

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

SUBJECT: Planning and Zoning Committee Decision Meeting
DATE: Tuesday, May 28, 2024
TIME: 9:30 a.m.
PLACE: Room C1021, County Courthouse, Jefferson WI

- 1. Call to Order**
The meeting was called to order by Chairman Jaeckel at 9:30 a.m.
- 2. Roll Call (Establish a Quorum)**
Supervisors Jaeckel, Nass, Foelker and Richardson were present. Supervisor Poulson was absent. Other County staff in attendance via Zoom were Assistant to County Administrator Michael Luckey and Supervisor Christensen. Zoning Department staff present were Matt Zangl, Sarah Elsner, Shari Fishback, Haley Nielsen and Taylor Gray. Staci Hoffman, Register of Deeds and Patricia Cicero, Director of Land & Water Conservation. Members of the public present was Anita Martin.
- 3. Certification of Compliance with Open Meetings Law**
Matt Zangl confirmed that meeting was being held in compliance.
- 4. Approval of the Agenda**
Motion by Nass, second by Foelker to approve the agenda. Motion passes on a voice vote, 3-0.
- 5. Public Comment (Not to exceed 15 minutes and not to include petitions slated for decision. Members of the public who wish to address the Committee on specific agenda items must register their request at this time)**
None
- 6. Approval of meeting minutes from March 21, March 25, April 12 and April 18**
Motion by Foelker/Nass, to approve April 29, 2024 minutes as written. Motion passed on a voice vote 4-0.
Motion by Foelker/Nass, to approve May 10, 2024 minutes as written. Motion passed on a voice vote 4-0.
Motion by Richardson/Foelker to approve the May 16, 2024 minutes as written. Motion passed on a voice vote 4-0.
- 7. Communications**
Zangl introduced new Zoning Tech, Haley Nielsen and Summer Intern, Taylor Gray. Advised new County Surveyor to begin on June 3, 2024.
- 8. April Monthly Financial Report for Register of Deeds**
Hoffmann shared that recording is status quo but better than last year.
- 9. May Monthly Financial Report for Land Information Office**
Zangl stated that the Land Information Office is status quo.
- 10. May Monthly Financial Report for Zoning**
Zangl reported that the first two weeks have been busy, meeting last year.
- 11. Discussion on Solar Energy Facilities**
 - a. Crawfish River Solar – Zangl reported no update at this time but the project is nearing the end.
 - b. Badger State River – Construction scheduled to start deadline is Sept. 1st. No updates otherwise.
 - c. Sinnissippi Solar – Project has been very quiet. No update.
 - d. Hackbarth Solar – Grading started this month. To finish by the end of the summer.
- 12. Discussion on WE Energies Liquefied Natural Gas (LNG) Facility in the Town of Ixonia**
Zangl stated project in its final phases.

13. Discussion and Possible Action on replacing a home near W5860 Tri-County Road, Parcel Number 016-0514-3443-000 owned by Neal R Travis, more than 100 feet from the existing single-family home.

Motion by Nass/Foelker to approve. Motion approved on a 4-0 voice vote.

14. Discussion on Conditional Use Permits and Their Consistency with Zoning and Land Use Permits

Zangl provided business example wanting to confirm that department and committee were on the same page.

15. Discussion on the Applicability of No Development on Slopes Greater Than 20%

To be revisited in future.

16. Discussion and Possible Action on Petitions Presented in Public Hearing on May 16, 2024:

APPROVED 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. Motion by Nass/Jaekel to approve the rezone request with conditions. Motion approved on a 4-0 voice vote.

APPROVED 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. Motion by Nass/Foelker to approve the rezone request with conditions. Motion approved on a 4-0 voice vote.

APPROVED WITH CONDITION 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. Motion by Nass/Jaekel to approve the rezone request with conditions. Motion approved on a 4-0 voice vote.

APPROVED 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. Motion by Jaekel/Nass to approve the rezone request with conditions. Motion approved on a 4-0 voice vote.

APPROVED 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. Motion by Jaekel/Richardson to approve the rezone request with conditions. Motion approved on a 4-0 voice vote.

APPROVED 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. Motion by Jaekel/Nass to approve the rezone request with conditions. Motion approved on a 4-0 voice vote.

APPROVED 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. Motion by Nass/Foelker to approve the rezone request with conditions. Motion approved on a 4-0 voice vote.

APPROVED 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. Motion by Nass/Jaekel to approve the rezone request with conditions. Motion approved on a 4-0 voice vote.

APPROVED 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. Motion by Richardson/Foelker to approve the rezone request with conditions. Motion approved on a 4-0 voice vote.

APPROVED WITH CONDITION 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. Motion by Richardson/Foelker to approve the rezone request with conditions. Motion approved on a 4-0 voice vote. Motion was made to make inactive the previous condition on horses by Jaeckel/Foelker, approved on a 4-0 voice vote.

APPROVED 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. Motion by Jaeckel/Richardson to approve the rezone request with conditions. Motion approved on a 4-0 voice vote.

17. Planning and Development Department Update

Zangl shared with the committee that approximately 500 septic maintenance postcards were sent out, GIS is going well. Provided current status of vehicles - Explorer has approximately 36,000 miles and is on the Fleet program and the van has approximately 20,000 miles and is not on the Fleet program but is trying to get it on the program. He advised again of the two new hires, Haley & Taylor, and that the new County Surveyor is starting next week.

18. Possible Future Agenda Items

New zoning application process is going live next week. Will demonstrate next month.

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

Supervisor Jaeckel/Foelker made a motion to adjourn the meeting. Meeting adjourned at 10:38 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: June 14, 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 Supervisor Jaeckel @ 8:01 a.m.
2. **Roll Call (Establish a Quorum)** – All committee members were present. Zoning staff present were Sarah Elsner, Haley Nielsen, Sharyl Fischback and Taylor Gray.
3. **Certification of Compliance with Open Meetings Law** – Supervisor Poulson confirmed the meeting was in compliance.
4. **Approval of the Agenda** – Supervisor Jaeckel made motion to approve agenda, seconded by Poulson. Motion passed on 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)** - None
6. **Communications** – Sarah Elsner introduced new zoning staff member Haley Nielsen and summer intern Taylor Gray.
7. **Site Inspections for Petitions to be Presented in Public Hearing on June 20, 2024:** Committee left for site inspections at 8:07 a.m.

CU2128-24 – Steve & Dawn Sleaver: Conditional use to allow for an extensive onsite storage structure 2860 sq. ft. with height of 22 ft. 10 inches in R-2 at **N3555 County Road N**, Town of Jefferson, on parcel 014-0614-2313-001.

CU2129-24 – Jason & Kathy Forest: Conditional use to allow an extensive residential on-site storage addition of 588 sq. ft on to an existing 560 sq. ft. garage for a total of 1148 sq. ft. with a height of 19 ft. at **N6286 Korth Highlands** on parcel 018-0713-1542-002 Town of Lake Mills.

R4543A-24 – Jacqueline Christensen: Rezone to create a 1.136-acre residential lot along **Hustisford Road**, Town of Ixonia, from parcel 012-0816-1942-000.

CU2127-24 – Amy Bavuso: Conditional use to allow up to 5 dogs as household pets in an R-1 at **W1301 Marietta Avenue**, Town of Ixonia, on parcel 012-0816-2242-007.

R4542A-24 – Richard & Kimberly Heine: Reapplication of an expired approval to create a 2-acre residential building site on the corner of **Bakertown Road and N Helenville Road** in the Town of Farmington, parcel 008-0715-3522-000.

8. **Adjourn** – Motion made by Supervisor Foelker, seconded by Supervisor Poulson to adjourn at 10:14 a.m. Motion passed on a voice vote, 5-0.

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.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 Planning & Development Department upon request.

Register of Deeds

May 2024

Program/Service Description	Output Measures			YR to Date	Current Yr. Target
	2022	2023	2024	Totals	%
Documents Recorded	1,286	881	983	4,157	33%
Vital Records Filed	177	202	247	963	40%
Vital Record Copies	1,173	1,201	1,377	6,538	43%
ROD Revenue (Gross Total)	\$ 286,467.98	\$ 288,976.58	\$ 179,016.17	\$ 745,283.56	44%
Transfer Fees	\$ 45,852.42	\$ 48,889.14	\$ 25,763.70	\$ 105,658.56	53%
LIO Fees	\$ 10,855.00	\$ 7,698.00	\$ 8,582.00	\$ 36,634.00	34%
Document Copies	\$ 7,489.15	\$ 5,131.13	\$ 6,390.67	\$ 27,451.83	50%
Laredo	\$ 3,141.73	\$ 4,795.75	\$ 5,057.00	\$ 21,169.93	66%
ROD Revenue to General Fund	\$ 79,946.30	\$ 76,402.02	\$ 57,143.37	\$ 240,564.32	45%
Percentage of Documents eRecorded	68%	58%	64%	62%	
Budget Goals Met	Yes	Yes	Yes	Yes	Yes
Back Indexed	3,585	4,342	2,458	11,055	55%

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 1944.

Wisconsin Counties Association Board of Directors:

Nothing new to report.

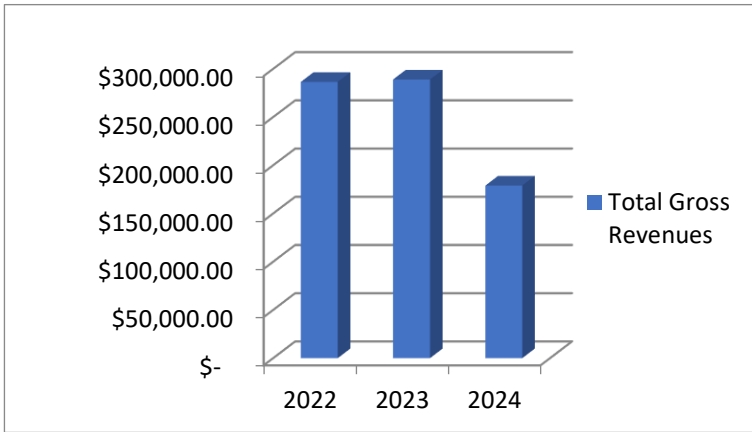
Wisconsin Public Records Board:

Nothing new to report.

Register of Deeds Year to Date Budget Report

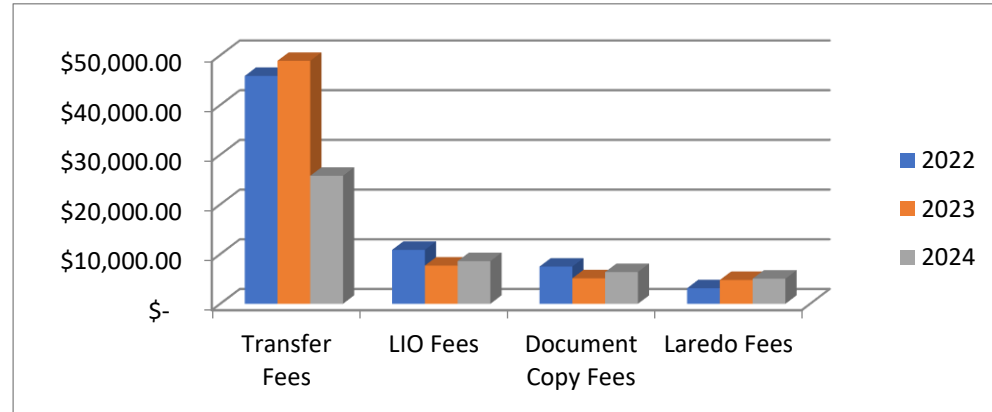
May

ROD Total Gross Revenues

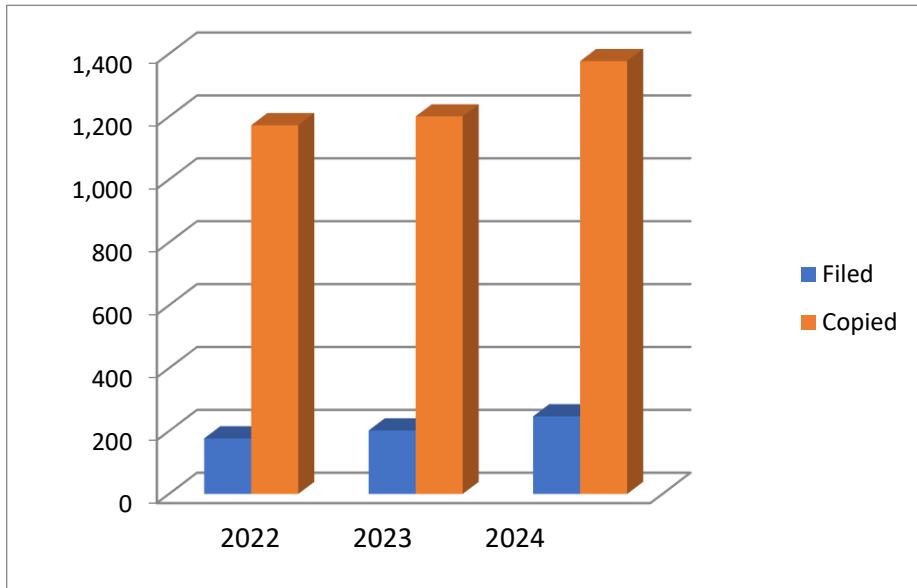


2024

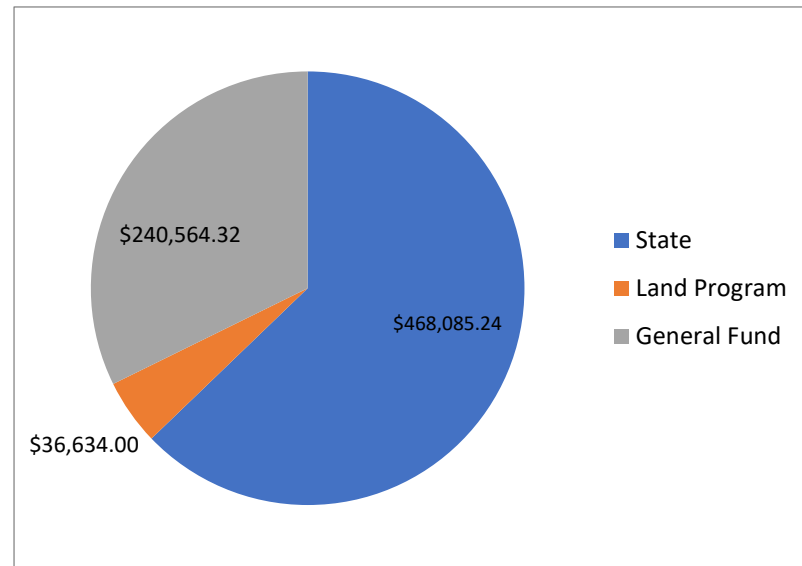
Land Related Revenue



Vital Records



Year to Date Revenue Payout



JEFFERSON COUNTY PRELIMINARY REVIEW FOR CERTIFIED SURVEY

Lot 1 of Certified Survey Map No. 5217 and other lands location in the NW 1/4 of the NW 1/4 of Section 35, Township 6 N, Range 15 East, Town of Hebron, Jefferson County, Wisconsin, on Parcel Numbers 010-0615-3522-003 & 010-0615-3521-001

Owners: Jason & Marybeth Simkowski
 Address: N2856 County Road "D"
 Jefferson, WI 53549
 Phone: 262 385-2586

Date Submitted: _____
 Revised: _____

Surveyor: **SOUTHWEST**
 SURVEYING & ASSOCIATES, Inc.
 W1065 COUNTY ROAD CI, HELENVILLE, WI, 53137
 262-495-4910
 920-674-4884

Note to Be Placed on Final CSM

Petition # _____ Zoning _____

Check for subsequent zoning changes with Jefferson County Zoning Department.

- Rezoning
- Allowed Division within Existing Zone
- Farm Consolidation
- 35+ Acre Lot in A-1 Zone
- Survey of Existing Parcel

Intent and Description of Parcel to be Divided:

Reconfigure Lot 1 of CSM #5217 to accommodate existing solar panels

Rezone 3,224± Sq. Ft. from A-1 to A-3

Rezone 3,224± Sq. Ft. from A-3 to A-1

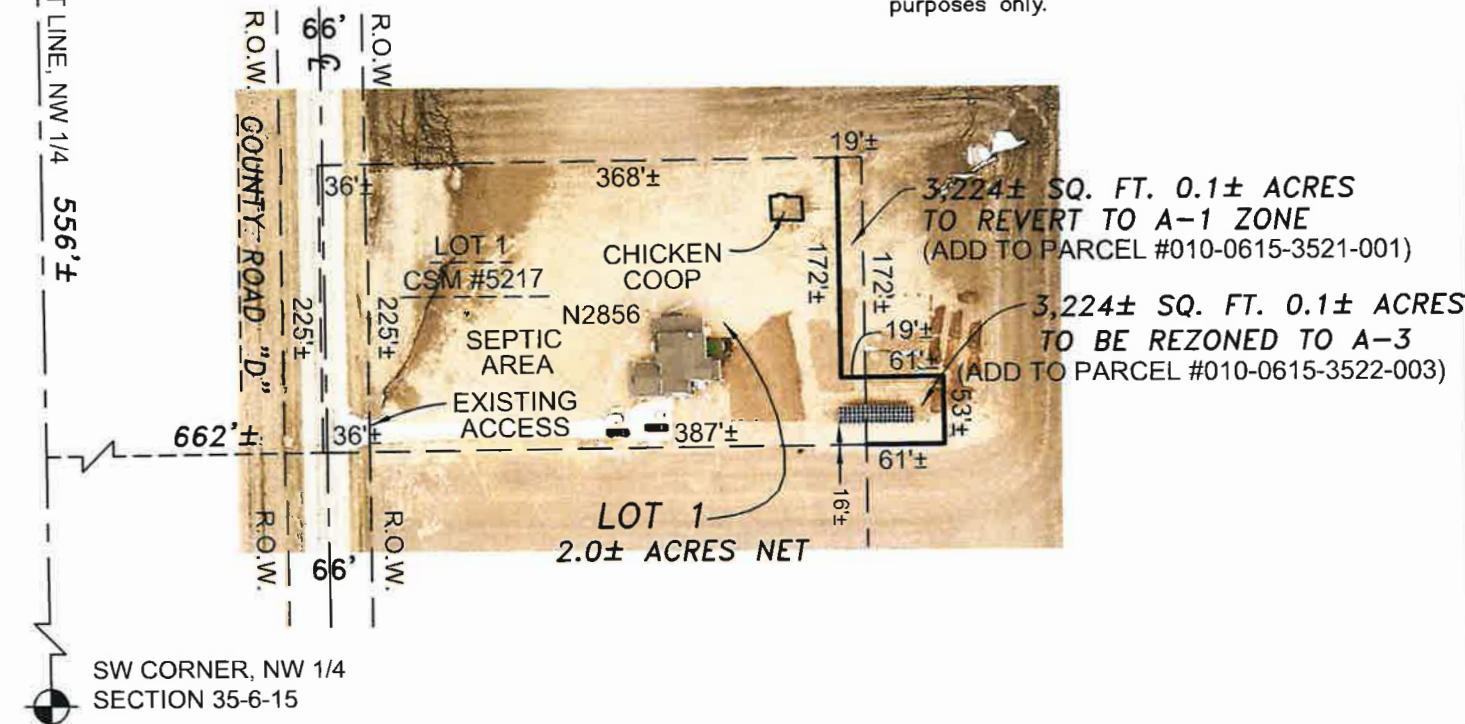
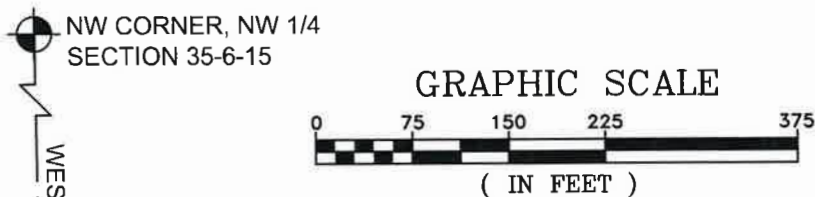
In addition to the info required by Sec 236.34 of State Statutes, Sec. 15.04(f) of the Jefferson County Land Division/Subdivision Ordinance requires that the following be shown:

- Existing buildings, watercourses, drainage ditches and other features pertinent to the proper division.
- Location of access to a public road, approved by the agency having jurisdiction over the road.
- All lands reserved for future public acquisition.
- Date of the map.
- Graphic Scale.



NOTE:

This map was compiled from public data supplied by the Jefferson County Land information Department and is not a substitute for an actual field survey and is limited by the quality of the data from which it was assembled. The dimensions are approximate and will vary upon an actual field survey. To be used for planning purposes only.



Town Board Approval _____	Date: _____
(Includes Access Approval If Applicable)	
County Highway Approval _____	Date: _____
(If Applicable)	
Extraterritorial Approval _____	Date: _____
(If Applicable)	
County Surveyor Approval _____	Date: _____
Zoning Office Approval _____	Date: _____

SHEET 1 OF 1
 DATE: JUNE 4, 2024
 JOB NO: S-224123

Request for Convenience Toilet and Utility Sink In Garage

Land Owners: Benjamin and Maureen Lawrenz

Address: N9646 Pleasant Heights Circle, Watertown, WI 53094

Date: 6/18/24

REF: CU2987-23

We would like to request permission to have a convenience toilet and a utility sink in our outbuilding/ secondary garage. We applied for a conditional use permit on April 20, 2023 and were approved. However, at the time of the application, I didn't realize that I needed to specify that we would like to have a toilet and utility sink.

The purpose and use of the toilet and sink would be that if we are working in the garage, we don't have to walk to the main house to clean up. It will be highly inconvenient to wash tools after use if we have to walk them from the garage to our home. It makes more sense to keep the messy footprint out in the second garage as needed. Additionally, when we are working in the garage, if we need to use the bathroom, we can easily use a toilet rather than walking up to our home and taking off work boots to get to the bathroom, only to put the boots back on and go back to our project. This bathroom would not be used on a regular basis. It would be for occasional use.

I apologize that this was specified in our original application. I don't have a lot of experience applying for these types of permits. A staff member, Deb, was advising me on how to fill out the application and what to include. I guess this is a case of, "I don't know what I don't know". Our blueprints for our garage always included a small convenience bathroom, so I guess I assumed that would be considered when we took our drawings to the open hearing. I was obviously wrong in my assumption, so I do apologize for that. I didn't know I had to request this in writing.

I think it will be beneficial to know that we do have an existing mound septic system that was installed in 2022. Jeff Levake installed a "Y" in the piping that leads from our home to the mound with the idea that when we got around to building our garage, that we would have the option to add a convenience bathroom if that was desired. So there is a structure set up to accommodate the sink and toilet if this is permissible.

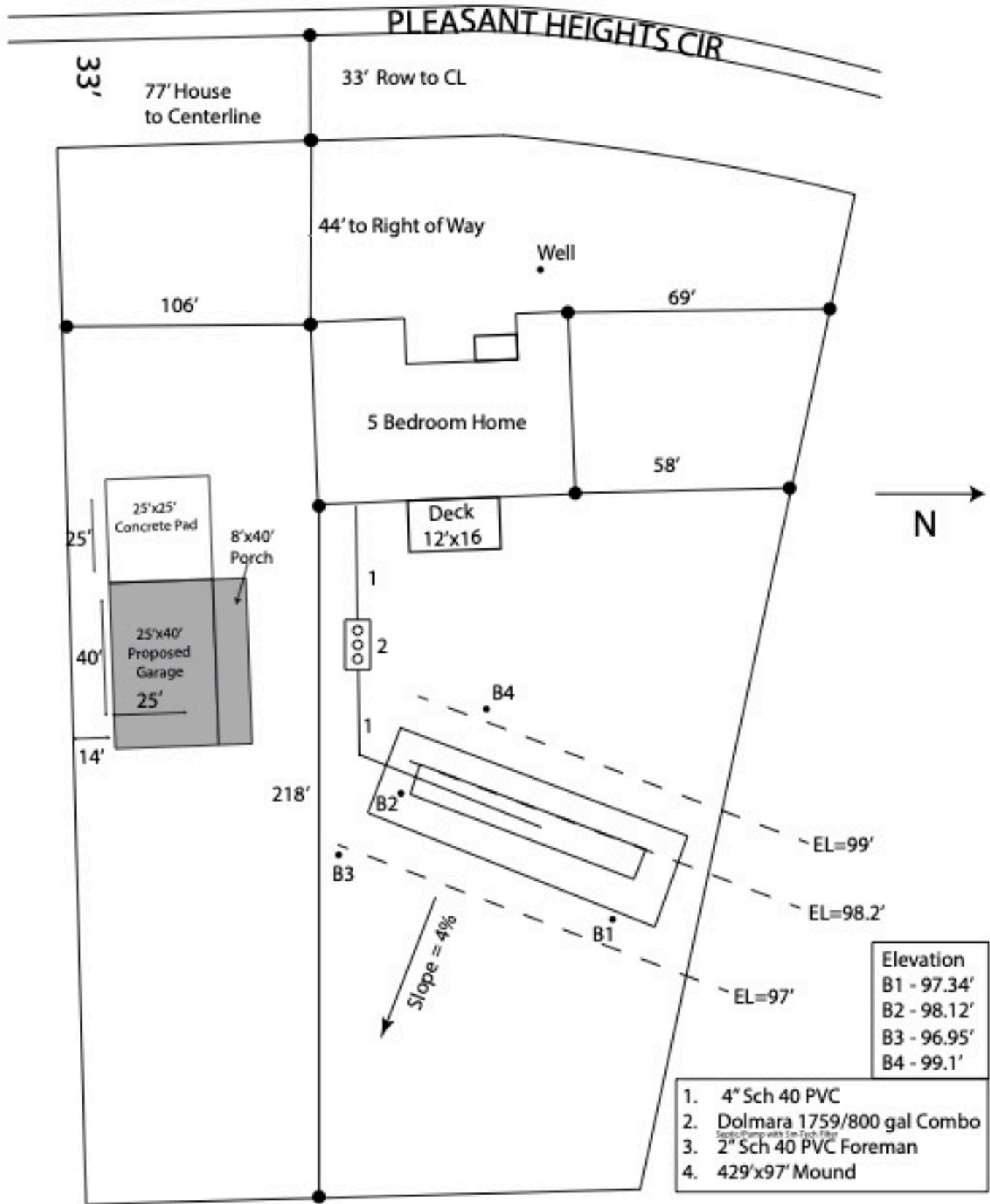
Additionally, it should be noted that this site is not used as a business, this is for personal use to accommodate our family's tools and belongings.

I have requested that our plumber write up a plan that would explain how the sink and toilet would tie into our existing septic.

We would greatly appreciate your support of our request.

Sincerely,

Maureen and Benjamin Lawrenz



LAWRENZ

N9646 Pleasant Heights Cir
Watertown, WI 53094