

**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, MARCH 30, 2015**

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, as were Ben Wehmeier, County Administrator; Blair Ward, Corporation Counsel; Jim Morrow, County Surveyor; Andy Erdman, Director of Land Information; and Rob Klotz, Michelle Staff and Deb Magritz of the Zoning Department.
3. **Certification of Compliance with the Open Meetings Law**
Reese verified that the meeting was being held in compliance with open meetings law requirements.
4. **Review of the Agenda**
Klotz suggested that the decision for Petition R3777A-15 in agenda item #14 be moved up on the agenda to accommodate a member of the audience. The Committee agreed.
5. **Public Comment (Not to exceed 15 minutes and not to include petitions slated for decision-members of the public who wish to address the Committee on specific agenda items must register their request at this time)**
There was no public comment.
6. **Approval of February 23, March 16 and March 19 Committee Minutes**
Motion by Jaeckel, seconded by Rinard to approve the February 23 meeting minutes as presented. Motion carried on a voice vote with no objection.

Motion by Reese, seconded by Rinard to approve the March 16 meeting minutes as presented. Motion carried on a voice vote with no objection.

Motion by Jaeckel, seconded by David to approve the March 19 meeting minutes as presented. Motion carried on a voice vote with no objection.
7. **Communications**
Klotz reported that there would be a floodplain management workshop held at the Fulton Town Hall on June 24.
8. **Policy for Dedication of Public Roads by Certified Survey Map**
Klotz explained the issue regarding surveys with road dedication. Morrow noted that roads are basically easements. Erdman added that the County gets fee simple for road expansion. Klotz asked for direction regarding who should sign such a certificate. Brian

Udovich arrived at 8:47. He requested that the Highway Department have a say in such a matter. Jaeckel expressed his opinion that it shouldn't have to be taken to the Highway Committee, but simply approved by the Department. Klotz explained the difference between zoning amendment surveys on county highways versus surveys not associated with rezonings. Wehmeier recommended preparing a flow chart and bringing it back to a future Committee process. Motion by Rinard, seconded by Jaeckel to work with Ward and come back to the Committee with a process that minimizes bureaucracy, time and red tape. Motion carried on a voice vote with no objection.

PLEASE SEE THE INDIVIDUAL FILE FOR A COMPLETE RECORD OF THE FOLLOWING DECISION:

- 14. Decisions on Petitions Presented in Public Hearing on March 19:
APPROVED WITH CONDITIONS R3777A-15 – Adrian & Melissa Zirbel, Town of Milford on a motion by David, seconded by Reese. Motion carried on a 3-2 vote with Rinard and Jaeckel objecting.**
- 15. Discussion and Possible Action Regarding Regional Connections, ie SEWRPC**
This proposal was taken to County Board and approved. More communication will be provided as the process continues.
- 16. Review of and Possible Action on the Rezoning Condition that “Rezoning shall be null and void and of no effect one year from the date of County Board approval unless all applicable conditions have been completed by that date.”**
There have been seven petitions since 2010 that have gone beyond the one year time limit. Jaeckel suggested allowing Klotz administratively to extend that by six months.
- 9. Update and Review Regarding W7730 Lamp Road, Town of Sumner**
Klotz explained events to date.

Jim Schroeder arrived at 9:31 a.m.

- 10. Monthly Financial Report for Land Information Office – Andy Erdman**
Erdman reported that there was a little increase in documents recorded for the month, and a little more office activity. The County Surveyor had no Highway Department projects over winter, but he will be working on a Koshkonong project.
- 11. Monthly Financial Report for Zoning – Rob Klotz**
Klotz noted that Zoning was about \$4,000 over projected revenues for the month. He said that revenues have stabilized, and may be bouncing up.
- 12. Request by Joan Borck to Replace the Home at W9648 E Medina Road, Town of Waterloo at More Than 100 Feet from its Existing Location**
The request was to replace the existing home 170 feet from its current location. Motion by Jaeckel, seconded by David to approve the request, with the note that the septic system must be on the lot that it serves. Motion carried on a voice vote with no objection.
- 13. Discussion and Possible Decision Regarding Minor/Major Changes to Approved Conditional Use Permits**
CU1765-13 – Kenneth or Lori Ann Hoyt, Town of Cold Spring

Klotz explained that the petitioner would like to use a different area for the conditional use than what was approved. Motion by Nass, seconded by Rinard to make this adjustment and support the change in the conditional use permit. 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 March 19:**
APPROVED WITH CONDITIONS R3793A-15 – Rodney Buske, Town of Watertown on a motion by Reese, seconded by Jaeckel. Motion carried on a voice vote with no objection.
APPROVED WITH CONDITIONS R3794A-15 – Steven and Debra Magritz, Town of Oakland on a motion by Reese, seconded by Jaeckel. Motion carried on a voice vote with no objection.

Nass left briefly at 9:50 a.m. and returned at 9:52 a.m.

APPROVED WITH CONDITIONS R3795A-15 – Kristin Grant/Diane Spangler Trust Property, Town of Farmington on a motion by Reese, seconded by Jaeckel. Motion carried on a voice vote with no objection and with Nass abstaining.

APPROVED WITH CONDITIONS R3796A-15 on a motion by Reese, seconded by Rinard & **R3797A-15** on a motion by Jaeckel, seconded by Rinard for Kristin Grant/Diane Spangler Trust Property, Towns of Aztalan and Farmington. Both motions carried on voice votes with no objection.

APPROVED WITH CONDITIONS CU1814-15 – Donald & Shirley Schneider, Town of Cold Spring on a motion by David, seconded by Reese. Motion carried on a voice vote with no objection.

APPROVED WITH CONDITIONS CU1815-15 – Tyler Kangas, Town of Farmington on a motion by Reese, seconded by David. Motion carried on a voice vote with no objection.

APPROVED WITH CONDITIONS CU1816-15 – Dunneisen Sand & Gravel LLC, Town of Oakland on a motion by Jaeckel, seconded by David. Motion carried on a voice vote with no objection.

- 17. Discussion of Proposed State Budget and its Effect on Zoning, Solid Waste and POWTS**
Klotz reported on budget items discussed at the Wisconsin County Code Administrators' convention.
- 18. Discussion and Possible Action on NR115 and Adoption of 2014 Wetland Maps**
Klotz explained. Nass suggested beginning action on this.
- 19. Discussion and Possible Action on Rezoning Fee to Support Purchase of Ag Easements by Jefferson County**
Nass explained, and Klotz added information. After discussion, it was determined that staff would come up with three or four options by which \$25,000 to \$50,000 could be acquired for the program.
- 20. Discussion and Possible Decision on Agricultural Uses in a Natural Resource Zone**
A possible Zoning Ordinance text amendment could be written for the Natural Resource zone.

21. Discussion and Possible Decision on Jefferson County Parks Department Request for Tree Removal Facilitating a Canoe Trail

After discussion, a motion was made by David, seconded by Reese to approve of the Parks Department request to clear over and in the water, as long as appropriate DNR permits are obtained. Motion carried on a voice vote with no objection.

22. Possible Future Agenda Items

Agenda item numbers 8 & 19.

23. Upcoming Meeting Dates

April 13, 8:00 a.m. – Site Inspections Beginning in Courthouse Room 203

April 16, 7:00 p.m. – Public Hearing in Courthouse Room 205-Nass may be late, Klotz will be absent.

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

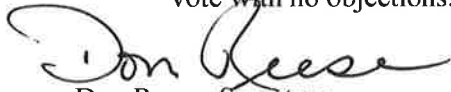
May 18, 8:00 a.m. – Site Inspections Beginning in Courthouse Room 203

May 21, 7:00 p.m. – Public Hearing in Courthouse Room 205-Klotz will be absent

Possible June 1, 8:30 a.m. – Decision Meeting in Courthouse Room 203 (In place of May 25, Memorial Day)

24. Adjourn

Motion by Reese, seconded by Rinard at 11:05 to adjourn. Motion carried on a voice vote with no objections.



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.

**MINUTES OF THE
JEFFERSON COUNTY PLANNING AND ZONING COMMITTEE
SITE INSPECTIONS**

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
8:00 A.M. ON MONDAY, APRIL 13, 2015**

- 1. Call to Order**
The meeting was called to order by Chairman Nass at 8:00 a.m.
- 2. Roll Call**
All Committee members were present. Also present were Rob Klotz, Michelle Staff and Deb Magritz of the Zoning Department.
- 3. Certification of Compliance with the Open Meetings Law**
Reese verified that the meeting was being held in compliance with open meetings law requirements.
- 4. Review of the Agenda**
No changes were proposed to the agenda.
- 5. Public Comment (Not to exceed 15 minutes and not to include petitions slated for decision-members of the public who wish to address the Committee on specific agenda items must register their request at this time)**
Klotz noted that the Highway Department petitions, R3803A-15 & CU1821-15, would not be presented at the April 16 public hearing.
- 6. Communications**
There were no communications.
- 7. Review Conditions of Approval for R3655A-13, R3656A-13 and R3657A-13 at N6468 Switzke Road, Town of Farmington for Dane Hartwig**
Klotz explained the issue of the Hartwig surveying being submitted to Zoning more than one year from the date of County Board approval. The Committee discussed the possibility of accepting a survey past the time limit, but perhaps imposing an extra fee going forward. Klotz explained that that would require a change to our fee schedule. Motion by Nass, seconded by Jaeckel to allow Klotz to approve the Hartwig survey because it will be clearing up a violation.
- 8. Flood Mitigation Review on Lamp Road, Town of Sumner**
Klotz explained the situation to the Committee.

The Committee left for the following site inspections:

9. Site Inspections for Petitions to be Presented in Public Hearing on April 16, 2015:

CU1820-15 – William & Vicki Gridley, **N2885 County Road Z**, Town of Sullivan
CU1817-15 – Kyle Webb, **N5271 County Road P**, Town of Concord
R3801A-15 – Timothy Strobel, **N8482 CTH X**, Town of Watertown
CU1818-15 – Michael Dittmann, **N7195 County Road Y**, Town of Farmington
R3799A-15 – William & Kathleen Olszewski, **W5743 Olszewski Ln**, Town of Aztalan
CU1819-15 – Jaye Haberman/Suzanne B Chadwick Trust Property, **W6393 County Road A**, Town of Milford
R3802A-15 – John Turner/Don & Catherine Turner Property, **Kasten Ln**, Town of Watertown

R3800A-15 – Michael R Wells/Raymond J & Lucille M Wells Trust, **N7538 Wells Ln**, Town of Waterloo
R3798A-15 – Cindy Krull-Begeman, **Mansfield Rd**, Town of Aztalan

10. Adjourn

Motion by Jaeckel, seconded by Reese to adjourn. Motion carried on a voice vote, and the meeting adjourned at 10:50 a.m.



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.

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NOTICE OF PUBLIC HEARING
JEFFERSON COUNTY PLANNING AND ZONING COMMITTEE

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

SUBJECT: Map Amendments to the Jefferson County Zoning Ordinance and Requests for Conditional Use Permits

DATE: April 16, 2015

TIME: 7:00 p.m. (*Courthouse doors will open at 6:30*)

PLACE: Room 205, Jefferson County Courthouse, 311 S. Center Ave., Jefferson, WI

1. Call to Order

Meeting called to order @ 7:00 p.m. by Nass

2. Roll Call

Members present: Reese, Jaeckel, David, Nass, Rinard

Members absent: --

Staff: Michelle Staff, Laurie Miller

3. Certification of Compliance with Open Meetings Law Requirements

Reese verified

4. Review of Agenda

Staff noted that the Highway Department petition was withdrawn.

5. Explanation of Process by Committee Chair

6. Public Hearing

The following was read into the record by Staff:

NOTICE IS HEREBY GIVEN that the Jefferson County Planning and Zoning Committee will conduct a public hearing at 7 p.m. on Thursday, April 16, 2015, in Room 205 of the Jefferson County Courthouse, Jefferson, Wisconsin. A hearing will be given to anyone interested in the proposals. **PETITIONERS, OR THEIR REPRESENTATIVES, SHALL BE PRESENT.** Matters to be heard are petitions to amend the official zoning map of Jefferson County and applications for conditional use permits. A map of the properties affected may be obtained from the Zoning Department. Individual files are available for viewing between the hours of 8 a.m. and 4:30 p.m., Monday through Friday, excepting holidays. If you have questions regarding these matters, please contact Zoning at 920-674-7131.

FROM A-1, EXCLUSIVE AGRICULTURAL TO A-3, RURAL RESIDENTIAL

R3798A-15 – Cindy Krull-Begeman: Rezone to create two, 1-acre building sites and a 1.13-acre building site on **Mansfield Road** in the Town of Aztalan from part of PIN 002-0714-3021-000 (40 Acres).

Cindy Krull-Begeman presented her petition. There were no questions or comments in favor or opposition of the petition. There were no Committee questions. There was a town response in the file which was read into the record by Staff and was approved.

Staff report was given by Staff. She explained the soils and slopes on the property, and asked the petitioner why they were asking for three lots. The petitioner stated that she had a neighbor interested, and that it was pasture land.

R3799A-15 – William & Kathleen Olszewski: Create a 4.7-acre farm consolidation lot at **W5743 Olszewski Lane** in the Town of Aztalan on PIN 002-0714-1041-000 (30.28 Acres).

William Olszewski presented his petition. There were no questions or comments in favor or opposition of the petition. There were no Committee questions. There was a town response in the file approving this petition, which was read into the record by Staff.

Staff gave staff report. Staff asked the petitioner how old the house was. The petitioner stated his dad purchased it in 1950-- it was older than 1975. Staff explained the soils on the property. Staff asked the petitioner why he was asking for this sized parcel. The petitioner explained the layout of the lot and what was being incorporated into the lot.

R3800A-15 – Michael R Wells/Raymond J & Lucille M Wells Trust: Rezone 2.7 acres around the home and buildings at **N7538 Wells Lane** in the Town of Waterloo on PIN 030-0813-1334-000 (38.662 Acres).

Michael Wells presented his petition. There were no questions or comments in favor or opposition of the petition. There were no questions from the Committee. There was a town response in the file approving this petition which was read into the record by Staff.

Staff gave staff report, and explained the soils on the property. She asked the petitioner the age of the residence. The petitioner stated that it was over 100 years old. Staff also questioned if the septic was on the proposed lot. The petitioner stated yes. Staff commented on the survey. The petitioner explained.

R3801A-15 – Timothy Strobel: Create a 2.2-acre farm consolidation lot at **N8482 County Road X** in the Town of Watertown from part of PIN 032-0815-2222-000 (38.67 Acres).

Timothy Strobel presented his petition. There were no questions or comments in favor or opposition of the petition. There were no questions from the Committee. There was a town response in the file approving this petition, and was read into the record by Staff.

Staff explained lots available and that there were no previous splits. Staff noted that it looked like there was a fire. The petitioner stated yes. Staff asked if the house was built before 1975. The petitioner stated yes. Staff explained the soils on the lot, and asked the petitioner about a field access. The petitioner stated that he did not have approval currently, but the Highway Department had the paperwork, and would not approve a new access until this lot was approved.

R3802A-15 – John Turner/Don & Catherine Turner Property: Create a 1-acre building site from part of PIN 032-0815-1912-001 (36.6 Acres) on **Kasten Lane** in the Town of Watertown.

John Turner presented the petition. There were no questions or comments in favor or opposition of the petition. There were no questions from the Committee. There was a town response in the file of approval for this petition, and was read into the record by Staff.

Staff report was given by Staff. She explained the soils on the lot, and asked the petitioner about this location for the lot. The petitioner explained that this was the only place they could get access to the road.

**FROM A-1, EXCLUSIVE AGRICULTURAL TO A-2, AGRICULTURAL &
RURAL BUSINESS**

R3803A-15 & CU1821-15 - Jefferson County Highway Dept./Joanne Dyskow

Property: Rezone a part of PIN 026-0616-3133-001 (10.262 Acres) with conditional use for salt storage near **W2492 State Rd 106** in the Town of Sullivan.

This petition was withdrawn until May 21, 2015.

CONDITIONAL USE PERMIT APPLICATIONS

CU1817-15 – Kyle Webb: Allow a conditional home occupation at **N5271 County Road P** in the Town of Concord for auto body restoration, rust and collision repair on PIN 006-0716-3122-002 (3 Acres). The property is zoned A-3, Agricultural and Rural Residential.

Kyle Webb presented his petition. He stated he would be using the existing building, and further explained his business operation.

There were no questions or comments in favor or opposition of the petition. Nass asked the petitioner how many cars would be stored outside. The petitioner stated that he hoped to have 1 or 2. He further explained. There was a decision from the town in the file in favor of this petition which was read into the record by Staff.

Staff questioned the petitioner on the hours of operation. The petitioner stated it would be 8:00-5:30. Staff asked the petitioner if there is a sign proposed. The petitioner stated that he would like a sign, and explained. Staff asked the petitioner if there would be any running water in the building. The petitioner stated there were no facilities in the building, and that he would have to use the house. Staff explained the requirements should he propose a bathroom in the building. The petitioner and Staff had a brief discussion on a possible septic. Staff noted that, based on the Highway Department's response, that they would prefer one access. The petitioner explained. Staff suggested that the petitioner talk to the Highway Department, and asked for confirmation on the number of cars. The petitioner explained.

CU1818-15 – Michael Dittmann: Conditional use to allow a garage addition resulting in an extensive on-site storage structure in the R-2 zone at **N7195 County Road Y**. The site is on PIN 008-0714-0114-009 (1.042 Acres) in the Town of Farmington.

Michael Dittmann presented the petition. He stated the addition was for cold storage.

There were questions or comments in favor or opposition of the petition. There were no questions from the Committee. There was a town response in the file in favor of this petition which was read into the record by Staff.

Staff confirmed with the petitioner the square footage of the existing structure and what was being proposed. The petitioner stated that was correct. Staff questioned the height of the building. The petitioner explained. Staff questioned the use of the structure. The petitioner explained. Staff asked the petitioner if there was business use or water. The petitioner stated no.

CU1819-15 – Jaye Haberman/Suzanne B Chadwick Trust Property: Conditional use to sanction multiple dwelling units in a Community zone at **W6393 County Road A** in the Town of Milford on PIN 020-0714-0431-010 (1.12 Acres).

Jaye Haberman presented this petition. There were no questions or comments in favor or opposition of the petition. There were no questions from the Committee. There was a town response in the file which was read into the record by Staff approving this petition.

Staff explained the property background, and noted that the Board of Adjustment had denied the request to split the property. In the past, the Planning and Zoning Committee approved a duplex. Staff also noted that the proposed condo documents were in the file.

CU1820-15 – William & Vicki Gridley: Allow modification of an extensive on-site storage structure in an R-2 zone at **N2885 County Road Z**. The site is on PIN 026-0616-3611-000 (2.253 Acres) in the Town of Sullivan.

Lee Gridley presented this petition. He stated they run a business, and they use this address for the business, but that they store the files there only.

There were no questions or comments in favor or opposition of the petition. There were no questions from the Committee. There was a town response in the file of no objection, which was read into the record by Staff.

Staff questioned the addition being a second story. The petitioner stated yes, the footprint will not change. She also asked for the hours of operation, 8-5:00, Monday through Friday. The petitioner explained those are the general business operation hours, this is for storage. Staff asked the petitioner if there would be any water service. The petitioner stated no.

Reese made motion, seconded by David, motion carried 5-0 to adjourn @ 7:33 p.m.

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

A recording of the meeting will be available from the Zoning Department upon request.


Secretary

Date

