

**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, AUGUST 25, 2014**

- 1. Call to Order**  
The meeting was called to order at 8:30 a.m. by Chairman Nass.
- 2. Roll Call**  
All Committee members were present at 8:30. In addition, Andy Erdman, Land Information Office Director, Mark Watkins, Land and Water Conservation Department Director, and Rob Klotz, Michelle Staff and Deb Magritz of the Zoning Department were also in attendance.
- 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**  
The Committee chose to move item #13 to immediately follow #7, and three petitions from #14, R3746A-14, R3683A-13 and R3747A-14 will immediately follow #13 for convenience of guests in the audience.
- 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 July 28, August 18 and August 21, 2014 Meeting Minutes**  
Motion by Rinard, seconded by Reese to approve the July 28 meeting minutes. Motion carried on a voice vote with no objection. Motion by Reese, seconded by Rinard to approve the August 18 meeting minutes. Motion carried on a voice vote with no objection. Motion by Reese, seconded by Rinard to approve the August 21, 2014 meeting minutes. Motion carried on a voice vote with no objection.
- 13. Request by Kim Hookstead for Replacement of the Home at N7744 Little Coffee Road in the Town of Watertown at More Than 100 Feet from its Existing Location**  
Klotz explained. Motion by David, seconded by Jaeckel to accept the plan submitted by Hookstead and now on file, subject to issuance of a permit for conversion of that former home to a non-residential structure. Motion carried on a voice vote with no objection.

***PLEASE SEE INDIVIDUAL FILES FOR A COMPLETE RECORD OF THE FOLLOWING DECISIONS:***

- 14. Decisions on Petitions Presented in Public Hearing on August 21, 2014:**  
**APPROVE WITH CONDITIONS** R3746A-14 – Mike Walter/Walter Trust Property, N9163 E Horseshoe Rd, Town of Watertown on a motion by Nass, seconded by Reese. Motion carried on a voice vote with no objection.

**APPROVE WITH CONDITIONS** both R3683A-13 on a motion by Nass, seconded by Reese & R3747A-14 on a motion by Nass, seconded by Jaeckel for the Brad Walter/Michael & Sarah Walter Trust Property, N8944 West Rd, Town of Watertown. Both motions carried on voice votes with no objection.

8. **Monthly Financial Report for Land Information Office – Andy Erdman**  
Erdman explained his report and noted that revenues are down approximately \$3,000 from this point last year. Continued lack of revenues may delay the planned \$40,000 server replacement. He also reported that the County Surveyor has been busy working with the Highway Department on CTHs W, M and J. Motion by Reese, seconded by Rinard to approve the report as presented. Motion carried on a voice vote with no objection.
9. **Discussion and Possible Action on Wisconsin Aerial Orthophotography Consortium (WROC) Proposal for Spring of 2015 Aerial Photography Project, and the Vendor Selection Process**  
Erdman explained the quality-based selection process. The consortium had three vendor respondents: Aerometric in conjunction with Ayres and Associates was finally chosen at a cost of \$102 per square mile for 583 square miles. He explained that our ordinance requires us, unless it's waived, to a bidding process, an RFP, for anything over \$25,000. He asked whether the Committee wanted to go with the consortium or go out on a competitive bidding process to see if we can save some money. He explained the potential initial savings, but also noted the additional work involved for staff and for the Committee. Erdman will gather information from other counties that went out on bids, including staff time involved and come back to a future meeting.
10. **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 explained. Twenty counties responded to Michelle Staff's inquiry; three counties are making this information available currently, but more are likely working toward that end. Erdman noted that an open records request cannot be redacted, but information made available on the internet can be redacted as the office sees fit. The Committee would like further information from Corporation Counsel.
11. **Monthly Financial Report for Zoning – Rob Klotz**  
Staff reported that revenues are behind for the month compared to this time last year, but pointed out that they are ahead for the year as compared to 2013.
12. **Discussion Regarding Irrigation Spraying of Manure**  
Klotz explained and noted that this process is not conducive for cattle manure, but is more applicable to pig manure. He noted that some counties currently dealing with the issue have concerns because of the distance to bedrock. Both Klotz and Watkins went on to explain further. Watkins also noted that there is no language at this point to address such a situation in the county's manure storage ordinance.

***PLEASE SEE INDIVIDUAL FILES FOR A COMPLETE RECORD OF THE FOLLOWING DECISIONS:***

14. **Decisions on Petitions Presented in Public Hearing on August 21, 2014:**  
**APPROVE WITH CONDITIONS** R3745A-14 – E E Hoffer/Richard Zastrow Property, W4685 Alvoss Lane, Town of Watertown on a motion by Nass, seconded by Reese. Motion carried on a voice vote with no objection.  
**APPROVE WITH CONDITIONS** R3743A-14 – Jerry Wolfram/Florence E Wolfram Trust Property, N1388 CTH N, Town of Cold Spring on a motion by Jaeckel, seconded by Reese. Motion carried on a voice vote with no objection.  
**APPROVE WITH CONDITIONS** R3744A-14 – Jan Arndt/D&J Arndt Trust Property, N2819 Willing Rd, Town of Hebron on a motion by Reese, seconded by Jaeckel. Motion carried on a voice vote with no objection.

**APPROVE WITH CONDITIONS** CU1788-14 – Steven & Carol Mertins, N9146 Klug Ln, Town of Waterloo on a motion by David, seconded by Jaeckel. Motion carried on a voice vote with no objection.  
**APPROVE WITH CONDITIONS** CU1790-14 – Paul Antczak/Diane G West Property, N4615 Highland Dr, Town of Sullivan on a motion by Reese, seconded by David. Motion carried on a voice vote with no objection.

**15. Floodplain Model Discussion**

Klotz reported that preliminary maps are approved and ready for the adoption phase. There is a new model ordinance and a separate set of maps with flood storage area. Klotz explained model ordinance requirements. Klotz went on to explain model requirements for floodplain campgrounds. Motion by Nass, seconded by Jaeckel to adopt the model ordinance as it is. Motion carried on a voice vote with no objection.

**16. Future Agenda Items**

None listed.

**17. Upcoming Meeting Dates**

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  
October 13, 8:00 a.m. – Site Inspections Beginning in Courthouse Room 203  
October 16, 7:00 p.m. – Public Hearing in Courthouse Room 205  
October 27, 8:30 a.m. – Decision Meeting in Courthouse Room 203 – **Reese will be absent**

**18. Adjourn**

Motion by Jaeckel, seconded by David to adjourn at 9:56 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](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.*

