

AGENDA
JEFFERSON COUNTY PLANNING AND ZONING COMMITTEE
DECISION MEETING

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

SUBJECT: Planning and Zoning Committee Decision Meeting
DATE: Monday, October 27, 2025
TIME: 8:30 a.m.
PLACE: Jefferson County Courthouse, 311 S. Center Ave, Room C2063, Jefferson WI

[Join the Teams meeting now](#)
Meeting ID: 234 644 362 860 3
Passcode: 6Em7TH64

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 decision. Members of the public who wish to address the Committee on specific agenda items must register their request at this time)
6. Approval of meeting minutes from revise September 18, September 29, October 10, October 16
7. Communications
8. September Monthly Financial Report for Register of Deeds
9. October Monthly Financial Report for Planning & Development
10. Discussion on Solar Energy Facilities
 - a. Badger State River
 - b. Sinnissippi Solar
 - c. Whitewater Solar Project
 - d. Rock Lake Solar Project
11. Discussion and Possible Action on R4631A-25, Dale W & Jacqueline E Naatz Trust to create a 4-acre A-3 lot at N7233 Shade Road in the Town of Farmington, PIN 008-0715-0321-00. The petition was previously postponed.
12. Discussion and Possible Action on Outside Storage in the proposed 8-acre industrial zoned lot (R4647A-25) on Woody Lane, PIN 012-0816-2732-000 currently owned by Curtis and Mary Pernat and proposed by MJ Excavating.
13. Discussion and Possible Action on a holding tank request located at W3367 Sunshine Road, PIN 008-0715-2741-000 located in the Town of Farmington. The property is owned by Ryan and Katelyn Broedlow.
14. Discussion and Possible Action on CU2151-25 to allow for the increase in the extensive onsite storage structure size located at W7394/W7398 State Road 106, PIN 028-0513-0141-004 in the Town of Sumner and owned by Keith Bartholomew.
15. Discussion and Possible Action on Petitions Presented in Public Hearing on October 16, 2025:

R4640A-25 – Rodney Johnson: Rezone 6.3-acres from A-1 to A-2 around existing agricultural structures located at **N8525 County Road E** in the Town of Watertown, PIN 032-0815-2311-000 (29.799 ac).

R4641A-25 – Scott Schneider: Rezone .210-acres from A-1 to A-3 from PIN 002-0714-3041-000 (46.001 ac) and add to lot at **N5485 Harvey Road** for total lot size of 1.891-acres in Town of Aztalan, PIN 002-0714-3041-003 (1.681 ac).

R4642A-25 – Wendt Property Management: Rezone 3.14-acres from A-1 to A-3 to create a farm consolidation around existing house and outbuildings located at **W3476 Ranch Road** in the Town of Farmington, PIN 008-0715-0343-001 (18.166 ac).

R4643A-25 – Jeffrey J Coleman Trust: Rezone 1-acre from A-1 to A-3 to create a farm consolidation around the existing house at **W3558 Hagedorn Road** in Town of Hebron, PIN 010-0615-2231-000 (39.210 ac).

R4644A-25 – Derek & Shenelle Jardine: Rezone from A-1 to A-3 to create a 2-acre residential lot at **N7358 Zabel Lane** in Town of Milford, PIN 020-0814-3543-000 (40.0 ac).

R4645A-25 – Charles Schlessinger: Rezone from A-1 to A-3 to create two 2-acre residential lots at **W566 Carlin Trail** in Town of Palmyra, PIN 024-0516-2341-000 (27.390 ac).

R4646A-25 – Rodney Johnson: Rezone 2.0-acres from A-1 to A-3 from PIN 032-0815-2311-000 (29.799 ac) to be added to PIN 032-0815-2311-001 (1.0 ac) to create a total 3-acre residential lot located at **N8493 County Road E** in the Town of Watertown.

R4647A-25 – Curtis Pernet: Rezone 8-acres from A-T to I with outside storage in the Industrial zone across from **N7886 Woody Lane** in the Town of Ixonia, PIN 012-0816-2732-000 (35.305 ac).

CU2182-25 – Ryan Broedlow: Conditional Use to allow for a home occupation for CPA services in an A-3 zone at **W3367 Sunshine Road** in Town of Farmington, PIN 008-0715-2741-000 (4.0 ac).

16. Planning and Development Department Update

17. Possible Future Agenda Items

18. Discussion on Upcoming Meeting Dates:

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

November 20, 6:00 p.m. – Public Hearing in Courthouse Room C2063

November 24, 8:30 a.m. – Decision Meeting in Courthouse Room C2063

December 12, 8:00 a.m. – Site Inspections leaving from Courthouse Room C1049

December 18, 6:00 p.m. – Public Hearing in Courthouse Room C2063

December 29, 8:30 a.m. – Decision Meeting in Courthouse Room C2063

19. 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 C1040 at 311 S Center Ave 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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Individuals requiring special accommodation 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.

NOTICE OF PUBLIC HEARING
JEFFERSON COUNTY PLANNING AND ZONING COMMITTEE
George Jaeckel, Chair; Steve Nass, Vice-Chair; Blane Poulson, Secretary; Matt Foelker; Cassie Richardson

SUBJECT: Map Amendments to the Jefferson County Zoning Ordinance and Requests for Conditional Use Permits
DATE: Thursday, September 18, 2025
TIME: 7:00 p.m. (Doors will open at 6:30)
PLACE: **JEFFERSON COUNTY COURTHOUSE, ROOM C2063**
311 S. CENTER AVE, JEFFERSON, WI 53549
OR Via Teams Videoconference

PETITIONERS OR MEMBERS OF THE PUBLIC MAY ATTEND THE MEETING VIRTUALLY BY FOLLOWING THESE INSTRUCTIONS IF THEY CHOOSE NOT TO ATTEND IN PERSON:

You are invited to a Teams meeting.
When: September 18, 2025, at 07:00 PM Central Time (US and Canada)
[Join the meeting now](#)
Meeting ID: 222 326 323 808 9
Passcode: fy37Vh3D

1. Call to Order
The meeting was called to order by Chairman Jaeckel at 7:00 p.m.
2. Roll Call
Supervisor Jaeckel, Nass, and Foelker were present at 7 p.m. Staff members Trevor Quandt and Sarah Elsner were also present. Teams Meeting attendees; Adam Gusse and Sherif Halaweish
3. Certification of Compliance with Open Meetings Law
Staff member Sarah Elsner confirmed the meeting was being held in compliance with Open Meetings Law.
4. Approval of Agenda
Motion by Supervisor Nass and seconded by Supervisor Foelker to approve the agenda. Motion passed by a 3-0 voice vote.
5. Public Hearing

Elsner read aloud the following:

NOTICE IS HEREBY GIVEN that the Jefferson County Planning and Zoning Committee will conduct a public hearing at 7 p.m. on Thursday, September 18, 2025, in Room C2063 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 EITHER IN PERSON OR VIA TEAMS.** Matters to be heard are petitions to amend the official zoning map 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 8:00 a.m. and 4:30 p.m., Monday through Friday, except holidays. If you have questions regarding these matters, please contact Zoning at 920-674-7131.

Decisions on Conditional Use Permits will be made on **September 29, 2025**
Recommendations by the Committee on Rezones will be made on **September 29, 2025**
Final decision will be made by the County Board on **October 14, 2025**

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

All are in accordance with ss. 22-339 – 22-350 of the Jefferson County Zoning Ordinance

R4634A-25 – Ronald & Adelaide Downing: Rezone from A-1 to A-3 to create a 1-acre lot farm consolidation around the house at **W1878 Elder Drive** in the Town of Concord, PIN 006-0716-3243-000 (20.0 ac) and part of 006-0716-3242-000 (34.050 ac).

R4635A-25 – Ronald & Adelaide Downing: Rezone from A-1 to A-3 to create a 3.8-acre residential lot at **W1878 Elder Drive** in the Town of Concord, PIN 006-0716-3243-000 (20.0 ac) and part of 006-0716-3242-000 (34.050 ac).

R4636A-25 – Ronald & Adelaide Downing: Rezone from A-1 to A-3 to create a 2-acre residential lot at **W1878 Elder Drive** in the Town of Concord, PIN 006-0716-3243-000 (20.0 ac) and part of 006-0716-3242-000 (34.050 ac).

PETITIONER: Ronald (Trip) Downing (W4371 Hillview Ln, Jefferson) presented as himself for the rezone petitions. Ronald explained he is looking to lot off the house and buildings to sell and keep the remaining farmland.

Ronald presented as himself for the next two rezones. The 3.8 acres is at the end of a Y-split drive, which they want to split off. The barn and the garage are on the opposite side of the Y-split which they wish to split off into another lot.

COMMENTS IN FAVOR: None.

COMMENTS OPPOSED: None.

REBUTTAL: None.

STAFF REPORT: Given by Elsner and in the file.

Elsner noted – What year was the house built? Petitioner: old, pre-1975.

Do you know where the septic is? Petitioner: just south of the house.

Did the town require any access approval for the driveway? Petitioner: No.

TOWN: Approved all petitions, 3-0 with no conditions.

R4637A-25 – Treva & Rachelle Merson: Rezone from A-1 to A-3 to create a 2-acre residential lot at **W8806 Advent Road** in the Town of Oakland, PIN 022-0613-3332-000 (22.290 ac).

PETITIONER: Rachelle Merson (W8806 Advent Rd, Fort Atkinson) presented on behalf of herself and her mother. The petitioner explained they are intending to plot off a 2-acre parcel to build a home on. To stay close to her mother.

COMMENTS IN FAVOR: None.

COMMENTS OPPOSED: None.

REBUTTAL: None.

STAFF REPORT: Given by Elsner and in the file.

TOWN: Approved, 5-0 with no conditions.

R4638A-25 – Michael Bird, Sr. & Barbara Bird: Rezone 6-acres from A-1 to A-3 to create two 3-acre residential lots at **W1441 Dahlin Lane** in the Town of Palmyra, PIN 024-0516-3342-000 (20.0 ac).

PETITIONER: Michael Bird, Sr (W5228 Tippecanoe Tr, Elkhorn) presented as himself for this rezone. The intent of the petition is to create a lot to build a home for himself, and a future buildable lot for a family member.

COMMENTS IN FAVOR: None.

COMMENTS OPPOSED: None.

REBUTTAL: None.

STAFF REPORT: Given by Elsner and in the file.

Elsner noted to the petitioner that there are wetlands on the north end of property proposed to the west. For access purposes this should be considered.

TOWN: Approved, 3-0, no conditions.

JEFFERSON COUNTY ZONING ORDINANCE TEXT AMENDMENT

R4639T-25 – Jefferson County Zoning Ordinance Amendment: To amend the Jefferson County Zoning Ordinance to incorporate regulations of solar developments.

PETITIONER: Jefferson County Zoning Staff

COMMENTS IN FAVOR: None.

COMMENTS OPPOSED: Kaden Crapp (218 W Walnut, Lancaster). Field manager with WI Land and Liberty Coalition. Non-profit education advocacy group seeks to advocate for an “all of the above” approach to energy. He was advocating for property owners’ rights, stated the coalition believes everyone should have the right to decide how they use their own property. They believe the property owner has the final say if they want to install renewable energy on their property.

Adam Gusse (W8375 Oak Lake Rd). Voiced opinions on setback requirements. Noted 500 ft seemed to restrict access for property owners who would like to participate in renewable energy. Commented that the battery storage systems require 1500 ft, which would restrict property owners who would like to add additional revenue streams as well. Also discussed the challenges with the county vs state permitting requirements. Felt as though running the permitting in parallel would help to ease any issues that may arise from timing of permit issuance.

REBUTTAL: None.

STAFF REPORT: Given by Elsner and in the file. Reiterated this ordinance amendment is to help coordinate regulation to make sure all solar development has guidance in a universal document.

CONDITIONAL USE PERMIT APPLICATIONS

All are in accordance with ss. 22-581 – 22-587 of the Jefferson County Zoning Ordinance

CU2181-25 – Floyd Plank: Conditional Use to allow for a farm store and roadside stand in A-T zone at **N1341 Old 26 Road** in Town of Koshkonong, PIN 016-0514-1734-000 (6.609 ac).

Petitioner: The above petitioner or their representative did not attend the meeting.

6. Adjourn at 7:21 p.m. Motion: Foelker 2nd: Jaeckel 3-0 voice vote

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

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

MINUTES
JEFFERSON COUNTY PLANNING AND ZONING COMMITTEE
DECISION MEETING

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

SUBJECT: Planning and Zoning Committee Decision Meeting
DATE: Monday, September 29, 2025
TIME: 8:30 a.m.
PLACE: Jefferson County Courthouse, 311 S. Center Ave, Room C2063, Jefferson WI

[Join the meeting now](#)

Meeting ID: 234 644 362 860 3
Passcode: 6Em7TH64

1. Call to Order

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

2. Roll Call (Establish a Quorum)

Committee members present in person were Supervisor Jaeckel, Supervisor Poulson and Supervisor Nass. Supervisor Foelker was absent and Supervisor Richardson was present via Teams. Department staff present were Matt Zangl, Sarah Elsner, Trevor Quandt and Shari Fischback. Other County staff in attendance were Land & Water Conservation Director Patricia Cicero and Corporation Counsel Danielle Thompson via Teams. No members of the public were present.

3. Certification of Compliance with Open Meetings Law

Supervisor Poulson confirmed that the meeting was being held in compliance.

4. Approval of the Agenda

Motion made by Supervisor Poulson, second by Supervisor Nass to approve. Motion passed on a voice vote, 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)

There were no public comments.

6. Approval of meeting minutes from August 21, August 25, September 12, September 18

Motion by Poulson/ Nass to approve August 21, 2025, minutes as written.

Motion passed on a voice vote 4-0.

Motion by Nass/Poulson to approve August 25, 2025, minutes as written.

Motion passed on a voice vote 4-0.

Motion by Nass/Poulson to approve September 12, 2025, minutes as written.

Motion passed on a voice vote 4-0.

Motion by Jaeckel/Poulson to approve September 18, 2025, minutes as written.

Motion passed on a voice vote 4-0.

7. Communications

Zangl explained items in the packet about State Bills regarding proposed local regulations of ADU and rezoning requests related to residential development and local ordinances with local comprehensive plans.

8. August Monthly Financial Report for Register of Deeds

Staci Hoffman was absent, but her report was included in the meeting packet.

9. September Monthly Financial Report for Planning & Development

Zangl reported department for the month of September is currently \$5000 short as of this time last year. Overall for the year the revenues for zoning permits were made. Sanitary fees are little behind but doing well.

10. Discussion on Solar Energy Facilities

- a. **Badger State River** – Construction is in the early phases, off to slow start, prepping themselves for winter coming.
- b. **Sinnissippi Solar** – Zangl attended a meeting regarding the project. Engineering plan layout provided in packet involving four Towns & 2700 acres which was submitted to PSC. The application can be submitted to the PSC in the near future. Project estimated to start in 2027 and online by the end of 2028. The next step will be to start working on a Joint Development Agreement.
- c. **Whitewater Solar Project** – PSC approved last week with the standard conditions. Joint Development Agreement to be created with the local municipalities.
- d. **Rock Lake Solar Project** – Project is moving forward but no updates to report.

11. Discussion and Possible Action on a Zoning Ordinance Text Amendment for Accessory Dwelling Units (ADU)

Discussion took place regarding draft changes related to A-1 zoning district, parking requirements, and short-term rental situations. Motion was made by Supervisor Jaeckel/Nass to send draft to the Towns for their review. Motion was approved 4-0.

12. Discussion on 2025 Campground Review

Zangl reported that the review has been finished. Discussion took place regarding gazebos and pop-up structures on top of decks or on lots. Ordinance allows for one shed and one deck only. The Committee agreed that the ordinance allowances should stay the same and that additional structures should not be permitted. No enforcement action has been taken yet by staff.

13. Discussion and Possible Action on Petitions Presented in Public Hearing on September 18, 2025:

See rezone and conditional use file for complete decision

APPROVED R4634A-25 – Ronald & Adelaide Downing: Rezone from A-1 to A-3 to create a 1-acre lot farm consolidation around the house at **W1878 Elder Drive** in the Town of Concord, PIN 006-0716-3243-000 (20.0 ac) and part of 006-0716-3242-000 (34.050 ac). Motion by Jaeckel/Poulson to approve the rezone request as presented. Motion approved on a 4-0 voice vote.

APPROVED R4635A-25 – Ronald & Adelaide Downing: Rezone from A-1 to A-3 to create a 3.8-acre residential lot at **W1878 Elder Drive** in the Town of Concord, PIN 006-0716-3243-000 (20.0 ac) and part of 006-0716-3242-000 (34.050 ac). Motion by Poulson/Jaeckel to approve the rezone request as presented. Motion approved on a 4-0 voice vote.

APPROVED R4636A-25 – Ronald & Adelaide Downing: Rezone from A-1 to A-3 to create a 2-acre residential lot at **W1878 Elder Drive** in the Town of Concord, PIN 006-0716-3243-000 (20.0 ac) and part of 006-0716-3242-000 (34.050 ac). Motion by Poulson/Jaeckel to approve the rezone request as presented. Motion approved on a 4-0 voice vote.

APPROVED R4637A-25 – Treva & Rachelle Merson: Rezone from A-1 to A-3 to create a 2-acre residential lot at **W8806 Advent Road** in the Town of Oakland, PIN 022-0613-3332-000 (22.290 ac). Motion by Nass/Poulson to approve the rezone request as presented. Motion approved on a 4-0 voice vote.

APPROVED R4638A-25 – Michael Bird, Sr. & Barbara Bird: Rezone 6-acres from A-1 to A-3 to create two 3-acre residential lots at **W1441 Dahlin Lane** in the Town of Palmyra, PIN 024-0516-3342-000 (20.0 ac). Motion by Poulson/Jaeckel to approve the rezone request as presented. Motion approved on a 4-0 voice vote.

APPROVED R4639T-25 – Jefferson County Zoning Ordinance Amendment: To allow for the regulations of solar development throughout the County. Zangl reported that he received approval from ten Towns, three Towns denied and there was no response from three Towns. Discussion took place about setbacks. Motion by Poulson/Nass to approve the Amendment. Motion approved on a 4-0 voice vote.

POSTPONED CU2181-25 – Floyd Plank: Conditional Use to allow for a farm store and roadside stand in A-T zone at **N1341 Old 26 Road** in Town of Koshkonong, PIN 016-0514-1734-000 (6.609 ac). *No petitioner or representative was present at public hearing for this petition. This will be put back on a future agenda.*

14. Planning and Development Department Update

Zangl provided update that Ixonia has a proposal for an 8-acre expansion of the industrial park, which will be on the October meeting. He also added that Riverbend Campground is nearing final stages of enforcement and is planning a November audit.

15. Possible Future Agenda Items

Continue with the usual agenda items and ADU ordinance.

16. Discussion on Upcoming Meeting Dates:

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

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

October 27, 8:30 a.m. – Decision Meeting in Courthouse Room C2063

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

November 20, 6:00 p.m. – Public Hearing in Courthouse Room C2063

November 24, 8:30 a.m. – Decision Meeting in Courthouse Room C2063

17. Adjourn

Supervisor Poulson/Jaeckel made a motion to adjourn the meeting. Meeting adjourned at 9:43 a.m.

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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: October 10, 2025
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 at 8:00 a.m.
2. **Roll Call (Establish a Quorum)** - Supervisors Jaeckel, Foelker, Poulson and Nass were present. Supervisor Richardson is an excused absence. Zoning staff present were Matt Zangl, Trevor Quandt and Sharyl Fischback.
3. **Certification of Compliance with Open Meetings Law** – Supervisor Poulson confirmed the meeting is in compliance.
4. **Approval of the Agenda** – Supervisor Poulson made motion to approve agenda, seconded by Supervisor Foelker. Motion passed on voice vote, 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)** - There was no public comment.
6. **Communications** – Zangl had nothing to report.
7. **Site Inspections for Petitions to be Presented in Public Hearing on October 16, 2025:**
Committee left for site inspections at 8:02 am

R4641A-25 – Scott Schneider: Rezone .210-acres from A-1 to A-3 from PIN 002-0714-3041-000 (46.001 ac) and add to lot at **N5485 Harvey Road** for total lot size of 1.891-acres in Town of Aztalan, PIN 002-0714-3041-003 (1.681 ac).

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R4645A-25 – Charles Schlessinger: Rezone from A-1 to A-3 to create two 2-acre residential lots at **W566 Carlin Trail** in Town of Palmyra, PIN 024-0516-2341-000 (27.390 ac).

8. **Adjourn** – Motion made by Supervisor Foelker seconded by Supervisor Nass to adjourn at 10:29 a.m. Motion passed on voice vote, 4-0.

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JEFFERSON COUNTY PLANNING AND ZONING COMMITTEE
George Jaeckel, Chair; Steve Nass, Vice-Chair; Blane Poulson, Secretary; Matt Foelker; Cassie Richardson

SUBJECT: Map Amendments to the Jefferson County Zoning Ordinance and Requests for Conditional Use Permits
DATE: Thursday, October 16, 2025
TIME: 7:00 p.m. (Doors will open at 6:30)
PLACE: JEFFERSON COUNTY COURTHOUSE, ROOM C2063
311 S. CENTER AVE, JEFFERSON, WI 53549
OR Via Teams Videoconference

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When: October 16, 2025, at 07:00 PM Central Time (US and Canada)
[Join the meeting now](#)
Meeting ID: 222 326 323 808 9
Passcode: fy37Vh3D

1. Call to Order
The meeting was called to order by Chair Jaeckel at 7:00 pm.
2. Roll Call
All members of the Committee were present at 7:00 p.m. with Supervisor Richardson attending via Teams. Staff members Trevor Quandt and Haley Nielsen were also present. Also attending via Teams were Ryan Broedlow and Shenelle Jardine.
3. Certification of Compliance with Open Meetings Law
Secretary Poulson affirmed that the meeting was being held in compliance with the Open Meetings Law.
4. Approval of Agenda
Motion by Secretary Poulson and seconded by Foelker to approve the agenda.
Motion passed 5-0 by voice vote.
5. Public Hearing

NOTICE IS HEREBY GIVEN THAT the Jefferson County Planning and Zoning Committee will conduct a public hearing at 7 p.m. on Thursday, October 16, 2025, in Room C2063 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 EITHER IN PERSON OR VIA TEAMS.** Matters to be heard are petitions to amend the official zoning map and applications for conditional use permits. A map of the properties affected may be obtained from the Zoning Department. Individual files, which include staff findings of fact, are available for viewing between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday, except holidays. If you have questions regarding these matters, please contact Zoning at 920-674-7131.

Decisions on Conditional Use Permits will be made on **October 27, 2025**
Recommendations by the Committee on Rezones will be made on **October 27, 2025**
Final decision will be made by the County Board on **November 11, 2025**

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

All are in accordance with ss. 22-304 – 22.310 of the Jefferson County Zoning Ordinance

R4640A-25 – Rodney Johnson: Rezone 6.3-acres from A-1 to A-2 around existing agricultural structures located at **N8525 County Road E** in the Town of Watertown, PIN 032-0815-2311-000 (29.799 ac).

PETITIONER: Rod Johnson (N8550 County Rd E, Watertown, WI) presented himself as the petitioner for this rezone. Johnson explained the request is to utilize a farm consolidation to clean up the property lines of the main parcel.

COMMENTS IN FAVOR: None.

COMMENTS OPPOSED: None.

REBUTTAL: None.

QUESTIONS FROM THE COMMITTEE: None.

STAFF REPORT: Given by Nielsen and in the file. Johnson confirmed the remainder property will continue in farmland/field and no new structures will be built. Part of the property is also proposed for solar development.

TOWN: In favor with no conditions.

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

All are in accordance with ss. 22-339 – 22-350 of the Jefferson County Zoning Ordinance

R4641A-25 – Scott Schneider: Rezone .210-acres from A-1 to A-3 from PIN 002-0714-3041-000 (46.001 ac) and add to the lot at **N5485 Harvey Road** for total lot size of 1.891-acres in the Town of Aztalan, PIN 002-0714-3041-003 (1.681 ac).

PETITIONER: No petitioner or representative showed for the hearing.

COMMENTS IN FAVOR: None.

COMMENTS OPPOSED: None.

REBUTTAL: None.

QUESTIONS FROM THE COMMITTEE: None.

STAFF REPORT: Given by Nielsen and in the file.

TOWN: In favor with no conditions.

R4642A-25 – Wendt Property Management: Rezone 3.14-acres from A-1 to A-3 to create a farm consolidation around existing house and outbuildings located at **W3476 Ranch Road** in the Town of Farmington, PIN 008-0715-0343-001 (18.166 ac).

PETITIONER: Mike Wendt (201 Red Fox Creek, Johnson Creek, WI) presented himself as the petitioner for the rezone. The intent of the project is to utilize a farm consolidation. The petitioner stated they wish to split the land east to west for a more aesthetically pleasing lot configuration.

COMMENTS IN FAVOR: None.

COMMENTS OPPOSED: None.

REBUTTAL: None.

QUESTIONS FROM THE COMMITTEE: None.

STAFF REPORT: Given by Nielsen and in the file. Wendt verified the house was built around 1890 and has a septic system approximately 15 feet to the west of the house.

TOWN: In favor with no conditions.

R4643A-25 – Jeffrey J Coleman Trust: Rezone 1-acre from A-1 to A-3 to create a farm consolidation around the existing house at **W3558 Hagedorn Road** in Town of Hebron, PIN 010-0615-2231-000 (39.210 ac).

PETITIONER: Jeff Coleman (N3215 Schmidt Rd, Jefferson, WI) presented himself as the petitioner. Coleman stated the A-1 to A-3 farm consolidation is to sell an unoccupied home and keep the surrounding A-1 land.

COMMENTS IN FAVOR: None.

COMMENTS OPPOSED: None.

REBUTTAL: None.

QUESTIONS FROM THE COMMITTEE:

STAFF REPORT: Given by Nielsen and in the file. Coleman confirmed the house was built in the 1900's. The petitioner did not know where the septic tank is.

TOWN: In favor with no conditions.

R4644A-25 – Derek & Shenelle Jardine: Rezone from A-1 to A-3 to create a 2-acre residential lot at **N7358 Zabel Lane** in Town of Milford, PIN 020-0814-3543-000 (40.0 ac).

PETITIONER: Shenelle Jardine (N7358 Zabel Rd, Milford, WI) presented herself (on Teams) as the petitioner for the rezone. Jardine stated the rezone is to create a buildable 2 -acre lot for a new residence.

COMMENTS IN FAVOR: None.

COMMENTS OPPOSED: None.

REBUTTAL: None.

QUESTIONS FROM THE COMMITTEE: None.

STAFF REPORT: Given by Nielsen and in the file. Jardine stated the reasoning for the 2-acre prime lot is the petitioner wants to keep animals. The size of the lot is to meet the minimum for keeping of animals in the A zone.

TOWN: In favor with no conditions.

R4645A-25 – Charles Schlessinger: Rezone from A-1 to A-3 to create two 2-acre residential lots at **W566 Carlin Trail** in Town of Palmyra, PIN 024-0516-2341-000 (27.390 ac).

PETITIONER: Charles Schlessinger (W566 Carlin Trl, Palmyra, WI) presented himself as the petitioner. Schlessinger stated they wish to use two splits of 2-acres each, to create two buildable lots.

COMMENTS IN FAVOR: None.

COMMENTS OPPOSED: None.

REBUTTAL: None.

QUESTIONS FROM THE COMMITTEE: None.

STAFF REPORT: Given by Nielsen and in the file.

TOWN: In favor with no conditions.

R4646A-25 – Rodney Johnson: Rezone 2.0-acres from A-1 to A-3 from PIN 032-0815-2311-000 (29.799 ac) to be added to PIN 032-0815-2311-001 (1.0 ac) to create a total 3-acre residential lot located at **N8493 County Road E** in the Town of Watertown

PETITIONER: Rod Johnson (N8550 County Rd E, Watertown, WI) presented himself as the petitioner for this rezone. Johnson explained the request is to rezone a section of land to add to an existing 2-acre lot to create a 3-acre total lot.

COMMENTS IN FAVOR: None.

COMMENTS OPPOSED: None.

REBUTTAL: None.

QUESTIONS FROM THE COMMITTEE:

STAFF REPORT: Given by Nielsen and in the file. Johnson stated the home was built in 1971-72 with the septic located on the southwest side of the home. The land that is left will be utilized for a future solar project.

TOWN: In favor with no conditions.

FROM A-T, AGRICULTURAL TRANSITION TO I, INDUSTRIAL

All are in accordance with ss. 22-200 – 22-208 of the Jefferson County Zoning Ordinance

R4647A-25 – Curtis Pernat: Rezone 8-acres from A-T to I with outside storage in the Industrial zone across from **N7886 Woody Lane** in the Town of Ixonia, PIN 012-0816-2732-000 (35.305 ac).

PETITIONER: Shane Miller (W1912 Washington Rd, Oconomowoc, WI) presented himself as the petitioner. Miller stated the rezone is to build a storage yard and shed for their excavating business. Miller intends to run the business from the new development.

COMMENTS IN FAVOR: Luke Pernat (W1250 Woodchuck Ln, Watertown, WI). In favor for the rezone.

COMMENTS OPPOSED: None.

REBUTTAL: None.

QUESTIONS FROM THE COMMITTEE: None.

STAFF REPORT: Given by Nielsen and in the file. Miller clarified additional parking spaces will be provided in the gravel lot area.

TOWN: In favor with no conditions.

CONDITIONAL USE PERMIT APPLICATIONS

All are in accordance with ss. 22-581 – 22-587 of the Jefferson County Zoning Ordinance

CU2182-25 – Ryan Broedlow: Conditional Use to allow for a home occupation in an A-3 zone at **W3367 Sunshine Road** in Town of Farmington, PIN 008-0715-2741-000 (4.0 ac).

PETITIONER: Ryan Broedlow (W3367 Sunshine Rd, Farmington, WI) presented himself as petitioner. Broedlow presented the conditional use petition to allow him to run his personal CPA business out of an existing building on his property.

COMMENTS IN FAVOR: None.

COMMENTS OPPOSED: None.

REBUTTAL: None.

QUESTIONS FROM THE COMMITTEE: Is there any proposed additional lighting? Broedlow confirmed some general outside lighting for visibility and safety.

STAFF REPORT: Given by Nielsen and in the file. Broedlow stated eventually he would like to add a restroom, have business hours 8 am -6 pm (mainly by appointment only), and add no additional signage.

TOWN: In favor with no conditions.

A second call for Schneider's properties was made at this time, and no petitioner or representative was present.

6. Adjourn

Motion to adjourn by Secretary Poulson and seconded by Supervisor Nass. Motion passed 5-0 by voice vote at 7:24 pm.

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

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

Register of Deeds

September 2025

Program/Service Description	Output Measures			YR to Date	Current Yr. Target
	2023	2024	2025	Totals	%
Documents Recorded	924	930	984	8,555	86%
Vital Records Filed	228	263	228	1,910	80%
Vital Record Copies	1,082	1,279	1,581	13,536	91%
ROD Revenue (Gross Total)	\$ 156,497.30	\$ 153,655.71	\$ 256,101.62	\$1,955,217.10	102%
Transfer Fees	\$ 22,364.04	\$ 21,139.80	\$ 40,677.06	\$ 300,436.02	109%
LIO Fees	\$ 8,034.00	\$ 8,224.50	\$ 8,639.00	\$ 75,435.00	87%
Document Copies	\$ 5,698.68	\$ 5,632.46	\$ 7,897.07	\$ 54,746.06	84%
Laredo	\$ 3,714.42	\$ 4,806.75	\$ 4,176.25	\$ 45,884.94	88%
ROD Revenue to General Fund	\$ 49,545.14	\$ 50,360.01	\$ 73,332.38	\$ 579,094.02	97%
Percentage of Documents eRecorded	63%	71%	76%	72%	
Budget Goals Met	Y	N	Y	Yes	97%
Back Indexed	2,637	1,286	1,226	10,606	53%

Wisconsin Register of Deeds Association:

I testified in both the Assembly and the Senate on AB216 & SB218 requesting the state split the transfer fee 50/50. Had we had this in place for 2025, the county general fund would have made an additional \$300,000 with the reduction in the fee or \$500,000 if they left the fee at \$3/\$1,000. This would also bring in approximately an additional \$186,000 to the land information program. I urge you to reach out to your legislators to get this bill passed in both houses as soon as possible.

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 late 1932. We have hired a new staff member that we will share 50/50 with the County Treasurer.

Wisconsin Counties Association Board of Directors:

Nothing new to report.

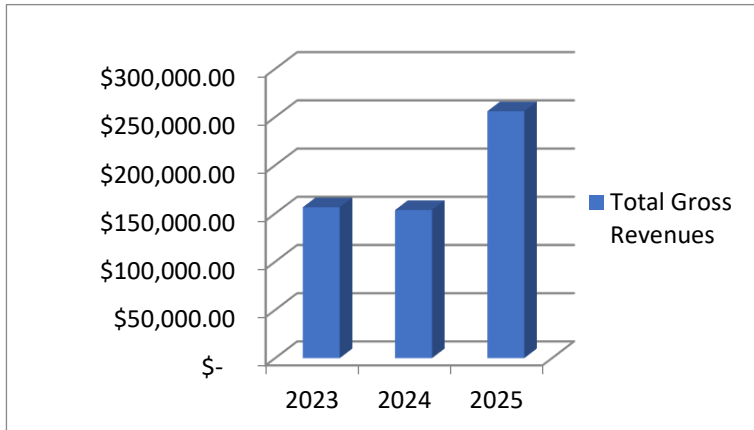
Wisconsin Public Records Board:

The board reviewed and approved 136 record retention schedules. We are currently working on a standard law enforcement schedule.

Register of Deeds Year to Date Budget Report

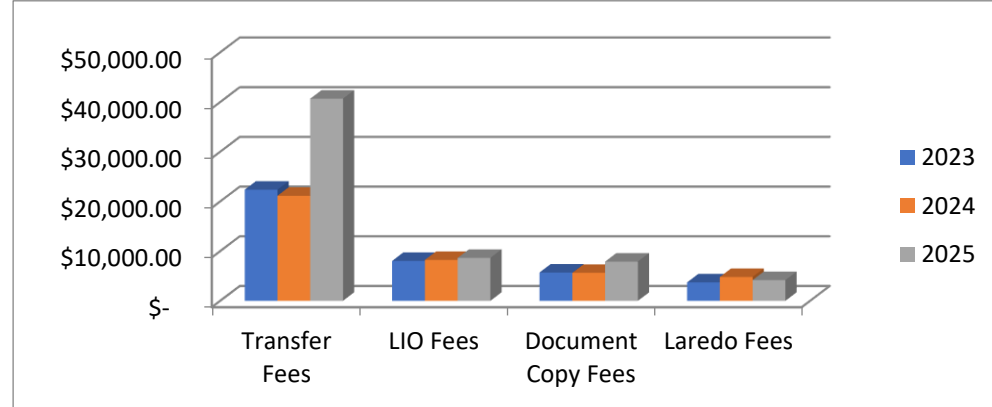
September

ROD Total Gross Revenues

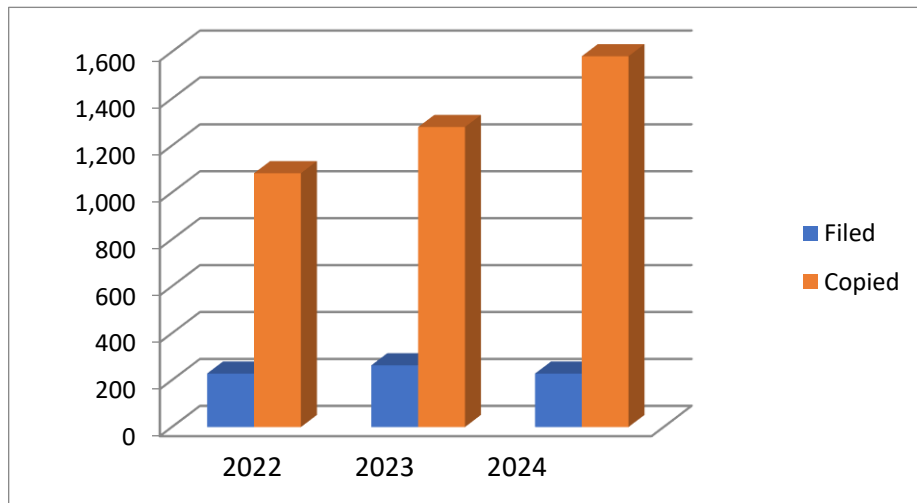


2025

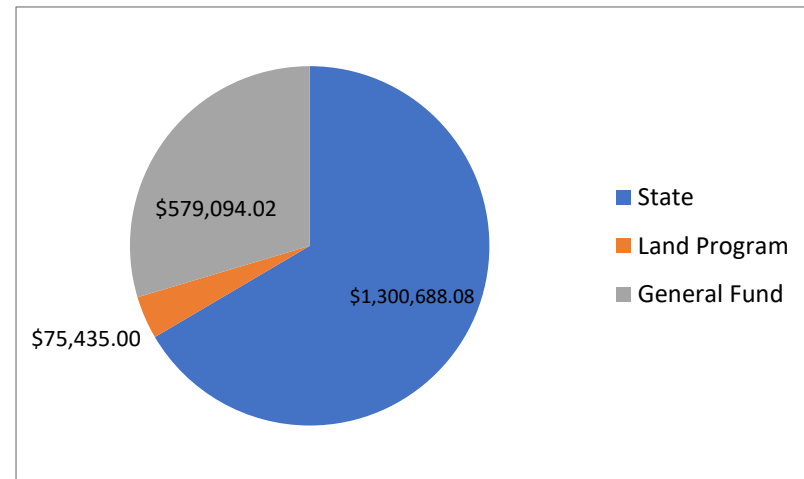
Land Related Revenue



Vital Records



Year to Date Revenue Payout



Matt Zangl

From: Peter Murphy <peter@oneenergyrenewables.com>
Sent: Friday, October 3, 2025 9:33 AM
To: Matt Zangl; Sarah Elsner; Tyson Strankman
Cc: Chris Beedle; Julie Gerrits; Nolan Stumpf
Subject: Re: Rock Lake Solar - County Check-in

This Email has originated from outside Jefferson County's Email Domain. Please verify the Sender before opening any links or attachments. - Jefferson County MIS

Brief notes from today's meeting

Rock Lake Status update 10/3/2025

- Module installation is nearly 100%
- Removing laydown yard around 10/15
- Landowner is taking some of the extra material so won't be removing too much material
- Mechanical completion scheduled for 10/21 meaning that's when everything is physically installed and we're ready to begin testing
- Final seeding will probably happen around the end of October too
- Site has been holding up to erosion pretty well
- Road
 - Wood lane wasn't in great shape to start with; we're making some repairs and are going to leave it better than we started. That will be scheduled for end of October after traffic is done for civil/seeding/demobilization
 - Final inspection by third party will yield a report
 - Neighbor's driveway is in a better spot than when we started

PETER MURPHY
Director + Development

262.395.7172 |[Direct](tel:262.395.7172)

peter@oneenergyrenewables.com



[Book time to meet with me](#)

From: Peter Murphy
Sent: Thursday, May 22, 2025 10:54 AM
To: Matt Zangl <mattz@jeffersoncountywi.gov>; Sarah Elsner <SarahE@jeffersoncountywi.gov>; Tyson Strankman <tyson@oneenergyrenewables.com>
Cc: Chris Beedle <chris.beedle@oneenergyrenewables.com>; Julie Gerrits <julie.gerrits@oneenergyrenewables.com>; Nolan Stumpf <nolan.stumpf@oneenergyrenewables.com>
Subject: Rock Lake Solar - County Check-in



JEFFERSON COUNTY
PLANNING AND DEVELOPMENT DEPARTMENT
ZONING DIVISION

Room C1040
311 S Center Ave
Jefferson, WI 53549

zoning@jeffersoncountywi.gov
Phone: 920-674-7130
Fax 920-674-7525

TOWN OF FARMINGTON

Town Recommendation to Planning and Zoning Committee

Request By: Dale W & Jacqueline E Naatz Trust

Request for: Rezone from A-1 to A-3 to create a 2-acre residential lot at N7233

Shade Road, parcel 008-0715-0321-002.

The Town of Farmington, having considered the above-described petition
for which a Town meeting was held on 10/13/2025,
(date of town meeting)

voted to APPROVE by a vote of 3-0, for the
(approve, deny, table, etc.) (vote: i.e. 3-0)

following reasons (list reasons for the decision, including reference to Town's comprehensive plan
(if applicable)): Town approved as presented
with redesign of lot.

The Town requests the following conditions (if approved by the Planning and
Zoning Committee): _____

Signed [Signature], Town Chair

Attest Jami Latsch, Town Clerk

JEFFERSON COUNTY
PRELIMINARY REVIEW FOR CERTIFIED SURVEY

A Division of land located in the NE 1/4 of the NW 1/4 of Section 3, Township 7 N, Range 15 E,
Town of Farmington, Jefferson County, Wisconsin, on Parcel Number 008-0715-0321-002

Owner: Dale W. & Jacqueline E. Naatz Trust
Address: N7233 Shade Road
Watertown, WI 53094
Phone: 920 297-0329

Date Submitted: _____
Revised: _____

Note to Be Placed on Final CSM

Surveyor: **SOUTHWEST**
SURVEYING & ASSOCIATES, Inc.
W1065 COUNTY ROAD C1, HELENVILLE, WI. 53137
262-495-4910
920-674-4884

Petition # _____ Zoning _____

Check for subsequent zoning
changes with Jefferson County
Zoning Department.

Reasoning

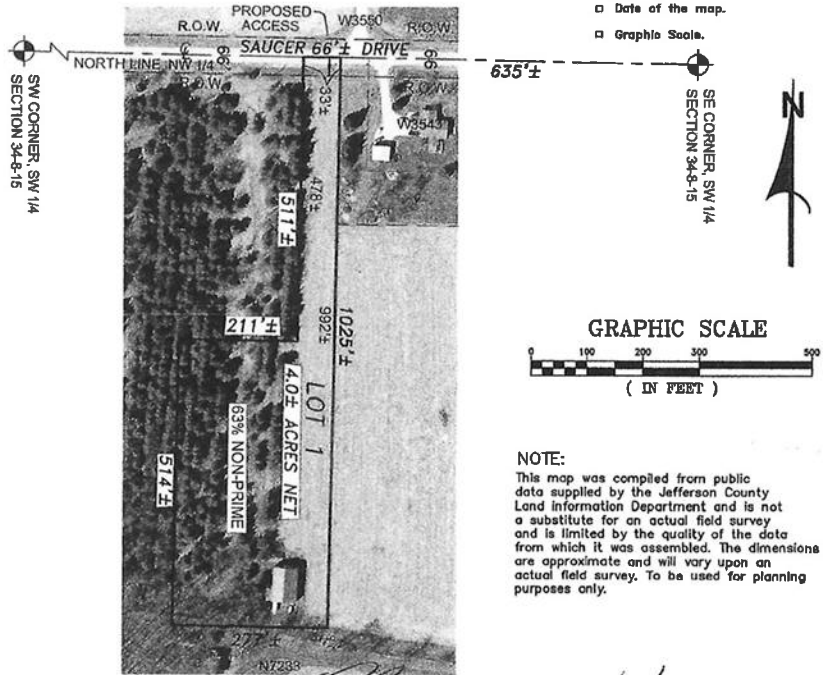
- ☐ Allowed Division within Existing Zone
☐ Farm Consolidation
☐ 35+ Acre Lot in A-1 Zone
☐ Survey of Existing Parcel

Intent and Description of Parcel to be Divided:

Create one 4.0 Acres Net (without road R.O.W.) A-3 zoned rural
residential parcel.

In addition to the info required by Sec
236.34 of State Statutes, Sec. 15.04(1) 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: _____
(Includes Access Approval If Applicable)
County Highway Approval: _____
(If Applicable)
Extraterritorial Approval: _____
(If Applicable)
County Surveyor Approval: _____
Zoning Office Approval: _____

Date: 8/13/25
Date: _____
Date: _____
Date: _____
Date: _____
Date: _____

SHEET 1 OF 1
DATE: APRIL 30, 2025
DATE: SEPTEMBER 29, 2025
JOB NO: N-225109

Please submit one copy to Jefferson County Zoning, Room 201, Courthouse, 230 S. Main St. Jefferson Wisconsin 53549

JEFFERSON COUNTY
PRELIMINARY REVIEW FOR CERTIFIED SURVEY

A Division of land located in the NE 1/4 of the NW 1/4 of Section 3, Township 7 N, Range 15 E,
Town of Farmington, Jefferson County, Wisconsin, on Parcel Number 008-0715-0321-002

Owner: Dale W. & Jacqueline E. Naatz Trust
Address: N7233 Shade Road
Watertown, WI 53094
Phone: 920 297-0329

Date Submitted: _____
Revised: _____

Note to Be Placed on Final CSM

Petition # _____ Zoning _____

Check for subsequent zoning changes with Jefferson County Zoning Department.

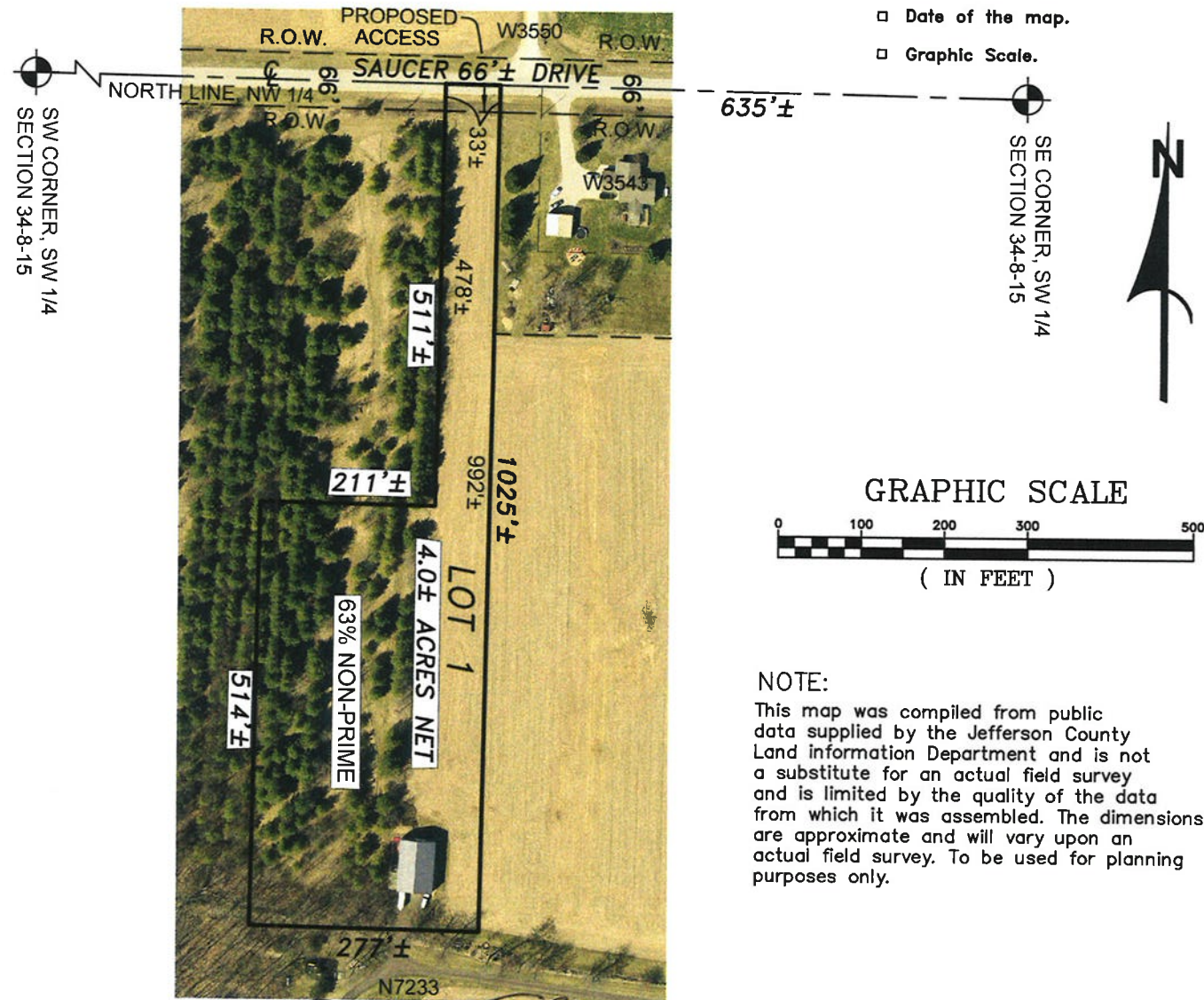
Surveyor: **SOUTHWEST**
SURVEYING & ASSOCIATES, Inc.
W1065 COUNTY ROAD CI, HELENVILLE, WI. 53137
262-495-4910
920-674-4884

- ☒ 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:
Create one 4.0 Acres Net (without road R.O.W.) A-3 zoned rural residential parcel.

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 _____
(Includes Access Approval If Applicable)
County Highway Approval _____
(If Applicable)
Extraterritorial Approval _____
(If Applicable)
County Surveyor Approval _____
Zoning Office Approval _____

Date: 10/13/25
Date: _____
Date: _____
Date: _____
Date: _____

SHEET 1 OF 1
DATE: APRIL 30, 2025
DATE: SEPTEMBER 29, 2025
JOB NO: N-225109



JEFFERSON COUNTY
PLANNING AND DEVELOPMENT DEPARTMENT
ZONING DIVISION

Room C1040
311 S Center Ave
Jefferson, WI 53538

zoning@jeffersoncountywi.gov
Phone: 920-674-7130
Fax 920-674-7525

DATE: October 13, 2025

TO: Tami Latsch, Town Clerk

FROM: Shari Fischback, Administrative Specialist I
Jefferson County Zoning

RE: Request by Dale W & Jacqueline E Naatz Trust to rezone A-1 to A-3
to create a 4-acre residential lot at N7233 Shade Road, parcel 008-
0715-0321-002.

Attached you will find a proposed redesign that was requested at the County Decision Meeting on August 25, 2025, from Dale W & Jacqueline E Naatz Trust along with a Town decision sheet. To avoid delays at the County level, please return the signed Town decision sheet to our department as soon as possible. If more information is needed, please contact our office.

Thank you.

cc: Dale W & Jacqueline E Naatz Trust, owner
Matt Zangl, Director of Planning and Zoning
Sarah Elsner, Lead Zoning/POWTS Technician
Haley Nielsen, Zoning/POWTS Technician
Trevor Quant, Zoning/POWTS Technician
Chris Ruetten, County Surveyor
Gerald Kokkonen, Senior GIS Specialist
Nicholl Ostopowicz, GIS Specialist

Shane,

That works great for the description portion of the petition. We would also need an updated site plan indicating where you will be storing said equipment, the type of surface which will be stored on, and what screening measures will be in place.

Let me know if you have any questions.

From: Miller, Shane <SMiller@mjelectric.com>
Sent: Wednesday, July 16, 2025 11:22 AM
To: Trevor Quandt <tquandt@jeffersoncountywi.gov>
Subject: MJ Equipment list for Ixonia, WI

This Email has originated from outside Jefferson County's Email Domain. Please verify the Sender before opening any links or attachments. - Jefferson County MIS

Hi Trevor,

For the outdoor gravel storage area, we will have the following equipment cycling through the yard. There will be the normal equipment an Excavating company would have - Excavators, Dozers, Wheel loaders, Stone Boats, Shoring, Quad Axle Dump Trucks, Semi's, semi trailers, equipment trailers, farm tractors, skidsteer's, pickup trucks, enclosed trailers, and attachments for the equipment. There will be some minor left over materials that will come back to be used on future projects. Currently we are storing culverts, drainage pipe, electrical conduit, silt fence, and rolls of geofabric and geotextile.

Thanks,

Shane



Shane Miller | Director of Operations

Office: 906.828.4164 | Mobile: 920.636.8412

MJ Excavating, a Division of M. J. Electric, LLC
N64W22998 County Road F | Sussex, WI 53089

<https://www.mjelectric.com/mjx>   

Trevor Quandt

From: Miller, Shane <SMiller@mjelectric.com>
Sent: Thursday, July 17, 2025 1:01 PM
To: Trevor Quandt
Subject: RE: MJ Equipment list for Ixonia, WI
Attachments: scan_20250717_125950.pdf

This Email has originated from outside Jefferson County's Email Domain. Please verify the Sender before opening any links or attachments. - Jefferson County MIS

Hi Trevor,

Let me know if you need anything further. Plans will be developed further as approvals are made.

Thanks,

Shane

From: Trevor Quandt <tquandt@jeffersoncountywi.gov>
Sent: Wednesday, July 16, 2025 2:44 PM
To: Miller, Shane <SMiller@mjelectric.com>
Subject: RE: MJ Equipment list for Ixonia, WI

[EXTERNAL]

Submission for the petition.

From: Miller, Shane <SMiller@mjelectric.com>
Sent: Wednesday, July 16, 2025 2:06 PM
To: Trevor Quandt <tquandt@jeffersoncountywi.gov>
Subject: RE: MJ Equipment list for Ixonia, WI

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Trevor,

Are you in need of those items for this submission or for the final CSM?

Thanks,

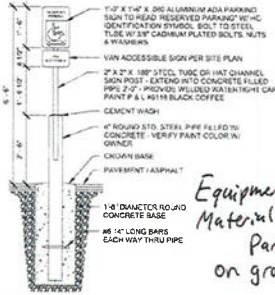
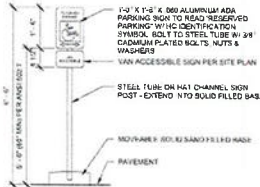
Shane

From: Trevor Quandt <tquandt@jeffersoncountywi.gov>
Sent: Wednesday, July 16, 2025 2:04 PM
To: Miller, Shane <SMiller@mjelectric.com>
Subject: RE: MJ Equipment list for Ixonia, WI

[EXTERNAL]

ADA ACCESSIBLE INFO.

- ACCESSIBLE PATH - ANNOTATIONS ON DRAWINGS FROM BUILDING TO ENTRANCE AND TICKETS CONT TO DRIVEWAY
- VERIFIED ACCESSIBLE PARKING: 2 IS STABLE, FIRM AND SLIP RESISTANT - ANSI 302.1 AND 302.2
- VERIFIED SURFACE TRANSITIONS - ANSI 413.3 WALKING SURFACES ON ACCESSIBLE ROUTE
- MAX RUNNING SLOPE: 1:20 SLOPE: CROSS SLOPE: 1:48 MAX (RAMP 1:12 - 1:20 SLOPE)
- VERIFIED VEHICLE SPACE AND AISLE SIZES - ANSI 302.2 - 14'0" MIN x 18'0" MIN (13'0" VAN x 8'0" A.S.) E. 19'0" MIN (19'0" MIN VEHICLE PARKING HANDOVER) - ANSI 302.3 (SEE DETAIL THIS PLAN)
- VERIFIED VEHICLE MARKING - ANSI 302.4 (PARKING) AND 302.5 (14'0" MIN)
- VERIFIED VEHICLE SPACE AND AISLE SIZES - ANSI 302.5 (14'0" MIN)
- VERIFIED VEHICLE SIGNAGE - ANSI 302.7 (SEE DETAIL THIS SHEET)



WALL MOUNTED ADA SIGN



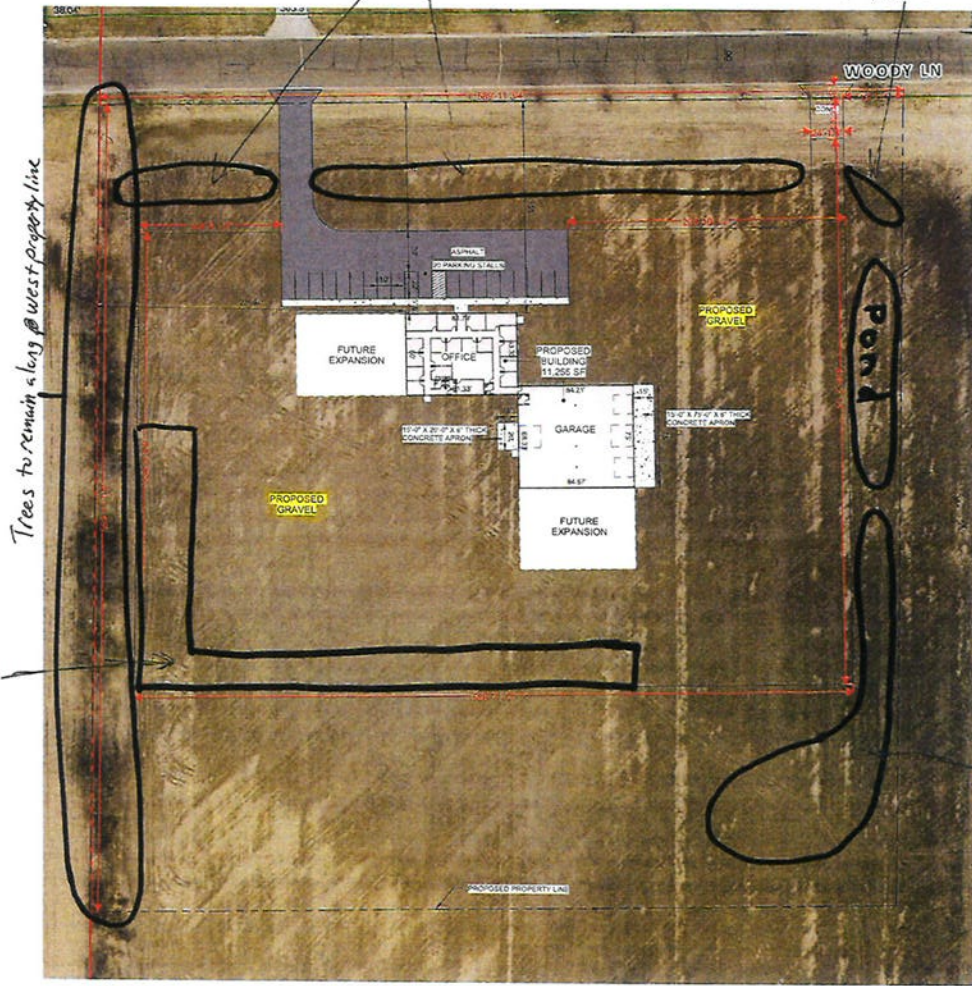
ADA PARKING SIGN

Trees to remain along west property line

Equipment & Material Parking on gravel

4'-6" Berms w/shrubs/trees

4'-6" Berm



1 ARCHITECTURAL SITE PLAN
1" = 40'-0"

ZONING

ZONED	XX
MIN. BUILDING SETBACKS (FT)	STREET YARD XX INTERIOR SIDE YARD XX REAR YARD XX
PAVING SETBACKS (FT)	FRONT & STREET YARD XX INTERIOR SIDE YARD XX REAR YARD XX
MAX. BUILDING HEIGHTS (FT)	PRINCIPAL BUILDING XX ACCESSORY BUILDING XX

SITE STATISTICS

NAME	AREA	SUB AREA
LANDSCAPE	3 SF	XX
PROPOSED BUILDING	14 SF	XX
GRAND TOTAL	17 SF	XX

PARKING

PARKING REQUIREMENTS	XX
TOTAL STALLS REQUIRED	XX
TOTAL STALLS PROPOSED	XX
TOTAL ACCESSIBLE STALLS REQUIRED	XX
TOTAL ACCESSIBLE STALLS PROPOSED	XX

GENERAL SITE NOTES

1. VISIT JOB SITE TO VERIFY EXISTING SITE CONDITIONS PRIOR TO STARTING
2. REMOVE EXISTING TREES ALONG WITH ROOTS AS REQUIRED BY PROPOSED BUILDING AND PAVING AREAS
3. STRIP AND REMOVE ALL REMAINING VEGETATION 6" x 10" TOP SOIL FROM WITHIN THE BUILDING AND PAVING AREAS. STOCKPILE REUSABLE UNCONTAMINATED TOPSOIL AND PROVIDE FOR ALL EXCESS MATERIAL TO BE TRUCKED OFF SITE. REUSABLE SALVAGED TOPSOIL OVER EXCAVATED AREAS TO APPROX. 4" DEPTH AFTER CONSTRUCTION IS FINISHED
4. CUT FOR FULL BUILDING AREA + 3' 0" BEYOND PERIMETER OF THE BUILDING
5. CUT THE FLOOR AREA TO THE SUB-GRADE ELEVATION. THE PERMANENT FOUNDATION FOOTINGS TO BE EXCAVATED BY COND. CONTR. TO THE REQUIRED DEPTH PER THE FOUNDATION PLAN. REINFORCE BACKFILL CURRENT CONCRETE STAIRWAYS PART #1024 IF REQ'D BY THE C.C. FOR THE REINFORCE
6. PROOF ROLL BUILDING AREA FOR ANY SOFT MATERIALS. REPORT ANY SOFT SPOTS TO THE GENERAL CONTRACTOR
7. ALL FILL MATERIAL FOR BRICKING GRADES UP TO SUB-GRADE ELEVATION SHALL BE COMPACTED OR CLEAN COMPACTABLE CLAY AND APPROVED BY ANGELOSON AASHION
8. ALL EXTERIOR BACKFILL MATERIAL FOR STANDARD FROST FOUNDATION WALLS SHALL BE CLEAN COMPACTABLE CLAY
9. ALL BACKFILL & FILL MATERIALS SHALL BE INSPECTED AND APPROVED BY ANGELOSON AASHION PRIOR TO PLACEMENT. ALL FILL MATERIALS SHALL BE COMPACTED IN 6" MAX. LIFTS TO 80% MODIFIED PROCTOR
10. PREPARE THE PAVING AREA AS SHOWN ON THE CONSTRUCTION DOCUMENTS TO 4" x 0.10"
11. PREPARE ALL SHOULDS AS SHOWN ON PLAN TO PROVIDE POSITIVE DRAINAGE DURING CONSTRUCTION
12. RETURN AFTER THE BUILDING IS ENCLOSED & FINISH GRADE AROUND TOPSOIL AROUND PERIMETER OF BUILDING. ALSO, FINISH GRADE AROUND ELECTRICAL, TELEPHONE, GAS, SEWER, WATER AND UTILITY TRENCHES
13. GRADING CONTRACTOR SHALL FIX AND REPAIR PARKING AREA AND DRIVES AS REQUIRED AFTER UTILITY AND OTHER WORK THAT MAY DISTURB THE SOIL AND/OR GRASS. BASE BEHIND PAVING BEGINS. GRADING CONTRACTOR SHALL GROOM DRUM ROLL ALL PAVING AREAS AND DRIVE REPAIR PAVING BEGINS
14. GRADING CONTRACTOR SHALL BE PREPARED TO HANDLE ALL SPILLS WHICH MAY OCCUR ON SITE STORAGE AND TRUCKING OFF SITE. GRADER TO GET FROM APPROVAL FROM D.C. FOR PLACEMENT OF STOCKPILE SITES PRIOR TO STARTING STRIPPING OF TOPSOIL
15. AWARDING GRADING CONTRACTOR SHALL BE RESPONSIBLE FOR THE LADDER AND MATERIAL NEEDED FOR SUPPLYING ANY TRUCKING CONTROL BARRIERS OR SIGNS AS NEEDED PER LOCAL, D.C. OR T. CODES & REGULATIONS DUE TO ANY ROAD WORK OUTSIDE OF PROPERTY LINES
16. THE GRADING IMMEDIATELY ADJACENT TO THE FOUNDATION SHALL BE SLOPED AWAY FROM BUILDING AT A SLOPE OF NOT LESS THAN ONE UNIT VERTICAL IN 20 UNITS HORIZONTAL (5% SLOPE) FOR A MIN. DISTANCE OF 10' MEASURED PERP. TO THE FACE OF THE FOUNDATION WALL

ASPHALT PAVING NOTES

1. FURNISH AND INSTALL A 6" CRUSHED AGGREGATE BASE AT THE ASPHALT PAVING PARKING AREAS
2. FINE GRADE AND COMPACT STONE BASE
3. FURNISH AND INSTALL A 2" (TWO LIFT) AVG. THICKNESS COMPACTED ASPHALT PAVEMENT AT TRUCKDRIVE AREAS
4. FURNISH AND INSTALL ALL PARKING STALL STRIPING I.C. SYMBOLS & H.C. SIGNS ON METAL POSTS

4'-6" Berm

USE 80% OR MORE RECYCLED 1/2" OR SMALLER GRANULAR MATERIALS IN ALL FILL AREAS. PROVIDE A 4" MIN. THICKNESS OF 1/2" OR SMALLER GRANULAR MATERIALS IN ALL FILL AREAS. PROVIDE A 4" MIN. THICKNESS OF 1/2" OR SMALLER GRANULAR MATERIALS IN ALL FILL AREAS. PROVIDE A 4" MIN. THICKNESS OF 1/2" OR SMALLER GRANULAR MATERIALS IN ALL FILL AREAS.

ANDERSON ASHTON
ARCHITECTURAL



PRELIMINARY NOT FOR CONSTRUCTION

MJ EXCAVATING

DATE: 01/11/2024	BY: [Signature]
DESIGNER: [Signature]	DATE: 01/11/2024
SUBMITTAL DATE: 01/11/2024	DATE: 01/11/2024
CONTRACT NO. 142020	DATE: 01/11/2024
CONSTRUCTION NO.	DATE: 01/11/2024
ARCHITECTURAL LTR PLAN	DATE: 01/11/2024

AS01



Holding Tank Request

W3367 Sunshine Road
Helenville, WI 53137

Proposed Use: Office for CPA Business

Sizing:

- 1 bathroom
- 1 sink
- 1 employee, maybe 2 in the future
 - Main employee lives on site in house
- No floor drains or other water usage
- Total sizing:
 - 2 employees at 13 gpd = 19.5 design wastewater flow
 - Proposed holding tank size – 2,000 gallons

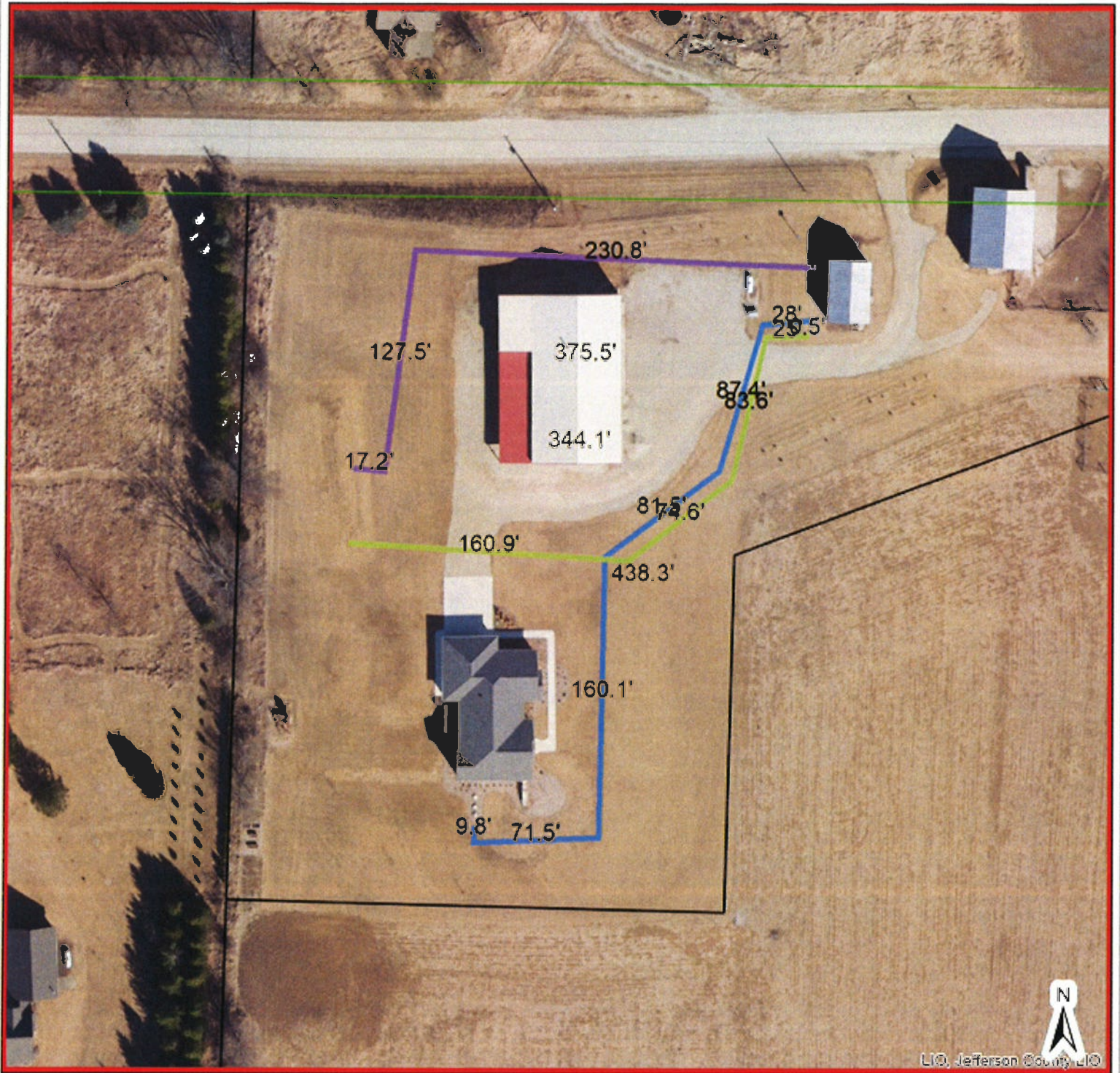
Reasons for Holding Tank rather than mound or conventional:

- The proposed use of the building is a small office space with one employee and the occasional client. The business is seasonal in nature and will not be used daily. Primarily one employee will use the bathroom and the occasional client. Clients will meet as needed and then seasonally during the primary tax season.
- The current site has a mound that serves the single family home. Any option of connecting the building to the existing septic would present challenges to the distance and grade change. An extremely large pump would be required to pump the effluent from the building to the existing septic.
 - 440' from proposed building to existing septic tank and minimum of 8' of elevation (blue)
 - 350' from proposed building to existing mound location and minimum of 8' of elevation (green)
 - 375' from proposed building to existing mound location and minimum of 8' of elevation change (purple)
- The property is currently served by a mound which is located uphill of the proposed site. The proposed septic location would most likely also be a mound.
- Installing a new mound for this proposed use is not realistic. The proposed use is very minimal and the mound and tank would be susceptible to freezing due to the low usage.

Due to the limited use, location of the current mound and soil conditions it is recommended and requested that a holding tank be allowed for the granary/office conversion.

Trent Gericke

Jefferson County Land Information



- PLSS Sections
- Right of Ways

Cartographic Lines

- Property Boundary
- Old Lot/Meander/Other Carto-Lines

- Rail Right of Ways
- Surface Water
- Map Hooks
- Tax Parcel Information
- Personal Property

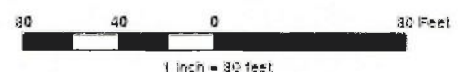
2025Aerial

- Red: Band_1
- Green: Band_2
- Blue: Band_3



Jefferson County Geographic Information System

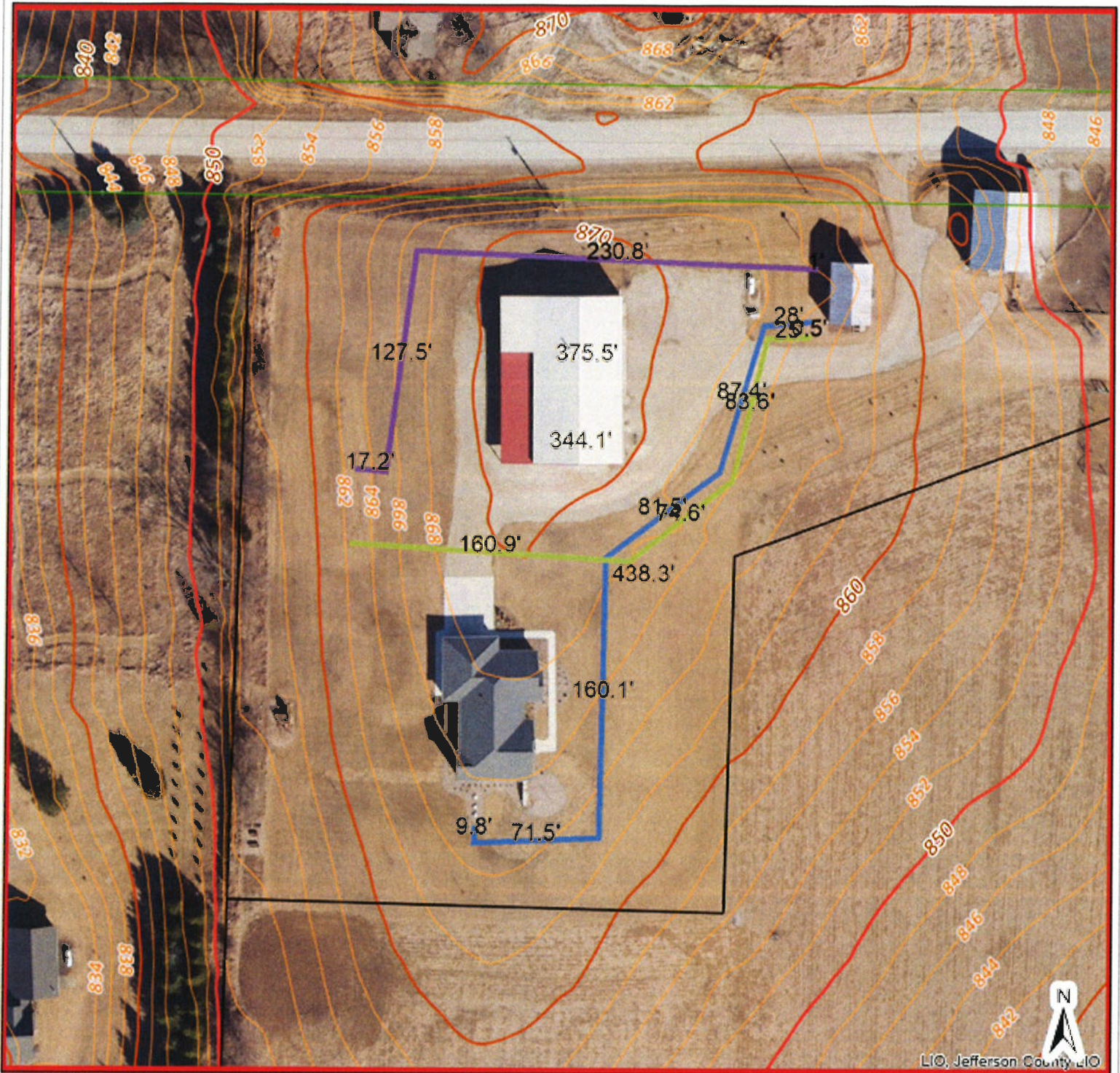
DISCLAIMER: This map is not a substitute for an actual field survey or on-site investigation. The accuracy of this map is limited to the quality of the records from which it was assembled. Other inherent inaccuracies occur during the compilation process. Jefferson County makes no warranty whatsoever concerning this information.



Printed on: August 27, 2025

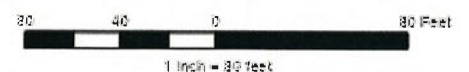
Author: Public User

Jefferson County Land Information



LIO, Jefferson County LIO

- | | | | |
|-----------------------------------|------------------------|-------------------------|---------------|
| PLSS Sections | Surface Water | 10 Foot Contours | Green: Band_2 |
| Right of Ways | Map Hooks | 10 ft contour interval | Blue: Band_3 |
| Cartographic Lines | Tax Parcel Information | 50 ft contour interval | |
| Property Boundary | Personal Property | 100 ft contour interval | |
| Old Lot/Meander/Other Carto-Lines | 2 Foot Contours | 2025Aerial | |
| Rail Right of Ways | 2 ft contour interval | Red: Band_1 | |



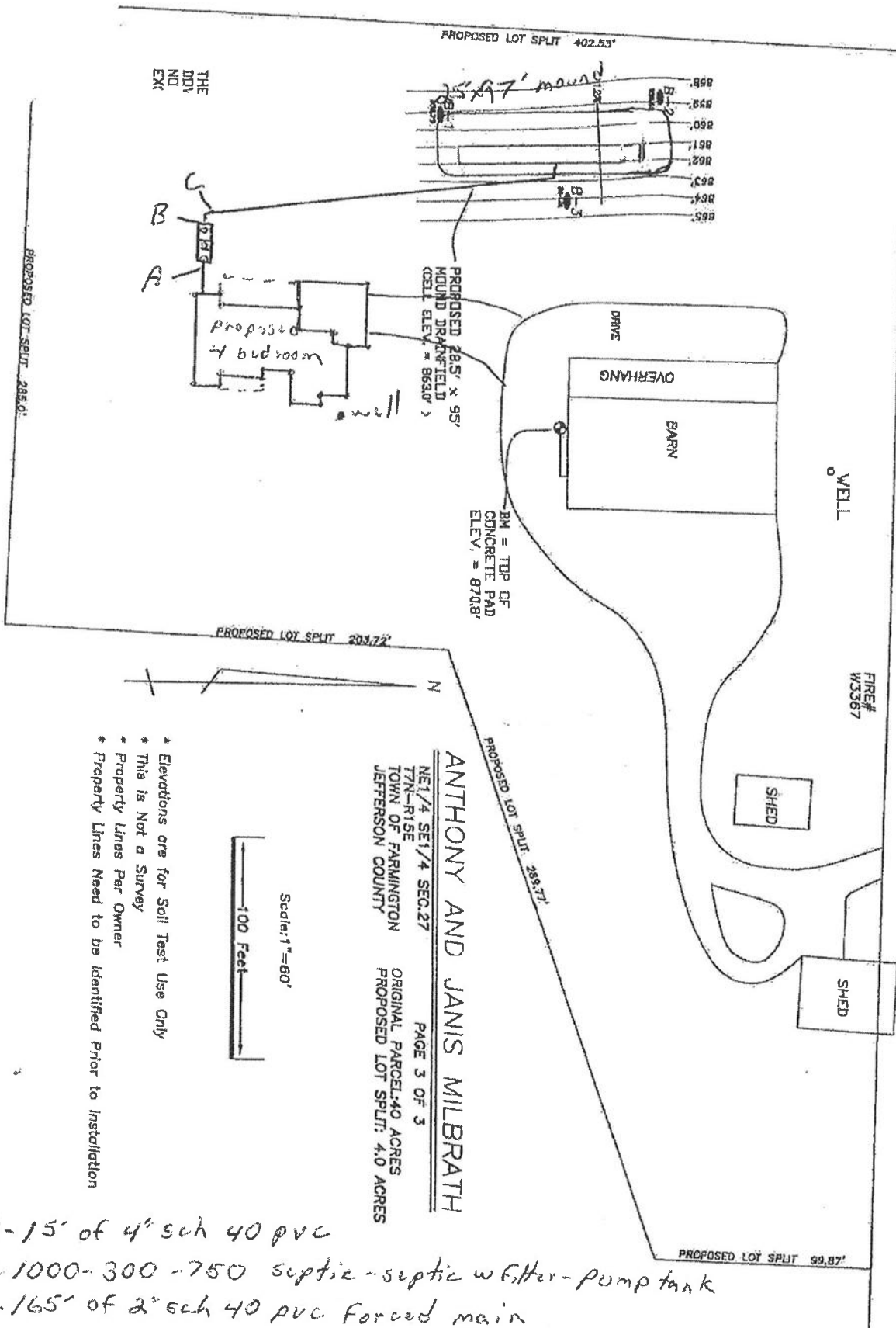
Jefferson County Geographic Information System

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Printed on: August 27, 2025

Author: Public User

SUNSHINE ROAD R/W



A-15' of 4" sch 40 pvc
 B-1000-300-750 septic-septic w filter-pump tank
 C-165' of 2" sch 40 pvc forced main

Sharyl Fischback

From: Keith Bartholomew <keithbartholomew01@gmail.com>
Sent: Thursday, October 16, 2025 8:12 PM
To: Haley Nielsen
Cc: Sharyl Fischback; Matt Zangl
Subject: Re: Keith Bartholomew, Fort Atkinson Permit
Attachments: Bartholomew.New Garage Plans.PDF; Bartholomewupdatedcondusepermitexplain.PDF

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- This is their first mail to some recipients.

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Thanks for getting back to me Haley,

I actually had most of that ready to go. I have attached the new building plan and an updated "Conditional use permit explanation" page, just for clarification.

Also the explanation for the change in the size of the building is as follows: Building the structure the size of a more normal dimensions makes the structure 132 square foot larger and it adds minimum cost to the materials of the building. These dimensions will not interfere with any of the lot lines or the setback from the road.

Thank you for your help again. Please let me know if there is anything I can do to help.
Keith Bartholomew

On Thu, Oct 16, 2025 at 5:37 PM Haley Nielsen <HNielsen@jeffersoncountywi.gov> wrote:

Hi Keith,

Thanks for the questions. We would have you request the change to the Planning and Zoning Committee, who approved the request. It would not require all the fees, and meetings that the first request did. **It would need** to go back to the decision meeting that the committee holds (not the public hearing), if you wish to change the size.

From: Keith Bartholomew <keithbartholomew01@gmail.com>

Sent: Thursday, October 16, 2025 12:04 PM

To: Haley Nielsen <HNielsen@jeffersoncountywi.gov>

Subject: Keith Bartholomew, Fort Atkinson Permit

This Email has originated from outside Jefferson County's Email Domain. Please verify the Sender before opening any links or attachments. - Jefferson County MIS

Hello Haley,

I don't know if you remember working with me last year on a conditional use permit for my property at W7394 State road 106, Fort Atkinson or not but we had to put the project on hold for a little bit. Now we are revisiting it again. The permit number that is on file currently is 2025 CU2151.

We are looking at changing the dimensions of the garage that we are looking at building. The previous dimensions were 30x34 at 18' high. We are looking at changing it to a 32x36 at 18'. We are doing this because adding the extra 152 square feet does not add any additional material cost to the garage build and it is a more natural measurement for a stick frame building. Where we want to put it will still have no issues with the setback from the road since we have the averaged in setback and it will still have the minimum 3' from the lot line.

Is there any way we make an amendment to the permit we have on file to reflect that? Or do we have to start all over through the permitting process again? I will have to ask the same question to my township but I thought I would start here.

Thank you in advance for your help and please let me know if you have any questions.

Thanks,

Keith Bartholomew

(262) 309-5493

Conditional Use Permit Explanations for Updated Building Size
W7394 WI-106 Fort Atkinson, WI 53538
Keith Bartholomew, Owner

- a. Plot Plan
 - i. See attached
- b. Reasons for application
 - i. Proposed building to be over 1000 Square feet
- c. Explanation of type of use proposed
 - i. Detached garage, personal storage
- d. Explanation of proposed operation
 - i. Tearing down old detached garage, building new detached garage in spot of old one, plus additional 12 foot total width (10 foot towards north of lot, 2 foot towards south of lot). Also additional 2 foot length (2 feet towards west of lot, leaving 8 foot to lot line).
- e. Structures needed (new and/or existing)
 - i. New detached garage
- f. Explanation of any needed land modifications
 - i. Leveling of additional 10 feet north behind current garage to add foundation, leveling of 2 feet to the south of current garage. Also leveling of 2 feet to the west of current garage towards the lot line to expand the length of the current foundation.
- g. All pages included plot plan to be no larger than 11" x 17"
 - i. See attached
- h. Reasoning for the size change
 - i. Building the structure the size of a more normal dimensions makes the structure 132 square foot larger and it adds minimum cost to the materials of the building. These dimensions will not interfere with any of the lot lines or the setback from the road.

32' x 36'

1,152 A²

