**Date of Meeting:** January 7, 2019

**Electronic and Hardcopy Filing Date:** February 11, 2019

The public hearing was called to order at 9:00 a.m. by Michael Taylor, chairperson. Role call was taken, David Danzinger was present by phone. Michael Taylor, Bernard Brunkow, Dennis Bork was in attendance. Max Weiss entered meeting after role call.

Others present for all or part of the public meeting include Mike Owecke, Zoning Administrator, Jason Poser, Buffalo County GIS Staff; Bruce Fruerbringer, Buffalo County Emergency Management Director. Those that signed in are as follows: Marvin Meier, Leonard Litscher, Dale Klopp, Claire Waters. Others may have been in attendance that did not sign in.

Minutes from the Public Hearing are summarized as follows. *(Minutes from the Zoning Committee meeting following the public hearing are in a separate document)*

**Testimony.** Uniform Addressing Ordinance.

- **Leonard Litscher.** Mr. Litscher questioned the following. 1) Sign placement. Mr. Owecke responded by saying there is language in the ordinance to address sign placement. Height will be measured from the ground and the sign may need to be placed in another location to make it the most visible. (2) Continuous roads. Mr. Owecke explained that when you have a Town Road end and three separate driveways off the end of the Town Road, the county can put a sign on each one of those separate driveways. Mr. Owecke continued by saying, if a driveway branches off the end of a Town Road and other driveways off the existing driveway, not the Town Road, that driveway may become a private drive and may need to be signed. (3) Town Road where resident is addressed off a state highway. Mr. Owecke explained that if a road is an official Town Road a property should be addressed and signed off the Town Road. The Town Road Sign would be located at the intersection of the adjoining state highway or county road and the Town Road and the address number would be at the residence, off the Town Road. 4) At what point a private road becomes named. Mr. Owecke stated that a private drive needs to be named based on dwellings and length. Mr. Owecke also explained that a new driveway with two dwellings, is over 200 feet in length, from the edge off the road and not the right-of-way, then it would be named.
- Mr. Brunkow questioned the ability to move red signs away from the entrance to a private road and place them in front of their residence and the new blue signs will replace the red signs. Mr. Owecke stated if there are three or more addresses, the private road would need to be named. The existing address number signs would no longer apply because of the road name change. Mr. Fruerbringer stated that once a private drive becomes a named road you will not have the cluster of fire number at the entrances, like you see now.
- **Dale Klopp.** Expressed concern for the private individuals on private roads if the blue sign are out front, could the red signs be moved back. Would the address change. Mr. Brunkow stated if it is three or more dwellings on a private road, the address would change. Mr. Brunkow stated that he would like to have his address number sign and the other address number signs for his private drive out by the mailbox. Mr.

Fruerbringer indicated that the private drive designation is like any other street or road in the county. The fire number signs will be by each of the homes on that private drive.

- Mr. Poser. Those road and address number signs get put in the county GIS system and other companies such as google adopt those. The system will tell responders where to turn based on the road designation and then you are looking for the individual address number sign.
- Mr. Klopp. Question which road in the county will need to be re-addressed. Mr. Owecke stated that three or more addresses on a private road. Also private drives over one-half mile in length and have two or more dwellings on them.
- Mr. Owecke commented that roads will also need to be renamed and readdressed in cases where there are identical road names. E911 said it is very confusing for responders and that one of the priorities was to do away with identical road names. In those cases the road that impacts the fewest number of addresses will be changed.
- Mr. Klopp. Questioned whether that was all done in maybe 2012 or earlier because two Town Roads had to be changed in the Town of Modena because there were other roads in the county with that same name.
- Claire Waters. Expressed concern that this proposal was going to be very complicated for residents and those people in particular who will need to change their address when a private drive needs to be named. Expressed dislike for not being able to name a private drive what she would like to and having required criteria on how a private drive will be named. Ms. Waters feels duplicate road names should not need to be changed. Expressed concern for the cost to the Towns for this project. Ms. Waters also raised an issue when there is an addressing change from "S" to "W" on the same road.
- Mr. Owecke explained that if there is a private drive that needs to be named, it will be the consensus of the people that live on the private drive to name it. He responded by saying that in a case where there are only 2 addresses, a private road will not need to be named and re-addressed. It is only if there are three or more addresses. He stated that the ordinance has criteria for how a road has to be signed. The Zoning Committee decided to get away from using landowners names for private road names. Mr. Owecke explained that when you are addressing, you have to have consistency in how it is named. First responders, for example will know that it is a private drive because the sign will be yellow in color and ends in "Pvt".
- Mr. Owecke explained that in 2015, there was a large attempt to correct the problem with "S" and "W" direction changing on the same road. That would have required changing every address in the county.
- Mr. Fruerbringer. We are not telling someone what to name a private drive. A name you choose just needs to fit into the consistency model of what the county is doing.
- Mr. Fruerbringer commented as follows: Whenever you try to standardize something it is a change and it is a permanent change for generations if you do it right. It will complicate, inconvenience and anger this generation that has lived here. Sufficient technology would allow you to have more than one road with the same name, but that comes at a price and people don't want to spend that kind of money. You then go to the next logical route, which is not to have road names that are the same. We as a county have to deal with this the best way we can moving forward because we can't be an island and that is the direction you go if you don't move forward in an organized way like Buffalo County is trying to do.
- Mr. Owecke addressed the cost of the signs and stated that right now the proposal is the county will pay for the initial cost of all the private drive signs and Town Road signs that have to be changed. In the future if you have a new home built on a private drive, two or more, whoever is responsible for causing that private drive to be named, will be responsible for the cost.
- Mr. Brunkow. What the county is trying to do is keep it down to affecting a minimum amount of people. Three years ago the post office was on board with the county changing everybody's addresses. That was when we talked about going to a linear addressing system. This is a minimal amount of

change. If the 911 system is a problem for the Sheriff's department and people that work with it, those things have to be fixed.

- Mr. Owecke explained the only reason they are doing this is for the safety of people. We want emergency responders to get to a site the most efficient way they can. Mr. Fruerbringer continued by saying there is no guarantee for life safety, so what the Zoning Committee is trying to do is reduce the likelihood of something going wrong to the absolute best of their ability, understanding that even with a perfect system, things can go wrong.
- Mr. Brunkow explained that ambulance services in the county are hiring EMT's from outside of the county to man their ambulances. That is an example of why it is important to have the 911 issues corrected.
- Dennis Bork asked if he could speak on behalf of Mr. Rick Reuter, Waumandee Town Chairman who is unable to attend the hearing today. Waumandee has concerns about liability to a Town when private drives are starting to get named, especially when a private drive continues beyond the end of a Town Road.
- Mr. Owecke stated that he received a Town of Waumandee Correspondence to pass out to the Zoning Committee when we get to that agenda item. Yaeger Valley Road issue has been reviewed and that is a situation where the private drives beyond the Town Road will not have to be named.
- Mr. Bork commented that he thinks what the Zoning Committee is doing a very good thing, but he feels there a lot of communication will need to happen pretty quick with the emergency responders, because we are going to make some confusion for awhile. Mr. Bork continued with other WMD concerns, page 5, chapter 2 (B), questioning why the word "only" is in the first line. Mr. Bork continued by saying we have already addressed the issue of who is going to pay the cost. The county will pay the initial costs and after that it becomes the responsibility of the landowners. Mr. Bork continued with one last comment from Mr. Reuter and the Town of Waumandee. Page 7, 4(1) and page 10, Chapter 4 (2). Mr. Reuter feels those two paragraphs say the same thing and one or the other should be removed.

This ended public testimony.

#### Correspondence received in the Zoning Department prior to the public hearing.

Mr. Owecke reviewed an email he received from Myrna Johnson, Clerk from the Town of Nelson stating that the Town of Nelson does not want to name roads where there are more than one resident on that road using the same driveway. This would mean people would have to change their address on everything.

A second correspondence received from Rick Reuter, Chairman from the Town of Waumandee. Copies of the correspondence was passed out and read by the Zoning Committee. Mr. Owecke reviewed Mr. Reuters comments as follows. Mr. Reuter main point was a new resident owner should not have to pay for any signs, except their own. The Town should pay for the other corrected signs. Mr. Bork stated that in his conversation with Mr. Reuter, Mr. Reuter felt the county or the Town should pay for the initial signs and placement. Mr. Owecke stated the next section was on the issue on Yeager Valley Road and this has been discussed previously in this hearing. Mr. Reuters next comments on the need to have the "Pvt" on the private road signs. Mr. Owecke explained that with the "Pvt" on the road name and the yellow colored sign, it is more obvious for a casual driver to not enter onto private property. Mr. Brunkow suggested that it will also indicate to the ambulance that this may be a little more rustic of a road and not required to be maintained. Mr. Owecke stated that private drives only pertain to addressing in the unincorporated areas of the county. Mr. Owecke continued with Mr. Reuter questioning cost associated with readdressing and whether that included cost associated with a neighbor having to change their address. Mr. Owecke stated that he didn't think he made any kind of claim or mentioned anything regarding this issue. Mr. Reuter also addressed in his correspondence the word "only", which was

discussed by Mr. Bork earlier and that is because we only have 50 addresses per mile on each side of the road. Mr. Weiss questioned whether the 50 addresses was going to be an issue in the County. Mr. Poser stated that the grid system we have is based on when addressing started and the county made a decision at that time they were only going to allow 100 addresses per mile, meaning 50 odd and 50 even. It would be a lot more complex if we started doing anything else.

This ended the correspondence.

Motion by Mr. Weiss, seconded by Mr. Brunkow to adjourn the public hearing. All in favor. Carried. The public hearing was adjourned at 10:10 a.m.

Respectfully Submitted  
Julie Lindstrom, Zoning Administrative Assistant

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The public meeting was called to order by Mr. Taylor, chairperson at 10:10 a.m., immediately following the public hearing. Roll call noted that all members were present: Michael Taylor, Bernard Brunkow, Dennis Bork, Max Weiss. David Danzinger was present by phone.

Others present for all or part of the public meeting include Mike Owecke, Zoning Administrator, Jason Poser, Buffalo County GIS Staff; Bruce Fruerbringer, Buffalo County Emergency Management Director. Those that signed in are as follows: Marvin Meier, Leonard Litscher, Dale Klopp, Claire Waters. Others may have been in attendance that did not sign in. These were present for the Public Hearing just prior to this public meeting and there is no indication that any of these individuals left after the public hearing.

There were no public comments relating to the Agenda.

Minutes of the December 4, 2018, Zoning Committee meeting. Tabled to the next meeting.

An Ordinance to Revise the Buffalo County Ordinance Entitled “Buffalo County Uniform Numbering System Ordinance”, Hereinafter Entitled the: “Buffalo County Uniform Addressing Ordinance. Mr. Owecke stated a copy of the final draft of the ordinance was mailed to the committee members to review, prior to the meeting as well as a copy of the ordinance resolution. Motion by Mr. Brunkow, Seconded by Mr. Danzinger to approved the Buffalo County Uniform Addressing Ordinance. Discussion. Mr. Danzinger asked that the party responsible for paying for the cost of the signs should be noted in the minutes. Mr. Owecke stated that the costs and source of funding will be addressed in the next agenda item for this meeting. Mr. Owecke passed out “A Resolution to Approve the Expenditure of CAPX2020 Funds to Install Private Drive and Town Road Signs as Mandated by the Newly Adopted Uniform Addressing Ordinance” at this time. Mr. Owecke stated that we may need to request additional funds from the County Board because of the agreement with the Towns on the maximum the Towns were going to pay. Mr. Fruerbringer stated that the cost for the signs went up because of material costs. Ms. Hansen explained there has been a lot of moving pieces with this project. Ms. Hansen continued by saying an initial order for signs can be placed when there is a more accurate number. Mr. Owecke stated there is a pretty close estimate. Mr. Poser is looking at the Town Roads and Private Drives for additional address signs that may need to be ordered. Mr. Danzinger called the question on the motion. Roll call vote. Mr. Bork, Mr. Brunkow, Mr. Danzinger, Mr. Weiss and Mr. Taylor all voting yes. Motion Carried.

A Resolution to Approve the Expenditure of CAPX2020 funds to Install Private Drive and Town Road Signs as Mandated by the Newly Adopted Uniform Addressing Ordinance. Mr. Owecke stated he did not get final numbers until the end of last week to send to Mr. Danzinger. Mr. Owecke explained this resolution is to fund the installation of the private drive and Town Road signs that will be required under the new ordinance. Mr. Owecke continued by saying there are eight Town Road signs and sixty-two Private Road signs at a cost of \$366 per sign for materials and installation, using funds from CAPX2020.

Mr. Bork asked for a recommendation that the County cover any cost increases over and above what was quoted to the Towns for their portion of the costs for new address number signs, using CAPX2020 funds. Mr. Owecke questioned Ms. Hansen whether this would be added to the current resolution being discussed at this

time or whether that would be a separate resolution. Ms. Hansen explained they are still discussing the costs for the installation of the signs and a reduction in an already quoted cost of sign installation could be used to offset the increased cost in the address signs.

Motion by Mr. Bork, seconded by Mr. Brunkow that in the event the total cost of replacing the fire number signs exceeds what was already quoted to the Townships, the difference between the quote and the actual cost will be covered using CAPX2020 funds. Roll Call vote. Mr. Bork, Mr. Brunkow, Mr. Danzinger, Mr. Weiss, Mr. Taylor. All voting yes. Motion carried.

Discussion continued on the cost and installation of the private drive and town road signs that will need to be purchased. It was noted that this resolution does not address costs related to address number signs. Motion by Mr. Bork, seconded by Mr. Brunkow to approve the resolution to spend CAPX2020 funds to install private drive and town road signs as recommended by the Buffalo County Uniform Addressing Ordinance not to exceed \$30,000. Roll Call vote. Mr. Bork, Mr. Brunkow, Mr. Danzinger, Mr. Weiss, Mr. Taylor all voting yes. Motion carried.

A Resolution to Establish the Application Fee for Private Drive Signs. Mr. Owecke passed out copies of the resolution to the Zoning Committee for them to review. Mr. Owecke explained this is a resolution to establish the application fee for all new situations where a private drive needs to be signed in the future. This fee will be added to the Zoning Department's Fee Schedule. Mr. Owecke continued by saying the cost of installation and materials will be handled by our Highway Department at a total cost of \$420, which includes a \$54.00 administration fee for the Zoning Department to process the application. Mr. Owecke explained that the individual that has the new home that adds the third address to that private drive will be responsible for the cost. Mr. Bork questioned and Mr. Owecke stated that when a private drive sign is destroyed it is the responsibility of all the landowners on the private drive to cover the cost to have the sign replaced. Motion by Mr. Brunkow, seconded by Mr. Weiss to adopt the resolution. Role Call vote. Mr. Bork, Mr. Brunkow, Mr. Weiss, Mr. Danzinger, Mr. Taylor, all voting yes. Motion carried.

Closed session for Zoning Administrators Evaluation. Motion by Mr. Brunkow, seconded by Mr. Bork to enter into closed session. Role Call vote, Mr. Bork, Mr. Brunkow, Mr. Danzinger, Mr. Weiss, Mr. Taylor all voting yes. The Zoning Committee went into closed session. Ms. Hansen and Mr. Owecke remained in the meeting during the closed session. The committee reconvened into open session following closed session. Motion by Mr. Brunkow, seconded by Mr. Weiss to recommend that Mr. Owecke move to the next step level in the pay scales. Roll call vote, Mr. Bork, Mr. Brunkow, Mr. Weiss, Mr. Danzinger, Mr. Taylor all voting yes. Motion carried.

Fill Vacant Zoning Specialist Position. Mr. Owecke stated he needs approval from the Zoning Committee to fill the position. Mr. Owecke explained that with a small office there is a pretty strict division of labor. This position primary responsibility is to administer the Sanitary Ordinance, which is mandated by the state. In addition this position is responsible for our POWTS monitoring program, WI Fund Grant Program and the Addressing Ordinance. Motion by Mr. Brunkow, seconded by Mr. Weiss to fill the Zoning Specialist position. Roll Call vote. Mr. Weiss, Mr. Bork, Mr. Brunkow, Mr. Danzinger, Mr. Taylor all voting yes. Motion carried.

Zoning Administrator Comments/Report. Mr. Owecke, stated as a suggestion from Ms. Creighton, Personal Advisor an invitation is extended to any Zoning Committee member who would like to participate in the interviews for the Zoning Specialist Position. Mr. Owecke stated that no date has been set for the interviews. Application deadline is January 11<sup>th</sup>. When a date is selected for interviews, Mr. Owecke will contact Mr. Taylor. Mr. Owecke continued by saying the Farmland Preservation Program (FPP) Ordinance has been certified by WI DATCP. Landowners in the Towns of Alma, Belvidere, Cross, Dover, Glencoe, Modena, Nelson, Naples and Mondovi, with land in the ANR-40 Zoning District will be able to participate in the FPP.

They will work with the Land Conservation Department to enroll in the FPP. Mr. Owecke stated that he was approached by the Finance Committee and the County Board Chair to discuss with the Zoning Committee about responding to a newsletter that was sent out by the Town of Montana to their residents. Mr. Owecke explained that some information in the newsletter regarding zoning in the Town of Montana was not accurate. Mr. Danzinger, as a member of the Finance Committee explained that the Finance Committee felt that someone in the county should address the issue, but the Finance Committee did not feel it was a Finance issue. Mr. Owecke stated that the Town of Montana sent a resolution to the county saying they rejected the new Zoning Ordinance that was adopted by the County Board in July 2018. Mr. Owecke continued by saying the residents in the Town of Montana are still part of county zoning until July 2019. Mr. Danzinger stated that part of the newsletter stated there are no zoning changes, which is not true. Mr. Brunkow questioned whether it was the responsibility of the Zoning Committee to inform the residents there are going to be a lot of changes. Mr. Owecke stated they will not have zoning after 7/23/2019, which will be a big change and maybe it would be appropriate to notify their residents of this. They will, however have shoreland, floodplain, addressing and sanitary ordinance requirements. Mr. Danzinger stated that because of the requirements of the other ordinances, a person will still need to come to the Zoning Office if they are going to build a structure and because of that the residents should be told. Mr. Danzinger suggested that Mr. Owecke draft a letter and send it out to the Zoning Committee for review prior to the next Zoning Committee meeting. This will need to be an agenda item so possible action can be taken. Mr. Danzinger continued by saying the letter should be sent now to the residents in the Townships that have told us they will not continue to be part of county zoning.

Mr. Taylor had no additional comments.  
There were no comments not relating to the agenda.

The next meeting was scheduled for Tuesday, March 5, 2019 at 9:00 a.m. Motion by Mr. Brunkow, seconded by Mr. Weiss to adjourn. All in favor. Carried. The meeting was adjourned at 11:30 a.m.

Respectfully Submitted  
Julie Lindstrom  
Zoning Administrative Assistant