

**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 31, 2015**

**1. Call to Order**

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

**2. Roll Call (Establish a Quorum)**

All Committee members were present. Zoning staff in attendance included Michelle Staff, Rob Klotz and Deb Magritz. Janet Sayre Hoeft and Dale Weis, Zoning Board of Adjustment members were also present.

**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. Approval of the Agenda**

The decisions for those petitioners present, CU1833-15 for Dale Jenkins and CU1839-15 for Kendra and Greg Blumenberg will be moved up on the agenda to the beginning of decisions.

**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 July 27, August 17 and August 20, 2015 Committee Minutes**

Motion by Jaeckel, seconded by Reese to approve the July 27 minutes as presented. Motion carried on a voice vote with no objection.

Motion by Reese, seconded by David to approve the August 17 minutes as presented. Motion carried on a voice vote with no objection.

Motion by Reese, seconded by Rinard to approve the August 20 minutes as presented. Motion carried on a voice vote with no objection.

**7. Communications**

There were no communications.

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

Erdman reported that Land Records Program funds are coming in a little better than at this time last year-a reflection of the real estate economy. Map sales are up, and the surveyor's revenues should catch up as he starts doing more work for the Highway Department.

**9. Review of Proposed 2016 Land Information Office Budget – Andy Erdman**

Revenues are projected to be similar to 2015, except for obtaining a \$50,000 Strategic Initiative Grant for rural parcel mapping. A \$10,000 match is required for this grant, but some of that can be in-kind services. Erdman spoke of replacing two pieces of equipment using \$69,000 in capital funds.

**10. August Monthly Financial Report for Zoning – Rob Klotz**

Klotz reported that revenues are down \$1,500 from August of 2014 as of the date of printing the report, but the Department is still in line to meet and beat revenue projections for the year.

**11. Discussion and Possible Action on Request by Board of Adjustment for Ordinance Changes to Temporarily Allow Two Dwellings on a Property While One is Under Construction**

Klotz gave the background on this topic. Weis spoke, wondering if this could be allowed with a recorded document or whether an ordinance amendment would be in order. He felt it could be justified for the public's sake. Board of Adjustment already has developed a checklist to approve these variances. Sayre Hoeft added that this change would fit in with the purpose of the existing ordinance. Nass asked for language to come back to the Committee and for the Committee to be shown where in the ordinance it would appear. Klotz further explained that stipulated agreements would need Corporation Counsel involvement and an ordinance amendment. Weis noted that Board of Adjustment would like to remain involved and would like Corporation Counsel involvement as well. Corporation Counsel will be invited to the Board of Adjustment's October public hearing and subsequently a the Planning and Zoning Committee meeting.

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

**12. Discussion and Possible Action on Petitions Presented in Public Hearing on July 16, 2015 and Subsequently Postponed:**

**APPROVED WITH CONDITIONS** CU1833-15 – Dale Jenkins, W9443 East Kroghville Rd, Town of Lake Mills on a motion by Jaeckel, seconded by David. Motion carried on a voice vote with no objection.

**APPROVED WITH CONDITIONS** CU1837-15 - Dwan Schuck, N8658 County Road O, Town of Waterloo on a motion by Jaeckel, seconded by David. Motion carried on a voice vote with no objection.

**13. Discussion and Possible Action on Petitions Presented in Public Hearing on August 20, 2015:**

**APPROVED WITH CONDITIONS** R3820A-15 – Marcia Bates, N1508 Groeler Road, Town of Koshkonong on a motion by Jaeckel, seconded by David. Motion carried on a voice vote with no objection.

**POSTPONED** R3821A-15 – Roy A Nosek, N851 Cold Spring Road, Town of Koshkonong on a motion by Reese, seconded by Nass. Motion carried on a voice vote with no objection.

**POSTPONED** R3822A-15 – Paul & Mary Jaeger, Hustisford Road, Town of Ixonia on a motion by Nass, seconded by Reese. Motion carried on a 4-1 vote with Rinard opposed.

**APPROVED WITH CONDITIONS** R3823A-15 on a motion by Nass, seconded by Reese & R3824A-15 on a motion by Reese, seconded by Nass – Tom Dehnert/Darvin & Dorothy Sjoberg Trust, W771 County Road B, Town of Concord. Both motions carried on a voice votes with no objections.

**APPROVED WITH CONDITIONS** CU1838-15 – Scott Schiffner/Frank & Carol Schiffner Trust Property, N959 Vinne Ha Ha Road in the Town of Koshkonong on a motion by Nass, seconded by Reese. Motion carried on a voice vote with no objection.

**APPROVED WITH CONDITIONS** CU1839-15 – Kendra & Greg Blumenberg/Ellen & Lyle Mehlretter Trust, W2325 Staude Road, Town of Sullivan on a motion by Jaeckel, seconded by Reese. Motion carried on a voice vote with no objection.

**NO ACTION TAKEN ON** CU1840-15 – Dustin Wilke/Wilkes LLC Property, N7836 Newville Road, Town of Waterloo. Petitioner did not appear at public hearing.

**APPROVED WITH CONDITIONS** CU1841-15 – James & Gina Lohman, N5120 Coffee Road, Town of Farmington on a motion by Jaeckel, seconded by Rinard. Motion carried on a voice vote with no objection.

**14. Discussion and Possible Action on a Revised Proposed Farmland Conservation Easement Commission Resolution Regarding a Portion of County Land Sale Proceeds Being Allocated to the County's Agricultural Easement Program**

Nass explained the resolution.

**15. Discussion and Possible Action on a Revised Proposed Farmland Conservation Easement Commission Resolution Regarding Former Highway Shop Property Sale Proceeds Being Allocated to the County's Agricultural Easement Program**

Nass explained the recent revision to this resolution which states that if and when the property is sold, "a portion of these sale funds equivalent to the agricultural value of the former County Farm property (not to exceed 20% of the selling price) now converted to Highway Department use be allocated to the Farmland Conservation Easement Commission to continue the County's PCE program." Motion by Rinard, seconded by David to approve the revised resolution. Motion carried on a 4-1 vote with Reese opposed.

**16. Possible Future Agenda Items**

**17. Upcoming Meeting Dates**

September 14, 8:00 a.m. – Site Inspections Beginning in Courthouse Room 203-**REESE WILL BE ABSENT**

September 17, 7:00 p.m. – Public Hearing in Courthouse Room 205

September 28, 8:30 a.m. – Decision Meeting in Courthouse Room 203

October 12, 8:00 a.m. – Site Inspections Beginning in Courthouse Room 203-**RINARD WILL BE ABSENT**

October 15, 7:00 p.m. – Public Hearing in Courthouse Room 205-**RINARD WILL BE ABSENT**

October 26, 8:30 a.m. – Decision Meeting in Courthouse Room 203-**RINARD WILL BE ABSENT**

**18. Adjourn**

Motion by Reese, seconded by Jaeckel to adjourn the meeting. Motion carried on a voice vote, and the meeting adjourned at 9:58 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](http://www.jeffersoncountywi.gov).**

*A quorum of any Jefferson County Committee, Board, Commission or other body, including the Jefferson County Board of Supervisors, may be present at this meeting.*

**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.*

