

**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, NOVEMBER 27, 2017**

**1. Call to Order**

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

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

All Committee members were present. Also in attendance were Rob Klotz, Deb Magritz and Matt Zangl of the Zoning Department; Andy Erdman, Land Information Department Director; and Blair Ward, Corporation Counsel.

**3. Certification of Compliance with the Open Meetings Law**

Reese verified that the meeting was being held in compliance with the open meetings law.

**4. Approval of the Agenda**

Motion by Jaeckel, seconded by Rinard to approve the agenda as presented. Motion carried on a voice vote with no objection.

**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 October 30, November 10 and November 16 Committee Meeting Minutes**

Motion by Reese, seconded by Jaeckel to approve the October 30 meeting minutes as presented. Motion carried on a voice vote with no objection.

Motion by Reese, seconded by Jaeckel to approve the November 10 meeting minutes as presented. Motion carried on a voice vote with no objection.

Motion by Jaeckel, seconded by Reese to approve the November 16 public hearing minutes as presented. Motion carried on a voice vote with no objection.

**7. Communications**

There were no communications.

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

Erdman noted that revenues were about where they should be. Recorded document numbers were up a little. The County Surveyor is making up ground in his revenues. He's been doing other projects with the Sheriff's Office and Parks Department, so he may not reach projected revenues. Jaeckel asked if we charge those other departments for the surveyor's work, and Erdman replied that the position was not budgeted for additional offices other than Highway.

**9. Discussion and possible action to Approve Pictometry Aerial Photography Acquisition Contract, Spring 2018 – Andy Erdman**

Erdman reported that a pictometry flight was last flown in 2008. Another flight is anticipated to be flown again in 2018 at a cost of \$91,537.50. Erdman showed those present a 2008 example, and explained that we would maintain the 2008 information and add up-to-date information. Klotz noted that this would also add a new air photo layer. Motion by Rinard, seconded by Jaeckel to approve the resolution for funding a pictometry project and forward it to County Board in December. Motion carried on a voice vote with no objection.

Ben Wehmeier, County Administrator arrived.

10. **November Monthly Financial Report for Zoning – Rob Klotz**  
Klotz reported that revenues were down \$5,000 in November 2017 compared to November 2016, but with annual revenues currently at \$214, 000 through November, we have exceeded the projected the 12-month amount of \$198,000.
11. **Discussion on Comprehensive Plan Update Due September, 2020**  
The Comprehensive Plan was last updated in 2010, Klotz explained.
12. **Discussion on Agricultural Preservation and Land Use Plan Update Due December 31, 2021**  
Klotz suggested that this plan and the Transportation Plan be done together as a Comprehensive Plan update, thereby updating the Agricultural Preservation and Land Use Plan early. Vandewalle and Associates has done past County plans as well as plans for surrounding municipalities. Wehmeier noted that as a professional service, this contract does not have to go out for sealed bids.
13. **Discussion on Jefferson County Zoning Ordinance as a Result of Plan Update, Due December 31, 2022**  
Similar ordinance updates have taken about six months to complete in the past, and have been worked on simultaneously with plan updates. Klotz explained that a complete overall of the ordinance does allow Towns to opt out of County zoning.
14. **Discussion on Flood Event Responsibilities-Substantial Damage Reporting and FEMA Requirements**  
Klotz reminded those present of the work generated by the 2008 flood disaster. He noted that some counties have hired a private company to handle assessments.
15. **Discussion on Comprehensive Emergency Management Plan Requirements**  
Klotz explained that Zoning is designated as the lead agency in the Emergency Management Plan. This would not be possible if Zoning is also doing substantial damage reporting.
16. **Department Succession Planning and Designee for the Following:**
  - a. Issuing Zoning and Land Use Permits
  - b. Signing Certified Survey Maps/Subdivision Plats
  - c. Overseeing All Ordinance Functions, Including Zoning, Subdivision, Citation and Floodplain OrdinancesWehmeier said that there is no current plan to determine Klotz's successor.

The Committee moved to agenda item 20., CU1933-17 for Kathy Branch/Richard W Prisk Jr Property in order to accommodate guests in attendance.

20. **Discussion and Possible Action on Petitions Presented in Public Hearing on November 16:**

#### **CONDITIONAL USE PERMIT APPLICATIONS**

**APPROVED WITH CONDITIONS** CU1933-17 – Kathy Branch/Richard W Prisk Jr Property on a motion by Rinard, seconded by Jaeckel: Conditional use to allow farm-type animals in a Residential R-2 zone at **N1024 Old 26** Road. This property is in the Town of Koshkonong, on PIN 016-0514-1943-003 (2.1 Ac). This request is in accordance with Sec. 11.04(f)2 of the Jefferson County Zoning Ordinance. Motion carried on a voice vote with no objection.

17. **Discussion and Possible Action on Pending Legislation**  
Klotz gave an explanation. Rinard said that Administration and Rules Committee has acted upon resolutions sent to Jefferson County from other counties, and that she would like to see that change. Discussion followed. Wehmeier complimented Klotz for his work and for including Zangl in recent meetings.

A brief break was taken at 9:50 a.m., and the meeting resumed at 9:57 a.m.

**18. Discussion and Possible Action on Request by Jim Bender to Allow Land Transfer at N8201 County Road G, Town of Waterloo, Without Going Back Through Public Hearing, and to Allow With/Without Certified Survey Map Correction or Deed Transfer**

Klotz explained Bender's request and showed the maps provided. Motion by Jaeckel, seconded by Reese to approve the land transfer without survey and without going back to public hearing. Motion carried on a voice vote with no objection.

**19. Discussion and Possible Action on Petition R3997A-17 for David & Nancy Last on PIN 032-0815-1544-000 in the Town of Watertown, Presented in Public Hearing on August 18, 2017 and Subsequently Postponed by the Planning and Zoning Committee for Revision**

After discussion, motion by Jaeckel, seconded by Rinard to postpone the request. Access is to be on Witte Ln, but not through wetland or floodplain.

**20. Discussion and Possible Action on Petitions Presented in Public Hearing on November 16:**

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

**POSTPONE ACTION ON R4014A-17** – David Hughes because the petitioner did not attend public hearing: Rezone in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance to create a 4.25-acre farm consolidation lot around the home at **W9122 London Rd**, Town of Lake Mills, on PIN 018-0713-3221-000 (40 Acres).

**APPROVE WITH CONDITIONS R4015A-17** – Rita Marty on a motion by David, seconded by Reese: Create a 1.23-acre lot around a pre-1978 home at **W9554 Britzke Rd** and a vacant 1.12-acre building site nearby, both from PIN 018-0713-3131-000 (15.7 Acres) in the Town of Lake Mills. This is being done in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance. Motion carried on a voice vote with no objection.

**APPROVE WITH CONDITIONS R4016A-17** – Kennedy-Paus Trust on a motion by Jaeckel, seconded by Reese: Create a 2.3-acre building site on **County Road G** from part of PIN 030-0813-2431-001 (15.7 Acres) in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance. The site is in the Town of Waterloo. Motion carried on a voice vote with no objection.

**FROM A-1, EXCLUSIVE AGRICULTURAL TO A-3, AGRICULTURAL/RURAL RESIDENTIAL AND FROM A-3 TO A-1**

**APPROVE WITH CONDITIONS R4017A-17** – Steven and Dyan Pasono on a motion by Rinard, seconded by Jaeckel: Reconfigure an existing A-3 lot on **Ridge Ln**, removing 0.633 acre from its north (PIN 012-0816-1042-003—2 Ac) and adding 0.633 acre to its south from PIN 012-0816-1042-001 (21.476 Ac). The site is in the Town of Ixonia. This proposal is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance. Motion carried on a voice vote with Reese and Nass opposed.

**FROM A-3, AGRICULTURAL/RURAL RESIDENTIAL TO A-2, AGRICULTURAL AND RURAL BUSINESS WITH CONDITIONAL USE**

**APPROVED WITH CONDITIONS R4018A-17** on a motion by Jaeckel, seconded by David & CU1932-17 on a motion by Nass, seconded by Reese – David T Beres/D Thomas Landscaping LLC Property: Rezone in accordance with Sec. 11.04(f)7 of the Jefferson County Zoning Ordinance to create a 2.17-acre A-2 zone with conditional use to allow for storage of contractor's equipment and materials as well as storage of other non-farm equipment at **W158 Concord Center Drive**. The site is in the Town of Concord, on PIN 006-0716-1344-002 (3.58 Ac). Both motions carried on voice votes with no objection.

**FROM A-1., EXCLUSIVE AGRICULTURAL TO N, NATURAL RESOURCE**

**APPROVED WITH CONDITIONS R4019A-17** – Theresa Huebner/Edward Schutten Property on a motion by Reese, seconded by David: Rezone in accordance with Sec. 11.04(f)12 of the Jefferson County Zoning Ordinance to create an 11.5-acre N zone to be added to adjoining property at **N5086 County Road P.** The site is in the Town of Concord on PIN 006-0716-3142-000 (13.582 Ac). Motion carried on a voice vote with no objection.

## FROM COMMUNITY TO INDUSTRIAL

**POSTPONED ACTION ON R4020A-17** – Brian Statz on a motion by Jaeckel, seconded by Rinard: Rezone in accordance with Sec. 11.04(f)4 of the Jefferson County Zoning Ordinance to allow production of fabricated metal products on PIN 014-0615-0314-037 (0.37 ac) along **US Highway 18** in the Town of Jefferson. Motion carried on a voice vote with no objection.

## FROM A-1, EXCLUSIVE AGRICULTURAL TO A-2, AGRICULTURAL AND RURAL BUSINESS

**APPROVED WITH CONDITIONS R4021A-17** – David Christian/Dakalomi LLC Property on a motion by Jaeckel, seconded by David: Rezone 0.19 acre of PIN 006-0716-1411-001 (3.209 Ac) to add it to adjoining A-2 zoned property at **W594 County Road B** in the Town of Concord. This is in accordance with Sec. 11.04(f)7 of the Jefferson County Zoning Ordinance. Motion carried on a voice vote with no objection.

## FROM A-2, AGRICULTURAL AND RURAL BUSINESS TO A-1, EXCLUSIVE AGRICULTURAL

**APPROVED WITH CONDITIONS R4022A-17** – David Christian/Lars & Joan Anderson Property on a motion by David, seconded by Jaeckel: Rezone 0.15 acre of PIN 006-0716-1411-002 (1.091 Ac) to add it to adjoining A-1 zoned property near **County Road B** in the Town of Concord. This is in accordance with Sec. 11.04(f)6 of the Jefferson County Zoning Ordinance. Motion carried on a voice vote with no objection.

## FROM A-3, AGRICULTURAL/RURAL RESIDENTIAL APPROVED TO A-1, EXCLUSIVE AGRICULTURAL

**APPROVED WITH CONDITIONS R4023A-17** – David Christian/Jeffery & Jennifer Gaal Property on a motion by David, seconded by Reese: Rezone 0.39 acre of PIN 006-0716-1411-003 (3.756 Ac) to add it to adjoining A-1 zoned property near **County Road B** in the Town of Concord. This is in accordance with Sec. 11.04(f)6 of the Jefferson County Zoning Ordinance. Motion carried on a voice vote with no objection.

## CONDITIONAL USE PERMIT APPLICATIONS

**APPROVED WITH CONDITIONS CU1934-17** – Richard Schauer on a motion by Reese, seconded by Jaeckel: Conditional use in accordance with Sec. 11.04(f)1 of the Jefferson County Zoning Ordinance to allow an extensive on-site storage structure **across from W1378 South Shore Drive** on PIN 024-0516-3311-004 (0.289 Ac). This R-1 zoned property is in the Town of Palmyra. Motion carried on a voice vote with no objection.

**21. Possible Future Agenda Items**  
None

**22. Upcoming Meeting Dates**  
**December 15, 8:00 a.m. - Site Inspections Beginning in Courthouse Room 203**  
**December 21, 7:00 p.m. – Public Hearing in Courthouse Room 205**  
**January 8, 2018, 8:30 a.m. - Decision Meeting in Courthouse Room 203**  
**January 12, 8:00 a.m. - Site Inspections Beginning in Courthouse Room 203**  
**January 18, 7:00 p.m. – Public Hearing in Courthouse Room 205**  
**January 29, 8:30 a.m. - Decision Meeting in Courthouse Room 203**

**23. Adjourn**  
Motion by Reese, seconded by Nass to adjourn the meeting. Motion carried on a voice vote with no objection, and the meeting adjourned at 10:53 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.*