

These minutes have not been reviewed by the oversight committee and are subject to approval or revision at the next regular committee meeting.

**MINUTES OF MEETING
DOOR COUNTY RESOURCE PLANNING COMMITTEE**

March 12, 2020

1.0 Open meeting.

Chair Fisher called a meeting of the Resource Planning Committee to order at 1:51 p.m. in the Chambers Room (Room C102, first floor) of the Door County Government Center, 421 Nebraska Street, Sturgeon Bay, Wisconsin.

Present: **RPC Members** **Others**

Ken Fisher	Mariah Goode	Steve Jenkins
Jon Koch	Mike Kohlbeck	Brian Zak
Richard Virlee	Kelly Clafin	Karen Studebaker
	Betty Parsons	David Studebaker
	Sherry Mutchler	Jessica Hatch
	Tom Birmingham	

Excused: Vinni Chomeau
 Dave Enigl

2.0 Verification of proper notice and posting procedures; quorum present; adoption of the agenda.

After verification of proper notice and posting procedures, there was a motion by Koch, seconded by Virlee, to adopt the agenda as presented. Motion carried unanimously (3-0).

Note: Chair Fisher indicated that agenda items would be addressed out of order.

4.0 Correspondence.

None.

6.0 Zoning matters: conditional use permit application.

Town of Baileys Harbor; conditional use permit to replace the existing Fire Station with a new, 14,032 square foot Fire Station (Emergency Response Facility); 2404 Park Road; Mixed Use Commercial (MC) zoning district.

Motion by Koch, seconded by Virlee, that:

- A. The Town of Baileys Harbor proposes to replace the existing Fire Station with a new, 14,032 square foot Fire Station (Emergency Response Facility), located at 2404 Park Road, Town of Baileys Harbor, Door County, Wisconsin, in Section 20, Town 30 North, Range 28 East and in a Mixed Use Commercial (MC) zoning district, under a conditional use permit.
- B. Following a public hearing, the Resource Planning Committee (RPC) finds and concludes that:
 1. The applicant has demonstrated by substantial evidence that the application and all conditions and requirements relating to the proposed conditional use are or will be satisfied.
 2. There was no substantial evidence to support the opposite conclusion.

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3. A conditional use permit is hereby granted, subject to the following conditions and requirements:
 - a. The use must be established within 12 months of the issuance of the conditional use permit. At minimum, a Door County Regular Zoning Permit for construction of the building shall be obtained within 12 months of issuance of the conditional use permit.
 - b. The project shall comply with all applicable local, state, and federal building codes and ordinances, including obtaining all required approvals and permits prior to construction.
 - c. Any outdoor lighting erected in conjunction with this use shall utilize lighting fixtures whose hood, lens, or combination thereof allow no direct beams of light to be seen from off the property or to be cast skyward, and the lighting elements of which shall not be visible from adjacent properties. In addition:
 - i. As was indicated in testimony, exterior lighting on the property shall be located on the building only, with existing light poles to be removed.
 - ii. Exterior lighting that is capable of being dimmed shall be installed on, at a minimum, the east and north sides of the building.
 - d. The applicant shall have qualified experts (such as engineers or transportation planners) re-examine the area encompassing the southwest corner of the proposed building, the adjacent driveway, and Park Road in order to determine if there are any additional safety measures – such as bollards – that could be installed in order to better protect street traffic, pedestrians, the building itself, and fire trucks leaving the property. A written determination addressing this matter shall be provided to the Land Use Services Department, and any engineered solutions recommended based on the re-examination of safety considerations for the area shall be installed prior to building occupancy.
 - e. The project shall be completed by March 16, 2022.
 - f. An affidavit shall be recorded at the Register of Deeds with the deed for the property to provide successors in interest notice of the conditional use permit and conditions and requirements.

Motion carried unanimously (3-0).

3.0 Public comment.

- a) **Information may be received from members of the public, except information related to a pending hearing (e.g., zoning amendment or conditional use permit).**
- b) **Extensive discussion and all action must be deferred until and unless specific notice of the subject matter is included on the agenda.**

David Studebaker introduced himself as present and authorized to speak on behalf of the Town of Liberty Grove with regarding to the tower agenda item should the RPC members have any questions.

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5.0 Review and approve (as drafted or with revisions) minutes of February 26, 2020 meeting. *These minutes contain the findings and decisions arising from the February 20, 2020 hearing on the Quarry Bluff Development, LLC conditional use permit application.*

After brief discussion, there was a motion by Virlee, seconded by Koch, to approve the minutes, and findings and decisions regarding Quarry Bluff Development, LLC contained within, as presented. Motion carried unanimously (3-0).

7.0 Land division matter: Preliminary plat review for a major site condominium.

“The Uplands at Cottage Row”; 12 single-family condominium building sites (“units”) ranging in size from 1.713 to 2.236 acres; Great Northern Development Corporation (owner); Cottage Row; Town of Gibraltar; Small Estate (SE) zoning district.

After brief discussion with Goode about ordinance requirements and with Tom Birmingham (owner/applicant) about project projections/timing, there was a motion by Koch, seconded by Virlee, to approve the preliminary plat as presented. Motion carried unanimously (3-0).

8.0 County communication tower regulations: Update on process to obtain input from towns on possible communication tower regulatory changes.

9.0 Addressing program: Update on process to obtain input from towns on possible county-wide address sign replacement.

Goode noted that agenda items 8.0 and 9.0 were simply “FYI” regarding a meeting she and County Administrator Ken Pabich have invited town officials to attend on March 30th regarding both topics. RPC members agreed by consensus that the meeting should be posted as an RPC meeting as a quorum is likely to attend, for informational purposes only – no action will be taken by the committee at the meeting.

10.0 Review/approval of Land Use Services 2019 annual report.

Motion by Koch, seconded by Virlee, to approve the annual report as presented. Motion carried unanimously (3-0).

11.0 Future meeting schedule.

- March 19, 2020 - No meeting.**
- March 30, 2020 - FYI: Staff & town officials meeting re: addressing and towers.**
- April 2, 2020 - Zoning hearing(s).**
- April 16, 2020 - Zoning hearing, planning meeting.**

There will definitely not be a meeting on March 19th. Available RPC members will attend the meeting on March 30th, for informational purposes only. There will be zoning hearings/meetings on April 2nd and 16th. Both will start at 3:00.

Meeting schedule as discussed noted.

12.0 Meeting per diem code.

Chair Fisher assigned code 737.

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13.0 Adjourn.

Motion by Koch, seconded by Virlee, to adjourn the meeting. Motion carried unanimously (3-0).

Meeting adjourned at 2:25 p.m.

Reported by,

Mariah Goode
Land Use Services Director

MKG/lr