

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, February 24, 2025
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)

All committee members were present in person except Chairman Richardson who was present via Zoom. Other County staff in attendance were Interim County Administrator Michael Luckey, GIS/Engineering Tech Derek Anderson, Land & Water Conservation Director Patricia Cicero 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, Anita Martin, Sue Marx, Paul Elliott, Ben Freeland, Courtney Zastrow and Angelique Hebbe. Others present via Zoom were Alex Zastrow, Walt Christenson and Matthew Barrett.

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 Foelker, second by Supervisor Poulson 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)

Anita Martin commented on the solar ordinance text amendment cover letter to the Towns.

Sue Marx commented on the decommissioning language in the solar ordinance text amendment.

6. Approval of meeting minutes from January 27, February 14, February 20

Motion by Foelker/ Poulson to approve January 27, 2025, minutes as written.

Motion passed on a voice vote 5-0.

Motion by Poulson/Foelker to approve February 14, 2025, minutes as written.

Motion passed on a voice vote 5-0.

February 20, 2025, minutes were not ready. Will be put on the March agenda.

7. Communications - None

8. January Monthly Financial Report for Register of Deeds

Staci Hoffman was absent, but her report was included in the meeting packet.

9. February Monthly Financial Report for Planning & Development

Zangl reported that the month was steady, status quo, with February being very similar to January.

10. Discussion on Solar Energy Facilities

- a. Crawfish River Solar – No major updates.
- b. Badger State River - Project has been quiet.
- c. Sinnissippi Solar - Project has been quiet.
- d. Hackbarth Solar – Project has been wrapped up, is online producing energy. Will be removed from this list going forward.
- e. Whitewater Solar Project – Project applied to PSC and is working through that process. Public Hearing is tentatively scheduled for early July.
- f. Rock Lake Solar Project – Project has applied for their zoning permits which is under review. Construction to begin in early spring.

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

Matt explained the new access being proposed. Supervisor Nass suggested use of street names called Court vs. Lane be discussed with emergency services. Deann Schneider explained street names are still flexible at this point. Motion was made by Supervisor Poulson/Foelker to approve preliminary plat as presented conditioned upon the developer finalizing staff comments related to the surveying requirements. Motion passed on voice vote 5-0.

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

Matt explained that updates were made to incorporate public comment. Towns were sent a draft seeking their input and a Town Clerk meeting was held last week. Five out of the 16 Towns have replied with four approving. One denied. Matt will reach out to the Town of Watertown for specifics of their denial. Committee agreed to postpone further discussions until next month, waiting for more Town input.

13. 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, PIN 008-0715-0232-001.

Paul was present and spoke to holding limited events to support local area organizations and veterans. These events bring people in from outside the county as well as within. Motion was made by Supervisor Jaeckel/Poulson to approve as presented. Motion passed on voice vote 5-0.

14. Discussion and Possible Action on R4581A-24 to rezone 3.63-acres from A-1 to A-2 & CU2142-24 to allow for boarding, daycare, and retail business for dogs and other pets located at N8668 County Road O, PIN 030-0813-1723-001 (35.17 ac) in the Town of Waterloo. The petition was previously postponed on January 27, 2025.

Matt explained the lot redesign. Changes include resizing lot from 3.6 acres to 2.6 acres and moving building behind the house. Lot to utilize the same access on the south end and still to be rezoned as a separate lot. Committee agreed to send redesign back to the Town for their review.

15. Discussion and Possible Action on R4585A-24 to rezone from R-2 to Business for existing business zone along with conditional use petition CU2144-24 to update the existing conditional use CU1885-16 to allow for a parking lot and septic for the existing eating and drinking business located at W6630 County Road B, PIN 002-0714-1713-007 (1.75 ac) in the Town of Aztalan. The petition was previously postponed on January 27, 2025.

Derek advised he has spoken with petitioner. He explained there will be painting, stripes and signs as part of their parking plan. Motion was made by Supervisor Jaeckel/Nass to approve as presented with condition that parking changes will be implemented prior to CSM recording. Motion passed on voice vote 5-0.

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

Matt reported no major updates. Violations were sent with compliance due by 2/20/2025. Site inspection was done on 2/21/25. Those found not in compliance will be cited this week after consulting with Corporation Counsel Danielle Thompson. A letter has been drafted that will be used in the Fall reminding those of the expectations and if found to be not in compliance, will be cited. Committee requested an update next month following the consultation with Danielle.

17. Discussion on Accessory Dwelling Units (ADU)

Matt explained that there was a survey sent to the Towns for their input. Ten came back. Six did not. 68% in favor. 32% are not in favor. Matt reviewed responses received. Committee looking for more Town input to consider options moving forward.

18. Discussion and Possible Action on Petitions Presented in Public Hearing on February 20, 2025:

See rezone and conditional use file for complete decision

APPROVED R4586A-25 – Christopher & Angelique Hebbe: Rezone from A-1 to A-3 to create an approximate 3-acre lot around the existing home and outbuildings at **W7952 County Road C** in the Town of Oakland, PIN 022-0613-2634-000 (40 ac). Motion by Foelker/Nass to approve the rezone request with conditions. Motion approved on a 5-0 voice vote.

APPROVED R4587A-25 – Bark River Campground & Resort Inc.: Rezone .14-acres from A-2 to A-3 to be transferred to Lot 1 CSM 5537 from **W2340 Hanson Road** in Town of Sullivan, PIN 026-0616-3024-000 (1.108 ac). Motion by Nass/Foelker to approve the rezone request with conditions. Motion approved on a 5-0 voice vote.

POSTPONED CU2147-25 – Kemmeter's Properties LLC: Conditional Use to allow for a 3600 sq. ft. structure to be used as an activity building for the existing bar in A-2 zone at **W5003 US Highway 18** in the Town of Jefferson, PIN 014-0614-1212-001 (4.74 ac), in accordance with Sec. 11.04(f)7 of the zoning ordinance. *No petitioner or representative was present at public hearing for this petition. This will be put back on a future agenda.*

APPROVED CU2148-25– St Peter's Evangelical Lutheran Church: Conditional Use to allow for an approximately 5,380 sq. ft. addition to the west side of the existing church at **N4656 S Helenville Road** in the Town of Jefferson, PIN 014-0615-0232-001 (3.20 ac), in accordance with Sec. 11.04(f)9 of the zoning ordinance. Motion by Jaeckel/Poulson to approve the rezone request with conditions. Motion approved on a 5-0 voice vote.

APPROVED CU2149-25 – Michael R Brinkmann: Conditional Use to allow for a 2000 sq. ft., 25 ft. high extensive on-site storage structure in R-2 zone at **N4209 Pioneer Drive** in the Town of Sullivan, PIN 026-0616-0842-002 (1.60 ac), in accordance with Sec. 11.04(f)2 of the zoning ordinance. Motion by Poulson/Foelker to approve the rezone request with conditions. Motion approved on a 5-0 voice vote.

APPROVED CU2150-25 – Matthew Barrett: Conditional Use to allow for a 3024 sq. ft., 16 ft. high extensive on-site storage structure in R-2 zone at **W9326 State Road 106** in the Town of Sumner, PIN 028-0513-1841-001 (3.180 ac), in accordance with Sec. 11.04(f)2 of the zoning ordinance. Motion by Jaeckel/Foelker to approve the rezone request with conditions. Motion approved on a 5-0 voice vote.

APPROVED CU2151-25 – Keith Bartholomew: Conditional Use to allow for a 1020 sq. ft., 18 ft. high extensive on-site storage structure in R-2 zone at **W7394 State Road 106** in the Town of Sumner, PIN 028-0513-0141-004 (.70 ac) in accordance with Sec. 11.04(f)2 of the zoning ordinance. Motion by Nass/Poulson to approve the rezone request with conditions. Motion approved on a 5-0 voice vote.

19. Planning and Development Department Update

Zangl reported that the new Zoning Tech position is in process with HR Department. Also, Land Information is currently working through Daniel's Law which goes into effect on April 1st and working on plat books for the Fall to print and sell.

20. Possible Future Agenda Items

Continue with the usual agenda items and Kemmeter's Properties conditional use petition will go on a future agenda.

21. Discussion on Upcoming Meeting Dates:

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

March 27, 7:00 p.m. – Public Hearing in Courthouse Room C2063

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

April 11, 8:00 a.m. – Site Inspections leaving from Courthouse Room C1049

April 17, 7:00 p.m. – Public Hearing in Courthouse Room C2063

April 28, 8:30 a.m. – Decision Meeting in Courthouse Room C1021

22. Adjourn

Supervisor Poulson/Foelker made a motion to adjourn the meeting. Meeting adjourned at 9:36 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 C1021 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.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 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.