

**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, SEPTEMBER 29, 2014**

- 1. Call to Order**  
The meeting was called to order by Chairman Nass at 8:32 a.m.
- 2. Roll Call**  
All Committee members were present at 8:32 a.m. Staci Hoffman, Register of Deeds; Andy Erdman, Land Information Department Director; Blair Ward, Corporation Counsel; 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**  
There were no changes proposed.
- 5. Public Comment (Not to Exceed 15 Minutes and Not to Include Petitions Slated for Decision)**  
There was no public comment.
- 6. Communications**  
Klotz mentioned an email he received regarding wind generators and informed the Committee that Jefferson County currently does not have a wind generator ordinance.
- 7. Approval of August 25, September 15 and September 18, 2014 Meeting Minutes**  
Motion by Reese, seconded by Rinard, to approve the August 25 meeting minutes as presented. Motion carried on a voice vote with no objection. Motion by Reese, seconded by Jaeckel, to approve the September 15 meeting minutes as presented. Motion carried on a voice vote with no objection. Motion by Reese, seconded by David, to approve the September 18 public hearing minutes as presented. Motion carried on a voice vote with no objection.
- 8. Discussion and Possible Action on Public Records Availability Online, Including Surveys and Permits et al from LIO and Zoning Departments - Blair Ward, Andy Erdman, Staci Hoffman, Rob Klotz**  
Klotz reported having put the question out to other counties as to what they do for records availability online; 22 counties responded, and currently two of those counties do have some information online. Klotz explained his reservations about making all information available online. Erdman gave his reasons for looking at this process, including saving staff time and allowing public accessibility any time of day. Hoffman then explained

statutory requirements to charge for copies of recorded documents and spoke about the potential loss of revenue if this information is available online through other offices' information. Ward suggested potentially having a written agreement with anyone who accesses these online records. After discussion, Nass suggested piloting this project with Land Information Office (LIO) records. Motion by Nass, seconded by Rinard, to proceed with putting LIO records online as a pilot program. Motion carried on a voice vote with no objection.

9. **Discussion and Possible Action on Vendor Selection Procedure for the Aerial Photography to be Flown in the Spring of 2015 – Andy Erdman**  
Erdman contacted Sauk and Brown Counties who each went through a bidding process rather than going through the WROC consortium, potentially saving \$5,000 to \$10,000. His recommendation was for Jefferson County to go through the bidding process with the thought that we can still go through the consortium if not satisfied with the bids. Motion by Nass, seconded by David to go through the bidding process with a report to the Committee in November, and to County Board in December. Motion carried on a voice vote with no objection.
10. **Monthly Financial Report for Land Information Office – Andy Erdman**  
Erdman showed his report to the Committee and reported that revenues were pretty steady, but slightly down in August. Document recording numbers have been down, but the surveyor has been steadily working with the Highway Department so that revenues in that area should be up from last year.
11. **Monthly Financial Report for Zoning – Rob Klotz**  
Klotz showed the report to the Committee and noted that things are looking up. Zoning should meet its target for revenues.
12. **Salvage Yard Licensing**  
Upon recent inspection, it was found that Benders is the only salvage yard with things outside their approved area. Klotz recommended licensing all the yards. Motion by Reese, seconded by Jaeckel, to license all with a letter to those who are currently in violation, requiring them to rectify the situation by next year. Motion carried on a voice vote with no objection.

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

13. **Decisions on Petitions Presented in Public Hearing on September 18, 2014:**  
**APPROVE WITH CONDITIONS R3748A-14** on a motion by Jaeckel, seconded by Reese & CU1791-14 on a motion by Reese, seconded by Jaeckel – Frederick Plautz, Town of Farmington; both motions carried on voice votes with no objection.  
**APPROVE WITH CONDITIONS R3749A-14** on a motion by Reese, seconded by Jaeckel & CU1792-14 on a motion by Reese, seconded by Rinard – Telfer Farms LLC, Gary & Mary Telfer Property, Town of Oakland; both motions carried on voice votes with no objection.  
**POSTPONED DECISION ON R3750A-14** – Mark Redmond, Town of Concord on a motion by Nass, seconded by Reese; motion carried on a voice vote with no objection.  
**APPROVED WITH CONDITIONS R3751A-14** – David Christian/David & Karen Christian Family Farms LLC, Town of Farmington on a motion by Reese, seconded by Jaeckel; motion carried on a voice vote with no objection.

**APPROVED WITH CONDITIONS R3752A-14** – Andrew Mindemann/Mindemann Trust Property, Town of Farmington on a motion by Jaeckel, seconded by Reese; motion carried on a voice vote with no objection.

**APPROVED WITH CONDITIONS CU1793-14** – Jaye Haberman/Suzanne B Chadwick Trust Property, Town of Milford on a motion by Jaeckel, seconded by Reese; motion carried on a voice vote with no objection.

**APPROVED WITH CONDITIONS CU1794-14** – Diane & Mike Reindl/Diane Kretschmer Property (horses), Town of Milford on a motion by Reese, seconded by Jaeckel; motion carried on a voice vote with no objection.

**APPROVED WITH CONDITIONS CU1795-14** – Diane & Mike Reindl/Diane Kretschmer Property (extensive on site storage structure), Town of Milford on a motion by Reese, seconded by Jaeckel; motion carried on a voice vote with no objection.

**POSTPONED DECISION ON CU1796-14** – Stephen W Zalec, Town of Oakland on a motion by Nass, seconded by Reese; motion carried on a voice vote with no objection.

**14. Future Agenda Items**

Wind generator ordinance discussion and action on RFP for aerial photography proposals.

**15. Upcoming Meeting Dates**

October 13, 8:00 a.m. – Site Inspections Beginning in Courthouse Room 203 – **Jaeckel will be absent**

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 may be absent**

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

November 20, 7:00 p.m. – Public Hearing in Courthouse Room 205

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

**16. Adjourn**

Motion by Reese, seconded by Jaeckel, to adjourn at 10:16 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.*

