

**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:** July 26, 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](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 8:30 a.m.
- 2. Roll Call (Establish a Quorum)**  
All Committee members were present. County Administrator Ben Wehmeier and Register of Deeds Staci Hoffman were also in attendance, as were Zoning staff members Matt Zangl, Deb Magritz and Brett Scherer. Steve Mode was a guest in attendance.
- 3. Certification of Compliance with Open Meetings Law**  
Supervisor Poulson verified compliance with Open Meetings Law.
- 4. Approval of the Agenda**  
Jaeckel stated that petitions may be moved up in order to accommodate guests in attendance.
- 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 June 17, June 28, July 9 and July 15 Meeting Minutes**  
Motion by Supervisors Foelker/Zastrow to approve the minutes as printed. Motion passed, 5-0.  
  
Motion by Supervisors Poulson/Foelker to approve the June 28 minutes as printed. Motion passed 5-0.  
  
Motion by Supervisors Foelker/Poulson to approve the July 9 minutes as printed. Motion passed 5-0.  
  
Motion by Supervisors Poulson/Foelker to approve the July 15 minutes as printed. Motion passed 5-0.
- 7. Communications**  
There were no communications.
- 8. June Monthly Financial Report for Register of Deeds – Staci Hoffman**  
Hoffman reported that her office continued to do well with revenues, not quite as well as last year, but still at 81% of total budgeted revenues for the year.
- 9. June Monthly Financial Report for Land Information Office-Matt Zangl**

Zangl noted that the report was in the Committee's packet, as was a report on year-to-date revenues. Nothing outstanding to report; the department is on par for the year.

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

Zangl reported that revenues for July are a little slower than in the past, about 50% of previous years. Sanitary permit numbers are good, Zoning permits are down. A year-to-date report was also included, and the department is on par to meet the annual budget.

**11. Discussion on Solar Energy Facilities**

Wehmeier said that plans are being sent to the County from Crawfish River Solar, and that we have begun to see the securities. Zangl added that an adjustment to the certified survey map may be done to avoid wetland areas.

**12. Discussion on Jefferson County Comprehensive Plan Update**

Zangl explained that draft changes were updated by Corporation Counsel regarding junk and salvage materials and sent out to Town Clerks. Public hearing regarding those changes will probably take place in a couple of months. Implementation meetings with Wehmeier have been held, and we are getting close to finalizing the third round of outreach with staff. That will lead into the fourth round, helping put together a prioritization/implementation action plan.

**13. Discussion on Land Records Software**

Zangl reported that there were two respondents to the Request for Qualifications-Transcendent/T-Tech and GCS. GCS was eliminated because they had no permitting process. A demonstration meeting with Transcendent will be held on Wednesday.

**14. Discussion and Possible Action on Salvage Yard Licenses**

Zangl explained the salvage yard licensing process. Two yards need additional attention: Jack's Auto Ranch and Mark Nuchell's. Motion by Supervisors Jaeckel/Foelker to approve the licenses for a year pending those two projects with a letter going out to the two yards. Motion passed 5-0.

**15. Discussion and Possible Action on 2022 Planning and Zoning Department Budget**

This also was in the Committee packet. Zoning came out pretty well this year. Zoning came out pretty well, keeping revenues about the same as last year. No outstanding large projects are proposed. We are under the proposed levy goal by about \$12,000. He spoke of the current River Bend project. Motion by Nass/Jaekel to support the recommended budget. Motion passed 5-0.

**16. Discussion and Possible Action on 2022 Land Information Budget**

Zangl said he is keeping things similar to past years, and explained several line items. A placeholder is worked in for someone to work with GIS, Motion by Jaeckel/Poulson to approve as recommended so far. Motion passed 5-0.

**17. Discussion and Possible Action on Petitions Presented in Public Hearing on July 15, 2022:**

**The Committee moved to the Patrick Hack petition.**

**APPROVED WITH CONDITIONS** R4334A-21 – Patrick Hack on a motion by Supervisor Jaeckel/Foelker to rezone 1 acre of PIN 010-0515-0231-009 (5.512 Ac) for a new residential building site near **N2186 County Road D** in the Town of Hebron. This is in accordance with Sec. 11.0(f)8 of the Jefferson County Zoning Ordinance. Motion passed 5-0.

**APPROVED WITH CONDITIONS** R4330A-21 – Michael J Swenson on a motion by Supervisors Poulson/Foelker to rezone all of PIN 026-0616-0114-001 (5.023 Ac) at **N4762 Indian Point Road** in the Town of Sullivan. This is in accordance with Sec. 11.0(f)8 of the Jefferson County Zoning Ordinance. Motion passed 5-0.

**APPROVED WITH CONDITIONS** R4331A-21 – David Schroedl on a motion by Supervisors Foelker/Jaekel to create a 1.35-acre A-3 building site from PIN 014-0614-0943-005 (13.736 Ac) on **State Road 89** in the Town of Jefferson. This is in accordance with Sec. 11.0(f)8 of the Jefferson County Zoning Ordinance. Motion passed 5-0.

**APPROVED WITH CONDITIONS** R4332A-21 – Dave Lilly/Anna Mae Jaquith Property on a motion by Supervisors Poulson/Foelker to create a 2.9-acre building site near **W1564 County Road CI** in the Town of Sullivan from part of PIN 026-0616-3324-000 (37.537 Ac). This is in accordance with Sec. 11.0(f)8 of the Jefferson County Zoning Ordinance. Motion passed 5-0.

**APPROVED WITH CONDITIONS** R4333A-21 – Dave Lilly/Anna Mae Jaquith Property on a motion by Supervisors Jaeckel/Foelker to rezone 2 acres around the home and buildings at **W1564 County Road CI** in the Town of Sullivan from part of PIN 026-0616-3324-000 (37.537 Ac). This is in accordance with Sec. 11.0(f)8 of the Jefferson County Zoning Ordinance. Motion passed 5-0.

**18. Possible Future Agenda Items**

**19. Upcoming Meeting Dates**

**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**

**September 10, 8:00 a.m. – Site Inspections Beginning in Courthouse Room 203**

**September 16, 7:00 p.m. – Public Hearing in Courthouse Room 205**

**September 27, 8:30 a.m. – Decision Meeting in Courthouse Room 205**

**20. Adjourn**

**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.*