

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

**ROOM 202, COUNTY COURTHOUSE
311 S. CENTER AVE., JEFFERSON, WI 53549
8:30 A.M. ON MONDAY, APRIL 25, 2016**

1. Call to Order

The meeting was called to order by Chairman Nass at 8:32 a.m.

2. Roll Call (Establish a Quorum)

Steve Nass, Don Reese, George Jaeckel, Greg David and Lloyd Zastrow were the temporary Committee members present. Amy Rinard was absent and excused. Also present were Ted Tuchalski, Environmental Health Supervisor of the Health Department; Greg Noll, local building inspector; Andy Erdman of the Land Information Office and Rob Klotz and Deb Magritz of the Zoning Department.

3. Certification of Compliance with the Open Meetings Law

Reese verified that the meeting was being held in compliance with open meetings law requirements.

4. Approval of the Agenda

Agenda item #18 will be moved up for the convenience of a guest.

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)

Motion by Reese, seconded by David that Nass act as Chair for this meeting. Motion carried on a voice vote with no objection.

6. Approval of March 28, April 18 and April 21, 2016 Committee Minutes

Motion by Reese, seconded by David to approve the March 28 minutes as presented. Motion carried on a voice vote with no objection.

Motion by Reese, seconded by Jaeckel to approve the April 18 minutes as presented. Motion carried on a voice vote with no objection.

Reese noted that the April 21 public hearing minutes regarding Petition R3877A-16 read that Herman Zastrow's son farms his land, when in reality it is his grandson. With that change, a motion was made by Reese, seconded by Jaeckel to approve the amended minutes. Motion carried on a voice vote with no objection.

7. Communications

There were no communications.

8. March Monthly Financial Report for Land Information Office – Andy Erdman

Erdman reported that revenues are up a bit from March of last year, and that March of 2015 was better than March of 2014.

9. Discussion and Possible Action on Parcel Map Improvement Project Proposal Review and Contract Award – Andy Erdman

Erdman explained the process to date. He noted that the request for proposals were due on the 15th, and handed out a listing of the proposals received. He reported that the Pro-West proposal was very good, very detailed, and he recommended choosing Pro-West. This company was one of the top-rated without even taking their lower price into consideration. Their proposal was to do approximately 22,000 parcels. Motion by Jaeckel, seconded by David to approve a contract with Pro-West; motion carried on a voice vote with no objection.

10. April Monthly Financial Report for Zoning – Rob Klotz

Klotz reported that revenues are up approximately \$15,000 from this point in 2015. Building permits are picking up.

18. Continued Discussion Regarding Mini-Pigs and the Upcoming Meeting with Staff at the Towns' Association Meeting

Klotz asked the Committee what direction he should go at the Towns' Association meeting. A suggestion was that we go ahead with ordinance revision and ask for the Towns' input during that process. Nicole Miller presented a packet of information from a breeder that she's recently found.

11. Discussion and Possible Action Regarding Using a Repurposed Barn on a Temporary Basis and Regulations in SPS 361.03(12) and SPS 314.01(5) Concerning that Use

Klotz explained the process to date. Noll added that these repurposed barns are extremely difficult to deal with, considering the need for sprinklers, fire alarm systems and ADA requirements. The temporary uses are meant to deal with tents, not permanent structures; he elaborated further. Tim Otterstatter also spoke. He expects to have state-approved plans today. The difference between his proposal and many others is that his building previously had had a business. Tuchalski reported that private weddings are not regulated by his Department. If there is a catered event, the brick and mortar restaurant should be licensed. Caterers should have access to a handwashing station and bathrooms; port-a-potties are adequate. Klotz noted that the County ordinance allows for conditional use approval prior to state approval, but that the Committee, up to this point, required that state approvals be gotten prior to County conditional use approval. Noll suggested that the process start at the Town level to address liability. Klotz explained possible text amendment procedure. Noll suggested requiring either an architect and locally stamped plan or state approved plan prior to approving a conditional use permit.

12. Review and Possible Decision on Surface Water Runoff Plan for Lot 26 of Oakland Park Estates-Jerry Thiltgen Building Site on PIN 022-0613-0531-026 in the Town of Oakland at W9181 Wilderness Place

Klotz explained. The request is for allowance to build on the revised site plan. Motion by Jaeckel, seconded by Reese to approve changes to the run-off plan subject to receipt of a letter from an engineer stating that the surface run-off plan will meet the original subdivision plat requirements. Motion carried on a voice vote with no objection. A land use permit will be issued after receipt of that required information.

13. Request for Holding Tank Waiver at W1117 Island Road in the Town of Palmyra, on PIN 024-0516-1524-001 for Chris & Denise Winkler

Klotz explained the holding tank request. The area was removed from the floodplain in a DNR-approved study. This is proposed only for a convenience toilet approximately 200 yards from the house. Klotz read aloud a letter from the contractor asking for holding tank consideration.

Motion by Reese, seconded by Jaeckel to approve the holding tank based upon the information given. Motion carried on a voice vote with no objection.

- 14. Discussion and Possible Action Regarding a Request by Nick & Buffy Uglow to Replace a Home which was Removed in 1973 at More Than 100 Feet from its Original Location. The Site is Across from W4932 Horseshoe Rd, Town of Watertown, on PIN 032-0814-1311-000**
Information from the petitioner was passed around to the Committee members. It was determined that it would be helpful to see the site before making a decision on the request. Motion by Reese, seconded by Jaeckel to inspect the property prior to any decision being made. Motion carried on a voice vote with no objection.

- 15. Discussion and Possible Action on Revising the Approval for Petition R3324A-08 for Cindy Pitzner on PIN 014-0614-0514-000 in the Town of Jefferson**
Klotz explained and showed an air photo and plat map of the property. The result the petitioner requests would be the same size lot, just a slightly different configuration. Motion by Reese, seconded by Jaeckel to approve the request. Motion carried on a voice vote with no objection.

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

- 16. Discussion and Possible Action on Petitions Presented in Public Hearing on April 21, 2016:**
APPROVED WITH CONDITIONS R3872A-16 on a motion by Reese, seconded by Jaeckel & CU1873-16 on a motion by Reese, seconded by Jaeckel for Noah's Last Storage Spot, LLC, for an A-2 zone and mini-warehousing along USH 12 in the Town of Koshkonong. Both motions carried on voice votes with no objection.
NO ACTION TAKEN on R3873A-16 – Kevin Gordon/Nancy Gordon Trust property to create a 2-acre A-3 zone on Ziebell Road in the Town of Aztalan; petition was verbally withdrawn by petitioner's realtor.
APPROVED WITH CONDITIONS R3874A-16 – Lee Leverton/Gary & Beth Leverton, Lee & Lori Leverton LE property to create a 4.2-acre A-3 lot at N6441 County Road S in the Town of Lake Mills on a motion by David, seconded by Reese. Motion carried on a voice vote with no objection.
APPROVED WITH CONDITIONS R3875A-16 – A & L Johnson, Inc & David Schroeder to create a 1.94-ac A-3 zone around the home at N5155 Crossman Rd in the Town of Lake Mills on a motion by Jaeckel, seconded by David. Motion carried on a voice vote with no objection.
POSTPONED ACTION ON R3876A-16 – David G Schroeder to enlarge two existing A-3 zones on Hope Lake Rd in the Town of Lake Mills by 0.5 acre each on a motion by Reese, seconded by Jaeckel. Motion carried on a voice vote with no objection.
APPROVED WITH CONDITIONS R3877A-16 – Herman Zastrow to create a 2-acre A-3 zone around the home at N8276 County Road E and a 3-acre A-3 zone around the home at N8280 County Road E on a motion by David, seconded by Jaeckel. Motion carried on a voice vote, with Reese objecting.
APPROVED WITH CONDITIONS R3878A-16 – Jon & Renee Gallun to create a 10.3-acre Natural Resource zone near County Road E in the Town of Palmyra on a motion by Reese, seconded by David. Motion carried on a voice vote with no objection.
APPROVED WITH CONDITIONS CU1874-16 – Bertha Langholff for conditional use to be allowed conversion of a single-family home to a duplex at W3319 US Highway 18 in the Town of Jefferson on a motion by Reese, seconded by David. Motion carried on a voice vote with no objection.

- 17. Discussion and Possible Action on Fees for Class 2 Collocations**

Klotz explained the situation, and reported charging a \$500 fee per event of an upgrade, rather than \$500 per antenna.

19. Possible Future Agenda Items

Election of officers

Mini-pigs

Ordinance change for event barns with Blair

20. Upcoming Meeting Dates

May 16, 8:00 a.m. – Site Inspections Beginning in Courthouse Room 201

May 19, 7:00 p.m. – Public Hearing in Courthouse Room 205

May 31, 8:30 a.m. – Decision Meeting in Courthouse Room 203

June 13, 8:00 a.m. – Site Inspections Beginning in Courthouse Room 201-**David will be absent**

June 16, 7:00 p.m. – Public Hearing in Courthouse Room 205-**David will be absent**

June 27, 8:30 a.m. – Decision Meeting in Courthouse Room 203

21. Adjourn

Motion by Reese, seconded by Jaeckel to adjourn the meeting. Motion carried on a voice vote with no objection and the meeting adjourned at 10:32 a.m.



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.

A quorum of any Jefferson County Committee, Board, Commission or other body, including the Jefferson County Board of Supervisors, may be present at this meeting.

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

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