

**PLANNING & ZONING COMMITTEE MINUTES  
OCTOBER 4, 2022**

PRESENT: Denise Brusveen, Doug Richmond, Adam Hahn, Harlan Baumgartner, Andrew Kolberg

STAFF: Kurt Calkins – Director of Planning & Zoning, Renee Pulver-Johnson – Principal Land Use Planner, Lauren Ramirez – Office Administrator

ALSO PRESENT: Susan Fisher – Corporation Counsel

**2:30 PM**

1. Call to order
2. Certification of Open Meeting Law & confirmed meeting was properly noticed and published
3. Roll Call was taken and a quorum declared present
4. Approval of Agenda

**Motion by Mr. Baumgartner to approve Agenda of October 4, 2022 Planning & Zoning Committee Regular Meeting & Public Hearing.  
Seconded by Mr. Kolberg.  
Motion carried unanimously.**

5. Approval of Previous Meeting Minutes

**Motion by Mr. Hahn to approve Minutes of September 6, 2022 Planning & Zoning Committee Regular Meeting.  
Seconded by Mr. Baumgartner.  
Motion carried unanimously.**

6. Citizen Input
7. Chairman's Update
8. Operational Overview

- a. Approval of Expenditure Report

Mr. Calkins presented Expenditure Report and reviewed out of ordinary expenses.

**Motion by Mr. Hahn to approve Expenditure Report.  
Seconded by Mr. Kolberg.  
Motion carried unanimously.**

- b. Department Budgets, Compensatory Time, Out of County Travel

c. Director’s Staff Report/Update

9. Action on Driveway Exception Request

- Bourbon Ridge Development LLC c/o Blake Young – Town of Dekorra

Mr. Pulver-Johnson reviewed Staff Report.

**Motion by Mr. Baumgartner to approve Driveway Exception.  
 Seconded by Mr. Kolberg.  
 Motion carried unanimously.**

10. Action on Final Plat

- Bourbon Ridge Development LLC c/o Blake Young – Town of Dekorra

Ms. Pulver-Johnson reviewed Staff Report.

**Motion by Mr. Richmond to recommend approval of a Final Plat  
 of Bourbon Ridge subject to the recommended conditions:**

1. Final declarations, covenants and shared driveway agreements shall be recorded prior to or concurrent with the Final Plat.
2. The vacation of all roads, release of all easements, and termination of other documents and agreements previously dedicated or recorded over lands that are no longer required within the boundaries of the Final Plat shall be secured prior to recording of the Final Plat.
3. A copy of the completed Habitat Assessment shall be filed with the County. The site shall be developed in accordance with the findings of said assessment.
4. Approval of the associated Rezoning shall be obtained prior to recording of the Final Plat.
5. The Developer shall obtain all necessary approvals from the Town and State per any applicable ordinances, agreements, and plans.
6. Minutes of the Town Board approval of the Final Plat and copies of all signed agreements approved by the Town must be filed with the County. The Final Plat must be signed by the Town before submitting to the County for signatures.
7. A copy of the Wisconsin Department of Administration’s approval of the Final Plat must be submitted to the Planning and Zoning Department prior to submitting to the County for signatures.

**Seconded by Mr. Hahn.  
 Motion carried unanimously.**

**3:00 PM**

11. Public Hearings

Item I            Zoning Change – A-1 Agriculture to RR-1 Rural Residence, and from A-1 Agriculture to A-1 Agriculture with A-4 Agricultural Overlay; Petitioners: Tara J Schneidewind & Trevor J Schneidewind – Town of Lowville

Chair Brusveen opened Public Hearing.

Ms. Pulver-Johnson presented Staff Report.

Petitioner was present.

Chair Brusveen asked if anyone has any questions.

Chair Brusveen asked if anyone is in favor of the petition. (no comments)

Chair Brusveen asked if anyone is against the petition. (no comments)

Chair Brusveen closed the Public Hearing.

**Motion by Mr. Richmond to recommend approval of 3 acres, more or less, from A-1 Agriculture to RR-1 Rural Residence, and 32 acres, more or less, from A-1 Agriculture to A-1 Agriculture with A-4 Agricultural Overlay, all effective upon the recording of the Certified Survey Map.**

**Seconded by Mr. Baumgartner.**

**Motion carried unanimously.**

Item II Zoning Change – A-1 Agriculture to RR-1 Rural Residence, and from A-1 Agriculture to A-1 Agriculture with A-4 Agricultural Overlay; Petitioners: Robin A Krueger & Jeffrey T Kessenich – Town of Leeds

Chair Brusveen opened Public Hearing.

Ms. Pulver-Johnson presented Staff Report.

Petitioner was present.

Chair Brusveen asked if anyone has any questions.

Chair Brusveen asked if anyone is in favor of the petition. (no comments)

Chair Brusveen asked if anyone is against the petition. (no comments)

Chair Brusveen closed the Public Hearing.

**Motion by Mr. Hahn to recommend approval of 2.5 acres, more or less, from A-1 Agriculture to RR-1 Rural Residence, and 40 acres, more or less, from A-1 Agriculture to A-1 Agriculture with A-4 Agricultural Overlay, all effective upon the recording of the Certified Survey Map.**

**Seconded by Mr. Baumgartner.**

**Motion carried unanimously.**

Item III Zoning Change – A-1 Agriculture to A-1 Agriculture with A-4 Agricultural Overlay; Petitioner: Ronald A Waugh – Town of Dekorra

Chair Brusveen opened Public Hearing.

Mr. Calkins presented Staff Report.

Petitioner was present.

Chair Brusveen asked if anyone has any questions.

Chair Brusveen asked if anyone is in favor of the petition. (no comments)

Chair Brusveen asked if anyone is against the petition. (no comments)

Chair Brusveen closed the Public Hearing.

**Motion by Mr. Baumgartner to recommend approval of 22.86 acres, more or less, from A-1 Agriculture to A-1 Agriculture with A-4 Agricultural Overlay, all effective upon recording of the Certified Survey Map.  
Seconded by Mr. Richmond.  
Motion carried unanimously.**

Item IV Conditional Use Permit – For a Contractor Shop; Applicant: JADAH LLC c/o Daniel Horkan – Town of Dekorra

Chair Brusveen opened Public Hearing.

Mr. Calkins presented Staff Report.

Applicant was present.

Chair Brusveen asked if anyone has any questions.

Chair Brusveen asked if anyone is in favor of the request. (no comments)

Chair Brusveen asked if anyone is against the request. (no comments)

Chair Brusveen closed the Public Hearing.

**Motion by Mr. Baumgartner to approve Conditional Use Permit for a Contractor Shop located at W8222 County Highway JV as proposed in the application and accompanying submittals and subject to the following Findings, Conclusions, and Conditions of Approval.  
Seconded by Mr. Kolberg.  
Motion carried unanimously.**

**Findings of Fact:**

1. Upon review of the guidelines in Section 12.150.07(4) of the Columbia County Zoning Code, and with the explanation of the criteria in Attachment A of the Staff Report, the Committee finds the following:
  - a. JADAH LLC, c/o Daniel Horkan is the owner of the subject property.
  - b. JADAH LLC, c/o Daniel Horkan is requesting a Conditional Use Permit to operate a Contractor Shop within the C-2 General Commercial zoning district.
  - c. The property is already developed with a gravel parking area, driveway, and commercial building on site.
  - d. The establishment, maintenance, or operation of the proposed use will not be detrimental to or endanger the public health, safety, or general welfare of the occupants of surrounding lands.
  - e. The use will be designed, constructed, operated, and maintained so as to be compatible, and be appropriate in appearance with the existing or intended character of the general vicinity, and that such use will not change the essential character of the same area such that the use will substantially impair or diminish the use, value, or enjoyment of existing or future permitted uses in the area.
  - f. The erosion potential of the site, based on topography, drainage, slope, soil type, and vegetative cover is minimal.

- g. There is no existing or anticipated water pollution including sedimentation, and no impacts on floodplain and wetlands.
- h. The site has adequate utilities, including acceptable disposal systems.
- i. Access to streets and highways is suitable, and ingress and egress is designed to minimize traffic congestion and the potential effect on traffic flow.
- j. The Conditional Use shall conform to the standards of the applicable district(s) in which it is located.

**Conclusions of Law:**

1. The subject property is located in the Town of Dekorra and is zoned C-2 General Commercial.
2. A Contractor Shop is a conditional use within the C-2 General Commercial zoning district.
3. The proposed use is consistent with the purpose and intent of the Columbia County Zoning Code.
4. Daniel Horkan of JADAH LLC is the petitioner for a Conditional Use Permit. The petition followed the procedures of Section 12.150.07(3) of the Columbia County Zoning Code.
5. The petitioner is proposing to use an existing commercial structure as a Contractor Shop, which is allowed as a Conditional Use under Table 12.110.02(1).
6. The Dekorra Town Board has reviewed and recommended approval of the Conditional Use Permit, with conditions, in accordance with Section 12.150.07 of the Columbia County Zoning Code.
7. The Columbia County Planning and Zoning Committee has the authority under Sections 12.150.03(2)b. and 12.150.07 of the Columbia County Zoning Code to conduct public hearings, review, and decide on requests for Conditional Use Permits.

**Conditions for the Decision:**

1. Outdoor storage areas shall comply with the standards of Section 12.140.06(2)d. of the Columbia County Zoning Code.
2. Any amendments to the site plan shall be reviewed and approved by the Planning and Zoning Department, with significant changes being referred to the Town and Planning and Zoning Committee for action.
3. Landscaping, as shown on the approved site plan, shall be installed no later than 12 months from the date of issuance of this permit.
4. Outdoor activities shall be limited to loading, unloading, and storage.
5. Storage areas shall be fully screened from public roads and residentially zoned properties and shall be located to the rear or non-street side of the building.
6. There shall be no more than four (4) employees on the largest working shift, unless parking is increased to accommodate a larger work shift. If parking is upgraded, an updated parking plan must be submitted to the Planning and Zoning Committee detailing the additional sites.
7. Signage shall comply with Section 12.145 of the Columbia County Zoning Ordinance.
8. The property shall not involve the on-site holding, storage, or disposal of hazardous wastes as defined by State Statutes.
9. Lighting for the facility shall be oriented so that the lighting element (or transparent shield) is not visible from the adjacent properties or roads. The use of shielded luminaries and careful placement of fixtures is encouraged to facilitate compliance with this requirement.
10. Garbage and recycled materials shall be properly stored and disposed of regularly.
11. The owner shall comply with and obtain all necessary permits required by applicable federal, state and local regulations.
12. The Planning and Zoning Department shall have the right of inspection for the purpose of determining compliance with this permit during normal working hours or upon reasonable notice outside of normal hours.
13. If the Planning and Zoning Committee finds that the review criteria of Subsection 12.150.07(4) of the Columbia County Zoning Code, or the conditions stipulated in the Committee Decision are not being complied with, the Planning and Zoning Committee, after a public hearing, may revoke the Conditional Use Permit.
14. Any agreement(s) or condition(s) pertaining to this Conditional Use Permit between the Town of Dekorra and JADAH, LLC c/o Daniel Horkan are hereby incorporated as part of this Conditional Use Permit; however, the County is not responsible for enforcing said agreement(s) or condition(s), unless an individual point of the agreement(s) or condition(s) is specifically included above as a condition of approval. Any additional Town

agreements or conditions are listed below. In the event that the Town submits a finding of noncompliance with any of the item(s) listed below, for which the County has not assumed direct enforcement authority, upon written request by the Town, the County reserves the right to review the Conditional Use Permit.

Item V Zoning Change – R-1 Single-Family Residence, A-1 Agriculture with A-4 Agricultural Overlay, and AO-1 Agriculture and Open Space to R-1 Single-Family Residence, RR-1 Rural Residence, A-1 Agriculture, and A-1 Agriculture with A 4 Agricultural Overlay; Petitioner: Bourbon Ridge Development, LLC c/o Blake Young – Town of Dekorra

Chair Brusveen opened Public Hearing.

Ms. Pulver-Johnson presented Staff Report.

Petitioner was present.

Chair Brusveen asked if anyone has any questions.

Chair Brusveen asked if anyone is in favor of the petition. (no comments)

Chair Brusveen asked if anyone is against the petition. (no comments)

Chair Brusveen closed the Public Hearing.

**Motion by Mr. Hahn to recommend approval of 5 acres, more or less, from R-1 Single-Family Residence and A-1 Agriculture with A-4 Agricultural Overlay to RR-1 Rural Residence, 30.30 acres, more or less, from A-1 Agriculture with A-4 Agricultural Overlay and R-1 Single-Family Residence to A-1 Agriculture with A-4 Agricultural Overlay, 205.31 acres, more or less, from A-1 Agriculture with A-4 Agricultural Overlay and R-1 Single-Family Residence to A-1 Agriculture, 38.51 acres, more or less, from A-1 Agriculture with A-4 Agricultural Overlay to R-1 Single Family Residence, and 57.84 acres, more or less, from A-1 Agriculture with A-4 Agricultural Overlay and R-1 Single-Family Residence to R-1 Single Family Residence, all effective upon recording of the Certified Survey Map.  
 Seconded by Mr. Kolberg.  
 Motion carried unanimously.**

Item VI Zoning Change – A-1 Agriculture to RR-1 Rural Residence, and from A-1 Agriculture to -1 Agriculture with A-4 Agricultural Overlay; Petitioners: Thomas McMillan & Donna Gabbei – Town of Dekorra

Chair Brusveen opened Public Hearing.

Ms. Pulver-Johnson presented Staff Report.

Petitioner was present.

Chair Brusveen asked if anyone has any questions.

Chair Brusveen asked if anyone is in favor of the petition. (no comments)

Chair Brusveen asked if anyone is against the petition. (no comments)

Chair Brusveen closed the Public Hearing.

**Motion by Mr. Baumgartner to recommend approval of 1.25 acres, more or less, from A-1 Agriculture to RR-1 Rural Residence, and 34 acres, more or less, from A-1 Agriculture to A-1 Agriculture with A-4 Agricultural Overlay, all effective upon recording of the Certified Survey Map.**

**Seconded by Mr. Kolberg.  
Motion carried unanimously.**

Item VII Zoning Change – AO-1 Agriculture and Open Space to R-1 Single-Family Residence; Petitioner: Howard H Hill – Town of Caledonia

Chair Brusveen opened Public Hearing.

Mr. Calkins presented Staff Report.

Petitioner was present.

Chair Brusveen asked if anyone has any questions.

Chair Brusveen asked if anyone is in favor of the petition. (no comments)

Chair Brusveen asked if anyone is against the petition. (no comments)

Chair Brusveen closed the Public Hearing.

**Motion by Mr. Kolberg to recommend approval of .34 acres, more or less, from AO-1 Agriculture and Open Space to R-1 Single-Family Residence, all effective upon recording of the Certified Survey Map.**

**Seconded by Mr. Richmond.  
Motion carried unanimously.**

Item VIII Zoning Change – A-1 Agriculture to RR-1 Rural Residence, and from A-1 Agriculture to -1 Agriculture with A-4 Agricultural Overlay; Petitioners: Dean A Paske & Deborah L Paske – Town of Caledonia

Chair Brusveen opened Public Hearing.

Mr. Calkins presented Staff Report.

Petitioner was present.

Chair Brusveen asked if anyone has any questions.

Chair Brusveen asked if anyone is in favor of the petition. (no comments)

Chair Brusveen asked if anyone is against the petition. (no comments)

Chair Brusveen closed the Public Hearing.

**Motion by Mr. Kolberg to recommend approval of 4.5 acres, more or less, from A-1 Agriculture to RR-1 Rural Residence and 30.5 acres, more or less, from A-1 Agriculture to A-1 Agriculture with A-4 Agricultural Overlay, all effective upon the recording of the Certified Survey Map.**

**Seconded by Mr. Baumgartner.**

**Motion carried unanimously.**

12. Adjourn

**Motion by Mr. Hahn to adjourn meeting.**

**Seconded by Mr. Kolberg.**

**Motion carried unanimously.**

Meeting adjourned at 3:42 PM

Respectfully Submitted,

Adam Hahn, Secretary  
Planning & Zoning Committee



Recording Secretary  
Lauren Ramirez, Office Administrator

cc:   
Committee Members  
County Board Chair  
County Board Vice Chair