

**MINUTES OF THE  
JEFFERSON COUNTY PLANNING AND ZONING COMMITTEE  
DECISION MEETING**

*Steve Nass, Chair; Greg David, Vice-Chair; Don Reese, Secretary; Amy Rinard; George Jaeckel*

**ROOM 203, COUNTY COURTHOUSE  
311 S. CENTER AVE., JEFFERSON, WI 53549  
8:30 A.M. ON MONDAY, DECEMBER 30, 2013**

**1. Call to Order**

The meeting was called to order by Chairperson Nass at 8:30 a.m.

**2. Roll Call**

All Committee members were present at 8:30. In addition, John Molinaro, County Board Chairperson; Ben Wehmeier, County Administrator; Phil Ristow, Corporation Counsel; Andy Erdman, Director of Land Information; Jim Morrow, County Surveyor; and Rob Klotz, Michelle Staff and Deb Magritz from the Zoning Department were also in attendance.

**3. Certification of Compliance with Open Meetings Law Requirements**

Reese verified that the meeting was in compliance with open meetings laws.

**4. Review of Agenda**

Klotz asked that the decision on Petition CU1755-13 be moved to after item 12.

**5. Public Comment (Not to Exceed 15 Minutes and Not to Include Petitions Slated for Decision)**

There was no public comment.

**6. Communications**

Petition received via County Clerk's Office from William Merrick regarding CU1755-13 for Steven Cline/Combined Enterprises LLC c/o Jellystone Park. This information was received after public hearing of October 17, 2013.

**7. Approval of November 21, November 25, December 16 and December 19 Meeting Minutes**

Motion by Reese, seconded by Jaeckel to approve the November 21 minutes as presented. Motion carried on a voice vote with no objection. Motion by Reese, seconded by Jaeckel to approve the November 25 minutes as presented. Motion carried on a voice vote with no objection. Motion by Reese, seconded by Jaeckel to approve the December 16 minutes as presented. Motion carried on a voice vote with no objection. Motion by Reese, seconded by Jaeckel to approve the December 19 minutes as presented. Motion carried on a voice vote with no objection.

**8. Monthly Financial Report for Land Information Office – Andy Erdman**

Erdman handed out his report and explained that revenues in the Real Estate Description account through the end of November were at 79% of projected annual receipts. Revenues in Land Information Modernization accounts were at 83% of projections; and

the Highway Department has been billed for the surveyor's work. Motion by Nass, seconded by David to accept the report; motion carried on a voice vote with no objection.

**9. Monthly Financial Report for Zoning – Rob Klotz**

Klotz handed out his report and noted that this year's revenues are slightly up from last year's and considerably more than was budgeted. Motion by Reese, seconded by Jaeckel to accept the report; motion carried on a voice vote with no objection.

**10. Revision of the Land Records Modernization Plan to Include Scanning of Old Tax Rolls – Andy Erdman**

Erdman handed out a "Tax Roll Scanning Proposal Evaluation" dated 12/25/13 and explained that the Land Records Modernization Plan has to be amended in order for funds to be used for new land records projects. Motion by Reese, seconded by David to amend the Land Records Modernization Plan to allow for this tax roll scanning. Motion carried on a voice vote with no objection.

**11. Evaluation of Proposals and Selection of a Vendor to Provide Scanning and Indexing of Property Tax Rolls from 1915 to 1995 – Andy Erdman**

Erdman noted that there are about 500 bound pages and 1400 unbound pages to be scanned; \$40,000 was budgeted for the project. The County received bids from three vendors, and the recommendation was to contract with the lower bidder, Alternative Microimaging. Motion by Reese, seconded by Jaeckel to approve the bid of Alternative Microimaging; motion carried on a voice vote with no objection. Wehmeier and Ristow suggested reviewing the work after partial completion.

**12. Discussion and Possible Action on Extraterritorial Plat Sign Off by Municipalities with CSM Review Ordinances Adopted Under Their Extraterritorial Plat Review Authority**

Klotz explained and asked whether he should continue to require extraterritorial plat approval before signing final surveys, and the consensus was that he should continue as he has. Secondly, Nass suggested that municipalities be invited to sit down and discuss this issue further with the Zoning Department. Though no motion was made, the Committee took a voice vote with no objection.

The meeting moved to decision on CU1755-13 for Steven M Cline/Combined Enterprises LLC, c/o Jellystone Park, a part of agenda item #15.

*Please see individual files for a complete record of the following decisions:*

**APPROVED WITH CONDITIONS** CU1755-13 – Steven M Cline/Combined Enterprises LLC, c/o Jellystone Park, Town of Koshkonong. After holding two hearings, with considerable data turned in from both petitioner and opponents, and with lengthy discussion at two decision meetings, there was a motion by Nass, seconded by Jaeckel to approve the request with many conditions. Motion carried on a voice vote with no objection.

A brief break was taken at 10:37 a.m. The meeting resumed at 10:42 a.m.

**13. Decision on Petition R3674A-13 for Marcella Tourbier Trust, Town of Watertown**

Klotz explained the situation to date. Motion by Reese, seconded by Rinard to **POSTPONE** the decision for a new preliminary certified survey map showing proposed

lot location either adjacent to the cemetery or to the existing farm consolidation lot, with either having access on Wesley Road. Motion carried on a voice vote with no objection.

**14. Decision on Petition R3684A-13 for Nancy Hohensee, Town of Watertown, Previously Considered on November 25, 2013 and Postponed**

Motion by Nass, seconded by David to **APPROVE** the revised preliminary certified survey map showing a 5-acre farm consolidation lot and a redesigned 2-acre vacant building site. This utilizes the last available A-3 zone for the property, so rezoning is conditioned upon recording of an affidavit acknowledging that fact. It is further conditioned upon road access approval, upon receipt by Zoning of a soil test showing sites for installation of both initial and replacement private sewage systems, and upon approval and recording of a final certified survey map for the lots. Motion carried on a voice vote with no objection.

**15. Decisions on Petitions Presented in Public Hearing on December 19:**

**APPROVE WITH CONDITIONS** R3690A-13 – Dane & Tammy Hartwig/Darryl & Donna Hartwig Property, Town of Farmington on a motion by Reese, seconded by Nass. Motion carried on a voice vote with no objection.

**APPROVE WITH CONDITIONS** R3691A-13 – Susan, Michael & Matthew Meracle, Town of Sullivan on a motion by Reese, seconded by Jaeckel. Motion carried on a voice vote with no objection.

**APPROVE WITH CONDITIONS** R3692A-13 & R3693A-13 – Scott & Sherry Schreiber, Town of Palmyra, both on motions by Reese, seconded by Jaeckel. Both motions carried on voice votes with no objection.

**APPROVE WITH CONDITIONS** CU1764-13 – Zwolanek Trust, Town of Sumner on a motion by Nass, seconded by Jaeckel. Motion carried on a voice vote with no objection.

**APPROVE WITH CONDITIONS** CU1765-13 - Lori Hoyt, Town of Cold Spring on a motion by Reese, seconded by Jaeckel. Motion carried on a voice vote with no objection.

**16. Future Agenda Items**

January 27, 2014 Towns Association Meeting at 7:00 p.m. in the Courthouse

**17. Upcoming Meeting Dates**

January 13, 8:00 a.m. - Site Inspections Beginning in Courthouse Room 203

January 16, 7:00 p.m. – Public Hearing in Courthouse Room 205

January 27, 8:30 a.m. – Decision Meeting in Courthouse Room 203

February 17, 8:00 a.m. – Site Inspections Beginning in Courthouse Room 203

February 20, 7:00 p.m. – Public Hearing in Courthouse Room 205 (**David may not be able to attend**)

February 24, 8:30 a.m. – Decision Meeting in Courthouse Room 203

**18. Adjourn**

Motion by Reese, seconded by Jaeckel to adjourn at 11:07 a.m. Motion carried on a voice vote with no objection.

**If you have questions regarding the petitions, please contact the Zoning Department at 920-674-7131. Petition files referenced on this agenda may be viewed in Courthouse Room 201 between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday, excluding holidays. Materials covering other agenda items can be found at [www.jeffersoncountywi.gov](http://www.jeffersoncountywi.gov).**

**Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator at 920-674-7101 at least 24 hours prior to the meeting so that appropriate arrangements can be made.**

*A digital recording of the meeting will be available in the Zoning Department upon request.*