

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, September 29, 2025
TIME: 8:30 a.m.
PLACE: Jefferson County Courthouse, 311 S. Center Ave, Room C2063, Jefferson WI

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Meeting ID: 234 644 362 860 3
Passcode: 6Em7TH64

1. Call to Order

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

2. Roll Call (Establish a Quorum)

Committee members present in person were Supervisor Jaeckel, Supervisor Poulson and Supervisor Nass. Supervisor Foelker was absent and Supervisor Richardson was present via Teams. Department staff present were Matt Zangl, Sarah Elsner, Trevor Quandt and Shari Fischback. Other County staff in attendance were Land & Water Conservation Director Patricia Cicero and Corporation Counsel Danielle Thompson via Teams. No members of the public were present.

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 made by Supervisor Poulson, second by Supervisor Nass to approve. 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 August 21, August 25, September 12, September 18

Motion by Poulson/ Nass to approve August 21, 2025, minutes as written.

Motion passed on a voice vote 4-0.

Motion by Nass/Poulson to approve August 25, 2025, minutes as written.

Motion passed on a voice vote 4-0.

Motion by Nass/Poulson to approve September 12, 2025, minutes as written.

Motion passed on a voice vote 4-0.

Motion by Jaeckel/Poulson to approve September 18, 2025, minutes as written.

Motion passed on a voice vote 4-0.

7. Communications

Zangl explained items in the packet about State Bills regarding proposed local regulations of ADU and rezoning requests related to residential development and local ordinances with local comprehensive plans.

8. August Monthly Financial Report for Register of Deeds

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

9. September Monthly Financial Report for Planning & Development

Zangl reported department for the month of September is currently \$5000 short as of this time last year. Overall for the year the revenues for zoning permits were made. Sanitary fees are little behind but doing well.

10. Discussion on Solar Energy Facilities

- a. **Badger State River** – Construction is in the early phases, off to slow start, prepping themselves for winter coming.
- b. **Sinnissippi Solar** – Zangl attended a meeting regarding the project. Engineering plan layout provided in packet involving four Towns & 2700 acres which was submitted to PSC. The application can be submitted to the PSC in the near future. Project estimated to start in 2027 and online by the end of 2028. The next step will be to start working on a Joint Development Agreement.
- c. **Whitewater Solar Project** – PSC approved last week with the standard conditions. Joint Development Agreement to be created with the local municipalities.
- d. **Rock Lake Solar Project** – Project is moving forward but no updates to report.

11. Discussion and Possible Action on a Zoning Ordinance Text Amendment for Accessory Dwelling Units (ADU)

Discussion took place regarding draft changes related to A-1 zoning district, parking requirements, and short-term rental situations. Motion was made by Supervisor Jaeckel/Nass to send draft to the Towns for their review. Motion was approved 4-0.

12. Discussion on 2025 Campground Review

Zangl reported that the review has been finished. Discussion took place regarding gazebos and pop-up structures on top of decks or on lots. Ordinance allows for one shed and one deck only. The Committee agreed that the ordinance allowances should stay the same and that additional structures should not be permitted. No enforcement action has been taken yet by staff.

13. Discussion and Possible Action on Petitions Presented in Public Hearing on September 18, 2025:

See rezone and conditional use file for complete decision

APPROVED R4634A-25 – Ronald & Adelaide Downing: Rezone from A-1 to A-3 to create a 1-acre lot farm consolidation around the house at **W1878 Elder Drive** in the Town of Concord, PIN 006-0716-3243-000 (20.0 ac) and part of 006-0716-3242-000 (34.050 ac). Motion by Jaeckel/Poulson to approve the rezone request as presented. Motion approved on a 4-0 voice vote.

APPROVED R4635A-25 – Ronald & Adelaide Downing: Rezone from A-1 to A-3 to create a 3.8-acre residential lot at **W1878 Elder Drive** in the Town of Concord, PIN 006-0716-3243-000 (20.0 ac) and part of 006-0716-3242-000 (34.050 ac). Motion by Poulson/Jaeckel to approve the rezone request as presented. Motion approved on a 4-0 voice vote.

APPROVED R4636A-25 – Ronald & Adelaide Downing: Rezone from A-1 to A-3 to create a 2-acre residential lot at **W1878 Elder Drive** in the Town of Concord, PIN 006-0716-3243-000 (20.0 ac) and part of 006-0716-3242-000 (34.050 ac). Motion by Poulson/Jaeckel to approve the rezone request as presented. Motion approved on a 4-0 voice vote.

APPROVED R4637A-25 – Treva & Rachelle Merson: Rezone from A-1 to A-3 to create a 2-acre residential lot at **W8806 Advent Road** in the Town of Oakland, PIN 022-0613-3332-000 (22.290 ac). Motion by Nass/Poulson to approve the rezone request as presented. Motion approved on a 4-0 voice vote.

APPROVED R4638A-25 – Michael Bird, Sr. & Barbara Bird: Rezone 6-acres from A-1 to A-3 to create two 3-acre residential lots at **W1441 Dahlin Lane** in the Town of Palmyra, PIN 024-0516-3342-000 (20.0 ac). Motion by Poulson/Jaeckel to approve the rezone request as presented. Motion approved on a 4-0 voice vote.

APPROVED R4639T-25 – Jefferson County Zoning Ordinance Amendment: To allow for the regulations of solar development throughout the County. Zangl reported that he received approval from ten Towns, three Towns denied and there was no response from three Towns. Discussion took place about setbacks. Motion by Poulson/Nass to approve the Amendment. Motion approved on a 4-0 voice vote.

POSTPONED CU2181-25 – Floyd Plank: Conditional Use to allow for a farm store and roadside stand in A-T zone at **N1341 Old 26 Road** in Town of Koshkonong, PIN 016-0514-1734-000 (6.609 ac). *No petitioner or representative was present at public hearing for this petition. This will be put back on a future agenda.*

14. Planning and Development Department Update

Zangl provided update that Ixonia has a proposal for an 8-acre expansion of the industrial park, which will be on the October meeting. He also added that Riverbend Campground is nearing final stages of enforcement and is planning a November audit.

15. Possible Future Agenda Items

Continue with the usual agenda items and ADU ordinance.

16. Discussion on Upcoming Meeting Dates:

October 10, 8:00 a.m. – Site Inspections leaving from Courthouse Room C1049

October 16, 7:00 p.m. – Public Hearing in Courthouse Room C2063

October 27, 8:30 a.m. – Decision Meeting in Courthouse Room C2063

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

November 20, 6:00 p.m. – Public Hearing in Courthouse Room C2063

November 24, 8:30 a.m. – Decision Meeting in Courthouse Room C2063

17. Adjourn

Supervisor Poulson/Jaeckel made a motion to adjourn the meeting. Meeting adjourned at 9:43 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.