

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

SUBJECT: Planning and Zoning Committee Decision Meeting
DATE: Monday, June 24, 2024
TIME: 8:30 a.m.
PLACE: Room C1021, County Courthouse, Jefferson WI

1. Call to Order

The meeting was called to order by Chairman Jaeckel at 8:30 a.m.

2. Roll Call (Establish a Quorum)

Supervisors Jaeckel, Nass, Poulson, Foelker and Richardson were present. Other County staff in attendance were County Administrator Ben Wehmeier, Assistant to County Administrator Michael Luckey, Patricia Cicero, Director of Land & Water Conservation and Staci Hoffman, Register of Deeds arrived at 8:45 a.m. Zoning Department staff present were Matt Zangl, Sarah Elsner, Haley Nielsen, Taylor Gray and Shari Fishback. Members of the public present were Anita Martin, and Amy Bavuso via Zoom.

3. Certification of Compliance with Open Meetings Law

Supervisor Poulson confirmed that meeting was being held in compliance.

4. Approval of the Agenda

Motion by Poulson, second by Foelker to approve the agenda. Motion passes on a voice vote, 5-0.

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)

None.

6. Approval of meeting minutes from May 28, June 14, and June 20

Motion by Foelker/Poulson, to approve May 28, 2024 minutes as written. Motion passed on a voice vote 5-0.
Motion by Foelker/Poulson, to approve June 14, 2024 minutes as written. Motion passed on a voice vote 5-0.
Zangl stated June 20 meeting minutes have been prepared but need a final review, will be issued later today.

7. Communications

Zangl had nothing other than the agenda items

8. May Monthly Financial Report for Register of Deeds

Zangl reported that the Register of Deeds is status quo.

9. June Monthly Financial Report for Land Information Office

Zangl reported that the Land Information Office is status quo.

10. June Monthly Financial Report for Zoning

Zangl reported that May looked extremely well, more than last year. June has been slow, short of last year. Should meet budget though. Also, one new cell tower permit was received.

11. Discussion on Solar Energy Facilities

- a. Crawfish River Solar - Zangl reported no update at this time.
- b. Badger State River – Project has been very quiet but may seek another extension.
- c. Sinnissippi Solar - Project has been very quiet. No update.
- d. Hackbarth Solar – Making good progress with grading completed, pilings and rack should start next week.

12. Discussion on WE Energies Liquefied Natural Gas (LNG) Facility in the Town of Ixonia

Zangl reported project is 99% complete.

13. Discussion and Possible Action on a lot line/zone adjustment at N2856 County Road D, PIN 010-0615-3522-003 in the Town of Hebron

Zangl reporting that shape of lot is changing due to placement of solar panels. Motion by Nass/Foelker to approve. Motion approved on a 5-0 voice vote.

14. Discussion and Possible Action on amending Conditional Use Permit CU2087-23 for Benjamin and Maureen Lawrenz to allow a bathroom in the detached garage at N9646 Pleasant Heights Circle, PIN 032-0815-0212-023 in the Town of Watertown

Zangl explained that approval of a Conditional Use Permit was issued in April 2023 that included conditions of no bathroom but now they are wanting a bathroom in the detached garage. Septic is next to structure and no capacity issue is anticipated. It will be for personal use only. Motion by Foelker/Richardson to approve. Motion approved on a 5-0 voice vote to amend the permit to allow for a bathroom.

15. Discussion and Possible Action on Petitions Presented in Public Hearing on June 20, 2024:

APPROVED R4542A-24 – Richard & Kimberly Heine: Reapplication of an expired approval to create a 2-acre residential building site on the corner of **Bakertown Road and N Helenville Road** in the Town of Farmington, parcel 008-0715-3522-000. This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance. Motion by Nass/Foelker to approve the rezone request with conditions. Motion approved on a 5-0 voice vote.

APPROVED R4543A-24 – Jacqueline Christensen: Rezone to create a 1.136-acre residential lot along **Hustisford Road**, Town of Ixonia, from parcel 012-0816-1942-000. This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance. Motion by Jaeckel/Richardson to approve the rezone request with conditions. Motion approved on a 5-0 voice vote.

APPROVED CU2127-24 – Amy Bavuso: Conditional use to allow up to 5 dogs as household pets in an R-1 at **W1301 Marietta Avenue**, Town of Ixonia, on parcel 012-0816-2242-007. This is in accordance with Sec. 11.04(f)2 of the Jefferson County Zoning Ordinance. Motion by Richardson/Foelker to approve the conditional use with conditions. Motion approved on a 5-0 voice vote.

APPROVED CU2128-24 – Steve & Dawn Sleaver: Conditional use to allow for an extensive onsite storage structure 2860 sq. ft. with height of 22 ft. 10 inches in R-2 at **N3555 County Road N**, Town of Jefferson, on parcel 014-0614-2313-001. This is in accordance with Sec. 11.04(f)2 of the Jefferson County Zoning Ordinance. Motion by Jaeckel/Foelker to approve the conditional use with conditions. Motion approved on a 5-0 voice vote.

APPROVED CU2129-24 – Jason & Kathy Forest: Conditional use to allow an extensive residential on-site storage addition of 588 sq. ft. on to an existing 560 sq. ft. garage for a total of 1148 sq. ft. with a height of 19 ft. at **N6286 Korth Highlands** on parcel 018-0713-1542-002 Town of Lake Mills. This is in accordance with Sec. 11.04(f)2 of the Jefferson County Zoning Ordinance. Motion by Nass/Foelker to approve the conditional use with conditions. Motion approved on a 5-0 voice vote.

16. Planning and Development Department Update

Zangl shared and provided a demonstration with the committee the new online permit application process which is expected to go live later today. Zangl also reported that the GIS is good, and Laura has been working with City of Watertown on their maps and with the City of Fort Atkinson to create maps.

17. Possible Future Agenda Items

None

18. Discussion on Upcoming Meeting Dates:

July 12, 8:00 a.m. – Site Inspections leaving from Courthouse Room C1049
Supervisor Richardson expects to be absent from this meeting

July 18, 7:00 p.m. – Public Hearing, 8:30 a.m. – Public Hearing in Courthouse Room C2063

July 29, 8:30 a.m. – Decision Meeting in Courthouse Room C1021

August 9, 8:00 a.m. – Site Inspections leaving from Courthouse Room C1049

August 15, 7:00 p.m. – Public Hearing in Courthouse Room C2063

August 26, 8:30 a.m. – Decision Meeting in Courthouse Room C1021

Supervisor Jaeckel expects to be absent from this meeting. Supervisor Nass will chair.

19. Adjourn

Supervisor Richardson/Poulson made a motion to adjourn the meeting. Meeting adjourned at 9:00 a.m

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 C1040 at 311 S Center Ave 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.