

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: Tuesday, May 27, 2025
TIME: 8:30 a.m.
PLACE: Jefferson County Courthouse, 311 S. Center Ave, Room C2063, Jefferson WI

1. Call to Order

The meeting was called to order by Chairman Jaeckel at 8:31 a.m.

2. Roll Call (Establish a Quorum)

Committee members present in person were Supervisor Jaeckel, Supervisor Nass and Supervisor Foelker. Supervisor Poulson was an excused absence and Supervisor Richardson was present via Teams. Other County staff in attendance were Corporation Counsel Danielle Thompson, County Administrator Michael Luckey and Reister of Deeds Staci Hoffmann. Department staff present were Matt Zangl, Sarah Elsner, Haley Nielsen, Trevor Quandt, Caleigh Cleary and Shari Fischback. Members of the public present were Anita Martin.

3. Certification of Compliance with Open Meetings Law

Matt Zangl confirmed that the meeting was being held in compliance.

4. Approval of the Agenda

Motion by Supervisor Foelker, second by Supervisor Jaeckel to approve the agenda. Motion passed 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)

There were no public comments.

6. Approval of meeting minutes from April 28, May 9, May 15

Motion by Foelker/Nass to approve April 28, 2025, minutes as written.

Motion passed on a voice vote 4-0.

Motion by Foelker/Nass to approve May 9, 2025, minutes as written.

Motion passed on a voice vote 4-0.

Motion by Foelker/Nass to approve May 15, 2025, minutes as written.

Motion passed on a voice vote 4-0.

7. Communications – Zangl provided update on Didion Subdivision.

8. April Monthly Financial Report for Register of Deeds

Staci Hoffman reported that month was \$100,000 more than this time last year.

9. May Monthly Financial Report for Planning & Development

Zangl reported that revenue is down by \$14,000 compared to last year due to permits being slower, no cell towers and less new homes.

10. Discussion on Solar Energy Facilities

- a. **Crawfish River Solar** – Final inspection to see the west side will happen later this week.

- b. **Badger State River** – Had preconstruction meeting last week with staging area traffic concerns discussed. It's on pace to start in July.
- c. **Sinnissippi Solar** - Project has been quiet. No updates.
- d. **Whitewater Solar Project** – Public meetings to begin in July. The project was at County Board to give an overview. Will start working through the joint development agreement & anticipate having that to County Board in the Fall.
- e. **Rock Lake Solar Project** – It is under construction. Monthly meetings start next week.

11. Discussion and Possible Action on Amending the Floodplain Ordinance

Zangl reported that Thompson has been formatting the ordinance and then it will go to DNR for their review and approval. Biggest change was made to campground section. Will go to the June Public Hearing agenda and then to County Board in July.

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

Zangl reported that in early May there were citation appearances. Half have paid their fines. Drive through to happen in June. Otherwise, it has been quiet.

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

Zangl provided update review received from Renew WI. Thompson explained applications being reviewed on a case-by-case basis. Discussion took place on process of conditional use vs land use permit, regulations, proceeding with creating the ordinance. The Committee directed to staff to review the ordinance propose any changes at the next meeting.

14. Discussion and Possible Action on Updating the County Comprehensive Plan and Farmland Preservation Plan to update the Town of Ixonia Farmland Preservation Area Map

Zangl reviewed the updating of the entire Town and farmland preservation area map. The proposed changes, notice of public hearings, & proposed rezone from A-1 to A-T were sent to Town and affected landowners. He has not heard any concerns yet. This has been scheduled for July public hearing at the committee level, anticipating approvals, schedule a public hearing so the County Board can take action in July.

15. Discussion on Accessory Dwelling Units (ADU)

Elsner explained that research was done on other counties with ADU ordinances. New survey will be sent out this week for Town input due to the April election turnover. Discussion took place on potential issues, things to be looking for, regulations and proceeding with drafting an ordinance to be reviewed next month.

16. Discussion and Possible Action on Petitions Presented in Public Hearing on May 15, 2025:

See rezone and conditional use file for complete decision

POSTPONED R4589A-25 – B&B Trust: Rezone from A-1 to A-3 to create a 1-acre lot farm consolidation around the house at **W1281 Sunnyside Drive** in the Town of Concord, PIN 006-0716-2733-000 (45.802 ac). *No petitioner or representative was present at public hearing for this petition. This will be put back on a future agenda.*

APPROVED R4599A-25 & CU2163-25 – Jon Helt: Rezone 0.6-acre from A-1 to A-2 to allow for an engineering/fabrication business at **N6484 County Road S** in the Town of Lake Mills, PIN 018-0713-1611-002 (3.0 ac). Motion by Nass/Foelker to approve the rezone request. Motion approved on a 4-0 voice vote.

APPROVED R4600A-25 – Jedidiah Draeger: Rezone A-1 to A-3 .41-acres from parcel 016-0514-0131-005 (22.661 ac) and transfer to parcel 016-0514-0131-003 (1.159 ac) (Lot 1 CSM 4539) near **W5115 & W5125**

Bark River Road in the Town of Koshkonong. Motion by Nass/Foelker to approve the rezone request. Motion approved on a 4-0 voice vote.

POSTPONED R4601A-25 – Michael Prado: Rezone from A-1 to A-3 to create a 1-acre residential lot at **W611 State Road 59** in the Town of Palmyra, PIN 024-0516-2312-002 (22.0 ac). Property owned by Michael Prado, Clarisse Schowalter, Maria E Prado-Olson & Maria Paz Prado. Motion by Nass/Foelker to postpone the rezone request to the next meeting. Motion approved on a 4-0 voice vote.

APPROVED R4602A-25 – Phyllis Jean Medeiros Trust: Rezone from A-1 to A-3 to create a 1.4-acre farm consolidation at **W2344 Rome Road** in the Town of Sullivan, PIN 026-0616-0721-001 (16.0 ac). Motion by Nass/Jaeckel to approve the rezone request. Motion approved on a 4-0 voice vote.

APPROVED R4603A-25 – Joe Vultaggio: Rezone from A-1 to N a 10.54-acre lot from PIN 004-0515-2533-000 (32.628 ac) and 004-0515-2532-000 (20.0 ac) located north of **W2862 State Road 59** in the Town of Cold Spring. Property is owned by Robert J Wagner Trust. Motion by Nass/Foelker to approve the rezone request. Motion approved on a 4-0 voice vote.

APPROVED R4604A-25 & CU2164-25 –Greg Harrom : Rezone from A-T to A-3 for 1.0-acres and A-T to A-2 for .9-acres for a total of 1.9-acre lot to allow for a graphic design and fabrication business at **N4870 County Road D** in the Town of Jefferson, PIN 014-0615-0212-000 (29.9 ac). Property is owned by Yvonne R Dueterhoeft Trust. Motion by Nass/Foelker to approve the rezone request. Motion approved on a 4-0 voice vote.

APPROVED 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. Motion by Nass/Foelker to approve the rezone request. Motion approved on a 4-0 voice vote.

APPROVED CU2165-25 – Todd Conforti: Conditional Use to allow for an extensive onsite storage structure in an R-1 zone at **W1376 N Blue Spring Lake Drive** in the Town of Palmyra, PIN 024-0516-2841-009 (.766 ac). Property is owned by Ann T Conforti Trust. Motion by Nass/Foelker to approve the rezone request. Motion approved on a 4-0 voice vote.

APPROVED CU2166-25 – Paul Goeglein: Conditional Use to allow for a 30’ x40’ addition onto existing shed for personal storage in an R-1 zone at **N4001 Jefferson Street** in the Town of Sullivan, PIN 026-0616-1724-014 (.40 ac). Motion by Nass/Foelker to approve the rezone request. Motion approved on a 4-0 voice vote.

APPROVED CU2167-25 – Courtney Zastrow: Conditional Use to allow for a kennel in A-1 zone for personal dogs at residence located at **N8668 County Road O** in the Town of Waterloo, PIN 030-0813-1723-001 (35.170 ac). Motion by Foelker/Nass to approve the rezone request. Motion approved on a 4-0 voice vote.

17. Planning and Development Department Update

Zangl reported that Land Information is finishing up Palmyra Airport survey. The 2025 air photos should be up and running in July. Trevor took his POWTS license test last week so waiting on those results. Caleigh, the summer intern started last week. Salvage yard discussion forthcoming in June. Campground audits at other campgrounds to happen this summer due to calls that have been received.

18. Possible Future Agenda Items

Continue with the usual agenda items and B&B Trust & Prado rezone petitions will go on a future agenda.

19. Discussion on Upcoming Meeting Dates:

June 13, 8:00 a.m. – Site Inspections leaving from Courthouse Room C1049
June 19, 7:00 p.m. – Public Hearing in Courthouse Room C2063
June 30, 8:30 a.m. – Decision Meeting in Courthouse Room C2063
July 11, 8:00 a.m. – Site Inspections leaving from Courthouse Room C1049
July 17, 7:00 p.m. – Public Hearing in Courthouse Room C2063
July 28, 8:30 a.m. – Decision Meeting in Courthouse Room C2063

20. Adjourn

Supervisor Foelker/Nass made a motion to adjourn the meeting. Meeting adjourned at 9:45 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 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.