

AGENDA
JEFFERSON COUNTY PLANNING AND ZONING COMMITTEE
DECISION MEETING

Steve Nass, Chair; George Jaeckel, Vice-Chair; Blane Poulson, Secretary; Matt Foelker, Lloyd Zastrow

ROOM 202, COUNTY COURTHOUSE
311 S. CENTER AVE., JEFFERSON, WI 53549
8:30A.M. ON MONDAY, April 29, 2019

- 1. Call to Order**
- 2. Roll Call (Establish a Quorum)**
- 3. Certification of Compliance with Open Meetings Law**
- 4. Approval of the Agenda**
- 5. Public Comment (Not to exceed 15 minutes and not to include petitions slated for decisions. Members of the public who wish to address the Committee on specific agenda items must register their request at this time)**
- 6. Approval of March 18, April 12, and April 18 Meeting Minutes**
- 7. Communications**
- 8. March Monthly Financial Report for Land Information Office –Andy Erdman**
- 9. March Monthly Financial Report for Register of Deeds – Staci Hoffman**
- 10. April Monthly Financial Report for Zoning – Matt Zangl**
- 11. Discussion on Jefferson County Comprehensive Plan Update**
- 12. Discussion on Solar Energy Facilities**
- 13. Discussion on Consolidation of Parcels**
- 14. Discussion and Possible Action on Petition R3947A-17 for Zach Holcomb, Town of Watertown, approved by County Board July 11, 2017, for the extension of the one year approval condition.**
- 15. Discussion and Possible Action on Petition R4144A-19 for Richard Potthast, Town of Jefferson, presented in Public Hearing on March 14, 2019, and postponed for Town Response by the Planning and Zoning Committee on March 18, 2019.**
- 16. Discussion and Possible Action on Petition R4145A-19 for Richard Potthast, Town of Jefferson, presented in Public Hearing on March 14, 2019, and postponed for Town Response by the Planning and Zoning Committee on March 18, 2019.**
- 17. Discussion and Possible Action on the request by Robert M Hachtel, Town of Hebron, to build a new home approximately 195 feet from the existing foundation at N3016 Mehring Road, PIN 010-0615-2542-000.**
- 18. Discussion and Possible Action on clarification of the decision on March 18, 2019 for ADL Properties LLC, Town of Hebron, Petition R4111A-18, PIN 010-0615-2414-000.**
- 19. Discussion and Possible Action on Petitions presented in Public Hearing on April 18, 2019:**

CU1981-19 – Kathleen & Michael Kruk: Conditional use for a kennel to allow up to eight dogs in an A-1, Agricultural zone at **W5521 West Pleasant Hill Rd.** The site is in the Town of Jefferson, on PIN 014-0614-2342-000 (45.3 Ac). This is in accordance with Sec. 11.04(f)7 of the Jefferson County Zoning Ordinance.

R4149A-19 – Gregg Stephan: Rezone a 2-acre farm consolidation lot around the home and buildings at **N3056 Will Road**, Town of Hebron, part of PIN 010-0615-3032-000 (27.52 Ac). This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance.

R4150A-19 – Jeffery & Brenda Thayer: Create a 1-acre building site from part of PIN 010-0515-1211-000 (40 Ac) near **W2496 Koch Rd**, Town of Hebron. This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance.

R4152A-19 – Michael Bright: Create a 2.25-acre lot on PIN 014-0615-0211-001 (28.219 Ac) on **Duck Creek Rd**, Town of Jefferson. This would be a consolidation of parcels of record from the same PIN, the area south of the DNR bike trail. This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance.

R4148A-19 – Kory Keller/James & Kory Keller, Gregory & Dawn Keller Property: Create a 1-acre building site from part of PIN 006-0716-3044-000 (49.844 Ac) on **Hillside Dr** in the Town of Concord. This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance.

R4153A-19 – Carole Hoffmeister: Create a 5-acre Natural Resource zone on **Allen Rd** in the Town of Concord from part of PIN 006-0716-1111-001 (17.727 Ac). This is in accordance with Sec. 11.08(f)12 of the Jefferson County Zoning Ordinance.

CU1980-19 – Casserly Properties, LLC: Conditional use to allow a pet grooming business including occasional daytime events and a retail area for pet supplies. The site is part of PIN 012-0816-2231-002 (0.72 Ac) in a Community zone at **N8280 American St**, Town of Ixonia. This is in accordance with Sec. 11.04(f)9 of the Jefferson County Zoning Ordinance.

R4151A-19 – Jon & Penny Bound: Rezone 4.7 acres around the home and buildings at **N3497 Kiesling Rd**, Town of Jefferson, from part of PIN 014-0614-2132-000 (29.05 Ac). This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance.

20. Possible Future Agenda Items

21. Upcoming Meeting Dates

May 10, 8:00 a.m. – Site Inspections Beginning in Courthouse Room 203

May 16, 7:00 p.m. – Public Hearing in Courthouse Room 205

May 20, 8:30 a.m. – Decision Meeting in Courthouse Room 203

June 14, 8:00 a.m. – Site Inspections Beginning in Courthouse Room 203

June 20, 7:00 p.m. – Public Hearing in Courthouse Room 205

June 24, 8:30 a.m. – Decision Meeting in Courthouse Room 203

22. 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.jeffersoncountyiwi.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; George Jaeckel, Vice-Chair; Blane Poulson, Secretary; Matt Foelker, Lloyd Zastrow

**ROOM 203, COUNTY COURTHOUSE
311 S. CENTER AVE., JEFFERSON, WI 53549
8:30A.M. ON MONDAY, MARCH 18, 2019**

1. Call to Order

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

2. Roll Call (Establish a Quorum)

Supervisors Nass, Jaeckel, Poulson, Foelker and Zastrow were present. Staff members Andy Erdman, Staci Hoffman, Joe Strupp, Matt Zangl, Sarah Higgins and Deb Magritz were in attendance. Also present were guests Steve Duwe, Sally Williams, Dennis Stilling and Anita Martin.

3. Certification of Compliance with Open Meetings Law

Supervisor Poulson verified that the meeting was held in compliance with Open Meetings Law.

4. Approval of the Agenda

Motion by Supervisors Jaeckel/Foelker to approve the agenda. Motion passed 5-0.

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)

Anita Martin is here for agenda item 11. She noted that this doesn't appear to have been discussed at any other county meeting and asked if it was appropriate to speak at this time.

Steve Duwe asked if landlocked parcels can transfer potential lots through consolidation of parcels of record. Because this was not on the agenda, Supervisor Nass asked that it be placed on the next decision meeting agenda on April 29.

6. Approval of February 21, February 25, March 8 and March 14 Meeting Minutes

Motion by Supervisors Poulson/Jaeckel to approve the February 21 minutes. Motion carried 5-0.

Motion by Supervisors Poulson/Foelker to approve the February 25 minutes. Motion carried 5-0.

Motion by Supervisors Foelker/Poulson to approve the March 8 minutes. Motion carried 5-0.

Motion by Supervisors Jaeckel/Foelker to approve the March 14 minutes. Motion carried 5-0.

7. Communications

There were no communications to report.

8. February Monthly Financial Report for Land Information Office – Andy Erdman

Erdman reported that revenues were off to a slow start this year, and are behind in all categories. Some of that may be weather related. He hopes that the surveyor's revenue will get caught up with work for the Highway Department.

9. February Monthly Financial Report for Register of Deeds – Staci Hoffman

Hoffman agreed that document recordings are way down. Transfer fees are up however and the Laredo account continues to grow which means people are searching their records. Meanwhile, the Office is busy back indexing to get more documents online.

10. **March Monthly Financial Report for Zoning – Matt Zangl**
Zangl echoed the fact that revenues are coming in slower than usual. So far for March, Zoning revenues are at \$5,500 which is \$10,000 below March of 2018.
11. **Discussion and Possible Action to Amend CU1912-17 for Cold Spring Egg Farm on PIN 024-0516-1911-000 in the Town of Palmyra for Change in Location of a Layer Barn Affecting Their Odor Score**
Supervisor Jaeckel announced that he would be abstaining from this discussion.
- A roll call was taken, with Supervisors Poulson, Foelker, Zastrow and Nass signifying attendance. Zangl noted that small changes such as are proposed in this case don't require going back to hearing. Strupp explained that the barn in question was in the original application, but that the new proposed location changes information in the odor score. Martin asked whether DATCP has been contacted about this amendment, and if they've had input. Strupp answered that DATCP has no formal process. Martin asked if incinerator locations would change as a result of this amendment. Strupp explained that this is for livestock siting only, and that incinerator location is not part of livestock siting. Motion by Supervisors Foelker/Poulson to approve the amendment. A roll call vote was taken with Supervisors Poulson, Foelker, Nass and Zastrow voting in favor.
12. **Discussion on Jefferson County Comprehensive Plan Update**
Zangl reported that County Board Chairman Jim Schroeder gave a list of Steering Committee members to County Board, and that the first meeting of the Steering Committee will be held on April 10, with public input likely starting in May.
13. **Discussion on Solar Energy Facilities**
There was no new information.
14. **Discussion and Possible Action on a Request by Bill Zimmermann for Outside Storage in an Industrial Zone, Town of Ixonia, at N8144 Oak Drive on PIN 012-0816-2144-007**
Zangl explained the request and Town action to date. Motion by Supervisors Poulson/Foelker to postpone for Town decision. Motion passed 5-0.

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

15. **Discussion and Possible Action on Petition R4111A-19 for ADL Properties LLC, Town of Hebron, Presented in Public Hearing on November 15, 2018 and Postponed by the Planning and Zoning Committee on November 27, 2018**
Motion by Supervisors Jaeckel/Foelker to approve as modified, allowing two, 3-acre lots. Motion passed, 5-0.
16. **Discussion and Possible Action on a Revision to Petition R1852A-96 for August and Joyce Lehmann, Town of Koshkonong, Presented in Public Hearing on December 19, 1996 and Approved by County Board on February 11, 1997**
Zangl explained that the petitioner wants one large lot encompassing the whole tax parcel, rather than the three lots originally approved. Motion by Supervisors Foelker/Poulson to accept the proposal for one large lot of 7.119 acres. Motion passed, 5-0.
17. **Discussion and Possible Action on Petitions Presented in Public Hearing on March 14:**

POSTPONED R4128A-19 – Karl H Zinser Estate on a motion by Supervisors Jaeckel/Foelker: Create a 3.748 gross acre lot (including road right-of-way)/3.257 net acre lot (excluding road right-of-way) around the home and buildings at **N9469 West Road** in the Town of Watertown from part of PIN 032-0814-0342-000 (40 Ac). This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance. This petition was initially presented at public hearing on January 17, 2019 and was considered by the Planning and Zoning Committee on January 29, 2019. On February 19, 2019, the County Board of Supervisors granted the request of Petitioner to send this petition back to the Planning and Zoning Committee for further review. Motion passed 5-0.

NO ACTION-DID NOT APPEAR AT PUBLIC HEARING R4139A-19 – Daniel Buss: Create a 2.66-acre A-2 zone at **N4531 Rome Rd** in the Town of Jefferson from part of PIN 014-0615-0144-000 (29.53 Ac). This is in accordance with Sec. 11.04(f)7 of the Jefferson County Zoning Ordinance.

NO ACTION-DID NOT APPEAR AT PUBLIC HEARING CU1976-19 – Daniel Buss: Conditional use to allow storage of contractor's equipment for a tree removal operation in a proposed A-2 zone at **N4531 Rome Rd**. The site is on PIN 014-0615-0144-000 (29.53 Ac) in the Town of Jefferson. This is in accordance with Sec. 11.04(f)7 of the Jefferson County Zoning Ordinance.

APPROVED WITH CONDITIONS R4146A-19 – Ryan & Tara Foust on a motion by Supervisors Jaeckel/Foelker: Create a 0.265-acre A-2 zone to enlarge the existing adjacent A-2 zone near **N2312 Becker Rd** in the Town of Sumner. This is part of PIN 028-0513-0314-003 (4.243 Ac), and is in accordance with Sec. 11.04(f)7 of the Jefferson County Zoning Ordinance. Motion passed 5-0.

APPROVED WITH CONDITIONS CU1977-19 – Ryan & Tara Foust on a motion by Supervisors Jaeckel/Foelker: Conditional use to allow for a concrete contractor's parking area on **Becker Rd**, part of PIN 028-0513-0314-003 (4.243 Ac), Town of Sumner. This is on a proposed A-2 zone, and is in accordance with Sec. 11.04(f)7 of the Jefferson County Zoning Ordinance. Motion passed 5-0.

APPROVED WITH CONDITIONS R4140A-19 – Mark Krause on a motion by Supervisors Foelker/Jaeckel: Rezone 2.6 acres of PIN 014-0614-2711-001 (10.408 Ac) to create a lot around the home and buildings at **N3217 County Rd K** in the Town of Jefferson. This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance. Motion passed 5-0.

APPROVED WITH CONDITIONS R4141A-19 – Badger Bank/Jon A Witkins Estate on a motion by Supervisors Jaeckel/Foelker: Create a 2.8-acre lot around the former home site and farm buildings at **N415 Wojtkunski Rd** in the Town of Palmyra from part of PIN 024-0516-3121-000 (19.5 Ac). This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance. Motion passed 5-0.

APPROVED WITH CONDITIONS R4142A-19 – Judith Punzel on a motion by Supervisors Jaeckel/Foelker: Create a 3-acre lot around the home and buildings at **W9573 Kumlein Road** in the Town of Sumner from part of PIN 028-0513-1821-000 (40 Ac). This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance. Motion passed 5-0.

APPROVED WITH CONDITIONS R4143A-19 – Wileman Farms Inc on a motion by Supervisors Jaeckel/Foelker: Rezone to create a 3-acre lot around the home and buildings at **W9475 Rockdale Rd** in the Town of Sumner from part of PIN 028-0513-1812-000 (40 Ac). This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance. Motion passed 5-0.

POSTPONED FOR REDESIGN R4147A-19 – Jesse M Topel on a motion by Supervisors Foelker/Jaeckel: Rezone 3.4 acres of PIN 022-0613-0524-000 (35.959 Ac) for a new building site along **Hope Lake Rd** in the Town of Oakland. This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance. Motion passed 5-0.

POSTPONED R4144A-19 – Richard Potthast on a motion by Supervisors Nass/Foelker: Create a 1.01-acre lot around the home and buildings at **W5526 Curtis Mill Rd** in the Town of Jefferson, part of PIN 014-0614-2634-000 (23.46 Ac). This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance. Motion passed 5-0.

POSTPONED R4145A-19 – Richard Potthast on motion by Supervisors Nass/ Jaeckel: Create a 33-acre Natural Resource zone from part of PINs 014-0614-2634 (23.46 Ac), 014-0614-2633-000 (34.1 Ac) and 014-0614-2744-000 (9.06 Ac). The property is between **Curtis Mill and Buena Vista Roads** in the Town of Jefferson. This is in accordance with Sec. 11.04(f)12 of the Jefferson County Zoning Ordinance. Motion passed 5-0.

APPROVED WITH CONDITIONS CU1978-19 – Shirley Kuhl on a motion by Supervisors Jaeckel/Foelker: Conditional use for a conference center/banquet hall/event facility at **N4716 County Road G**, Town of Jefferson, in an existing A-2 zone. This is on PIN 014-0614-0623-000 (5 Ac) and is in accordance with Sec. 11.04(f)7 of the Jefferson County Zoning Ordinance. Motion passed 5-0.

APPROVED WITH CONDITIONS CU1979-19 – Timothy J Tiry on a motion by Supervisors Nass/Poulson: Conditional use to enlarge an existing extensive onsite storage structure in a Residential R-2 zone at **N1851 Parkview Circle**. The site is in the Town of Palmyra, on PIN 024-0516-12343-021 (0.81 Acre). This is in accordance with Sec. 11.04(f)2 of the Jefferson County Zoning Ordinance. Motion passed 5-0.

18. Possible Future Agenda Items

Discussion on Jefferson County Comprehensive Plan Update
Discussion on Solar Energy Facilities

19. Upcoming Meeting Dates

April 12, 8:00 a.m. – Site Inspections Beginning in Courthouse Room 203
April 18, 7:00 p.m. – Public Hearing in Courthouse Room 205

April 29, 8:30 a.m. – Decision Meeting in Courthouse Room 203

May 10, 8:00 a.m. – Site Inspections Beginning in Courthouse Room 203 (Nass will be absent)

May 16, 7:00 p.m. – Public Hearing in Courthouse Room 205

May 20, 8:30 a.m. – Decision Meeting in Courthouse Room 203

20. Adjourn

Motion by Jaeckel/Foelker to adjourn. Motion passed 5-0, and the meeting adjourned at 9:28 a.m.

Blane Poulson, 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.

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.

JEFFERSON COUNTY PLANNING AND ZONING COMMITTEE
MINUTES OF THE SITE INSPECTION MEETING

Steve Nass, Chair; George Jaeckel, Vice-Chair; Blane Poulson, Secretary; Matt Foelker, Lloyd Zastrow

ROOM 203, COUNTY COURTHOUSE
311 S. CENTER AVE., JEFFERSON, WI 53549
8:00 A.M. ON FRIDAY, APRIL 12, 2019

1. Call to Order

The meeting was called to order by Chairman Steve Nass at 8:00 a.m.

2. Roll Call (Establish a Quorum)

Members were present at 8:00 a.m. were Chairman Nass, Supervisors Zastrow, Jaeckel, Poulson, and Foelker. Zoning staff present included Matt Zangl and Lindsey Schreiner.

3. Certification of Compliance with Open Meetings Law

Zangl verified that the meeting was held in compliance with Open Meetings Law.

4. Approval of the Agenda

Motion by Supervisor Jaeckel and seconded by Supervisor Foelker to approve the agenda. Motion passed 4-0.

5. Public Comment (Not to exceed 15 minutes and not to include petitions slated for decision. Members of the public who wish to address the Committee on specific agenda items must register their request at this time)
None.

6. Communications

Zangl explained a letter regarding a septic violation that was received by the Committee and Zoning office.

7. Discussion and Possible Action on an Amendment to CU1674-11 for Dean's Eggs LLC/Nature's Link

This is to add a satellite facility for pullets, a covered solid manure storage structure and a liquid manure storage structure at W6178 County Road B, Town of Aztalan on PIN 002-0714-1614-000. A manure storage abandonment is also required at the satellite facility. It will also cover associated waste transfers at the main farm, N5358 State Road 89, Town of Aztalan on PIN 002-0714-3043001. A manure drying system will be installed in the solid manure storage building. The animal units will remain at 2,900 (226,500 layers and 127,000 pullets). Barn 1E at the main farm was constructed in 2017 and has not been used for livestock housing, this barn is not designated livestock housing and cannot be populated.

Roll call was taken and all were present, but Jaeckel abstained. Joe Strupp from LWCD went over the details of the amendment being proposed for the Conditional Use. Zangl explained they are staying with the same amount of animal units. There were no further questions from the Committee. Motion by Zastrow and seconded by Foelker to approve the amendment. The Committee took a roll call vote which passed 4-0, as Jaeckel abstained.

8. Discussion and Possible Action on Determination of Completeness for Steve and Deb Magritz, N3781 County Road G, on PIN 022-0613-1344-000 in the Town of Oakland

Removed from discussion.

9. Discussion and Possible Action on Zoning Amendment R4147A-19 for Jesse Topel, Town of Oakland, on PIN 022-0613-0524-000, Presented in Public Hearing on March 14, 2019

Nass explained the details of the Amendment, and the timing of the situation. Nass also explained if approved, today they would be waiting later for Town approval in this case. A motion was made by Foelker and seconded by Jaeckel to approve the Amendment. Zangl added it should be conditioned upon Town approval, no building on greater than 20% slopes, and requirement of an affidavit. The motion passed 5-0.

10. Site Inspections for Petitions to be Presented in Public Hearing on April 18, 2019:

The Committee left for site inspections with Schreiner at 8:09 a.m.

Nass left at this point and did not go along for site inspections.

CU1981-19 – Kathleen & Michael Kruk: Conditional use for a kennel to allow up to eight dogs in an A-1, Agricultural zone at **W5521 West Pleasant Hill Rd.** The site is in the Town of Jefferson, on PIN 014-0614-2342-000 (45.3 Ac). This is in accordance with Sec. 11.04(f)7 of the Jefferson County Zoning Ordinance.

R4149A-19 – Gregg Stephan: Rezone a 2-acre farm consolidation lot around the home and buildings at **N3056 Will Road**, Town of Hebron, part of PIN 010-0615-3032-000 (27.52 Ac). This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance.

R4150A-19 – Jeffery & Brenda Thayer: Create a 1-acre building site from part of PIN 010-0515-1211-000 (40 Ac) near **W2496 Koch Rd**, Town of Hebron. This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance.

R4152A-19 – Michael Bright: Create a 2.25-acre lot on PIN 014-0615-0211-001 (28.219 Ac) on **Duck Creek Rd**, Town of Jefferson. This would be a consolidation of parcels of record from the same PIN, the area south of the DNR bike trail. This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance.

R4148A-19 – Kory Keller/James & Kory Keller, Gregory & Dawn Keller Property: Create a 1-acre building site from part of PIN 006-0716-3044-000 (49.844 Ac) on **Hillside Dr** in the Town of Concord. This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance.

R4153A-19 – Carole Hoffmeister: Create a 5-acre Natural Resource zone on **Allen Rd** in the Town of Concord from part of PIN 006-0716-1111-001 (17.727 Ac). This is in accordance with Sec. 11.08(f)12 of the Jefferson County Zoning Ordinance.

CU1980-19 – Casserly Properties, LLC: Conditional use to allow a pet grooming business including occasional daytime events and a retail area for pet supplies. The site is part of PIN 012-0816-2231-002 (0.72 Ac) in a Community zone at **N8280 American St**, Town of Ixonia. This is in accordance with Sec. 11.04(f)9 of the Jefferson County Zoning Ordinance.

R4151A-19 – Jon & Penny Bound: Rezone 4.7 acres around the home and buildings at **N3497 Kiesling Rd**, Town of Jefferson, from part of PIN 014-0614-2132-000 (29.05 Ac). This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance.

11. Adjourn

Motion by Foelker and seconded by Poulson to adjourn the meeting. Motion passed 4-0, and the meeting adjourned at 10:15 a.m.

Blane Poulson, 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.

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 PUBLIC HEARING
JEFFERSON COUNTY PLANNING AND ZONING COMMITTEE

Steve Nass, Chair; George Jaeckel, Vice-Chair; Blane Poulson, Secretary; Matt Foelker and Lloyd Zastrow

SUBJECT: Map Amendments to the Jefferson County Zoning Ordinance and Requests for Conditional Use Permit
DATE: Thursday, April 18, 2019
TIME: 7:00 p.m.
PLACE: Room 205, Jefferson County Courthouse, 311 S. Center Ave., Jefferson, WI

1. Call to Order

The meeting was called to order by Vice-Chairman George Jaeckel at 7:00 p.m.

2. Roll Call

All Committee members were present at 7:00 p.m. except Chairman Nass who arrived shortly after the meeting was called to order. Also present were Matt Zangl and Lindsey Schreiner of the Zoning Department.

3. Certification of Compliance with Open Meetings Law

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

4. Approval of Agenda

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

5. Explanation of Public Hearing Process by Committee Chair

Vice-Chairman Jaeckel 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 on April 18, 2019, in Room 205 of the Jefferson County Courthouse, Jefferson, Wisconsin. Members of the public will be allowed to be heard regarding any petition under consideration by the Planning and Zoning Committee. **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-3, AGRICULTURAL/RURAL RESIDENTIAL

R4148A-19 – Kory Keller/James & Kory Keller, Gregory & Dawn Keller Property: Create a 1-acre building site from part of PIN 006-0716-3044-000 (49.844 Ac) on **Hillside Dr** in the Town of Concord. This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance.

PETITIONER: James Keller (N5365 Hillside Dr. Sullivan, WI 53178) explained that they would like to create this building site for his daughter and son-in-law. Keller's son-in-law is returning to Wisconsin from the service. The couple will buy James and Kory's home and they will build new.

COMMENTS IN FAVOR: None.

COMMENTS OPPOSED: None.

REBUTTAL: None.

QUESTIONS FROM COMMITTEE: None.

STAFF: Given by Zangl and in the file. Zangl asked if Keller had worked with the Town to get access. Keller answered no not yet, but he assumed it would be approved considering the petition was approved. Zangl asked if there would be access for the remaining A-1 zone. Keller answered yes.

TOWN: In favor.

R4149A-19 – Gregg Stephan: Rezone a 2-acre farm consolidation lot around the home and buildings at **N3056 Will Road**, Town of Hebron, part of PIN 010-0615-3032-000 (27.52 Ac). This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance.

PETITIONER: Petitioner was not present for the public hearing.

COMMENTS IN FAVOR: N/A

COMMENTS OPPOSED: N/A

REBUTTAL: N/A

QUESTIONS FROM COMMITTEE: N/A

STAFF: N/A

TOWN: In favor.

R4150A-19 – Jeffery & Brenda Thayer: Create a 1-acre building site from part of PIN 010-0515-1211-000 (40 Ac) near **W2496 Koch Rd**, Town of Hebron. This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance.

PETITIONER: Brenda Thayer (W2496 Koch Rd, Jefferson, WI 53549) explained that her son is buying their farm house and the daughter also wants to remain somewhere on the farm, so that is why they are proposing this building site. The proposed lot goes about four feet into the field from the woods.

COMMENTS IN FAVOR: None.

COMMENTS OPPOSED: None.

REBUTTAL: None.

QUESTIONS FROM COMMITTEE: None.

STAFF: Given by Zangl and in the file. Zangl asked if there would be access for the remaining A-1. Thayer answered yes.

TOWN: In favor.

R4151A-19 – Jon & Penny Bound: Rezone 4.7 acres around the home and buildings at **N3497 Kiesling Rd**, Town of Jefferson, from part of PIN 014-0614-2132-000 (29.05 Ac). This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance.

PETITIONER: Jon Bound (N3490 Regelein Ln, Jefferson, WI 53549) explained that he purchased the entire farm, but does not need the home and buildings, thus he'd like to section it off to sell and keep the rest of the farmland.

COMMENTS IN FAVOR: None.

COMMENTS OPPOSED: None.

REBUTTAL: None.

QUESTIONS FROM COMMITTEE: None.

STAFF: Given by Zangl and in the file. Zangl asked what year the home was built. Bound answered it was built before his time, so yes pre-1975. Zangl noted that Bound's adjacent ownership of the A-1 land would leave over 35 remaining acres. Zangl asked if there would be access to the remaining A-1 land. Bound answered yes. Zangl also mentioned that the large lot takes into account the yard and two access points on the property.

TOWN: In favor.

R4152A-19 – Michael Bright: Create a 2.25-acre lot on PIN 014-0615-0211-001 (28.219 Ac) on **Duck Creek Rd**, Town of Jefferson. This would be a consolidation of parcels of record from the same PIN, the area south of the DNR bike trail. This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance.

PETITIONER: Petitioner was not present for the public hearing.

COMMENTS IN FAVOR: N/A

COMMENTS OPPOSED: N/A

REBUTTAL: N/A

QUESTIONS FROM COMMITTEE: None.

STAFF: Given by Zangl and in the file.

TOWN: In favor.

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

R4153A-19 – Carole Hoffmeister: Create a 5-acre Natural Resource zone on **Allen Rd** in the Town of Concord from part of PIN 006-0716-1111-001 (17.727 Ac). This is in accordance with Sec. 11.08(f)12 of the Jefferson County Zoning Ordinance.

PETITIONER: Carole Hoffmeister (W583 Allen Rd, Oconomowoc, WI 53066) explained that her neighbor to the east wants to purchase the 5-acre natural resource zone. She explained that she has no use for the land at her age anyways and is happy to sell it.

COMMENTS IN FAVOR: Trent Alan Heinzl (W507 Allen Rd, Oconomowoc, WI 53066) is the neighbor purchasing the land and was in favor.

COMMENTS OPPOSED: None.

REBUTTAL: None.

QUESTIONS FROM COMMITTEE: None.

STAFF: Given by Zangl and in the file. Zangl asked if Hoffmeister planned on selling the zone separately or will it be adjoining to the neighbor's property. If it was sold as a separate piece it would need access. Heinzl answered that it will just be adjoining his property.

TOWN: In favor.

CONDITIONAL USE PERMIT APPLICATIONS

CU1980-19 – Casserly Properties, LLC: Conditional use to allow a pet grooming business including occasional daytime events and a retail area for pet supplies. The site is part of PIN 012-0816-2231-002 (0.72 Ac) in a Community zone at **N8280 American St**, Town of Ixonia. This is in accordance with Sec. 11.04(f)9 of the Jefferson County Zoning Ordinance.

PETITIONER: Christina Newport (2017 N Battle Creek Rd, Oconomowoc, WI 53066) explained that her intent is to open a pet grooming business in the open unit of the building. She explained that there is currently a veterinary clinic at the site and feels that her business would have similar characteristics and fit in well there.

COMMENTS IN FAVOR: None.

COMMENTS OPPOSED: None.

REBUTTAL: None.

QUESTIONS FROM COMMITTEE: None.

STAFF: Given by Zangl and in the file. Zangl asked how many employees would there be. Newport answered there would be six at the most, including herself. Zangl asked what the hours of operation would be. Newport answered it would be by appointment. The earliest would be at 8 a.m. and the latest at 8 p.m. Zangl asked if there would be any signs. Newport answered yes potentially. Zangl asked how many animals would be on site at one time. Newport answered at most 4 cats/dogs. Zangl asked what the plans are for disposal of animal waste.

Newport answered that a dumpster is provided to the business. Lastly he asked if there were bathrooms on site. Newport answered yes.

TOWN: In favor.

CU1981-19 – Kathleen & Michael Kruk: Conditional use for a kennel to allow up to eight dogs in an A-1, Agricultural zone at **W5521 West Pleasant Hill Rd.** The site is in the Town of Jefferson, on PIN 014-0614-2342-000 (45.3 Ac). This is in accordance with Sec. 11.04(f)7 of the Jefferson County Zoning Ordinance.

PETITIONER: Petitioner was not present for the public hearing.

COMMENTS IN FAVOR: N/A

COMMENTS OPPOSED: N/A

REBUTTAL: N/A

QUESTIONS FROM COMMITTEE: N/A

STAFF: N/A

TOWN: In favor.

Chairman Nass moved to adjourn at 7:20 p.m., and was seconded by Supervisor Poulson. Motion passed unanimously on a voice vote.

Minutes prepared by: *Lindsey Schreiner*
Zoning/On-Site Waste Management Technician
Jefferson County Planning and Zoning Department

Supervisor Poulson, Planning & Zoning Committee 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

04/18/2019
13:35:14

Jefferson County
FLEXIBLE PERIOD REPORT

PAGE 1
glflxrpt

FROM 2019 03 TO 2019 03

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
100 General Fund							
13001 Register Of Deeds							
13001 511110 Salary-Permanent Regular	70,230	0	70,230	5,787.81	.00	64,442.19	8.2%
13001 511210 Wages-Regular	106,280	0	106,280	8,173.53	.00	98,106.47	7.7%
13001 511220 Wages-Overtime	116	0	116	.00	.00	116.00	.0%
13001 511330 Wages-Longevity Pay	375	0	375	.00	.00	375.00	.0%
13001 512141 Social Security	13,541	0	13,541	1,046.00	.00	12,495.00	7.7%
13001 512142 Retirement (Employer)	11,594	0	11,594	914.48	.00	10,679.52	7.9%
13001 512144 Health Insurance	43,352	0	43,352	2,427.88	.00	40,924.12	5.6%
13001 512145 Life Insurance	137	0	137	13.02	.00	123.98	9.5%
13001 512150 FSA Contribution	7,000	0	7,000	.00	.00	7,000.00	.0%
13001 512173 Dental Insurance	3,780	0	3,780	310.76	.00	3,469.24	8.2%
13001 531303 Computer Equipmt & Software	2,500	0	2,500	.00	.00	2,500.00	.0%
13001 531311 Postage & Box Rent	3,600	0	3,600	399.17	.00	3,200.83	11.1%
13001 531312 Office Supplies	4,000	0	4,000	63.80	.00	3,936.20	1.6%
13001 531313 Printing & Duplicating	500	0	500	.00	.00	500.00	.0%
13001 531314 Small Items Of Equipment	3,723	0	3,723	.00	.00	3,723.00	.0%
13001 531324 Membership Dues	270	0	270	.00	.00	270.00	.0%
13001 531326 Advertising	150	0	150	.00	.00	150.00	.0%
13001 532325 Registration	1,830	0	1,830	.00	.00	1,830.00	.0%
13001 532332 Mileage	979	0	979	.00	.00	979.00	.0%
13001 532335 Meals	157	0	157	.00	.00	157.00	.0%
13001 532336 Lodging	2,470	0	2,470	.00	.00	2,470.00	.0%
13001 532339 Other Travel & Tolls	500	0	500	.00	.00	500.00	.0%
13001 533225 Telephone & Fax	0	0	0	17.13	.00	-17.13	.0%
13001 535242 Maintain Machinery & Equip	41,350	0	41,350	.00	36,700.00	4,650.00	88.8%
13001 571004 IP Telephony Allocation	472	0	472	39.33	.00	432.67	8.3%
13001 571005 Duplicating Allocation	37	0	37	3.08	.00	33.92	8.3%
13001 571009 MIS PC Group Allocation	12,308	0	12,308	1,025.67	.00	11,282.33	8.3%
13001 571010 MIS Systems Grp Alloc(ISIS)	2,636	0	2,636	219.67	.00	2,416.33	8.3%
13001 591519 Other Insurance	1,081	0	1,081	.00	.00	1,081.00	.0%
TOTAL Register Of Deeds	334,968	0	334,968	20,441.33	36,700.00	277,826.67	17.1%
GRAND TOTAL	334,968	0	334,968	20,441.33	36,700.00	277,826.67	17.1%

04/18/2019
13:34:12

Jefferson County
FLEXIBLE PERIOD REPORT

PAGE 1
glflxprt

FROM 2019 03 TO 2019 03

	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	206,698	0	206,698	17,224.83	.00	189,473.17	8.3%
13001 412300 RE Transfer Fee County Portio	-210,000	0	-210,000	-16,122.18	.00	-193,877.82	7.7%
13001 451301 RE Recording/Filing Fees	-191,250	0	-191,250	-11,565.00	.00	-179,685.00	6.0%
13001 451303 Copy Fees County Portion	-60,000	0	-60,000	-3,630.47	.00	-56,369.53	6.1%
13001 451305 Land Info/Deeds Fee	-30,100	0	-30,100	-2,759.75	.00	-27,340.25	9.2%
13001 451307 Document Review Fees	-100	0	-100	.00	.00	-100.00	.0%
13001 451309 Birth Funds County Portion	-12,600	0	-12,600	-951.00	.00	-11,649.00	7.5%
13001 451310 Marriage Fund County Portion	-8,516	0	-8,516	-513.00	.00	-8,003.00	6.0%
13001 451311 Death Fund County Portion	-29,000	0	-29,000	-2,314.00	.00	-26,686.00	8.0%
13001 451316 Divorce Fund County Portion	-100	0	-100	-10.00	.00	-90.00	10.0%
TOTAL Register Of Deeds	-334,968	0	-334,968	-20,640.57	.00	-314,327.43	6.2%
GRAND TOTAL	-334,968	0	-334,968	-20,640.57	.00	-314,327.43	6.2%

Register of Deeds	Mar 2019	Output Measures			YR to Date	Current Yr. Target
Program/Service Description	2017	2018	2019	Totals	%	
Documents Recorded	1,201	989	796	2,445	8%	
Vital Records Filed	190	174	156	450	8%	
Vital Record Copies	1,221	1,290	1,088	3,416	25%	
ROD Revenue (Gross Total)	\$ 125,097.38	\$ 121,919.25	\$ 126,344.28	\$ 354,349.76	21%	
Transfer Fees	\$ 14,841.06	\$ 15,071.40	\$ 16,122.18	\$ 44,674.38	21%	
LIO Fees	\$ 9,560.00	\$ 8,690.00	\$ 6,843.00	\$ 21,235.00	19%	
Document Copies	\$ 3,630.47	\$ 4,586.27	\$ 4,946.92	\$ 13,387.95	22%	
Laredo	\$ 1,991.75	\$ 2,180.50	\$ 2,759.75	\$ 8,549.75	28%	
ROD Revenue to General Fund	\$ 33,107.40	\$ 28,503.09	\$ 20,640.57	\$ 115,037.08	21%	
Percentage of Documents eRecorded	43%	51%	56%	56%	8%	
Budget Goals Met	Yes	No	No	No	-4%	
Back Indexing Real Estate	1,098	1,106	796	2,445	26%	

Wisconsin Register of Deeds Association:

Working on legislation regarding Condominiums - Draft to Legislative Reference Bureau

Working on legislation regarding electronic signatures & remote notarization

WRDA Help Desk

Wisconsin Electronic Recording Council:

Collaborating with PRIA on interstate notarization recognition

Updating Chapter Adm 12

Wisconsin Counties Association Board of Directors:

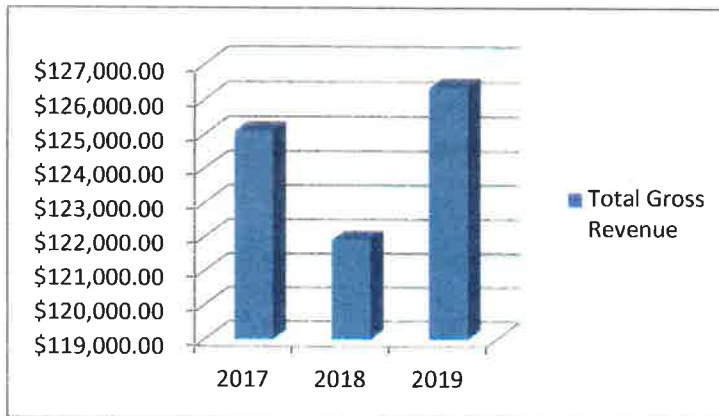
WCA Board of Directors meeting - Milwaukee County presented on their proposed Fair Deal allowing them to generate more revenue, increase contributions from the state for new mandated services, equal shares of Court and Register of Deeds revenues. Mr. Decker asked for an actuarial study on the protected service for jailers.

I have been nominated and accepted into the County Leadership Institute, class of 2019, in Washington DC

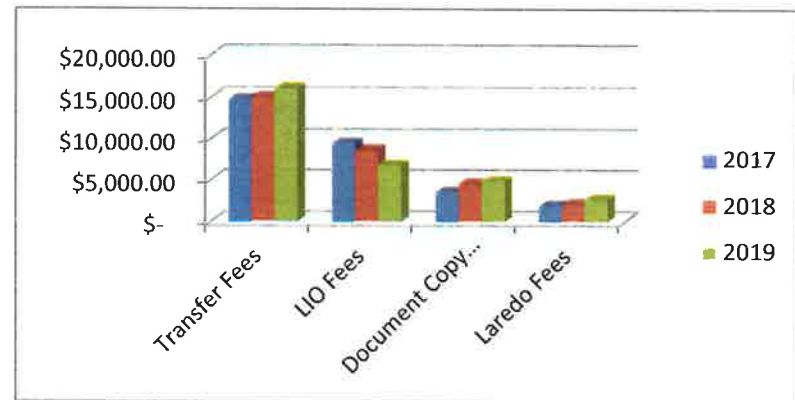
Register of Deeds Monthly Budget Report

Mar-19

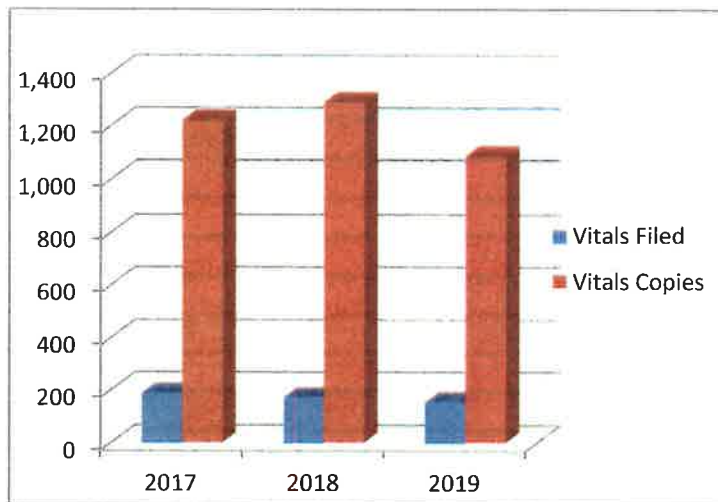
ROD Total Gross Revenues



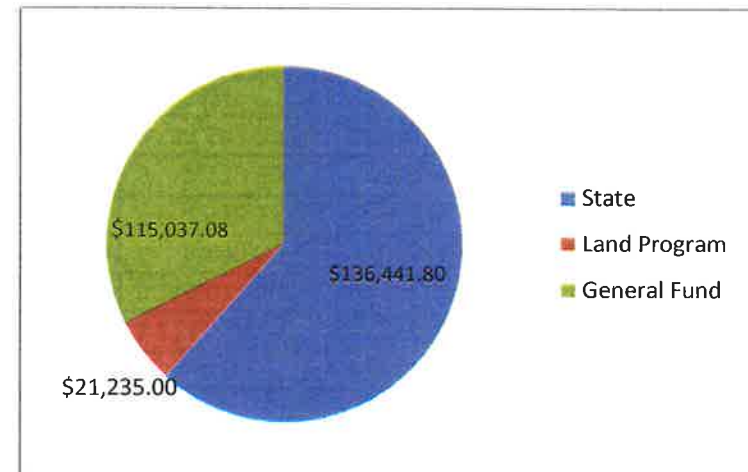
Land Related Revenue



Vital Records



Year to Date Revenue Payout



Maximum Number of Lots. Three (3) non-prime agricultural land A-3 lots or one (1) or two (2) prime agricultural land A-3 lot(s) with clustering recommended. The number of possible prime agricultural land lots is based on the amount and configuration of land owned (see the lot chart below). With less than fifty (50) acres, one (1) prime agricultural land lot is possible. With fifty (50) acres or more, two (2) prime agricultural land lots are possible. The minimum amount of prime agricultural land shall be utilized when approving the prime lot option. If an option is utilized to mix non-prime and prime agricultural land lots, the prime agricultural land maximum lot numbers shall apply. A-3 lots created since the 1977 adoption of the A-3 zoning district shall also be taken into account when determining how many A-3 lots may be available. All parcels of record may propose the maximum number of lots described in this section unless the number of lots has been reduced due to A-3 lots being created from the parent parcel predating the parcel of record. Each parcel of record would have the possibility of at least one A-3 lot upon Committee review and County Board approval. Existing A-3 lots created since 1977 shall not be further redivided so as to create additional lots. A-3 lots proposed for dwellings constructed prior to December 13, 1977 do not count as having utilized an A-3 lot division. [2/8/00, Ord. No. 99-28]

Environmental corridor overlays described in the plan may also impact the maximum number of possible A-3 lots available as described in the following lot chart by utilizing the development density of no greater than one dwelling unit per 10 acres. Clear cutting upland wooded environmental corridor areas in existence at the time of the enactment of this ordinance provision shall not increase the number of A-3 lots available (see the environmental corridor detailed policies in the Jefferson County Agricultural Preservation and Land Use Plan). Also, A-2 lots for an agricultural residence shall reduce the number of lots available. [2/8/00, Ord. No. 99-28]

A-3
AGRICULTURAL/RURAL RESIDENTIAL DISTRICT
LOT CHART

PARCEL OF RECORD SIZE AT TIME OF ORDINANCE AMENDMENT	PRIOR A-3 SPLITS FROM PARENT PARCEL	(MAY USE ONE OR THE OTHER)	
		NON-PRIME LOTS AVAILABLE	PRIME LOTS AVAILABLE
Less Than 50	3	1	1
"	2	1	1
"	1	2	1
"	0	3	1
50 or Greater	3	1	1
"	2	1	1
"	1	2	1
"	0	3	2

[2/8/00, Ord. No. 99-28]

In order to achieve safer access, more effective clustering or protection of land resources, the Committee may consider the consolidation of multiple parcels of record that are contiguous or divided only by a public road and under the same ownership. In reviewing the consolidation for the purpose of a proposed A-3 lot(s) relocation, the Committee must determine that they would have otherwise approved the number of lots on each separate parcel of record. Any proposed lots relocated in this manner would constitute use of all the lots from that separate parcel of record regardless of the number actually relocated. Proposed lots that would have been approved in a non-prime agricultural soil location cannot be relocated into prime agricultural soils unless the number of proposed lots is reduced to the prime soil numbers as described in the "Maximum Number of Lots" section. Conversely, the number of lots would not be increased if relocated from a prime soil location on the separate parcel of record to a non-prime agricultural soil

location on the consolidated parcel of record. Town approval is required for any request for consolidation of parcels of record. [Created 09/11/06, Ord. 2006-15]

9. C – COMMUNITY [renumbered 3/13/12, Ord. 2011-28]

Purpose. To identify those areas which have traditionally serviced the nearby farms and residences, but were not legally incorporated into villages or cities. To recognize that these older communities have mixed their residential, commercial and farming uses. The Community zoning district shall be utilized in Rural Hamlet areas and Limited Service Areas as described in the Jefferson County Agricultural Preservation and Land Use Plan. [am. 2/8/00, Ord. 99-28; 3/13/12, Ord. 2011-28]

Principal Uses. [12/21/82, Ord. No. 11]

- a. Single family detached home.
- b. Parks, conservancy areas.
- c. Group homes in single family dwellings, 8 or fewer occupants.

Accessory Uses. [12/21/82, Ord. No. 11]

- a. Garage, residential.
- b. Residential accessory uses.
- c. Home occupations, accessory. [am. 3/13/12, Ord. 2011-28]
- d. Child care provided in a residence.
- e. Local utilities.
- f. Household pets (kennels separately defined, not included here).
- g. Growing of field crops.

Conditional Uses. [12/21/82, Ord. No. 11]

- a. Church.
- b. School.
- c. Mobile home on foundation.
- d. Mobile home park (including sales of mobile homes associated with park operation).
- e. Multiple dwelling unit structures, established as a planned development, with overall density not exceeding five dwelling units per acre.
- f. Duplex.
- g. Rest home; nursing home.
- h. Day care centers.
- i. Group homes, 9 or more occupants.
- j. Extensive on-site parking or storage.
- k. Home occupation, conditional. [am. 3/13/12, Ord. 2011-28]
- l. Non-local utilities.
- m. Public and semi-public uses.
- n. Keeping of dogs as household pets on a non-commercial basis in excess of two per premises.
- o. Raising/keeping of farm animals provided that parcels are at least 2.0 acres and provided that the number of animals will not exceed one animal unit per 1.0 acre. [am. 2/8/00, Ord. No. 99-28]
- p. Private airstrips when lands are adjacent to an FAA-approved airport.
- q. General merchandise stores.
- r. Food stores.
- s. Building materials, hardware, garden supplies.
- t. Automotive dealers, mobile home dealers.
- u. Fuel dealers.
- v. Service stations and repair shops.
- w. Apparel and accessory stores.
- x. Furniture, home furnishings and equipment.
- y. General retail establishments.
- z. Finance, insurance and legal services.
- aa. Real estate offices.

Matt Zangl

From: Zachary Holcomb <zholcomb@my.wctc.edu>
Sent: Saturday, April 13, 2019 8:44 AM
To: Matt Zangl
Subject: Holcomb building deadline

Hi Matt

In regards to our phone conversation earlier this week about the building deadline; here is the email you requested as to my reasoning for the delay.

As I stated to you, I went through a divorce and was unable to continue with building until my divorce was finalized. The divorce was final March 19th causing me to miss the deadline by a short period of time. I now have everything back on track to continue where I left off and move forward in the process of building my home.

Thank you very much for our conversation and your understanding of my situation, Matt.
I sincerely appreciate you and the boards reconsideration.

Sincerely,

Zach Holcomb