

**MINUTES
KENOSHA COUNTY
PLANNING, DEVELOPMENT & EXTENSION EDUCATION COMMITTEE
Wednesday, April 12, 2017**

Minutes of the Kenosha County Planning, Development & Extension Education Committee public hearing held on Wednesday, April 12, 2017 at 6:00 p.m. in the Kenosha County Center Public Hearing Room, 19600 -75th Street, Bristol, Wisconsin.

Members Present: Supervisors John Poole, Michael Skalitzy, Jill Gillmore, Steve Bostrom

Members Excused: Supervisor Erin Decker

Youth In Governance Representatives Present: Felix Desimoni and Mikelle Miles
(Public Hearings)

UW-Extension Staff Present: Tedi Winnett, Director, UW-Extension, Amy Greil, Leigh Presley

Youth In Governance Representative Present: Michael Hertel
(For UW-Extension Item #2)

Also in Attendance for the 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 6:00 p.m. by Chairman Pro tem Poole.

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. **Youth In Governance Recommendations:** Tedi Winnett reviewed the summary prepared by Chairman Decker after the Youth In Governance interviews. Discussion was held. Supervisor Bostrom moved to approve the list of YIG members as presented to County Board Chairwoman Kim Breunig for appointment to the respective county board committees. Supervisor Gillmore seconded. Motion passed.

Tedi led a discussion about the YIG interview process.

A discussion was held regarding youth serving for two years. Michael Hertel shared that it is valuable for the youth to serve for two years. The issue of attendance at committee meetings was also discussed. Tedi explained that she did not have attendance records to share tonight. One idea proposed was to consider a returning YIG member for a second year only if they have attended at least 50% of their committee meetings. Tedi suggested that this be discussed further at a future PDEEC meeting in the fall. Supervisor Poole stated that committee chairs should be reminded to allow the YIG members to vote first. Another idea shared was to announce the number of meetings each YIG member attended when they are recognized at the County Board meeting.

3. **Feature Program “Farm Fresh Atlas”:** Leigh Presley, Agriculture Educator, gave a brief overview of the history of the Atlas. Currently the Farm Fresh Atlas Board has obtained their 501(c)3 status as a nonprofit organization.

Leigh noted the following information about the Farm Fresh Atlas of SE Wisconsin:

- Part of a statewide network of Atlases
- In production since 2004
- Operates with volunteer board + UW-Extension support
- Print 50 – 90K copies annually
- 1 million hard copies distributed throughout 10 counties since 2004

Goals:

1. Increase awareness of and attendance at farmers markets
2. Increase sales for farmers
3. Increase consumption of locally produced, healthy, fresh food

Leigh asked committee members to complete a short survey to collect data regarding how they use the Farm Fresh Atlas.

A new statewide website has been made possible by a local food promotion grant.

4. **nEXT Generation Cooperative Extension Reorganization Update:** Director Tedi Winnett shared that Cooperative Extension Dean Karl Martin announced that Matt Hanson is the new Assistant Dean for the southern part of the state. The Area Extension Director position posting was released on Tuesday. There will be an internal search for candidates with the posting closing April 24. It is anticipated that a new person will be in place before Tedi retires June 6th.
5. **UW-Extension Educator/Program updates:**
- Amy Greil, Community Natural Resources and Economic Development (CNRED) Educator, referred to an article in the Kenosha News regarding the Uptown Brass Village Community meeting that she facilitated with 40 attendees. Connect Communities Program will be pursued with the Kenosha Area Chamber of Commerce paying the application fee. Amy explained where the Uptown Brass Village is located geographically in the City of Kenosha and the purpose of a Business Improvement District. Supervisor Bostrom noted that the former Bain School at 52nd Street and 22nd Avenue is going to be built as a super fire station that will house a police substation which will improve police presence in this area.

Supervisor Gillmore commended Amy for her work in this area.

Supervisor Bostrom remarked on the use of local farmer markets in central city markets.

Amy announced that the Creative Economy Strategic Plan will be unveiled at the Gateway Technical College Horizon Center on April 28th.

Amy reported that she has been working with the Kenosha Symphony Orchestra Board of Directors to facilitate a strategic planning process. Tedi Winnett came to one meeting to help facilitate a discussion regarding their capacity for the 2017-18 concert season. The next concert will be April 29.

6. **UW-Extension Director's Report:** Tedi announced that there will be no Extension Education portion at the May 10th meeting. Tedi, Amy, and Leigh will be in Minneapolis presenting a workshop at the National Urban Extension Conference.

Tedi reminded PDEEC members about the April 27th 100th Anniversary Celebration event at the Kemper Center.

Chairman Pro tem Poole 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 7:00 p.m. in the Public Hearing Room (Recording #2 of 2).

Chairman Pro tem Poole called for introductions of committee members, youth in governance, and staff.

7. **Review and Possible Approval – Resolution – To Appoint C. Matthew Sattersten to the George Lake Planning and Rehabilitation District Board (0:37)**

Mr. Sattersten was in attendance and briefed the committee regarding his interest to serve on the George Lake Planning and Rehabilitation District Board and his credentials.

- Supervisor Skalitzky made a motion to approve the appointment of Mr. Sattersten to the George Lake Planning and Rehabilitation District Board. The motion was seconded by Supervisor Gillmore and passed unanimously by those PDEEC members present. Youth In Governance: Desimoni – aye; Miles – aye.

8. **Review and Possible Approval - Resolution – To Appoint Lt. Horace Staples to the Kenosha County Land Information Council (2:46)**

Lt. Staples was in attendance and briefed the committee regarding his interest to serve on the Land Information Council and his credentials.

- Supervisor Skalitzky made a motion to approve the appointment of Mr. Staples to the Kenosha County Land Information Council. The motion was seconded by Supervisor Gillmore and passed unanimously by those PDEEC members present. Youth In Governance: Desimoni – aye; Miles – aye.

9. **Irving One, LLC**, 6999 E Business I-20 Suite #1, Odessa, TX 79762; **Richard & Sandra Diedrich**, 2000 Richmond Road, Twin Lakes, WI 53181; **Russell Brothers, LLC**, 11909 Richmond Road, Twin Lakes, WI 53181 (Owners), **Country Thunder East, LLC**, 730 Gallatin Pike N, Madison, TN 37115 (Agent), requesting a **Conditional Use Permit** for a country music festival (July 20-23, 2017) with an assembly over 5,000

people on the following Tax Parcels: #60-4-119-304-0405 (Irving One, LLC), #60-4-119-304-0100 (Diedrich) & part of #60-4-119-311-0200 (Russell) located in the SE & SW 1/4 of Section 30 & the NW 1/4 of Section 31, T1N, R19E, Town of **Randall (6:56)**

Ivan Purnell, Agent, was in attendance to speak to this item.

- Supervisor Skalitzky made a motion to **approve** Conditional Use Permit request for Irving One, LLC, Country Thunder East, LLC, et al, subject to the following conditions:

[NOTE: ALL DEADLINE DATES ARE SHOWN IN BOLD]

1. Subject to the conditional use permit application dated February 7, 2017 and stamped received by Planning & Development on March 1, 2017, which includes festival dates, times, general overview, event set-up and tear down schedule, camping overview, traffic summary, food and beverage operations, ticket information and attendance, general site information, rules and regulations, and emergency procedures. Implementation of improvements to the sites and adjacent areas may require permits from the State, Kenosha County, or the Town of Randall. In addition, permits may be required for signs in and along the right-of-way of Walworth County, and State, County and local highways in the State of Illinois. The applicant is responsible for obtaining these permits along with contacting and implementing the conditions as required by these units of government.
2. Subject to the March 23, 2017 approval by the Town of Randall Town Board (Exhibit A).
3. **Subject to compliance with any conditions established by the Village of Genoa City as part of their Special Events Permit.**
4. If the Country Music Festival is to be held next summer, the application for the Conditional Use Permit shall be filed by no later than **February 14, 2018** for the March 14, 2018 Planning, Development & Extension Education Committee ("PDEEC") meeting to ensure adequate time for the planning and permitting of the event.
5. This conditional use permit is being granted solely for a single event, which shall be operated July 19-24, 2017. Any additional festival events will require applying for and receiving a conditional use permit from PDEEC, as well as receiving approval from the other affected units of government having jurisdiction over events of this nature. If approval for this type of event is not granted in 2018, or the applicant chooses not to have an event in 2018, all lands that were rezoned from A-1 Agricultural Preservation District to A-2 General Agricultural shall be rezoned back to A-1 Agricultural Preservation District by the applicant(s) or its agent.
6. An event production schedule shall be provided for review to the Kenosha County Department of Planning & Development ("Planning & Development") by **July 3, 2017**.

7. Applicant shall provide proof of liability insurance to Planning & Development by no later than **July 3, 2017**.
8. A site plan showing the location of all temporary and permanent structures and their intended use for the duration of the Country Thunder event shall be provided to Planning & Development by **July 3, 2017**.
9. A list of amusement rides that will be present at the event and proof of liability insurance shall be provided to Planning & Development by **July 13, 2017**. All amusement rides shall be properly registered and operated in accordance with Wisconsin Administrative Code Chapter SPS 334 – Amusement Rides.
10. The County Thunder Disaster Preplans, prepared by the Town of Randall Fire Department in 2009 and revised as needed, shall be followed for any fire, rescue, emergency and evacuation needs during the event. National Oceanic and Atmospheric Association (NOAA) weather radios shall be on hand and used to monitor weather conditions from the National Weather Service offices in Sullivan, WI and Chicago, IL during the duration of the festival, as referred to in the emergency plan. Site managers shall be briefed on their use and must be familiar with the use of radio communication equipment for interfacing with response agencies as necessary.
11. The grounds, including areas not visible to the public, shall be kept neat and clean at all times. Staff shall be provided for the purposes of picking up litter whenever the public is on the site. In addition, it is the responsibility of the applicant to remove all litter that may be blown from the site onto abutting properties and/or road rights-of-way, with final on & off-site clean-up being completed no later than **August 4, 2017**.
12. All Country Thunder-related structures, tents, temporary fences and equipment shall be removed from the event properties no later than **August 4, 2017**.

TRAFFIC AND PARKING

13. Traffic patterns/traffic control for the event shall be based on a traffic plan as depicted in the attached Exhibit B. Any change to this plan shall be reviewed and approved by representatives of Country Thunder, the Kenosha County Sheriff's Department, the Kenosha County Department of Public Works, Planning & Development and any other affected governmental agencies. The plan shall include the training and coordination of parking attendants and the affected county agencies. A series of coordination meetings including all affected agencies will be needed to solve traffic problems. Any costs associated with this traffic planning are the responsibility of the applicant. Any directional maps that are distributed by Country Thunder shall be reviewed and approved by the Kenosha County Sheriff's Department, the Kenosha County Department of Public Works and Planning & Development.
14. A detailed site plan showing all parking areas, camping areas and traffic flow patterns shall be submitted to Planning & Development by no later than **July 3, 2017**. Parking shall take place only in the designated areas shown on the plan.

Entrance and exit roads shall be graveled and maintained for a minimum distance of 100 feet from the edge of pavement of the public road and the remaining entrance and exit roads shall be maintained in a dust free condition at all times. Efforts should be pursued to improve the condition of any internal festival roadways which historically become muddy and, therefore, difficult or impossible for patrons and staff to navigate. No off-site parking is allowed, including within public rights-of-way. "No Parking" signs must be installed by Kenosha County in the vicinity of the event at the cost of the applicant. Directional signage, pavement marking, and roadway patrol shall be in accordance with memorandums and approvals from the Kenosha County Sheriff's Department and/or the Kenosha County Department of Public Works.

15. Based on discussions between the Kenosha County Sheriff's Department, the Kenosha County Department of Public Works and Planning & Development staff, it is recommended that the current drop-off area located on the south side of CTH "O" (110th St.) be enlarged to improve traffic flow and allow more space for the stacking of vehicles so that they are not backing up into the roadway. Separate entrance and exit drives should be provided at each end of the drop-off area to improve vehicle flow into and out of the area. Adequate directional signage should also be placed along CTH "P" (Richmond Rd.) and CTH "O" (110th St). Any potential change in location of the drop-off area between approval of this Conditional Use Permit and the start of the event shall be reviewed and approved by the Kenosha County Sheriff's Department, the Kenosha County Department of Public Works and Planning & Development.

ACTIVITY CONTROL LICENSE

16. The applicant is responsible for applying for and obtaining a Kenosha County Activity Control License with the Kenosha County Sheriff's Department and the Kenosha County Clerk's Office, to be approved by the Kenosha County Board of Supervisors prior to the event, and complying with any associated conditions as set forth in said Activity Control License.

It should be noted that where a conflict exists between the proposed number of facilities, security staffing, parking attendants, toilets, etc., the applicant shall provide the greater number, but shall, under no circumstances, provide less than the required number as set forth in the Kenosha County Activity Control Ordinance, being Chapter 8 of the Municipal Code of Kenosha County.

HEALTH

17. The Kenosha County Division of Health shall test both wells and the distribution system by June 14, 2017. Repairs, maintenance and chlorinating of the wells, if needed, must be completed prior to this date. Any temporary water lines in the camping areas shall be shown on a plan and approved by the Kenosha County Division of Health.

18. The County Environmental Sanitarian shall be contacted **30 days prior to the music festival** to inspect the existing private onsite wastewater treatment systems (POWTS) on the festival grounds to determine compliance with the State and County Sanitary Codes.

Any new or existing buildings served with water and having sanitary waste drains and not connected to an acceptable POWTS will be identified at the time of the Sanitarian's inspection. Based on the project and time permitting, a complete plan submittal and an application for a Sanitary Permit may be required to be submitted to the Sanitarian with installation and inspection by the county occurring before **July 10, 2017**.

19. **It is the responsibility of the applicant to comply with all State and local regulations regarding public health. This includes proper and adequate toilet and hand washing facilities, showering facilities, proper food preparation and serving conditions, adequate tested potable water, proper disposal of refuse and food by-products on a timely basis. The Kenosha County Division of Health requires permits and inspections to assure the event is conducted within laws of proper sanitation and health. The applicant shall obtain all necessary health-related permits and assure that all necessary tests and inspections are conducted. Above-mentioned facilities must be in place for inspection by July 17, 2017.**
20. **Plans showing the location of the vendor areas, along with a list of vendors occupying booths shall be provided to the Kenosha County Sheriff's Department, Kenosha County Division of Health and Planning & Development by July 3, 2017. The plan shall be kept current, and updates shall be provided prior to the event.**
21. Information regarding service and service provider of grease disposal shall be provided to the Kenosha County Division of Health and Planning & Development by July 3, 2017.
22. Information on solid waste removal service provider and schedule of service to be provided to Kenosha County Division of Health and Planning & Development by **July 3, 2017**.
23. **The Kenosha County Division of Health shall be provided with a list of names of individuals who are responsible for servicing portable toilet units, servicing hand washing stations, shower waste disposal, and supervising the food court and VIP food service areas by July 3, 2017. All hand washing stations shall be in place and installed with soap dispensers and single-service towel dispensers before the festival opens. Hand washing stations must be provided for all food preparation/serving areas. Hand washing stations need to be monitored and maintained with water, soap, and towels. In areas where water is not available under pressure, a minimum of a five- (5) gallon insulated container with a spigot and approved liquid waste disposal shall be provided.**

24. Any individual considering tattooing at the event must contact the Kenosha County Division of Health by **July 3, 2017**.
25. Payment and applications for temporary restaurant licenses shall be received by **July 17, 2017**. Payment must be made to the Kenosha County Division of Health in the form of a certified check.
26. Payment for special event campground licenses and water testing fees shall be received by **July 17, 2017**. Payment must be made to the Kenosha County Division of Health in the form of a certified check.
27. **Separate enclosed toilets for males and females meeting all state and local specifications must be conveniently located throughout the grounds and in proximity to the campground, sufficient to provide facilities for the maximum number of people to be assembled at the rate of at least one toilet for every 200 persons, with said facilities to be evenly-divided between male and female together with an efficient, sanitary means of disposing of waste matter deposited, which is in compliance with all state and local laws and regulations.**
28. **There must be one lavatory for every 500 persons with running water under pressure and a continuous supply of soap and paper towels to be provided with each lavatory or in the alternative a sufficient number of chemically treated sanitary towels.**
29. **Prep kitchens and the VIP buffet tent shall be completely screened and other food booths shall be screened as needed.**
30. **Thermometers must be provided in all refrigeration units. A long stem thermometer shall be provided in all food tents/preparation areas to check hot food temperatures.**
31. No bare hand contact of ready-to-eat food will be allowed. Employees shall use suitable utensils such as deli tissue, spatulas, tongs or single-use gloves.
32. One (1) hand-held radio unit must be provided to Kenosha County Division of Health staff to facilitate communication with Country Thunder staff.
33. Three (3) all access passes with VIP parking and an on-site all-terrain vehicle must be provided for Kenosha County Division of Health inspection staff.

GENERAL

34. **To assure that proper facilities are provided to those attending and to assure that the festival has a minimum effect on the neighboring area, copies of service contracts as listed in the application shall be provided to Planning & Development by July 3, 2017.**

35. No on- or off-premise signs, banners, or billboards shall be constructed, erected, or displayed without first obtaining proper permits from the State, County or local unit of government in which they are being located. The existing billboard sign located on the Country Thunder property along CTH P (Richmond Rd.) shall not be used to advertise for off-premise businesses or services and shall be used only for advertising the Country Thunder event or other events taking place on the premises.
36. No operation of amusement rides past Midnight.
37. No hot air balloon rides are permitted.
38. All speakers facing away from permanent dwellings, as stated in the submitted Conditional Use Permit Application dated February 7, 2017, must be enforced and observed.
39. A 2:00 a.m. curfew for excessive or loud noise must be strictly enforced and observed.
40. Information on electrical generators, number of units to be used and a site plan layout of their locations to be provided to Planning & Development by July 3, 2017.
41. On-site security shall be based on a plan prepared by the applicant and submitted to the Kenosha County Sheriff's Department by **July 10, 2017** for review and approval prior to the event. This must include security guards, either regularly-employed, duly sworn off-duty Wisconsin peace officers or private guards, licensed in Wisconsin, sufficient to provide adequate security for the maximum number of people to be assembled at the rate of at least one (1) security guard for every 750 people. Except that in the case of assemblies of less than 750 people, continuing between the hours of midnight and 8:00 a.m., there shall be at least one (1) security guard.
42. It has been determined that Kenosha County must assign staff and equipment to assure that this event is operated in accordance within the rules established by the state and the county and to ensure that this event has a minimal effect on the general public. In order to ensure that the taxpayers of Kenosha County are not burdened for cost(s) requiring staffing and equipment associated with this event, such as patrol and traffic control, highway maintenance, and the possibility of cleaning the public right-of-way, health inspections, golf carts, emergency services planning, along with review and verification by Planning & Development staff, approval of this request would be granted provided Kenosha County shall receive from the applicant or its agent a check. This check shall be in an amount as determined by the Kenosha County Sheriff's Department and payable to Kenosha County. Kenosha County may use the money solely for the purpose of reimbursing costs related to the event prior to, during, or after the event takes place. The County will provide a list of actual expenditures

requiring reimbursement by the applicant. In addition, if Kenosha County determines that its actual costs related to the event exceeds the amount of the check, the applicant or its agent agrees by the signing of these conditions to reimburse Kenosha County for the additional costs related to the event. This check shall be received before review of the Activity Control License by the Judiciary & Law Enforcement Committee.

43. It is the responsibility of the petitioner to assure and guarantee that the above conditions are fully complied with. This includes, but is not necessarily limited to, meeting conditions established herein, providing letters of credit, providing and following approved plans, obtaining permits prior to construction, making improvements, participating in coordination meetings with governmental officials, following established time frames, meeting deadlines, and providing additional information where deemed necessary. Any unauthorized deviation from the approved plans and conditions shall result in the issuance of a citation and/or applicable stop work order by Planning & Development or other applicable agencies until the conditional use permit is brought back into compliance. Continued violation of the conditions as set forth herein shall result in a recommendation for revocation of the Conditional Use Permit.

The motion was seconded by Supervisor Bostrom and passed unanimously by those PDEEC members present. Youth In Governance: Desimoni – aye; Miles – aye.

10. **Certified Surveys and Other Land Divisions – None**

11. **Approval of Minutes - Approved**

- Supervisor Gillmore made a motion to approve the minutes as presented of the March 8, 20, 22, and 23, 2017 Planning, Development and Extension Education Committee meetings. The motion was seconded by Supervisor Bostrom and passed unanimously by those PDEEC members present.

12. **Citizen Comments - None**

13. **Any Other Business Allowed By Law –** Mr. Buehler noted that there were no UW-Extension items for the May 10 meeting agenda and suggested the committee may want to start the public hearings regarding land use items at 6:00 p.m. He noted that eight land use related applications had been received for the May agenda. Supervisors Bostrom and Poole noted that they would not be available for the May meeting. Supervisors Skalitzky and Gillmore were agreeable to starting at 6:00 p.m. Staff was directed to contact Chairman Decker regarding her availability and will confirm with Supervisors Skalitzky and Gillmore to make sure there will be a quorum to conduct business that evening.

14. **Adjournment**

- Supervisor Skalitzky made a motion to adjourn the meeting. The motion was seconded by Supervisor Gillmore and passed unanimously by those PDEEC members present. The meeting was adjourned at 7:40p.m.

The next regularly scheduled meeting of the Planning, Development & Extension Education Committee will be held on Wednesday, May 10, 2017.