

1 **PLANNING, CONSERVATION AND PARKS COMMITTEE**

2  
3 Public Agency Center  
4 West Bend, WI

June 9, 2010  
1:21 p.m.

5  
6 Present: Michael Bassill, Melvin Ewert, Raymond Heidtke, Gerald Schulz, Peter Sorce, and John Stern.  
7 Excused: Michael Miller.

8  
9 Also present: Administrator Paul Mueller, Assistant Administrator for Golf & Parks Mike Kactro, County  
10 Engineer Scott Schmidt, Deputy Administrator Debora Sielski, GIS Manager Eric Damkot, Land  
11 Resources Manager Phil Gaudet, Accounting Supervisor Kelly Cisar, Office Manager Joanne Wagner,  
12 and County Clerk Administrative Assistant Linda Doro.

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

15  
16 **MINUTES**

17 A correction was noted on Page 3, Line 34: May 26, 2010. Moved by Mr. Sorce, seconded by Mr. Ewert  
18 to approve the May 12, 2010, minutes as corrected. Motion carried.

19  
20 **SCHEDULE COUNTY PARK TOUR**

21 The Committee will tentatively tour the County Parks on Thursday, July 1, 2010.

22  
23 **REALLOCATION OF CAPITAL IMPROVEMENT PROGRAM (CIP) FUNDS**

24 Mr. Mueller discussed the reallocation of CIP funds that have been unexpended from previous years and  
25 presented a list of 10 possible County Park projects for 2010 using remaining CIP funds. The number one  
26 priority is to re-fence the gravel pit/storage buildings/shooting range area at Heritage Trails County Park  
27 in the Town of Polk, at a cost of approximately \$40,000-\$70,000. The number two priority is to replace a  
28 brush chipper, at a cost of approximately \$25,000. The PCPC will review the list of possible projects as  
29 they tour the County Parks on July 1, 2010.

30  
31 **ALLOCATION OF CIP FUNDS FOR COMPLETION OF BASKETBALL AND TENNIS  
32 COURTS AT RIDGE RUN COUNTY PARK**

33 Mr. Mueller presented a summary of the Ridge Run tennis & basketball construction costs and progress.  
34 The project was bid out in fall of 2009 and the low bid was \$73,806. A partial award of \$53,634 was  
35 made to the Black Diamond Group with the stipulation that the remaining amount of \$20,472, for paving  
36 and striping the basketball court and fencing for the tennis court would be awarded when the funding  
37 became available. Black Diamond agreed to hold their pricing until June 30, 2010. Construction began at  
38 the end of 2009 and had to be interrupted because rain had softened the soil and additional reinforcing  
39 would be needed to continue construction at that time.

40  
41 **PUBLIC HEARING**

42 Thomas J. and Michelle R. Simpson, SE ¼ , Section 33, Town of Trenton - Conditional Use Permit for  
43 excavating, filling or grading in a Shoreland/Wetland Zoning District (Address: 5015 S. Church Road,  
44 West Bend)

45 *Appearance: Thomas Simpson.*

46 Ms. Doro read the Notice of Public Hearing. Mr. Gaudet presented a plat map indicating the location of  
47 the parcel owned by Thomas and Michelle Simpson. The owners are requesting approval of a conditional  
48 use permit to construct a pond scrape. A conditional use permit is needed because the amount of  
49 excavating is greater than 15,000 square feet. The pond scrape will be located approximately 1,800 feet  
50 north of CTH NN and 400 feet west of Church Road. The pond scrape will be about 100 feet east of an  
51 existing pond on the property. The depth of the pond will be a maximum of five feet and have an  
52 irregular shoreline with approximate dimensions of 200' by 450'. All excavated material from the pond  
53 will be placed outside of the wetland district to another site.

54

1 This pond scrape will extend onto the neighboring property to the north of the Simpsons. A separate  
2 conditional use permit application has been submitted from the property owner to the north (Bellin) to  
3 address the portion of the pond scrape on their property. A DNR permit has been obtained by the owners  
4 for the pond scrape as submitted. Staff does not object to the conditional use permit request. Erosion  
5 control measures should be installed before any grading or excavating is started and maintained until  
6 permanent vegetation is established. Mr. Stern opened the public hearing and there were no comments.  
7 Mr. Stern closed the public hearing. Moved by Mr. Bassill, seconded by Mr. Sorce to approve the  
8 Conditional Use Permit for excavating, filing or grading in a Shoreland/Wetland Zoning District for  
9 Thomas J. and Michelle R. Simpson, Section 33, Town of Trenton, subject to erosion control measures  
10 being installed before any grading or excavating is started and maintained until permanent vegetation is  
11 established. Motion carried.

### 12 13 **PUBLIC HEARING**

14 James R. and Beth A. Bellin, SE ¼ , Section 33, Town of Trenton - Conditional Use Permit for  
15 excavating, filling or grading in a Shoreland/Wetland Zoning District (Address: 5055 S. Church Road,  
16 West Bend)

17 *Appearance: James and Beth Bellin*

18 Ms. Doro read the Notice of Public Hearing. Mr. Gaudet presented a plat map indicating the location of  
19 the parcel owned by James R. and Beth A. Bellin. The owners are requesting approval of a conditional  
20 use permit to construct a pond scrape. A conditional use permit is needed because the amount of  
21 excavating is greater than 15,000 square feet. The DNR permit obtained by the Bellin's neighbor  
22 (Simpson) included the pond scrape extending onto the Bellin property. Staff does not object to the  
23 conditional use permit request. Erosion control measures should be installed before any grading or  
24 excavating is started and maintained until permanent vegetation is established. Mr. Stern opened the  
25 public hearing and there were no comments. Mr. Stern closed the public hearing. Moved by Mr. Ewert,  
26 seconded by Mr. Schulz to approve the Conditional Use Permit for excavating, filing or grading in a  
27 Shoreland/Wetland Zoning District for James R. and Beth A. Bellin, Section 33, Town of Trenton,  
28 subject to erosion control measures being installed before any grading or excavating is started and  
29 maintained until permanent vegetation is established. Motion carried.

### 30 31 **ALLOCATION OF CIP FUNDS FOR COMPLETION OF BASKETBALL AND TENNIS 32 COURTS AT RIDGE RUN COUNTY PARK (CONTINUED)**

33 Mr. Mueller reported on possible funding for this project through an estate bequest to the Planning and  
34 Parks Department for a park project in the City of West Bend or Hartford. Moved by Mr. Ewert,  
35 seconded by Mr. Bassill to allocate unexpended CIP funds, in an amount not to exceed \$33,239.65 to  
36 complete a basketball and a tennis court at Ridge Run County Park. Motion carried.

### 37 38 **PUBLIC HEARING**

39 Erin Hills Golf Course Acquisition Company, LLC, SW and NW ¼ , Section 17, Town of Erin -  
40 Conditional Use Permit for excavating, filling or grading in a Shoreland Zoning District (Address: 7231  
41 County Highway O, Hartford)

42 *Appearance: Rich Tock and Hans Justeson*

43 Ms. Doro read the Notice of Public Hearing. Mr. Gaudet presented a plat map indicating the location of  
44 the parcel owned by Erin Hills Golf Course Acquisition Company, LLC. The owner is requesting  
45 approval of a conditional use permit to construct a maintenance facility, manor house and cottages on the  
46 golf course. A conditional use permit is needed because the amount of excavating is greater than 15,000  
47 square feet within 300 feet of the ordinary highwater mark (OHWM) and exceeds 15,000 square feet of  
48 impervious are within the Shoreland Zoning District. The maintenance facility will be located  
49 approximately 300' from the OHWM of the Ashippun River, which is a class 2 stream. A driveway off  
50 of CTH O will be constructed to the facility. The contractor will need to verify that adequate area will  
51 remain after cutting and grading for a soil absorption system based on the soil test submitted. The manor  
52 house and cottages will be located approximately 250' northeast of the existing clubhouse. The access  
53 drive to the existing clubhouse and to the new manor house and cottages will be constructed and  
54 improved as part of the proposal.

1  
2 The State Department of Commerce will need to approve the plan for walking paths over the existing soil  
3 absorption system for the existing clubhouse. JSD Professional Services, Inc. has applied for the DNR  
4 permit required for this project. The Land & Water Conservation Division will require an erosion control  
5 and stormwater permit in addition to this conditional use permit. Staff has no objections to the  
6 conditional use permit request, subject to erosion control measures be installed before any grading or  
7 excavating is started and maintained until permanent vegetation is established. Mr. Stern opened the  
8 public hearing and there were no comments. Mr. Stern closed the public hearing. Moved by Mr. Bassill,  
9 seconded by Mr. Sorce to approve the Conditional Use Permit for excavating, filing or grading in a  
10 Shoreland Zoning District for Erin Hills Golf Course Acquisition Company, Section 17, Town of Erin,  
11 subject to DNR and Land & Water Conservation Division permits applied for and obtained, and erosion  
12 control measures being installed before any grading or excavating is started and maintained until  
13 permanent vegetation is established. Motion carried.  
14

15 **REQUEST FOR SANITARY VARIANCE - COMMERCIAL HOLDING TANK**  
16 **BADGER FARMS OF WISCONSIN, LLC - NE-1/4, SECTION 21, TOWN OF KEWASKUM**  
17 **(Address: 3715 Badger Road)**

18 *Appearance: Jim Engel, Sunburst Ski Area, Jason Wollner, Wollner Excavating, David Seils, Inspector-*  
19 *In-Charge*

20 Mr. Seils presented a plat map indicating the location of the parcel owned by Badger Farms of Wisconsin,  
21 LLC. The owners run a recreational snow tubing operation on the parcel, in which there is an existing  
22 chalet for customers to purchase tickets and a place to warm up. There is no plumbing in the building at  
23 present. The owners wish to construct an addition that will have bathrooms and a kitchen in which food  
24 will be prepared for sale. The size of the parcel is 30.8 acres. The owners wish to install a holding tank  
25 for the wastewater generated, and a Washington County sanitary variance is needed for any new holding  
26 tank installed in the County. Soil testing for a possible mound system was completed immediately south  
27 of the chalet on a separate parcel that is not owned by Badger Farms of Wisconsin. The tested area was  
28 not large enough to place a mound considering the calculated wastewater flow that would be generated  
29 from the snow tubing operation. The majority of the parcel, approximately 21 acres is taken up by a ski  
30 run, tubing lanes and parking. The owners have stated they wish to develop the rest of the area, which is  
31 approximately 9 acres, into residential and commercial uses in the future. These 9 acres are between 900  
32 feet from the current chalet and where the addition would be constructed. These 9 acres have not been  
33 soil tested to determine the suitability of the soils to allow placement of a POWTS to serve the chalet and  
34 the addition. The soils in the 9 acres likely would be suitable for a mound system and the area is large  
35 enough to accommodate a large mound system that would be necessary for the chalet and the addition.  
36

37 It is the recommendation of staff to require the owners to do soil testing in the 9 acres, and if the soils are  
38 suitable and there is a large enough area for a POWTS, then require the owners to install a POWTS to  
39 serve the wastewater for the chalet and the addition. The owners feel the tested area is too far away to  
40 install a mound system for seasonal use, and they do not want to disturb the areas they wish to develop in  
41 the future. Moved by Mr. Stern, seconded by Mr. Ewert to approve the sanitary variance for a holding  
42 tank for Badger Farms of Wisconsin, in Section, 21, Town of Kewaskum, subject to the owner hooking  
43 up to sewer, if it becomes available east of the property. Motion carried.  
44

45 **ALLOCATION OF CIP FUNDS FOR COMPLETION OF BASKETBALL AND TENNIS**  
46 **COURTS AT RIDGE RUN COUNTY PARK (CONTINUED)**

47 Discussion continued regarding the reallocation of CIP funds to add a second tennis court at Ridge Run  
48 County Park, at a cost of approximately \$52,000. The Committee requested this issue be postponed until  
49 the next meeting for further study.  
50

51 **UTILITY EASEMENT(S) FOR RIDGE RUN COUNTY PARK**

52 *Appearance: County Engineer Scott Schmidt*

53 Mr. Schmidt presented a plat map indicating the location of the two proposed utility easements for Ridge  
54 Run County Park, and over a portion of UW-Washington County land. Moved by Mr. Bassill, seconded

1 by Mr. Sorce to approve the two utility easements, subject to review by the County Attorney, and forward  
2 to the UW-Washington County Board of Commissioners, City of West Bend, and County Board. Motion  
3 carried.

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5 The meeting recessed at 2:56 p.m. and reconvened at 3:00 p.m.

#### 6 7 **DIVISION REPORTS**

8 Administration Division - Joanne Wagner  
9 Office Activities Update

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11 Golf and Parks Division - Mike Kactro and Cindy Leinss

12 Clubhouse and Site Projects

13 Golf Course Projects

14 Golf Course Staffing

15 Business

16 Park Projects

17 Park Staffing

18 Business

19  
20 Planning Division - Debora Sielski

21 County Comprehensive Planning

22 Park & Open Space Planning (POSP)

23 Farmland Preservation Planning (FPP)

24 Activities for other Planning & Parks Department Divisions

25 Other Planning Division Activities

26 Get Moving Washington County Website Presentation

27  
28 Moved by Mr. Heidtke, seconded by Mr. Schulz to to accept the Administration, Golf and Parks, and  
29 Planning Division reports. Motion carried.

#### 30 31 **CONSIDER COST/DATA SHARING AGREEMENT WITH THE UNITED STATES**

#### 32 **GEOLOGICAL SURVEY**

33 Mr. Damkot presented the cost/data sharing agreement with the United State Geological Survey (USGS).  
34 In this agreement, Washington County will provide the USGS digital elevation data in exchange for  
35 \$2,050. Moved by Mr. Heidtke, seconded by Mr. Ewert to authorize the GIS Division to enter into a  
36 cost/data sharing agreement with the United States Geological Survey. Motion carried.

#### 37 38 **CONSIDER A FLOODPLAIN MAPPING PROJECT IN THE RUBICON RIVER SUB** 39 **WATERSHED**

40 Mr. Damkot presented an update on the Rubicon River Floodplain Mapping project. Mr. Damkot is  
41 requesting authorization to contract with Southeastern Wisconsin Regional Planning Commission  
42 (SEWRPC) for the Rubicon River Floodplain Mapping project, for an amount not to exceed \$170,000.  
43 The Committee requested this issue be postponed until the next meeting for further study.

#### 44 45 **DISCUSS CHANGES TO THE LAND INFORMATION ADVISORY COMMITTEE**

46 Mr. Damkot presented the current Washington County Land Information Advisory Commission versus  
47 Land Information Council as defined by amended 2009 Senate Bill 507. Mr. Damkot is requesting  
48 approval to change the 11 member committee, to the thirteen member council, which would include the  
49 County Treasurer and a Realtor or member of the Realtors Association employed within the county.  
50 Moved by Mr. Bassill, seconded by Mr. Heidtke to approve an ordinance amendment to 2.32 of the code  
51 relating to the Land Information Advisory Commission as presented, and forward to the County Board.  
52 Motion carried.

53

1 **AGENDA ITEMS FOR FUTURE MEETINGS**

- 2       • Allocation of Unexpended CIP Funds to add a second tennis court at Ridge Run County Park  
3       • Consider a Floodplain Mapping project in the Rubicon River Sub Watershed  
4

5 **NEXT TENTATIVE MEETING DATE**

6 The Planning, Conservation and Parks Committee will tentatively meet on Thursday, July 1, 2010 at 8:00  
7 a.m. for a park tour, and Wednesday, July 14, 2010, at 1:00 p.m., for its regular meeting.  
8

9 **ADJOURNMENT**

10 Moved by Mr. Sorce, seconded by Mr. Ewert to adjourn the meeting at 4:10 p.m. Motion carried.  
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Brenda J. Jaszewski, County Clerk