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

Public Agency Center
West Bend, WI

October 24, 2012
1:27 p.m.

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

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

Chairperson Miller called the meeting to order at 1:27 p.m. and read the Affidavit of Posting.

MINUTES

Moved by Mr. Sorce, seconded by Mr. Heidtke to approve the minutes of September 26, 2012, as presented. Motion carried.

NEXT TENTATIVE MEETING DATE

The Planning, Conservation and Parks Committee will tentatively meet on Wednesday, November 28, 2012, at 1:00 p.m. and if needed, Wednesday, December 19, 2012, at 1:00 p.m.

PUBLIC HEARING

Len J. and Lori A. Miller, SE ¼ , Section 27, Town of West Bend - Conditional Use Permit for excavating, filling or grading in a Shoreland District (Project Address: 5443 Silver Lake Drive)

Appearance: Len and Lori Miller, John Behrens, Silver Lake Sanitary District.

Ms. Doro read the Notice of Public Hearing. Mr. Gaudet presented a plat map indicating the location of the parcel owned by Len and Lori Miller. The owners are requesting approval of a conditional use permit to excavate and grade for a proposed dwelling in a Shoreland Zoning District. A conditional use permit is also needed because a retaining wall of greater than three feet in height is being constructed on the lakeside of the new house. The existing home will be demolished and removed in order to allow for the new house. A combination of infiltration dry wells, swales, and retaining walls will be used to control runoff from the property. Staff does not object to the conditional use permit request. Adequate erosion control measures shall be installed before any additional filling, grading or excavating is started and maintained until permanent vegetation is established for the entire lot. Straw bale check dams must be installed in the swales, and the swales must be sodded or straw matted. Chairperson Miller opened the public hearing and comments were received from Mr. Len Miller and Mr. Behrens. Chairperson Miller closed the public hearing.

Moved by Mr. Ewert, seconded by Mr. Sorce to approve the Conditional Use Permit for excavating, filing or grading in a Shoreland District for Len J. and Lori A. Miller, Section 27, Town of West Bend, subject to appropriate erosion control measures being installed before any

1 additional filling, grading or excavating is started and maintained until permanent vegetation is
2 established for the entire lot, straw bale check dams are required to be installed in the swales, and
3 the swales must be sodded or straw matted. Motion carried.

4
5 **CAPITAL IMPROVEMENT PLAN - REMAINDERED FUNDS FROM ONE YEAR TO**
6 **NEXT**

7 Mr. Miller discussed sending a letter to the Finance Committee requesting departments be
8 allowed a contingency fund to be carried from one year to the next for CIP projects that are
9 delayed in a given year or cannot be completed in a one year cycle. Mr. Mueller recommended
10 sending the letter to the Executive Committee, since they oversee the CIP program. Moved by
11 Mr. Ewert, seconded by Mr. Heidtke to direct Chairperson Miller to address a letter to the
12 Executive Committee requesting that remaindered funds after projects are completed be allowed
13 to be kept in a fund not to exceed \$75,000 in a given year, and a copy of this letter be forwarded
14 to the Finance Committee. Motion carried.

15
16 **APPROVE TRANSFER OF FUNDS FROM ONE CAPITAL IMPROVEMENT PLAN**
17 **PROJECT TO ANOTHER REGARDING PARK SHELTER CONSTRUCTION AT**
18 **LEONARD J. YAHR COUNTY PARK**

19 Moved by Mr. Heidtke, seconded by Mr. Sorce to approve a transfer of \$30,168.92 from the
20 Leonard J. Yahr Park Demolition project account to the Leonard J. Yahr Park Shelter
21 Construction project account. Motion carried.

22
23 **DISCUSS REPLACING TREES AT RIDGE RUN COUNTY PARK**

24 Ms. Leinss presented a concept plan to place larger size trees on the west side of the Arboretum
25 at Ridge Run County Park, at a cost of approximately \$200. The PCPC agreed to the concept
26 plan and cost of the larger size trees.

27
28 **WISCONSIN PARK AND RECREATION ASSOCIATION VIDEO PRESENTATION**

29 Postponed to a future meeting.

30
31 **DIVISION REPORTS**

32 Planning Division - Debora Sielski

- 33 • Aquatic Invasive Species Strategic Plan
- 34 • Farmland Preservation Plan
- 35 • Park User Survey
- 36 • EDWC Toolbox Committee
- 37 • Get Moving Washington County
- 38 • Other Planning Division Activities

39
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
4 Moved by Mr. Sorce, seconded by Mr. Ewert to accept the Planning and Golf and Parks Division
5 reports. Motion carried.

6
7 **ADJOURNMENT**

8 Moved by Mr. Heidtke, seconded by Mr. Sorce to adjourn the meeting at 2:45 p.m. Motion
9 carried.

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Brenda J. Jaszewski, County Clerk