

**TOWN OF JEFFERSON  
PLAN COMMISSION**

Thursday, February 28, 2019 at 6:00PM  
Town of Jefferson Meeting Hall, St Coletta Cabin  
434 County Road Y Jefferson, WI 53549

**Minutes**

CALL TO ORDER

Member Michael Hollinger called the meeting to order at 6:02 pm.  
Chair Tom Beane contacted Clerk Barnes today stating he was ill and could not make the meeting.

Alternate Member Gregg Hill moved to appoint Michael Hollinger Chair for the February 28, 2019 Plan Commission meeting. Plan Commission Member Tonya Runyard seconded the motion; carried on voice vote.

ROLL CALL/ESTABLISH A QUORUM

Plan Commission members present were: Members, Gary Hans, Michael Hollinger, Tonya Runyard, Alternate Member Gregg Hill, and Clerk & Plan Commission Secretary, Tina Barnes. Absent were Chair Tom Beane and member Kelly Stade. Meeting Chair Hollinger confirmed there was a quorum present.

OTHERS PRESENT

Zoning request – Kathy Kruk, Jon Bound and Michael Bright

CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETING LAW

Meeting Chair Hollinger said the Plan Commission meeting was in compliance with the open meeting law. The agenda was posted 2-21-19.

APPROVE FEBRUARY 28, 2019 AGENDA

Alternate Plan Commission Member Hill moved to approve the February 28, 2019 Plan Commission agenda. Plan Commission Member Gary Hans seconded the motion; carried on voice vote.

APPROVE JANUARY 31, 2019 MINUTES

Member Runyard moved to approve the January 31, 2019 meeting minutes. Member Hans seconded the motion; carried on voice vote.

PUBLIC COMMENT

None

ZONING REQUEST

- Kathleen & Michael Kruk for the conditional use of a kennel at W5521 W Pleasant Hill Rd., PIN 014-0614-2342-000

Kathy Kruk is in attendance to answer questions. She stated they have 5 dogs so a conditional use for a kennel was necessary.

Member Hill moved to approve the request by Kathleen & Michael Kruk for the conditional use of a kennel at W5521 W Pleasant Hill Rd., PIN 014-0614-2342-000. Member Hans seconded the motion; carried on voice vote.

- Jon & Penny Bound to create a 4.7-acre A-3 zone around the home and buildings at N3497 Banker Road, PIN 014-0614-2132-000.

Jon Bound is in attendance to answer questions. Jon stated he is interested in the land and will sell off the building site. Jon said the parcel is an odd size due to the fact of the layout of the buildings. None of the 4.7 acres has been farmed.

Member Hans moved to approve the request by Jon & Penny Bound to create a 4.7-acre A-3 zone around the home and buildings at N3497 Banker Road, PIN 014-0614-2132-000. Member Runyard seconded the motion; carried on voice vote.

- Michael Bright to create a 2-acre A-3 building site from an existing A-1 zone off of Duck Creek Road, PIN 014-0615-0211-001

Michael Bright is in attendance to answer questions. Meeting Chair Hollinger said there are several questions with this request. He stated he found a document from 2002 restricting the A-1 zoned lands from being rezoned to A-3 for the purpose of residential use or construction. Meeting Chair Hollinger spoke to the Jefferson County Zoning Department and this request is first one of its kind in Jefferson County. Michael Bright is asking to take a lot from a wetland lot and transfer it across a bike trail to another lot. One question is if a bike trail is considered a public road. Another question is if a lot from a wetland can be transferred to an A-3 building site. Plan Commission members are referencing the Jefferson County Zoning Ordinance 11, page 31, A-3 Agriculture/Rural Residential District Lot Chart.

Meeting Chair Hollinger moved to approve the request by Michael Bright to create a 2-acre A-3 building site from an existing A-1 zone off of Duck Creek Road, PIN 014-0615-0211-001 provided the County rules:

1. The DNR trail qualifies as a Public Road;
2. There is a buildable site to transfer based on the fact the land on South lot is totally wet land
3. The property on the South lot, where the planned plot to transfer originates, would be able to obtain access to State Highway 18

Member Hans seconded the motion; carried on voice vote.

#### DISCUSS 2019 PLAN COMMISSION MEMBER APPOINTMENT

Member Kelly Stade had mentioned at a previous meeting that she may have someone interested in becoming a member of the Plan Commission. Member Hill will contact Kelly because he has someone in mind also.

#### DISCUSS POSSIBLE MARCH MEETING DATE CHANGE

Chair Tom Beane and Clerk Barnes have an Agri-Business meeting at the next scheduled Plan Commission meeting date, March 28<sup>th</sup>. The guest speaker they are hoping to have is the State Secretary of Transportation. Members of the Plan Commission and Town Board would be interested in attending the meeting also if the speaker is confirmed. The members agreed to change the meeting to Wednesday, March 27, 2019.

#### DISCUSS COMPREHENSIVE LAND USE PLAN

Meeting Chair Hollinger said the City of Fort Atkinson meeting for discussion on the Comprehensive Land Use Plan is this next Tuesday, March 5<sup>th</sup>. He also said Jefferson County is now working on updating the County's Comprehensive Land Use Plan.

#### DISCUSS POTENTIAL AGENDA ITEMS FOR THE MARCH 27, 2019 MEETING

1. Comprehensive Land Use Plan
2. Potential New Plan Commission Member

#### ADJOURN

Member Runyard moved to adjourn at 6:33 p.m. Seconded by Member Hans; carried on voice vote.

Next Scheduled Meeting:  
Wednesday, March 27, 2019 at 6:00 p.m.

Respectfully submitted,

Tina Barnes, Clerk &  
Plan Commission Secretary  
Town of Jefferson