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

Public Agency Center
West Bend, WI

June 8, 2011
1:30 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, Chairperson Herbert Tennes, County Clerk Brenda Jaszewski, County Engineer/Surveyor Scott Schmidt, GIS Manager Eric Damkot, Accounting Supervisor Kelly Cisar, Assistant Administrator for Golf and Parks Mike Kactro, and Office Manager Joanne Wagner.

Chairperson Stern called the meeting to order at 1:30 p.m.

PUBLIC HEARING

Kenneth and Shirley McKee, NW-1/4, Section 21, Town of Farmington- Conditional Use Permit for excavating, filling or grading in a Shoreland Zoning District (Address: East side of Indian Lore Road, approximately 800' south of CTH H, Kewaskum, WI - sand excavation to be used on County Highway H reconstruction)

Ms. Jaszewski read the Notice of Public Hearing. Mr. Gaudet presented a plat map indicating the location of the parcel owned by Kenneth & Shirley McKee. The owners are requesting approval of a conditional use permit to excavate sand in excess of 15,000 square feet. The project area is in a Washington County Shoreland Zoning District. The property is located approximately 800 feet south of CTH H on the east side of Indian Lore Road. The stream connects to Wallace Creek, which is a Class 2 stream. The excavated area will be located to the south of the stream and existing farm lane, and will be approximately 200 feet from the stream. Staff has no objections to the conditional use permit request; however, erosion control measures should be installed before any grading or excavating is started and maintained until permanent vegetation is established. Mr. Stern opened the public hearing. There were no comments. Mr. Stern closed the public hearing. Moved by Mr. Miller, seconded by Mr. Ewert to approve the Conditional Use permit for excavating, filling or grading in a Shoreland Zoning District for Kenneth and Shirley McKee, NW-1/4, Section 21, Town of Farmington. Motion carried.

SET DATE FOR PCPC TOUR OF COUNTY PARKS AND LAND AND WATER CONSERVATION DIVISION PROJECTS

For the annual tour of county parks, Mr. Mueller would like to include Land Conservation project sites and then visit only four or five County Park sites where there is activity. The tour will be Wednesday, June 29, 2011, at 8:30 a.m.

RECONSIDERATION

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

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

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6 Mr. Gaudet stated that due to the concerns of this Committee, and at the request of a property
7 owner, the DNR reviewed their determination of navigability of the stream for the above listed
8 property. After this review, the DNR changed the determination of a portion of the stream that
9 was previously designated as navigable to non-navigable and provided a map showing the exact
10 point of navigability. It was recommended this Committee approve the change to the map
11 designation as presented due to the change in the DNR's designation of the navigable portion of
12 the stream and rescind the approval from the last meeting. If approved, this revised map will be
13 presented to County Board next week instead of the map approved at the last meeting.

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15 Moved by Mr. Miller, seconded by Mr. Ewert to rescind the May 11, 2011 approval to amend
16 the Shoreland/Wetland/Floodplain Zoning District Map for that part of the NE ¼, Section 11,
17 and NW ¼, Section 12, Town of Jackson and approve the Shoreland/Wetland/Floodplain Zoning
18 District Map revised by the DNR and presented today for that part of the NE ¼, Section 11, and
19 NW ¼, Section 12, Town of Jackson. Motion carried.

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21 **GOLF COURSE OPERATIONS UPDATE**

22 Mr. Bassill reported he reviewed minutes regarding the golf course policies and had further
23 discussions with Mr. Kactro. He is satisfied with the background report dated May 25, 2011,
24 that was sent to Committee members and also is satisfied current policy is being followed. It
25 was requested that Mr. Kactro provide a monthly report showing the number of residents and
26 number of non-residents that use the golf course each month.

27
28 **DISCUSSION OF FARMLAND PRESERVATION PLAN PROGRESS**

29 Ms. Sielski stated the farmland preservation plan will be presented to this Committee for final
30 approval at a later date. The Committee had no questions or concerns regarding the drafts for
31 Appendix T - IV and V, which were previously distributed. Ms. Sielski gave a PowerPoint
32 presentation on the development of the Farmland Preservation areas. The Wisconsin Working
33 Lands Initiative has three programs as part of the 2009-2011 state budget. It was noted that for
34 municipalities that want to participate in any of the three programs, they have until the end of
35 July to pass a resolution of intent stating they will incorporate the farmland preservation areas
36 into their Comprehensive Plan. Ms. Sielski reviewed the next steps for the County regarding the
37 Farmland Preservation Plan. It was recommended this Committee consider an informational
38 meeting and public hearing on October 10, 2011, in the evening. At the next PCPC meeting after
39 this informational meeting and public hearing, this Committee would consider a resolution and
40 ordinance regarding the Farmland Preservation Plan. The full County Board would consider the
41 final plan early next year.

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43 **DIVISION REPORTS**

44 Administration Division - Joanne Wagner and Scott Schmidt

- 45 • Office Activities Update
46 • Engineering Assistance Update

- Bridge Inspector Refresher Training

Geographic Information Systems Division - Eric Damkot

- Redistricting
- Rubicon River Floodplain Mapping
- On-line Land Information Initiatives
- Review of other Division Activities and Projects

Land Use Division - Phil Gaudet

- Permit Activity
- Chapter 23 (Shoreland, Wetland and Floodplain zoning) Revision
- Federal Emergency Management Agency (FEMA) Map Modernization
- Private Onsite Wastewater Treatment System (POWTS) Software Installation

Moved by Mr. Sorce, seconded by Mr. Schulz to accept the Administration, Geographic Information Systems Division, and Land Use Division reports. Motion carried.

MINUTES

Moved by Mr. Ewert, seconded by Mr. Miller to approve the May 10, and May 11, 2011, meeting minutes as presented. Motion carried.

STAFFING UPDATES - PARK LABORER; INTERNS

Mr. Mueller reported there is a Parks employee who has been out on medical leave for several months and is expected to continue to be out for several more months. In summer, the duties can be covered by use of our summer help, but if the medical leave for the injured Parks employee goes into the winter months, we will need to make a determination about hiring someone for snow plowing.

The Land and Water Conservation Division was approved for an Intern if costs were covered by grants. Mr. Mueller reported the County did not receive the grant funding for this position and; therefore, no Intern was hired.

The Planning temporary Intern started several weeks ago and is working with Ms. Sielski on the Farmland Preservation Plan.

FLOODPLAIN MAP STUDY - RECONSIDERATION

Mr. Mueller reported the proposed Capital Improvement Plan (CIP) project for the floodplain mapping study was not endorsed by the Executive Committee. They did recommend this Committee propose the project be funded by the General Fund, using future Retained Fees to repay the general fund, and submit that request to the Finance Committee. The Committee directed Mr. Mueller to work with the County Attorney to determine if future Retained Fees money can be used to repay an advance from the general fund in order to proceed with this project.

AGENDA ITEMS FOR FUTURE MEETINGS

- Dumpsters and trash pickup at County Parks

1 **NEXT TENTATIVE MEETING DATE**

2 The Planning, Conservation and Parks Committee will tentatively meet on Wednesday, June 29,
3 2011, at 8:30 a.m. for the annual County Park tour and LCC site visits, and July 13, 2011, at 1:00
4 p.m. for a regular meeting.

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6 **ADJOURNMENT**

7 Moved by Mr. Sorce, seconded by Mr. Heidtke to adjourn the meeting at 3:04 p.m. Motion
8 carried.

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Brenda J. Jaszewski, County Clerk