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**WASHINGTON COUNTY
PLANNING, CONSERVATION AND PARKS COMMITTEE**

Public Agency Center
West Bend, WI

May 11, 2011
1:25 p.m.

Present: Michael Bassill, Melvin Ewert, Raymond Heidtke, Michael Miller, Gerald Schulz, Peter Sorce, and John Stern.

Also present: Administrator Paul Mueller, Deputy Administrator Debora Sielski, Land Resources Manager Phil Gaudet, County Conservationist Paul Sebo, Administrative Coordinator Doug Johnson, Chairperson Herbert Tennes, County Clerk Brenda Jaszewski, Accounting Supervisor Kelly Cisar, Assistant Administrator for Golf and Parks Mike Kactro, Clubhouse Supervisor John Statz, Landscape Designer Cindy Leinss, Office Manager Joanne Wagner, GIS Manager Eric Damkot, and Supervisor Mary Goeman.

Chairperson Stern called the meeting to order at 1:25 p.m.

MINUTES

Moved by Mr. Sorce, seconded by Mr. Schulz to approve the April 13, 2011, meeting minutes as presented. Motion carried.

DISCUSSION WITH POSSIBLE ACTION REGARDING CONTINUED ATV WINTER USE OF THE EISENBAHN TRAIL

Mr. Mueller stated staff is ready to move forward with another trial year for ATV winter use on the Eisenbahn trail. Mr. Kactro reported he contacted the Sheriff's Department several times and inspected the trail himself and there were no problems or major incidents. There were a few tracks off the trail, but Mr. Kactro feels it went very well for the first season.

Moved by Mr. Bassill, seconded by Mr. Miller to continue the trial for ATV winter use on the Eisenbahn trail, maintaining the same rules currently in place, and review again in March of 2012. Motion carried.

Mr. Stern recessed the meeting at 1:28 p.m. and reconvened at 1:30 p.m.

PUBLIC HEARING

Ms. Jaszewski read the notice of public hearing for all four amendments. Mr. Gaudet stated the requested amendments are part of the annual map corrections for the shoreland/wetland/floodplain maps. The Committee addressed each amendment separately.

The Petition of: Washington County Planning and Parks Department. To amend the Shoreland/Wetland/Floodplain Zoning District Maps of Washington County as follows:

- 1. That the map designation of a Shoreland Zoning District be amended on the Shoreland/Wetland/Floodplain Zoning District Map to a Non-Shoreland Zoning District. Part of the SE ¼, Section 25, Town of Wayne**

Mr. Gaudet stated this property is in the Essence of Time subdivision. The stream identified on the map is currently listed as navigable. Last year, the DNR looked at this section and determined the section identified is not navigable. Mr. Stern opened the public hearing. There were no comments. Mr. Stern closed the public hearing.

Moved by Mr. Sorce, seconded by Heidtke to approve the amendment to the Shoreland/Wetland/Floodplain Zoning District Map as presented for that part of the SE 1/4, Section 25, in the Town of Wayne. Motion carried.

- 2. That the map designation of a Non-Shoreland Zoning District be amended on the Shoreland/Wetland/Floodplain Zoning District Map to a Shoreland Zoning District. Part of the NE ¼, Section 11, and NW ¼, Section 12, Town of Jackson**

Mr. Gaudet identified the portion of the stream that the DNR has recently determined as navigable. Mr. Stern opened the public hearing. Comments were heard from Charles Schmidt, Natalie Schmidt, and Louis Scheunemann. Mr. Stern closed the public hearing.

Mr. Gaudet stated that if anyone wanted to appeal the designation of the identified portion of the stream as navigable, the request for another determination must be made to the DNR, not to Washington County. Mr. Mueller explained the DNR standards of determining navigability and

1 stated that if this Committee disagrees with that determination and; therefore, decides not to change
2 our maps, the navigability determination made by the DNR remains, along with all restrictions due
3 to that determination. A negative vote from this Committee would only result in our maps being
4 incorrect. Mr. Gaudet stated the determination of navigability was made by the DNR in March of
5 2010. There was discussion regarding an appeal process and Mr. Mueller informed the Committee
6 that courts have previously upheld the DNR's determination of the meaning of the word
7 "navigable".
8

9 Moved by Mr. Miller, seconded by Mr. Ewert to approve the amendment to the Shoreland/
10 Wetland/Floodplain Zoning District map as presented for that part of the NE 1/4, Section 11, and
11 NW 1/4, Section 12, in the Town of Jackson. Motion carried.
12

13 The Committee requested a copy of the minutes be forwarded to the DNR so they are aware of the
14 discussion and objection that took place regarding the navigability determination on this property.
15

16 **3. That the map designation of a Wetland Zoning District be amended on the**
17 **Shoreland/Wetland/Floodplain Zoning District Maps to an Amended Wetland District.**
18 **Part of the NW 1/4, Section 13, Town of Farmington**
19

20 Mr. Gaudet stated this is a correction to a wetland district he identified on a map. A wetland
21 delineation was documented and approved by the DNR and this change removes portions of
22 property from a previously determined wetland district. Mr. Stern opened the public hearing.
23 Comments were heard from John Grabowski, owner of property that was removed from the
24 wetland district. Mr. Grabowski is questioning if the DNR took all property that was in the
25 previously determined wetland district into consideration, or only the portion owned by John and
26 Elizabeth Karrels. Mr. Gaudet stated the DNR clarified the wetland delineation in a letter dated
27 October 27, 2008. The DNR agreed with the wetland delineation that was done by a private
28 wetland delineator for the Karrels' property. Mr. Gaudet stated that with this delineation, the
29 portions to the west, including Mr. Grabowski's property, are no longer in the wetland district.
30 Comments were heard from Elizabeth Karrels. Mr. Grabowski is requesting the DNR clarify the
31 new wetland delineation. Mr. Mueller stated that if the Committee agrees, this parcel could be
32 withdrawn and a clarification be requested from the DNR. Mr. Stern closed the public hearing.
33

34 Mr. Mueller offered to have a presentation be given to the Committee as to how these types of
35 determinations are made and all of the complexities involved with these decisions. Mr. Stern
36 stated this would be appropriate for a future meeting.
37

38 Moved by Mr. Bassill, seconded by Mr. Schulz to withdraw the request for amendment of the
39 Shoreland/Wetland/Floodplain Zoning District Maps for that part of the NW 1/4, Section 13, Town
40 of Farmington, and request further clarification from the DNR. Motion carried with Mr. Heidtke
41 voting no.
42

43 **4. That the map designation of a Floodway Zoning District be amended on the**
44 **Shoreland/Wetland/Floodplain Zoning District Maps to a Non-Floodway Zoning District.**
45 **Part of the NE 1/4, Section 9, Town of Farmington**
46

47 Mr. Gaudet stated this is a correction to a county rezoning done in 2002. The proposal is to
48 remove the identified area from the floodway zoning district to accurately show the floodway
49 boundary on the map. Mr. Stern opened the public hearing. There were no comments. Mr. Stern
50 closed the public hearing.
51

52 Moved by Mr. Miller, seconded by Mr. Bassill to approve the amendment to the Shoreland/
53 Wetland/Floodplain Zoning District Maps to a Non-Floodway Zoning district for that part of the
54 NE 1/4, Section 9, in the Town of Farmington. Motion carried.
55

56 **GOLF COURSE OPERATIONS**

57 Mr. Stern stated additional golf course information was provided to the Committee members in a
58 mailing from the Planning & Parks department. Committee members were encouraged to provide
59 specific details on any additional information they are seeking. Also, Mr. Kactro stated he would
60 provide the current, updated policy manual for the golf course if the Committee desires. The
61 Committee discussed the policy change relating to corporate group outings and also the resident/non-
62 resident rates. Mr. Stern questioned the Committee if they feel a resolution or ordinance should be
63 considered regarding the resident/non-resident rate policy. After further discussion, the Committee
64 agreed that a separate resolution or ordinance specific to residency/non-residency rates at the golf
65 course is not necessary and this issue should be addressed within the golf course policy manual.
66

1 Mr. Mueller suggested staff develop a report on the history of residency/non-residency rates, the
2 changes that were made, and the current procedures. At that time, the Committee could change the
3 policy or add clarifying language to the procedure manual. Mr. Kactro explained that during certain
4 times of the year, there is a flat fee, which is exactly the same for both residents and non-residents and;
5 therefore, during these times, there is no need to request identification from customers. Mr. Stern
6 asked the Committee if anyone had any policies or guidelines they wanted instituted at the golf course.
7 The Committee requested this issue be postponed and staff provide a report at the next meeting.

8 9 **DIVISION REPORTS**

10 Planning Division - Debora Sielski

11 Ms. Sielski stated she has been in contact with DATCP, who will be certifying our Farmland
12 Preservation Plan, and due to the additional burden on Washington County, they will allow us extra
13 time for the County Board to adopt the plan.

- 14 • Park and Open Space Planning (POSP)
- 15 • Farmland Preservation Planning (FPP)
- 16 • Activities for other Planning & Parks Department Divisions
- 17 • Other Planning Division Activities

18 19 Golf and Parks Division - Mike Kactro and Cindy Leinss

- 20 • Clubhouse and Site Projects
- 21 • Golf Course Projects
- 22 • Golf Course Staffing
- 23 • Business
- 24 • Park Projects
- 25 • Park Staffing
- 26 • Business
- 27 • Training and Miscellaneous

28
29 Ms. Leinss distributed and reviewed a timeline of Leonard J. Yahr County Park development, and the
30 Homestead Hollow County Park Walkway 2010 development.

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32 Moved by Mr. Sorce, seconded by Mr. Schulz to accept the Planning Division and Golf and Parks
33 Division reports. Motion carried.

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35 Mr. Stern recessed the meeting at 3:14 p.m. and reconvened at 3:17 p.m.

36 37 **FLOODPLAIN MAP STUDY**

38 Mr. Mueller reviewed a memorandum regarding floodplain mapping and stated that the Federal
39 Emergency Management Agency National Flood Insurance Program (FEMA) is requiring most
40 counties, including Washington, adopt a revised Digital Flood Insurance Rate Map (DFIRM). FEMA
41 did not include floodway areas in the new DFIRM because of concern the data was out of date. Due to
42 the floodway areas not being included, property owners in a floodplain will be burdened with having to
43 provide a detailed floodplain analysis of the floodplain on their property in order to complete any
44 development. Currently, Washington County is in partnership with SEWRPC and the DNR in
45 studying several watersheds to provide base flood elevations and floodway areas. These studies are
46 partially funded by retained fees. To complete a county wide floodplain study using retained fees, it
47 would take eight years or more to complete due to the limited annual funds from retained fees. Mr.
48 Mueller recommends using Capital Improvement Project (CIP) funds to develop a county wide study
49 of all of the watersheds in the county to re-establish floodway areas in the areas in which floodway was
50 previously shown. It is estimated this onetime study could be completed in two to three years. A
51 onetime county wide floodplain study would also provide consistency in the engineering and analysis
52 of the various watersheds. Mr. Mueller estimates using \$280,000 each year in 2012 and 2013 of CIP
53 funds, for a total of \$560,000. If approved, this \$560,000 would be in addition to the customary annual
54 allocation of \$500,000 CIP funds for Planning & Parks.

55
56 Mr. Stern stated using CIP funds for this project would be a deviation from the normal use of sales tax
57 money and requested guidance from Administrative Coordinator Doug Johnson. Mr. Johnson is not
58 comfortable including this project in the CIP and suggested that if this Committee wants to accelerate
59 the project, it may request the Finance Committee suggest alternate ways for financing. He stated
60 alternatives may include borrowing, or using the General Fund with the plan to pay back the General
61 Fund over eight years with retained fees.

62
63 The Committee discussed the advantages of having this completed in two to three years instead of at
64 least eight years and the disadvantage to property owners who would have to pay for specific mapping
65 before a permit can be issued for building projects if it were not completed in a timely manner.

1 Moved by Mr. Miller, seconded by Mr. Ewert to authorize Mr. Mueller submit the floodplain mapping
2 project to the Executive Committee as a Capital Improvement Project and request the Executive
3 Committee to recommend funding options if they feel it is not an appropriate use of CIP funds.
4 Motion carried.

5

6 **CAPITAL IMPROVEMENT PLAN UPDATE**

7 Mr. Mueller presented proposed CIP projects and costs for 2012-2017. For 2012, the projects include:
8 a large open shelter at Leonard J. Yahr County Park in the amount of \$50,000, demolish the concrete
9 house at Leonard J. Yahr County Park in the amount of \$50,000, painting at various parks in the
10 amount of \$200,000, and Golf Course debt reduction in the amount of \$200,000. The Committee
11 discussed the proposed heated restroom at Heritage Trails County Park in 2013. It was noted that
12 construction of a heated restroom would then open the park to winter activities.

13

14 Moved by Mr. Heidtke, seconded by Mr. Miller to accept the Capital Improvement Plan for 2012-2017
15 as presented, with the Heritage Trails restroom project for 2013 being presented to this Committee in
16 March, 2012 for discussion and consideration prior to the introduction of the 2013-2018 CIP. Motion
17 carried.

18

19 **DISCUSSION OF FARMLAND PRESERVATION PLAN PROGRESS**

20 Due to time constraints, Ms. Sielski will postpone her presentation until the next meeting. She
21 distributed information on the farmland preservation area development to give the Committee
22 members a chance to review the information and bring it back for discussion at the next meeting.

23

24 **AGENDA ITEMS FOR FUTURE MEETINGS**

25 Staff report on Golf Course policies and procedures.
26 Farmland Preservation Plan presentation.

27

28 **NEXT TENTATIVE MEETING DATE**

29 The Planning, Conservation and Parks Committee will tentatively meet on Wednesday, June 8, 2011,
30 at 1:00 p.m.

31

32 **ADJOURNMENT**

33 Moved by Mr. Sorce, seconded by Mr. Heidtke to adjourn the meeting at 4:07 p.m. Motion carried.

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Brenda J. Jaszewski, County Clerk