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 26, 2026
TIME: 8:30 a.m.
PLACE: Jefferson County Courthouse, 311 S. Center Ave, Room C1021, Jefferson WI

1. **Call to Order**
   The meeting was called to order by Chairman Jaeckel at 8:36 a.m.

2. **Roll Call (Establish a Quorum)**
   Committee members present in person were Supervisor Jaeckel, Supervisor Nass and Supervisor Foelker. Supervisor Poulson and Supervisor Richardson are excused absences. Department staff present was Matt Zangl, Sarah Elsner, Haley Nielsen and Shari Fischback. Other County staff in attendance were County Administrator Michael Luckey, Corporation Counsel Danielle Thompson, Register of Deeds Staci Hoffmann, Land & Water Conservation Director Patricia Cicero and via Teams Assistant Corporation Counsel Yelena Zarwell. Members of the public present were John Didion and Lake Ripley Management District Lianna Spencer and via Teams was Zach Goodrow from Daily Times.

3. **Certification of Compliance with Open Meetings Law**
   County Administrator Michael Luckey confirmed that the meeting was being held in compliance.

4. **Approval of the Agenda**
   Motion made by Supervisor Jaeckel, second by Supervisor Nass to approve. Motion passed on a voice vote, 3-0.

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 was no public comment.

6. **Approval of meeting minutes from December 29, January 9, January 15**
   Motion by Foelker/Jaeckel to approve December 29, 2025, minutes as written.
   Motion passed on a voice vote 3-0.
   Motion by Foelker/Jaeckel to approve January 9, 2026, minutes as written.
   Motion passed on a voice vote 3-0.
   January 15, 2026, minutes were not ready. Will be put on the February agenda.

7. **Communications** – None.

8. **December Monthly Financial Report for Register of Deeds**
   Staci Hoffman reported that 2025 was a good year with coming in $195,000 over budget. In addition, saved $22,000 in expenses.

9. **January Monthly Financial Report for Planning & Development**
   Zangl reported Zoning is $100,000 more than projected mainly due to Zoning permit fees. Sanitary was slightly under budget. Wages were slightly below what was estimated due to a retirement and Trevor starting earlier in the year. He will be requesting carryover be applied to Comprehensive Plan project in coming years. Solid Waste is $32,000 to the good. Landfill is on their last cell with projected end date to be in about 7 years. Clean Sweep had $100,000 in expenses for the few events held during 2025. Land Information general account will be on budget.

Land Information program has $20,000 carryover and Surveyor account will be even. January 2026 Zoning revenues took in $12,000 which is currently about half of what is was last year.

10. **Discussion on Solar Energy Facilities**
    a. **Badger State Solar** – No updates.
    b. **Sinnissippi Solar** – No updates. Currently working through the Joint Development Agreement.
    c. **Whitewater Solar Project** - No updates. Waiting on Joint Development Agreement review.

11. **Discussion on a Zoning Ordinance Text Amendment for Accessory Dwelling Units (ADU)**
    Zangl reviewed language changes with committee. Text Amendment will move forward to Public Hearing in February with projected March County Board approval as majority of Towns have approved it.

12. **Discussion and Possible Action on The Preserve at Oakland – Phase 2 Final Plat**
    John Didion provided updated status of project. Currently 10% of lots are sold with three lots currently under construction. Landscaping, a culvert and signage will be upcoming project this year. Due to market changes, there is a need for larger lots to accommodate a house with three car garage, there will be a change in size of ten lots resulting in a decrease in the number of lots. The layout of the subdivision was reviewed. The DOT is currently reviewing Phase 2 access easements. A motion was made to approve the plat for Phase 2 with the conditions of the Town. Motion was made by Supervisor Nass, seconded by Supervisor Foelker. Motion approved on a 3-0 voice vote.

13. **Discussion and Possible Action on Amending the Department Fee Schedule to include a Plat Book Fee**
    Discussion took place on printing cost and final cost of book including the tax and need to add to the Fee Schedule. A motion was made to charge $35 including tax by Supervisor Foelker, seconded by Supervisor Nass. Motion approved on a 3-0 voice vote.

14. **Discussion and Possible Action on Petitions Presented in Public Hearing on January 15, 2026:**
    See rezone and conditional use file for complete decision

APPROVED R4655A-26 – Lori Laylan: Rezone from A-1 to A-3 to create two 1.0-acre residential lots south of **N6625 Elm Drive** in Town of Concord, PIN 006-0716-1144-000 (39.0 ac). Motion by Nass/Foelker to approve the rezone request with conditions. Motion approved on a 3-0 voice vote.

APPROVED R4656A-26 – Wendt Property Management LLC: Rezone from A-1 to A-3 to create a 1.0-acre residential lot across from **N7015 Shade Road** in Town of Farmington, PIN 008-0715-0343-002 (14.212 ac). Motion by Nass/Foelker to approve the rezone request with conditions. Motion approved on a 3-0 voice vote.

APPROVED R4660A-26 – Jeffrey Levake: Rezoning utilizing split availability from consolidation of parcels of record involving PINs 018-0713-3312-000 (39.3670 ac) and 018-0713-3313-000 (39.670 ac) to add onto existing A-3 Lots 1 & 2 of CSM 5561 to create a total A-3 lots size of 2.675-acres (Lot 1) PIN 018-0713-3343-002 (1.114 ac) and 1.6-acre (Lot 2) PIN 018-0713-3343-001 (1.114 ac). These lots are located off **Hope Lake Road** in Town of Lake Mills. Property is owned by David & Diana Schroeder. Motion by Jaeckel/Nass to approve the rezone request with conditions. Motion approved on a 3-0 voice vote.

APPROVED R4657A-26 – Randall & Tonia Rammelt: Rezone from A-1 to A-3 (Lot 1) to create a 2.0-acre farm consolidation around existing buildings at **N3346 County Road F** in Town of Sullivan, PIN 026-0616 -2043-000 (40.0 ac). Motion by Jaeckel/Foelker to approve the rezone request with conditions. Motion approved on a 3-0 voice vote.

APPROVED R4658A-26 – Randall & Tonia Rammelt: Rezone from A-1 to A-3 (Lot 2) to create a 2.0-acre residential lot east of **N3318 County Road F** in Town of Sullivan, PIN 026-0616-2034-001 (5.938 ac). Motion by Jaeckel/Foelker to approve the rezone request with conditions. Motion approved on a 3-0 voice vote.

APPROVED R4659A-26 – Randall & Tonia Rammelt: Rezone 0.3-acres from A-3 to A-1 and 0.3-acres from A-1 to A-3 to allow for a lot line adjustment at **N3318 County Road F** in Town of Sullivan, PIN 026-0616-2034-003 (3.0 ac). Property is owned by Timothy & Susan McGuire. Motion by Jaeckel/Foelker to approve the rezone request with conditions. Motion approved on a 3-0 voice vote.

APPROVED R4661A-26 – Cheri Hazard: Rezone 33-acre from A-1 to N at **W881 Village Line Road** in Town of Sullivan, PIN 026-0616-1122-000 (38.0 ac). Motion by Foelker/Nass to approve the rezone request with conditions. Motion approved on a 3-0 voice vote.

POSTPONED R4662A-26 – Todd Saeger: Rezoning 1.0-acre from N to A-3 utilizing the consolidation of parcels of record to transfer splits/A-3 zones from a 59.8-acre parent parcel (PINs 032-0814-1412-000 & 032-0814-1411-001), to allow for a new 1-acre A-3 residential lot on PIN 032-0814-1134-002 located south of **N8947 Willow Road** in the Town of Watertown, PIN 032-0814-1134-002 (7.299 ac). Motion by Jaeckel/Foelker to postpone the rezone request with conditions. Motion approved on a 3-0 voice vote.

APPROVED 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). Motion by Jaeckel/Foelker to approve the conditional use with conditions. Motion approved on a 3-0 voice vote.

APPROVED CU2189-26 – Jeffrey Levake: Conditional Use to allow for a home occupation for a septic business on Lot 1 in A-3 zone at **W8684 Hope Lake Road** in Town of Lake Mills PIN 018-0713-3343-002 (1.114 ac). Motion by Jaeckel/Foelker to approve the conditional use with conditions. Motion approved on a 3-0 voice vote.

POSTPONED CU2190-26 – Charles Couden: Conditional Use to allow for personal storage/mini-warehousing in an A-2 zone at **N4677 Highland Drive** in Town of Sullivan, PIN 026-0616-0241-005 (1.766-ac). Motion by Jaeckel/Foelker to postpone the conditional use with conditions. Motion approved on a 3-0 voice vote.

15. **Planning and Development Department Update**
    Zangl provided updates on various citations and violations. GIS is nearing its upgrade and will hopefully be completed by next month's Zoning meeting. Parts of the sanitary ordinance will be updated.

16. **Possible Future Agenda Items**
    Continuing with the usual agenda items.

17. **Discussion on Upcoming Meeting Dates:**
    February 13, 8:00 a.m. – Site Inspections leaving from Courthouse Room C1049
    February 19, 6:00 p.m. – Public Hearing in Courthouse Room C2063
    February 23, 8:30 a.m. – Decision Meeting in Courthouse Room C2063
    March 13, 8:00 a.m. – Site Inspections leaving from Courthouse Room C1049
    March 19, 6:00 p.m. – Public Hearing in Courthouse Room C2063
    March 30, 8:30 a.m. – Decision Meeting in Courthouse Room C2063

18. **Adjourn**
    Supervisor Jaeckel/Foelker made a motion to adjourn the meeting. Meeting adjourned at 9:55 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**.**