

**Richland County  
Land & Zoning Standing Committee  
Meeting Minutes  
June 5, 2023**

The June 5, 2023, Land & Zoning Standing Committee meeting was called to order 3:01 p.m. by Chair Melissa Luck in the County Board Room of the Richland County Courthouse. Present were Julie Fleming, Melissa Luck, Linda Gentes and Steve Carrow, Dan McGuire, and David Turk via Webex. Also present were Alfred Turnmire, William Miland, Brian and Molly Meister via Webex, John Couey, Cheryl Dull, Jon Hochkammer, Mike Bindl, Julie Lins and Cathy Cooper.

Steve Carrow moved to approve the amended agenda and proof of notification. Seconded by Linda Gentes. Motion carried.

Chair Melissa Luck asked for any corrections or amendments to the April 3, 2023 minutes. Motion made by Linda Gentes to approve the minutes. Seconded by Steve Carrow. Motion carried.

**#5 Zoning Petitions-**

- a. Harmony Valley Home petition- Alfred Turnmire was present. Rezoning 2.08 acres of land in Forest Township to Split the residence from the Ag land. They also own the surrounding 35.11 acres which will remain Ag/Forestry. Julie Fleming moved to approve the rezoning from Ag/Forestry to Residential 2. Seconded by Linda Gentes. Motion carried.
- b. Miland Petition- William Miland was there. Rezoning 5 acres of land in Richwood Township to build a house. They still own more than 35 acres. The bank is making them rezone the land they are building the house on. Julie Fleming moved to rezone 5 acres from Ag/Forestry to Ag/Residential. Seconded by Linda Gentes. Motion carried
- c. Hege Petition- No one was here for the petition. Mr. Jeremiah Hege wants to add acres in Akan Township to an existing parcel to make the parcel up to 8 acres in total. The acreage left would be 35 acres. Julie Fleming moved to approving rezoning the parcel from Ag/Forestry to Residential 2. Seconded by Linda Gentes. Motion carried.

**#6 RFP Development for GIS contract work-** Cheryl Dull and Jon Hochkammer discussed what the next step would be. Cheryl suggested that it would not be an RFP but and RFQ (Request for Quotes). It was mentioned that Lynn Newkirk had sent an email out before she left to both MSA and SW regional planning stating things the county was looking for. An RFQ will be developed and brought to the committee June 26<sup>th</sup>. NG911, the NINA standard and where data is stored will be included. Cheryl Dull will check with other counties to see if anything else should be added. The RFQ will then be sent to both MSA and SW Regional Planning Commission.

**#7 Assistant Zoning Administrator/Sanitarian Position** –Still no qualified candidates. Mike Bindl needs help. On a temporary basis, Cheryl Dull will assist Mike Bindl with data entry, building permits, etc. until another solution can be made. It was suggested that Mike Bindl talk with surrounding counties about the possibility of contracting them for services.

#8 Land Conservation Department secretary/Zoning office Technician- Mike Bindl, Cathy Cooper and Cheryl Dull came up with a position description Office System Technician. This position would combine the Land Conservation Secretary and Zoning Office System Technical position. The job would be split 50-50 between both departments. Steve Carrow moved to send this description to Carlson Dettmann to be reviewed. Seconded by Julie Fleming. Motion carried.

#9 Short-term rental ordinance- Melissa Luck asked Brian and Molly Meister for their comments. Brian and Molly Meister were on Webex and suggested that there be a designated place on the County website to state what is needed to get an approved short-term rental. Melissa Luck then suggested that the committee go through the ordinance and remove what they don't want. Nobody had gone through the ordinance yet. Melissa asked that this be on the next agenda and that the committee look through the Town of Holland's ordinance.

#10 Assistant Zoning Administrator/Sanitarian- Mike Bindl was asked if the job was still posted. It is on Indeed and was published in the Boscobel Dial. Only received one more application and that person had no experience working with zoning or had their POWTs license. Mike Bindl needs someone to assist him in the office. Julie Fleming moved to have Melissa Luck talk with the interim administrator about hiring a temp to assist in the Zoning Office. Seconded by Linda Gentes. Motion carried.

#11 Public Comment- None

#12 Future agenda items- RFQ, Short-term rental ordinance, Assistant ZA/Sanitarian, Office System Technician

#13 Adjournment -Linda Gentes moved to adjourn until June 26, 2023 at 3:00. Seconded made by Julie Fleming. Motion carried. Meeting adjourned at 4:35 p.m.

Respectfully submitted,

**Cathy Cooper**

Cathy Cooper  
Secretary pro temp  
Land & Zoning Secretary