

**MINUTES OF THE  
JEFFERSON COUNTY PLANNING AND ZONING COMMITTEE  
DECISION MEETING**

*Steve Nass, Chair; George Jaeckel, Vice-Chair; Don Reese, Secretary; Matt Foelker, Blane Poulson*

**ROOM 203, COUNTY COURTHOUSE  
311 S. CENTER AVE., JEFFERSON, WI 53549  
8:30 A.M. ON MONDAY, OCTOBER 29, 2018**

**1. Call to Order**

The meeting was called to order by Supervisor Reese at 8:30 a.m.

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

Present at 8:30 a.m. were Planning and Zoning Committee members Reese, Poulson and Foelker. Staff in attendance was Andy Erdman, Matt Zangl and Deb Magritz.

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

Zangl verified compliance with the Open Meetings Law.

**4. Approval of the Agenda**

**Supervisor Nass arrived during this agenda item discussion.**

It was requested that the Committee move action on CU1967-18, R4102A-18 and CU1961-18 up in order to immediately after agenda item 10. Motion by Reese/Poulson to make that change; motion passed 4-0.

**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 September 20, September 24, October 12 and October 18 Meeting Minutes**

Motion by Reese/Poulson to approve the September 20 minutes as printed. Motion passed 4-0.

Motion by Reese/Foelker to approve the September 24 minutes as printed. Motion passed 4-0.

Motion by Reese/Foelker to approve the October 12 minutes as printed. Motion passed 4-0.

The October 18 minutes were not available for approval.

**7. Communications**

Zangl and staff are working through floodplain property inspections. The deadline for completion is November 9- an extension may or may not be needed.

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

The report was sent out in the Committee packets. The results are similar to those of last month-still behind a bit in County Surveyor revenues. He has been working on County Highway Department projects in October. Erdman is hoping the Surveyor will get a lot of field work done in November.

**9. September Monthly Financial Report for Register of Deeds – Staci Hoffman**

Reese noted that the report was sent out in the Committee packets.

**10. October Monthly Financial Report for Zoning – Matt Zangl**

Zangl reported that Zoning revenues are about \$7,000 short from 2017, especially from the septic system field-permits are down and soil test filings fees are down also. It looks like Zoning is close to breaking even on revenues budgeted.

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

**17. Discussion and Possible Action on Petitions Presented in Public Hearing on October 18:**

**APPROVE WITH CONDITIONS** CU1967-18 - Jacob Wegner on a motion by Reese/Foelker. Conditional use to allow two additional duplexes in a Residential R-2 zone at **W3266/W3268 Oak Hill Rd**, Town of Watertown. The site is part of PIN 032-0815-0222-007 (3.003 Ac). This is in accordance with Sec. 11.04(f)2 of the Jefferson County Zoning Ordinance. Motion passed 4-0.

**APPROVE WITH CONDITIONS** R4102A-18 – S&L Land Company LLC, c/o Jeffery Bartolotta/Richard Smith & Jessica Duncan Property on a motion by Reese/Foelker. Rezone approximately 22 acres of PIN 026-0616-3412-002 (15.043 Ac) and 026-0616-3413-003 (23.251 Ac) on **County Road E** in the Town of Sullivan. This is in accordance with Sec. 11.04(f)7 of the Jefferson County Zoning Ordinance. Motion passed 4-0.

**APPROVE WITH CONDITIONS** CU1961-18- S&L Land Company LLC, c/o Jeffery Bartolotta/Richard Smith & Jessica Duncan Property on a motion by Reese/Foelker. Conditional use allowing storage of contractor's equipment and materials/storage of fireworks, racks and equipment for the displays. The site is near **County Road E** in the Town of Sullivan, on PINs 026-0616-3412-002 (15.043 Ac) and 026-0616-3413-003 (23.251 Ac). This is in accordance with Sec. 11.04(f)7 of the Jefferson County Zoning Ordinance. Motion passed 4-0.

**11. Discussion on Solar Energy Facilities**

- **Resolution from the Town of Concord**

The resolution was handed out, and was also included in the packet. A Manitowoc County Corporation Counsel memo took a firm stance, saying that the County cannot do anything to regulate. His opinion was that it was only regulated by the State. This has made Iowa County slow down and take a hard look. Nass replied that these materials should be reviewed by our County Administrator and Corporation Counsel and that he doesn't want to lose local control. He thinks it sets a precedent against our land use plan.

**12. Discussion Regarding Entering into a Contract with SRF Consulting Group Inc to Update the Jefferson County Comprehensive Plan and Agricultural Preservation and Land Use Plan**

Zangl reported that requests for proposals were sent out. Consultants from SRF were interviewed and did a good job. Staff recommendation is to go with this firm. SRF has offices in Madison and Milwaukee, know the area very well and were happy to put in the optional items requested. Their base price is under \$90,000. Optional services brought the final total to \$125,493. There is an approximate two-year timeline, which can be moved up if things go well. Motion by Nass/Foelker to approve the RFP for SRF to update the County Comprehensive and Agricultural Preservation and Land Use Plan. Motion passed 4-0.

**13. Discussion and Possible Action Recognizing Climate Change and Urging Congress to Levy a Revenue-Neutral Fee on Carbon in Fossil Fuels**

Nass explained, and urged the Committee to take some time to review the document.

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

**14. APPROVE WITH CONDITIONS** the request to modify approval for R3393A-09, Steven & Jody Knoebel, County Road D, Town of Farmington on a motion by Nass/Reese. Motion passed 4-0.

**17. Discussion and Possible Action on Petitions Presented in Public Hearing on October 18:**

**APPROVE WITH CONDITIONS** CU1963-18 for John Hoffmann on a motion by Reese/Poulson. Request for modification to CU1388-06 which allowed for storage of non-farm equipment in an A-2, Agricultural and Rural Business zone at **W2712 State Road 59**. This site is in the Town of Cold Spring on PIN 004-0515-2534-000 (2.439 Ac), and is requested in accordance with Sec. 11.04(f)7 of the Jefferson County Zoning Ordinance. Motion passed 4-0.

**15. APPROVE WITH CONDITIONS** Petition R4086A-18 for Bill Stroupe on a motion by Nass/Poulson, presented in public hearing on August 23 and subsequently postponed. Motion passed 4-0.

16. **APPROVE WITH CONDITIONS** Petition R4088A-18 for Gordon Goers on a motion by Nass/Poulson, presented in public hearing on August 23 and subsequently postponed. Motion passed 4-0.

17. **Discussion and Possible Action on Petitions Presented in Public Hearing on October 18:**

**APPROVE WITH CONDITIONS** R4101A-18 - Dan Zastrow/Sara Zastrow-Seubert and Ronald Seubert Property on a motion by Nass/Foelker. Rezone 7.16 acre of PINs 030-0813-3614-000 (54.949 Ac) and 030-0813-3614-002 (0.698 Ac) in the Town of Waterloo, and 020-0814-3123-003 (9.032 Ac) in the Town of Milford. The site is at **W7312 Manske Road**. This is in accordance with Sec. 11.04(f)7 of the Jefferson County Zoning Ordinance. Motion passed 4-0.

**APPROVE WITH CONDITIONS** CU1960-18– Dan Zastrow/Sara Zastrow-Seubert and Ronald Seubert Property on a motion by Reese/Foelker. Conditional use to allow a landscape/lawn care business in a proposed A-2 zone at **W7312 Manske Road**. The site is in the Towns of Waterloo and Milford, part of PINs 030-0813-3614-000 (54.949 Ac), 030-0813-3614-002 (0.698 Ac) and 020-0814-3123-003 (9.032 Ac). This is in accordance with Sec. 11.04(f)7 of the Jefferson County Zoning Ordinance. Motion passed 4-0.

**APPROVE WITH CONDITIONS** R4103A-18 – Brian Neumann/HHL Zastrow Homestead LLC Property on a motion by Reese/Nass to rezone approximately 0.03 acres of PIN 006-0716-0922-000 (32.477 Ac) in the Town of Concord to add it to an existing adjoining A-3 zone at **N6830 County Road E**. This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance. Motion passed 4-0.

**POSTPONE ACTION ON** R4104A-18 – Ronald E Hahm/David Hahm Properties because the petitioner did not appear at public hearing. Rezone PIN 012-0816-2523-001 (3.245 Ac) owned by David Hahm to sanction the addition of 0.25 acres from 012-0816-2523-000 owned by the Ronald & Anne Hahm Trust. The properties are in the Town of Ixonia, at **W443 Madison Ave**. This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance.

**APPROVE WITH CONDITIONS** R4105A-18 – Jim Baker & Nancy Aguire deBaker/Juan & Leah Zalapa Property on a motion by Nass/Reese. Rezone approximately 1 acre of PIN 014-0614-1824-000 (40 Ac) for a new building site near **N3942 County Road G** in the Town of Jefferson. This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance. Motion passed 4-0.

**POSTPONE ACTION ON** R4106A-18 – Todd Tesch/Phyllis Salamone Property on a motion by Nass/Reese. Create a 1.05-ac building site on **County Road A** in the Town of Sumner from part of PIN 028-0513-0424-001 (35 Ac). This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance. Motion to postpone passed 4-0.

**APPROVE WITH CONDITIONS** R4107A-18 – Gary & Jessica Hellenbrand on a motion by Nass/Poulson. Rezone 2.3 acres of PIN 030-0813-3131-000 (40 Acres) around the home at **N7477 County Road O** in the Town of Waterloo. This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance. Motion passed 4-0.

**APPROVE WITH CONDITIONS** R4108A-18 – Eggert Acres LLC on a motion by Reese/Poulson. Create a 15-acre Natural Resource zone from part of PIN 020-0814-2041-000 (40 Ac) near **West Rd**, Town of Milford. This is in accordance with Sec. 11.04(f)12 of the Jefferson County Zoning Ordinance. Motion passed 4-0.

**APPROVE WITH CONDITIONS** R4109A-18 – Mark Reinecke on a motion by Reese/Foelker. Rezone to create two, 1.8-ac R-1 lots near **N1108 Olson Rd** in the Town of Sumner from part of PIN 028-0513-1942-000 (12.3 Ac). This is in accordance with Sec. 11.04(f)1 of the Jefferson County Zoning Ordinance. Motion passed 4-0.

**APPROVE WITH CONDITIONS** CU1962-18 – Kenneth & Sue Havlovick on a motion by Reese/Foelker. Request for an addition/modification to CU1777-14 and CU1269-04 which created an extensive on-site storage structure in a Residential R-2 zone. The site is in the Town of Cold Spring on PIN 004-0515-2833-001 (1.259 Ac) at **N516 Fremont Rd**. This is in accordance with Sec. 11.04(f)2 of the Jefferson County Zoning Ordinance. Motion passed 4-0.

**APPROVE WITH CONDITIONS CU1964-18** – Jeremy Furrer/WEPCO Property on a motion by Reese/Poulson. Conditional use for business services, including audio/video, security and smart home installation on PIN 010-0515-0222-001 (1.16 Ac) in the Town of Hebron. The site is along **N2457 County Road D** in a Community zone. This is in accordance with Sec. 11.04(f)9 of the Jefferson County Zoning Ordinance. Motion passed 4-0.

**APPROVE WITH CONDITIONS CU1965-18** – Glenn & MaryAnn Manke on a motion by Reese/Foelker. Conditional use to allow for outside storage in an A-2 zone at **N8460 Pleasant Valley Road**. The site is in the Town of Watertown on PIN 032-0815-2422-009 (7.84 Ac). This is in accordance with Sec. 11.04(f)7 of the Jefferson County Zoning Ordinance. Motion passed 4-0.

**18. Possible Future Agenda Items**

**19. Upcoming Meeting Dates**

**November 9, 8:00 a.m. – Site Inspections Beginning in Courthouse Room 203**

**November 15, 7:00 p.m. – Public Hearing in Courthouse Room 205**

**November 26, 8:30 a.m. – Decision Meeting in Courthouse Room 203**

**December 14, 8:00 a.m. – Site Inspections Beginning in Courthouse Room 203**

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

**December 31, 8:30 a.m. – Decision Meeting in Courthouse Room 203**

**20. Adjourn**

Motion by Reese/Poulson to adjourn the meeting. Motion passed 4-0, and the meeting adjourned at 10:02 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.jeffersoncountynwi.gov](http://www.jeffersoncountynwi.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.*