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

Public Agency Center
West Bend, WI

September 26, 2012
1:36 p.m.

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

Also present: Assistant Administrator for Golf and Parks Mike Kactro, County Conservationist Paul Sebo, Land Resources Manager Phil Gaudet, Accounting Supervisor Kelly Cisar, Chairperson Herbert Tennes, County Engineer Scott Schmidt, GIS Manager Eric Damkot, Landscape Designer Cindy Leinss, Office Manager Joanne Wagner, and Chief Deputy County Clerk Linda Doro.

Chairperson Miller called the meeting to order at 1:36 p.m. and read the Affidavit of Posting.

PUBLIC HEARING

Douglas and Stacy Brzozowski, NW ¼ , Section 5, Town of Wayne - Conditional Use Permit for excavating, filling or grading in a Shoreland District (Project Address: 9585 St. Kilian Heights Road, Campbellsport)

Appearance: Douglas and Stacy Brzozowski.

Ms. Doro read the Notice of Public Hearing. Mr. Gaudet presented a plat map indicating the location of the parcel owned by Douglas and Stacy Brzozowski. The owners are requesting approval of a conditional use permit to excavate and grade for a new house and driveway in a Shoreland Zoning District. A total of 29,300 square feet will be graded and excavated for the new house and driveway. The new driveway will be 77 feet from a stream, which is a tributary to the East Branch of the Rock River and requires a minimum of 100 foot setback. Mitigation will be required for the driveway because it is less than the minimum setback. For mitigation, the existing buffer consisting of trees, shrubs, and grasses along the stream will be preserved. Mr. Gaudet noted the driveway and rough grading in the area of the proposed house has been completed and a double fee has been assessed and paid for starting the project without a permit. Staff does not object to the conditional use permit request. Appropriate erosion control measures should be installed before any additional filling, grading, or excavating is started and maintained until permanent vegetation is established for the entire lot. Chairperson Miller opened the public hearing and no comments were received. Chairperson Miller closed the public hearing.

Moved by Mr. White, seconded by Mr. Parsons to approve the Conditional Use Permit for excavating, filing or grading in a Shoreland District for Douglas and Stacy Brzozowski, Section 5, Town of Wayne subject to appropriate erosion control measures being installed before any additional filling, grading, or excavating is started and maintained until permanent vegetation is established for the entire lot. Motion carried.

PUBLIC HEARING

Washington County Planning and Parks Department, NW ¼ , Section 7, Town of Farmington - Conditional Use Permit for excavating, filling or grading in a Shoreland District (Project Address: 7999 Orchard Valley Road, West Bend)

Ms. Doro read the Notice of Public Hearing. Mr. Gaudet presented a plat map indicating the location of the parcel owned by Washington County Planning and Parks Department. The Park Division is requesting approval of a conditional use permit to construct a gravel parking area and

1 roadway for a new park shelter. The project area will have a soil disturbance area of just under
2 28,000 square feet and be located 196 feet from Erler Lake. The parking area will be 31 feet
3 from the wetland to the north. The new parking lot and roadway will have 15,852 square feet of
4 impervious area and the new shelter will have 1,798 square feet for a total of 17,650 of new
5 impervious area. The parking lot and roadway will be pitched to the northeast and drain to the
6 existing stormwater pond. Staff does not object to the conditional use permit request, subject to
7 proper erosion control measures being in place. Chairperson Miller opened the public hearing
8 and no comments were received. Chairperson Miller closed the public hearing.
9

10 Moved by Mr. Ewert, seconded by Mr. Schulz to approve the Conditional Use Permit for
11 excavating, filing or grading in a Shoreland District for Washington County Planning and Parks
12 Department, Section 7, Town of Farmington, subject to proper erosion control measures being in
13 place. Motion carried.
14

15 **DISCUSS PLANS FOR RIDGE RUN COUNTY PARK ARBORETUM**

16 Ms. Leinss presented the plan for the Arboretum at Ridge Run County Park.
17

18 **DISCUSS REPLACING SOME TREES AT RIDGE RUN COUNTY PARK** 19 **SURVEY BOUNDARY BETWEEN RIDGE RUN COUNTY PARK AND** 20 **CONDOMINIUM OWNERS LAND, REMOVE DEAD BRANCHES IN AREA**

21 Miss Leinss and Mr. Miller reported on the concerns raised by Deer Ridge Drive residents
22 regarding the tree removals completed for the Arboretum project at Ridge Run County Park. In
23 addition, they discussed marking the park property boundaries, allowing home owners on the
24 west side of the park to dispose of their dead brush along the border of the Arboretum and
25 County property onto the County's property for the County to dispose of, and repair erosion at
26 the end of a walkway that is owned by the City but overlaps onto park property.
27

28 Moved by Mr. White, seconded by Mr. Heidtke to authorize Park staff to work with the
29 homeowners bordering the Arboretum on a deadline to dispose of their dead brush along the
30 border of the Arboretum and County property onto Ridge Run Park property, subject to approval
31 by the County Attorney, clear the dead brush on County property along the border of the
32 Arboretum, repair the walkway, and mark the park property boundaries. Motion carried.
33

34 **DISCUSS PARKS AND ECONOMIC DEVELOPMENT**

35 *Appearance: Economic Development-Washington County Executive Director Christian*
36 *Tscheschlok*

37 Mr. Tscheschlok gave a presentation regarding the role and value of parks to economic
38 development.
39

40 **PRESENTATION OF THE WISCONSIN PARK AND RECREATION ASSOCIATION** 41 **VIDEO - "PARKS - YOUR BEST INVESTMENT"**

42 The presentation is postponed to a future meeting.
43

44 **CAPITAL IMPROVEMENT PLAN (CIP) PROCEDURES AND ALLOCATION**

45 Mr. White reported at the September 26, 2012, Finance Committee, he recommended changing
46 the policy to require all unspent CIP funds be used to offset and reduce the next year's allocation
47 of CIP funds for the four annual allocations of Highway Road Projects, Facilities Projects, Fair
48 Park Projects, and Park Development. The recommendation is to only require the amount of
49 unspent funds from completed projects be returned or used to offset the next year's allocation.

1 Funds not spent in one calendar year due to a project spanning more than one year would not be
2 subject to being returned or used as an offset to the annual allocation amounts.

3
4 The Finance Committee, by a vote of 3 to 2, changed the policy to require all unspent CIP funds
5 designated for specific projects, as well as unspent CIP funds designated through the annual
6 allocation process, that are not used, be returned and used to offset the annual allocation of the
7 next year, with the exception of the annual allocation to Highway Road Projects.

8
9 Mr. White was excused at 3:31 p.m.

10 11 **DIVISION REPORTS**

12 Administration Division - Joanne Wagner and Scott Schmidt

- 13 • Office Activities Update
- 14 • Engineering Assistance Update

15 16 Geographic Information Systems (GIS) Division - Eric Damkot

- 17 • GIS Work Related to West Shore Pipe Line Leak
- 18 • Highway Registry Books On-Line
- 19 • ProPhoenix Data Integration Project
- 20 • Review of other Division Activities and Projects

21 22 Land Use Division - Phil Gaudet

- 23 • Permit Activity
- 24 • Metropolitan Builders Association (MBA) Meeting
- 25 • US Highway 41 Conversion Meeting
- 26 • Federal Emergency Management Agency (FEMA) Map Modernization
- 27 • Private Onsite Wastewater Treatment System (POWTS) Inventory
- 28 • Private Onsite Wastewater Treatment System (POWTS) Software Program

29
30 Moved by Mr. Heidtke, seconded by Mr. Sorce to accept the Administration, GIS, and Land Use
31 Division reports. Motion carried.

32 33 **MINUTES**

34 Moved by Mr. Heidtke, seconded by Mr. Sorce to approve the minutes of August 29, 2012, as
35 presented. Motion carried.

36 37 **ADJOURNMENT**

38 Moved by Mr. Schulz, seconded by Mr. Heidtke to adjourn the meeting at 4:05 p.m. Motion
39 carried.

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43 Brenda J. Jaszewski, County Clerk