

# Workshop for Local Land Use Officials

Wednesday, January 27, 2016

6:00 p.m. - 8:30 p.m.

Whitewater University Technology Park  
1221 Innovation Drive  
Whitewater, WI 53190

## About the Workshop

This workshop will provide an overview of the roles and responsibilities of local government officials involved in planning, zoning and land use decision-making.

## Who Should Attend?

- New and experienced plan commissioners
- Elected officials representing towns, cities, villages and counties
- Community members interested in learning more about local land use decision-making

## Agenda

6:00 pm - Role of the Plan Commission and Governing Body

- Planning and Plan Implementation
- Development Review
- Rezones
- Conditional Uses and Special Exceptions
- Land Divisions and Certified Survey Maps

7:30 pm - Procedural Responsibilities

- Open Meetings and Public Hearings
- Making and Recording Decisions
- Impartial Decision-Makers and Recusal
- Avoiding Legal Challenges



## Workshop Organizers

Interested in learning more? Please contact one of our workshop organizers:

Rebecca Roberts, Land Use Specialist  
Center for Land Use Education  
rebecca.roberts@uwsp.edu  
715-346-4322

Chris Munz-Pritchard, Planner / Director  
City of Whitewater Neighborhood Services  
CMunz-Pritchard@whitewater-wi.gov  
262-473-0143

Michelle Staff, Zoning/On-Site Waste Technician  
Jefferson County Planning and Zoning  
MichelleS@jeffersoncountywi.gov  
920-674-8638



Center for Land Use Education  
College of Natural Resources  
University of Wisconsin - Stevens Point

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**Extension**

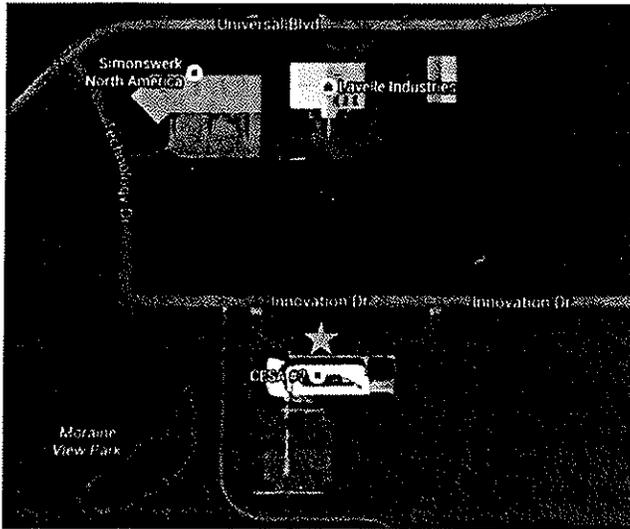
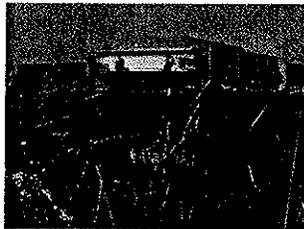
University of Wisconsin-Extension



City of  
**WHITWATER**

**Location:**

Whitewater University  
Technology Park  
Meeting Room 105  
1221 Innovation Drive  
Whitewater, WI 53190



**Workshop cost:** The cost of the workshop is \$15 and includes printed workshop materials and light refreshments.

**Handbook:** The Plan Commission Handbook is designed to serve as a reference for new and continuing plan commission members. It is not required to attend the workshop, but we do recommend that all members have access to a copy. You may purchase print copies of the handbook for \$15 apiece or access an electronic copy for free at: [www.uwsp.edu/cnr-ap/clue](http://www.uwsp.edu/cnr-ap/clue) Click on 'Publications & Resources' followed by 'Plan Commissions' from the drop down menu.

**Register online at:** <http://bit.ly/1HWmF3T>

**Or contact:** Center for Land Use Education  
800 Reserve Street, Stevens Point, WI 54481  
Email: [landcenter@uwsp.edu](mailto:landcenter@uwsp.edu)  
Phone: 715-346-3783

**Registration Form** ✂

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Town/City/Village of: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Method of payment:  Please invoice  Check enclosed (payable to Center for Land Use Education)

List Workshop Participants:	Jan 27 Workshop	PC Handbook	Total
1.			
2.			
3.			
4.			
5.			
6.			
Total Amount Owed:			\$

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INTEROFFICE MEMORANDUM

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TO: KRISTIN WESTAD, NRCS EASEMENT BIOLOGIST  
 FROM: GERRY KOKKONEN  
 SUBJECT: TERRACON PROJECT NO. 58147781-CLIFF HABERMAN  
 DATE: THURSDAY, DECEMBER 10, 2015  
 CC: JEFFERSON COUNTY FARMLAND EASEMENT COMMISSION

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Please see response below to items as listed in page 16 of the report:

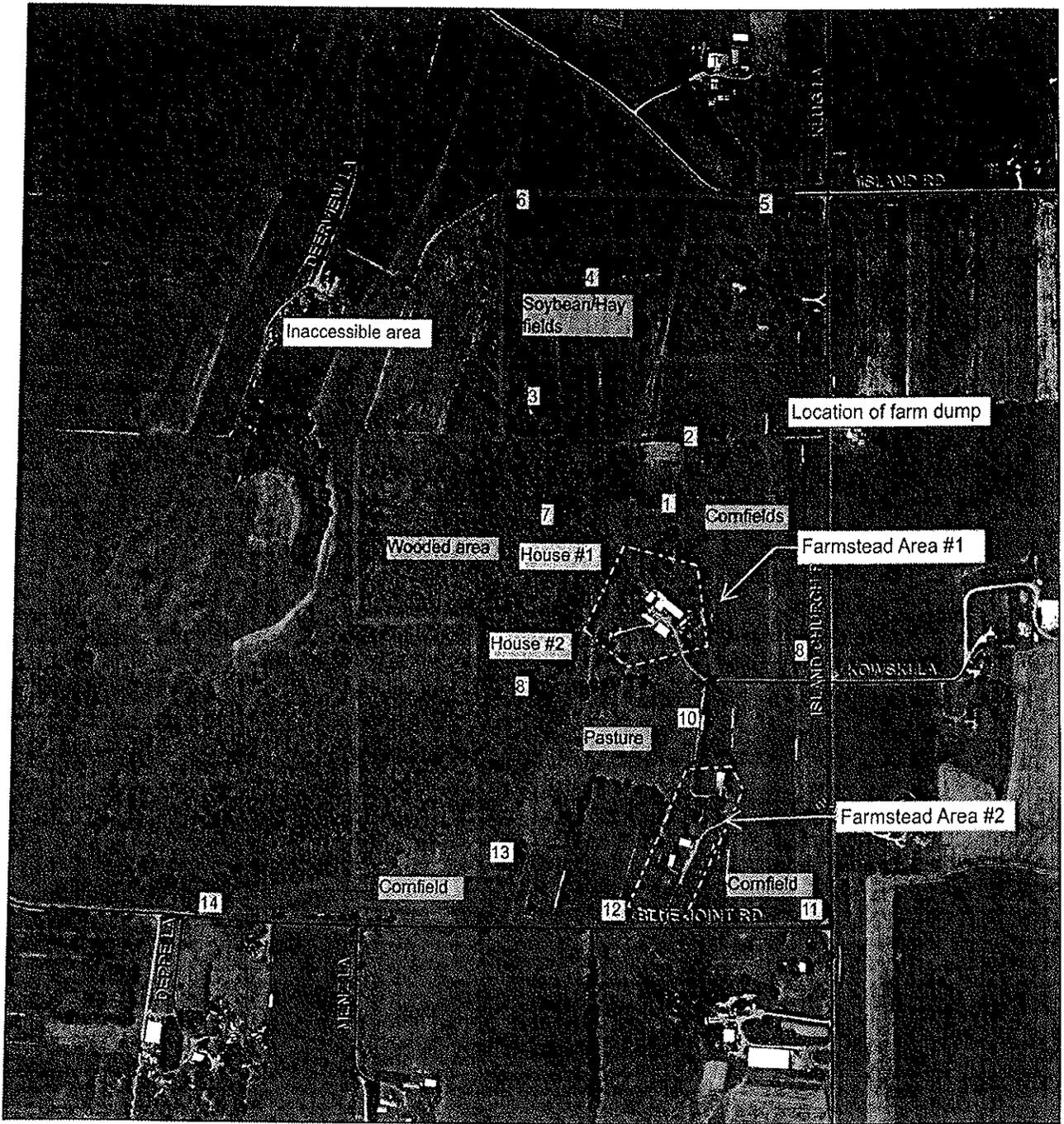
1. The two USTs (location unknown) registered to the site address;
2. The long-term use of oils on an unpaved surface in the machine shed located in Farmstead Area #1 and obvious staining on the ground around the oil storage;
3. The historic fueling areas from the two observed ASTs; and
4. The long term dumping of refuse in the wooded, hill area on the north portion of the site.

Response & remediation: *photo reference enclosed*

1. Of the two underground storage tanks (UST) listed in the report; ID #401695 is register as being closed; as for tank ID #401694 -which is registered as still in use, but was not located by Terracon. After further discussion with Mr. Haberman, he does recall the removal of the 500 gallon tank - #401695, and replacement with a smaller tank which was then subsequently removed several years later prior to rule changes involving UST management. Mr. Haberman's father was the landowner during this timeframe. Tank #401694 may have been removed by the landowner at that time without being registered as such with the State.
2. Mr. Haberman has moved the containers which hold bulk oil and hydraulic fluid into the shed with a concrete slab and has containers of machinery fluids held temporarily for maintenance of farm equipment in the shed with a dirt floor. In addition he has scrapped the stained surface material in the shed and replaced with fresh gravel on the dirt floor.
3. The aboveground storage tank (AST) holding diesel fuel was moved to location where it sits on asphalt (see picture). The other AST holding unleaded fuel continues to show no signs of spillage as noted in the Terracon report.
4. The noted refuse areas are now clean of any barrels which may have held petro-chemicals or similar products. The areas continue to hold seldom used farm equipment, in addition to some items usable for scrap metal. See related inventory.

*Equipment and scrap metal north of barn (location #1) 1 chisel plow, 1 traditional plow, 1 larger water tank, 1 tractor tire, 1 wagon frame, 1 flat rack wagon, & several pieces of corrugated metal.*

*Equipment and scrap metal by rock pile (location #2) 3 hog pens, old hay rake, grain conveyor, six metal stock tanks, assorted cinder blocks and natural field stone.*



Map 1: Protected Property



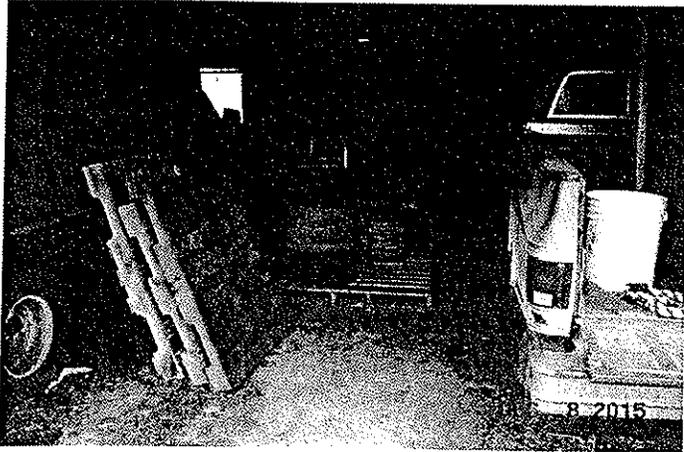
Legend

 Haberman Property

2010 aerial imagery from USDA-FSA Aerial Photography Field Office. Additional data produced and copyrighted by Jefferson County, and other graphics produced by the Natural Heritage Land Trust. <Haberman\_ProtectedProperty>

photo reference

Item #2 location photos

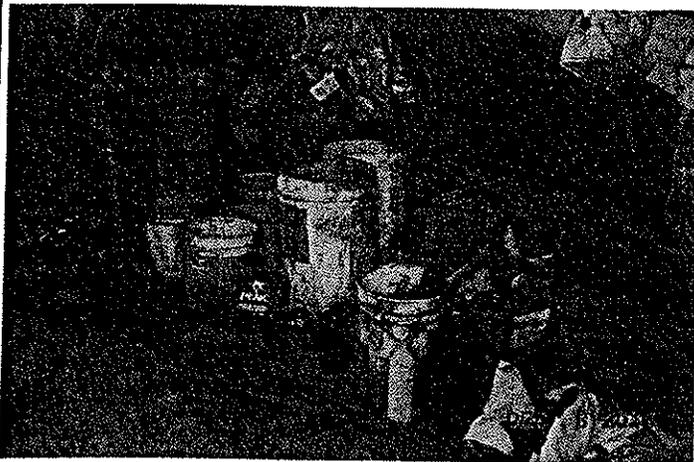


Bulk storage-concrete slab

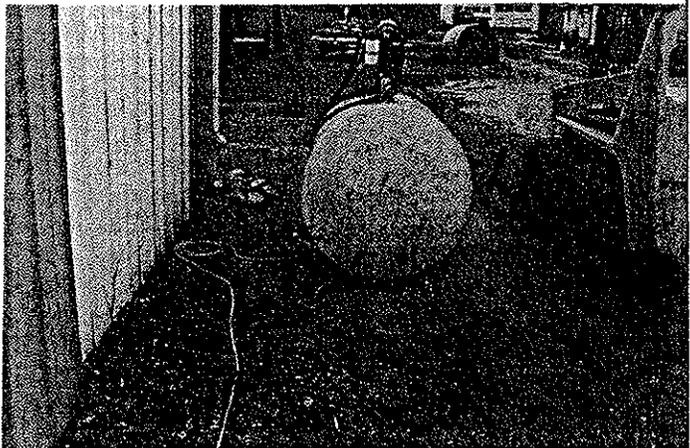
Item #3 location photos



Un-leaded gas tank

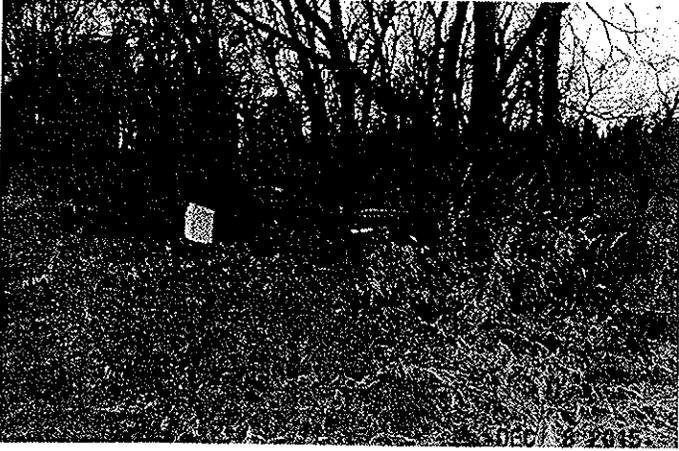


Temp storage-machine shed



Diesel Fuel

Item #4 location photos



Location #1



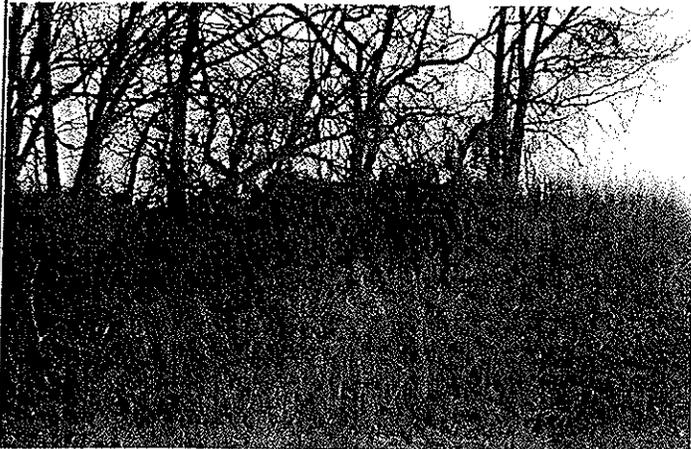
Location #1



Location #2



Location #2



Location #2



Location #2