

JEFFERSON COUNTY ZONING BOARD OF ADJUSTMENT

*Janet Sayre Hoeft, Vice-Chair; Don Carroll, Secretary; Dale Weis; Randy Mitchell, First Alternate;
Paul Hynek, Second Alternate*

**ROOM 203, COUNTY COURTHOUSE
320 S. MAIN ST., JEFFERSON, WI 53549
9 A.M. ON THURSDAY, JUNE 12, 2008**

1. Call to Order-Room 203

Meeting was called to order @ 9:04 a.m. by Janet Sayre Hoeft, Vice Chair

2. Roll Call

Members present: Janet Sayre Hoeft, Donald Carroll, Dale Weis, Paul Hynek (Alternate),
Randy Mitchell (Alternate)

Staff: Rob Klotz, Laurie Miller, Michelle Staff

Members absent: None

3. Certification of Compliance With Open Meetings Law Requirements

Rob Klotz acknowledged publication.

4. Review of Agenda

Donald Carroll made motion, seconded by Dale Weis, motion carried 3-0 to approve the review of the agenda as presented.

5. Approval of May 8, 2008 Meeting Minutes

Donald Carroll made motion, seconded by Dale Weis, motion carried 3-0 to approve the minutes.

6. Election of Officers

Janet Sayre Hoeft made motion to nominate Donald Carroll for Chairperson, seconded by Dale Weis, motion carried 3-0.

Janet Sayre Hoeft made motion to nominate Dale Weis for Vice Chair, seconded by Donald Carroll, motion carried 3-0

Dale Weis made motion to nominate Janet Sayre Hoeft for Secretary, seconded by Donald Carroll, motion carried 3-0.

7. Items for Discussion and Possible Action

- a. Notice to Be Added to Variance Application Regarding Who May Attend Site Inspections**

Rob Klotz explained concerns & procedures for site inspections and that it is open to the public which we may need to add to the notice of public hearing. There was discussion on people entering the petitioners property other than the committee as well people attending the site inspections with special needs. There was also discussion regarding the presence of property owners during site inspections, discussion of the petitions, and group inspections versus individual inspections by the committee. Staff will come up with several statements with advisement from Corporation Counsel and present it to the Board at the next meeting.

b. Decision Process

Each member will explain reasons to the 3 requirements of the variance requests. There was discussion on law and procedure requirements. There was also discussion on decisions being a synapses of the full decision. Dale summarized the procedure of public hearing. There was also a discussion on procedure for conflict of interest and calling in alternates. Rob Klotz explained. There was discussion also on how each member presents their opinions and thought processes and whether this should be a unified decision or identified as a separate and individual summary. Corporation Counsel will be consulted.

c. Statement to Be Added to Decision Form Regarding Completeness of Taped Decision vs. Written Decision

Staff will review and “tweak” a statement included on a past decision that may be added to the decision form, and will review it with Corporation Counsel.

8. Opportunity for Board of Adjustment to Listen to Tapes of Past Public Hearings and Decisions

Janet wanted to review a digital taping of a past public hearing for clarity. Michelle played a portion of January’s meeting for the board. Everyone should be using the microphones. Recordings, for the most part, were very clear.

9. Adjourn

Dale Weis made motion, seconded by Janet Sayre Hoeft, motion carried 3-0 to adjourn @ 10:59.

The Board may discuss and/or take action on any item specifically listed on the agenda.

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Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator at 920-674-7101 24 hours prior to the meeting so appropriate arrangements can be made.