

**MINUTES OF THE**  
**JEFFERSON COUNTY PLANNING AND ZONING COMMITTEE**  
*Steve Nass, Chair; Greg David, Vice-Chair; Don Reese, Secretary; Dick Jones; Lloyd Zastrow*

**ROOM 203, COUNTY COURTHOUSE**  
**320 S. MAIN ST., JEFFERSON, WI 53549**  
**8:30 A.M. ON MONDAY, FEBRUARY 1, 2010**

**1. Call to Order**

The meeting was called to order by Chairman Nass at 8:35 a.m.

**2. Roll Call**

Committee members present included Nass, Jones, Zastrow, David and Reese. Phil Ristow-Corporation Counsel, Mark Watkins-Director of Land and Water Conservation, Andy Erdman, Director of Land Information Office, Rob Klotz, Interim Director of Planning and Zoning, and Deb Magritz, Zoning Administrative Clerk 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**

There were no changes proposed.

**5. Approval of December 28, 2009 and January 21, 2010 Meeting Minutes**

Motion by Jones/Zastrow to approve the two sets of minutes from January 21, 2010 meetings as presented. Motion carried on a voice vote with no objection. December 28, 2009 minutes will be acted upon at a future meeting.

**6. Public Comment (Not to Exceed 15 Minutes and Not to Include Petitions Slated for Decision)**

There was no public comment.

**7. Land Records Modernization Plan Update – Andy Erdman**

Erdman explained that every five years, the Department of Administration requires that land records modernization plans be updated. Jefferson County's plan update is scheduled to begin on February 3, 2010, and Erdman is working to incorporate a strategic Geographic Information System plan into the update.

**8. Review of Updated 2010 Nutrient Management Plan for Hoard's Dairyman Farm – Land and Water Conservation Department**

Watkins reported that the plans received from Hoard's are inadequate, and that the Land and Water Conservation Department has not had its questions answered since the partial submittal. The manure storage structure has not been emptied. Ristow suggested producing a chronology of events. Klotz noted that a court case is pending on the structure, and that further discussion would take place when more information is received.

**9. Discussion Regarding Citation Authority for the Sheriff's Department and Conditional Use Enforcement Actions**

Klotz explained that Sheriff's deputies are working with Zoning on animal complaints, and read aloud Sec. 84-10 from the citation ordinance. Ristow commented on administrative issues; Klotz would still expect communication between the officer and the Zoning Department. This authority would currently be only for Lori Hogan and Mike Weber on animal issues. Motion by Reese/Jones to proceed with discussions on the subject to include the Sheriff's Office. Motion carried on a voice vote with no objection.

**10. Resolution Supporting Delayed Implementation of Farmland Preservation Rezoning Conversion Fee**

Klotz explained that the resolution is to delay collecting the conversion fees until it is certain that the County will remain in the Farmland Preservation Program. Motion by David/Zastrow to approve the resolution; discussion ensued. Motion carried on a 4-1 vote with Nass in opposition.

Item 12. was moved to this point

**12. Discussion of Resolution for Funding Plan and Ordinance Changes to Maintain Eligibility for Farmland Preservation Tax Benefits**

Watkins distributed a pamphlet he's prepared regarding the benefits of Farmland Preservation and discussed his views on the program. Ristow noted that if the contract with a consultant is for over \$25,000, County Board must be involved. The need for a request for proposals could be waived to contract with Vandewalle and Associates, and it makes sense to do so because Vandewalle has worked extensively with the County and Towns on plans. Motion by Jones/Reese to approve the draft resolution with Ristow's additions, namely, to transfer monies from the contingency fund to Zoning, to waive request for RFPs, and to authorize Vandewalle and Associates to do the work for \$67,000. Motion carried on a voice vote with no objection. Nass stated that he would talk with Finance Committee members in support of the resolution.

**11. Direction on How to Deal With Incomplete Applications and Conversion Fee Requirements**

Klotz reported that there are three zoning amendment applications in the office that may not be complete for some time. Motion by Zastrow/David to give the applicants three months for the applications to be made complete, and if that does not happen, their application fees will be returned. Motion carried on a voice vote with no objection.

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

**13. Review of Findings of Fact, Conclusion and Order for CU1601-099 for Jon Hartwig, Town of Koshkonong**

Motion by Jones/Reese to approve as presented. Motion carried on roll call vote, with Nass, Jones, Zastrow, David and Reese in favor.

**14. Decisions on Petitions Presented in Public Hearing on 11/19/09 and 12/17/09 and Subsequently Postponed:**

**APPROVE WITH CONDITIONS** 3428A-09 on a motion by Reese/David, 3429A-09 on a motion by Jones/Zastrow & CU1598-09 on a motion by Reese/Jones for Jeremy Feutz, Town of Farmington. Both motions carried on voice votes with no objection.

**APPROVE WITH CONDITIONS** 3448A-09 for Richard Reinders, Town of Concord on a motion by Jones/David; motion carried on a voice vote with Zastrow opposed.

**APPROVE WITH CONDITIONS** 3449A-09 for Richard Reinders, Town of Concord on a motion by Reese/Jones; motion carried on a voice vote with no objection.

**APPROVE WITH CONDITIONS** CU1603-09 – Bernadette Petersen/James Noltner Property, Town of Watertown on a motion by Zastrow/Reese; motion carried on a voice vote with no objection.

**15. Decisions on Petitions Presented in Public Hearing on 1/21/10:**

**APPROVED WITH CONDITIONS** CU1604-10 – John Pozorski Jr & Tamara Towns-Pozorski, Town of Palmyra on a motion by Jones/David; motion carried on a voice vote with no objection.

**APPROVED WITH CONDITIONS** CU1605-10 – John Pozorski Jr & Tamara Towns-Pozorski, Town of Palmyra on a motion by Jones/Zastrow; motion carried on a voice vote with no objection.

**APPROVED WITH CONDITIONS** CU1606-10 – Kowalski-Ryan Family Properties, LLC/State Bank of Chilton Property, Town of Ixonia on a motion by Zastrow/Reese; motion carried on a voice vote with no objection.

**16. Upcoming Meeting Dates**

**AFTER DISCUSSION, IT WAS DETERMINED THAT THIS MEETING WOULD BE CANCELLED** - February 12, 8 a.m. – Site Inspections Leaving From Courthouse Room 203

February 18, 7 p.m. – Public Hearing in Courthouse Room 205

March 1, 8:30 a.m. – Decision Meeting in Courthouse Room 203

March 12, 8 a.m. – Site Inspections Leaving From Courthouse Room 203

March 18, 7 p.m. – Public Hearing in Courthouse Room 205

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

**17. Adjourn**

Motion by Reese/David to adjourn at 11:09 a.m.; motion carried on a voice vote with no objection.

**Don Reese, Secretary**