

**MINUTES  
KENOSHA COUNTY  
PLANNING, DEVELOPMENT & EXTENSION EDUCATION COMMITTEE  
Wednesday, October 10, 2018**

Minutes of the Kenosha County Planning, Development & Extension Education Committee public hearing held on Wednesday, October 10, 2018 at the Kenosha County Center, 19600 -75th Street, Bristol, Wisconsin.

Members Present: Supervisors Erin Decker, Michael Skalitzky, Mark Nordigian, and Zach Rodriguez

Other Supervisors

Present: Supervisor O'Day

Members Excused Supervisor John Poole

Youth In Governance Representatives Present: Victoria Desimoni

Youth IN Governance Representative Excused: Haley Esposito

UW-Extension Staff Present: Beverlee Baker, Area Extension Director, Vickie LeFlore, Mary Metten, Leigh Presley, and Bethany Sorce

Also in Attendance for the budget and public hearings on land use items:

Andy M. Buehler, Director, Division of Planning and Development

April A. Webb, Senior Administrative Assistant

The meeting was called to order at 6:03 p.m. by Chairman Decker.

1. **Certification of Compliance with Wisconsin Open Meetings Law:** The committee certified that all requirements of the Wisconsin Open Meetings Law had been met.
2. **Review and recommendation to the Finance Committee regarding the proposed 2019 UW-Extension budget(s) (0:40)** – Jim Kupfer, CFO Public Works and Development Services, presented, started by noting that the total County Budget is approximately \$260M with approximately \$67M tax levied. The UW Extension and Planning and Development budgets are about \$700,000 in Levy dollars of that total budget and that a Countywide increase of approximately 2.25% is projected from the prior year.

The UW Extension Salaries line items have been reduced to zero because the Communications & Educational Support Staff position is going to be part of the Parks budget beginning FY2019. The position will continue to support both UW Extension and the Parks Division with communications and grant related support. The total for Contracted Services has an overall decrease of \$600 relative to the other professional services line item and data processing costs. The subtotal for Supplies has a decrease of \$485 due to a reduction in the printing/duplication line item. Kenosha – Racine Counties Contracts were reviewed which affect the Board of Regents contract covered under the Other Professional Services line item; a slight decrease of \$1,200 was noted.

Beverlee Baker, Area Extension Director, provided additional information regarding the various educator positions and the 2019 Board of Regents contract.

- Supervisor Skalitzky made a motion to **approve** the FY2019 UW Extension Division Budget(s) as presented. Second by Supervisor Rodriguez and passed unanimously by those committee members present. Youth In Governance – aye.
3. **Review and recommendation to the Finance Committee regarding the proposed 2019 Planning and Development budget(s) (28:16)** – Jim Kupfer, CFO Public Works and Development Services, presented, as well as Andy Buehler, Director of the Division of Planning and Development. Mr. Kupfer noted a new line item relative to a new human resources cross charge that will be implemented FY2019 for all County department/division budgets that support County employees. Mr. Buehler provided more detail regarding the CIP Pike River South Branch Project relative to grant monies to be received (\$75,000) and expenses estimated at \$117,000 for FY2019. The committee questioned the 2017 actual for the 18280 development review and verification line item revenue. Mr. Kupfer will research the details and inform the committee on his findings, as the actual for 2017 was approximately \$64K as compared to the \$15K approved 2018 budget and the proposed \$15K budget for 2019.
- Supervisor Skalitzky made a motion to **approve** the FY2019 Planning and Development Division Budget(s) as presented. Second by Supervisor Rodriguez and passed unanimously by those committee members present. Youth In Governance – aye.

Chairman Decker called for a brief recess prior to reconvening for the Public Hearing portion of this meeting.

After a brief recess, the Public Hearing was called to order at 7:07 p.m. in the Public Hearing Room (Recording #2 of 2).

Chairman Decker called for introductions of committee members, youth in governance, and staff.

4. **Tabled Request of Clem Stein III (Owner) – Certified Survey Map – Brighton – Withdrawn (1:02)**

Tabled Request of Clem Stein III, 5700 312th Ave. Salem, WI 53168 (Owner), requesting a CSM on Tax Parcel #95-4-219-364-0105 located in the SE & NE ¼ of Section 36, T2N, R19E, Town of Wheatland and on Tax Parcel #30-4-220-313-0255 located in the SW ¼ of Section 31, T2N, R20E, Town of Brighton

- Supervisor Skalitzky made a motion to **remove from the table** the CSM request of Clem Stein III (Owner). The motion was seconded by Supervisor Rodriguez and passed unanimously by those committee members present. Youth In Governance: Desimoni – aye; Esposito – aye.

Mr. Buehler indicated that the petitioner had submitted an email requesting the application to be withdrawn.

- Supervisor Nordigian made a motion to **accept the withdrawal** of the certified survey map for Clem Stein III. The motion was seconded by Supervisor Rodriguez and passed unanimously by those committee members present. Youth In Governance: Desimoni – aye.

4. **Keith M. & Colleen E. Keating (Owner) – Certified Survey Map – Randall – Approved (2:53)**

Keith Keating was in attendance to speak to this item.

- Supervisor Skalitzky made a motion to **approve** the certified survey map for Keith & Colleen Keating, subject to the following conditions:

- 1) **Keith M & Colleen E Keating (Owner)** – Part of the Northwest Quarter of Section 17, Township 1 North, Range 19 East, Town of Randall. For informational purposes only, this parcel is located on the east side of 392<sup>nd</sup> Ave, approximately 500 feet south of its intersection with CTH F (Bloomfield Road).

Requesting approval of a Certified Survey Map (dated August 16, 2018 by Thomas L. Satter of Satter Surveying LLC) to re-divide Lot 2 of Certified Survey Map No. 2734 (parcel # 60-4-119-172-0322) into one (1) 0.96-acre Lot and one (1) 0.99-acre Lot.

Conditional Approval subject to the following:

- a) Compliance with any conditions put forth by the Town of Randall.
- b) Subject to revising the CSM to address review comments from the Wisconsin Department of Administration's October 1, 2018 review letter (Exhibit A, attached).
- c) Subject to making the following revisions to the CSM:
  1. On Sheet 3 of 3, revise the name of the Planning, Development and Extension Education Committee Chairperson to Erin Decker.
  2. In the Surveyor's Certificate on Sheet 2 of 3, change "Kenosha County Subdivision Control Ordinance" to read "Kenosha County Land Division Ordinance".
- d) Subject to all rules and requirements of Chapter 15 of the Kenosha County Sanitary Code and Private Sewage System Ordinance and SPS 383 and 385 of the Wisconsin Administrative Code. Complete soil and site evaluations have been conducted on each lot and where required by County Ordinance. The report is on file with the Kenosha County Department of Planning and Development. Any change in the location of the dispersal cell area must result in another soil and site evaluation by a licensed State of Wisconsin soil tester prior to changing the location of a prospective Private Onsite Wastewater Treatment Systems (POWTS). It is recommended that any desired change in the location of the dispersal cell be done prior to any transaction of property. All tested areas shall be protected and preserved by the developer and any subsequent owner from any disturbance which

includes: cutting and filling of existing soil surface, compaction from vehicles, installation of roads and driveways, installation of stormwater devices and excavation for utilities. Destruction of a POWTS site may result in a parcel being unbuildable. None of these lots may have their dwellings served by holding tanks.

- e) Subject to sending an electronic copy of the revised CSM showing the aforementioned changes to the Kenosha County Department of Planning and Development office to receive sign-off prior to the surveyor preparing the recordable CSM document for signatures. The county contact is Luke Godshall who can be contacted at the following e-mail address: [luke.godshall@kenoshacounty.org](mailto:luke.godshall@kenoshacounty.org).
- f) No land division shall be recorded if any portion or part of the parent parcel has any unpaid taxes or outstanding special assessments without prior approval of the local and Kenosha County Treasurer.
- g) Subject to receiving the original certified survey as approved by the Town of Randall.
- h) Subject to submitting the recordable copy of the Certified Survey Map (CSM) with signatures to the Kenosha County Planning & Development office along with the appropriate Register of Deeds recording fees within twelve (12) months of receiving conditional approval from the Kenosha County Planning, Development & Extension Education Committee. The Kenosha County Planning & Development office will submit the CSM along with the appropriate fees to the Register of Deeds for recording immediately upon receiving the recordable CSM and fee payments. Failure to submit the CSM with the required fees within the twelve (12) month time limit will render the CSM null and void. Failure to meet these conditions will require that the CSM be resubmitted for approval by the Kenosha County Planning, Development & Extension Education Committee.

The motion was seconded by Supervisor Nordigian and passed unanimously by those committee members present. Youth In Governance: Desimoni – aye.

5. **Nancy Vanevery (Owner) – Certified Survey Map – Randall - Approved**

James Walter, agent, was in attendance to speak to this item.

- Supervisor Nordigian made a motion to **approve** the certified survey map for Nancy Vanevery, subject to the following conditions:
  - 2) **Nancy Vanevery (Owner), James Walter, Harvest Development, LLC (agent)** – Part of the Southeast Quarter of Section 17, Township 1 North, Range 19 East, Town of Randall. For informational purposes only, this parcel is located on the north side of 87<sup>th</sup> Street (CTH F), approximately 1600 feet east of its intersection with CTH P (388<sup>th</sup> Avenue).

Requesting approval of a Certified Survey Map prepared by Gary R. Splinter of Kapur & Associates, Inc. to divide parcel #60-4-119-171-0301 into one (1) 10.007-acre Lot and one (1) 12.746-acre Lot.

Conditional Approval subject to the following:

- i) Compliance with any conditions put forth by the Town of Randall.
- j) Subject to revising the CSM to address review comments from the Wisconsin Department of Administration's October 1, 2018 review letter (Exhibit A, attached).
- k) Subject to making the following revisions to the CSM:
  3. Indicate the Name and Address of the owner and subdivider on the face of the CSM.
  4. Revise references of "RANGE 17 EAST" to read "RANGE 19 EAST".
  5. Label the 50' of additional right-of-way dedicated along CTH F (87<sup>th</sup> Street) as "Dedicated to the Public".
  6. Label the existing zoning within and adjacent to the proposed CSM.
  7. Illustrate the principal building setback lines on proposed Lots 1 and 2 (*Note: A-2 zoning requires a minimum 65' street yard setback, 25' side yard setbacks and a 50' rear yard setback*).
  8. On Sheet 4 of 4, revise "KENOSHA COUNTY LAND USE COMMITTEE APPROVAL" to read "KENOSHA COUNTY PLANNING, DEVELOPMENT & EXTENSION EDUCATION COMMITTEE APPROVAL", and list the Chairperson as Erin Decker.
- l) Subject to all rules and requirements of Chapter 15 of the Kenosha County Sanitary Code and Private Sewage System Ordinance and SPS 383 and 385 of the Wisconsin Administrative Code. Complete soil and site evaluations have been conducted on each lot and where required by County Ordinance. The report is on file with the Kenosha County Department of Planning and Development. Any change in the location of the dispersal cell area must result in another soil and site evaluation by a licensed State of Wisconsin soil tester prior to changing the location of a prospective Private Onsite Wastewater Treatment Systems (POWTS). It is recommended that any desired change in the location of the dispersal cell be done prior to any transaction of property. All tested areas shall be protected and preserved by the developer and any subsequent owner from any disturbance which includes: cutting and filling of existing soil surface, compaction from vehicles, installation of roads and driveways, installation of stormwater devices and excavation for utilities. Destruction of a POWTS site may result in a parcel being unbuildable. None of these lots may have their dwellings served by holding tanks.
- m) Subject to sending an electronic copy of the revised CSM showing the aforementioned changes to the Kenosha County Department of Planning and Development office to receive sign-off prior to the surveyor preparing the recordable CSM document for signatures. The county contact is Luke

Godshall who can be contacted at the following e-mail address:  
[luke.godshall@kenoshacounty.org](mailto:luke.godshall@kenoshacounty.org).

- n) No land division shall be recorded if any portion or part of the parent parcel has any unpaid taxes or outstanding special assessments without prior approval of the local and Kenosha County Treasurer.
- o) Subject to receiving the original certified survey as approved by the Town of Randall.
- p) Subject to submitting the recordable copy of the Certified Survey Map (CSM) with signatures to the Kenosha County Planning & Development office along with the appropriate Register of Deeds recording fees within twelve (12) months of receiving conditional approval from the Kenosha County Planning, Development & Extension Education Committee. The Kenosha County Planning & Development office will submit the CSM along with the appropriate fees to the Register of Deeds for recording immediately upon receiving the recordable CSM and fee payments. Failure to submit the CSM with the required fees within the twelve (12) month time limit will render the CSM null and void. Failure to meet these conditions will require that the CSM be resubmitted for approval by the Kenosha County Planning, Development & Extension Education Committee.

The motion was seconded by Supervisor Rodriguez and passed unanimously by those committee members present. Youth In Governance: Desimoni – aye.

6. **Approval of Minutes - Approved**

- Supervisor Nordigian made a motion to approve the minutes as presented of the September 12, 2018 Planning, Development and Extension Education Committee meeting. The motion was seconded by Supervisor Skalitzky and passed unanimously by those committee members present.

7. **Citizen Comments - None**

8. **Any Other Business Allowed By Law**

Division Director Buehler noted that there were four items scheduled for the November 14 meeting at this time; a comprehensive plan amendment, rezoning, certified survey map and a shoreland designation change.

9. **Adjournment**

- Supervisor Rodriguez made a motion to adjourn the meeting. The motion was seconded by Supervisor Skalitzky and passed unanimously by those committee members present. The meeting was adjourned at 7:25p.m.

The next regularly scheduled meeting of the Planning, Development & Extension Education Committee will be held on Wednesday, November 14, 2018.