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

Public Agency Center
West Bend, WI

June 26, 2013
1:41 p.m.

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

Also present: Administrator Paul Mueller, Deputy Administrator Debora Sielski, Assistant Administrator for Golf and Parks Mike Kactro, Land Resources Manager Phil Gaudet, Landscape Designer Cindy Leinss, Office Manager Joanne Wagner, Accounting Supervisor Kelly Cisar, and Chief Deputy County Clerk Linda Doro.

Chairperson Miller called the meeting to order at 1:41 p.m. and read the Affidavit of Posting.

PUBLIC HEARING

Michael and Michaelle Kasten, NW ¼ , Section 23, Town of Kewaskum - Conditional Use Permit for excavating, filling or grading in a Shoreland District

Appearance: Michaelle Kasten, owner and Matt Hall, builder

Ms. Doro read the Notice of Public Hearing. Mr. Gaudet presented a plat map indicating the location of the parcel owned by Michael and Michaelle Kasten. The owners are requesting approval of a conditional use permit to construct a new residence in a Shoreland Zoning District. The new residence will be approximately 150' from the ordinary highwater mark of a tributary stream to the East branch of the Milwaukee River. Wetland delineation was completed on June 10, 2013, and the new residence will be 88' from the wetlands. Chairperson Miller opened the public hearing and comments were received from Matt Hall, Victory Builders. Chairperson Miller closed the public hearing. Staff recommends approval of the conditional use permit, subject to additional erosion control measures utilized, including a double row of silt fence, due to the amount of disturbed area proposed.

Moved by Mr. White, seconded by Mr. Parsons to approve the Conditional Use Permit for excavating, filing or grading in a Shoreland District for Michael and Michaelle Kasten, Section 23, Town of Kewaskum, subject to additional erosion control measures, including a double row of silt fence, due to the amount of disturbed area proposed. Motion carried.

OBJECTING AUTHORITY SUBDIVISION - FINAL PLAT REVIEW - SKYWAY PARK REPLAT, SW-1/4 AND SE-1/4, SECTION 8, CITY OF HARTFORD

Mr. Gaudet presented the replat for Skyway Park. The property is located off of Airport Drive to the west and connects to Saddle Drive to the South. A total of 47 lots are proposed and will be served by municipal sewer, water, and stormwater. No shoreland, wetland or floodplain zoning exists on the property. The Washington County Planning & Parks Department has no objections to the replat. Moved by Mr. White, seconded by Mr. Sorce to indicate no objection to the replat of Skyway Park in the City of Hartford. Motion carried.

FEE INCREASE FOR REGISTER OF DEEDS RECORDING FEES

Appearance: Register of Deeds Sharon Martin

Ms. Martin reported the Registers of Deeds (ROD) office collects \$30 per recorded document and retains \$5.00 for digitizing and redacting social security numbers (SSNs) from real estate records. The RODs could collect the \$5.00 SSN redaction fee until 2015 or discontinue when they finish the digitizing and redacting SSNs project. Ms. Martin reported Washington County finished the project, except for quality control and lowered the recording fee to \$25 in January 2012. When Governor Walker signs the budget on June 30, 2013, the ROD recording fees will be \$30, which is a \$5.00 increase in Washington County. Ms. Martin worked with Representative Patricia Strachota and the Joint Finance Committee to allow Washington County to retain the \$5.00 per document fee until January 2015, when all 72 counties begin forwarding the \$5.00 to the Wisconsin Department of Administration. However, the budget amendment does not specify how these funds can be utilized (i.e., general fund, land records retained fees, other projects, etc). Ms. Martin is suggesting the fund be segregated and designate these funds to be offered to other county departments to be used to digitize historical records. Ms. Martin requested recommendations from PCPC members and will report back to the Committee in a few months.

DIVISION REPORTS

Golf and Parks Division - Mike Kactro and Cindy Leinss

- Clubhouse and Site Projects
- Golf Course Projects
- Golf Course Staffing
- Golf Course Reservations
- Park Projects
- Park Staffing
- Shelter Reservations
- Capital Improvement Plan Projects Update

Planning Division - Debora Sielski

- Aquatic Invasive Species (AIS) Strategic Plan
- Farmland Preservation Plan (FPP)
- EDWC Toolbox Committee/Brownfields Grant
- County Comprehensive Plan Amendment
- On-line Park Survey
- Other Planning Division Activities

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

MINUTES

Moved by Mr. Sorce, seconded by Mr. Ewert to approve the May 22, 2013, minutes as presented. Motion carried.

1 **NEXT MEETING DATES(S)**

2 The Planning, Conservation and Parks Committee will tentatively meet on Wednesday, July 24,
3 2013, and Wednesday, August 21, 2013, at 1:00 p.m.

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5 **ADJOURNMENT**

6 Moved by Mr. White, seconded by Mr. Heidtke to adjourn the meeting at 2:35 p.m. Motion
7 carried.

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Brenda J. Jaszewski, County Clerk