TOWN OF JEFFERSON
PLAN COMMISSION
Monday, May 22, 2023 at 5:30PM
Town of Jefferson Meeting Hall, St Coletta Cabin
434 County Road Y Jefferson, WI 53549

Meeting Minutes

CALL TO ORDER
Alternate Member Gregg Hill called the meeting to order at 5:30 pm.

Member Scott Barnhart moved to nominate Gregg Hill as meeting Chair. Member Kelly Stade seconded the the motion. Asked three times for any other nominations. None heard; motion passed with voice vote.

ROLL CALL/ESTABLISH A QUORUM
Plan Commission Members present were: Members- Scott Barnhart, Kelly Stade, Michael Steptoe, Alternate Member Gregg Hill and Clerk & Plan Commission Secretary, Tina Barnes. Absent were Chair Tom Beane, Member Jon Bound and Alternate Member Tom Doeberlein. Meeting Chair Hill confirmed there was a quorum present.

OTHERS PRESENT
Zoning Requests- Chris Sukow, Jennifer DeBlare
Fence Permit Applicant- Pam Severson

CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETING LAW
Meeting Chair Hill said the Plan Commission meeting was in compliance with the open meeting law. The agenda was posted 5-15-23.

APPROVE MAY 22, 2023 MEETING AGENDA
Member Barnhart moved to approve the May 22, 2023 Plan Commission agenda. Member Stade seconded the motion; carried on voice vote.

APPROVE APRIL 24, 2023 MEETING MINUTES
Member Barnhart moved to approve the April 24, 2023 meeting minutes. Member Stade seconded the motion; carried on voice vote.

PUBLIC COMMENT
None

ZONING REQUEST:

- Christine Sukow for a reapplication to an expired rezone request to create an approximately 2.6 acre, A-3 zone around an existing barn from an A-T zone at N4283 County Road Y on parcel 014-0614-1242-000. The property is owned by K&V Farms LLC

Chris was present to answer questions. Member Barnhart moved to approve the request by Christine Sukow for a reapplication to an expired rezone request to create an approximately 2.6 acre, A-3 zone around an existing barn from an A-T zone at N4283 County Road Y on parcel014-0614-1242-000. The property is owned by K&V Farms LLC. Member Michael Steptoe seconded the motion; carried on voice vote.

- Jennifer DeBlare to rezone from A-1 to A-3 to create a 3-acre residential building site on the corner of Wolf Road and S Helenville Road from parcel 014-0615-1521-000 owned by Mardell & Kimberly Emslie

Jennifer DeBlare was present to answer questions. Member Stade moved to approve the request by Jennifer DeBlare to rezone from A-1 to A-3 to create a 3-acre residential building site on the corner of Wolf Road and S Helenville Road from parcel 014-0615-1521-000 owned by Mardell & Kimberly Emslie. Member Steptoe seconded the motion; carried on voice vote.

FENCE PERMIT APPLICATIONS

- Joe Severson-Heritage Meats N3705 State Road 89, Jefferson parcel 014-0614-1644-004

Pam Severson was present to answer questions. Member Steptoe moved to approve the Fence Permit Application by Joe Severson-Heritage Meats N3705 State Road 89, Jefferson parcel 014-0614-1644-004. Member Barnhart seconded the motion; carried on voice vote.

DISCUSS/ACTION ON SUNSET VIEW SUBDIVISION ROAD COMPLETION

Clerk Barnes said Chair Hollinger has received the quotes for the road work from the Jefferson County Highway Department. Chair Hollinger reached out to the Town's Attorney, Eric Larson, about the Subdivider agreement and the Road Contract signed later as to who is responsible for paying for the road completion work. Attorney Larson said the cost is covered by the Subdivider to complete the road work. Chair Hollinger will be reaching out to Jaqueline Bauer as to what will be required before the road work will begin.

Chair Hollinger discussed with Clerk Barnes about removing the Sunset View Subdivision Road Completion from the Plan Commission meeting agenda. The Town Board will be making all decisions. Clerk Barnes will report progress with the project under Public Comment.

CRAWFISH RIVER SOLAR & BADGER STATE SOLAR PROJECT UPDATES

Clerk Barnes gave updates from the May 1, 2023 Town Board meeting.

Chair Hollinger said the monthly meeting for Crawfish River Solar Project was cancelled. He did reach out to Alliant Energy for an update. Most of the East side of the project, Highway J, is installed. Testing of the equipment has begun. The expected completion date is September 2023.

Chair Hollinger said he received an update from Emily about the Badger State Solar project. They are filling for an extension to delay the start of the project until March of 2024. They are having supply chain issues with the materials needed.

DISCUSS PLANS FOR FINDING/BUILDING A TOWN HALL-AD HOC COMMITTEE REPORT

Clerk Barnes said there doesn't seem to be any interest from residents to work on researching a Town Hall. She and Chair Hollinger have been doing research. Chair Hollinger reached out to a real-estate agent. He found a property for sale at the corner of County Road N and W Rapids Rd. The property has been on the market for 2800 days. There is a Natural Gas line that runs through the property. The asking price is $54,000.00. Clerk Barnes asked Jon Bound, builder, for an estimate to build a Town Hall. He quoted approximately $250.00 square foot. Clerk Barnes reached out to Gallitz Grading for a quote on a parking lot. She used the lot at St Coletta Cabin as an example; the quote was $34,800.00 not including black top. Clerk Barnes will reach out to other Towns for information on halls.

DISCUSS/ACTION PLAN COMMISSION MEMBER CONTACT FOR DRIVEWAY/FENCE PERMIT APPLICATIONS

Meeting Chair Hill said it would be nice to split up the duties of driveway/fence permit applications. It takes 2 people to review applications and final approval. Meeting Chair Hill said he has been handling all the permit applications. Clerk Barnes will pair Members together by resident location; those that live close to each other will be paired together. A rotation system will be used; Jon Bound & Tom Doeberlein, Scott Barnhart & Gregg Hill, Kelly Stade & Michael Steptoe.

DISCUSS POTENTIAL AGENDA ITEMS FOR THE JUNE 26, 2023 MEETING

1. Crawfish River Solar & Badger State Solar Projects
2. Fence Permit

ADJOURN

Member Barnhart moved to adjourn at 6:04 p.m. Seconded by Member Steptoe; carried on voice vote.

Next Scheduled Meeting:
Monday, June 26, 2023 at 5:30 p.m.

Respectfully submitted,

Tina Barnes, Clerk & Plan Commission Secretary
Town of Jefferson