

**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
320 S. MAIN ST., JEFFERSON, WI 53549
8:30 A.M. ON MONDAY, JULY 30, 2012**

- 1. Call to Order**
The meeting was called to order by Chairman Nass at 8:30 a.m.
- 2. Roll Call**
Committee member present included Nass, David, Jaeckel, Reese and Rinard. Zoning Department staff in attendance was Rob Klotz, Michelle Staff and Deb Magritz. John Molinaro, County Board Chairperson and Andy Erdman, Director of Land Information were also present.
- 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**
No changes to the agenda were proposed.
- 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 21, June 25, July 16 and July 19, 2012 Meeting Minutes**
Motion by Reese, seconded by David to approve the four sets of minutes as presented. Motion carried on a voice vote with no objection.
- 7. Communications**
There were no communications discussed.
- 8. Discussion and Possible Decision on Document Imaging/Content Management System Vendor-Andy Erdman**
Erdman handed out "Document Imaging and Computer Management Proposals" and explained them. He noted that the purchase of File Director with support from Integrated Imaging was recommended by the Land Information Council. Motion by Reese, seconded by Nass to follow the Land Information Council's recommendation. Motion carried on a voice vote with no objection.
- 9. Discussion and Possible Decision Regarding Creation of a Position for Data Content Management**
It was noted that if we were to promote the functions of the document imaging/content management system to other Courthouse offices, moving toward paperless offices, MIS would not have even support staff. Discussion followed.

- 10. Discussion and Possible Decision Regarding Land Records Modernization Plan Amendment**
Erdman talked about a proposal to scan old tax rolls but noted that that project is not currently in the Land Records Modernization Plan. Language in the Plan does, however, allow for minor amendments. Motion by David, seconded by Reese to allow an amendment to include scanning of old tax rolls. Motion carried on a voice vote with no objection.
- 11. Proposed 2013 Land Information Department Budget**
Erdman handed out Land Information Budget Work Sheets for business units 1301, 1302, 1303, 1308 and 1311 and went over noteworthy points for each. Motion by Jaeckel, seconded by David to support the 2013 Land Information Department Budget as proposed; motion carried on a voice vote with no objection.
- 12. Salvage Yard Licensing**
Klotz read a list of County salvage yards and suggested re-licensing them all. Motion by Reese, seconded by Jaeckel to approve the re-licensing. Motion carried on a voice vote with no objection.
- 13. Review and Possible Decision on Redesign of Petition 3356A-08 for the Francis Hoff Trust Property, Town of Palmyra**
Klotz explained the revised request, noting that the acreage will remain the same but that access will change for better farmland preservation. Motion by Jaeckel, seconded by David to approve. Amended motion by Jaeckel, seconded by Reese to approve because the acreage will remain the same, and because DOT now will allow an access farther to the north. Motion carried on a voice vote with no objection.
- 14. Review and Possible Decision on Petition R3588A-12 for Raymond Rausch, Town of Concord**
Klotz passed around the petitioner's file and explained the situation. Motion by David, seconded by Jaeckel to allow the original proposal. Motion died on a 2-3 vote, with David and Jaeckel in favor and Reese, Nass and Rinard opposed. The petitioner will contact the Highway Department to determine possible points of access along his road frontage. The petitioner addressed the Committee, having been given permission by the Chairperson. Motion by Nass, seconded by Rinard to withdraw the previous motion; motion carried on a voice vote with no objection. Motion by Nass, seconded by Rinard to postpone further action pending discussion with the Highway Department regarding possible access points.

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

- 15. Decision on Petitions Presented in Public Hearing on July 19, 2012:**
APPROVED WITH CONDITIONS R3598A-12 – Louis Maffiola, Town of Koshkonong on a motion by Reese, seconded by Jaeckel. Motion carried on a voice vote with no objection.

APPROVED WITH CONDITIONS CU1711-12 – Kevin Christianson, Town of Sumner on a motion by Reese, seconded by Rinard. Motion carried on a voice vote with no objection.

APPROVED WITH CONDITIONS A PART OF R3600A-12 – Marvin C Homann, Town of Waterloo, allowing the 1-acre A-3 zone. Motion by Nass, seconded by Reese; motion carried on a voice vote with no objection. Motion by Nass, seconded by David to postpone action on the 4.99-acre proposal for redesign and for the petitioner to return to public hearing. Motion carried on a voice vote with no objection.

APPROVED WITH CONDITIONS BOTH R3599A-12 & CU1712-12 – Ryan & Meliza Ritacca, Town of Milford on motions by Reese, seconded by Jaeckel. Both motions carried on voice votes with no objection.

APPROVED WITH CONDITIONS R3597A-12 – Herman Zastrow, Town of Ixonia on a motion by Nass, seconded by Reese. Motion carried on a voice vote with no objection.

16. 2011 Annual Report

Klotz handed out copies of the annual report and explained it to those present.

17. 2013 Zoning Department Budget

Klotz handed out copies of the 2013 budget and explained. Motion by David, seconded by Reese to approve the budget as presented. Motion carried on a voice vote with no objection.

18. Upcoming Meeting Dates

August 13, 8:00 a.m. – Site Inspections Beginning in Courthouse Room 203

August 16, 7:00 p.m. – Public Hearing in Courthouse Room 205

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

September 17, 8:00 a.m. – Site Inspections Beginning in Courthouse Room 203

September 20, 7:00 p.m. – Public Hearing in Courthouse Room 205

September 24, 8:30 a.m. – Decision Meeting in Courthouse Room 203

19. Adjourn

Motion by Reese, seconded by Jaeckel at 10:22 a.m. to adjourn the meeting. Motion carried on a voice vote with no objection.

Don Reese, Secretary