

AGENDA
JEFFERSON COUNTY PLANNING AND ZONING COMMITTEE
DECISION MEETING

Steve Nass, Chair; George Jaeckel, Vice Chair; Don Reese, Secretary; Matt Foelker, Blane Poulson

ROOM 203, COUNTY COURTHOUSE
311 S. CENTER AVE., JEFFERSON, WI 53549
8:30 A.M. ON MONDAY, MAY 21, 2018

- 1. Call to Order**
- 2. Roll Call (Establish a Quorum)**
- 3. Certification of Compliance with the Open Meetings Law**
- 4. Approval of the Agenda**
- 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)**
- 6. Introduction of Policy Oversight Department Heads**
- 7. Approval of April 30, May 11 and May 17 Meeting Minutes**
- 8. Communications**
- 9. April Monthly Financial Report for Land Information Office-Andy Erdman**
- 10. April Monthly Financial Report for Register of Deeds Office – Staci Hoffman**
- 11. May Monthly Financial Report for Zoning-Matt Zangl**
- 12. Discussion and Possible Action on Preparation of Text Amendment to Comply with Act 67**
- 13. Discussion and Possible Action on Petition R4045A-18 for Kevin Gordon/Nancy Gordon Trust Property, Town of Aztalan, Presented in Public Hearing on March 15 and Postponed for Redesign**
- 14. Request by Jeremy Feutz for a Holding Tank Waiver at W2585 Bakertown Road, Town of Farmington**
- 15. Discussion and Possible Action on an A-3 Lot Line Adjustment for Jack & Kay Bostwick and Chad & Jennifer Breaker, CSM 2134 Near N6485 Kroghville Road, Town of Lake Mills, With No Net Change in Total Acreage**
- 16. Discussion and Possible Action on an A-3 Zone and Natural Resource Zone Lot Line Adjustment for Erdman Trust, CSM 5583 Near N3053 State Road 89, Town of Jefferson**
- 17. Discussion and Possible Action on an A-1 Zone Lot Line Adjustment for Rodney Johnson at N8493 County Road E, Town of Watertown**
- 18. Discussion and Possible Action Reducing the 6-Acre A-3 Zone for Rodney Johnson Approved by Zoning Amendment R3782A-17 on August 8, 2017**
- 19. Discussion and Possible Action on Petitions Presented in Public Hearing on May 17, 2018:**

**FROM A-1 EXCLUSIVE AGRICULTURAL TO A-2, AGRICULTURAL AND RURAL BUSINESS OR
FROM A-1 TO R-2, RESIDENTIAL**

R4056A-18 – St Paul’s Evangelical Lutheran Church: Rezone PINs 012-0816-0831-001 (5.788 Ac) and 012-0816-0824-001 (3 Ac) to bring into conformance an existing church, school, parsonage and teacherage. The sites are at **W1955, W1956, W1949 and W1969 Gopher Hill Road** in the Town of Ixonia. This is in accordance with Sec. 11.04(f)7 or 11.04(f)2 of the Jefferson County Zoning Ordinance.

CONDITIONAL USE PERMIT APPLICATION

CU1945-18 – St Paul’s Evangelical Lutheran Church: Conditional use in either a proposed A-2 zone or an R-2 zone to bring into compliance an existing church, school and parsonage, and to allow conversion of the teacherage for a daycare facility. The sites are at **W1955, W1956, W1949 and W1969 Gopher Hill Road** in the Town of Ixonia, on PINs 012-0816-0831-001 (5.788 Ac) and 012-0816-0824-001 (3 Ac). This request is in accordance with Sec. 11.04(f)7 or 11.04(f)2 of the Jefferson County Zoning Ordinance.

**FROM A-1, EXCLUSIVE AGRICULTURAL AND FROM A-3, AGRICULTURAL/RURAL RESIDENTIAL TO
A-2, AGRICULTURAL AND RURAL BUSINESS**

R4057A-18 – Ronald C Maas: Rezone all of PIN 032-0815-2621-000 (16.6 Ac) from A-1 to A-2 and part of PIN 032-0815-2621-002 (1.69 Ac) from A-3 to A-2. The site is on **County Road D** in the Town of Watertown. This is in accordance with Sec. 11.04(f)7 of the Jefferson County Zoning Ordinance.

CONDITIONAL USE PERMIT APPLICATION

CU1946-18 – Ronald C Maas: Conditional use to create a golf farm/golf course in accordance with Sec. 11.04(f)7 of the Jefferson County Zoning Ordinance near **N8085 and N8073 County Road D**. This is comprised of all of PIN 032-0815-2621-000 (16.6 Ac) and part of 032-0815-2621-002 (1.69 Ac) in the Town of Watertown, in a proposed A-2 zone.

FROM A-1, EXCLUSIVE AGRICULTURAL TO A-3, AGRICULTURAL/RURAL RESIDENTIAL

R4058A-18 – Sonja Kruesel/Dennis & Pamela Staude Trust Property: Create two, 2-acre building sites from part of PINs 032-0815-3322-002 (7.15 Ac) and 032-0815-3324-000 (20 Ac) along **Switzke and Emerald Roads** in the Town of Watertown. This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance.

FROM A-1, EXCLUSIVE AGRICULTURAL TO N, NATURAL RESOURCES

R4059A-18 – Thomas Wilson/Lindlland LLC Property: Rezone 24 acres, a part of PINs 010-0615-2643-000 (40 Ac) and 010-0615-2642-000 (40 Ac) along the Bark River and near **Hess Lane** in the Town of Hebron. This is in accordance with Sec. 11.04(f)12 of the Jefferson County Zoning Ordinance.

R4060A-18 – John & Beverly Hachtel: Rezone PINs 026-0616-3033-000 (39.72 Ac) and 026-0616-3034 (40 Ac) near **Hanson Road** in the Town of Sullivan. This is in accordance with Sec. 11.04(f)12 of the Jefferson County Zoning Ordinance.

20. **Discussion and Possible Decision on Changing Meeting Dates and/or Times**
21. **Possible Future Agenda Items**
22. **Upcoming Meeting Dates**
June 15, 8:00 a.m. – Site Inspections Beginning in Courthouse Room 203
June 21, 7:00 p.m. – Public Hearing in Courthouse Room 205

June 25, 8:30 a.m. – Decision Meeting in Courthouse Room 203

July 13, 8:00 a.m. – Site Inspections Beginning in Courthouse Room 203

July 19, 7:00 p.m. – Public Hearing in Courthouse Room 205

July 30, 8:30 a.m. – Decision Meeting in Courthouse Room 203

- 23. Zoning Overview-Discussion Regarding Jefferson County Comprehensive Plan, Jefferson County Agricultural Preservation and Land Use Plan, Jefferson County Zoning Ordinance**

- 24. Adjourn**

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 201 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 accommodations 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.

**MINUTES OF THE
JEFFERSON COUNTY PLANNING AND ZONING COMMITTEE
DECISION MEETING**

Steve Nass, Chair; Greg David, Vice-Chair; Don Reese, Secretary; Amy Rinard; George Jaeckel

**ROOM 203, COUNTY COURTHOUSE
311 S. CENTER AVE., JEFFERSON, WI 53549
8:30 A.M. ON APRIL 30, 2018**

1. **Call to Order**
The meeting was called to order by Vice-Chair David at 8:30 a.m.
2. **Roll Call (Establish a Quorum)**
At 8:30 a.m., Reese, Jaeckel, Rinard and David were present. Also present were Ben Wehmeier, County Administrator; Blair Ward, Corporation Counsel; Andy Erdman, Director of Land Information, Staci Hoffman, Register of Deeds, and Matt Zangl, Sarah Higgins and Deb Magritz from the Zoning Department.
3. **Certification of Compliance with Open Meetings**
Reese verified that the meeting was being held in compliance with open meetings law.
4. **Approval of the Agenda**
No changes were proposed to the agenda.
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)**
Staci Hoffman introduced herself, and noted that her office is under the oversight of the Planning and Zoning Committee.

Greg David gave his formal farewell as he has been reassigned to other Committees.
6. **Approval of March 26, April 13, and April 19 Meeting Minutes**
Motion by Reese, seconded by Rinard to approve the March 26 meeting minutes as presented. Motion carried on a voice vote with no objection.

Motion by Jaeckel, seconded by Reese to approve the April 13 meeting minutes as presented. Motion carried on a voice vote with no objection.

Motion by Reese, seconded by Rinard to approve the April 19 meeting minutes as presented. Motion carried on a voice vote with no objection.
7. **Communications**
Updated Zoning Ordinance-Zangl reported that the most recent Text Amendment was approved. The changed ordinance page is in front of each Committee member.

Plan Update Process-Zangl has been made aware of a grant available from Department of Agriculture, Trade and Consumer Protection for plan updates. Wehmeier noted that both the Comprehensive Plan and the Agricultural Preservation and Land Use Plan updates will be done at the same time.
8. **March Monthly Financial Report for Land Information Office-Andy Erdman**
Erdman showed his financial report on the screen, and listed the four business units, or orgs that the financial program Munis identifies. The Land Information Program is the greatest revenue producer.

He also showed the report in the format previously used, before Munis. Erdman noted that recording fees are down a little from the previous month.

Nass arrived at 8:37 a.m.

9. April Monthly Financial Report for Zoning-Matt Zangl

Zangl showed both the Munis report and previous format report. Revenues are down a bit as of April 26, but he expects the month to end at least even if not above last year's April revenues.

10. Discussion and Possible Action on Extending the Current Parcel Map Improvement Contract with Pro-West and Associates – Andy Erdman

Erdman explained the proposed extension of a contract with Pro-West and Associates, and showed the areas in the County yet to be mapped. The contract is about to end, and Erdman hopes to have an extension at about a 4% cost increase for 6,486 parcels. We have a \$50,000 grant for this work and have budgeted about \$10,000. This will leave 2,000 parcels to be mapped, which Erdman figures our cartographer will be able to complete. The resolution before the Committee is to extend the contract at \$9.25 per parcel. Motion by Rinard, seconded by Jaeckel to accept the resolution and forward it to County Board. Reese asked Erdman how Jefferson County compares to other counties; Erdman said that Jefferson County is pretty much on par with other, but ahead in some areas. Motion carried on a voice vote with no objection. Zangl asked for an update on the air photo flights, and Erdman said he'd just gotten an update and the plan is to have that done in the next couple of days.

11. Discussion and Possible Action on Petition R4045A-18 for Kevin Gordon/Nancy Gordon Trust Property, Presented in Public Hearing on March 15, Recommended for Denial by the Planning and Zoning Committee on March 26, and Returned by the County Board on April 17

Zangl reported that he and Ward spent considerable time going over everything, and Committee members received information in their meeting packets that was derived from the County's Agricultural Preservation and Land Use Plan, the current Agricultural Preservation and Land Use Plan and the Town's comprehensive plan. Zangl went over specific points from these documents, including the Town's Policies and Program section which ties into the County's 1999 Plan. Zangl also explained the 3+1 lot section of the County's Agricultural Preservation and Land Use Plan, and spoke to following Town comprehensive plans when more restrictive. Ward found in the County's current Ag Preservation Plan a quick summary showing the 3+1 lot provision. It seems clear that the County's Plan allows for an additional A-3 lot, but the Town interpreted it differently.

Ward also went on to say that he and Zangl spent hours going over the facts in this petition. Initially he thought that the Town comprehensive plan didn't allow for the additional lot, and the County plan required abiding by stricter Town plans, but since looking into it more thoroughly, he hasn't seen that clarity in the Town's comprehensive plan. It continually referenced the County's plan from 1999, and attempted to summarize it, but then referred back to the County document. Ward feels that the County plan allows the fourth A-3 lot and that the Town's plan is ambiguous on that issue. He continued with specific points in summary, including page 34 of the County's Land Use Plan for Farmland Preservation adopted on February 14, 2012, paragraph 10; pages 52 & 53 of Aztalan's plan Programs and Policies referencing the Town's plan reflecting County's policies for future land use; County's plan, figure b. showing the additional lot being appropriate and page 93, paragraph 3, allowing home construction on one additional lot. Aztalan's plan, pages 47 and 48 referring to greater detail in the County's plan. Ward recommended that the County ordinance allows, on page 93, paragraph 6, an additional split. He suggested that the Committee look at the nine criteria found there. If the Committee does approve of the new lot, he feels that not all 4.7 acres should become A-3. Rinard asked about which County Plan the Town adopted, and Ward further explained.

Rinard further asked how the Committee should handle a Town denial. Ward answered that ultimately that process would be between the Town and the petitioner. Nass recommended postponement for redesign to include a Natural Resource zone along with a smaller A-3 zone. It was noted that the topic came up in public hearing and the petitioner was amenable to a Natural Resource zone. Motion by Nass,

seconded by Rinard to postpone for a redesign with a new preliminary survey. There was discussion about whether to ask for a Natural Resource zone for the remainder or to leave it as A-1. The consensus was to give the petitioner the option, noting that changing to a Natural Resource zone would require going back to public hearing. The A-3 lot should be no bigger than 2 acres. Motion carried on a voice vote with no objection.

12. Discussion and Possible Action on Petition R4046A-18 for Tamie Roberts, Presented in Public Hearing on March 15 and Subsequently Postponed

The Highway Department approved the access point on County Road B, and the initial proposal is clustered with the home across the road. This location is less advantageous to farm than the suggested site on High Mound Road. Motion by Jaeckel, seconded by David to approve the lot initially requested. Motion carried on a voice vote, with Reese objecting.

PLEASE SEE INDIVIDUAL FILES FOR A COMPLETE RECORD OF THE FOLLOWING DECISIONS:

13. Discussion and Possible Action on Petitions Presented in Public Hearing on April 19, 2018

APPROVE WITH CONDITIONS R4051A-18 – Randy Schultz on a motion by David, seconded by Rinard to rezone 0.88 acre from part of PIN 020-0814-2134-000 (38.16 Ac) owned by Eggert Acres LLC and PIN 020-0814-2134-001 (1.84 Ac) owned by Cherise and Jeffrey Kienast to create an A-2 zone on **West Road**, Town of Milford. This is in accordance with Sec. 11.04(f)7 of the Jefferson County Zoning Ordinance. Motion carried on a voice vote with no objection.

APPROVE WITH CONDITIONS CU1944-18 – Randy Schultz on a motion by Jaeckel, seconded by Reese to grant a conditional use for storage of non-farm equipment on the proposed A-2 lot noted above. It will be comprised of part of PIN 020-0814-2134-000 (38.16 Ac) owned by Eggert Acres LLC and PIN 020-0814-2134-001 (1.84 Ac) owned by Cherise and Jeffrey Kienast on **West Road** in the Town of Milford. This is in accordance with Sec. 11.04(f)7 of the Jefferson County Zoning Ordinance. The motion carried on a voice vote with no objection.

APPROVE WITH CONDITIONS R4052A-18 – Randy Schultz on a motion by Reese, seconded by Jaeckel and rezone to reconfigure a 1.84-acre lot around the home at **N8187 County Road Q** from part of PIN 020-0814-2134-000 (38.16 Ac) owned by Eggert Acres LLC and PIN 020-0814-2134-001 (1.84 Ac) owned by Cherise and Jeffrey Kienast. Rezone to create a 1.12-ac new building site on **West Road** from PIN 020-0814-2134-000 (38.16 Ac) owned by Eggert Acres LLC. The sites are in the Town of Milford. This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance. Motion carried on a voice vote with no objection.

APPROVE WITH CONDITIONS R4053A-18 – Charles & Jill Hutchins/C & J Hutchins Trust Property on a motion by Reese, seconded by David to create a 1-acre building site on **Engelhart Road** and a 3-acre farm consolidation lot around the existing home at **N9338 Engelhart Road** from part of PIN 020-0814-0544-000 (33.796 Ac) in the Town of Milford. This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance.

APPROVE WITH CONDITIONS R4054A-18- Debra Stults on a motion by Reese, seconded by Jaeckel and rezone to create a 2.5-acre farm consolidation lot around the home at **N7669 French Road** and a new 1.1-acre building site also on **French Road**, both from part of PIN 020-0814-2744-000 (40 Ac) in the Town of Milford. This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance. Motion carried on a voice vote with no objection.

APPROVE WITH CONDITIONS R4055A-18 – Garry Anderson/Leroy Scheel Trust Property on a motion by Reese, seconded by Jaeckel and rezone to create a 4.5-acre Natural Resource zone near **N6322 Shorewood Hills Road** from part of PIN 018-0713-1614-000 (30.089 Ac) in the Town of Lake Mills. This is in accordance with Sec. 11.04(f)12 of the Jefferson County Zoning Ordinance. Motion carried on a voice vote with no objection.

14. Discussion and Possible Action on Ordinance Updates for Conditional Uses

Zangl explained the work going on, and that he hopes to have a summary of proposed changes by the next Committee decision meeting. Discussion ensued about adding requirements to the ordinance, or removing items from the A-2 zone and placing them in the Industrial zone. The A-T zone may also offer

some possibilities. The Committee is asked to email Zangl with any ideas. Storage of contractor's equipment is one item of particular interest.

15. Possible Future Agenda Items

Election of Officers

Workshops coming up for Zoning, Comprehensive Plan Update, Board of Adjustment

16. Upcoming Meeting Dates

May 11, 8:00 a.m. – Site Inspections Beginning in Courthouse Room 203

May 17, 7:00 p.m. – Public Hearing in Courthouse Room 205

May 21, 8:30 a.m. – Decision Meeting in Courthouse Room 203

June 15, 8:00 a.m. – Site Inspections Beginning in Courthouse Room 203

June 21, 7:00 p.m. – Public Hearing in Courthouse Room 205

June 25, 8:30 a.m. – Decision Meeting in Courthouse Room 203

17. Adjourn

Motion by Jaeckel, seconded by Reese to adjourn. Motion carried on a voice vote, and the meeting adjourned at 9:47 a.m.

Don Reese, Secretary

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 201 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.

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MINUTES
JEFFERSON COUNTY PLANNING AND ZONING COMMITTEE
SITE INSPECTION MEETING

Steve Nass, Don Reese, George Jaeckel, Matt Foelker, Blane Poulson

ROOM 203, COUNTY COURTHOUSE
311 S. CENTER AVE., JEFFERSON, WI 53549
8:00 A.M. ON FRIDAY, MAY 11, 2018

1. Call to Order

The meeting was called to order by County Board Chairman Jim Schroeder at 8:04 a.m.

2. Roll Call (Establish a Quorum)

Present at 8:04 a.m. were Schroeder, Corporation Counsel Blair Ward, Steve Nass, Don Reese, George Jaeckel, Blane Poulson, Matt Zangl, Sarah Higgins and Deb Magritz. Mark Foelker was absent and excused.

3. Certification of Compliance with Open Meetings Law

Reese verified that the meeting was being held in compliance with open meetings requirements.

4. Approval of the Agenda

Zangl noted that the two Natural Resource zones are far off the road, and that seeing them on the screen and reviewing the files may be more helpful than seeing them from the road, but that it was the Committee's decision to make.

5. Election of Committee Chair, Vice Chair and Secretary

County Board Chair Schroeder called for nominations:

Motion by Jaeckel, seconded by Poulson to nominate Nass for Chair. Motion by Reese, seconded by Jaeckel that nominations be closed and that a unanimous ballot be cast for Nass as Chair. Motions carried on voice votes with no objection.

Motion by Nass, seconded by Reese to nominate Jaeckel for Vice-Chair. Motion by Reese, seconded by Poulson that nominations be closed and that a unanimous ballot be cast for Jaeckel as Vice-Chair. Motions carried on voice votes with no objection.

Motion by Nass, seconded by Poulson to nominate Reese for Secretary. Motion by Jaeckel, seconded by Poulson that nominations be closed and that a unanimous ballot be cast for Reese as Secretary. Motions carried on voice votes with no objection.

6. Overview of Open Meetings Law

Ward explained the importance of not deviating from open meetings law requirements. He focused on Committee members receiving invitations to attend functions other than County meetings, and reminded the Committee to contact the County Administrator if any notice of a meeting would be required.

Ward went on to explain a walking quorum, ie keeping the public out of discussion via phone or email, and answered questions regarding walking quorums.

7. **Introduction of Planning and Zoning Staff Members**
Zangl introduced himself and Higgins to the new Committee member.
8. **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.
9. **Communications**
There were no communications.
10. **Site Inspections for Petitions to be Presented in Public Hearing on May 17, 2018:**
The Committee left for the following site inspections at 8:18 a.m.

R4056A-18 – St Paul’s Evangelical Lutheran Church: Rezone PINs 012-0816-0831-001 (5.788 Ac) and 012-0816-0824-001 (3 Ac) to bring into conformance an existing church, school, parsonage and teacherage. The sites are at **W1955, W1956, W1949 and W1969 Gopher Hill Road** in the Town of Ixonia. This is in accordance with Sec. 11.04(f)7 or 11.04(f)2 of the Jefferson County Zoning Ordinance.

CONDITIONAL USE PERMIT APPLICATION

CU1945-18 – St Paul’s Evangelical Lutheran Church: Conditional use in either a proposed A-2 zone or an R-2 zone to bring into compliance an existing church, school and parsonage, and to allow conversion of the teacherage for a daycare facility. The sites are at **W1955, W1956, W1949 and W1969 Gopher Hill Road** in the Town of Ixonia, on PINs 012-0816-0831-001 (5.788 Ac) and 012-0816-0824-001 (3 Ac). This request is in accordance with Sec. 11.04(f)7 or 11.04(f)2 of the Jefferson County Zoning Ordinance.

FROM A-1, EXCLUSIVE AGRICULTURAL AND FROM A-3, AGRICULTURAL/RURAL RESIDENTIAL TO A-2, AGRICULTURAL AND RURAL BUSINESS

R4057A-18 – Ronald C Maas: Rezone all of PIN 032-0815-2621-000 (16.6 Ac) from A-1 to A-2 and part of PIN 032-0815-2621-002 (1.69 Ac) from A-3 to A-2. The site is on **County Road D** in the Town of Watertown. This is in accordance with Sec. 11.04(f)7 of the Jefferson County Zoning Ordinance.

CONDITIONAL USE PERMIT APPLICATION

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R4060A-18 – John & Beverly Hachtel: Rezone PINs 026-0616-3033-000 (39.72 Ac) and 026-0616-3034 (40 Ac) near **Hanson Road** in the Town of Sullivan. This is in accordance with Sec. 11.04(f)12 of the Jefferson County Zoning Ordinance.

11. Adjourn

Don Reese, Secretary

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 201 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.

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NOTICE OF PUBLIC HEARING
JEFFERSON COUNTY PLANNING AND ZONING COMMITTEE

Steve Nass, Don Reese, George Jaeckel, Matt Foelker, Blane Poulson

SUBJECT: Map Amendments to the Jefferson County Zoning Ordinance and Requests for Conditional Use Permits

DATE: Thursday, May 17, 2018

TIME: 7:00 p.m. (*Courthouse doors will open at 6:30*)

PLACE: Room 205, Jefferson County Courthouse, 311 S. Center Ave., Jefferson, WI

1. Call to Order

The meeting was called to order by Chairman Nass at 7:00 p.m.

2. Roll Call

All Committee members were present at 7:00 p.m. Also present were Matt Zangl and Sarah Higgins of the Zoning Department.

3. Certification of Compliance with Open Meetings Law

Reese verified that the meeting was being held in compliance with open meetings law.

4. Approval of Agenda

Motion by Jaeckel, seconded by Reese to approve the agenda as presented. Motion carried on a voice vote with no objection.

5. Explanation of Public Hearing Process by Committee Chair

Nass explained the evening's proceedings.

6. Public Hearing

Zangl read aloud the following notice:

NOTICE IS HEREBY GIVEN that the Jefferson County Planning and Zoning Committee will conduct a public hearing at 7 p.m. on Thursday, May 17, 2018, in Room 205 of the Jefferson County Courthouse, Jefferson, Wisconsin. A hearing will be given to anyone interested in the proposals. **PETITIONERS, OR THEIR REPRESENTATIVES, SHALL BE PRESENT.** Matters to be heard are petitions to amend the official zoning map of Jefferson County and applications for conditional use permits. A map of the properties affected may be obtained from the Zoning Department. Individual files, which include staff finding of fact, are available for viewing between the hours of 8 a.m. and 4:30 p.m., Monday through Friday, excepting holidays. If you have questions regarding these matters, please contact Zoning at 920-674-7131.

**FROM A-1 EXCLUSIVE AGRICULTURAL TO A-2, AGRICULTURAL AND RURAL
BUSINESS OR FROM A-1 TO R-2, RESIDENTIAL**

R4056A-18 – St Paul’s Evangelical Lutheran Church: Rezone PINs 012-0816-0831-001 (5.788 Ac) and 012-0816-0824-001 (3 Ac) to bring into conformance an existing church, school, parsonage and teacherage. The sites are at **W1955, W1956, W1949 and W1969 Gopher Hill Road** in the Town of Ixonia. This is in accordance with Sec. 11.04(f)7 or 11.04(f)2 of the Jefferson County Zoning Ordinance.

PETITIONER: Johnny Kopas from W5369 County Road CW, Watertown, WI presented himself as the petitioner for this rezone. He stated that the building at this site was left empty for a number of years. He said there is a need for a daycare in the area, so they would like to turn the existing building into a daycare for the community.

COMMENTS IN FAVOR: None.

COMMENTS OPPOSED: None.

REBUTTAL: None.

QUESTIONS FROM THE COMMITTEE: None.

TOWN RESPONSE: Approved and in the file. They deferred final decision to committee on whether or not the parcel should be rezoned to A-2 or R-2.

STAFF REPORT: Given by Zangl and in the file.

CONDITIONAL USE PERMIT APPLICATION

CU1945-18 – St Paul’s Evangelical Lutheran Church: Conditional use in either a proposed A-2 zone or an R-2 zone to bring into compliance an existing church, school and parsonage, and to allow conversion of the teacherage for a daycare facility. The sites are at **W1955, W1956, W1949 and W1969 Gopher Hill Road** in the Town of Ixonia, on PINs 012-0816-0831-001 (5.788 Ac) and 012-0816-0824-001 (3 Ac). This request is in accordance with Sec. 11.04(f)7 or 11.04(f)2 of the Jefferson County Zoning Ordinance.

PETITIONER: Johnny Kopas from W5369 County Road CW, Watertown, WI presented himself as the petitioner for this conditional use. He said he did not have anything to add, other than what he already stated for the rezone information for this same parcel.

COMMENTS IN FAVOR: None.

COMMENTS OPPOSED: None.

REBUTTAL: None.

QUESTIONS FROM THE COMMITTEE: None

TOWN RESPONSE: Approved and in the file.

STAFF REPORT: Given by Zangl and in the file. Zangl asked the petitioner to elaborate on information regarding the facility and its proposed use. Kopas stated that the old house will be used for a teacherage, and they also plan on adding a bedroom, for a total of 4 bedrooms. HE also said that an additional exit will be added, everything within the teacherage would be child proofed, and that they would like to add permanent playground as well. Zangl asked about parking, and Kopas stated that there would be enough room for parking without any issues. Zangl asked about the hours of operation. Kopas stated that it would be open from Monday – Friday from 5:30 a.m. to 5:30 p.m. Zangl also asked about information regarding the addition of a bedroom, and how that would affect the septic system. Kopas stated that it shouldn't change the load for the system because the daycare will be mainly for infants through toddlers around the age of 2. Zangl stated that there may be a need for a possible update of the septic, and/or a letter from a plumber stating that there will be no change to daily flows to the septic with the addition of a bedroom.

**FROM A-1, EXCLUSIVE AGRICULTURAL AND FROM A-3,
AGRICULTURAL/RURAL RESIDENTIAL TO A-2, AGRICULTURAL AND RURAL
BUSINESS**

R4057A-18 – Ronald C Maas: Rezone all of PIN 032-0815-2621-000 (16.6 Ac) from A-1 to A-2 and part of PIN 032-0815-2621-002 (1.69 Ac) from A-3 to A-2. The site is on **County Road D** in the Town of Watertown. This is in accordance with Sec. 11.04(f)7 of the Jefferson County Zoning Ordinance.

PETITIONER: Ronald C and Linda Maas from N8085 County Road D, Watertown, WI presented themselves as the petitioner for this rezone. Ronald stated that he is requesting a portion of his parcel be rezoned and added to the A-1 parcel, which will then be rezoned to A-2 for a golf farm. He also stated that there is an existing culvert and gravel parking lot for guests. There is also a clubhouse and restroom facility available. The restrooms are hooked up to the existing working septic system he has on the property. Maas stated that he believes the proposed golf farm will increase tax base and provide another form of recreational use for residents in the

area. Maas stated that he has already spoke with all adjoining property owners to get their thoughts and opinions on what he is looking to do. Maas said no one was opposed. Maas said that the Town suggested that he speak with the adjoining property owner to the south about putting up a privacy fence. Maas said he spoke with that neighbor, and the neighbor stated that he would like a 6' privacy fence to be installed. Maas said he has no problem doing that and has already started that project. Maas also stated that grass seed has been planted in a lot of the playing areas already.

COMMENTS IN FAVOR: Gilbert Melcher from N7717 D Ln, Watertown, WI stated that he rents land from Maas, and that he would be in favor of this rezone and proposed golf farm.

COMMENTS OPPOSED: None.

REBUTTAL: None.

QUESTIONS FROM THE COMMITTEE: None.

TOWN RESPONSE: Approved and in the file.

STAFF REPORT: Given by Zangl and in the file.

CONDITIONAL USE PERMIT APPLICATION

CU1946-18 – Ronald C Maas: Conditional use to create a golf farm/golf course in accordance with Sec. 11.04(f)7 of the Jefferson County Zoning Ordinance near **N8085 and N8073 County Road D**. This is comprised of all of PIN 032-0815-2621-000 (16.6 Ac) and part of 032-0815-2621-002 (1.69 Ac) in the Town of Watertown, in a proposed A-2 zone.

PETITIONER: Ronald C and Linda Maas from N8085 County Road D, Watertown, WI presented themselves as the petitioners for this conditional use permit. Maas said he did have a list of the adjoining property owners he spoke with, and that he would include it with the file. Other than that, he did not have anything else to add, other than what he had already stated for the rezone information for this same parcel.

COMMENTS IN FAVOR: None.

COMMENTS OPPOSED: None.

REBUTTAL: None.

QUESTIONS FROM THE COMMITTEE: Nass asked how many holes would be present on the golf farm. Maas answered by stating that there will be 7 total holes, but 9 playable. Two of the holes would be played twice in the opposite direction.

TOWN RESPONSE: Approved and in the file.

STAFF REPORT: Given by Zangl and in the file. Zangl also asked if they had a parking plan. Petitioner said they have 6 spots available on full gravel, and 2 spots that would be part gravel and part in the grass, for a total of 8 parking spots. Zangl asked how many people a day they would be expecting. Petitioner said he was thinking 2 foursomes a day, or a group of 6. He is looking for no more than that at one time. Zangl asked if any signs would be present. Petitioner said he was looking into having just one sign out by the road. The sign would not be in the road, but would be alongside it on his property. Zangl asked what the hours of operation would be. Petitioner said hours would be for 7 days a week from dusk until dawn. Zangl asked about any possible lighting. Petitioner said there would be no extra lighting for the course. Play would be done after it turned dark, so lighting would not be necessary. Zangl asked if the petitioner had worked with highway department regarding access for approval, and that they would need to approve the location. Also stated he spoke with Brian from highway department about the traffic it would cause, but that was answered by the amount of people petitioner is expecting to be there at any given time. Petitioner said highway guy was out there to investigate access for golf farm, and that there shouldn't be an issue with that. Zangl asked if petitioner had any plan regarding grading or stormwater. Petitioner said that at this time he does not have a plan for that. Zangl then asked about the restrooms. Petitioner said they are hooked up the current septic system on the property. He said he previously had a camper hooked up to it, so he is not expecting a big difference. Zangl stated this system would need to be evaluated to make sure it is sized correctly to handle being hooked up for restrooms for golf farm visitors.

FROM A-1, EXCLUSIVE AGRICULTURAL TO A-3, AGRICULTURAL/RURAL RESIDENTIAL

R4058A-18 – Sonja Kruesel/Dennis & Pamela Staude Trust Property: Create two, 2-acre building sites from part of PINs 032-0815-3322-002 (7.15 Ac) and 032-0815-3324-000 (20 Ac) along **Switzke and Emerald Roads** in the Town of Watertown. This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance.

PETITIONER: Sonja Kruesel from N7886 County Road X, Watertown, WI presented herself as the petitioner for this rezone. She said that they were looking to create 2, 2-acre parcels both zoned A-3. She said that a per test was completed and it was reported that both sites would work for a conventional septic system. She stated that the area is made up of non-prime soils. Kruesel also stated that they did have access granted from the Highway Department for both proposed parcels. Kruesel also stated that there is enough room on the proposed parcels for buildings to be developed without interference of the 20% slope.

COMMENTS IN FAVOR: None.

COMMENTS OPPOSED: None.

REBUTTAL: None.

QUESTIONS FROM THE COMMITTEE: Nass sated that he only had a question regarding the 20% slope, but his question was already addressed by the petitioner in her opening statement.

TOWN RESPONSE: Approved and in the file.

STAFF REPORT: Given by Zangl and in the file.

FROM A-1, EXCLUSIVE AGRICULTURAL TO N, NATURAL RESOURCES

R4059A-18 – Thomas Wilson/Lindlland LLC Property: Rezone 24 acres, a part of PINs 010-0615-2643-000 (40 Ac) and 010-0615-2642-000 (40 Ac) along the Bark River and near **Hess Lane** in the Town of Hebron. This is in accordance with Sec. 11.04(f)12 of the Jefferson County Zoning Ordinance.

PETITIONER: Tom Wilson from 415 Shore Dr, Mukwonago, WI presented himself as the petitioner for this rezone. He said he applied for a variance to gain access for this landlocked property from his parents' property through an easement. He stated that this request was granted by the Board of Adjustment Committee last week. Wilson also stated that he will be using the parcel for recreational use only. He said that there will be no buildings put up here.

COMMENTS IN FAVOR: Lindlland LLC from N2751 Haas Rd, Jefferson, WI said that he currently owns the parcel and that it has always been landlocked for him. There he took the opportunity to sell it to the interested party and supports the decision for the parcel to be rezoned to natural resources.

COMMENTS OPPOSED: None.

REBUTTAL: None.

QUESTIONS FROM THE COMMITTEE: None.

TOWN RESPONSE: Approved and in the file.

STAFF REPORT: Given by Zangl and in the file.

R4060A-18 – John & Beverly Hachtel: Rezone PINs 026-0616-3033-000 (39.72 Ac) and 026-0616-3034 (40 Ac) near **Hanson Road** in the Town of Sullivan. This is in accordance with Sec. 11.04(f)12 of the Jefferson County Zoning Ordinance.

PETITIONER: John and Beverly Hachtel from W2479 Hanson Rd, Jefferson, WI presented themselves as the petitioners for this rezone. Hachtel stated that the parcel will be used strictly for hunting land. He did also say that there was a pond in the back of the parcel that is also used for recreational purposes. Hachtel then said that part of the parcel is rented out for cropland.

COMMENTS IN FAVOR: None.

COMMENTS OPPOSED: None.

REBUTTAL: None.

QUESTIONS FROM THE COMMITTEE: None.

TOWN RESPONSE: Approved and in the file.

STAFF REPORT: Given by Zangl and in the file. Zangl also asked if they planned to crop the land in coming years. The petitioner responded by saying they plan on putting the parcel up for sale, so that decision will be up to the new owners. Zangl then let the petitioner know that continual cropping of the land may require a conditional use permit if rezoned to a NR zone, so the new owners would need to be made aware of that for any future decisions.

Motion by Reese, seconded by Jaeckel to adjourn. The motion carried and the meeting adjourned at 7:36 p.m.

Don Reese, Secretary

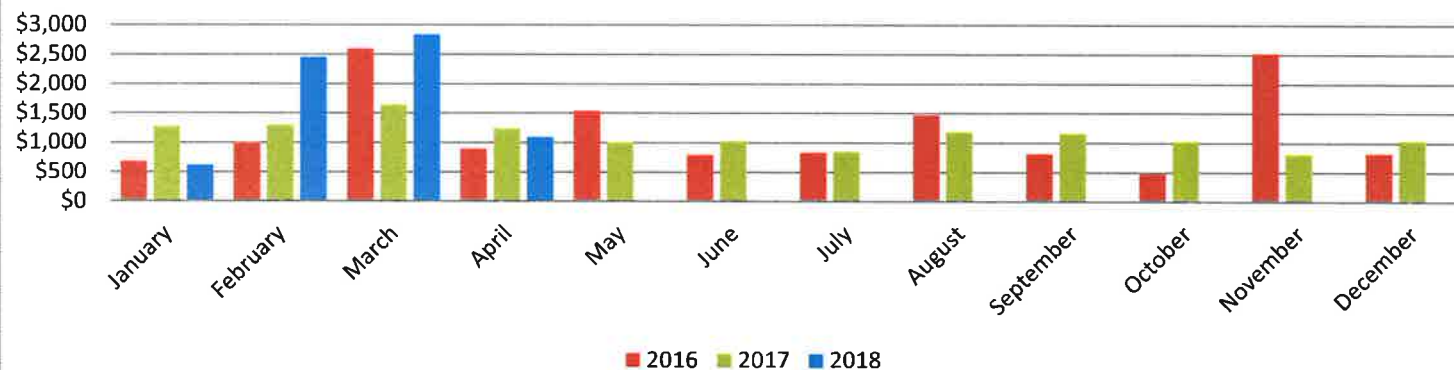
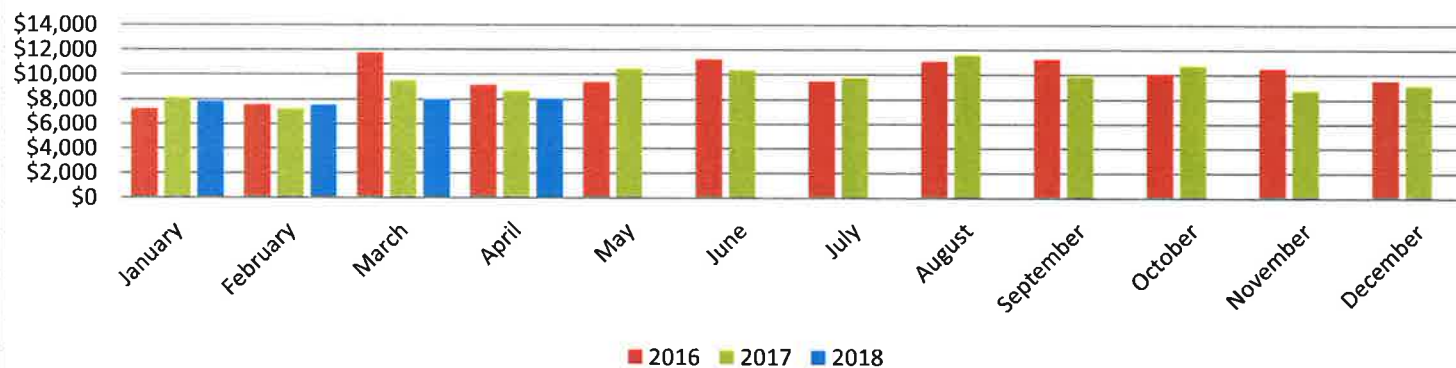
A quorum of any Jefferson County Committee, Board, Commission or other body, including the Jefferson County Board of Supervisors, may be present at this meeting.

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

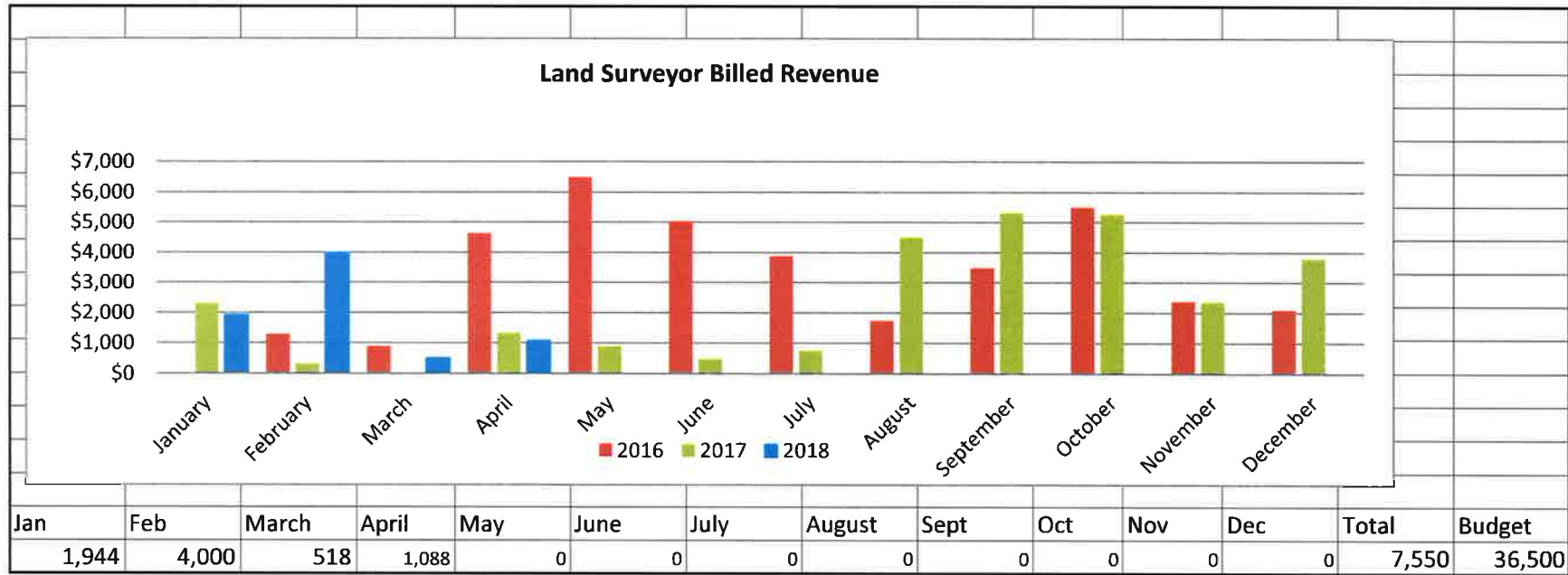
A recording of the meeting will be available from the Zoning Department upon request.

Further information about Zoning can be found at www.jeffersoncountywi.gov

Land Information Monthly Revenue Report April 2018

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Land Information Monthly Revenue Report April 2018



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Jefferson County
LAND INFORMATION PROGRAM

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FROM 2018 01 TO 2018 04

ACCOUNTS FOR:	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL REVENUE	REMAINING REVENUE	PCT COLL
100 General Fund						
<hr/>						
12501 Real Estate Description						
12501 411100 General Property Taxes	-328,228	0	-328,228	-109,409.32	-218,818.68	33.3%
12501 451006 Real Estate Descrip Charges	-6,900	0	-6,900	-2,259.39	-4,640.61	32.7%
12501 451008 Remote Access Fees	-6,000	0	-6,000	-2,100.00	-3,900.00	35.0%
12501 472011 Other Govt Land Info Charges	-2,000	0	-2,000	-2,668.35	668.35	133.4%
12501 511110 Salary-Permanent Regular	96,632	0	96,632	22,402.36	74,229.64	23.2%
12501 511210 Wages-Regular	122,405	0	122,405	26,553.14	95,851.86	21.7%
12501 511310 Wages-Sick Leave	0	0	0	2,445.52	-2,445.52	.0%
12501 511320 Wages-Vacation Pay	0	0	0	717.34	-717.34	.0%
12501 511330 Wages-Longevity Pay	1,095	0	1,095	.00	1,095.00	.0%
12501 511340 Wages-Holiday Pay	0	0	0	1,945.17	-1,945.17	.0%
12501 511350 Wages-Miscellaneous (Comp)	0	0	0	58.08	-58.08	.0%
12501 512141 Social Security	16,534	0	16,534	3,889.13	12,644.87	23.5%
12501 512142 Retirement (Employer)	14,749	0	14,749	3,626.21	11,122.79	24.6%
12501 512144 Health Insurance	62,611	0	62,611	14,146.91	48,464.09	22.6%
12501 512145 Life Insurance	137	0	137	34.16	102.84	24.9%
12501 512150 FSA Contribution	850	0	850	850.00	.00	100.0%
12501 512173 Dental Insurance	3,672	0	3,672	756.00	2,916.00	20.6%
12501 531243 Furniture & Furnishings	200	0	200	.00	200.00	.0%
12501 531298 United Parcel Service	20	0	20	.00	20.00	.0%
12501 531311 Postage & Box Rent	150	0	150	87.94	62.06	58.6%
12501 531312 Office Supplies	2,400	0	2,400	56.85	2,343.15	2.4%
12501 531313 Printing & Duplicating	150	0	150	24.96	125.04	16.6%
12501 531314 Small Items Of Equipment	75	0	75	.00	75.00	.0%
12501 531324 Membership Dues	60	0	60	60.00	-60.00	200.0%
12501 532325 Registration	250	0	250	.00	250.00	.0%
12501 532332 Mileage	160	0	160	.00	160.00	.0%
12501 532335 Meals	92	0	92	.00	92.00	.0%
12501 532336 Lodging	328	0	328	.00	328.00	.0%
12501 533225 Telephone & Fax	75	0	75	57.11	17.89	76.1%
12501 535242 Maintain Machinery & Equip	1,020	0	1,020	571.76	-250.25	124.5%
12501 571004 IP Telephony Allocation	434	0	434	144.68	289.32	33.3%
12501 571005 Duplicating Allocation	269	0	269	89.68	179.32	33.3%
12501 571009 MIS PC Group Allocation	14,968	0	14,968	4,989.32	9,978.68	33.3%
12501 571010 MIS Systems Grp Alloc (ISIS)	2,816	0	2,816	938.68	1,877.32	33.3%
12501 591519 Other Insurance	976	0	976	325.44	650.56	33.3%
TOTAL Real Estate Description	0	0	0	-31,666.62	30,908.13	.0%
TOTAL General Fund	0	0	0	-31,666.62	30,908.13	.0%
TOTAL REVENUES	-343,128	0	-343,128	-116,437.06	-226,690.94	
TOTAL EXPENSES	343,128	0	343,128	84,770.44	257,599.07	

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LAND INFORMATION PROGRAM

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FROM 2018 01 TO 2018 04

ACCOUNTS FOR: 100	General Fund	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL REVENUE	REMAINING REVENUE	PCT COLL
<hr/>							
12502 Assessment Of Property							
12502	411100 General Property Taxes	-5,721	0	-5,721	-1,907.00	-3,814.00	33.3%
12502	531312 Office Supplies	3,200	0	3,200	.00	3,200.00	.0%
12502	531313 Printing & Duplicating	1,000	0	1,000	33.08	966.92	3.3%
12502	535242 Maintain Machinery & Equip	800	0	800	750.00	50.00	93.8%
12502	571005 Duplicating Allocation	721	0	721	240.32	480.68	33.3%
TOTAL Assessment Of Property		0	0	0	-883.60	883.60	.0%
TOTAL General Fund		0	0	0	-883.60	883.60	.0%
TOTAL REVENUES		-5,721	0	-5,721	-1,907.00	-3,814.00	
TOTAL EXPENSES		5,721	0	5,721	1,023.40	4,697.60	

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Jefferson County
LAND INFORMATION PROGRAM

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FROM 2018 01 TO 2018 04

ACCOUNTS FOR:	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL REVENUE	REMAINING REVENUE	PCT COLL
100 General Fund						
<hr/>						
12503 Land Information Program						
12503 421001 State Aid	-51,000	0	-51,000	-26,000.00	-25,000.00	51.0%
12503 451305 Land Info/Deeds Fee	-117,442	0	-117,442	-31,552.00	-85,890.00	26.9%
12503 514151 Per Diem	220	0	220	.00	220.00	.0%
12503 521219 Other Professional Serv	85,000	0	85,000	.00	85,000.00	.0%
12503 521219 25301 Other Professional Serv	0	0	0	12,266.10	-29,443.95	.0%
12503 521219 25303 Other Professional Serv	0	0	0	14,664.45	-14,664.45	.0%
12503 521219 25313 Other Professional Serv	0	0	0	4,249.64	-5,649.64	.0%
12503 521220 Consultant	12,500	0	12,500	3,117.50	9,382.50	24.9%
12503 521220 25310 Consultant	0	0	0	3,004.50	-3,316.50	.0%
12503 521296 Computer Support	32,877	0	32,877	15,100.00	17,777.00	45.9%
12503 521296 25308 Computer Support	0	0	0	12,619.00	-30,529.00	.0%
12503 531303 Computer Equipmt & Software	9,800	0	9,800	4,993.83	4,806.17	51.0%
12503 531303 25309 Computer Equipmt & Soft	0	0	0	.00	-3,962.50	.0%
12503 531312 Office Supplies	100	0	100	.00	100.00	.0%
12503 531313 Printing & Duplicating	50	0	50	.00	50.00	.0%
12503 531324 Membership Dues	200	0	200	.00	200.00	.0%
12503 531324 25312 Membership Dues	0	0	0	145.00	-145.00	.0%
12503 532325 Registration	1,675	0	1,675	.00	1,675.00	.0%
12503 532325 25312 Registration	0	0	0	1,505.00	-2,305.00	.0%
12503 532332 Mileage	250	0	250	53.42	196.58	21.4%
12503 532335 Meals	60	0	60	14.66	45.34	24.4%
12503 532336 Lodging	820	0	820	.00	820.00	.0%
12503 532336 25312 Lodging	0	0	0	249.15	-249.15	.0%
12503 571005 Duplicating Allocation	765	0	765	8.00	757.00	1.0%
12503 594810 Capital Equipment	11,000	0	11,000	.00	11,000.00	.0%
12503 594818 Capital Computer	0	0	0	9,200.00	-9,200.00	.0%
12503 594819 Capital Other Equipment	31,100	0	31,100	.00	31,100.00	.0%
12503 594819 25305 Capital Other Equipment	0	0	0	7,240.82	-37,753.32	.0%
12503 594820 Capital Other	20,000	0	20,000	.00	20,000.00	.0%
12503 594950 Operating Reserve	62,293	66,579	128,872	.00	128,871.88	.0%
12503 699992 Balance Forward Prior Year	-100,268	-66,579	-166,847	.00	-166,846.88	.0%
TOTAL Land Information Program	0	0	0	30,879.07	-102,953.92	.0%
TOTAL General Fund	0	0	0	30,879.07	-102,953.92	.0%
TOTAL REVENUES	-268,710	-66,579	-335,289	-57,552.00	-277,736.88	
TOTAL EXPENSES	268,710	66,579	335,289	88,431.07	174,782.96	

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Jefferson County
LAND INFORMATION PROGRAM

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FROM 2018 01 TO 2018 04

ACCOUNTS FOR:	ORIGINAL	ESTIM REV	REVISED	ACTUAL	REMAINING	PCT
100 General Fund	ESTIM REV	ADJSTMTS	EST REV	REVENUE	REVENUE	COLL
<hr/>						
12505 Surveyor						
12505 411100 General Property Taxes	-42,924	0	-42,924	-14,308.00	-28,616.00	33.3%
12505 451409 Subpoenaed/Witness Fees	0	0	0	-16.00	16.00	.0%
12505 474175 Highway Billed	-36,500	0	-36,500	-1,944.50	-34,555.50	5.3%
12505 511110 Salary-Permanent Regular	62,601	0	62,601	13,570.37	49,030.63	21.7%
12505 511310 Wages-Sick Leave	0	0	0	487.74	-487.74	.0%
12505 511320 Wages-Vacation Pay	0	0	0	766.79	-766.79	.0%
12505 511340 Wages-Holiday Pay	0	0	0	716.88	-716.88	.0%
12505 511350 Wages-Miscellaneous (Comp)	0	0	0	82.69	-82.69	.0%
12505 512141 Social Security	4,789	0	4,789	1,195.27	3,593.73	25.0%
12505 512142 Retirement (Employer)	4,194	0	4,194	1,046.85	3,147.15	25.0%
12505 512145 Life Insurance	17	0	17	4.26	12.74	25.1%
12505 512173 Dental Insurance	1,080	0	1,080	225.00	855.00	20.8%
12505 531312 Office Supplies	150	0	150	11.02	138.98	7.3%
12505 531313 Printing & Duplicating	40	0	40	7.26	32.74	18.2%
12505 531314 Small Items Of Equipment	500	0	500	9.88	490.12	2.0%
12505 531324 Membership Dues	352	0	352	320.00	32.00	90.9%
12505 531349 Other Operating Expenses	1,645	0	1,645	.00	1,645.00	.0%
12505 531351 Gas/Diesel	700	0	700	28.98	671.02	4.1%
12505 532335 Meals	32	0	32	.00	32.00	.0%
12505 532336 Lodging	246	0	246	.00	246.00	.0%
12505 533225 Telephone & Fax	15	0	15	5.45	9.55	36.3%
12505 533236 Wireless Internet	492	0	492	120.03	371.97	24.4%
12505 535242 Maintain Machinery & Equip	150	0	150	210.40	-60.40	140.3%
12505 571004 IP Telephony Allocation	109	0	109	36.32	72.68	33.3%
12505 571005 Duplicating Allocation	37	0	37	12.32	24.68	33.3%
12505 571009 MIS PC Group Allocation	832	0	832	277.32	554.68	33.3%
12505 571010 MIS Systems Grp Alloc(ISIS)	828	0	828	276.00	552.00	33.3%
12505 591519 Other Insurance	615	0	615	204.92	410.08	33.3%
TOTAL Surveyor	0	0	0	3,347.25	-3,347.25	.0%
TOTAL General Fund	0	0	0	3,347.25	-3,347.25	.0%
TOTAL REVENUES	-79,424	0	-79,424	-16,268.50	-63,155.50	
TOTAL EXPENSES	79,424	0	79,424	19,615.75	59,808.25	



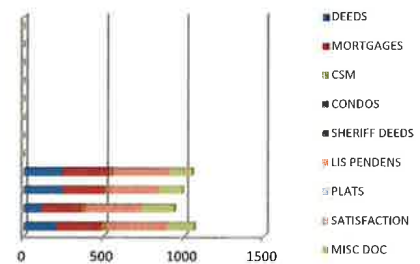
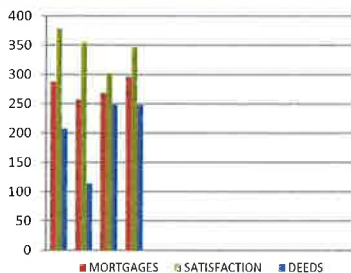
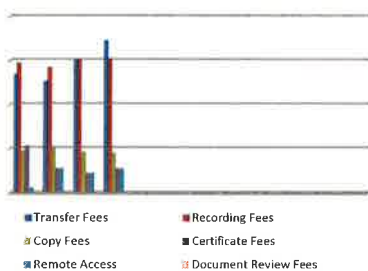
Jefferson County Register of Deeds Executive Dashboard April 2018



Financial	Current Month	90 Day Trend	LTM Trend	YTD Total	Annual Trends (2013-2017)
Actual Revenues	\$ 43,858	\$ 39,736	\$ 701,523	\$ 163,067	
Forecast Revenues	\$ 37,138	\$ 38,517	\$ 611,649	\$ 149,420	

Operational	Current Month	90 Day Trend	LTM Trend	YTD Total	Annual Trends (2013-2017)
Document Volume	1,048	993	1,181	4,040	Docs
eRecording Volume	542	511	560	2,095	eRec
Scanned Image Volume	-	-	-	-	Deeds
Back Index Additions	968	5,175	2,633	6,386	Mtgs
Vital Records Redacted	1,200			1,200	Sats

Vital Records	Current Month	90 Day Trend	LTM Trend	YTD Total	Annual Trends (2013-2017)
TOTAL	239	241	268	1,003	
Birth	122	116	128	475	
Death	87	98	90	428	
Marriage	30	27	62	100	



05/15/2018
10:52:01

Jefferson County
FLEXIBLE PERIOD REPORT

PAGE 1
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FROM 2018 01 TO 2018 04

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<hr/>							
100 General Fund							
<hr/>							
13001 Register Of Deeds							
<hr/>							
13001 411100 General Property Taxes	163,333	0	163,333	54,444.32	.00	108,888.68	33.3%
13001 412300 RE Transfer Fee County Portio	-175,000	0	-175,000	-58,357.20	.00	-116,642.80	33.3%
13001 451301 RE Recording/Filing Fees	-195,000	0	-195,000	-59,115.00	.00	-135,885.00	30.3%
13001 451303 Copy Fees County Portion	-53,000	0	-53,000	-18,911.68	.00	-34,088.32	35.7%
13001 451305 Land Info/Deeds Fee	-23,700	0	-23,700	-8,808.25	.00	-14,891.75	37.2%
13001 451307 Document Review Fees	-50	0	-50	.00	.00	-50.00	.0%
13001 451309 Birth Funds County Portion	-11,000	0	-11,000	-4,751.00	.00	-6,249.00	43.2%
13001 451310 Marriage Fund County Portion	-7,000	0	-7,000	-2,669.00	.00	-4,331.00	38.1%
13001 451311 Death Fund County Portion	-24,000	0	-24,000	-11,135.00	.00	-12,865.00	46.4%
13001 451316 Divorce Fund County Portion	-100	0	-100	-7.00	.00	-93.00	7.0%
TOTAL Register Of Deeds	-325,517	0	-325,517	-109,309.81	.00	-216,207.19	33.6%
GRAND TOTAL	-325,517	0	-325,517	-109,309.81	.00	-216,207.19	33.6%

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Jefferson County
FLEXIBLE PERIOD REPORT

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REPORT OPTIONS

	Field #	Total	Page Break
Sequence 1	1	N	N
Sequence 2	9	Y	Y
Sequence 3	0	N	N
Sequence 4	0	N	N

Report title:

FLEXIBLE PERIOD REPORT

Includes accounts exceeding 0% of budget.
Print Full or Short description: F
Print full GL account: N
Sort by full GL account: N
Print Revenues-Version headings: N
Print revenue as credit: Y
Print revenue budgets as zero: N

From Yr/Per: 2018/ 1
To Yr/Per: 2018/ 4
Budget Year: 2018
Print totals only: N
Format type: 1
Double space: N
Suppress zero bal accts: Y
Amounts/totals exceed 999 million dollars: N
Roll projects to object: N
Print journal detail: N
From Yr/Per: 2017/ 1
To Yr/Per: 2017/12
Include budget entries: Y
Incl encumb/liq entries: Y
Sort by JE # or PO #: J
Detail format option: 1
Multiyear view: D

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Jefferson County
FLEXIBLE PERIOD REPORT

PAGE 1
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FROM 2018 01 TO 2018 04

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
100 General Fund							
13001 Register Of Deeds							
13001 511110 Salary-Permanent Regular	69,536	0	69,536	22,732.40	.00	46,803.60	32.7%
13001 511210 Wages-Regular	100,521	0	100,521	26,661.46	.00	73,859.54	26.5%
13001 511220 Wages-Overtime	110	0	110	.00	.00	110.00	.0%
13001 511310 Wages-Sick Leave	0	0	0	1,388.48	.00	-1,388.48	.0%
13001 511320 Wages-Vacation Pay	0	0	0	1,787.70	.00	-1,787.70	.0%
13001 511330 Wages-Longevity Pay	375	0	375	.00	.00	375.00	.0%
13001 511340 Wages-Holiday Pay	0	0	0	734.77	.00	-734.77	.0%
13001 511350 Wages-Miscellaneous (Comp)	0	0	0	214.03	.00	-214.03	.0%
13001 511380 Wages-Bereavement	0	0	0	418.30	.00	-418.30	.0%
13001 512141 Social Security	12,868	0	12,868	3,977.77	.00	8,890.23	30.9%
13001 512142 Retirement (Employer)	11,426	0	11,426	3,613.64	.00	7,812.36	31.6%
13001 512144 Health Insurance	52,607	0	52,607	16,356.28	.00	36,250.72	31.1%
13001 512145 Life Insurance	103	0	103	34.37	.00	68.63	33.4%
13001 512150 FSA Contribution	750	0	750	750.00	.00	.00	100.0%
13001 512173 Dental Insurance	3,780	0	3,780	1,097.22	.00	2,682.78	29.0%
13001 531243 Furniture & Furnishings	4,500	0	4,500	.00	.00	4,500.00	.0%
13001 531298 United Parcel Service	10	0	10	.00	.00	10.00	.0%
13001 531311 Postage & Box Rent	3,600	0	3,600	1,133.32	.00	2,466.68	31.5%
13001 531312 Office Supplies	4,000	0	4,000	1,228.10	.00	2,771.90	30.7%
13001 531313 Printing & Duplicating	100	0	100	96.79	.00	3.21	96.8%
13001 531314 Small Items Of Equipment	3,066	0	3,066	.00	.00	3,066.00	.0%
13001 531324 Membership Dues	245	0	245	100.00	.00	145.00	40.8%
13001 532325 Registration	2,095	0	2,095	1,155.00	.00	940.00	55.1%
13001 532332 Mileage	890	0	890	.00	.00	890.00	.0%
13001 532335 Meals	157	0	157	.00	.00	157.00	.0%
13001 532336 Lodging	2,220	0	2,220	802.13	.00	1,417.87	36.1%
13001 532339 Other Travel & Tolls	500	0	500	413.00	.00	87.00	82.6%
13001 533225 Telephone & Fax	200	0	200	75.81	.00	124.19	37.9%
13001 535242 Maintain Machinery & Equip	36,810	0	36,810	36,283.56	.00	526.44	98.6%
13001 571004 IP Telephony Allocation	543	0	543	181.00	.00	362.00	33.3%
13001 571005 Duplicating Allocation	102	0	102	34.00	.00	68.00	33.3%
13001 571009 MIS PC Group Allocation	10,810	0	10,810	3,603.32	.00	7,206.68	33.3%
13001 571010 MIS Systems Grp Alloc (ISIS)	2,899	0	2,899	966.32	.00	1,932.68	33.3%
13001 591519 Other Insurance	694	0	694	231.24	.00	462.76	33.3%
TOTAL Register Of Deeds	325,517	0	325,517	126,070.01	.00	199,446.99	38.7%
GRAND TOTAL	325,517	0	325,517	126,070.01	.00	199,446.99	38.7%

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Jefferson County
FLEXIBLE PERIOD REPORT

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REPORT OPTIONS

	Field #	Total	Page Break
Sequence 1	1	N	N
Sequence 2	9	Y	Y
Sequence 3	0	N	N
Sequence 4	0	N	N

Report title:

FLEXIBLE PERIOD REPORT

Includes accounts exceeding 0% of budget.
 Print Full or Short description: F
 Print full GL account: N
 Sort by full GL account: N
 Print Revenues-Version headings: N
 Print revenue as credit: Y
 Print revenue budgets as zero: N

From Yr/Per: 2018/ 1
 To Yr/Per: 2018/ 4
 Budget Year: 2018
 Print totals only: N
 Format type: 1
 Double space: N
 Suppress zero bal accts: Y
 Amounts/totals exceed 999 million dollars: N
 Roll projects to object: N
 Print journal detail: N
 From Yr/Per: 2017/ 1
 To Yr/Per: 2017/12
 Include budget entries: Y
 Incl encumb/liq entries: Y
 Sort by JE # or PO #: J
 Detail format option: 1
 Multiyear view: D

Jefferson County Planning and Zoning Department
Monthly Ledger Report
05-18-2018

	OP	PPC	MC	PSS(STF	FQAS	FAA	FPFC	SRFWF	ZOF	WFG	Refunds	2018 Totals	2017 Total	Diff
MTH	7101.432099	7101.451002	7101.472003	7101.432002	7101.458010	7101.458015	7101.458014	7101.458001	7101.458002	7101.441002	7102.421001				
Jan	6,535.00	518.33		2,475.00	200.00							55.00	9,728.33	11,149.58	-1421.25
Feb	9,170.00	275.50		1,550.00	100.00							500.00	11,095.50	10,873.50	222
Mar	12,375.00	37.83		3,150.00	450.00							50.00	16,012.83	14,561.73	1451.1
Apr	17,960.00	30.34		5,775.00	1,100.00							475.00	24,865.34	22,717.76	2147.58
May	9,300.00	10.63	3.75	3,125.00	400.00								12,839.38	23,281.83	-10442.45
June														29,870.26	-29870.26
July														20,784.29	-20784.29
Aug														18,226.44	-18226.44
Sept														29,100.00	-29100
Oct														22,445.90	-22445.9
Nov														17,601.00	-17601
Dec														21,685.00	-21685
Total	55,340.00	872.63	3.75	16,075.00	2,250.00							1,080.00	74,541.38	242,297.29	-167755.91

2017 Actual Zoning Deposit:\$240,846.96

2018 Budget Revenues: \$222,190.00

2018 Deposits YTD:\$74,541.38

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Jefferson County
FLEXIBLE PERIOD REPORT

PAGE 1
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FROM 2018 01 TO 2018 04

ACCOUNTS FOR:
100 General Fund

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<hr/>							
12901 Zoning							
12901 411100 General Property Taxes	-297,280	0	-297,280	-99,093.32	.00	-198,186.68	33.3%
12901 432002 Private Sewage System	-44,500	0	-44,500	-12,575.00	.00	-31,925.00	28.3%
12901 432099 Other Permits	-170,000	0	-170,000	-44,130.00	.00	-125,870.00	26.0%
12901 451002 Private Party Photocopy	-1,690	0	-1,690	-862.00	.00	-828.00	51.0%
12901 458010 Soil Testing Fee	-6,000	0	-6,000	-1,500.00	.00	-4,500.00	25.0%
TOTAL Zoning	-519,470	0	-519,470	-158,160.32	.00	-361,309.68	30.4%
TOTAL General Fund	-519,470	0	-519,470	-158,160.32	.00	-361,309.68	30.4%
TOTAL REVENUES	-519,470	0	-519,470	-158,160.32	.00	-361,309.68	

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Jefferson County
FLEXIBLE PERIOD REPORT

PAGE 2
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FROM 2018 01 TO 2018 04

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	-519,470	0	-519,470	-158,160.32	.00	-361,309.68	30.4%

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Jefferson County
FLEXIBLE PERIOD REPORT

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REPORT OPTIONS

	Field #	Total	Page Break	
Sequence 1	1	Y	Y	From Yr/Per: 2018/ 1
Sequence 2	9	Y	N	To Yr/Per: 2018/ 4
Sequence 3	0	N	N	Budget Year: 2018
Sequence 4	0	N	N	Print totals only: N
				Format type: 1
Report title:				Double space: N
				Suppress zero bal accts: Y
FLEXIBLE PERIOD REPORT				Amounts/totals exceed 999 million dollars: N
				Roll projects to object: N
Includes accounts exceeding 0% of budget.				Print journal detail: N
Print Full or Short description: F				From Yr/Per: 2018/ 1
Print full GL account: N				To Yr/Per: 2018/ 2
Sort by full GL account: N				Include budget entries: Y
Print Revenues-Version headings: N				Incl encumb/liq entries: Y
Print revenue as credit: Y				Sort by JE # or PO #: J
Print revenue budgets as zero: N				Detail format option: 1
				Multiyear view: D

05/18/2018
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Jefferson County
FLEXIBLE PERIOD REPORT

PAGE 1
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FROM 2018 04 TO 2018 04

ACCOUNTS FOR:
100 General Fund

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<hr/>							
12901 Zoning							
12901 411100 General Property Taxes	-297,280	0	-297,280	-24,773.33	.00	-272,506.67	8.3%
12901 432002 Private Sewage System	-44,500	0	-44,500	-6,100.00	.00	-38,400.00	13.7%
12901 432099 Other Permits	-170,000	0	-170,000	-17,450.00	.00	-152,550.00	10.3%
12901 451002 Private Party Photocopy	-1,690	0	-1,690	-34.34	.00	-1,655.66	2.0%
12901 458010 Soil Testing Fee	-6,000	0	-6,000	-950.00	.00	-5,050.00	15.8%
TOTAL Zoning	-519,470	0	-519,470	-49,307.67	.00	-470,162.33	9.5%
TOTAL General Fund	-519,470	0	-519,470	-49,307.67	.00	-470,162.33	9.5%
TOTAL REVENUES	-519,470	0	-519,470	-49,307.67	.00	-470,162.33	

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Jefferson County
FLEXIBLE PERIOD REPORT

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FROM 2018 04 TO 2018 04

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	-519,470	0	-519,470	-49,307.67	.00	-470,162.33	9.5%

05/18/2018
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Jefferson County
FLEXIBLE PERIOD REPORT

PAGE 3
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REPORT OPTIONS

	Field #	Total	Page Break	
Sequence 1	1	Y	Y	From Yr/Per: 2018/ 4
Sequence 2	9	Y	N	To Yr/Per: 2018/ 4
Sequence 3	0	N	N	Budget Year: 2018
Sequence 4	0	N	N	Print totals only: N
				Format type: 1
Report title:				Double space: N
				Suppress zero bal accts: Y
FLEXIBLE PERIOD REPORT				Amounts/totals exceed 999 million dollars: N
				Roll projects to object: N
Includes accounts exceeding 0% of budget.				Print journal detail: N
Print Full or Short description: F				From Yr/Per: 2018/ 1
Print full GL account: N				To Yr/Per: 2018/ 2
Sort by full GL account: N				Include budget entries: Y
Print Revenues-Version headings: N				Incl encumb/liq entries: Y
Print revenue as credit: Y				Sort by JE # or PO #: J
Print revenue budgets as zero: N				Detail format option: 1
				Multiyear view: D

Definitions:

Substantial Evidence: Facts and information, other than merely personal preferences or speculation, directly pertaining to the requirements and conditions an applicant must meet to obtain a conditional use permit and that reasonable persons would accept in support of a conclusion.

11.05 CONDITIONAL USES

(a) Procedure.

1. Application and Hearing. Any conditional uses listed in this Ordinance shall be permitted only when authorized by the Committee. Application for a conditional use permit shall be made to the Zoning Administrator who shall refer it to the Committee. The Committee shall then schedule a public hearing on the application, publish a Class 2 Notice according to Chapter 985, Wisconsin Statutes, and notify by certified mail the clerks of any towns within 1000 feet of the proposed use, at least ten (10) days prior to the hearing date.

2. Review ~~and Approval~~. The Committee shall review the site, existing and proposed structures, architectural plans, neighboring uses, parking areas, driveway locations, highway access, traffic generation and circulation, drainage, sewerage and water systems, and the proposed operation. Conditional uses shall be reviewed to be consistent with the Agricultural Preservation and Land Use Plan. [Amended 2/8/00, Ord. No. 99-28]

3. Approval or Denial.

a If an applicant for a conditional use permit meets or agrees to meet all of the requirements and conditions specified in the county ordinance or those imposed by the County Planning and Zoning Agency, the County shall grant the conditional use permit. Any condition imposed must be related to the purpose of the ordinance and be based on substantial evidence.

b The requirements and conditions described under (a) must be reasonable and, to the extent practicable, measurable and may include conditions such as the permits duration, transfer or renewal. The applicant must demonstrate that the application and all requirements and conditions established by the county relating to the conditional use permit are or shall be satisfied, both of which must be supported by substantial evidence.

c Once granted, a conditional use permit shall remain in effect as long as the conditions upon which the permit was issued are followed, but the County may impose conditions such as the permit's duration, transfer, or renewal, in addition to any other conditions specified in the Zoning Ordinance or by the County Planning and Zoning Committee.

d If a Conditional Use Permit application is denied, the applicant may appeal the decision to the circuit court under the procedures contained in s. 59.694(10).

43. Any structure within five hundred (500) feet of the existing or proposed rights of way of freeways, expressways, and within one-half (1/2) mile of their existing or proposed interchange

or turning lane rights of way shall be jurisdiction over the trafficway. The Committee shall request such and await the highway agency's(controlling authority's?) recommendation for a period not to exceed twenty (20) days before taking final action.

54. Conditions, such as landscaping, architectural design, type of constructions, construction commencement and completion dates, sureties, lighting, fencing, planting screens, operation control, hours of operation, improved traffic circulation, deed restrictions, highway access restrictions, increased yards, or parking requirements, may be required by the Committee upon its finding that these are necessary to fulfill the purpose and intent of this Ordinance.

65. Compliance with all other provisions of this Ordinance, such as lot width and area, yards, height, parking, loading traffic, highway access, and performance standards, shall be required of all conditional uses.

76. Violation. Any permitted conditional use which does not continue in conformity with the conditions of the permit shall be considered in violation of this Ordinance.

87. Revocation of Conditional Use Permits. Any conditional use permit granted by the Planning and Zoning Committee may be revoked if it is found that the conditional use is not being conducted in compliance with the plans and specifications submitted with the application and subsequently approved, or is being operated in violation of the conditions of the conditional use permit. [Ord. No. 2013-30, 03-11-2014]

a. Revocation Process. The Planning and Zoning Committee will hold a public hearing following procedures set forth in paragraph 1. of this section, after providing written notice to the permittee of the conditional use permit citing the violation or compliance issues with the permit. [Ord. No. 2013-30, 03-11-2014]

b. The public hearing notice shall be sent out a minimum of ten (10) days prior to the public hearing and shall provide the date, time and location of the hearing. Notice shall also be provided to the Town Clerk and County Board Supervisor for the district area, as well as all property owners within 500 feet for a residential-type conditional use and ¼ mile for a non-residential type. The notice shall include the reasons for the revocation. [Ord. No. 2013-30, 03-11-2014]

c. Once notified in writing by the County, the permittee shall be allowed to present evidence on his/her behalf in writing and shall attend the public hearing. [Ord. No. 2013-30, 03-11-2014]

d. After public hearing, the Planning and Zoning Committee may revoke or modify the conditional use permit. [Ord. No. 2013-30, 03-11-2014]

11.09 NONCONFORMING USES, STRUCTURES, AND LOTS

(a) Existing Nonconforming Uses. The lawful nonconforming uses of a structure, land or water existing at the time of the adoption or amendment of this Ordinance may be continued, some for specific periods of time, although the use does not conform with the provisions of this Ordinance; however:

1. Only that portion of the land or water in actual use may be so continued and the structure may not be extended, enlarged, reconstructed, substituted, moved or structurally altered except when required to do so by law or order so as to comply with the provisions of this Ordinance.

2. Total lifetime structural repairs or alterations shall not exceed fifty (50) percent of the structural members of the existing structure with additions not exceeding 50% of existing foundation footprint whether vertical or horizontal, and the addition shall meet all setbacks; at the time of its becoming a nonconforming use unless it is permanently changed to conform to the use provisions of this Ordinance. Any alteration, structural member replacement or repair or addition to a structure with an existing nonconforming use shall also meet all the requirements of Section 11.10 of the Jefferson County Zoning Ordinance, Jefferson County Floodplain Ordinance #14 and Wisconsin State Statute Chapter 87.30. [Amended 11/13/84, Ord. No. 84-15; Ord. No. 2013-30, 03-11-2014]

3. Substitution of new equipment may be permitted by the Board of Adjustment if such equipment will reduce the incompatibility of the nonconforming use with the neighboring uses.

(b) Abolishment or Replacement. If such nonconforming use is discontinued or terminated for a period of twelve (12) months, any future use of the structure, land, or water shall conform to the provisions of this Ordinance. Replacement or reconstruction of a nonconforming structure or use shall meet Wisconsin Statutes Chapter 59.69(10m) which states, "Restrictions that are applicable to damaged or destroyed nonconforming structures and that are contained in an ordinance enacted under this section may not: 1. prohibit the restoration of a nonconforming structure if the structure will be restored to the size, subject to par. (b), location, and use that it had immediately before the damage or destruction occurred, or 2. impose any limits on the costs of the repair, reconstruction, or improvement if all of the following apply:

Wis. Stats. s. 59.69(10m)(a)1. The nonconforming structure was damaged or destroyed on or after March 2, 2006.

Wis. Stats. s. 59.69(10m)(a)2. The damage or destruction was caused by violent wind, vandalism, fire, flood, ice, snow, mold, or infestation.

Wis. Stats. s. 59.69(10m)(b). An ordinance enacted under this section to which par. (a) applies shall allow for the size of a structure to be larger than the size it was immediately before the damage or destruction if necessary for the structure to comply with applicable state or federal requirements.¹ This section does not apply to floodplain structures or uses. See Jefferson County Ordinance Floodplain Ordinance #14 and Wisconsin Statutes Chapter 87.30 for applicable floodplain restrictions regarding damages d by flood.
[Amended 4/16/85, Ord. No. 85-4; Ord. No. 2013-30, 03-11-2014]

Comment [MZ1]: End of quote, Formatting is different than 59.69, leave quote or remove quote?

A current file of all nonconforming uses shall be maintained by the Zoning Administrator listing the following: owner's name and address; use of the structure, land or water; and assessed value at the time of its becoming a nonconforming use.

(c) Existing Nonconforming Structures. The lawful nonconforming structure existing at the time of the adoption or amendment of this Ordinance may be continued although its size or location does not conform with the lot width, lot area, yard, height, parking and loading, and access provisions of this Ordinance; however, it shall not be extended, enlarged, ~~reconstructed~~, moved, or structurally altered in excess of fifty (50) percent of the structural members of the existing structure with additions not exceeding 50% of existing foundation footprint whether vertical or horizontal and the addition shall meet all setbacks or go no closer to any side, rear or road setback. For an existing nonconforming structure located within any road right-of-way or existing over a lot line, no additions or alteration of structural members, not including ordinary maintenance, shall be permitted. Any alteration, ~~structural member replacement or repair~~ or addition to any nonconforming structure shall also meet all the requirements of Section 11.10 of the Jefferson County Zoning Ordinance, Jefferson County Floodplain Ordinance #14 and Wisconsin State Statutes Chapter 87.30. [Amended 4/16/85, Ord. No. 85-4; Ord. No. 2013-30, 03-11-2014]

1. The repair, maintenance, renovation, rebuilding or remodeling of a nonconforming structure or any part of a nonconforming structure is not prohibit and does not require a variance if done so in accordance with this section.

Note: For this section, a structural member includes the number of existing walls, foundation walls, floor and roof. Any alteration to a structural member qualifies for inclusion in the calculation of the 50% provisions. [R3706T-14 – Jefferson County; Ord. No. 2013-30, 03-11-2014]

(d) Changes and Substitutions. Once a nonconforming use or structure has been changed to conform, it shall not revert back to a nonconforming use or structure. Once the Zoning Board of Adjustment has granted a variance to ~~permitted~~ the substitution of a more restrictive nonconforming use for an existing nonconforming use, the substituted use shall lose its status as a legal nonconforming use and become subject to all the conditions required by the Zoning Board of Adjustment.

(e) Substandard Lots. In any Residential, Waterfront or Community District, a one-family detached dwelling and its accessory structures may be erected on any legal lot or parcel of record in the County Register of Deeds Office before the effective date of amendment of this Ordinance. All sections of this Ordinance, Jefferson County Private Sewage System Ordinance and Jefferson County Floodplain Ordinance shall apply. ~~Such lot or parcel shall be in separate ownership from contiguous lands.~~ [Amended 2/8/00, Ord. No. 99-28]

In any zoning district, ~~if contiguous lands in the same zoning district and the substandard lot(s) are owned by the same owner,~~ the substandard lot shall not be sold or used without full compliance with the provisions of this Ordinance. ~~If For a substandard parcel~~ in any Residential,

Waterfront or Community District, ~~the substandard parcel does not abut other lands under the same ownership~~, all the district requirements shall be complied with insofar as practicable, but shall not be less than the following, and shall meet all requirements of the County's Private Sewage System Ordinance, Floodplain Ordinance and Section 11.10 Shoreland Provisions: [Amended 2/8/00, Ord. No. 99-28]

1. Lot Width - Minimum forty (40) feet (served by public sewer).

Minimum fifty (50) feet (served by private sewer).

Lot Area - Minimum five thousand (5,000) square feet (served by public sewer).

Minimum ten thousand (10,000) square feet (served by private sewer).

2. Yards Setbacks

Street: Minimum twenty-five (25) feet from lot line; the second street yard on corner lots shall be not less than ten (10) feet from the lot line.

Rear: Minimum fifteen (15) feet from lot line.

Side: Minimum five (5) feet from lot line.

Shore: Minimum seventy-five (75) feet.

Accessory Structures: A minimum yard for detached accessory structures is three (3) feet if located in rear yard area of principal structure.

(f) Continuance of Use. [8/14/79, Resolution No. 85] Lawful nonconforming structures existing at the time of the adoption or amendment of this Ordinance may continue to operate at the level of operation on the effective date of passage, subject to the following:

a. The building housing the nonconforming use may be expanded 30 percent of the gross cubage in the building, excluding attic space. This expansion is permitted only once, but such expansion may take place by a series of expansions. Before permit for expansion is issued, the owner must provide a signed, dated copy of the plat plan of land ownership and plan of existing building use showing interior arrangement as it existed before any expansion is made.

Comment [MZ2]: This section would apply if the use is non-conforming, where (c) applies when only the structure is non-conforming.

One new structure may be constructed on the premise if all yard requirements of the district can be met. This structure cannot increase the gross cubage of the buildings by more than 40 percent.

b. Land area upon which use is located may be expanded not more than 30 percent of the square feet of land area existing on the adoption date of this subsection.

(g) Non-farm residences within the A-1 District. Residences within the A-1 district legally constructed before January 15, 1975, but not defined as a farm residence under Section 11.02, may continue as prior nonconforming uses, and shall not be subject to any standard or limitation under Section 11.09, except for the following:

1. If such a nonconforming use is discontinued, vacated, or otherwise terminated for a period of twelve (12) months, any future use of the structure shall conform to the provisions of this Ordinance.

2. Where such a nonconforming use is damaged by fire, explosion, flood, the public enemy, or other calamity, or is dismantled for the purpose for the purpose of reconstruction, it may be restored or replaced, as long as the replacement residence is placed within 100 feet of the residence built before January 15, 1975. [cr. 3/13/12, Ord. 2011-28]

11.11

(d) Board of Adjustment.

1. Appointment and Term: The Board shall consist of three members and two alternate members who shall be appointed for staggered three-year terms, commencing on July 1, by the ~~Chair of the County Board~~ County Administrator. Vacancies shall be filled in like manner for the unexpired term of any member whose term becomes vacant. Members shall all reside in the County and outside incorporated cities and villages and no two members shall reside in the same town.

2. Operating Rules.

a. The Board shall choose its own chair, vice chair and secretary.

b. The Board shall meet at the call of the chair or at such other times as the board may determine.

c. The Board shall comply with all requirements of the Wisconsin Open Meetings Law in the conduct of the business before it. The nature of the Board's proceedings is quasi-judicial. The Board may, therefore, deliberate in closed session, after a hearing on the matter, provided legal requirements are complied with. To the extent practicable, Roberts Rules of Order and the Jefferson County Board of Supervisors Rules of Order shall be followed.

d. The Board may conduct site inspections of premises and surrounding areas which are the subject of matters before the Board, provided that when the Board as a unit or individual members are engaged in such site inspections, they shall not allow interested parties to present arguments or advocacy materials. Such arguments and materials shall be received only at hearings before the Board.

e. The Board shall conduct a public hearing on all appeals and variance matters before it and shall cause a class 2 notice under Chapter 985 of the Wisconsin Statutes to be published and

shall give due notice of the hearing to parties in interest. Any party may appear in person or by attorney at such hearing. The chair may administer oaths to parties testifying and may compel attendance of witnesses.

1) Due notice to parties in interest shall mean that the Zoning Administrator will mail, by ordinary postage, reasonable advance notice of all hearings and meetings on any pending matter to the applicant, to owners of record of properties which are located outside cities and villages and adjacent to the parcel involved in the application, to the clerk of the town where the property is located, to the clerk of any other town or any other village located within 1.5 miles of the property involved in the application, and to other parties who have made known to the office their specific interest in the matter and their request to receive such notices. Failure of the office to accomplish such provision of notice shall not invalidate or prejudice the proceedings, provided the Board concludes that reasonable efforts were made or that the parties who subsequently complain of not having been sent or of not receiving notice did, in fact, know of the proceedings and had reasonable opportunity to attend or be represented, or to convey their views prior to the Board's decision. [11/1/09, Ord. 2009-19]

2) Failure to mail notices to all joint owners of a property shall not constitute noncompliance with these requirements so long as at least one joint owner was mailed a notice.

f. All testimony before the Board by persons other than Board members and written or documentary evidence or material pertaining to matters before the Board shall be received at the hearings conducted by the Board; provided, however, that the content of relevant ordinance or statutory materials shall be deemed to be before the Board in all cases and need not be entered into the record. All parties in interest shall be afforded reasonable opportunity to comment on all materials or information so received. Board members who are in possession of facts which may have a bearing on the matter before the Board shall enter same into the record of the hearing and opportunity shall be allowed for comment on such entries.

Comment [MZ3]: Formatting

g. If, following the close of a hearing, the Board finds it necessary or desirable to receive additional information, evidence or arguments which may have a bearing upon the Board's decision, it shall reconvene a public hearing, with notice given in the same manner as for the initial hearing, for the purpose of so doing.

h. The Board shall deliberate on matters before it. The concurring vote of a majority of the Board shall be necessary to approve any appeal or variance before the Board. The vote of each member on each matter decided by the Board shall be recorded in the minutes. If a member is absent or if a member fails to vote, such fact shall similarly be recorded. The minutes of the Board shall show the Board's decisions and the votes of members thereon. Each decision of the Board shall be accompanied by written reasons in support of the decision, which written statement shall be signed or acknowledged by the members and entered into the minutes.

i. All decisions by the Board shall be made in accord with the standards of the ordinance. The Board shall decide all matters before it within a reasonable time.