

AGENDA
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, JUNE 24, 2013

1. Call to Order
2. Roll Call
3. Certification of Compliance with Open Meetings Law Requirements
4. Review of Agenda
5. Public Comment (Not to Exceed 15 Minutes and Not to Include Petitions Slated for Decision)
6. Approval of June 3, June 17 and June 20, 2013 Meeting Minutes
7. Monthly Financial Report-Land Information Department
8. Monthly Financial Report-Planning and Zoning Department
9. 2014 Budget Information
10. Review of and Possible Decision on Petitions R3639A-13 and R3640A-13 for Kenneth & Gerard Kau, Town of Palmyra
11. Decisions on Petitions Presented in Public Hearing on June 20, 2013:
R3647A-13 – Kay Probst/John & Kay Probst Trust, Town of Farmington
R3648A-13 – Melissa Hafenstein/Aleta Wilke Property, Town of Lake Mills
R3649A-13 – Timothy Dettmann, Town of Milford
R3650A-13 & CU1739-13 – Daniel Yaeger, Town of Oakland
R3651A-13 – Judith Graff, Town of Watertown
R3652A-13 & R3653A-13 – Doug Erdman/Vern & Ruth Erdman Property, Town of Jefferson
R3654A-13 – Dane & Tammy Hartwig, Town of Farmington
R3655A-13, R3656A-13, R3657A-13 & CU1740-13 – Dane Hartwig, Town of Farmington
CU1741-13 – Neal Weihert, Town of Jefferson
12. Farmland Preservation Update Regarding Village of Palmyra Annexation
13. Update on Rubidell Resort
14. Discussion Regarding Text Amendment for Revocation of Conditional Use Permit

15. **Discussion and Possible Action on Non-Conforming Structure Ordinance Language as it Relates to Act 170**
16. **Future Agenda Items**
17. **Upcoming Meeting Dates**
 - July 15, 8:00 a.m. – Site Inspections Beginning in Courthouse Room 203
 - July 18, 7:00 p.m. – Public Hearing in Courthouse Room 205
 - July 29, 8:30 a.m. – Decision Meeting in Courthouse Room 203
 - 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 205
18. **Adjourn**

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.jeffersoncountynwi.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.

**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, JUNE 3, 2013**

1. **Call to Order**
The meeting was called to order by Chairman Nass at 8:30 a.m.

2. **Roll Call**
All Committee members were present at 8:30 a.m. In addition, John Molinaro, County Board Chair; Andy Erdman, Director of Land Information and Rob Klotz, Michelle Staff and Deb Magritz of the Zoning Department were in attendance.

3. **Certification of Compliance with Open Meetings Law Requirements**
Reese and Klotz verified that the meeting was being held in compliance with open meetings law requirements.

4. **Review of Agenda**
No changes 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 April 29, May 13 and May 16 Meeting Minutes**
Motion by Reese, seconded by Jaeckel to approve the April 29 minutes as printed. Motion carried on a voice vote with no objection. Motion by Reese, seconded by Rinard to approve the May 13 minutes as presented. Motion carried on a voice vote with no objection. Motion by Reese, seconded by David to approve the May 16 minutes as presented. Motion carried on a voice vote with no objection.

7. **Monthly Financial Report – Land Information Department**
Erdman handed out his report and explained. Expenditures included a server, a robotic station and jack hammer repair.

8. **Monthly Financial Report – Planning and Zoning Department**
Klotz handed out his report and explained. Currently the Department is \$3,000 short of last year's revenues. He anticipates a \$500 expenditure for projector replacement.

9. **Land Information Department and Planning and Zoning Department Vehicle Use Reports**
Reports were handed out by Erdman and Klotz respectively. Klotz noted that the Zoning van is shared with many departments.

Erdman left the meeting at 8:40.

10. **Discussion Regarding an Investigation by PSC of Wisconsin to Consider the Application of American Transmission Company LLC to Reconstruct an Existing Transmission Line Through Jefferson County**

A letter from the PSC dated May 9, 2013 was handed out by Klotz. Rinard will attend related meetings if she hears constituents concerns and will report back. Klotz will see that Rinard gets copies of any meeting notices sent to Zoning.

11. **Review of Approval for Petition R3633A-13, Harman Bos for the Harry Bos Trust, Town of Oakland**

Klotz explained the proposed revision regarding access onto CTH J, and noted that the lot will be 20 feet less in depth. The percentage of prime land being used is not changing. Motion by Reese, seconded by Jaeckel to approve the Bos revision. Motion carried on a voice vote with no objection.

Please see individual files for a complete record of the following decisions:

12. **Decisions on Petitions Presented in Public Hearing on May 16, 2013**

APPROVE WITH CONDITIONS R3637A-13 on a motion by Reese, seconded by Jaeckel; motion carried on a voice vote with no objection. **POSTPONE** CU1736-13 – on a motion by Nass, seconded by David; motion carried on a voice vote with no objection. The petitioner and property owner is Nancy Reese, Town of Sullivan
APPROVE WITH CONDITIONS R3638A-13 – John Sherman/Stilling Farms Inc. Property, Town of Lake Mills on a motion by Nass, seconded by Reese; motion carried on a voice vote with no objection.

POSTPONED ACTION ON R3639A-13 & R3640A-13 – Kenneth Kau/Kenneth & Gerard Kau Property, Town of Palmyra on a motion by David, seconded by Reese. Motion carried on a voice vote with no objection.

APPROVE WITH CONDITIONS R3641A-13 on a motion by Reese, seconded by Jaeckel; **APPROVE WITH CONDITIONS** R3642A-13 on a motion by Nass, seconded by Jaeckel; **APPROVE WITH CONDITIONS** R3643A-13 on a motion by David, seconded by Jaeckel; **APPROVE WITH CONDITIONS** R3644A-13 on a motion by Reese, seconded by David. All motions carried on voice votes with no objection for the Justin Thomas Sr Property/Steven Carnes Property, Town of Palmyra

APPROVE WITH CONDITIONS R3645A-13 – Ben Krueger c/o Chet Dolph; Benjamin Krueger II and Steven Rohrer Property, Town of Waterloo on a motion by Reese, seconded by Jaeckel; motion carried on a voice vote with no objection.

NO ACTION TAKEN-PETITION WITHDRAWN CU1737-13 – B R Amon & Sons, Inc/Notbohm Trust Property, Town of Lake Mills

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

Klotz explained and spoke to whether this is just for old barns or also for newer structures. The next step will be to invite Steve Grabow back for work on talking points, perhaps including other departments such as Economic Development, Parks, Land and Water Conservation.

14. **Towns Association Meeting Report**

Twelve towns were represented for Klotz's and Ehrhardt's presentations, with 26 people attending. Klotz reported that the Towns want him to formulate some questions regarding dog kennels and then send the questions to the Towns for their review.

15. **Dog Kennel Definition Questions for Towns**
Klotz reminded the Committee of current definitions. Molinaro and Nass spoke about their Towns' opinions. Several potential questions were considered, and Klotz will create a list of questions from this discussion.
16. **Future Agenda Items**
2014 Budget
17. **Upcoming Meeting Dates**
June 17, 8:00 a.m. – Site Inspections Beginning in Courthouse Room 203
June 20, 7:00 p.m. – Public Hearing in Courthouse Room 205
June 24, 8:30 a.m. – Decision Meeting in Courthouse Room 203
July 15, 8:00 a.m. – Site Inspections Beginning in Courthouse Room 203-**Nass may not be able to attend**
July 18, 7:00 p.m. – Public Hearing in Courthouse Room 205-**Nass may not be able to attend**
July 29, 8:30 a.m. – Decision Meeting in Courthouse Room 203
18. **Adjourn**
Motion by Reese, seconded by Jaeckel to adjourn. Motion carried, and the meeting adjourned at 9:55 a.m.

Don Reese, Secretary

JEFFERSON COUNTY PLANNING AND ZONING COMMITTEE
SITE INSPECTIONS MINUTES

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
8:00 A.M. ON MONDAY, JUNE 17, 2013

1. **Call to Order**
The meeting was called to order at 8:03 a.m. by Vice Chairperson David.
2. **Roll Call**
At the time of roll call members present were David, Reese, Rinard and Jaeckel. Other County staff present included Rob Klotz and Michelle Staff.
3. **Certification of Compliance with Open Meetings Law Requirements**
Reese and Klotz verified that the meeting was being held in compliance with the open meeting laws.
4. **Review of Agenda**
No change to the agenda were proposed.
5. **Public Comment (Not to Exceed 15 Minutes and Not to Include Petitions Slated for Decision)**
There were no public comments.
6. **Review of Questions for Towns that Pertain to Household Pets, Kennels and Dog Daycare/Boarding in High Density Residential R-1, R-2, Community and Waterfront Zones**
Klotz briefly explained the purpose and intent of the questions presented to the Committee for review. Klotz noted that he had been to two Jefferson County Town Association meetings but did note that there were 3 towns out of the 16 that were not present at either of these meeting (Ixonia, Sullivan and Concord).

Chairperson Nass arrived at 8:06 a.m.

Klotz read and explained each question on the handout. He explained that these are just talking points for the towns to see if there is any interest in changing the kennel definition in the County Zoning Ordinance. There was discussion between Director Klotz and the Planning and Zoning Committee on questions. It was noted that these changes would only apply to the high density residential properties and not the Agricultural zoned properties where the current regulations would remain the same. These are questions to guide the Towns in the discussion of this issue and if the Towns do not have any interest in changing the current ordinance it will remain the same.

7. **Site Inspections of Petitions to be Presented in Public Hearing on June 20, 2013**
R3652A-13 & R3653A-13 – Doug Erdman/Vern & Ruth Erdman Property, **N3053 STH 89**, Town of Jefferson
R3650A-13 & CU1739-13 – Daniel Yaeger, **N3062 Asje Road**, Town of Oakland
CU1741-13 – Neal Weihert, **N4811 CTH Q**, Town of Jefferson

R3648A-13 – Melissa Hafenstein/Aleta Wilke Property, **N7239 Rock Lake Road**, Town of Lake Mills

R3649A-13 – Timothy Dettmann, **N7295 CTH N**, Town of Milford

R3651A-13 – Judith Graff, **Nayan Road**, Town of Watertown

R3655A-13, R3656A-13, R3657A-13 and CU1740-13 – Dane Hartwig, **N6468 Switzke Road**, Town of Farmington

R3647A-13 – Kay Probst/John & Kay Probst Trust, **N5436 Switzke Road**, Town of Farmington

8. **Adjourn**

Motion made by Reese, seconded by Jaeckel, to adjourn at 10:57 p.m. Motion carried on a voice vote with no objection.

Don Reese, Secretary

Jefferson County Planning and Zoning Department

MTH	LU/OTHER	COPIES/ MAPS	MUNICIP AL COPIES/ PRINTIN G	SANITARY (COUNTY)	SOIL TEST	FARMLA ND	WIS FUND	REFUND	2013 TOTAL	2012 TOTAL	2012-2013 Difference
	7101.432099	7101.45	7101.472	7101.432002	7101.458	7101.458	7102.42				
Jan	\$6,555.00	\$779.27	\$0.00	\$2,200.00	\$250.00	\$22.00	\$0.00	-\$25.00	\$9,781.27	\$7,170.12	\$2,611.15
Feb	\$5,670.00	\$85.05	\$0.00	\$175.00	\$150.00	\$0.00	\$0.00	\$0.00	\$6,080.05	\$10,481.68	-\$4,401.63
March	\$7,545.00	\$0.00	\$113.20	\$2,900.00	\$150.00	\$42.00	\$0.00	-\$450.00	\$10,300.20	\$13,141.27	-\$2,841.07
April	\$14,100.00	\$21.25	\$0.00	\$4,300.00	\$550.00	\$26.00	\$0.00	-\$80.00	\$18,917.25	\$13,750.95	\$5,166.30
May	\$9,345.00	\$53.10	\$0.00	\$3,950.00	\$500.00	\$24.00	\$0.00	\$0.00	\$13,872.10	\$16,675.25	-\$2,803.15
June	\$5,855.00	\$20.12	\$0.00	\$1,474.00	\$350.00	\$0.00	\$0.00	-\$230.00	\$7,469.12	\$14,042.00	-\$6,572.88
July										\$11,602.16	
Aug										\$11,446.91	
Sept										\$20,844.45	
Oct										\$10,692.50	
Nov										\$12,603.15	
Dec										\$8,822.25	
Total T	\$49,070.00	\$958.79	\$113.20	\$14,999.00	\$1,950.00	\$114.00	\$0.00	-\$785.00	\$66,419.99	\$151,272.69	-\$8,841.28

2012 Actual Zoning Deposit \$152,192.00

2013 Budget Revenues \$127,450

2013 Deposits YTD \$66,420

Note: Sales tax and State Sanitary permit revenues are omitted from this table due to the fact that these revenues are returned to the State of Wisconsin.

7. Revocation of Conditional Use Permit

Any Conditional Use Permit granted by the Planning and Zoning Committee may be revoked if it is found that the Conditional Use is not being conducted in compliance with the plans and specifications submitted with the application and subsequently approved, or is being operated in violation of the conditions of the Conditional Use Permit.

Revocation Process: The Planning and Zoning Committee will hold a public hearing following procedures set forth in paragraph 1. of this section, after providing written notice to the permittee of the Conditional Use Permit citing the violation or compliance issues with the permit.

The public hearing notice shall be sent out a minimum of ten (10) days prior to the public hearing and shall provide the date, time and location of the hearing. Notice shall also be provided to the Town Clerk and County Board Supervisor for the area, as well as all property owners within 500 feet for a residential-type conditional use and ¼ mile for a non-residential type. The notice shall include the reasons for the revocation.

Once notified in writing by the County, the permittee shall be allowed to present evidence on his/her behalf in writing and shall attend the public hearing.

After public hearing, the Planning and Zoning Committee may revoke or modify the Conditional Use Permit.