

**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 29, 2013**

1. **Call to Order**
The meeting was called to order by Chairman Nass at 8:30 a.m.
2. **Roll Call**
Nass, Reese and Jaeckel were present at the time of roll call. Also present were 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**
There were no changes proposed to the agenda.
5. **Public Comment (Not to Exceed 15 Minutes and Not to Include Petitions Slated for Decision)**
There was no public comment.
6. **Approval of May 3, 2013, June 20, June 24, July 15 and July 18, 2013 Meeting Minutes**
Motion by Reese, seconded by Jaeckel to approve the May 3 minutes as presented. Motion carried on a voice vote with no objection. Motion by Reese, seconded by Jaeckel to approve the June 20 minutes as presented. Motion carried on a voice vote with no objection. Motion by Jaeckel, seconded by Reese to approve the June 24 minutes as presented. Motion carried on a voice vote with no objection. Motion by Reese, seconded by Jaeckel to approve the July 15 minutes as presented. Motion carried on a voice vote with no objection. Motion by Reese, seconded by Jaeckel to approve the July 18 minutes as presented. Motion carried on a voice vote with no objection.
7. **Monthly Financial Report – Land Information Department – Andy Erdman**
Erdman handed out his report and explained it. He noted that revenues are currently down from expected.

Rinard arrived at 8:33 a.m.

8. **Review of Proposed Land Information Budget – Andy Erdman**
Erdman presented his handout and said that he will be meeting with the County Administrator on Friday to discuss the budget. Erdman noted the consolidation of Business Units 1303 and 1308. He explained that the budget includes Land Information projects planned for the Register of Deeds Office, a replication server for Workforce

Development, plotter replacement and a new GPS base station. Erdman added that he has reduced the surveyor's budget revenue expectations. Motion by Reese, seconded by Jaeckel to approve the recommended budget. Motion carried on a voice vote with no objection.

9. **Consideration of Letter of Support for Wisconsin Regional Orthophotography Consortium Program for 2015**
A draft letter of support including changes suggested by Corporation Counsel was presented by Erdman. Motion by Rinard, seconded by Jaeckel to forward this draft on; motion carried on a voice vote with no objection.
10. **Monthly Financial Report – Planning and Zoning Department – Rob Klotz**
Klotz explained his handout which compared July 2013 revenues to July 2012 revenues. Currently the Department is operating above budget projections for revenues.
11. **2014 Budget Discussion – Rob Klotz**
Klotz offered to deliver more concise information after meeting with the County Administrator and the Finance Director. He noted that his proposed budget is under limit requirements by \$7,000. Future expenditures may include a new projector for approximately \$1,000, and a copier/scanner/printer to be funded 60% by Zoning and 40% by Solid Waste funds.
12. **Preliminary Plat Review for Mounds View Subdivision, Town of Koshkonong, Section 25, T5N, R13E**
Staff explained her review and pointed to information in the Committee packets. Motion by Jaeckel, seconded by Reese to approve the preliminary plat with conditions found in Staff's review letter. Motion carried on a voice vote with no objection.
13. **Decisions on Petitions Presented in Public Hearing on July 18, 2013:**
APPROVED WITH CONDITIONS R3646A-13 & CU1738-13 – Greg Roben, Town of Concord, both on motions by Reese, seconded by Jaeckel. Both motions carried on voice votes with no objection.
APPROVED WITH CONDITIONS R3658A-13, R3659A-13 & CU1742-13 – Debbie Reece/Ardis Eilenfeldt Trust Property, Town of Aztalan, all on motions by Reese, seconded by Jaeckel. All three motions carried on voice votes with no objection.
APPROVED WITH CONDITIONS R3660A-13 – Gregg Heideman/Roger & Patsy Heideman Property, Town of Aztalan on a motion by Reese, seconded by Jaeckel. Motion carried on a voice vote with no objection.
NO ACTION TAKEN ON R3661A-13 – Brian Statz, Town of Concord; petitioner did not appear at public hearing.
APPROVED WITH CONDITIONS R3662A-13 – Jeff Lukas, Town of Hebron on a motion by Nass, seconded by Rinard. Motion carried on a voice vote with no objection.
APPROVED WITH CONDITIONS R3663A-13 – Frederick Uttech, Town of Watertown on a motion by Reese, seconded by Jaeckel. Motion carried on a voice vote with no objection.
APPROVED WITH CONDITIONS CU1744-13 – Adrian and Cindy Sue Cornelius/Franklin & Betty Brightsman Property, Town of Aztalan on a motion by Nass, seconded by Rinard. Motion carried on a voice vote with no objection.
APPROVED WITH CONDITIONS CU1745-13 – Greg & Erin Paasch, Town of Jefferson on a motion by Jaeckel, seconded by Rinard. Motion carried on a voice vote with no objection.

APPROVED WITH CONDITIONS CU1746-13 – Dan & Lloyd Marks/D L Shoot, LLC Property, Town of Milford on a motion by Jaeckel, seconded by Reese. Motion carried on a voice vote with no objection.

APPROVED WITH CONDITIONS CU1747-13 – Shane Benning, Town of Waterloo on a motion by Nass, seconded by Reese. Motion carried on a voice vote with no objection.

14. Salvage Yards Licensing

Klotz reported on each yard and recommended approved of relicensing them all. Motion by Reese, seconded by Jaeckel to approve the relicensing. Motion carried on a voice vote with no objection.

15. Correspondence

a. Letter from Aaron Johnson Regarding Odor Issues at Daybreak Foods

The letter was handed out, and Klotz reported that the Environmental Protection Agency had been contacted.

16. Future Agenda Items

Update and review of Hoard's Dairyman Farm manure storage structure as it relates to CU1438-06

17. Upcoming Meeting Dates

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

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

August 26, 8:30 a.m. – Decision Meeting in Courthouse Room 203

September 16, 8:00 a.m. – Site Inspections Beginning in Courthouse Room 203

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

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

A break was taken at 10 a.m. The meeting resumed at 10:05 a.m.

18. Discussion Regarding Process for Alternate Uses of Barns and Possible Ordinance Amendment

Steve Grabow, now in attendance, reviewed the Committee's past work of May 3, 2013. He led the group in continued discussion, listing barn uses each would like to see. Staff asked whether this if for existing barns only, or for other structures as well. The consensus was that a good definition of barns is needed, as is policy on reuse versus relocation. Klotz will chart the information from this meeting and bring it back to the Committee. The Committee's conclusions will be taken to the Department of Agriculture, Trade and Consumer Protection (DATCP) and to the Towns for their opinions.

19. Adjourn

Motion by Reese, seconded by Jaeckel to adjourn at 11:25 a.m. Motion carried on a voice vote with no objection.


Don Reese, Secretary