

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

Steve Nass, Chair; Greg David, Vice-Chair; Don Reese, Secretary; Amy Rinard; Jan Roo

**ROOM 203, COUNTY COURTHOUSE
320 S. MAIN ST., JEFFERSON, WI 53549
8:30 A.M. ON MONDAY, JULY 25, 2011**

- 1. Call to Order**
The meeting was called to order by Chairman Nass at 8:30 a.m.
- 2. Roll Call**
Committee members present were Nass, Reese, David, Rinard and Roo. Zoning Department staff present included Rob Klotz, Michelle Staff and Deb Magritz. Guests included John Molinaro, Gary Petre, Terri Palm, Andy Erdman and Brian Udovich.
- 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**
Agenda items 11 and 13 were moved to immediately follow 7.
- 5. Public Comment (Not to Exceed 15 Minutes and Not to Include Petitions Slated for Decision)**
There was no public comment.
- 6. Approval of June 16, June 20, July 18 and July 21 Meeting Minutes**
Motion by Reese/David to approve the June 16 minutes as presented. Motion by Reese/David to approve the June 20 minutes as presented. Motion by David/Reese to approve the July 18 minutes as presented. Motion by Reese/Roo to approve the July 21 minutes as presented. Each motion carried on a voice vote with no objection.
- 7. Discussion and Possible Action on County Surveyor Position and Related 2012 Land Information Operating Budget – Andy Erdman**
Erdman handed out a County Surveyors Directory for the state and County Surveyor Position Budgetary Estimates and explained each sheet. He noted that \$16,000 of Land Records Modernization funds are utilized for the position. Udovich, the Highway Department Operations Manager explained his department's contract costs for survey work and noted several projects where surveying was required. He agreed with Erdman's assessment of contract costs. Petre noted that changes have been made to the County Surveyor's job description to encompass new, proposed job responsibilities; Palm will look over the new description to determine whether the changes will require the position to be reviewed by the Human Resources Committee. Motion by Reese/Nass to support a full-time position for County Surveyor; motion carried on a voice vote with no objection.

- 11. Status of 2011 Planning and Zoning Department Budget**
Klotz handed out the monthly budget information sheet and explains it to the Committee.
- 13. 2012 Zoning Department Budget**
Klotz distributed the 2012 budget which had been submitted to Administration; he will be reviewing it with Petre on July 26. Klotz noted that the tax level goal is \$294,938, while the proposed requested budget is \$327,000.
- 12. Discussion and Possible Action on the Administrative Fee Charged to Zoning Amendment Applicants**
Klotz reported that the conversion fees previously required by the State have been eliminated with the adoption of the state budget. He explained the \$100 administrative fee that Zoning had charged, and asked for direction. Motion by Reese/David to continue charging the administrative fee; motion carried on a voice vote with no objection.
- 8. Salvage Yard Licensing**
Klotz asked the Committee to re-issue the licenses and reported that the Department will address any related issues as they arise. Motion by Reese/Rouo to re-license the yards and to see them individually during the regularly scheduled site inspections.
- 9. Discussion and Possible Decision on Regulation of Peacocks**
Klotz read aloud a letter from the Town of Koshkonong regarding peacocks on a particular property. Motion by Rouo/Rinard that peacocks not be treated the same as poultry under the Jefferson County Zoning Ordinance. Motion carried on a voice vote with no objection.
- 10. NR115 Draft Ordinance Introduction and Discussion of Content and Process**
Klotz reported that he and Staff had put together a base draft using the current ordinance, the NR115 guidebook and the law. That draft was sent to Heidi Kennedy of the DNR, and will be reviewed by Patricia Cicero of LWCD and Paul Dearlove of the Lake Ripley Management District. Klotz noted that the proposed change involves regulation of impervious surfaces which Jefferson County currently does not regulate. He noted that that DNR may revise or repeal NR115, and therefore may be granting counties extensions for ordinance adoption. Motion by Nass/Rouo to proceed with ordinance adoption; motion carried on a voice vote with no objection.

A short break was taken.

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

- 14. Decisions on Petitions Presented in Public Hearing on July 21, 2011:**
POSTPONED 3531A-11 & CU1663-11 – Matthew Thomas, Town of Lake Mills on a motion by Nass/Reese; motion carried on a voice vote with no objection.
APPROVED WITH CONDITIONS 3532A-11 on a motion by Nass/Reese & CU1666-11 on a motion by Rouo/Reese for Charles Couden/James & Nancy Couden Property, Town of Sullivan; both motions carried on voice votes with no objection.
APPROVED WITH CONDITIONS CU1664-11 – Mark Foelker, Jr., Town of Jefferson on a motion by Nass/Reese; motion carried on a voice vote with no objection.

APPROVED WITH CONDITIONS CU1665-11 – Tracy & Marcus Rothmeyer, Town of Koshkonong on a motion by David/Reese; motion carried on a voice vote with no objection.

15. Discussion and Guidance Regarding WCCA Secretary/Treasurer Position – Michelle Staff

Klotz explained Staff's interest in running for the WCCA Secretary/Treasurer position. The Committee gave its support to Staff's endeavors.

16. Upcoming Meeting Dates

August 15, 8:00 a.m. – Site Inspections Beginning in Courthouse Room 203 – **Nass will be absent.**

August 18, 7:00 p.m. – Public Hearing in Courthouse Room 205

August 29, 8:30 a.m. – Decision Meeting in Courthouse Room 203

September 12, 8:00 a.m. – Site Inspections Beginning in Courthouse Room 203

September 15, 7:00 p.m. – Public Hearing in Courthouse Room 205

September 26, 8:30 a.m. – Decision Meeting in Courthouse Room 203 – **Rinard will be absent.**

17. Adjourn

Motion by Reese/David to adjourn at 10 a.m. Motion carried on a voice vote with no objection.

Donald Reese, Secretary

A digital recording of this meeting may be obtained from the Zoning Department.