MINUTES OF THE JEFFERSON COUNTY PLANNING AND ZONING COMMITTEE DECISION MEETING

Steve Nass, Chair; Greg David, Vice-Chair; Don Reese, Secretary; Amy Rinard; George Jaeckel

ROOM 203, COUNTY COURTHOUSE
311 S. CENTER AVE., JEFFERSON, WI 53549
8:30 A.M. ON MONDAY, AUGUST 25, 2014

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

2. **Roll Call**
All Committee members were present at 8:30. In addition, Andy Erdman, Land Information Office Director, Mark Watkins, Land and Water Conservation Department Director, and Rob Klotz, Michelle Staff and Deb Magritz of the Zoning Department were also in attendance.

3. **Certification of Compliance with Open Meetings Law Requirements**
Reese verified that the meeting was being held in compliance with open meetings law requirements.

4. **Review of Agenda**
The Committee chose to move item #13 to immediately follow #7, and three petitions from #14, R3746A-14, R3683A-13 and R3747A-14 will immediately follow #13 for convenience of guests in the audience.

5. **Public Comment (Not to Exceed 15 Minutes and Not to Include Petitions Slated for Decision)**
There was no public comment.

6. **Communications**
There were no communications.

7. **Approval of July 28, August 18 and August 21, 2014 Meeting Minutes**
Motion by Rinard, seconded by Reese to approve the July 28 meeting minutes. Motion carried on a voice vote with no objection. Motion by Reese, seconded by Rinard to approve the August 18 meeting minutes. Motion carried on a voice vote with no objection. Motion by Reese, seconded by Rinard to approve the August 21, 2014 meeting minutes. Motion carried on a voice vote with no objection.

13. **Request by Kim Hookstead for Replacement of the Home at N7744 Little Coffee Road in the Town of Watertown at More Than 100 Feet from its Existing Location**
Klotz explained. Motion by David, seconded by Jaeckel to accept the plan submitted by Hookstead and now on file, subject to issuance of a permit for conversion of that former home to a non-residential structure. Motion carried on a voice vote with no objection.

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

14. **Decisions on Petitions Presented in Public Hearing on August 21, 2014:**
APPROVE WITH CONDITIONS R3746A-14 – Mike Walter/Walter Trust Property, N9163 E Horseshoe Rd, Town of Watertown on a motion by Nass, seconded by Reese. Motion carried on a voice vote with no objection.

APPROVE WITH CONDITIONS both R3683A-13 on a motion by Nass, seconded by Reese & R3747A-14 on a motion by Nass, seconded by Jaeckel for the Brad Walter/Michael & Sarah Walter Trust Property, N8944 West Rd, Town of Watertown. Both motions carried on voice votes with no objection.

8. **Monthly Financial Report for Land Information Office – Andy Erdman**
Erdman explained his report and noted that revenues are down approximately $3,000 from this point last year. Continued lack of revenues may delay the planned $40,000 server replacement. He also reported that the County Surveyor has been busy working with the Highway Department on CTHs W, M and J. Motion by Reese, seconded by Rinard to approve the report as presented. Motion carried on a voice vote with no objection.

9. **Discussion and Possible Action on Wisconsin Aerial Orthophotography Consortium (WROC) Proposal for Spring of 2015 Aerial Photography Project, and the Vendor Selection Process**
Erdman explained the quality-based selection process. The consortium had three vendor respondents: Aerometric in conjunction with Ayres and Associates was finally chosen at a cost of $102 per square mile for 583 square miles. He explained that our ordinance requires us, unless it's waived, to a bidding process, an RFP, for anything over $25,000. He asked whether the Committee wanted to go with the consortium or go out on a competitive bidding process to see if we can save some money. He explained the potential initial savings, but also noted the additional work involved for staff and for the Committee. Erdman will gather information from other counties that went out on bids, including staff time involved and come back to a future meeting.

10. **Andy Erdman, Rob Klotz Discussion and Possible Action on Public Records Availability Online, Including Surveys and Permits et al from LIO and Zoning Departments**
Klotz explained. Twenty counties responded to Michelle Staff's inquiry; three counties are making this information available currently, but more are likely working toward that end. Erdman noted that an open records request cannot be redacted, but information made available on the internet can be redacted as the office sees fit. The Committee would like further information from Corporation Counsel.

11. **Monthly Financial Report for Zoning – Rob Klotz**
Staff reported that revenues are behind for the month compared to this time last year, but pointed out that they are ahead for the year as compared to 2013.

12. **Discussion Regarding Irrigation Spraying of Manure**
Klotz explained and noted that this process is not conducive for cattle manure, but is more applicable to pig manure. He noted that some counties currently dealing with the issue have concerns because of the distance to bedrock. Both Klotz and Watkins went on to explain further. Watkins also noted that there is no language at this point to address such a situation in the county's manure storage ordinance.

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

14. **Decisions on Petitions Presented in Public Hearing on August 21, 2014:**
APPROVE WITH CONDITIONS R3745A-14 – E E Hoffer/Richard Zastrow Property, W4685 Alvoss Lane, Town of Watertown on a motion by Nass, seconded by Reese. Motion carried on a voice vote with no objection.
APPROVE WITH CONDITIONS R3743A-14 – Jerry Wolfram/Florence E Wolfram Trust Property, N1388 CTH N, Town of Cold Spring on a motion by Jaeckel, seconded by Reese. Motion carried on a voice vote with no objection.
APPROVE WITH CONDITIONS R3744A-14 – Jan Arndt/D&J Arndt Trust Property, N2819 Willing Rd, Town of Hebron on a motion by Reese, seconded by Jaeckel. Motion carried on a voice vote with no objection.

APPROVE WITH CONDITIONS CU1788-14 – Steven & Carol Mertins, N9146 Klug Ln, Town of Waterloo on a motion by David, seconded by Jaeckel. Motion carried on a voice vote with no objection.
APPROVE WITH CONDITIONS CU1790-14 – Paul Antczak/Diane G West Property, N4615 Highland Dr, Town of Sullivan on a motion by Reese, seconded by David. Motion carried on a voice vote with no objection.

15. **Floodplain Model Discussion**
Klotz reported that preliminary maps are approved and ready for the adoption phase. There is a new model ordinance and a separate set of maps with flood storage area. Klotz explained model ordinance requirements. Klotz went on to explain model requirements for floodplain campgrounds. Motion by Nass, seconded by Jaeckel to adopt the model ordinance as it is. Motion carried on a voice vote with no objection.

16. **Future Agenda Items**
None listed.

17. **Upcoming Meeting Dates**
September 15, 8:00 a.m. – Site Inspections Beginning in Courthouse Room 203
September 18, 7:00 p.m. – Public Hearing in Courthouse Room 205
September 29, 8:30 a.m. – Decision Meeting in Courthouse Room 203
October 13, 8:00 a.m. – Site Inspections Beginning in Courthouse Room 203
October 16, 7:00 p.m. – Public Hearing in Courthouse Room 205
October 27, 8:30 a.m. – Decision Meeting in Courthouse Room 203 – **Reese will be absent**

18. **Adjourn**
Motion by Jaeckel, seconded by David to adjourn at 9:56 a.m. Motion carried on a voice vote with no objection.

Don Reese

Don Reese, Secretary

If you have questions regarding the petitions, please contact the Zoning Department at 920-674-7131. Petition files referenced on this agenda may be viewed in Courthouse Room 201 between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday, excluding holidays. Materials covering other agenda items can be found at www.jeffersoncountywi.gov.

Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator at 920-674-7101 at least 24 hours prior to the meeting so that appropriate arrangements can be made.

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

MINUTES
JEFFERSON COUNTY PLANNING AND ZONING COMMITTEE
SITE INSPECTIONS

Steve Nass, Chair; Greg David, Vice-Chair; Don Reese, Secretary; Amy Rinard; George Jaeckel

ROOM 203, COUNTY COURTHOUSE
311 S. CENTER AVE., JEFFERSON, WI 53549
8:00 A.M. ON MONDAY, SEPTEMBER 15, 2015

1. **Call to Order**
   The meeting was called to order by Chairman Nass at 8:03 a.m.

2. **Roll Call**
   Nass, Reese, Jaeckel and Rinard were present at 8:03 a.m. Also present were Joe Strupp of the Land and Water Conservation Department (LWCD) and Rob Klotz, Michelle Staff and Deb Magritz of the Zoning Department.

3. **Certification of Compliance with Open Meetings Law Requirements**
   Reese verified that the meeting was being held in compliance with open meetings law requirements.

4. **Review of Agenda**
   Reese noted that Petition R3750A-14 in agenda item #7 should read "USH 18," not "USH 12."

5. **Public Comment (Not to Exceed 15 Minutes and Not to Include Petitions Slated for Decision)**
   There was no public comment.

6. **Determination of Completeness for Katzman Farms, W3223 Hoffman Rd, Town of Hebron**
   A roll call was taken, with Reese, Nass, Jaeckel, Rinard and David, who arrived at 8:04 a.m., verifying attendance. Klotz and Strupp also noted their attendance. Strupp explained that the LWCD had found complete an application from Katzman Farms to expand to 2,630 animal units for a beef cow operation. This plan allows for consolidation of barns, but does not take into account a second expansion which will be requested at a later date. Strupp further explained. Motion by Reese, seconded by Jaeckel to accept the application as complete based upon the recommendation by the LWCD. A roll call vote was taken, with Reese, Nass, Jaeckel, Rinard and David all voting aye.

The Committee left at 8:08 for the following site inspections:

7. **Site Inspections of Petitions to be Presented in Public Hearing on September 18, 2014:**
   R3749A-14 & CU1792-14 – Gary & Mary Telfer, **W7591 & W7675 USH 12**, Town of Oakland
   CU1796-14 – Stephen Zalec, **W8442 USH 18**, Town of Oakland
   CU1794-14 & CU1795-14 – Diane & Mike Reindl, **W7061 CTH A**, Town of Milford

CU1793-14 – Jaye Haberman/Suzanne Chadwick Trust, **W6393 CTH A**, Town of Milford
R3748A-14 - Frederick Plautz, **Saucer Drive**, Town of Farmington
R3751A-14 – David Christian, **N7261 Ceasar Rd**, Town of Farmington
R3752A-14 - Andrew Mindemann, **CTH B**, Town of Farmington
R3750A-14 – Mark Redmond, **W326 USH 18**, Town of Concord

8. Adjourn

Motion by Reese, seconded by Jaeckel to adjourn the meeting at 10:05 a.m. Motion carried on a voice vote with no objection.

Don Reese, Secretary

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MINUTES OF THE PUBLIC HEARING
JEFFERSON COUNTY PLANNING AND ZONING COMMITTEE

Steve Nass, Chair; Greg David, Vice-Chair; Don Reese, Secretary; Amy Rinard; George Jaeckel

SUBJECT: Map Amendments to the Jefferson County Zoning Ordinance and Requests for Conditional Use Permits

DATE: Thursday, September 18, 2014

TIME: 7:00 p.m. *(Courthouse doors will open at 6:30)*

PLACE: Room 205, Jefferson County Courthouse, 311 S. Center Ave., Jefferson, WI

1. **Call to Order**
   The meeting was called to order by Vice Chairman David at 7:00 pm.

2. **Roll Call**
   Committee members in attendance were Reese, Jaeckel, David, Rinard and Nass. Zoning staff present included Michelle Staff and Rob Klotz.

3. **Certification of Compliance with Open Meetings Law Requirements**
   Reese verified that the meeting was being held in compliance with the open meetings law requirements.

4. **Review of Agenda**
   There were no changes proposed to the agenda.

5. **Explanation of Process by Committee Chair**
   Vice Chairman David explained the process of the public hearing.

6. **Public Hearing**-Klotz read aloud:

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, 2014, in Room 205 of the Jefferson County Courthouse, Jefferson, Wisconsin. A hearing will be given to anyone interested in the proposals. **PETITIONERS, OR THEIR REPRESENTATIVES, SHALL BE PRESENT.** Matters to be heard are petitions to amend the official zoning map of Jefferson County and applications for conditional use permits. A map of the properties affected may be obtained from the Zoning Department. Individual files are available for viewing between the hours of 8 a.m. and 4:30 p.m., Monday through Friday, excepting holidays. If you have questions regarding these matters, please contact Zoning at 920-674-7131.

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

R3748A-14 & CU1791-14 – Frederick Plautz: Rezone 1.7 acres of PIN 008-0715-1011-000 (20.951 Acres) with conditional use to allow mini-warehousing on **Saucer Drive near W3315 Ranch Road** in the Town of Farmington.

Petitioner: Frederick Plautz spoke. He would like to separate off these buildings for the use of storage. In response to the neighbors concerns about the standing water, Mr. Plautz stated that there is water in the low areas a couple of weeks in the spring and then it is gone. Plautz stated that he would be in charge of the storage and that he would lock everything up. He stated the storage would be mostly boats, automobiles, etc. He stated that all storage would be inside and that no water service was proposed.

Comments in Favor: None

Comments Opposed: Raleigh Illgen, N6744 Saucer Road – Illgen asked if the petitioner was putting fill in the low area of the property.

Patricia Illgen, N6744 Saucer Road - She is concerned about break-ins in the area and stated that the petitioner is not at the farmhouse. In addition, she stated that this is a dead end road and they have been robbed.

Questions from the Committee: None

Town Response: Klotz read Town response into the record and it is now in the file.

Staff Report: Staff report given by Robert Klotz and now on file in the Zoning Department. Klotz stated there isn't any wetland or floodplain on the property so if the petitioner chooses to fill the property he could. Klotz explained that the County does not get involved with the security of the property.

Steve Nass arrived at 7:10 p.m. but Vice Chairman David continued to chair the meeting.

FROM A-1, EXCLUSIVE AGRICULTURAL & A-3, AGRICULTURAL/RURAL RESIDENTIAL TO A-2, AGRICULTURAL & RURAL BUSINESS

R3749A-14 & CU1792-14 –Telfer Farms LLC and Gary & Mary Telfer Property: Rezone to A-2 PIN 022-0613-2433-000 (31.78 Acres) owned by Telfer Farms LLC and currently zoned A-1, and PIN 022-0613-2432-001 (4.032 Acres) owned by Gary & Mary Telfer and currently zoned A-3, with conditional use for agricultural tourism, expanding uses allowed for Busy Barns Farm at **W7591 and W7675 USH 12** in the Town of Oakland.

Petitioner: Mary Telfer – They would like to keep on doing what they have been doing.

Comments in Favor: Shelia Everhart stated that she is a farmer in Rock County and is the Educational Director at Busy Barns. She commented on the impact of agriculture in Wisconsin and supports Busy Barns.

Comments Opposed: None

Questions from the Committee: None

Town Response: Klotz read Town response into the record and it is now in the file.

Staff Report: Staff report given by Robert Klotz and now on file in the Zoning Department. Klotz explained the expansion of Busy Barns and then explained the history of the A-2 zone. Klotz read the proposal of the Telfers into the record and asked the Telfers to speak up if he missed anything. Klotz explained the separate food service and that it would need additional approvals from State or County agencies. Klotz asked the Telfers if they were selling only products grown at the farm. Mary stated that they may sell products from off the farm depending upon the supply and demand. Klotz stated that currently they are using porta potties and have a plan for restrooms in the future. Klotz read that the music would end at 11:00 p.m. and that all guest would be gone by midnight. Hours of operation are 24 hours daily, all year around.

Gary Telfer explained that they would have the boy scouts or other such type of organizations camping on the premises. They also stated that they have day camps on the farm. Mary Telfer explained that they have charity events.

Klotz asked the Telfers if he missed anything. Telfers did not add any additional information.

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

R3750A-14 – Mark Redmond: Rezone all of PIN 006-0716-3634-001 (4.028 Acres) in an attempt to sanction a previous non-compliant land transfer. The site is at **W326 USH 18** in the Town of Concord.

Petitioner: Mark Redmond, W326 USH 18 – Redmond stated that he purchased an additional three acres from the neighbor to add to his property. In response to Reese's comment on the outside storage, Redmond said that he would not be storing vehicles and would be removing them. Redmond stated that he went through an attorney and he didn't know there was a problem with the land transfer until he got our letter. He was upset that they were spreading human waste next to him and wanted an additional buffer.

Comments in Favor: None

Comments Opposed: None

Questions from the Committee: Reese asked about the cars that are parked on the property.

Town Response: Klotz read Town response into the record and it is now in the file.

Staff Report: Staff report given by Robert Klotz and now on file in the Zoning Department. Klotz explained that the land that was added was 3 acres in prime soils. Klotz explained that if the petitioner was approved the additional acreage, the surrounding lands may lose residential lots.

R3751A-14 – David Christian/David & Karen Christian Family Farms LLC: Create a 1.29-acre lot around the home at **N7261 Ceasar Road** in the Town of Farmington, on PIN 008-0715-0121-000 (51 Acres)

Petitioner: Tom Stade, 623 Dewey Ave. Jefferson, WI – They would like to split off the existing farmstead from the agricultural lands. Stade verified the age of the house and stated that the owners wanted to keep the agricultural lands.

Comments in Favor: None

Comments Opposed: None

Questions from the Committee: None

Town Response: Klotz read Town response into the record and it is now in the file.

Staff Report: Staff report given by Robert Klotz and now on file in the Zoning Department. Klotz read in DNR comments.

R3752A-14 – Andrew Mindemann/Mindemann Trust Property: Rezone 2 acres of PIN 008-0715-1321-000 (28.382 Acres) for a new residential building site on **CTH B** in the Town of Farmington.

Petitioner: Andrew Mindemann, W143 Ruger Circle – He would like to build a residence on this property to move their operation to his farm. He stated that there is an existing driveway here and they could put in an exposed basement. They would also like to have a barn next to them.

Comments in Favor: None

Comments Opposed: None

Questions from the Committee: None

Town Response: Klotz read Town response into the record and it is now in the file.

Staff Report: Staff report given by Robert Klotz and now on file in the Zoning Department. Klotz asked the Mindemanns why they chose this location.

CONDITIONAL USE PERMIT APPLICATIONS

CU1793-14 – Jaye Haberman/ Suzanne B Chadwick Trust Property: Conditional use to sanction a duplex at **W6385/W6393 CTH A** on PIN 020-0714-0431-010 (1.12 Acre). The property is in a Community zone in the Town of Milford.

Petitioner: Jaye Haberman, 855 Lake Street, Lake Mills – They would like to split the property. She stated that her brother would like to keep the duplex and they would sell the house. The duplex was converted in 2006 per Ms. Haberman. The duplex is two bedrooms up and two bedrooms down.

Comments in Favor: None

Comments Opposed: None

Questions from the Committee: None

Town Response: Klotz read Town response into the record and it is now in the file.

Staff Report: Staff report given by Robert Klotz and now on file in the Zoning Department.

CU1794-14 – Diane & Mike Reindl/Diane Kretschmer Property: Conditional use to be allowed horses in a Residential R-2 zone at **W7061 CTH A.** The site is in the Town of Milford on PIN 020-0714-0643-003 (3.207 Acres).

CU1795-14 – Diane & Mike Reindl/Diane Kretschmer Property: Conditional use for an extensive on-site storage structure in a Residential R-2 zone. The site is at W7061 CTH A in the Town of Milford, on PIN 020-0714-0643-003 (3.207 Acres).

Petitioner: Diane Kretschmer, W7061 CTH A - She has one horse and they want to build a storage building for storage of truck, trailer, ATV, boat, etc. and put two horse stalls in the shed. They would compost the manure and, with only one horse, it won't accumulate that much. She stated that the water would be used for the horses only.

Comments in Favor: None

Comments Opposed: None

Questions from the Committee: None

Town Response: Klotz read Town response into the record and it is now in the file.

Staff Report: Staff report given by Robert Klotz and now on file in the Zoning Department. Klotz asked if there will be any business storage or bathrooms.

CU1796-14 – Stephen W Zalec: Conditional use for a conditional home occupation vehicle repair shop at **W8442 USH 18.** The site is in the Town of Oakland on PIN 022-0613-0333-004 (9.16 Acres) and is zoned A-1, Agricultural.

Petitioner: Steve Zalec, W8442 USH 18 – He would like to open a one-man shop. He is not proposing any other buildings. In response to Klotz's questions and concerns about the running water, Zalec stated that he would remove the sink from the outbuilding. He also stated that he has area behind the trees for parking.

Comments in Favor: None

Comments Opposed: None

Questions from the Committee: None

Town Response: Klotz read Town response into the record and it is now in the file.

Staff Report: Staff report given by Robert Klotz and now on file in the Zoning Department. Klotz explained that home occupation does allow outside storage. Klotz asked the petitioner if he had water service or any facilities in the building. The petitioner stated that there was a laundry tub to wash his hands.

Motion by Reese, seconded by Jaeckel to adjourn the meeting at 7:50 pm. Motion passed on a voice vote with no objection.

Don Reese, Secretary

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