

Jefferson County – Comprehensive Plan and Agricultural Preservation and Land Use Plan  
 Steering Committee Meeting #6 – Meeting Minutes  
 Wednesday, October 14, 2020 – 9:00-11:00 a.m. – Jefferson County Courthouse/Virtual



**JEFFERSON COUNTY**  
 Comprehensive Plan and Agricultural  
 Preservation and Land Use Plan

STEERING COMMITTEE MEETING #6  
 OCTOBER 14, 2020



Meeting was called to order at 9:04 am.

**Introductions and Attendees:**

The following individuals were in attendance (in-person):

Type	Name	Organization
Staff	Ben Wehmeier	County Administrator
Staff	Matt Zangl	Director of Planning and Zoning
Staff	Brett Scherer	Zoning Department
Staff	Sarah Higgins	Zoning Department
Staff	Brian Udovich	Highway Department
Staff	Patricia Cicero	Land and Water Conservation
County Board	Steve Nass	Town of Lake Mills – County Board Chair
Towns	Ted Vratny	Town of Oakland

The following individuals were in attendance (virtual):

Type	Name	Organization
Environmental	David Musolf	Town of Waterloo
Developer/Real Estate	Christopher Nash	City of Jefferson
Staff	J. Blair Ward	Corporate County
Not for Profit	Megan Hartwick	City of Fort Atkinson

County Board	Walt Christensen	Town of Koshkonong/County Board
County Board	Amy Rinard	County Board – Vice Chairperson
SRF Consulting	Paul Chellevoid	
SRF Consulting	Stephanie Falkers	
Public	Frankie Fuller	

## Presentation:

SRF staff Paul Chellevoid and Steph Falkers led Steering Committee staff through a PowerPoint presentation.

Agenda items included:

- Approval of Past Steering Committee Minutes
- Comprehensive Plan Overview
- Review by Chapter

## Approval of Past Steering Committee Minutes

- Steering Committee #4 – June 24, 2020 – Minutes approved
- Steering Committee #5 – August 19, 2020 – Minutes approved

## Comprehensive Plan Overview

In advance of the meeting, attendees were given a link of the draft Comprehensive Plan. SRF has finished an initial first draft of the documents and will be collecting comments from the Steering Committee until Friday, October 23<sup>rd</sup>. The Comprehensive Plan is the county guide to physical, social, and economic development for the next 20 years.

The Agricultural Preservation and Land Use Plan will be made available to the Steering Committee within the next few days and comments from this group will be accepted through email and through public review process in November.

## Review by Chapter

Stephanie provided an overview of each of the Comprehensive Plan's twelve chapters. The Plan includes:

- Chapter 1 – Introduction/Executive Summary
- Chapter 2 – Issues and Opportunities
- Chapter 3 – County Context
- Chapter 4 – Goals and Objectives
- Chapter 5 – Land Use
- Chapter 6 – Housing
- Chapter 7 – Transportation
- Chapter 8 – Economic Development
- Chapter 9 – Agricultural, Natural and Cultural Resources
- Chapter 10 – Intergovernmental Cooperation
- Chapter 11 – Utilities and Community Facilities
- Chapter 12 – Implementation

Each of the chapters will follow a layout first describing existing conditions and then policy and guidance. A brief explanation for each chapter was provided detailing the chapter overview, highlights, and what to look for. As reviewers, the Steering Committee should provide high level input on anything that seems to be missing or difficult to understand and not as much focus on the detail such as grammar or formatting.

A list of all the comments is attached to these minutes.

## Next Steps

- Steering Committee to provide comments to SRF by October 23<sup>rd</sup>
- Finalize draft Comprehensive Plan and Agricultural Preservation and Land Use Plan
- Release of Draft Plans for Review by first week in November
- Schedule Regional Meeting to collect public feedback of draft plans - November

## Jefferson County Comprehensive Plan Updates

Chapter	Page/Figure	Update Needed	Staff	Status
All	All	Check that any common nouns that are not part of a formal name are not capitalized, Examples City of Jefferson, city roads, etc.	PC/SM	Complete
Chapter 2	2-5	Add dates or reference time frame for Steering Committee involvement - Add the dates	SM	Complete
Chapter 3	3-3	Place a footnote or reference that data in this chapter was collected pre-COVID - Add a note in the data sources section about this being the most relevant data available at the time the plan was drafted...	SM	Complete
Chapter 4	Vision Statement	Should include something about education (both primary ed and continuing ed)	SM	
Chapter 4	Vision Statement	Add reference to equity	SM	
Chapter 4	Vision Statement	Consider adding a statement with housing for all residents	SM	
Chapter 4	Vision Statement	Need to highlight the transaction between rural and urban areas. The rural areas receive services from urban areas, and vice versa. Statement seems to be one sided at this point	SM	
Chapter 4	Vision Statement	Uniqueness - Urban areas should include cities, villages and some urban towns.	SM	
Chapter 5	Existing land use description	In the general definitions remove "Existing" in the definition for natural resources	SM	Complete
Chapter 5		Make a connection to Agri Pres Plan - Paul to follow up with Patricia	PC	
Chapter 5	Figures 5-1 and 5-4	Ted V. provided a map that shows an update to the 15-year growth area south of US 18 and CTH A – SRF to update maps.	SM	Complete
Chapter 6	Housing Agencies 6-13/6-14	Need to add a few housing agencies to the list: <ul style="list-style-type: none"> <li>• Local housing authorities</li> <li>• Community Action Coalition</li> <li>• Housing Consortiums the county is a member of</li> </ul>	SM	Complete
Chapter 6	6-11 & 6-15	Should the connection between housing affordability and zoning be made? - Add narrative about how policy and regulations can impact affordability. Notation that local zoning may be better equipped to promote affordable housing	SM	Complete
Chapter 6	6-14	Move the Housing Tools and Polices into matrix format	SM	Complete
Chapter 6	6-14	Where can elements like tiny homes be addressed? - Add Accessory Dwelling Units and Tiny Homes as way to work on affordable housing. Consider mentioned of housing policy or zoning ordinances to allow those types of uses.	SM	Complete
Chapter 6		Homelessness was recently discussed, were should this be referenced? At a minimum we should highlight the facilities that are in place	SM	Complete

Chapter 6	Page 6-7	The bottom paragraph has typo “earning”	SM	Complete
Chapter 6	Housing Affordability	<b>Megan H. to provide Paul and Steph “United for Alice” data about affordability.</b> Review document to see if it should be added to chapter or if other data should be supplemented?	SM	Complete
Chapter 7		Implements of husbandry should be added to policy and guidance	PC	Discussed with Brian and ultimately decided to not include.
Chapter 7		How to address and discuss ATV/UTVs within document? <b>Desire to see a county wide statement to help local decision making. Ben to provide?</b>	PC	Complete
Chapter 7		Discussion of adding golf carts for community transportation as population ages	PC	Complete
Chapter 7		Add more to rail section in transportation chapter and consider adding to economic development chapter too. Waterloo has future rail opportunities.	PC	Complete
Chapter 7		Limited reference to snowmobile trails in this chapter – consider expanding a few sentences to perhaps add grants, markers, and inspections from county side	PC	Complete
Chapter 7		Add discussion and Figure of 2.7 square mile area along STH 16 from the County line to Highview Road - (Jefferson County portion of the Milwaukee Urbanized Area – SEWRPC VISION 2050)	PC	Complete
Chapter 7	Page 7-13 and 7-14	Equity and transportation – need to ensure that any of the free services referenced in the document are identified as free – <b>Megan H. to review Bus/Van Transportation and Volunteer Organizations for completeness and fares and provide additional feedback</b>	PC	Complete
Chapter 8	Bottom of Chapter 8	Do we talk enough about our Central Business Districts and rural communities and how we can be supporting these uses? These are very important to the county, but don’t feel like we have enough discussion here. - Add to policy and guidance section	PC	
Chapter 8		<b>Ben will send 2018 Labor Pool Analysis to be included in this chapter.</b>	PC/SM	Complete
Chapter 8		Move Policy and Guidance section to matrix format	SM	Complete
Chapter 8	8-7	Delete extra row in table	SM	Complete
Chapter 8		Land Use Plan should be capitalized	SM	Complete
Chapter 9		Should we be highlighting more of the state-owned resources along with county recreational resources? Add existing conditions of county and state parks. - Does this belong in Natural Resources or in Community Facilities?	SM	Complete
Chapter 9		Formatting needed for Table 9-7	SM	Complete

Chapter 9		Add the Parks, Recreation, and Open Space Plan to the policy and guidance - Take a look at Chapter 11	SM	Complete
Chapter 10	Table 10-3	Dave mentioned Town of Waterloo was omitted from Table 10-3 and should be added.	PC	
Chapter 10	Table 10-3	Lake Mills – spelling error– “struggle” vs “struggled”	PC	Complete
Chapter 12	Page 12-1	Second paragraph should have a reference to the steering committee’s involvement in defining a vision	SM	Complete
Chapter 12	Page 12-3	First line under Lead Agency County “Administrator” should be “Administration” for consistency	SM	Complete
Chapter 12	12-1	Shouldn’t say these measures are “supported by the public”. May need to rephrase to state that measures were identified in response to community input.	SM	Complete
Chapter 12	Page 12-3	Change the measure on page 12-3 to the correct one (shouldn’t be protecting water)	SM	Complete
Chapter 12	Page 12-30	There is an action that reference solid waste management. Does this include increased electronics recycling events that we have discussed?		Complete
Chapter 12		Overall comment that section should have flexibility but consider 1-3-year goal markers – emerging trends can be readjusted and resources can be in place. Make reference and referencing updates to Strategic Plan. <b>Coordinate with Ben.</b>	PC	

**Action Items in bold**

Commentor	Plan Section	Comment	Updated?	Notes
Patricia		Table 10-3 Existing Fire and Police District Agreements: Town of Lake Mills, 2nd sentence: "struggle" should be "struggled"	Yes	
Patricia		Table 10-3 Existing Fire and Police District Agreements: Town of Lake Mills: delete "for two thirds of the lake shore" should be deleted as the Town provides lake patrol for the entire lake.	Yes	
Patricia	Chapter 8	Ag Production and Expertise: 2nd to last sentence: land in "Land Use Plan" should be capitalized	Yes	
Patricia	Chapter 8	Water and Natural Resources: 2nd sentence: I would delete the word "restored" in front of "wetlands"	Yes	
Patricia	Chapter 9 Intro	2nd sentence – add rivers	Yes	
Patricia	Chapter 9 Intro	3rd sentence: "stable ecosystems" - alternatives: vibrant ecosystems, healthy ecosystems	Yes	
Patricia	Chapter 9 Key Themes	Preserve and Enhance Natural Resources and Open Space	Yes	
Patricia	Chapter 9 Land Cover	Why is open water included in wetlands? Shouldn't there be a different category of surface waters?	Yes	
Patricia	Photos on 9-2	The awesome photo on page 9-2 should be credited to Eli Wedel. He is a friend of mine who is also a professional photographer. I double checked with him on using it & he was good with it!	Yes	
Patricia	Figure 9-1	Wetland & lakes/rivers key colors are too close to distinguish	Yes	
Patricia	Figure 9-1	It would be better if the map was bigger – can delete a lot of the grey space surrounding map	No	All comprehensive and ag. pres. Plan maps are at the same scale for comparison/legibility. GIS data will be provided to the county so detailed information can be found using online resources
Patricia	Ag. Census Data	Last sentence before table 9-1: farm should be plural	Yes	
Patricia	Ag. Census Data	2nd sentence after Figure 9-2: dry beans are listed twice	Yes	
Patricia	Ag. Census Data	3rd sentence after Figure 9-2: nursery should not be capitalized	Yes	
Patricia	Table 9-4	It would be nice to include the total number of ag producers. By the figures, it looks like 1,866. That would mean about 21% are new or beginning farmers – which seems high to me. But perhaps this number captures the kids of farmers who are joining the business?	Yes	Included total number of farmers.
Patricia	Text below Table 9-4	2nd sentence: you need to delete the 1st family because of course 100% of family farms are family farms. •	Yes	
Patricia	Farmland Conversion	2nd paragraph, 1st sentence: "location between to urban areas" – need to change it to "two urban areas"	Yes	

Patricia	Soils	I had Nancy & Joe in the office reword paragraph 1. Here it is: With the majority of the land within Jefferson County being dedicated to farming, soil quality is of significant importance. Many soils are considered "prime farmland" with hydric soils being considered prime when drained. Agricultural productivity of these soils is high. Soil erosion is one of the largest threats to soil productivity. Conservation practices must be in place to maintain these soils. Soil loss is monitored by various governmental agencies such as Natural Resources Conservation Service, the Jefferson County Land and Water Conservation Department and the Wisconsin Department of Agriculture. Tillage systems and crop rotations are continually changing and assessed through the use of the Revised Universal Soil Loss Equation to insure our soils stay productive now and in the future.	Yes	
Patricia	Figure 9-7	Not sure how valuable this map is since you really cannot see any detail.	No	All maps are at the same scale for comparison. GIS data will be given to county to use on their online GIS portal. This way, the comp/ag pres plans provide a summary and high level review - those looking for specific detail likely would not use these maps within the plans.
Patricia		You may want to further explain the key P is prime and NP is nonprime	Yes	
Patricia		There is the following text just NE of the City of Jefferson that should be deleted: Figure 9-7: Soil	Yes	
Patricia	Water Resources	1st sentence – ideally, I would like to see a wetlands as a separate acreage from surface water. Then I would rewrite the sentence to: Jefferson County has approximately 17,440 acres of surface water that include about 14,590 acres of lakes and 97 miles of streams and rivers. There are approximately 55,500 acres of wetlands in the county.	Yes	
Patricia		1st paragraph, last sentence: add "an" before Exceptional Resource Water	Yes	
Patricia	Table 9-6	Misspelling- Huhns Lake should be Hahns Lake	Yes	
Patricia	Table 9-6	Delete Hoopers Millpond. The dam was taken out a few years ago.	Yes	
Patricia	Table 9-6	Delete "lower" and "upper" from Koshkonong Creek – it is the same stream	Yes	
Patricia	Table 9-6	I would delete "Lake Ripley Beach" as this is not a distinct water body, and you already have Lake Ripley.	Yes	
Patricia	Table 9-6	There are 4 Mud Lakes in Jefferson County. Only one has a condition. So, please add (Lake Mills) after Mud Lake so as to distinguish which one is listed.	Yes	
Patricia	Table 9-6	The DNR list also included a condition for another Mud Lake, but it is actually called Spence Lake. So, please add Spence Lake, 2011, Fair	Yes	
Patricia	Table 9-6	Spring Lake Lower should be called Lower Spring Lake	Yes	
Patricia	Table 9-6	Add Upper Spring Lake, 2012, Good	Yes	
Patricia	Table 9-6	Add Whitewater Creek, 0.00, 8.08, 2020, Good	Yes	
Patricia	Table 9-6	In the note, I would also add that unnamed streams and lakes are also excluded from the table	Yes	
Patricia	2nd paragraph after Table 9-6	2nd sentence: I would add "residential and urban areas" to the list of places that have runoff that impacts water quality	Yes	



Patricia	2nd paragraph after Table 9-6	Last sentence isn't really the case. Reword as: Jefferson County implements conservation programs with the goal of reducing pollution to our waterways.	Yes	
Patricia	Figure 9-8 Watersheds	I was a little confused at what HUC units you want to use in the map. I assume you want to use HUC 10s.	Yes	
Patricia	Environmental Corridors	1st paragraph, 3rd sentence: add "a" before "planning tool"	Yes	
Patricia	Environmental Corridors	Bulleted list: 3rd bullet has a "J" at the end that should be deleted	Yes	
Patricia	Historic Places	1st sentence: add "of" before significance	Yes	
Patricia	Table 9-7	Personally, I would make sure that the properties named after people wouldn't have the last name 1st: David & Jane Curtis House, Enoch Fargo House, L.D. Fargo Library, August & Eliza Fuermann House, Arthur Hoad House, Eli May House, Monroe McKenzie House, Lorine Niedecker Cottage, Albert and Mary Shekey House, Richard Smith House, Albert Solliday House, Emil and Flora Stoppenbach House	No	As these properties are listed on an official register, they should be represented with their legal name.
Patricia	Policy and Guidance	AEAs – not sure if it is significant to include here, but there is currently 1 AEA in the County. However, our office has talked about publicizing the ability to form an AEA more.B43	Yes	
Patricia	Policy and Guidance	Climate Change and Resiliency: 2nd sentence: there are 2 "increased", the 1st one should be "include"	Yes	
Patricia	Policy and Guidance	Climate Change: next to last sentence: "washout" should be plural	Yes	
Patricia	Policy and Guidance	Land and Water Resources Plan name in orange: insert "Management" before "Plan"	Yes	
Patricia	Policy and Guidance	Should the Rec & Open Space Plan be included as well?	Yes	
Brian	Transportation	SRF to check PASER data for CTH SC and N	Yes	Data was verified, and is correct. Could potentially update CTH SC since it was recently reconstructed
Brian		WIS 89 highway shield at Waterloo	No	To be updated for next draft
Brian		Add discussion of Interurban Trail – Phase II construct in 2022	?	Confirm with Paul
Brian		Brian to send Paul Draft CIP or bullet point list of transportation projects identified	?	Confirm with Paul
Patricia	Chapter 5 Key Themes	Preserve Resources – Do you want to expand it to Preserve and Enhance Resources? Do you want to be more specific: Agricultural and Natural Resources? If so, then this comment should also be updated in Chapter 2	Yes	
Patricia	Figure 5-1 Existing Land Uses	It is hard to distinguish between the Natural Resources color and the Lakes & Rivers color on the map	Yes	
Patricia	Figure 5-1 Existing Land Uses	Maybe the map could be made bigger – as there is a lot of grey space around it that isn't necessary. This is the case for all of the maps. I like to see more map detail!	No	All maps are at the same scale for comparison. GIS data will be given to county to use on their online GIS portal. This way, the comp/ag pres plans provide a summary and high level review - those looking for specific detail likely would not use these maps
Patricia	Existing Zoning, 1st paragraph, 2nd sentence	perhaps rephrase: By using Zoning as an implementation tool, the county can work towards achieving the long-term growth, development, and preservation goals identified in the Comprehensive Plan.	Yes	
Patricia	Figure 5-2	It is hard to distinguish between the Natural Resources, Waterfront, and Land and Rivers colors.	Yes	
Patricia		Also, what does the navy blue designate on the map?	Yes	Was an incorrect layer, removed

Patricia		Maybe the map could be made bigger – as there is a lot of grey space around it that isn't necessary	No	See comments above
Patricia	Chapter 5	Natural Resource district explanation – says it prohibits development due to ground water. Not sure what is meant here. Does this really refer to wetlands – where the groundwater is at or near the surface of the land?	No	This is from the zoning code, we do not have authority to edit that
Patricia	Chapter 5	Annexation is something I really don't know anything about. I believe Cities and Towns may have agreements related to annexation. Is this something that Counties get involved with? I know in the past that when land with shoreland areas are annexed into cities, the shoreland zoning provisions of the County were supposed to be maintained – right? Or has this changed? I know this is getting into the weeds! Just didn't know whether there should be higher level discussions/agreements on annexation??	No	Need to confirm with Paul
Patricia	Page 5-13, under Zoning/Policy Consideration chart	Monitor changing trends and growth management needs: 1st sentence, change response to respond	Yes	
Patricia	Chapter 2	Preserve character and balance growth: I would say that it is more than preservation. Instead, what I heard throughout the processes was protecting, enhancing and preserving ag, natural and cultural resources.	Yes	
Patricia	Chapter 2	Water Quality and Quantity – again, it is more than maintaining – but instead protecting and improving	Yes	
Patricia	Chapter 2	Preservation of Natural Resources – same comment as above	Yes	
Walt	Chapter 12, page 12-6	Add "climate change"	Yes	