

**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
311 S. CENTER AVE., JEFFERSON, WI 53549
8:30 A.M. ON MONDAY, NOVEMBER 24, 2014**

- 1. Call to Order**
The meeting was called to order at 8:30 a.m. by Chairman Nass.
- 2. Roll Call**
Committee members present at 8:30 were Nass, Reese and Jaeckel. Also present were Andy Erdman of the Land Information Department, and Rob Klotz and Deb Magritz from 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**
The Committee decided to move three decisions to immediately after approval of minutes to accommodate members of public in attendance.
- 5. Public Comment (Not to Exceed 15 Minutes and Not to Include Petitions Slated for Decision)**
There was no public comment.
- 6. Communications**
There were no communications to discuss.
- 7. Approval of October 27, November 17 and November 20 Meeting Minutes**
Motion by Reese, seconded by Jaeckel to approve the October 27 minutes as presented. Motion carried on a voice vote with no objection.

Greg David arrived at the meeting

Motion by Reese, seconded by Jaeckel to approve corrected minutes from November 17 that indicate it was a site inspection and not a decision meeting. Motion carried on a voice vote with no objection.

Motion by Reese, seconded by Jaeckel to approve minutes from the Floodplain Ordinance Repeal and Recreation public hearing held on November 20. Motion carried on a voice vote with no objection.

Motion by Jaeckel, seconded by Reese to approve the minutes from the monthly public hearing dealing with map amendments and conditional uses held on November 20. Motion carried on a voice vote with no objection.

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

- 14. Decisions on Petitions Presented in Public Hearing on October 16, 2014 and Subsequently Tabled:**
APPROVED WITH CONDITIONS R3753A-14 – Dean and Susan Andersen, Town of Aztalan on a motion by David, seconded by Jaeckel. Motion carried on a voice vote with no objection.
APPROVED WITH CONDITIONS R3755A-14 - David Messmer, Town of Aztalan on a motion by Jaeckel, seconded by David. Motion carried on a voice vote with no objection.

Amy Rinard arrived.

- 15. Decisions on Petitions Presented in Public Hearing on November 20, 2014:**
APPROVED WITH CONDITIONS R3771A-14 – HAF Golden Acres LLC/Richard & Jody Herr Trust, Town of Concord on a motion by Nass, seconded by Jaeckel. Motion carried on a voice vote with no objection.
- 8. Monthly Financial Report for Land Information Office – Andy Erdman**
Erdman reported that October was the busiest month this year for document recording. He explained the surveyor's work with the Highway Department, and the fact that construction has pretty much ended for the year. Jaeckel asked about updating paperwork, and Erdman replied that paperwork is what the surveyor will be doing for much of the remaining calendar year.
- 9. Discussion and Possible Action on Proposals Submitted for Acquisition of Orthophotography in the Spring of 2015**
Erdman explained. His recommendation is to choose Sanborn Map Company. That resolution was reviewed. Erdman noted that the City of Watertown would like to piggyback with the County for work to be done by the vendor. Motion by Reese, seconded by Jaeckel to pass the resolution on to County Board based upon staff recommendations. Motion carried on a voice vote with no objection.
- 10. Monthly Financial Report for Zoning – Rob Klotz**
Klotz explained his report and noted that revenues are up overall from last year.
- 11. Update on Discussion and Possible Modification of Permit CU1438-06 for WD Hoard & Sons/Hoard's Dairyman Farm to Reflect Changes Required to Maintain Compliance with the Siting Standards of ATCP51 Regarding the Manure Storage Structural Repair Plan**
Roll call was taken, with Nass, Reese, Jaeckel, Rinard, David, Klotz and Mark Watkins of the Land and Water Conservation Department signifying attendance. Watkins explained the "dead test" conducted and its results. He showed photos of the basin and spoke of a comprehensive survey. Hoard's is now preparing for a cold-weather repair.
- 12. Discussion and Possible Action on Asphalt Shingle Removal at Former Amon Mineral Extraction Site, W8215 USH 18 in the Town of Oakland, in Conjunction with Conditional Use CU575-94**
Klotz brought the Committee up to date on the issue. He noted that about 80% of the shingles have been removed. Motion by Nass, seconded by David to extend approval for

removing the rest of the shingles to July, 2015. Motion carried on a voice vote with no objection.

13. Discussion on Proposed Wind Energy System Ordinance

Klotz reported that he'd reviewed Dodge and Manitowoc Counties' ordinances, and he explained some differences. Discussion followed, including discussion concerning how many towers could be allowed on a property without a conditional use permit.

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

14. Decisions on Petitions Presented in Public Hearing on October 16, 2014 and Subsequently Tabled:

APPROVED WITH CONDITIONS R3757A-14 – Joshua Davis/Carl & Bonnie Eggert Property, Town of Waterloo on a motion by Nass, seconded by David. Motion carried on a voice vote with no objection.

APPROVED WITH CONDITIONS R3758A-14 – Jens Laas and Burkhard Laas Trust, Town of Waterloo on a motion by David, seconded by Jaeckel. Motion carried on a voice vote with no objection.

15. Decisions on Petitions Presented in Public Hearing on November 20, 2014:

APPROVED R3766T-14 – Jefferson County Zoning Repeal and Recreate Floodplain Ordinance with Flood Storage on a motion by Jaeckel, seconded by Rinard. Motion carried on a voice vote with no objection

APPROVED R3767A-14 – Don Pettitt/D&F Scott Trust Property, Town of Koshkonong on a motion by Reese, seconded by Jaeckel. Motion carried on a voice vote with no objection.

APPROVED WITH CONDITIONS R3768A-14 – Helen Jacobson LE/Charles & Thomas Jacobson, Town of Sumner on a motion by Jaeckel, seconded by David. Motion carried on a voice vote with no objection.

APPROVED WITH CONDITIONS R3769A-14 on a motion by Reese, seconded by Nass and R3770A-14 on a motion by Reese, seconded by Nass – Michael Stade, Town of Lake Mills. Both motions carried on voice votes with no objection.

DENIED CU1801-14 – Mark Hildebrand, Town of Cold Spring; motion for approval by Reese, seconded by Jaeckel ended in a vote of 2 in favor and 3 opposed.

APPROVED WITH CONDITIONS CU1802-14 – Joe Vultaggio, Town of Cold Spring on a motion by Jaeckel, seconded by Rinard. Motion carried on a voice vote with no objection.

APPROVED WITH CONDITIONS CU1803-14 – River Road Storage LLC, Town of Watertown on a motion by Reese, seconded by David. Motion carried on a voice vote with no objection.

16. Future Agenda Items

Wind energy ordinance

Agricultural uses in Natural Resource zones with conditional use

17. Upcoming Meeting Dates

December 15, 8:00 a.m. – Site Inspections Beginning in Courthouse Room 203

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

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

January 12, 2015, 8:00 a.m. – Site Inspections Beginning in Courthouse Room 203

January 15, 7:00 p.m. – Public Hearing in Courthouse Room 205
January 26, 8:30 a.m. – Decision Meeting in Courthouse Room 203

18. Adjourn

Motion at 10:07 a.m. by Jaeckel, seconded by Reese to adjourn. Motion carried on a voice vote with no objection.


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.

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.

**MINUTES OF THE PUBLIC HEARING
JEFFERSON COUNTY PLANNING AND ZONING COMMITTEE**

Steve Nass, Chair; Greg David, Vice-Chair; Don Reese, Secretary; Amy Rinard; George Jaeckel

SUBJECT: Map Amendments to the Jefferson County Zoning Ordinance and Requests for Conditional Use Permits

DATE: December 18, 2014

TIME: 7:00 p.m. (*Courthouse doors will open at 6:30*)

PLACE: Room 205, Jefferson County Courthouse, 311 S. Center Ave., Jefferson, WI

1. Call to Order

The meeting was called to order by Chairman Nass at 7:00 p.m.

2. Roll Call

All Committee members were present. Also in attendance were Michelle Staff and Deb Magritz from 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

No changes were proposed.

5. Explanation of Process by Committee Chair

Nass introduced the Committee, Magritz and Staff. He explained how the public hearing would proceed, and noted that the Committee would meet on December 29 for all petitions and the County Board would meet on February 10, 2015 for the rezonings.

6. Public Hearing

Staff read aloud the following:

NOTICE IS HEREBY GIVEN that the Jefferson County Planning and Zoning Committee will conduct a public hearing at 7 p.m. on Thursday, December 18, 2014, in Room 205 of the Jefferson County Courthouse, Jefferson, Wisconsin. A hearing will be given to anyone interested in the proposals. **PETITIONERS, OR THEIR REPRESENTATIVES, SHALL BE PRESENT.** Matters to be heard are petitions to amend the official zoning map of Jefferson County and applications for conditional use permits. A map of the properties affected may be obtained from the Zoning Department. Individual files are available for viewing between the hours of 8 a.m. and 4:30 p.m.,

Monday through Friday, excepting holidays. If you have questions regarding these matters, please contact Zoning at 920-674-7131.

**FROM RESIDENTIAL R-2 TO EXCLUSIVE AGRICULTURAL A-1 AND FROM
A-1 TO R-2**

R3772A-14 & R3773A-14 – Dan Petty/ Claude Klettke and Daniel & Debbie Petty Trust Properties: Rezone 0.35 acre of PIN 014-0614-1323-000 (17.445 acres) owned by Claude Klettke from R-2 to A-1 to better reflect its current use. Rezone 0.10 acre of that PIN from A-1 to R-2 to allow its transfer to adjacent property owners, the Klettkes to enlarge their residential lot. Rezone 0.12 acre of PIN 014-0614-1414-008 (0.5 acre) owned by the Klettkes from A-1 to R-2 to better reflect its current residential use. The sites are near **N3932 CTH N** in the Town of Jefferson.

Petitioner: Deb Petty spoke on behalf of herself and her father, Claude Klettke. She explained that the Petty lot is zoned partially R-2 and partially A-1; they are asking to rezone the A-1 portion to R-2, and to add some land from Mr. Klettke for the Petty septic system and access. Mr. Klettke would like some additional R-2 land rezoned for tractor access to his A-1 zoned property.

Comments in Favor: None

Comments Opposed: None

Questions from the Committee: None

Town Response: Town's approval was read into the record and is now on file.

Staff Report: Michelle Staff read aloud the staff report which is on file in the Zoning Department

**FROM EXCLUSIVE AGRICULTURAL A-1 TO A-2, AGRICULTURAL AND
RURAL BUSINESS**

R3774A-14 & CU1804-14 – Duane & Anita Bennett: Rezone PIN 020-0814-0931-000 (3 Acres) with conditional use to allow for a conference center, banquet hall and/or event facility under adaptive reuse of barns. The site is at **N9045 CTH Q** in the Town of Milford.

Petitioner: Duane Bennett spoke. After their daughter's wedding at their property, people have been asking to have their own weddings there. The Bennetts want to make that legal on their property.

Comments in Favor: Melissa Zirbel was in favor; she said she thinks it would be a very nice thing to have in the area.

Comments Opposed: None

Questions from the Committee: None

Town Response: Town's approval was read into the record and is now on file.

Staff Report: Michelle Staff read aloud the staff report which is on file in the Zoning Department. She asked how many parking spaces the Bennetts will have, which the

Bennetts will calculate and get to Zoning by December 29. Parking is also often available in the nearby church parking lot. Staff asked whether signs were proposed; the Bennetts said yes, a removable sign. Staff asked about outdoor lighting; lighting is proposed on the barn. Food? The Bennetts said all the food would be catered. Water service? No water service is proposed, including no hand washing stations. Restrooms? The Bennetts propose using porta-potties. Hours of operation? 9 a.m. to midnight. The Bennetts said that the bridal party may use the existing house to get ready. Staff read the DNR response into the record and asked about designation of parking in a wetland area. Anita Bennett responded that often times guests may be bussed in.

R3775A-14 & CU1805-14 – Michael Blackburn: Rezone PIN 022-0613-3121-000 (3 acres) at **W9595 CTH C** with conditional use to allow for a nursery in the Town of Oakland.

Petitioner: Michael Blackburn explained that he wants to sell trees and nursery stock from this site.

Comments in Favor: None

Comments Opposed: None

Questions from the Committee: None

Town Response: Town's approval was read into the record and is now on file.

Staff Report: Michelle Staff read aloud the staff report which is on file in the Zoning Department. She asked whether customers would come to the property, to which Mr. Blackburn responded yes. Staff also asked about parking spots, and Blackburn said he had 10-12 spots available. When asked about water service, Blackburn responded that he wouldn't have any water. Signage would be only temporary, he said. In response to Staff's questions, Blackburn said that he does have deliveries to the property, and that delivery trucks pull into the driveway. Very little of his product is grown on site. Outside storage would consist of woodchips and the nursery stock.

FROM A-T, AGRICULTURAL TRANSITION TO A-3, AGRICULTURAL/RURAL RESIDENTIAL

R3776-14 – Gary & Jill Gramley: Rezone to create a 1-acre building site near **W7526 Koshkonong Mounds Road** in the Town of Koshkonong from PIN 016-0513-2434-026 (11.841 Acres).

Petitioner: Gary Gramley said that he wants to split off this building sit to liquidate some assets.

Comments in Favor: None

Comments Opposed: None

Questions from the Committee: None

Town Response: Town's approval was read into the record and is now on file.

Staff Report: Michelle Staff read aloud the staff report which is on file in the Zoning Department

FROM EXCLUSIVE AGRICULTURAL A-1 TO A-3, AGRICULTURAL/RURAL RESIDENTIAL

R3777A-14 – Adrian & Melissa Zirbel: Create a 1.125-acre lot around the home at **N8138 West Road** vacant 1.5-acre and 1.875-acre lots adjoining, all from PIN 020-0814-2233-001 (4.5 Acres) in the Town of Milford.

Petitioner: Melissa Zirbel said that she and her husband would like to rezone and build a home for themselves in a wooded area on their property.

Comments in Favor: None

Comments Opposed: None

Questions from the Committee: None

Town Response: Town's approval was read into the record and is now on file.

Staff Report: Michelle Staff read aloud the staff report which is on file in the Zoning Department

FROM A-3, AGRICULTURAL/RURAL RESIDENTIAL TO N, NATURAL RESOURCE

R3778A-14 – Thomas & Colleen Schlieve: Rezone approximately 7.58 acres of PIN 012-0816-0834-000 (14.626 Acres) and all of PIN 012-0816-0834-001 (1.007 Acre) to Natural Resource. The property is near **W1965 Mystic Court** in the Town of Ixonia.

Petitioner: Thomas Schlieve reported that they would like to put the woodlands into a Natural Resource zone.

Comments in Favor: None

Comments Opposed: None

Questions from the Committee: None

Town Response: Town's approval was read into the record and is now on file.

Staff Report: Michelle Staff read aloud the staff report which is on file in the Zoning Department. Staff asked the petitioner if he understood that the Natural Resource zone would allow no more building sites, and the petitioner responded that he understood.

CONDITIONAL USE PERMIT APPLICATION

CU1806-14 – Janice Bartel: Conditional use to sanction duplex use at **W245 CTH CW** in the Town of Ixonia on PIN 012-0816-1212-000 (36.890 Acres). The site is zoned Residential R-2.

Petitioner: June Herman of The Real Estate Duo spoke for the petition. She noted that the home in question has been a duplex as long as the petitioner can remember, and the conditional use is to make the duplex legal.

Comments in Favor: None

Comments Opposed: None

Questions from the Committee: None

Town Response: Town's approval was read into the record and is now on file.

Staff Report: Michelle Staff read aloud the staff report which is on file in the Zoning Department. Staff asked for the square footage of each unit, to which Herman answered approximately 1,200 square foot each. As to the number of bedrooms, Herman responded 4 total. Staff asked why there are three fire numbers, and Herman explained that one had been eliminated.

Motion by Reese, seconded by Jaeckel at 7:38 p.m. to adjourn the meeting. Motion carried on a voice vote with no objection.


Don Reese, Secretary

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

**MINUTES OF THE
JEFFERSON COUNTY PLANNING AND ZONING COMMITTEE
SITE INSPECTIONS**

Steve Nass, Chair; Greg David, Vice-Chair; Don Reese, Secretary; Amy Rinard; George Jaeckel

ROOM 203, COUNTY COURTHOUSE

311 S. CENTER AVE., JEFFERSON, WI 53549

8:00 A.M. ON MONDAY, DECEMBER 15, 2014

1. Call to Order

The meeting was called to order by Chairman Nass at 8:00 a.m.

2. Roll Call

Rinard was absent and excused. All other Committee members were present. Also present were Rob Klotz, Michelle Staff 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 the open meetings law.

4. Review of the Agenda

No changes were proposed to the agenda.

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)

There was no public comment.

6. Communications

There were no communications to share.

The Committee left at 8:03 for the following inspections:

7. Site Inspections for Petitions to be Presented in Public Hearing on December 18, 2014:

R3772A-14 & R3773A-14 – Dan Petty/Claude Klettke and Daniel & Debbie Petty Trust Properties, **N3932 CTH N**, Town of Jefferson

R3774A-14 & CU1804-14 – Duane & Anita Bennett, **N9045 CTH Q**, Town of Milford

R3775A-14 – Michael Blackburn, **W9595 CTH C**, Town of Oakland

R3776A-14 – Gary & Jill Gramley, **W7526 Koshkonong Mounds Road**, Town of Koshkonong

R3777A-14 – Adrian & Melissa Zirbel, **N8138 West Road**, Town of Milford

R3778A-14 – Thomas & Colleen Schlieve, **W1965 Mystic Court**, Town of Ixonia

CU1806-14 – Janice Bartel, **W245 CTH CW**, Town of Ixonia

8. Site Inspection regarding CU1686-12 for Kenneth & Susan Rheingans at W1008 Froelich Road, Town of Sullivan, PIN 026-0616-1042-000

9. Set Next Joint Meeting Date and Possible Agenda Items

Public hearing on December 18, 2014

10. Adjourn

Motion by Reese, seconded by David to adjourn at 10:55 a.m. Motion carried on a voice vote with no objection.


Donald Reese, Secretary

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