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

Public Agency Center
West Bend, WI

June 25, 2012
1:54 p.m.

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

Also present: Administrative Coordinator Doug Johnson, Administrator Paul Mueller, Land Resources Manager Phil Gaudet, Assistant Administrator for Golf and Parks Mike Kactro, GIS Manager Eric Damkot, Landscape Designer Cindy Leinss, Office Manager Joanne Wagner, and County Clerk Assistant Gina Duck.

Chairperson Miller called the meeting to order at 1:54 p.m. and read the Affidavit of Posting.

PUBLIC HEARING

James and Kristine Neuburg, NW ¼, Section 32, Town of Barton (7669 Tower Drive, West Bend) – Request to amend the Shoreland/Wetland/Floodplain Zoning District Map of Washington County as follows: That the map designation of a Floodplain District on the property owned by James and Kristine Neuburg be amended to revise the Floodplain Zoning District boundary.

Appearance: Town of Barton Chairperson Richard L. Bertram

Ms. Duck read the Notice of Public Hearing. Mr. Gaudet presented an aerial map, and property survey showing both the current and proposed floodplain lines, of the property owned by James and Kristine Neuburg. The owners are requesting approval of an application for zoning change to revise the floodplain boundary on their property. The area is in a Washington County Shoreland, Wetland & Floodplain Zoning District and an application for zoning change is needed to amend the official Washington County Shoreland, Wetland & Floodplain Zoning Map. Mr. Gaudet stated that the proposed floodplain line change has been approved by FEMA, and Planning and Parks Department staff has no objections to the requested zoning change.

Mr. Miller opened the public hearing and comments were received from Mr. Bertram. Mr. Miller closed the public hearing. Moved by Mr. Sorce, seconded by Mr. Ewert to approve the amendment to the Washington County Shoreland, Wetland & Floodplain Zoning Map for James and Kristine Neuburg, NW ¼, Section 32, Town of Barton. Motion carried.

PUBLIC HEARING

John D. and Cynthia L. Rusher, NE ¼, Section 31, Town of West Bend – Conditional Use Permit for excavating, filling or grading in a Shoreland Zoning District (project address 5258 Boettcher Drive, West Bend – new residence).

Appearance: Landscape Architect Chris Miracle

Ms. Duck read the Notice of Public Hearing. Mr. Gaudet presented an aerial photo, site photos, and a plan for proposed home and landscaping on the parcel owned by Jack and Cindy Rusher. The owners are requesting approval of a conditional use permit to construct a new residence in a Washington County Shoreland Zoning District; a conditional use permit is needed because

1 excavating, filling & grading of more than 15,000 square feet within 300 feet of the ordinary
2 highwater mark (OHWM) of a navigable waterbody is proposed. The new residence will be 71
3 feet from the OHWM of Big Cedar Lake, a class 3 waterbody which requires a 75 foot setback,
4 or setback averaging is allowed up to 50 feet from the OHWM. Two existing railroad tie
5 retaining walls will be removed; one will be replaced by a stone retaining wall between the house
6 and the lake, as required to control runoff due to the steep slope. Vegetative screening will also
7 be required between the walls and the lake. Two fieldstone retaining walls will also be in place.
8 A portion of the slope between the house and lake will be excavated and graded to reduce the
9 slope and provide easier access to the lake. Mr. Gaudet and staff recommend approval of the
10 conditional use permit with two conditions.

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12 Mr. Miller opened the public hearing and comments were received from Mr. Miracle. Mr. Miller
13 closed the public hearing. Moved by Mr. Parsons, seconded by Mr. Ewert to approve the
14 conditional use permit for John D. and Cynthia L. Rusher, NE ¼, Section 31, Town of West
15 Bend, with the following conditions: 1. Additional erosion control measures should be utilized
16 for this site due to the amount of disturbed area proposed, including straw matting or staked
17 sodding for the concentrated flow areas. 2. The soil under the large 40” oak tree near the
18 outbuilding by the lake shall not be compacted or disturbed under the crown of the tree. Use
19 construction fence to prevent the area from being disturbed. Motion carried.

20
21 **OBJECTING AUTHORITY SUBDIVISION - FINAL PLAT REVIEW – THE GLEN AT**
22 **BLACKSTONE CREEK, NE-1/4 & SE-1/4, SECTION 21, VILLAGE OF**
23 **GERMANTOWN**

24 Mr. Gaudet presented the final plat map and aerial map for the subdivision. The property is in
25 Section 21, Village of Germantown. A total of 74 lots are proposed, adjacent to the existing
26 “The Glen at Blackstone Creek Condominiums,” and will be served by Village sewer and water.
27 All floodplain and wetland areas have been indicated on the plat. The Village of Germantown
28 has required that all the subdivision roads be private roads. The Washington County Planning &
29 Parks Department has no objections to the final plat. Moved by Mr. Ewert, seconded by Mr.
30 Sorce to indicate no objection to the final plat of The Glen at Blackstone Creek Subdivision in
31 the Village of Germantown. Motion carried.

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33 **DIVISION REPORTS**

34 *Geographic Information Systems (GIS) Division - Eric Damkot*

- 35 • Floodplain Mapping Initiatives Updates
- 36 • ProPhoenix Data Integration Project
- 37 • Consolidated Boundary and Annexation Survey (US Census Bureau Initiative)
- 38 • Review of other Division Activities and Projects

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40 *Golf and Parks Division - Mike Kactro and Cindy Leinss*

- 41 • Clubhouse and Site Projects
- 42 • Golf Course Projects
- 43 • Golf Course Staffing
- 44 • Golf Course Reservations
- 45 • Park Projects
- 46 • Park Staffing

- 1 • Shelter Reservations
- 2 • Capital Improvement Plan Projects Update
- 3 • Cost of traffic counters in the County Parks
- 4 • Past park survey results

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6 Ms. Leinss presented an update on the CIP Projects occurring with the Washington County Park
7 System.

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9 Moved by Mr. Sorce, seconded by Mr. Ewert to accept the GIS and Golf and Parks Division
10 reports. Motion carried.

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12 **MINUTES**

13 Moved by Mr. Schulz, seconded by Mr. Heidtke to approve the May 23, 2012, minutes as
14 presented. Motion carried.

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16 **DISCUSSION REGARDING THE DEPARTMENT'S USE OF PROFESSIONAL 17 SERVICES AND WASHINGTON COUNTY CODE §4.04(11) – WITH EXAMPLES**

18 Mr. Mueller explained the department's use of the bid process for services and suggested that the
19 Committee, if setting a policy on this topic, consider requiring use of the bid process for most
20 professional services, with one exception being projects with a tight timeline and a value of less
21 than \$1,000.

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23 **NEXT MEETING DATES AND TIMES**

24 The Land Conservation and Planning, Conservation and Parks Committees are tentatively
25 scheduled to meet on Monday, July 30, 2012 at 1:30 p.m. at the Public Agency Center.

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27 **ADJOURNMENT**

28 Moved by Mr. Heidtke, seconded by Mr. Parsons to adjourn the meeting at 3:13 p.m. Motion
29 carried.

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Brenda J. Jaszewski, County Clerk