

**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: June 28, 2021

TIME: 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 VIRTUALLY BY FOLLOWING THESE INSTRUCTIONS:

Register in advance for this meeting:
https://zoom.us/meeting/register/tJEkf--hpj4pHd2y7-u8i9MUTAbnqMB_1Qxy
Meeting ID: 959 8698 5379
Passcode: Zoning
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 8:33 a.m.

2. Roll Call (Establish a Quorum)

Supervisor Nass was absent; Supervisors Jaeckel, Poulson, Foelker and Zastrow were present. Register of Deeds Staci Hoffman was in attendance. Zoning staff members Matt Zangl, Sarah Elsner, Deb Magritz and Brett Scherer were also present. Guests attending in person were Tim Windl, Helen Zahn and Doug Miller. County Administrator Ben Wehmeier attended via Zoom. Guests attending via Zoom were Jennifer Johnson, Joy Probst and Ashley Winkelman.

3. Certification of Compliance with Open Meetings Law

Supervisor Poulson verified that the meeting was held in compliance with Open Meetings.

4. Approval of the Agenda

Supervisor Jaeckel said that decisions for the guests in attendance would be moved up in order.

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 May 20, June 1, June 11 and June 17 Meeting Minutes

Motion by Supervisors Foelker/Poulson to approve the May 20 minutes as presented. Motion passed 4-0.

Motion by Supervisors Poulson/Foelker to approve the June 1 minutes as presented. Motion passed 4-0.

Motion by Supervisors Zastrow/Foelker to approve the June 11 minutes as presented. Motion passed 4-0.

The June 17 minutes were not available.

7. Communications

a. Town of Palmyra Resolution 2021-003

Zangl noted a resolution from the Town of Palmyra denying the John and Michelle Mehring rezoning.

Nass arrived at 8:37 a.m.

Zangl also reported that the Board of Adjustment affirmed the Planning and Zoning Committee's decision

on WE Energies LNG Ixonia project.

The owners of the County Road J mineral extraction site

8. May Monthly Financial Report for Register of Deeds – Staci Hoffman

Hoffman reported another busy month, with revenues already at 70% of the annual budget.

9. May Monthly Financial Report for Land Information Office-Matt Zangl

The report was in the Committee packet. Good amounts have been realized from retained revenues and recording fees from Register of Deeds.

10. June Monthly Financial Report for Zoning – Matt Zangl

Revenues are approximately \$8,800 less than last month. There has been a slight decrease in the number of new home permits issued, for various reasons. We will continue to watch the trend.

11. Discussion on Solar Energy Facilities

Zangl said that last week Crawfish River Solar was approved through the PSC. There has been communication from the developer regarding plans moving forward including potentially breaking ground by the end of the year.

12. Discussion on Jefferson County Comprehensive Plan/Zoning Ordinance Update

Zangl reported that we are close to sending Zoning Ordinance updates out to the Towns for their review. The final piece regarding salvage and junk is being reviewed by Corporation Counsel.

13. Discussion on GIS System

Zangl said that there have been short outages over the last few months and more recently, two outages occurred as a result of Microsoft updates. The system then had to be rebuilt, then later reverted to the pre-update system. Plans are in process to prevent these issues in the future.

14. Discussion on Land Records Software

Zangl explained that a system used internally by the all the County land departments will be changing, and will not be available for recording taxes and inputting dog licenses. Options were noted for using an outside vendor or MIS. A Request for Qualifications was sent out; costs will have to be determined. This will be coming back to the Committee with more info at a later date.

15. Discussion and Possible Action on Petitions Presented in Public Hearing on May 20, 2021 and Subsequently Postponed:

- a. R4313A-21 – Timothy Windl and Helen Zahn, Willow Road, Town of Watertown on PIN 032-0814-1421-002

Zangl noted the revision; Windl also explained the reasons for the proposed design. Motion by Supervisors Jaeckel/Poulson to approve. Motion passed 3-2 with Nass and Zastrow opposed.

- b. R4314A-21 & R4315A-21 – Douglas & Kathleen Miller, County Road P, Town of Watertown on PIN 032-0815-3611-000

Zangl explained these revisions also. Motion by Supervisors Poulson/Foelker to approve as revised; motion passed 5-0.

16. Discussion and Possible Action on Petitions Presented in Public Hearing on June 17, 2021:

APPROVED WITH CONDITIONS R4320A-21 – Richard & Christine Schwarze on a motion by Supervisors Jaeckel/Foelker to create a 5.48-acre R-1 zoned lot from part of PINs 018-0713-1034-009 (35.485 Ac) currently zoned A-T and 018-0713-1522-040 (0.478 Ac) zoned R-1. The site is in the Town of Lake Mills on **Shorewood Meadows Circle**. The request is in accordance with Sec. 11.04(f)1 of the Jefferson County Zoning Ordinance. Motion passed 5-0.

APPROVED WITH CONDITIONS R4321A-21 – Richard & Christine Schwarze on a motion by Supervisors Zastrow/Foelker to create a 5-acre R-1 zoned lot from part of PINs 018-0713-1031-000 (33.05 Ac) and 018-0713-1034-

009 (35.485 Ac) zoned A-T. The site is in the Town of Lake Mills on **Shorewood Hills Road**. The request is in accordance with Sec. 11.04(f) 1 of the Jefferson County Zoning Ordinance. Motion passed 5-0.

NO ACTION TAKEN on R4322A-21 – Donald Popp/Hickory Wood Ranch LLC Property to enlarge the existing A-2 zone at **N6189 County Road F**, Town of Concord by approximately 0.482 acres. The site is part of PIN 006-0716-1644-000 (36.950 Ac). This is in accordance with Sec. 11.04(f)7 of the Jefferson County Zoning Ordinance.

NO ACTION TAKEN on CU2075-21- Donald Popp/Hickory Wood Ranch LLC Property for conditional use to allow for storage of non-farm equipment/boat storage in a proposed A-2 zone at **N6189 County Road F**, Town of Concord, on PIN 006-0716-1644-000 (36.95 Ac). This is in accordance with Sec. 11.04(f)7 of the Jefferson County Zoning Ordinance.

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

APPROVED WITH CONDITIONS R4324A-21 – Martin Dula on a motion by Supervisors Jaeckel/Zastrow to create a 1.731-acre A-2 zone at **W8525 Finch Brothers Rd** in the Town of Lake Mills on PIN 018-0713-2111-000 (1.731 Ac). This is in accordance with Sec. 11.04(f)7 of the Jefferson County Zoning Ord. Motion passed 5-0.

APPROVED WITH CONDITIONS CU2077-21 – Martin Dula on a motion by Supervisors Jaeckel/Zastrow for conditional use to allow a conference center, banquet hall and event facility in a proposed A-2 zone at **W8525 Finch Brothers Rd** on PIN 018-0713-2111-000 (1.731 Ac) in the Town of Lake Mills. This is in accordance with Sec. 11.04(f)7 of the Jefferson County Zoning Ordinance. Motion passed 5-0.

APPROVED WITH CONDITIONS R4325A-21 – Tom & Joy Probst/Probst Trust on a motion by Supervisors Poulson/Foelker to create a 6-acre new building site from part of PIN 008-0715-3521-000 (33.55 Ac) in the Town of Farmington on **Bakertown Rd**. This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance. Motion passed 5-0.

APPROVED WITH CONDITIONS R4326A-21 – Erin Seif/Jaymie McCoy Property on a motion by Supervisors Jaeckel/Foelker to create a 5.45-acre new building site from part of PIN 008-0715-1431-000 (35 Ac) in the Town of Farmington on **North Helenville Rd**. This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance. Motion passed 5-0.

APPROVED WITH CONDITIONS R4327A-21 – Jon Hartwig/J&T Hartwig Trust on a motion by Supervisors Foelker/Jaeckel to create a 1.3-acre new building site from part of PIN 016-0514-2813-000 (19.285 Ac) in the Town of Koshkonong on **McIntyre Rd**. This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance. Motion passed 5-0.

APPROVED WITH CONDITIONS R4328A-21 – Aaron Johnson on a motion by Supervisors Foelker/Jaeckel to create a 2-acre new building site from part of PIN 018-0713-2724-000 (53.587 Ac) in the Town of Lake Mills on **County Road A**. This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance. Motion passed 5-0.

APPROVED WITH CONDITIONS R4329A-21 – Diane Franks/Gordon Kottwitz Property on a motion by Supervisors Jaeckel/Foelker to create a 1.61-ac lot around the existing home from PIN 020-0814-3343-000 (40 Ac) in the Town of Milford at **N7396 County Road Q**. This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance. Motion passed 5-0.

APPROVED WITH CONDITIONS CU2078-21 - Christopher & Ashley Winkelman on a motion by Supervisors Poulson/Foelker for a dog training and boarding facility for up to 45 dogs in the Town of Koshkonong on part of PIN 016-0514-2212-000 (40 Acres). This is proposed in an A-1, Exclusive Agricultural zone at **N1260 County Road K**, and is in accordance with Sec. 11.04(f)6. Motion passed 5-0.

APPROVED WITH CONDITIONS CU2079-21 – Sean Heaslip on a motion by Supervisors Jaeckel/Poulson for an extensive on-site storage structure 18 feet in height and at 960 square feet in a Residential R-1 zone at **W9066 Lakeview Dr**. The site is in the Town of Oakland on PIN 022-0613-0813-043 (0.33 Ac). This is in accordance with Sec. 11.04(f)1 of the Jefferson County Zoning Ordinance. Motion passed 5-0.

APPROVED WITH CONDITIONS CU2080-21 – RNRS Trust on a motion by Supervisors Foelker/Jaeckel for an extensive on-site storage structure that will total 1,092 sq ft in a Residential R-1 zone at **W9212 Ripley Rd**, Town of Oakland on PIN 022-0613-0821-012 (0.23 Ac). This is in accordance with Sec. 11.04(f)1 of the Jefferson County Zoning Ordinance. Motion passed 5-0.

APPROVED WITH CONDITIONS CU2081-21 – Andrew & Heidi Deuster on a motion by Supervisors Poulson/Foelker for home occupation HVAC business in an A-1, Exclusive Agricultural zone at **N2356 County Road E**, Town of Palmyra on PIN 024-0516-0314-001 (3 Ac). This is in accordance with Sec. 11.04(f)5 of the Jefferson County Zoning Ordinance. Motion passed 5-0.

APPROVED WITH CONDITIONS CU2072-21 – Brattset LLC/Damon & Kirsten Brattset on a motion by Supervisors Jaeckel/Foelker to allow for mineral extraction on PIN 024-0516-0522-000 (25.193 acres,) Town of Palmyra, at **N2463 State Road 106** in an A-1, Exclusive Agricultural zone. This is in accordance with Sec. 11.04(f)6 and 11.05(c) of the Jefferson County Zoning Ordinance. Motion passed 5-0.

17. Possible Future Agenda Items

- 18. July 9, 8:00 a.m. – Site Inspections Beginning in Courthouse Room 203**
July 15, 7:00 p.m. – Public Hearing in Courthouse Room 205-Jaeckel will be absent
July 26, 8:30 a.m. – Decision Meeting in Courthouse Room 205
August 13, 8:00 a.m. – Site Inspections Beginning in Courthouse Room 203
August 19, 7:00 p.m. – Public Hearing in Courthouse Room 205
August 30, 8:30 a.m. – Decision Meeting in Courthouse Room 205

19. Adjourn

Motion by Supervisors Zastrow/Foelker to adjourn the meeting. Motion passed 5-0 and the meeting adjourned.

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.

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.