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

Public Agency Center  
West Bend, WI

November 20, 2013  
1:39 p.m.

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

Also present: Administrator Paul Mueller, Deputy Administrator Debora Sielski, County Conservationist Paul Sebo, Land Resources Manager Phil Gaudet, County Board Chairperson Herbert Tennes, GIS Manager Eric Damkot, County Engineer Scott Schmidt, Accounting Supervisor Kelly Cisar, Chief Deputy County Clerk Linda Doro, and Supervisors Rick Gundrum, and Ralph Hensel.

Chairperson Miller called the meeting to order at 1:39 p.m. and read the Affidavit of Posting.

**HISTORICAL SOCIETY PROPOSAL USING REGISTER OF DEEDS "DIGITIZE HISTORICAL RECORDS" FUNDS**

*Appearance: Register of Deeds Sharon Martin, Historical Society Executive Director Patricia Lutz, and Historical Society Research Center Supervisor Heather Przybylski*

Ms. Martin reported she approached the Historical Society this past August to partner with them on a project that would utilize 2013 Register of Deeds "Digitize Historical Records" funds. Ms. Martin reported there is currently \$48,195 of "Digitize Historical Records" funds available.

Ms. Lutz is requesting funds to purchase equipment for a digitization and preservation project. A fundraising campaign has been underway and the Historical Society has received \$2,000 so far for this project. The Historical Society would like to purchase a digital microfilm reader, a large document/photograph scanner, and obtain a consultant from HistoryIT. The digital microfilm reader would be used to digitize microfilm records, the scanner would scan large maps and ledger size documents, and the HistoryIT consultant would conduct a site visit, create a report focusing on how to best utilize the Historical Society Research Center space, and guide the Research Center on a collection of plan strategies.

Ms. Lutz noted that the Historical Society has collections and donations of real estate maps and tax roll information that the Register of Deeds would directly benefit from by digitizing these records.

Moved by Mr. Ewert, seconded by Mr. Sorce to approve the use of 2013 Register of Deeds Digitize Historical Records funds in the amount of \$18,665, assuming the funds are available in 2013, for the Historical Society to purchase a digital microfilm reader, large document/ photograph scanner, and consultation from HistoryIT. Motion carried.

1 **DISCUSSION OF ORDINANCE AMENDMENTS TO CHAPTERS 17 AND 24 OF THE**  
2 **COUNTY CODE REGARDING CONSISTENCY WITH AMENDMENT NO. 1 OF A**  
3 **MULTI-JURISDICTIONAL COMPREHENSIVE PLAN FOR WASHINGTON**  
4 **COUNTY: 2035**

5 Ms. Sielski reported the ordinance amendment to Chapter 24 requires a Class Two Notice to be  
6 published in the newspaper once a week for two weeks before the public hearing. She is  
7 requesting a special meeting of the PCPC prior to the County Board meeting on December 10,  
8 2013, to hold the public hearing and take action on the ordinance amendment to Chapters 17 and  
9 24. The PCPC agreed to meet at 8:00 a.m. on Tuesday, December 10, 2013.

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11 **REQUEST BY GEORGE ROEMER TO INCLUDE PROPERTY IN THE TOWN OF**  
12 **HARTFORD PRESERVATION AREA AND UPDATE MAP 84 AND TABLE 108 OF**  
13 **AMENDMENT NO. 1 TO A MULTI-JURISDICTIONAL COMPREHENSIVE PLAN**  
14 **FOR WASHINGTON COUNTY: 2035 AND MAPS T-16 AND T-25 OF THE**  
15 **FARMLAND PRESERVATION PLAN FOR WASHINGTON COUNTY -**  
16 **AMENDMENT NO. 2 TO A MULTI-JURISDICTIONAL COMPREHENSIVE PLAN**  
17 **FOR WASHINGTON COUNTY: 2035.**

18 Ms. Sielski reported Mr. Roemer requested to be included in the farmland preservation area  
19 (FPA) for the Town of Hartford. During the months of December, 2010 through March, 2011,  
20 the Farmland Preservation Plan Advisory Committee established six criteria that delineate FPAs  
21 for Washington County. Mr. Roemer's property meets all requirements of the criteria except for  
22 the LESA score. However, this property is surrounded by other properties that meet the LESA  
23 score criteria and there is precedence of including a property with a slightly lower LESA score as  
24 long as it meets the other five criteria and is adjacent to an FPA.

25  
26 On October 11, 2013, the Department of Agriculture, Trade and Consumer Protection approved  
27 the property to be included in the FPA as long as the Town of Hartford and the County agree to  
28 include the property in the FPA. On November 11, 2013, the Town of Hartford Board approved  
29 the property to be included in the FPA.

30  
31 The Planning Division is recommending that the property be included in the FPA for the Town  
32 of Hartford. The property will need to be added to Maps T-16 and T-25 of the Farmland  
33 Preservation Plan and Map 84 and Table 108 of Amendment No. 1 to A Multi-Jurisdictional  
34 Comprehensive Plan for Washington County: 2035.

35  
36 Moved by Mr. Sorce, seconded by Mr. Heidtke to approve the George Roemer property be  
37 included in the FPA for the Town of Hartford, added to Maps T-16 and T-25 of the Farmland  
38 Preservation Plan and Map 84 and Table 108 of Amendment No. 1 to A Multi-Jurisdictional  
39 Comprehensive Plan for Washington County: 2035. Motion carried.

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41 **DIVISION REPORTS**

42 *Geographic Information Systems Division - Eric Damkot*

- 43 • 2014 Wisconsin Land Information Program Grants  
44 • Shoreland/Floodplain/Wetland Zoning Map Update  
45 • Floodplain Mapping Activity Update  
46 • Review of other Division Activities and Projects

1 Administration Division - Paul Mueller and Scott Schmidt

- 2 • Office Activities Update  
3 • Engineering Assistance Update  
4

5 Land Use Division - Phil Gaudet

- 6 • Permit Activity  
7 • FEMA Map Modernization  
8 • Training  
9 • Newsletter  
10 • Board of Adjustments  
11 • Private Onsite Wastewater Treatment System (POWTS) Inventory  
12 • Private Onsite Wastewater Treatment System (POWTS) Sanitary Permit Scanning Project  
13

14 Moved by Mr. Sorce, seconded by Mr. Heidtke to accept the GIS, Administration, and Land Use  
15 Division reports. Motion carried.  
16

17 **MINUTES**

18 Moved by Mr. Ewert, seconded by Mr. Schulz to approve the minutes of October 16, 18, and 28,  
19 2013, as presented. Motion carried.  
20

21 **ADJOURNMENT**

22 Moved by Mr. Ewert, seconded by Mr. Schulz to adjourn the meeting at 2:40 p.m. Motion  
23 carried.  
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26

27 Brenda J. Jaszewski, County Clerk  
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