

MINUTES
JEFFERSON COUNTY PLANNING AND ZONING COMMITTEE
DECISION MEETING

George Jaeckel, Chair; Steve Nass, Vice-Chair; Blane Poulson, Secretary; Matt Foelker, Cassie Richardson

SUBJECT: Planning and Zoning Committee Decision Meeting
DATE: Monday, January 27, 2025
TIME: 8:30 a.m.
PLACE: Room C1021, County Courthouse, Jefferson WI

1. Call to Order

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

2. Roll Call (Establish a Quorum)

All committee members were present in person except Chairman Jaeckel who was an excused absence. Other County staff in attendance were Interim County Administrator Michael Luckey and Corporation Counsel Danielle Thompson, County Highway Dept Interim Commissioner Sean Heaslip and GIS/Engineering Tech Derek Anderson and via Zoom Operation Manager Brian Udovich. Department staff present were Matt Zangl, Sarah Elsner, Haley Nielsen and Shari Fischback. Members of the public present were Deann Schneider, Oakland Hills Subdivision Representative, Sally Williams, Sue Marx, Ted Mueller, Dale Konle and Kimberly Miller. Others present via Zoom were Duane Bennett and Rick Donner.

3. Certification of Compliance with Open Meetings Law

Supervisor Poulson confirmed that the meeting was being held in compliance.

4. Approval of the Agenda

Motion by Supervisor Poulson, second by Supervisor Richardson to approve the agenda. Motion passes on a voice vote, 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)

Sally Williams spoke regarding the solar ordinance setbacks from property line vs. the house, fencing/panels on three sides of residence, solar panels being unsightly and noisy and preserving farmland.

Sue Marx spoke regarding solar ordinance not going far enough to incorporate language to protect the people, the soil and the farmland. Suggested using Kenosha as example to incorporate similar language for decommissioning, “useful condition”.

6. Approval of meeting minutes from December 19, December 30, January 10, January 16

Motion by Poulson/Richardson to approve December 19, 2024, minutes as written.

Motion passed on a voice vote 4-0.

Motion by Foelker/Richardson to approve December 30, 2024, minutes as written.

Motion passed on a voice vote 4-0.

Motion by Richardson/Foelker to approve January 10, 2025, minutes as written.

Motion passed on a voice vote 4-0.

Motion by Richardson/Foelker to approve January 16, 2025, minutes as written.

Motion passed on a voice vote 4-0.

7. Communications – Zangl reported that approval for agent status for sanitary permits was received from Dept of Safety & Professional Services and the County will begin review of state plans starting on March 1, 2025.

8. December Monthly Financial Report for Register of Deeds

Zangl stated on Staci's behalf that she reported that December ended better than November.

9. December Monthly Financial Report for Land Information Office

Zangl reported budget was met.

10. January Monthly Financial Report for Zoning

Zangl reported that 2024 ended well, higher than expected and the first half of January was heavy and off to a good start.

11. Discussion on Solar Energy Facilities

- a. Crawfish River Solar – Project just completed the noise study.
- b. Badger State River – Project has been quiet.
- c. Sinnissippi Solar – Project has been quiet.
- d. Hackbarth Solar – Project has finished construction and is now producing.
- e. Whitewater Solar Project – Project is at the PSC level but has been quiet at the County level.
- f. Rock Lake Solar Project – Project has begun applying for zoning permits, work expected to start this summer.

12. Discussion and Possible Action on the yearly review of CU2058-20 – Paul E Elliott/Dianne M Owens for agricultural tourism, retail sales of agricultural related items and a wine tasting room located a N7040 Saucer Dr in the Town of Farmington.

Zangl stated this is being moved to next month's meeting agenda to allow for adjacent landowners to be notified.

13. Discussion and Possible Action on Resubmittal of the Oakland Hills Subdivision Preliminary Plat

Deann Schneider provided review of subdivision layout, decreased from 133 lots to 100 lots. Zangl explained changes to emergency access and wider access. The committee requested further discussion with local emergency service departments about emergency vehicle access. Motion made by Supervisor Poulson/Foelker to postpone decision until further information is obtained. Passed on voice vote 4-0.

14. Discussion and Possible Action on an Amendment to the Zoning Ordinance Regarding Solar Energy Systems

Zangl reported that there was good progress on the ordinance draft and reviewed highlights. Danielle has reviewed and edited the draft. Motion was made by Poulson/Foelker to incorporate public comments and send to Towns for their review and input. Motion passed on voice vote 4-0.

15. Discussion and Possible Action on R4379A-22, PIN 006-0716-1642-000 near W1380 County Road B in the Town of Concord. The property is currently owned by Boat House of Concord Real Estate LLC.

Zangl reviewed rezone petition from A-1 to A-2 for boat storage and discussed the zoning ordinance regulations and Comprehensive Plan and Farmland Preservation Plan guidelines. Motion was made by Nass to approve including the staff report and discussion, seconded by Poulson and passed on voice vote 4-0. Please see formal decision in the rezone file.

16. Discussion and Possible Action on Enforcement Actions at Riverbend RV Resort at W6940 Rubidell Road in the Town of Milford

Zangl reported that a meeting was held with the resort members and recommended sending letters to all lot owners with expectations at the end of summer or risk citations for violations by November 2025. Committee agreement to review letter draft in February with goal to send out in March. Further discussion needed to discuss enforcement actions.

17. Discussion on Accessory Dwelling Units (ADU)

Discussed start to define an ADU, begin pursuing input from Towns, current ordinance allows for one house per lot, need to address septic, setback and footprint concerns. Luckey suggested contacting the municipalities for additional resources and collaboration.

18. Discussion on Findings of Fact and County Board Ordinance

The Committee and staff discussed revising the Finding of Facts sheet that is in the files, reorganizing with tabs like Variance files and not making multiple copies.

19. Discussion and Possible Action on Petitions Presented in Public Hearing on January 16, 2025:

See rezone and conditional use file for complete decision

POSTPONED - R4581A-24& CU2142-24–Alex M. & Courtney Zastrow: Rezone 2.6-acres from A-1 to A-2 to allow for a boarding, daycare and retail business for dogs and other pets at **N8668 County Road O** in Town of Waterloo, PIN 030-0813-1723-001 (35.17 ac.). This is in accordance with Sec. 11.04(f)7 of the Jefferson County Zoning Ordinance. Motion approved by Nass/Richardson to postpone for redesign. Motion approved on 4-0 voice vote.

APPROVED - R4582A-24– Michael & Rebecca Yenser: Rezone to from A-1 to A-3 to create a 3-acre farm consolidation around the existing buildings at **W4510 Ebenezer Drive** in the Town of Watertown, PIN 032-0815-2922-000 (27.157 ac). The property is owned by Arlene J. Kropf Trust. This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance. Motion by Richardson/Foelker to approve the rezone request with conditions. Motion approved on a 4-0 voice vote.

APPROVED - R4583A-24– Michael & Rebecca Yenser: Rezone from A-1 to A-3 to create a 2-acre residential building site at **W4510 Ebenezer Drive** in the Town of Watertown, PIN 032-0815-2922-000 (27.157 ac). The property is owned by Arlene J. Kropf Trust. This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance. Motion by Poulson/Foelker to approve the rezone request for 1-acre with conditions. Motion approved on a 4-0 voice vote.

APPROVED - R4584A-24 & CU2143-24–Duane & Anita Bennett: Rezone 1-acre from A-3 to A-2 to allow for landscaping business to store equipment at **N9027 County Road Q** in Town of Milford, PIN 020-0814-0931-002 (1.0 ac.). This is in accordance with Sec. 11.04(f)7 of the Jefferson County Zoning Ordinance. Motion by Poulson/Foelker to approve the rezone request with conditions. Motion approved on a 4-0 voice vote.

POSTPONED - R4585A-24 – Godfrey Enterprises LLC: Rezone from R-2 to B to expand an existing business zone north of **W6630 County Road B** in the Town of Aztalan, PIN 002-0714-1713-007 (1.75 ac). This is in accordance with Sec. 11.04(f)3 of the Jefferson County Zoning Ordinance. Motion by Poulson/Richardson to postpone the rezone request with conditions. Motion approved on a 4-0 voice vote.

POSTPONED - CU2144-24– Godfrey Enterprises LLC: Conditional Use to update an existing conditional use for the expansion of the parking lot and septic for an existing eating and drinking business at **W6630 County Road B** in the Town of Aztalan, PIN 002-0714-1713-007 (1.75 ac). This is in accordance with Sec. 11.04(f)3 of the Jefferson County Zoning Ordinance. Motion by Poulson/Richardson to postpone the conditional use request with conditions. Motion approved on a 4-0 voice vote.

APPROVED - CU2145-24– Godfrey Enterprises LLC: Conditional Use to allow for a duplex on Lot 1 (35,555 sq. ft) on an R-2 zoned lot at **N6330 County Road Q** in the Town of Aztalan, PIN 002-0714-1713-006 (1.25 ac). This is in accordance with Sec. 11.04(f)2 of the Jefferson County Zoning Ordinance. Motion by Richardson/Poulson to approve the rezone request with conditions. Motion approved on a 4-0 voice vote.

APPROVED - CU2146-24 – Godfrey Enterprises LLC: Conditional Use to allow for a duplex on Lot 2 (30,000 sq. ft) on an R-2 zoned lot at **N6330 County Road Q** in the Town of Aztalan, PIN 002-0714-1713-006

(1.25 ac). This is in accordance with Sec. 11.04(f)2 of the Jefferson County Zoning Ordinance. Motion by Richardson/Poulson to approve the rezone request with conditions. Motion approved on a 4-0 voice vote.

20. Planning and Development Department Update

Zangl reported that the new Zoning Tech position has been approved and posted.

21. Possible Future Agenda Items

Continue with updates on solar projects, ADU topic and various updates as they become available.

22. Discussion on Upcoming Meeting Dates:

February 14, 8:00 a.m. – Site Inspections leaving from Courthouse Room C1049

February 20, 7:00 p.m. – Public Hearing in Courthouse Room C2063

February 24, 8:30 a.m. – Decision Meeting in Courthouse Room C1021

March 14, 8:00 a.m. – Site Inspections leaving from Courthouse Room C1049

March 20, 7:00 p.m. – Public Hearing in Courthouse Room C2063 – date changed to 27th

March 31, 8:30 a.m. – Decision Meeting in Courthouse Room C1021

23. Adjourn

Supervisor Nass/Foelker made a motion to adjourn the meeting. Meeting adjourned at 10:21 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.jeffersoncountymi.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 accommodation 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.