

Eau Claire County  
**PLANNING & DEVELOPMENT COMMITTEE MINUTES**

Tuesday, April 26, 2016 • 7:00 PM  
Eau Claire County Courthouse • 721 Oxford Avenue • Room 1277  
Eau Claire, Wisconsin

Members Present: Gary Gibson, Jim Dunning, Mark Olson, Stella Pagonis

Members Absent: Gordon Steinhauer

Staff Present: Lance Gurney, Rod Eslinger, Matt Michels, Michael Morlan, Jared Grande

1. Call to order by Chair Pro-Tem

Gary Gibson called the meeting to order at 7:00 p.m.

2. Election of Chair and Vice Chair / Discussion – Action

**ACTION:** Motion by Jim Dunning to appoint Gary Gibson to the position of Chair. Motion carried, 4-0.

**ACTION:** Motion by Stella Pagonis to appoint Gordon Steinhauer to the position of Vice Chair. Motion carried, 4-0.

3. Appointment of Committee Clerk / Discussion – Action

**ACTION:** Motion by Jim Dunning to appoint Lance Gurney to the position of Clerk. Motion carried, 4-0.

4. Public Input Session: None.

5. Public Hearing:

- a. A conditional use permit request to construct an accessory structure in excess of 1,200 square feet (2,560 square feet requested) in the RH Rural Homes District (Benware – Town of Washington) CUP-0004-16 / Discussion – Action  
Rod Eslinger presented the staff report and background information relating to the application for a conditional use permit to construct a 2,560 square feet accessory structure in the RH zoning district within the Town of Washington. The applicant has indicated that the exterior will match or blend with the residential structure on the property in compliance with the code requirements. The lot size is approximately 5 acres in size and is largely wooded, which is consistent with adjacent several adjacent lot sizes. Mr. Eslinger confirmed compliance with all standards for conditional use permits. The Town of Washington considered the request on March 17<sup>th</sup> and recommended approval of the request in accord with the conditions recommended by staff. Zoning, future land use, aerial photos, and a short video were then presented. Stella Pagonis asked about the total square feet of garage/storage area compared to total square feet of living area and the background of the ordinance provisions. A question was also raised with regard to restrictive covenants and who was responsible for enforcement. Additional screening was then discussed. Andrew Benware, as applicant, was present and displayed materials intended to use in construction of the proposed accessory structure, including siding, shingles, and garage doors. Mr. Benware indicated that he was supportive of additional evergreen screening between the accessory structure and the town road. Mitch Freymiller appeared under opposition and had

several questions relating to height, distance to rear lot line, any intention to clear more trees to south of where the proposed building is intended to be constructed, and will lighting face east of the proposed structure towards the residence as Mr. Freymiller is concerned about additional lighting. Mr. Freymiller also was interested in the intended use of the new building. Mr. Benware responded that he does some metal work and does a little woodworking as a hobby as a personal use.

**ACTION:** Motion by Stella Pagonis to approve the conditional use permit request with staff conditions amended to include #11 Any outdoor lighting will be shielded and directed downward so as not to cause light pollution upon adjacent properties. Motion carried, 4-0.

6. A variance request for an unusual lot configuration, Section 32, T25N-R10W, Town of Drammen / Discussion – Action

Jared Grande presented a variance request for an unusual lot configuration to accommodate a land division of an existing residence in the Town of Drammen. The applicant owns approximately 89 acres and would like to split off 6.9 acres of land with the existing residence. The proposed lot configuration necessitates the need for a variance from lot configuration standards to accommodate the land division. Aerial photography, land ownership and a short video were then presented. The applicant is also pursuing an option to purchase additional frontage along STH 37 to meet applicable zoning requirements for road frontage for the remaining acreage in the event a future storage building or cabin was desired. A discussion relating to access the applicants residence, the residence to the south, and the remaining acreage ensued. Compliance with applicable codes for the remaining acreage was then discussed in relation to the proposed certified survey map. The matter before the committee is the proposed lot configuration.

**ACTION:** Motion by Jim Dunning to approve the variance request for Lot 1 noting that the variance will not be detrimental to the public good, and that the spirit and purpose of the code will be upheld. Motion carried, 4-0.

7. Violation Update / Discussion

Jared Grande reviewed the Violation List and provided background and updates of enforcement efforts on the subject properties.

8. Grant Funding and Line Item Expenditures / Discussion – Action

Michael Morlan was introduced as the new Emergency Management Coordinator. Mr. Morlan reviewed funding for the Emergency Management program, including both EPCRA and Emergency Management Performance Grant (which is a reimbursement grant). Mr. Morlan discussed the gap of funding in 2016 due to position vacancy as it relates to expenditures, which is estimated at slightly more than \$17,000. The request is to redirect funding within the 2016 budget from personnel expenses to operational expenses in compliance with grant parameters. This action would allow purchase of needed equipment within the parameters of the overall 2016 budget allocation and would also be used to fully leverage grant funds, which is a 50% reimbursement grant with a cap.

**ACTION:** Motion by Jim Dunning to amend the 2016 for Emergency Management as presented. Motion carried, 3-0.

9. Pre-Disaster Mitigation Grant Application / Discussion – Action

Michael Morlan presented the request to submit a grant application to update the Hazard Mitigation Plan for both the City and County with a 75/25% grant funding share, noting that the 25% local share can be through in-kind services.

**ACTION:** Motion by Mark Olson to approve and authorize the submittal of the grant application as presented. Motion carried, 3-0.

10. Appointments to Committees / Discussion – Action

a. Local Emergency Planning Committee

A vacancy currently exists on the LEPC. Two individuals applied for consideration. The LEPC reviewed both applicants and recommends Steve Vargo for appointment. Mark Olson spoke in support of the appointment of Mr. Vargo.

**ACTION:** Motion by Mark Olson to appoint Steve Vargo to the LEPC. Motion carried, 3-0.

11. Quarterly Departmental Report/Fiscal Report / Discussion

Lance Gurney presented the first quarter 2016 financials for the Planning and Development Department for review. He also provided a staffing update and discussed upcoming issues and challenges within the Planning and Development Department.

12. Review of March Bills / Discussion

a. Planning

b. Land Conservation

13. Review/Approval of March 22, 2016 Meeting Minutes / Discussion – Action

**ACTION:** Motion by Jim Dunning to approve the minutes as submitted. Motion carried, 3-0.

14. Proposed Future Agenda Items / Discussion

None.

15. Gary Gibson adjourned the meeting at 8:55 p.m.

Respectfully submitted,

Lance Gurney  
Clerk, Committee on Planning & Development