

**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 APRIL 30, 2018**

**1. Call to Order**

The meeting was called to order by Vice-Chair David at 8:30 a.m.

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

At 8:30 a.m., Reese, Jaeckel, Rinard and David were present. Also present were Ben Wehmeier, County Administrator; Blair Ward, Corporation Counsel; Andy Erdman, Director of Land Information, Staci Hoffman, Register of Deeds, and Matt Zangl, Sarah Higgins and Deb Magritz from the Zoning Department.

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

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

**4. Approval 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)**

Staci Hoffman introduced herself, and noted that her office is under the oversight of the Planning and Zoning Committee.

Greg David gave his formal farewell as he has been reassigned to other Committees.

**6. Approval of March 26, April 13, and April 19 Meeting Minutes**

Motion by Reese, seconded by Rinard to approve the March 26 meeting minutes as presented. Motion carried on a voice vote with no objection.

Motion by Jaeckel, seconded by Reese to approve the April 13 meeting minutes as presented. Motion carried on a voice vote with no objection.

Motion by Reese, seconded by Rinard to approve the April 19 meeting minutes as presented. Motion carried on a voice vote with no objection.

**7. Communications**

Updated Zoning Ordinance-Zangl reported that the most recent Text Amendment was approved. The changed ordinance page is in front of each Committee member.

Plan Update Process-Zangl has been made aware of a grant available from Department of Agriculture, Trade and Consumer Protection for plan updates. Wehmeier noted that both the Comprehensive Plan and the Agricultural Preservation and Land Use Plan updates will be done at the same time.

**8. March Monthly Financial Report for Land Information Office-Andy Erdman**

Erdman showed his financial report on the screen, and listed the four business units, or orgs that the financial program Munis identifies. The Land Information Program is the greatest revenue producer.

He also showed the report in the format previously used, before Munis. Erdman noted that recording fees are down a little from the previous month.

**Nass arrived at 8:37 a.m.**

**9. April Monthly Financial Report for Zoning-Matt Zangl**

Zangl showed both the Munis report and previous format report. Revenues are down a bit as of April 26, but he expects the month to end at least even if not above last year's April revenues.

**10. Discussion and Possible Action on Extending the Current Parcel Map Improvement Contract with Pro-West and Associates – Andy Erdman**

Erdman explained the proposed extension of a contract with Pro-West and Associates, and showed the areas in the County yet to be mapped. The contract is about to end, and Erdman hopes to have an extension at about a 4% cost increase for 6,486 parcels. We have a \$50,000 grant for this work and have budgeted about \$10,000. This will leave 2,000 parcels to be mapped, which Erdman figures our cartographer will be able to complete. The resolution before the Committee is to extend the contract at \$9.25 per parcel. Motion by Rinard, seconded by Jaeckel to accept the resolution and forward it to County Board. Reese asked Erdman how Jefferson County compares to other counties; Erdman said that Jefferson County is pretty much on par with other, but ahead in some areas. Motion carried on a voice vote with no objection. Zangl asked for an update on the air photo flights, and Erdman said he'd just gotten an update and the plan is to have that done in the next couple of days.

**11. Discussion and Possible Action on Petition R4045A-18 for Kevin Gordon/Nancy Gordon Trust Property, Presented in Public Hearing on March 15, Recommended for Denial by the Planning and Zoning Committee on March 26, and Returned by the County Board on April 17**

Zangl reported that he and Ward spent considerable time going over everything, and Committee members received information in their meeting packets that was derived from the County's Agricultural Preservation and Land Use Plan, the current Agricultural Preservation and Land Use Plan and the Town's comprehensive plan. Zangl went over specific points from these documents, including the Town's Policies and Program section which ties into the County's 1999 Plan. Zangl also explained the 3+1 lot section of the County's Agricultural Preservation and Land Use Plan, and spoke to following Town comprehensive plans when more restrictive. Ward found in the County's current Ag Preservation Plan a quick summary showing the 3+1 lot provision. It seems clear that the County's Plan allows for an additional A-3 lot, but the Town interpreted it differently.

Ward also went on to say that he and Zangl spent hours going over the facts in this petition. Initially he thought that the Town comprehensive plan didn't allow for the additional lot, and the County plan required abiding by stricter Town plans, but since looking into it more thoroughly, he hasn't seen that clarity in the Town's comprehensive plan. It continually referenced the County's plan from 1999, and attempted to summarize it, but then referred back to the County document. Ward feels that the County plan allows the fourth A-3 lot and that the Town's plan is ambiguous on that issue. He continued with specific points in summary, including page 34 of the County's Land Use Plan for Farmland Preservation adopted on February 14, 2012, paragraph 10; pages 52 & 53 of Aztalan's plan Programs and Policies referencing the Town's plan reflecting County's policies for future land use; County's plan, figure b. showing the additional lot being appropriate and page 93, paragraph 3, allowing home construction on one additional lot. Aztalan's plan, pages 47 and 48 referring to greater detail in the County's plan. Ward recommended that the County ordinance allows, on page 93, paragraph 6, an additional split. He suggested that the Committee look at the nine criteria found there. If the Committee does approve of the new lot, he feels that not all 4.7 acres should become A-3. Rinard asked about which County Plan the Town adopted, and Ward further explained.

Rinard further asked how the Committee should handle a Town denial. Ward answered that ultimately that process would be between the Town and the petitioner. Nass recommended postponement for redesign to include a Natural Resource zone along with a smaller A-3 zone. It was noted that the topic came up in public hearing and the petitioner was amenable to a Natural Resource zone. Motion by Nass,

seconded by Rinard to postpone for a redesign with a new preliminary survey. There was discussion about whether to ask for a Natural Resource zone for the remainder or to leave it as A-1. The consensus was to give the petitioner the option, noting that changing to a Natural Resource zone would require going back to public hearing. The A-3 lot should be no bigger than 2 acres. Motion carried on a voice vote with no objection.

**12. Discussion and Possible Action on Petition R4046A-18 for Tamie Roberts, Presented in Public Hearing on March 15 and Subsequently Postponed**

The Highway Department approved the access point on County Road B, and the initial proposal is clustered with the home across the road. This location is less advantageous to farm than the suggested site on High Mound Road. Motion by Jaeckel, seconded by David to approve the lot initially requested. Motion carried on a voice vote, with Reese objecting.

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

**13. Discussion and Possible Action on Petitions Presented in Public Hearing on April 19, 2018**

**APPROVE WITH CONDITIONS R4051A-18 – Randy Schultz** on a motion by David, seconded by Rinard to rezone 0.88 acre from part of PIN 020-0814-2134-000 (38.16 Ac) owned by Eggert Acres LLC and PIN 020-0814-2134-001 (1.84 Ac) owned by Cherise and Jeffrey Kienast to create an A-2 zone on **West Road**, Town of Milford. 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.

**APPROVE WITH CONDITIONS CU1944-18 – Randy Schultz** on a motion by Jaeckel, seconded by Reese to grant a conditional use for storage of non-farm equipment on the proposed A-2 lot noted above. It will be comprised of part of PIN 020-0814-2134-000 (38.16 Ac) owned by Eggert Acres LLC and PIN 020-0814-2134-001 (1.84 Ac) owned by Cherise and Jeffrey Kienast on **West Road** in the Town of Milford. This is in accordance with Sec. 11.04(f)7 of the Jefferson County Zoning Ordinance. The motion carried on a voice vote with no objection.

**APPROVE WITH CONDITIONS R4052A-18 – Randy Schultz** on a motion by Reese, seconded by Jaeckel and rezone to reconfigure a 1.84-acre lot around the home at **N8187 County Road Q** from part of PIN 020-0814-2134-000 (38.16 Ac) owned by Eggert Acres LLC and PIN 020-0814-2134-001 (1.84 Ac) owned by Cherise and Jeffrey Kienast. Rezone to create a 1.12-ac new building site on **West Road** from PIN 020-0814-2134-000 (38.16 Ac) owned by Eggert Acres LLC. The sites are in the Town of Milford. This is 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 R4053A-18 – Charles & Jill Hutchins/C & J Hutchins Trust Property** on a motion by Reese, seconded by David to create a 1-acre building site on **Engelhart Road** and a 3-acre farm consolidation lot around the existing home at **N9338 Engelhart Road** from part of PIN 020-0814-0544-000 (33.796 Ac) in the Town of Milford. This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance.

**APPROVE WITH CONDITIONS R4054A-18- Debra Stults** on a motion by Reese, seconded by Jaeckel and rezone to create a 2.5-acre farm consolidation lot around the home at **N7669 French Road** and a new 1.1-acre building site also on **French Road**, both from part of PIN 020-0814-2744-000 (40 Ac) in the Town of Milford. This is 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 R4055A-18 – Garry Anderson/Leroy Scheel Trust Property** on a motion by Reese, seconded by Jaeckel and rezone to create a 4.5-acre Natural Resource zone near **N6322 Shorewood Hills Road** from part of PIN 018-0713-1614-000 (30.089 Ac) in the Town of Lake Mills. This is in accordance with Sec. 11.04(f)12 of the Jefferson County Zoning Ordinance. Motion carried on a voice vote with no objection.

**14. Discussion and Possible Action on Ordinance Updates for Conditional Uses**

Zangl explained the work going on, and that he hopes to have a summary of proposed changes by the next Committee decision meeting. Discussion ensued about adding requirements to the ordinance, or removing items from the A-2 zone and placing them in the Industrial zone. The A-T zone may also offer

some possibilities. The Committee is asked to email Zangl with any ideas. Storage of contractor's equipment is one item of particular interest.

**15. Possible Future Agenda Items**

Election of Officers

Workshops coming up for Zoning, Comprehensive Plan Update, Board of Adjustment

**16. Upcoming Meeting Dates**

May 11, 8:00 a.m. – Site Inspections Beginning in Courthouse Room 203

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

May 21, 8:30 a.m. – Decision Meeting in Courthouse Room 203

June 15, 8:00 a.m. – Site Inspections Beginning in Courthouse Room 203

June 21, 7:00 p.m. – Public Hearing in Courthouse Room 205

June 25, 8:30 a.m. – Decision Meeting in Courthouse Room 203

**17. Adjourn**

Motion by Jaeckel, seconded by Reese to adjourn. Motion carried on a voice vote, and the meeting adjourned at 9:47 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.*