

**Draft for Discussion purposes only!**

**Buffalo County Minutes**

**Committee/Board:** Zoning Committee

**Date of Meeting:** November 6, 2018

**Electronic and Hardcopy Filing Date:** November 28, 2019

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

Others present for all or part of the public meeting include Mike Owecke, Zoning Administrator, Keith Bollinger, Zoning Specialist, Julie Lindstrom, Administrative Assistant in the Zoning Department. Sonya Hansen, Buffalo County Administrative Coordinator; Jason Poser, Buffalo County GIS Staff; Bruce Fruebringer, Buffalo County Emergency Management Director.

Minutes are summarized as follows:

**Public Comments Relating to the Agenda:** There were no public comments relating to the agenda.

**Meeting Minutes.** Motion by Mr. Brunkow seconded by Mr. Bork to approve the minutes from the October 16, 2018 Zoning Committee meeting as printed. All in favor. Carried.

**Buffalo County Uniform Addressing Ordinance.** Mr. Owecke stated that the draft ordinance was emailed to the Zoning Committee members to review prior to the meeting. He continued by saying that he asked for comments from the Highway Commissioner, Bob Platteter; E911 Coordinator and Sheriff's Department. Copies of returned comments by the Sheriff's Department were handed out and reviewed by the Zoning Committee at this time. The draft, "Uniform Addressing Ordinance" was reviewed and discussed. Mr. Owecke started by saying the primary purpose of the ordinance is to find a property by emergency services. Private drive signs and address numbers were discussed thoroughly. Three options for addresses on shared private driveways were discussed. Options are briefly explained as follows: Option 1 – There is no change in the way things are being done at this time. Option 2 – Any driveway currently with three or more principal structures will have to be named and signed and addressed as a private drive. When a second principal structure is constructed on a private drive where there have only been one principal structure, the private drive now will need to be named, signed and addressed as a private drive. Option 3 – All private drives serving two or more principal structures shall be defined as a private drive or roadway and shall be named and signed according to the language in the ordinance. The property owners are responsible for all costs associated with private drive name signs and costs associated with readdressing. Mr. Owecke pointed out the following: any parcel that has a structure will be required to have an address number. At a property owners request and expense a private drive may be named even if it is not required to be named according to the language in the ordinance. Private drive maintenance, upkeep and liability shall be the responsibility of the respective property owners. Private drives will eliminate the necessity of having to change address when a new structure/dwelling moves onto an already named private drive. Replacement of a private road signs due to vandalism will be the responsibility of the property owners living on that private drive. Every commercial or industrial structure shall have its own address number. Mr. Owecke informed the committee that no action would be required of the committee today. A final draft would come to the committee next month for approval. It was the consensus of the Zoning Committee to include language from Option 2 in the final draft. Mr. Owecke stated the Zoning Department and Zoning Committee would achieve what they intend to achieve with regard to fixing the addressing system and it would happen gradually. Special requirements in the ordinance for naming and sign standards were reviewed and discussed.

Private driveways over a certain length were discussed and it was decided to include language in the draft ordinance that driveways over one-half mile which serve as access to two dwellings will be defined as a private drive and follow the requirement in the language of the ordinance as a private drive. Brief discussion was held in regard to the cost to the county and Towns in acquiring new address signs and Ms. Hansen stated that when she attended the Towns Association meeting, she learned that Towns were adding the Town cost of the new signs to the tax role and charging the property owners for their signs, rather than the Town paying for the signs. Discussion was held and it was decided that a driveway will not need to be named where a driveway is less than 200 feet in length where there are two principal structures and both principal structures are readily visible from the public road. Mr. Owecke talked about an issue brought to his attention by the E911 Coordinator where road name signs have been put up on private drives and not catalogued; these signs will need to be removed because they are not official Town road signs. Mr. Owecke stated that the signs for private drives will be yellow in color and PVT on it to indicate that it is a private drive and pointed out this language is already in the ordinance.

Mr. Owecke stated that he expects to bring a resolution to the Zoning Committee when they meet next month. If the committee is ready, they can take action on the final draft of the ordinance. The Zoning Committee will need to schedule and hold a public hearing. Following the public hearing there is a 10-day period for Town comment and then the ordinance would go to the County Board for action/adoption. Mr. Owecke stated that following adoption of the ordinance by the County Board, the Zoning Department would contact those landowners where road names and private drives need to be changed/signed. Mr. Owecke questioned and Ms. Hansen stated that the address signs for the county-wide project need to be ordered by December 30, 2018; this will be the bulk of the signs ordered and there will probably need to be a second order.

Zoning Administrator Comments. Mr. Owecke reported as follows: The final plat of the Lewis subdivision should be ready next month for the Zoning Committee review. Buffalo County contracts out its UDC (Uniform Dwelling Code) Inspections to Fred Weber, Weber Inspections. He wants to raise his fees. His fees are set by resolution by the County Board through the Zoning Committee, so next month we will have a resolution to be reviewed by the Zoning Committee to look at raising his inspection fees for inspections he does in the county. Mr. Taylor questioned and Mr. Owecke stated a comparison of what others pay for inspections in the area will be available for the Zoning committee to review.

Mr. Bork questioned how the Town members reacted to the new address number proposal at the recent Town Association meeting. Ms. Hansen stated that she thinks they did a really good job of accepting what was presented. Mr. Fruerbringer did an excellent job and I think after the meeting there were a lot of conversations with the Townships between Mr. Poser and Mr. Fruerbringer. Mr. Owecke questioned and Ms. Hansen stated there were only three Towns not in attendance at the local Towns Association recent meeting. Mr. Poser is working now to send all the information to the Towns for their review for discrepancies between the data collected in the field and what we have in the GIS; there may be addresses that will need to be added and others that will be deleted.

Ms. Hansen also brought to the attention of the Zoning Committee the Town of Waumandee had some concerns about the process we used for the ordinance revision with our last ordinance with agricultural structures and being able to charge and establish permit fees. The county is working with legal council to find out and get an answer back to the Town of Waumandee whether there is procedural problem with the Town of Waumandee.

Mr. Taylor had no additional comments. There were no public comments not relating to the agenda. The next meeting was scheduled for Tuesday, December 4<sup>th</sup> at 9:00 a.m.

Motion by Mr. Bork, seconded by Mr. Weiss to adjourn. Carried. The meeting adjourned at 11:00 a.m.

Respectfully Submitted, Julie Lindstrom, Zoning Administrative Assistant