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

Public Agency Center
West Bend, WI

January 22, 2013
1:29 p.m.

Present: Melvin Ewert, Raymond Heidtke, Michael Miller, Michael Parsons, Gerald Schulz, and Peter Sorce. Excused: Todd White.

Also present: Administrator Paul Mueller, Deputy Administrator Debora Sielski, Assistant Administrator for Golf and Parks Mike Kactro, County Conservationist Paul Sebo, Land Resources Manager Phil Gaudet, Accounting Supervisor Kelly Cisar, Landscape Designer Cindy Leinss, County Board Chairperson Herbert Tennies, County Manager Joshua Schoemann, County Attorney Kim Nass, Ross Bishop, and Chief Deputy County Clerk Linda Doro.

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

APPROVING AUTHORITY SUBDIVISION REVIEW: HUNTER'S GROVE: NE-1/4 & SE-1/4, SECTION 8, TOWN OF TRENTON, PRELIMINARY PLAT REVIEW

Mr. Gaudet reported Hunter's Grove subdivision is located east of the intersection of Southwood Trail and Eastwood Court. A total of 21 lots ranging in size from approximately one to two acres are proposed. The Town of Trenton approved the preliminary plat on October 15, 2013, the Land and Water Conservation Division approved the stormwater and erosion control plans for the subdivision on December 3, 2013, and the City of West Bend staff report recommends approval to the City Plan Commission.

Soil tests were completed and onsite system areas are suitable for each lot proposed; however the elevations/contours on the soil tests need to be corrected, and benchmarks for each lot have not been established yet. A shoreland zoning district with wetlands exists to the east of the development and will cover a portion of lots 10 through 16. The surveyor needs to correct the shoreland zoning boundary line to extend 300 feet from the stream that is located on the east side of this development. The Department of Natural Resources (DNR) will be conducting a navigability study of this, along with an intermittent stream located on the southeast portion of this development. Staff recommends approval of the preliminary plat subject to several recommendations.

Moved by Mr. Parsons, seconded by Mr. Sorce to approve the preliminary plat of Hunter's Grove subdivision in Section 8, Town of Trenton subject to the following: 1) the contours/elevations being corrected on the soil tests; 2) establishing benchmarks for each lot and document on soil test site plans; 3) the DNR completing navigability determinations for the stream along the east side and the intermittent stream to the southeast of this development, 4) correcting the shoreland zoning boundary line to extend 300 feet from the stream along the east side of the development; and 5) providing names of the two unnamed streets in the proposed subdivision on the final plat. Motion carried.

1 **UPDATES IN REGISTER OF DEEDS OFFICE AND REVIEW OF 2013 REGISTER OF**
2 **DEEDS ANNUAL REPORT**

3 *Appearance: Register of Deeds Sharon Martin and Real Property Lister Brian Braithwaite*

4 Ms. Martin provided an update on the current activities within the Register of Deeds and Real
5 Property Lister offices and an overview of the annual report she will be presenting to the County
6 Board at their February 11, 2014, meeting.

7
8 **2013 NON-LAPSE REQUESTS - REGISTER OF DEEDS**

9 Moved by Mr. Sorce, seconded by Mr. Heidtke to approve the request to non-lapse \$66,927.43 in
10 the Register of Deeds Social Security Redaction account from 2013 to 2014. Motion carried
11 with Mr. Parsons voting no.

12
13 Moved by Mr. Ewert, seconded by Mr. Schulz to approve the request to non-lapse revenues in
14 the amount of \$45,250 for Register of Deeds Outlay from 2013 to 2014. Motion carried.

15
16 **CONSIDERATION OF APPROVAL FOR OUTDOOR MOTORIZED RECREATION**
17 **TRAIL AIDES GRANT APPLICATION FOR ALL-TERRAIN VEHICLE TRAILS**

18 Moved by Mr. Sorce, seconded by Mr. Heidtke to authorize the Planning and Parks Department
19 to apply for and accept the Outdoor Motorized Recreation Trail Aides grant for the All Terrain
20 Vehicle (ATV) program, in the amount of approximately \$660. Motion carried.

21
22 **CONSIDERATION OF APPROVAL FOR OUTDOOR MOTORIZED RECREATION**
23 **TRAIL AIDES GRANT APPLICATION FOR COUNTY SNOWMOBILE TRAILS**

24 Moved by Mr. Sorce, seconded by Mr. Heidtke to authorize the Planning and Parks Department
25 to apply for and accept the Outdoor Motorized Recreation Trail Aides grant for the County
26 Snowmobile program, in the amount of approximately \$46,300. Motion carried.

27
28 **DIVISION REPORTS**

29 *Golf and Parks Division - Mike Kactro*

- 30 • Clubhouse and Site Projects
- 31 • Golf Course Projects
- 32 • Golf Course Staffing
- 33 • Golf Course Reservations
- 34 • Park Projects
- 35 • Park Staffing
- 36 • Shelter Reservations

37
38 *Planning Division - Debora Sielski*

- 39 • Comprehensive Plan
 - 40 • Farmland Preservation Plan (FPP)
 - 41 • US EPA Brownfields Assessment Grant
 - 42 • All Hazard Mitigation Plan
 - 43 • Survey Monkey Park User Survey
 - 44 • Other Activities
- 45

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

3

4 **MINUTES**

5 Moved by Mr. Heidtke, seconded by Mr. Schulz to approve the December 10, 2013, minutes as
6 presented. Motion carried.

7

8 **WE ENERGIES EASEMENT REQUEST AT RIDGE RUN COUNTY PARK**

9 Ms. Leinss reported WE Energies is performing system upgrades to the electrical grid in
10 Washington County that includes a portion of Ridge Run County Park. An existing overhead
11 line currently serves the shelter and bathroom at the south end of the park and We Energies is
12 proposing to remove the overhead lines/poles and install new underground service along the
13 south side of the park roadway, at no cost to the County. WE Energies is requesting Washington
14 County grant them a 12 foot easement to install the new underground electrical lines.

15

16 Moved by Mr. Parsons, seconded by Mr. Sorce to approve WE Energies request for a 12 foot
17 easement at Ridge Run County Park as presented, and forward to the County Board. Motion
18 carried.

19

20 **NEXT MEETING DATE**

21 The Land Conservation and Planning, Conservation, and Parks Committees will tentatively meet
22 on Tuesday, February 11, 2014, at 8:00 a.m., and Wednesday, February 26, 2014, at 1:00 p.m.

23

24 **ADJOURNMENT**

25 Moved by Mr. Heidtke, seconded by Mr. Sorce to adjourn the Planning, Conservation and Parks
26 Committee meeting at 2:40 p.m. Motion carried.

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Brenda J. Jaszewski, County Clerk