

1 **PLANNING, CONSERVATION & PARKS COMMITTEE**

2  
3 PAC  
4 West Bend, WI

January 24, 2007  
1:00 p.m.

5  
6 Present: John W. Stern, Melvin K. Ewert, Daniel R. Knodl, Mark T. McCune (arrived at 1:03 p.m.),  
7 Donald J. Berchem, Charlene S. Brady, and Kenneth W. Brandt.

8  
9 Also present: Administrator Paul Mueller, Inspector in Charge Phil Gaudet, Assistant Administrator  
10 for Planning Debora Sielski, County Board Chairperson Thomas J. Sackett, and Deputy County Clerk  
11 Jennifer Schlosser.

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13 Chairperson Stern called the meeting to order and read the Affidavit of Posting.

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15 **DIVISION REPORTS**

16 **Golf and Parks Division Report, Mike Kactro**

17 Mr. Kactro informed the Committee that the most important project for the Golf Course is to make  
18 sure that the 54 electric golf carts are ready for the 2007 season. Each cart has six batteries and only  
19 approximately ten carts have passed the battery test. As the warranty for these carts expires March  
20 2007, the vendor has been replacing all the cables and weak batteries. Additional projects at the Golf  
21 Course include rebuilding the golf shop cabinets at a cost of less than \$750 and adding a window  
22 between the kitchen and the Howard Buth Room to serve food easier during outings. Mr. Kactro  
23 advised the Committee of the projects that the golf maintenance staff has been working on in addition  
24 to an update on the Yahr County Park. The report indicated that staff supports the YMCA annual  
25 request to use Ridge Run Shelter #1 and the cabin for their day camp this summer at a fee of \$25 per  
26 week. The report also indicated the Washington County portion of the Eisenbahn State Trail is  
27 complete.

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29 **Land Use Division Report, Inspector-in-Charge Phillip J. Gaudet**

30 Mr. Gaudet informed the Committee that the fourth quarter of 2006 number of sanitary permits issued  
31 is down 33% compared to the fourth quarter of 2005. The number of Shoreland zoning permits was up  
32 32% compared to the fourth quarter of 2005. The number of administrative permits, conditional use  
33 permits and variance requests to the Board of Adjustment were down 48% compared to the fourth  
34 quarter of 2005. The report indicated that Chapter 23 revisions were discussed with the County  
35 Attorney's Office in October with continual contact to try to develop code language to address in  
36 particular, County and Town road projects that involve wetland mitigation. Mr. Gaudet informed the  
37 Committee that according to SEWRPC, the preliminary floodplain maps that are being revised by  
38 FEMA's contract firm will not be ready until June 2007. Once the maps are received, Washington  
39 County will have 90 days to review and comment to FEMA on the maps. Mr. Gaudet also informed  
40 the Committee that due to the retirement of the Assistant Administrator for the Department, workloads  
41 are being adjusted to the Land Use Inspectors and Inspector in Charge. After the permanent staffing  
42 positions are decided and approved for the Division, the workloads will be reassessed.

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44 Moved by Mr. Brandt, seconded by Mr. Ewert to approve the Division Reports from Golf and Parks  
45 Division and Land Use Division. Motion carried.

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1 **MINUTES**

2 Moved by Mr. McCune, seconded by Mr. Knodl to approve the minutes of January 10, 2007, with a  
3 correction being made to the sentence on line 45, page 1 to read “The second is property located near  
4 Heritage Trails County Park”. Motion carried.

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6 **ASSISTANT ADMINISTRATOR POSITION VACANCY**

7 Mr. Mueller informed the Committee that when a position becomes vacant, a review of the  
8 qualifications and job posting descriptions are done. Mr. Mueller proposed to the Committee a change  
9 in the title of the vacant position of Assistant Administrator to Land Resources Manager to eliminate  
10 an obsolete and conflicting title. Mr. Mueller advised that the recommendation needs to come from the  
11 Planning, Conservation and Parks Committee and be forwarded to the Administrative Services  
12 Committee.

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14 Moved by Mr. Knodl, seconded by Mr. Brandt to recommend changing the title of the current vacant  
15 Assistant Administrator position to Land Resources Manager and forward to the Administrative  
16 Services Committee. Motion carried.

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18 **OTHER BUSINESS**

19 Mr. Stern led a discussion based on the letter to Mr. Mueller from Administrative Coordinator Doug  
20 Johnson regarding responses to Purchase of Development Rights questions.

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22 **PUBLIC HEARING**

23 **James Strupp, NW ¼, Sec. 21, Town of Addison – Conditional Use Permit for excavating, filling**  
24 **or grading in a Shoreland Zoning District (6402 Hillcrest Drive, Allenton – wildlife scrape/ditch**  
25 **plug)**

26 Present: Jim Strupp, property owner

27 Mr. Gaudet presented a plat map indicating the location of the wildlife scrape/ditch plug. The  
28 proposed wildlife scrape will be approximately ½ acre in size with measurements of the wildlife scrape  
29 of approximately an area 200 feet by 100 feet and four feet deep. The wildlife scrape will be an  
30 irregular shape for a more desirable appearance. The Department of Natural Resources has approved  
31 the wildlife scrape and a copy of the approval is on file. The wildlife scrape is south of the navigable  
32 stream that joins Limestone Creek that is approximately ½ to ¾ of a mile away and eventually to the  
33 east branch of the Rock River. Mr. Gaudet advised that property owners or other agencies raised no  
34 concerns regarding the proposed wildlife scrape. Mr. Stern opened the public hearing. No comments  
35 were made. The public hearing was closed.

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37 Moved by Mr. Ewert, seconded by Mr. Brandt to approve the Conditional Use Permit for excavating,  
38 filling or grading in a Shoreland Zoning District in the Town of Addison for James Strupp. Motion  
39 carried.

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41 **DEVELOPMENT OF COUNTYWIDE GOALS, OBJECTIVES AND RECOMMENDATIONS**  
42 **FOR COMPREHENSIVE PLAN**

43 • **Review of Countywide Goals and Objectives – Deb Sielski**

44 Ms. Sielski dispersed to each Committee member, the Washington County Goals and Objectives Draft  
45 Working Document and asked that each Committee member read the information for a discussion to  
46 be led by Ms. Sielski at the February 14, 2007, Planning, Conservation and Parks Committee meeting.

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1 • **Development of Washington County Vision Statement – Kevin Struck, UW Extension**  
2 Mr. Struck and Ms. Sielski led a discussion regarding the development of a vision statement for  
3 Washington County.

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5 Moved by Mr. McCune, seconded by Mr. Berchem to discontinue the process of developing a vision  
6 statement for Washington County. Motion carried.

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8 **ADJOURNMENT**

9 Moved by Mr. Ewert, seconded by Mr. Knodl to adjourn at 2:12 p.m. Motion carried.

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Brenda J. Jaszewski, County Clerk