

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

SUBJECT: Planning and Zoning Committee Decision Meeting
DATE: Monday, April 29, 2024
TIME: 8:30 a.m.
PLACE: Room C1021, County Courthouse, Jefferson WI

1. Call to Order

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

2. Roll Call (Establish a Quorum)

Supervisors Jaeckel, Nass, Poulson, Foelker and Richardson were present. Other County staff in attendance were Assistant to County Administrator Michael Luckey. Zoning Department staff present were Matt Zangl, Sarah Elsner, Kim Buchholz and Shari Fishback. Members of the public present were Anita Martin and David Beres.

3. Certification of Compliance with Open Meetings Law

Supervisor Poulson confirmed that meeting was in compliance.

4. Approval of the Agenda

Motion by Poulson, second by Nass to approve the agenda. Motion passes on a voice vote, 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 addressed the committee. She spoke on agenda Item 11, Crawfish River Solar. She asked about when the Town and County will receive their Utility tax payments and asked that if there was not an update today, that an email be sent to her with an update.

6. Approval of meeting minutes from March 21, March 25, April 12 and April 18

Motion by Poulson/Foelker, to approve March 21, 2024 minutes as written. Motion passed on a voice vote 5-0.

Motion by Foelker/Poulson, to approve March 25, 2024 minutes as written. Motion passed on a voice vote 5-0.

Motion by Richardson/Poulson to approve the April 12, 2024 minutes as written. Motion passed on a voice vote 5-0.

Motion by Richardson/Poulson to approve the April 18, 2024 minutes as written. Motion passed on a voice vote 5-0.

7. Communications

- a. Zangl provided committee members with a map of the A-3 parcels within the County as a follow up from the discussion at County Board. There are currently 1,400 A-3 parcels, a little more than anticipated.
- b. Town of Koshkonong notified the County of a possible violation located at Penny Lane Cocker Spaniels CU 1990 CU114M. The department has initiated a violation with the typical enforcement actions.

8. March Monthly Financial Report for Register of Deeds

Hoffmann shared that recordings from January through March are down. April is looking better.

9. April Monthly Financial Report for Land Information Office

Zangl stated that the Land Information Office is status quo.

10. April Monthly Financial Report for Zoning

Zangl reported that to date Zoning is \$3,000 short of 2023 budget. Permits have increased in April.

11. Discussion on Solar Energy Facilities

- a. Crawfish River Solar – Zangl reported that he included a copy of the stray voltage. It was determined no stray voltage affecting the animals in the area. No other update at this time. Luckey spoke to the earlier question from Martin during public comment. He explained that the Utility Aid Payment will be part of the shared revenue payments which are received on the 4th Monday of July and 3rd Monday of November.

- b. Badger State River – Construction scheduled to start at the end of summer. There are many questions on this project.
- c. Sinissippi Solar – Project has been very quiet. No update.
- d. Hackbarth Solar – Target was to start construction at the end of this week.

12. **Discussion on WE Energies Liquefied Natural Gas (LNG) Facility in the Town of Ixonia**

Zangl stated he had received the quarterly report. They are 98% complete.

13. **Discussion and Possible Action on a holding tank request for St. Peter's Evangelical Lutheran Church at N4656/N4676 S Helenville Road, PIN 014-0615-0232-001 in the Town of Jefferson**

Zangl provided a brief overview. Motion by Jaeckel/Poulson to approve as presented. Motion passed on a voice vote of 5-0. Comments included that there were really no other options. This has been an on-going issue for Helenville.

14. **Discussion and Possible Action on a holding tank request for D Thomas Landscaping LLC at W158 Concord Center Dr, PIN 006-0716-1344-002 in the Town of Concord**

Committee chair asked owner, David Beres to provide an overview of his request. Motion by Richardson/Poulson to approve the request with provision that when the new house is built, to hook up to the new sanitary system if able to. Motion approved on a voice vote, 5-0.

15. **Discussion and Possible Action on R4521A-24 & CU2120-24 – Nick Klein/Michael L Klein located at N4922 S Farmington Road, PIN 008-0715-3644-000 in the Town of Farmington. The petition was previously tabled.**

Zangl explained that this is the request that the committee postponed from the last meeting for additional information. Information received from the owner that the lot is big enough to encompass the business and the owner provided an explanation that the other equipment is agricultural related. Motion by Nass/Foelker to approve both the rezone request and conditional use request. Motion approved on a 5-0 voice vote. See written decision and file for further conditions and discussion.

16. **Discussion and Possible Action on Petitions Presented in Public Hearing on April 18, 2024:**

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

APPROVED WITH CONDITIONS R4531A-24 Chris Sukow (Kemmeter's Properties LLC): Rezone from A-2 to A-T and from A-T to A-2 to create a 4.9-acre A-2 lot located at **W5003 US Highway 18** from part of PIN 014-0614-1212-002 (36.636 Ac) in the Town of Jefferson. This is in accordance with Sec.11.04(f)5 and 11.04(f)7 of the Jefferson County Zoning Ordinance. Motion by Nass/Jaekel to approve the rezone requests. Motion passed on 5-0 voice vote.

APPROVED WITH CONDITIONS R4532A-24 – Charlie K Oestreich Trust: Rezone to create a 1-acre lot around the existing home located at **N5870 Popp Road** from part of PIN 002-0714-2142-000 (40 Ac) in the Town of Aztalan. This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance. Motion by Foelker/Poulson to approve rezone with conditions. Motion approved on a 5-0 voice vote.

APPROVED R4533A-24 – Eric & Lindsay Baneck: Rezone to create a 1-acre lot around the existing home located at **N5323 County Road D** and to create a 1-acre lot around the existing home at **N5325 County Road D** from part of PIN 008-0715-2634-000 (40 Ac) in the Town of Farmington. This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance. Motion by Poulson/Foelker to approve the rezone request with conditions. Motion approved on a 5-0 voice vote.

APPROVED CU2123-24 – Erik & Sarah Hoffman: Request to allow for an extensive onsite storage structure in an R-2, Residential-Unsewered zone at **N435 Oxbow Bend** on PIN 016-0513-3412-017 (0.78 Ac) in the Town of Koshkonong. This is in accordance with Sec. 1104(f)2 of the Jefferson County Zoning Ordinance. Motion by Nass/Foelker with reservations to approve the rezone request with conditions. Motion approved on a 5-0 voice vote.

17. Planning and Development Department Update

Zangl shared with the committee that April 30, 2024 will be the County Surveyor's last day and that this Friday, May 3 will be Brett Scherer's last day.

18. Possible Future Agenda Items

Same as today's agenda with updated petitions, committee officer elections.

19. Upcoming Meeting Dates:

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

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

May 28, 8:30 a.m. – Decision Meeting in Courthouse Room C1021

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

June 20, 7:00 p.m. – Public Hearing in Courthouse Room C2063

June 24, 8:30 a.m. – Decision Meeting in Courthouse Room C1021

20. Adjourn

Poulson made a motion to adjourn the meeting. Meeting adjourned at 9:10 a.m.

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

MINUTES
JEFFERSON COUNTY PLANNING AND ZONING COMMITTEE
SITE INSPECTIONS

George Jaeckel, Chair; Steve Nass, Vice-Chair; Blane Poulson, Secretary; Matt Foelker, Cassie Richardson

SUBJECT: Planning and Zoning Committee Site Inspections
DATE: May 10, 2024
TIME: 8:00 a.m.
PLACE: Jefferson County Courthouse, 311 S. Center Ave., Jefferson, WI in Room C1049

1. **Call to Order** - The meeting was called to order by Director Matt Zangl at 8:03 a.m.
2. **Roll Call (Establish a Quorum)** - Supervisors Jaeckel, Nass and Foelker were present. Supervisors Poulson and Richardson were absent.
3. **Certification of Compliance with Open Meetings Law** – Zangl confirmed the meeting was in compliance.
4. **Approval of the Agenda** – Supervisor Jaeckel made motion to approve the agenda, seconded by Supervisor Nass. Motion passed on voice vote 3-0.
5. **Election of Chair, Vice Chair and Secretary** – Supervisor Nass made a motion to nominate Supervisor Jaeckel as Chair, seconded by Supervisor Foelker. Nomination was accepted by Supervisor Jaeckel. Motion passed on voice vote 3-0. Supervisor Foelker made a motion to nominate Supervisor Nass as Vice Chair, seconded by Supervisor Jaeckel. Nomination was accepted by Supervisor Nass. Motion passed on voice vote 3-0. Supervisor Nass made a motion to nominate Supervisor Poulson as Secretary in absentia, seconded by Supervisor Foelker. Motion passed by voice vote 3-0.
6. **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
7. **Communications** – Zangl gave staffing update the there will be two new employees starting on May 20th and is currently in process of interviewing for new County Surveyor.
8. **Site Inspections for Petitions to be Presented in Public Hearing on May 16, 2024:** Committee left for site inspections at 8:08 a.m.

R4536A-24 - Brian Toczyski (Schumacher Trust): Rezone to create a 2-acre residential building site off **Wright Road** in the Town of Farmington from PINs 008-0715-1914-001 (20-Ac) and 008-0715-1942-000 (40-Ac). This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance.

R4539A-24 – J & K Strauss Trust: Rezone to create a 2-acre residential building site from PIN 030-0813-2622-001 (42.464-Ac) off **Springer Road** in the Town of Waterloo. This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance.

R4540A-24 – J & K Strauss Trust: Rezone to create (3), 1-acre residential building sites from PIN 030-0813-2714-000 (43.404-Ac) off **Springer Road** in the Town of Waterloo. This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance.

R4541A-24 – J & K Strauss Trust: Rezone to create a 13.5-acre Natural Resource zone from PIN 030-0813-2622-001(42.464-Ac) off **Springer Road** in the Town of Waterloo. This is in accordance with Sec. 11.04(f)12 of the Jefferson County Zoning Ordinance.

R4537A-24 – NCenterprises LLC: Rezone to create (2), 2 acre residential lots from PINs 018-0713-0213-003 (18.970-Ac) and 018-0713-0224-000 (40-Ac) near **N7119 North Shore Road** in the Town of Lake Mills. This is in accordance with Sec. 11.04(f)8 of the Jefferson County Ordinance.

R4235A-24 - Kiley Groose (Mark D & Lisa S Groose Trust): Rezone to create a 1-acre residential building site along **Concord Center Drive** in the Town of Concord from PIN 006-0716-1431-001 (41.072-Ac). This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance.

CU2124-24 – Aaron & Conni J Pugh: Conditional use for an extensive onsite storage structure in an R-2 zone at **W1313 County Road CW** in the Town of Ixonia on PIN 012-0816-0411-003 (5.2-Ac). This is in accordance with Sec. 11.04(f)2 of the Jefferson County Zoning Ordinance.

CU2125-24 – Aaron & Conni J Pugh: Conditional use to allow farm-type animals in an R-2 zone at **W1313 County Road CW** in the Town of Ixonia on PIN 012-0816-0411-003 (5.2-Ac). This is in accordance with Sec. 11.04(f)2 of the Jefferson County Zoning Ordinance.

R4538A-24 – Ricky & Erica Schneekloth (Lights on LLC): Rezone all of PIN 032-0815-1512-001 (2-Ac) at **N8844 South Road** in the Town of Watertown. This is in accordance with Sec. 11.04(f)8 of the Jefferson County Ordinance.

CU2126-24 – Gregg A & Diane E Brunclik: Conditional use for an addition to an existing extensive onsite storage structure in an R-2 zone at **N7568 Ceasar Road** on PIN 032-0815-3613-001 (9.08-Ac) in the Town of Watertown. This is in accordance with 11.04(f)2 of the Jefferson County Zoning Ordinance.

R4534A-24 - Axel Vohs (Leroy & Carol Vohs Trust): Allow the division of an existing A-3 zoned lot to create a 1.3-acre lot from PIN 004-0515-2611-000 (7.601-Ac) located at **W2911 Piper Road** in the Town of Cold Spring. This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance.

9. Adjourn - Motion made by Supervisor Foelker, seconded by Supervisor Jaeckel to adjourn at 10:35 a.m. Motion passed on a voice vote, 3-0.

If you have questions regarding the petitions, please contact the Planning & Development Department at 920-674-7131. Petition files referenced on this agenda may be viewed in Courthouse Room C1040 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 Planning & Development Department upon request.

Register of Deeds

April

2024

Program/Service Description	Output Measures			YR to Date	Current Yr. Target
	2022	2023	2024	Totals	%
Documents Recorded	1,196	824	1,000	3,174	25%
Vital Records Filed	204	159	167	716	30%
Vital Record Copies	1,215	1,272	1,279	5,161	34%
ROD Revenue (Gross Total)	\$ 190,496.69	\$ 135,482.77	\$ 189,372.63	\$ 566,267.39	34%
Transfer Fees	\$ 27,103.74	\$ 19,057.14	\$ 28,328.22	\$ 79,894.86	40%
LIO Fees	\$ 10,118.00	\$ 7,084.00	\$ 8,692.00	\$ 28,052.00	26%
Document Copies	\$ 6,572.14	\$ 5,173.32	\$ 5,433.88	\$ 21,061.16	38%
Laredo	\$ 2,891.00	\$ 2,375.75	\$ 3,857.65	\$ 16,112.93	50%
ROD Revenue to General Fund	\$ 59,796.73	\$ 43,410.21	\$ 57,225.75	\$ 183,420.95	34%
Percentage of Documents eRecorded	65%	62%	60%	62%	
Budget Goals Met	Yes	Yes	Yes	Yes	Yes
Back Indexed	8,048	6,505	1,857	8,597	43%

Wisconsin Register of Deeds Association:

2023 WI Act 235 - Judicial Officer Privacy act, working with other associations at state, county and municipal levels to ensure data transfers occur correctly. We are also working on legislation to update 59.43, in an attempt to keep up with technology.

Register of Deeds Office:

The staff continues to work on back indexing documents for easier access. Giving our searchers and staff the ability to search documents by name and legal description back to 1945.

Wisconsin Counties Association Board of Directors:

Nothing new to report.

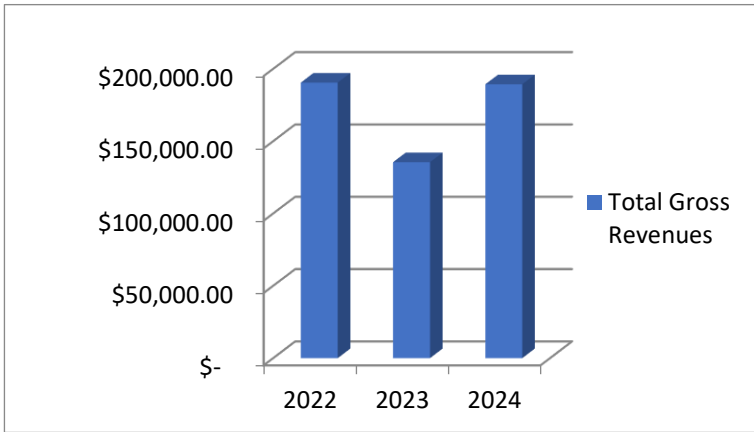
Wisconsin Public Records Board:

Nothing new to report.

Register of Deeds Year to Date Budget Report

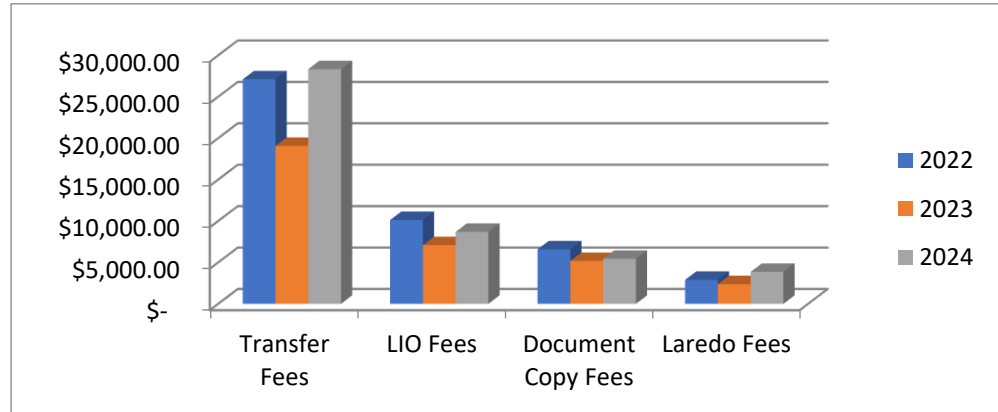
April

ROD Total Gross Revenues

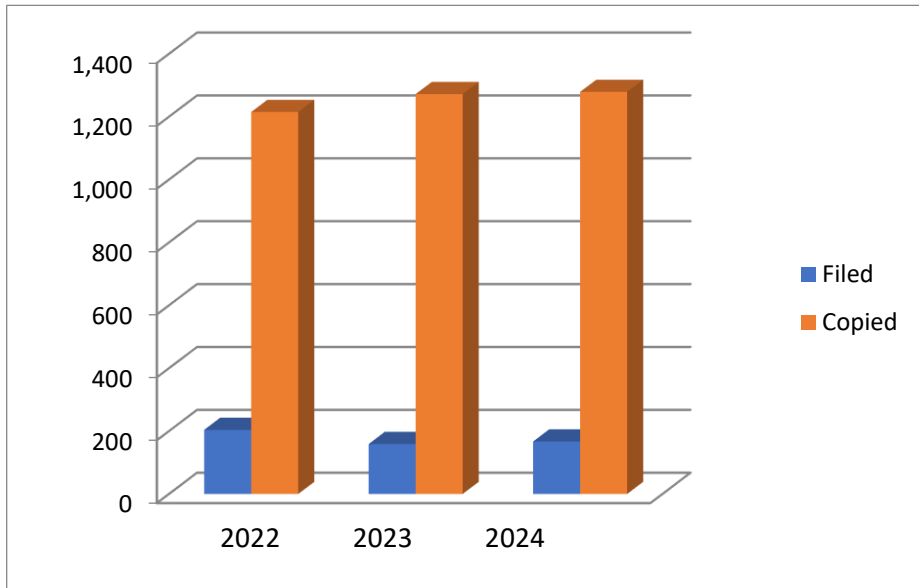


2024

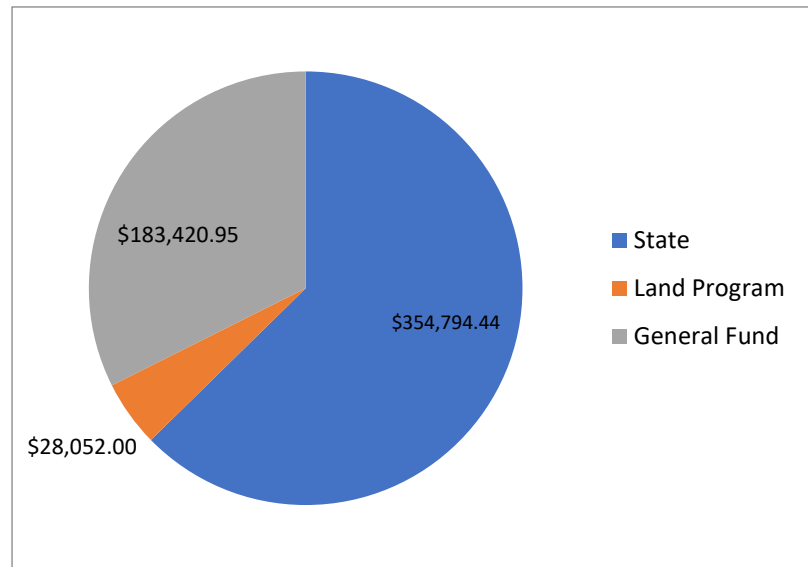
Land Related Revenue



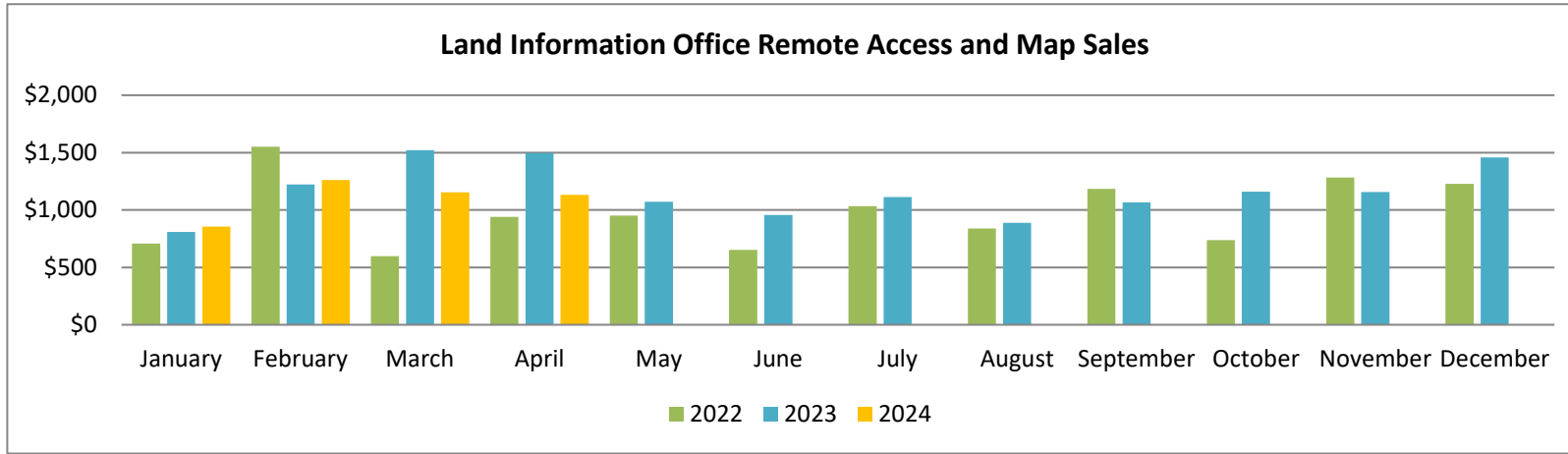
Vital Records



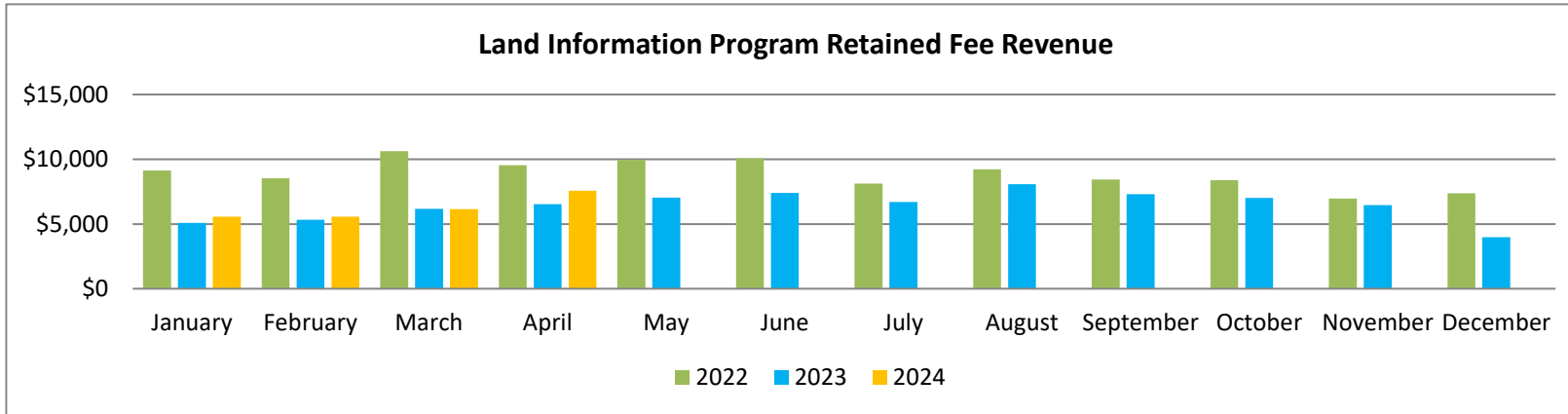
Year to Date Revenue Payout



Land Information Monthly Revenue Report March 2024



Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total	Budget
854	1,262	1,155	1,132	0	0	0	0	0	0	0	0	4,403	13,300
												33.1%	



Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total	Budget
5,568	5,558	6,136	7,568	0	0	0	0	0	0	0	0	24,830	102,000
												24.3%	

Jefferson County Planning and Zoning Department

Enter Year:

PDF: Excel:

Enter 2023 Actual Zoning Deposit:

Enter 2024 Budget Revenues:

MTH	Recording Fees 1.239022	Wisconsin Fund Grants 7102.421001	Real Estate Description Charges 12501.451006	Other Govt Land Info Charges 12501.472011	LIP (12503) Intergovernmental Charges 12503.472011	Other Permits/LU 12901.432099	Private Parties Copies/Maps 12901.451002	Municipal Copies/Printing 12901.472003	Private Sewage System (County) 12901.432002	Soil Testing Fee 12901.458010	Farmland Qualifying Acreage Schedule 12901.458015	Farmland Agreement App 12901.458014	Farmland Preservation Fee/ Certs 12901.458001
Jan	390.00		610.62	5.00	1,500.00	9,490.00	500.00		4,750.00	720.00			
Feb	510.00		512.09	144.90	8,000.00	13,613.00	314.54		5,450.00	1,040.00			
Mar	510.00		140.78	303.75	500.00	14,631.00	128.35		5,775.00	560.00			
Apr	1,140.00		258.76	147.70	500.00	14,885.00	1.00		7,150.00	1,760.00			
May	420.00		220.27	75.00	1,500.00	11,750.00	0.50		7,900.00	1,040.00			
June													
July													
Aug													
Sept													
Oct													
Nov													
Dec													
Total	2,970.00		1,742.52	676.35	12,000.00	64,369.00	944.39		31,025.00	5,120.00			

2023 Actual Zoning Deposit: Please Enter Deposit

2024 Budget Revenues: Please Enter Revenues

2024 Deposits YTD: \$118,847.26

Neal Travis 262-215-9997
W5860 TrCo Rd
Whitewater, WI 53190

Jefferson County Zoning

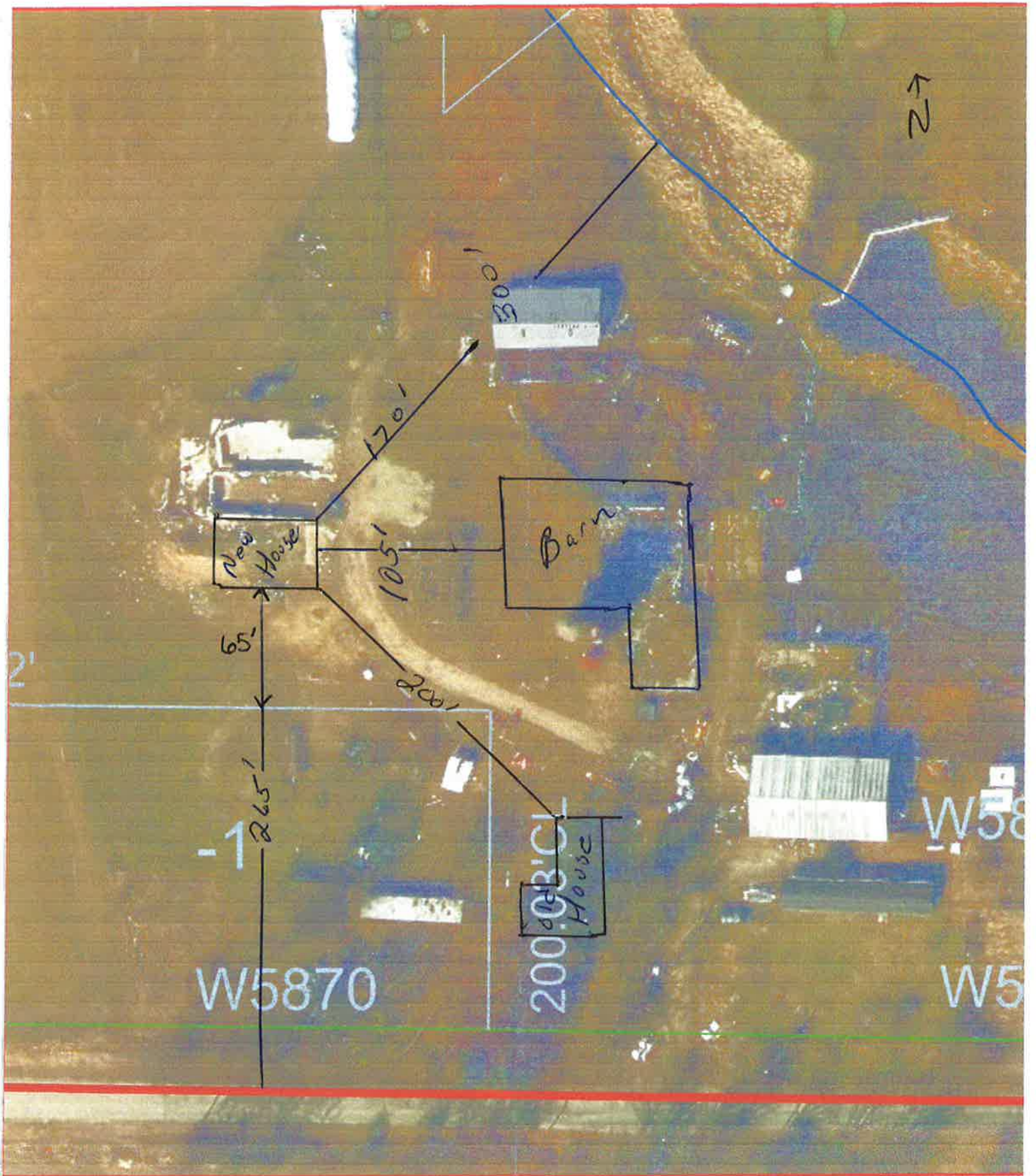
I am writing to ask for a waiver on Parcel # 016-0514-3443-000. We would like to build a new house 200 feet from the existing house on the property. I have included a map to show you the location we would like to use. This new house would be replacing the existing house, which will be removed after the construction is complete.

Also would it be possible to return parcel # 016-0514-3443-001 back into the farm, it was separated off years ago for my sister and she never did anything with it and has now been deceased for more than 15 years, so there is no need for it to be a separate parcel.

I appreciate your consideration on both of these matters.

Thank You,

Neal Travis



7. Support farming-related retail development and direct marketing opportunities, such as farmers markets, that enhance local markets for farm products grown in the area and to enhance community sustainability.
8. Promote vital, distinctive, and varied neighborhoods and a diverse range of housing choices at different densities and for different life stages and income levels.
9. Interconnect the various components of each city or village area with a transportation network for pedestrians, bicycles, and motor vehicles and with a system of open spaces and recreational facilities.

Environmental Corridor

1. Encourage the preservation of environmental corridors in A-3 zoned areas by encouraging context sensitive or conservation design or by allowing the development of a larger lot size.
2. Prohibit buildings, road construction, or land disturbance associated with nonagricultural development on slopes in excess of 20 percent as determined by the USDA Soil Survey GIS map when area is grassed or wooded. Buildings, road construction, or land disturbance is allowed on slopes in excess of 20 percent when land has been previously cultivated.
3. Subject all proposed nonagricultural development within the Environmental Corridor to site plan review to evaluate the development's potential impact on the environment.
4. Continue to update the County's shoreland zoning ordinance to comply with the requirements of NR 115, Wisconsin Administrative Code and implement shoreland protection and mitigation efforts in accordance with that updated ordinance. The County will consider the adoption of stricter standards for shoreland zoning if the state law changes to allow it.
5. Where both development and farmland are close to or within the Environmental Corridor, support streambank management, natural shoreline restoration, erosion control, proper agricultural practices, stormwater management, and vegetative buffer areas as appropriate practices to protect the County's water quality.
6. Continue to allow existing agricultural uses—such as cropping and grazing—on lands within the Environmental Corridor, but at the same time encourage:
 - a. Nutrient management plan implementation to properly manage nutrients applied to the farmland.
 - b. Conservation practices such as reduced tillage, particularly in areas of steep slopes.
 - c. Vegetative buffers between cropped land and surface waters and wetlands.
 - d. Conservation practices that will protect the quality of water resources.
7. Work with partner organizations and entities to explore regional level strategies to protect and enhance the County's significant and sensitive watersheds, modify certain agricultural business practices, identify new and emerging crops and business models, and diversify land use to reduce the impact of future flood events. Jefferson County flooding in the past has had a major impact on the area's environmental health, economy, and farmland.

Urban Service Area

Policies for County Implementation

1. Direct more intensive development—including larger subdivisions, commercial/retail districts, and industrial/business parks—into cities and villages and into those portions of Urban Service Areas that are:
 - a. Proximate to the city or village providing services, and
 - b. Categorized as a 15 Year Growth Area in this Plan.
2. Allow rural (unsewered) development only of the type and density allowed under the Farmland Preservation Area designation, except as may be otherwise allowed by all communities that control sanitary sewer service within that particular Urban Service Area.
3. Require all permitted rural development to be designed in a manner to not impede the orderly future development of the surrounding area with more intensive development with municipal sanitary sewer and water services in the future.