

**DODGE COUNTY LAND RESOURCES AND PARKS COMMITTEE
MINUTES
January 23, 2023**

The Dodge County Land Resources and Parks Committee met on January 23, 2023 at 7:00 p.m. on the 1st Floor of the Administration Building, Juneau, Wisconsin.

Call to Order: Chair Mary Bobholz called the meeting to order at 7:00 PM.

Members present: Mary Bobholz, Dale Macheel, Donna Maly, Benjamin Priesgen and Dan Siegmann.

Other County Board members in attendance: Michael Butler – No per diem requested.

Staff present: Bill Ehlenbeck - Director, Joseph Giebel – Manager of Code Administration, Andrew O'Brion – Land Use/Sanitation Specialist, Jason Roy – Parks Supervisor, Chris Planasch – Register of Deeds.

Others present: Members of the public for the public hearings.

The Chairman asked the staff to confirm compliance with the open meeting laws and the public hearing notice requirements. Mr. Giebel noted that the meeting was properly noticed in accord with the open meeting law and noted that the required notices for the public hearings listed on the agenda were posted, mailed and published in accord with the statute and code requirements.

TOWN REZONING REQUESTS

1. **Town Rezoning Petition – Jay-Vee Wulff Family Farms LLC** – Part of the SE ¼ of the SE ¼, Section 1, Town of Theresa, Dodge County, Wisconsin, the site address being N9308 Mohawk Road. Petition to rezone 2-acres of land under the Town of Theresa Zoning Ordinance, from the A-1 Prime Agricultural Zoning District to the A-2 General Agricultural Zoning District has been submitted by the Town of Theresa Town Board to the Dodge County Board of Supervisors for approval. Committee review and recommendation to the County Board.

Motion by Mary Bobholz to submit a favorable recommendation on the petition to rezone 2-acres of land under the Town of Theresa Zoning Ordinance, from the A-1 Prime Agricultural Zoning District to the A-2 General Agricultural Zoning District to allow for the creation of a non-farm residential lot.

Second by Dan Siegmann Vote 5-0 Motion carried.

On the basis of the findings of fact, conclusions of law and the record in this matter the Committee shall provide a favorable recommendation to the County Board on the rezoning petition as proposed.

PUBLIC HEARING

Jody Kehl, agent for Jody and Timothy Kehl - Request for a Conditional Use Permit under the Land Use Code, Dodge County, Wisconsin to allow the establishment of a kennel/boarding and training facility for dogs within the A-2 General Agricultural Zoning District. The property is located in part of the NE ¼ of the NW ¼, Section 17, Town of Ashippun, the site address being N1602 State Road 67.

Motion by Dan Siegmann to approve the conditional use permit request to allow the establishment of a kennel/boarding and training facility for dogs within the A-2 General Agricultural Zoning District subject to the following conditions:

- 1. It shall be the responsibility of the applicant to obtain the required County land use and sanitary permits and approvals that may be required for the proposed project prior to beginning construction and prior to housing shelter animals on this site.**
- 2. The kennel shall be conducted without offensive noise, vibration, dust, smoke, odor, glare, lighting or the risk of fire, explosion or other accident and shall not be detrimental to the public health, safety or general welfare of the immediate neighborhood or community.**
- 3. In the event that noise or odor problems or any other objectionable influence associated with the dog kennel facility arise, this permit shall be subject to review by the Land Resources and Parks Committee. The Committee may attach additional conditions that it deems necessary to mitigate said noise, odor or other objectionable influences to the maximum extent practicable.**
- 4. Any significant change to the proposed kennel facility on this site, any future expansion or any significant change to the site plan submitted with the application may require that a new conditional use permit be issued.**
- 5. The decision of the Committee shall expire one year after the decision is filed with the Department unless construction has been diligently pursued, a Certificate of Zoning Compliance has been issued, the use is established, or the Conditional Use Permit is renewed, for a period not to exceed one year.**
- 6. The Conditional Use Permit shall also expire upon termination of a project or if the rights granted by the permit are discontinued for 180 consecutive days.**

Second by Dale Macheel Vote 4-1 (Priesgen) Motion carried.

On the basis of the above findings of fact, conclusions of law and the record in this matter the committee granted preliminary approval of the conditional use permit subject to the conditions listed above and the Land Use Administrator is directed to issue a conditional use permit incorporating the decision of this Committee.

PUBLIC HEARING

Stan Jones, agent for Wilcrest LLC, - Request to rezone an approximate 11' X 563' strip of land (0.142-acres) out of the wetland district to allow filling and grading within this area that will be associated with the conversion of an agricultural driveway to a residential driveway. The site is located in part of the NE ¼ of the NW ¼, Section 20, Town of Elba along the south side of STH 60, approximately 900 feet west of the intersection of STH 60 and Ninabuck Road.

Motion by Mary Bobholz to submit a favorable recommendation to the County Board of Supervisors on the request to rezone an approximate 11' X 563' strip of land (0.142-acres) out of the wetland district to allow filling and grading within this area that will be associated with the conversion of an agricultural driveway to a residential driveway.

Second by Ben Priesgen Vote 5-0 Motion carried.

On the basis of the findings of fact, conclusions of law and the record in this matter the Committee shall provide a favorable recommendation to the County Board on the rezoning petition as proposed. An ordinance shall also be drafted effectuating the recommendation of the committee and said ordinance shall be submitted to the Board for approval.

REGISTER OF DEEDS

A. Quarterly and year end reports

Chris Planasch provided the Committee with the quarterly and year-end report for the Register of Deeds Department. She also provided a comparison of the current number of recordings to the number of recordings from the last few years.

ADMINISTRATIVE BUSINESS

Community Development

A. Status of Marketing & Communication Manager position

Bill Ehlenbeck provided an update on the status of the Marketing & Communication Manager position. Nine applications were submitted for the position and candidate interviews were held last week. The final selection will be made this week.

Park System

A. Park Plan Update

Bill Ehlenbeck provided the committee with an update on the status of the Park Plan. The first draft of the plan has been received by the Department. The plan will be placed on the County website for review by the Committee within the next few days. A meeting will also be set up with the Committee in February for review and presentation of the Draft Park Plan after staff review. A public review meeting will be held after the presentation to Committee.

B. Derge Park Electric Upgrade Project Proposals

Bill Ehlenbeck provided the committee with an update on the status of the Derge Park Electric Upgrade Project Proposals. The park project involves the change in layout of the campsite pads to allow for better access to the sites. The project also includes an upgrade to the electric facilities for the park. The 2022 budget for the project was \$70,000 and funded from sales tax. Most of the site work was completed by Highway Department and the electric pedestals have been purchased. The remaining work to be done is installation of electric wiring and pedestals and upgrade of electric services. Based on bids received for remaining electrical work, the total project cost will exceed the original estimate by over double. Therefore, an additional \$73,000 or more will likely be needed to finish the project. Staff requested input from the Committee on how to proceed. Over \$200,000 in excess 2022 budget funds are anticipated to be turned back to General Fund through savings on unfilled staff positions and increased revenue receipts, however, the Committee directed staff to request additional sales tax funding to complete the project.

Code Administration

Request for Committee input on the current policies dealing with a request for an extension of a land use or conditional use permit due to COVID related issues. Committee review and recommendation;

Joseph Giebel noted that the Department continues to receive requests from Dodge County residents for flexibility in the permit expiration dates for land use and conditional use permits or for a reduced permit fee for permit renewal applications for those projects that have been delayed for COVID related reasons. The staff is requesting input from the Committee to determine if the Committee believes that the Code should be amended to allow for the extension of land use or conditional use permit for an extended period of time or if an amendment to the fee ordinance could be done to establish a lower fee for a permit renewal application to reduce the financial impact on the applicant if a project cannot be completed within 1 year.

The Committee agreed that a land use permit or conditional use permit should be allowed to be renewed for legitimate reasons under certain circumstances and only for a limited number of renewals. A one year timeframe for a permit is generally sufficient time in most situations to complete a project, however, during unforeseen circumstances, such as experienced during the Pandemic, there should be a policy that would allow limited renewal of a permit for legitimate reasons.

The committee requested the staff to create policy language that would allow for the renewal of a land use permit and conditional use permit under certain circumstances and to bring back the draft policy for review by the Committee.

The minutes from the December 12, 2022 meeting were reviewed by the Committee.

Motion by Donna Maly to approve the minutes with the correction made by Dale Macheel.

Second by Mary Bobholz

Vote: 5-0

Motion carried.

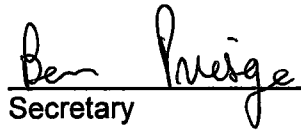
No Committee Member Reports

No additional Per Diems

Motion by order of the Chair to adjourn the meeting.

Meeting adjourned at 9:00 p.m.

Respectfully Submitted,


Secretary

Disclaimer: The above minutes may be approved, amended or corrected at the next committee meeting.