

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

*George Jaeckel, Chair; Steve Nass, Vice-Chair; Blane Poulson, Secretary; Matt Foelker, Lloyd Zastrow*

**SUBJECT:** Planning and Zoning Committee Decision Meeting  
**DATE:** August 31, 2020  
**TIME:** Beginning at 8:30 a.m.  
**PLACE:** Room 205 of the Jefferson County Courthouse, 311 S. Center Ave., Jefferson, WI  
**OR Via Zoom Videoconference**

**YOU MAY ATTEND THE MEETING VIRTUALLY BY FOLLOWING THESE INSTRUCTIONS:**

You are invited to a Zoom meeting.  
When: Aug 31, 2020 08:30 AM Central Time (US and Canada)

Register in advance for this meeting:  
<https://zoom.us/meeting/register/tJEucOmgpzgsH9bsMnXlbTOyETKeM7icxO9z>

After registering, you will receive a confirmation email containing information  
about joining the meeting.

1. **Call to Order**  
The meeting was called to order by Supervisor Jaeckel at 8:30 a.m.
2. **Roll Call (Establish a Quorum)**  
All Committee members except for Supervisor Poulson were present at 8:30 a.m. Also present were staff members Ben Wehmeier, Staci Hoffman, Matt Zangl, Sarah Higgins, Deb Magritz and Brett Scherer. Members of the public included Brian Pulkrabek, John Kannard, Kitty Messmann and Mark Anderson.
3. **Certification of Compliance with Open Meetings Law**  
Zangl verified that the meeting was being held in compliance with Open Meetings Law.
4. **Approval of the Agenda**  
Motion by Supervisors Foelker/ Zastrow to approve as is. 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)**  
No public comment.
6. **Approval of July 16, July 27, August 14 and August 20 Meeting Minutes**  
Motion by Supervisors Foelker/ Jaeckel to approve the July 16<sup>th</sup> meeting minutes. Motion passed 4-0.  
Motion by Supervisors Foelker/Nass to approve the July 27<sup>th</sup> meeting minutes. Motion passed 4-0.  
Motion by Supervisors Foelker/Zastrow to approve the August 14<sup>th</sup> meeting minutes. Motion passed 4-0.  
Motion by Supervisors Foelker/Zastrow to approve the August 20<sup>th</sup> meeting minutes. Motion passed 4-0.
7. **Communications**  
There were no communications.
8. **July Monthly Financial Report for Register of Deeds – Staci Hoffman**  
Hoffman explained that things are going great and that they are ahead \$45,000 more in record sales than this time last year.
9. **July Monthly Financial Report for Land Information Office- Matt Zangl**  
Zangl echoed what Hoffman stated. The County Surveyor has also wrapped up some more projects.

- 10. August Monthly Financial Report for Zoning – Matt Zangl**  
For July, the Zoning Department took in \$4,000 to \$5,000 more than July of 2019. August revenues for this year are down from last year.
- 11. Discussion on Solar Energy Facilities**  
Wehmeier reported that the newest solar farm, Alliant Energy, is in conversation with the County.
- 12. Discussion on Jefferson County Comprehensive Plan Update**  
Zangl reported that we are finishing up meeting and should have a draft plan in two to three months. There will be more meetings regarding Agricultural Preservation Plan emphasis coming up. There will be a meeting this week, and then that plan update can move into the draft plan phase.
- 13. Discussion and Possible Action on Allowing Landowners to Request to Have Their Names Removed from the Jefferson County Land Records Search Content and Public GIS Viewer Which Identify them as Owners of Record**  
Zangl explained the situation. The Land Information Department gets these requests every so often, sometimes from law enforcement personnel. The Corporation Counsel's Office feels that it would be legal for the County to remove names. Wehmeier asked for policy guidance. Supervisor Nass thought that there should be information available here. Supervisor Kannard, Mark Anderson, Kitty Messmann all spoke against allowing the requests. Supervisor Jaeckel had questions. Chief Deputy Jeff Parker had similar questions and spoke in favor of allowing the request, saying it probably impacts 400 people in his office. Hoffman pointed out that GIS does not allow searches by name, but people can call her office to get the information. After further discussion, it was determined that the subject would be postponed for another meeting.
- 14. Discussion and Possible Action on Request by Brian Pulkrabek for a 0.4 acre lot line adjustment to allow for septic replacement area on an A-3 zoned lot. The request involves PINs 002-0714-2633-000, an A-1 zone, owned by Robert E and Janice L Keuler Trust, and 002-0714-2633-002, the A-3 zone, owned by Desha and Brian Pulkrabek, with no net gain or loss in the area of each property. The site is in the Town of Aztalan, at N5355 County Road N.**  
Zangl explained the request. Pulkrabek stated that the farmer would get back the land that he already farms. Higgins reported that there is an existing mound, but the soils are poor for replacement there. Motion by Supervisors Foelker/Nass to approve the request. Motion passed 4-0.
- 15. Discussion and Possible Action on a Request by Matthew Sloane for a 0.11-acre lot line adjustment to allow for an existing inground pool to be included on an A-3 zoned lot at W9681 Raether Road. The request involves PINs 018-0713-0623-003, an A-1 zone and 018-0713-0623-000, an A-3 zone, both owned by Steven and Julie Saniter, with no net gain or loss in the area of each property. The site is in the Town of Lake Mills.**  
Zangl noted that an inground pool was built on the A-1 zoned area without a permit. The request is to reconfigure the lot to include the pool. Motion by Supervisors Jaeckel/Foelker to approve the reconfiguration; motion passed 4-0.
- 16. Discussion and Possible Action on a Request to Transfer 0.673 Acre of an A-3 Zoned Lot, PIN 016-0514-2112-000 Owned by the Gary Poeppel Trust to an Adjoining A-3 Zoned Lot at W6338 Star School Road, Owned by Dale and Lori Krasemann on PIN 016-0514-2124-002 in the Town of Koshkonong**  
Zangl explained this request. Anderson added that it is a marshy area, and the Krasemanns would like it as a buffer and a place to run their dogs.
- 17. Discussion and Possible Action on a Request by Jellystone Park for Revision to Conditional Use CU1755-13, originally approved for expanding the campground. The proposal includes removing a pond/water feature, providing a clubhouse with an indoor pool and increasing the number of lots from 135 to 160. The property is in the Town of Koshkonong, on PIN 016-0513-3621-001 at N357 Old 26 Rd.**  
Zangl reported that the Committee had approved a conditional use in 2003 for expansion of the park. This new addition is proposed for 160 sites. The owner described what he proposes for the expansion, Nass asked whether there was any floodplain or wetland. Jaeckel asked whether the owner had spoken with the Town, to which the owner answered no. Nass asked whether this should go back to public hearing; this is the same piece of property

previously approved for expansion. Motion by Supervisors Nass/Jaeckel to approve the request, with the note that though the property must be fenced, it doesn't have to necessarily be six-feet tall as previously required. The condition for three rows of evergreens was also removed. Motion passed 4-0.

**18. Discussion and Possible Action on a Request by Todd Lueder to Review CU1858-15 to Allow a New Building for the Home Occupation at N1204 Poeppel Road in the Town of Koshkonong, PIN 016-0514-2121-003. The Home Occupation would move to the new building proposed and the existing building would be used for personal residential-type storage.**

Zangl again explained the request. Motion by Supervisors Nass/Foelker to approve the request as long as the applicant follow the home occupation definition and get a Zoning and Land Use Permit for the new construction. Motion passed on a 4-0 vote.

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

**19. Discussion and Possible Action on Petitions Presented in Public Hearing on August 20:**

Roll call was taken, with Supervisors Jaeckel, Nass, Foelker and Zastrow in attendance. Motion by Supervisors Foelker/Zastrow to **APPROVE WITH CONDITIONS CU2044-20 – Alta Genetics** for conditional use to allow an ATCP51 expansion for up to 546 animal units at **N8355 and N8395 High Rd** in the Town of Watertown. This property, PIN 032-0815-2014-000 (23.895 Ac) is in an A-1, Exclusive Agricultural zone. This is an ATCP51 regulated facility, and the request is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance. Motion passed on a roll call vote with Supervisors Jaeckel, Nass, Foelker and Zastrow all voting in favor.

**APPROVE WITH CONDITIONS R4258A-20 – Cyndi Pitzner/Cynthia Pitzner Trust, Ronald & Susan Pitzner Trust Property** on a motion by Supervisors Foelker/Zastrow to rezone all of PIN 002-0714-2742-000 (40 Ac) for a Natural Resource zone accessed by easement from **Gross Lane** in the Town of Aztalan. This is in accordance with Sec. 11.04(f)12 of the Jefferson County Zoning Ordinance. Motion passed 4-0.

**APPROVE WITH CONDITIONS R4259A-20 – Pete Gross/Alan & Margaret Foley Property** on a motion by Supervisors Nass/Foelker to create a 3.5-acre lot around the existing home and buildings at **W5410 Urban Drive** in the Town of Aztalan, part of PIN 002-0714-2314-001 (18.725 Ac). This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance. Motion passed 4-0.

**APPROVE WITH CONDITIONS R4260A-20 – Ryan Broedlow/Anthony & Janis Milbrath Property** on a motion by Supervisors Zastrow/Foelker to create a 4-acre lot around the buildings at **W3367 Sunshine Rd** in the Town of Farmington from part of PIN 008-0715-2741-000 (40 Ac). This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance. Motion passed 4-0.

**APPROVE WITH CONDITIONS R4261A-20 – Richard Riedel** on a motion by Supervisors Jaeckel/Foelker to rezone 3.5 acres around the home and buildings at **N4824 County Road Y** in the Town of Jefferson, part of PIN 014-0614-0111-003 (12 Ac). This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance. Motion passed 4-0.

**APPROVE WITH CONDITIONS R4262A-20 – Gary Jackson** on a motion by Supervisors Zastrow/Foelker to create two, 1-acre building sites near **W792 Village Line Rd**, Town of Sullivan, from part of PIN 026-0616-0233-000 (38 Ac). This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance. Motion passed 4-0.

**APPROVE WITH CONDITIONS R4263A-20 – James & Janice Northey** on a motion by Supervisors Nass/Foelker to create a new building site at **N3487 Hardscrabble Rd** in the Town of Sullivan, on PIN 026-0616-2442-001 (6.83 Ac). This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance. Motion passed 4-0.

**APPROVE WITH CONDITIONS R4264A-20 – Steven M Sterwald** on a motion by Supervisors Jaeckel/Foelker to create a 2.07-acre building site at the end of **Woelffer Ln**, Town of Waterloo, from part of PINs 030-0813-2712-000 (27.76 Ac) and 030-0813-2712-001 (17.24 Ac). This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance. Motion passed 4-0.

**APPROVE WITH CONDITIONS CU2038-20 – Mathew Bennet** on a motion by Supervisors Zastrow/Foelker for conditional use to allow for construction contractor services/tree care business in a Community zone at **N6334 County Road E** in the Town of Concord on PIN 006-0716-1614-009 (0.87 Ac). This is in accordance with Sec. 11.04(f)9 of the Jefferson County Zoning Ordinance. Motion passed 4-0.

**APPROVE WITH CONDITIONS CU2045-20 – Matthew Bennett** on a motion by Supervisors Nass/Foelker for conditional use for a 2,400 square foot, 21' 4" high extensive on-site storage structure in a Community zone at **N6334 County Road E** in the Town of Concord on PIN 006-0716-1614-009 (0.87 Ac). This is in accordance with Sec. 11.04(f)9 of the Jefferson County Zoning Ordinance. Motion passed 4-0.

**APPROVE WITH CONDITIONS CU2039-20 – Raymond & Kelly Boknevit** on a motion by Supervisors Foelker/Zastrow for conditional use to allow for a 1,200 square foot extensive on-site storage structure in an R-2 zone at **W217 Golden Lake Park Circle**, Town of Concord, on PIN 006-0716-3613-031 (0.885 Ac). This is in accordance with Sec. 11.04(f)2 of the Jefferson County Zoning Ordinance. Motion passed 4-0.

**APPROVE WITH CONDITIONS CU2040-20 – Alan Maske** on a motion by Supervisors Jaeckel/Foelker for conditional use for an addition to an existing structure, creating a total 1,104 square foot workshop at **W5236 Meirkwood Dr**, Town of Jefferson on PIN 014-0614-1332-007 (0.76 Ac). This is in a Residential R-2 zone, and the request is in accordance with Sec. 11.04(2) of the Jefferson County Zoning Ordinance. Motion passed 4-0.

**APPROVE WITH CONDITIONS CU2041-20 – Scott Nelson** on a motion by Supervisors Foelker/Nass for conditional use for transportation services (warehouses) in a Community zone at **N5526 State Road 134** in the Town of Lake Mills, on PIN 018-0713-3023-023 (0.57 Ac). This is in accordance with Sec. 11.04(f)9 of the Jefferson County Zoning Ordinance. Motion passed 4-0.

**APPROVE WITH CONDITIONS CU2043-20 – Mary West** on a motion by Supervisors Nass/Zastrow for conditional use to have three dogs in a Residential R-2 zone at **N4334 County Road E**, Town of Sullivan, on PIN 026-0616-1123-001 (1.559 Ac). This is in accordance with Sec. 11.04(f)2 of the Jefferson County Zoning Ordinance. Motion passed 4-0.

**20. Possible Future Agenda Items**

**21. Upcoming Meeting Dates**

**September 11, 8:00 a.m. – Site Inspections Beginning at a Location TBD**  
**September 17, 7:00 p.m. – Public Hearing in Courthouse Room 205**  
**September 28, 8:30 a.m. – Decision Meeting in Courthouse Room 205**  
**October 9, 8:00 a.m. – Site Inspections Beginning at a Location TBD**  
**October 17, 7:00 p.m. – Public Hearing in Courthouse Room 205**  
**October 26, 8:30 a.m. – Decision Meeting in Courthouse Room 203**

**22. Adjourn**

Motion by Supervisors Foelker/Nass to adjourn the meeting. Motion passed, and the meeting adjourned.

  
**Blane Poulson, 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.jeffersoncountyiwi.gov](http://www.jeffersoncountyiwi.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.*

