

1 **PLANNING, CONSERVATION & PARKS COMMITTEE**

2
3 Public Agency Center
4 West Bend, WI

March 10, 2010
2:30 p.m.

5
6 Present: Charlene Brady, Todd Healy, John Jung, Michael Miller, Gerald Schulz, and John Stern.
7 Excused: Marilyn Merten.

8
9 Also present: Administrator Paul Mueller, Administrative Coordinator Doug Johnson, County Clerk
10 Brenda Jaszewski, Deputy Administrator Debora Sielski, GIS Manager Eric Damkot, Land Resources
11 Manager Phil Gaudet, Accounting Supervisor Kelly Cisar, Office Manager Joanne Wagner, and County
12 Clerk Administrative Assistant Linda Doro.

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14 Chairperson Stern called the meeting to order at 2:30 p.m.

15
16 **DIVISION REPORTS**

17 **Administration Division - Joanne Wagner**

- 18 • Office Activities Update

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20 **Land Use Division - Phil Gaudet**

- 21 • Permit Activity
22 • Scanner purchase and installation
23 • Software purchase for Private Onsite Wastewater Treatment Systems (POWTS) program
24 • Training
25 • POWTS Inventory

26
27 **MINUTES**

28 Moved by Mr. Miller, seconded by Mr. Jung to approve the February 10, 2010, minutes as presented.
29 Motion carried.

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31 **COST SHARE FOR NR 115 COMPLIANCE**

32 Mr. Gaudet reported the Land Use Division is requesting approval to apply for a grant from the
33 Department of Natural Resources (DNR) to update the existing County Shoreland, Wetland and
34 Floodplain Zoning Ordinance (Chapter 23) to meet the new minimum requirements in Wisconsin
35 Administrative Code NR 115. Two options exist for applying for the grant. The first option is to apply
36 for a basic NR 115 compliance grant in the amount of \$5,000 to meet the minimum requirements of NR
37 115. The second option is to apply for an "Expanded Ordinance Development" grant up to \$50, 000 for
38 counties that have, or will have, a lake classification system. Washington County has a lake
39 classification system so the grant would be used for public information and cooperative training for all
40 Town officials, revision of the Shoreland Property Owner Handbook, and updating website information
41 regarding the new NR 115 requirements. Moved by Mr. Miller, seconded by Ms. Brady to authorize the
42 Land Use Division to apply for the Expanded Ordinance Development grant from the DNR up to
43 \$50,000, and forward to the Finance Committee and County Board. Motion carried.

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45 **DIVISION REPORTS CONTINUED**

46 **Geographic Information Systems Division - Eric Damkot**

- 47 • Retained Fees Update
48 • SB507/AB727 Register of Deeds Recording Fee
49 • Review of Other Division Activities and Projects

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1 Moved by Mr. Schulz, seconded by Mr. Healy to accept the Administration, Land Use Division and GIS
2 Division reports. Motion carried.

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4 **PUBLIC HEARING**

5 **Kurt and Maureen Konkol, SE ¼ , Section 22, and SW ¼, Section 23, Town of Hartford -**
6 **Conditional Use permit for excavating, filling or grading in a Shoreland Zoning District** (Address:
7 3464 Lake Drive, Hartford, WI)

8 *Appearance: Kevin Leitner, Leitner Homes and Land Use Inspector David Zuern*

9 Ms. Jaszewski read the Notice of Public Hearing. Mr. Gaudet presented a plat map indicating the location
10 of the parcel owned by Kurt and Maureen Konkol. The owners are requesting approval of a Conditional
11 Use permit to tear down an existing home and reconstruct a new home and detached garage on Pike Lake.
12 The new home will be 75 feet from Pike Lake, which is the minimum setback for a Class 3 waterbody.
13 A retaining wall will be constructed on the west side of the lot no closer than 3 feet from the lot line. A
14 12 inch diameter storm sewer pipe will be installed just to the east side of the retaining wall that will
15 direct stormwater to the north and south. Stormwater runoff will discharge to a vegetated swale, which is
16 approximately 90 feet long near the west lot line from the lake inland, and 150 feet long near the east lot
17 line from the lake inland. Stormwater runoff generated in the area of the proposed detached garage shall
18 be contained on the Konkol's property. Staff does not object to the conditional use permit request.
19 Erosion control and stormwater control measures shall be installed before any filling, grading or
20 excavating is started and maintained until permanent vegetation is established for the entire lot. Mr. Stern
21 opened the public hearing and there were no comments. Mr. Stern closed the public hearing. Moved by
22 Mr. Miller, seconded by Mr. Healy to approve the Conditional Use permit for excavating, filing or
23 grading in a Shoreland Zoning District for Kurt and Maureen Konkol, Section 22 and 23, Town of
24 Hartford. Motion carried.

25
26 **SCAN HISTORICAL REAL ESTATE DOCUMENTS IN REGISTER OF DEEDS OFFICE**

27 *Appearance: Register of Deeds Sharon Martin*

28 Moved by Ms. Brady, seconded by Mr. Jung to authorize the Register of Deeds to enter into an agreement
29 with a single source vendor, U. S. Imaging, for the project to scan the historic documents in the Register
30 of Deeds office in an amount not to exceed \$80,000. Motion carried.

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32 **WISCONSIN COUNTY CODE ADMINISTRATORS SPRING CONFERENCE**

33 No report.

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35 **EISENBahn TRAIL MARATHON PLAN APPROVAL**

36 Postponed to the April meeting.

37
38 **CONSIDER RESOLUTION TO DELEGATE THE FARMLAND PRESERVATION PUBLIC**
39 **HEARING TO THE WASHINGTON COUNTY PLANNING, CONSERVATION AND PARKS**
40 **COMMITTEE AND ESTABLISHING PUBLIC PARTICIPATION PROCEDURES FOR**
41 **DEVELOPMENT OF THE FARMLAND PRESERVATION PLAN**

42 Moved by Mr. Jung, seconded by Ms. Brady to approve a resolution establishing public participation and
43 public hearing procedures for Development of Farmland Preservation Plan, and forward to the County
44 Board. Motion carried.

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46 **DEMO OF CARVER COUNTY, MINNESOTA ACTIVE LIVING WEBSITE AND**
47 **PRELIMINARY WEBPAGE FOR "GET MOVING WASHINGTON COUNTY"**

48 Postponed to the April meeting.

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1 **CLOSED SESSION**

2 Moved by Mr. Jung, seconded by Mr. Schulz to convene into closed session at 3:40 p.m. in accordance
3 with Wisconsin Statutes Section 19.85(1) (c) to consider employment promotion, compensation or
4 performance evaluation data of any public employee over which the governmental body has jurisdiction
5 exercises responsibility; "namely to conduct annual performance review of Planning and Parks
6 Department Administrator." Motion carried unanimously by roll call vote.

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8 **OPEN SESSION**

9 Moved by Mr. Miller, seconded by Mr. Healy to return to open session at 4:12 p.m. Motion carried
10 unanimously by roll call vote.

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12 **AGENDA ITEMS FOR FUTURE MEETINGS**

13 None

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15 **NEXT TENTATIVE MEETING DATE**

16 The next Planning, Conservation and Parks Committee meeting is tentatively scheduled for April 14,
17 2010, at 1:00 p.m.

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19 **ADJOURNMENT**

20 Moved by Mr. Healy, seconded by Mr. Jung to adjourn the meeting at 4:12 p.m. Motion carried.

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Brenda J. Jaszewski, County Clerk