

**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, JULY 28, 2014**

- 1. Call to Order**
The meeting was called to order by Chairman Nass at 8:30 a.m.
- 2. Roll Call**
Committee members present at 8:30 included Nass, Reese, Jaeckel and Rinard. Gerry Kokkonen of the Land and Water Conservation Department was in attendance as were Rob Klotz, Michelle Staff and Deb Magritz of the Zoning Department.
- 3. Certification of Compliance with Open Meetings Law Requirements**
Reese verified that the meeting was being held in compliance with open meetings law requirements.
- 4. Review of Agenda**
It was decided to move two decisions, those for CU1786-14 and CU1789-14, up on the agenda to accommodate guests.
- 5. Public Comment (Not to Exceed 15 Minutes and Not to Include Petitions Slated for Decision)**
There was no public comment.
- 6. Communications**
There were no communications.
- 7. Approval of June 30, July 14 and July 17, 2014 Meeting Minutes**
Motion by Reese, seconded by Rinard to approve the June 30 minutes as presented; motion carried on a voice vote with no objection.

Motion by Reese, seconded by Rinard to approve the July 14 minutes as presented; motion carried on a voice vote with no objection with Nass abstaining.

Motion by Reese, seconded by Rinard to approve the July 17 minutes as presented; motion carried on a voice vote with no objection.
- 8. Monthly Financial Report for Land Information Office (LIO) – Andy Erdman**
Erdman noted that revenues from sales of maps are over what was anticipated, and recording fees are picking up. The County Surveyor is doing a lot of County Highway Department work so those revenues are also up.
- 9. Land Information Office 2015 Budget and Fee Schedule Review**

Erdman explained his worksheet summary. The tax levy amount for 2015 came in at \$352,600, which is \$1,600 above the County Administrator's goal, so Erdman explained two items for the surveyor that could be removed if necessary. Some fees have been removed from the schedule, for example, charges for two foot contours due to having received federal grant monies.

10. **Monthly Financial Report for Zoning – Rob Klotz**
Zoning revenues are down \$8,000 from this point a year ago, but Klotz expects to meet his target for 2014.
11. **Zoning, Solid Waste and Wisconsin Fund 2015 Budget and Fee Schedule Review**
Klotz reported that his 2015 budget is \$1,000 under the County Administrator's goal, and that he is ratcheting sanitary revenue projections down from the 2014 budget. He went on to explain the Zoning, Sanitary and Solid Waste accounts, and added that he hasn't changed the fee schedule for some time.
12. **Andy Erdman, Rob Klotz Discussion and Possible Action on Public Records Availability Online, Including Surveys and Permits et al. from LIO and Zoning Departments**
Klotz and Erdman each explained, and further discussed the potential ability for the public to find documents themselves. Concerns were expressed about sharing information such as cell phone numbers and dollar amounts with the public. Research will be done as to how other counties handle this, and it will be brought up at a future meeting.
13. **Discussion with Possible Action on Asphalt Shingle Removal at Former Amon Mineral Extraction Site, W8215 USH 18, Town of Oakland, in Conjunction with Conditional Use CU575-94**
Klotz noted that he'd been contacted by Ron Carlson, receiver for this pit site. A four-month period has been proposed for grinding and removing the stockpiled shingles. Klotz read aloud an email that he'd received from Carlson. Motion by Nass, seconded by Jaeckel to accept the plan for grinding and removing the shingles within four months. This is being treated as a mitigation plan for a violation. Motion carried on a voice vote with no objection.
14. **Request by Kim Hookstead for Replacement of the Home at N7744 Little Coffee Road, Town of Watertown, at More Than 100 Feet from its Existing Location**
Klotz read Hookstead's letter aloud. Conversion of the existing home to an agricultural structure would be required. A plan for conversion is to be submitted by the owner, and a site inspection shall be conducted by the Committee.

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

15. **Decisions on Petitions Presented in Public Hearing on July 17, 2014:**
APPROVED WITH CONDITIONS R3738A-14 – Timothy May/Anthony & Rose Vrtis, Town of Ixonia on a motion by Rinard, seconded by Jaeckel; motion carried on a voice vote with no objection.
APPROVED WITH CONDITIONS R3739A-14 on a motion by Reese, seconded by Jaeckel & CU1784-14 on a motion by Reese, seconded by Rinard for Anthony Buonincontro, Town of Oakland; motion carried on a voice vote with no objection.

APPROVED WITH CONDITIONS R3740A-14 on a motion by Reese, seconded by Jaeckel, R3741-14 on a motion by Reese, seconded by Jaeckel & CU1785-14 on a motion by Jaeckel, seconded by Reese for Jon Bound/Humane Society of Jefferson County Property, Town of Jefferson; all three motions carried on voice votes with no objection.

APPROVED WITH CONDITIONS R3729A-14 – John & Geraldine Franz, Town of Ixonia on a motion by Jaeckel, seconded by Rinard; motion carried on a voice vote with no objection.

APPROVED WITH CONDITIONS R3742A-14 – Lloyd Holterman/Rick Nelson & Dana Leija Property, Town of Watertown on a motion by Jaeckel, seconded by Reese; motion carried on a voice vote with no objection.

APPROVED WITH CONDITIONS CU1786-14 – Robert & Catherine Muchka, Town of Concord on a motion by Nass, seconded by Reese; motion carried on a voice vote with no objection.

APPROVED WITH CONDITIONS CU1787-14 – William Stade, Town of Jefferson on a motion by Jaeckel, seconded by Reese; motion carried on a voice vote with no objection.

APPROVED WITH CONDITIONS CU1789-14 – Dale Overson, Town of Koshkonong on a motion by Rinard, seconded by Reese; motion carried on a voice vote with no objection.

16. Future Agenda Items

Item #12 will be discussed at a future meeting, and a site inspection will be conducted for Kim Hookstead at N7744 Little Coffee Road in the Town of Watertown.

17. Upcoming Meeting Dates

August 18, 8:00 a.m. – Site Inspections Beginning in Courthouse Room 203

August 21, 7:00 p.m. – Public Hearing in Courthouse Room 205

August 25, 8:30 a.m. – Decision Meeting in Courthouse Room 203

September 15, 8:00 a.m. – Site Inspections Beginning in Courthouse Room 203

September 18, 7:00 p.m. – Public Hearing in Courthouse Room 205

September 29, 8:30 a.m. – Decision Meeting in Courthouse Room 203

18. Adjourn

Motion by Reese, seconded by Jaeckel to adjourn at 10:21 a.m. Motion carried on a voice vote with no objection.



Don Reese, Secretary

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.

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.

