

**MINUTES
KENOSHA COUNTY
PLANNING, DEVELOPMENT & EXTENSION EDUCATION COMMITTEE
Wednesday, February 10, 2021**

Minutes of the Kenosha County Planning, Development & Extension Education Committee met virtually on Wednesday, February 10, 2021, at 6:00 p.m. followed by a public hearing at 7:00 p.m. No in-person access was available. The meeting was available via live video stream by visiting Kenoshacounty.org - The meeting was also be accessible for public monitoring by calling 1-408-418-9388 Access code: 146 264 1452

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Members Present: Supervisors Daniel Gaschke, Amy Maurer, Sandra Beth, and Zach Rodriguez

Members Excused: Supervisor Gabe Nudo

Other Supervisors In Attendance: Supervisor Sharon Pomaville

Youth In Governance Representatives Present: Calahan Miles and Lauren Noble

Staff in Attendance via WebEx:

Andy M. Buehler, Director, Division of Planning and Development
Beverlee Baker, Area Extension Director
Amy Greil, Community Development Educator
Jen Reese, 4-H Program Educator
April A. Webb, Recording Secretary

The meeting was called to order at 6:00 p.m. by Chairman Gaschke.

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. **Feature Program “Preparing 4-H Volunteers for Success” (6:03):** Jen Reese, 4-H Program Educator, shared an overview of the training and education provided to 4-H volunteers – Volunteer In Preparation (VIP Training). Four steps are required to become a volunteer: attend the orientation, pass a background check, agree to behavior expectations, and mandatory child abuse and neglect reporter training. The VIP training covers such items as position descriptions, risk management (liability and negligence, insurance, practical applications, “what if’s”), 4-H policies and procedures, financial management, life skills (heart, head, hands and health), and youth/adult partnership.
3. **Youth In Governance (6:42):** Discussion ensued regarding one YIG member not meeting the 50% attendance requirement. The next attendance period is December 2020 - February 2021. Beth/Gaschke motioned to continue working with the YIG

member and if one more meeting is missed, then YIG participation would be terminated. Passed unanimously by those PDEEC members present, including YIG.

The 2021-2022 YIG interviews will be held March 17 and 18; committee members are needed to conduct the interviews with YIG and staff.

4. **UW-Extension Educator/Program updates** (6:50): Amy Greil, Community Development Educator, noted she had recently hosted a pantry network operators weekly meeting and continues to work on Uptown Brass next steps, timeline, and developing relational networking curriculum.
5. **UW-Extension Director's Report** (6:56): Area Extension Director Baker reported that the Positive Youth Development educator position has been posted. Ms. Greil commended Ms. Baker for her persistence with UW-Madison Extension to be able to recruit for the position. AED Baker also reported that a Horticulture Assistant seasonal position has been posted and will work on the demonstration trial gardens at Kenosha County Center.

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

The Public Hearings were called to order at 7:00 p.m. in the Public Hearing Room (Recording #2 of 2).

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

6. **Geoffrey Cook & Mardell M. Cook**, 33719 Academy Rd., Burlington, WI 53105 (Owner), Brad Cook, 33719 Academy Rd., Burlington, WI 53105 (Agent), requesting a **Certified Survey Map** on Tax Parcel #95-4-119-034-0400, located in the southeast ¼ of Section 3, T1N, R19E, Town of **Wheatland** (7:03)

Brad Cook and Geoffrey Cook were in attendance virtually to speak to this item.

- Maurer/Rodriguez motion to **approve** the Certified Survey Map request of Geoffrey Cook & Mardell M. Cook, subject to the following conditions:
 - 1) Geoffrey Cook & Mardell M. Cook, 33719 Academy Rd., Burlington, WI 53105 (Owner), Brad Cook, 33719 Academy Rd., Burlington, WI 53105 (Agent) – SE ¼ of Section 3, T1N, R19E, Town of Wheatland. For informational purposes only, this parcel is located at the SE corner of CTH “KD” & 69th Street.

Requesting approval of a Certified Survey Map (dated December 11, 2020 by Gary R. Splinter of Kapur & Associates, Inc.) to create one (1) 2.264-acre parcel, one (1) 2.220-acre parcel and one (1) 12.812-acre parcel from Tax Parcel # 95-4-119-034-0400.

Conditional Approval subject to the following:

- a) Compliance with any conditions put forth by the Town of Wheatland (Exhibit A, attached).
- b) Subject to revising the CSM to address review comments from the Wisconsin Department of Administration's January 7, 2021 review letter (Exhibit B, attached).
- c) Subject to making the following revisions to the CSM:
 1. Add a zoning note indicating the existing and proposed zoning within and adjacent to the proposed land division.
 2. Indicate the owners of record of abutting unplatted lands.
 3. Remove the 66-foot wide arm of Lot 3 extending northwards towards 69th Street and close the gap between the east line of Lot 1 and the West line of Lot 2. The new adjusted shared property line shall be perpendicular to the right-of-way of 69th St.
 4. Show a 66-foot wide road reservation labelled as "70TH PL. ROAD RESERVATION" parallel to the south boundary line of Lot 1 from CTH KD, extending eastward to the revised east boundary of Lot 1. The centerline of said road reservation shall align with the centerline of existing 70th Pl. on the west side of CTH KD, and the northern edge of the 66-foot wide road reservation shall be in common with the south lot line of Lot 1 (note: Lot 1 may need to be adjusted to match its south lot line with the northern edge of the road reservation).
 5. The road reservation shall contain corner curves at its intersection with CTH KD pursuant to Section 14.07-5 of the Land Division Ordinance:
"Corner Curves. Property lines at street intersections shall be rounded to an arc with a minimum radius of 15 feet or of a greater radius when required by the town or County engineer, or shall be cut off by a straight-line through the points of tangency of an arc having a radius of 15 feet or greater."
 6. Show a note on the face of the CSM that Lot 1 shall have no access to CTH KD.
 7. Show a note on the face of the CSM that Lot 3 will be allowed one access point onto CTH KD.
 8. Show access prohibitions along the entire frontage of Lot 1 along CTH KD.
 9. Show access prohibitions along the entire frontage Lots 1 and 2 have with 69th Street, except for the originally drawn 66-foot wide arm of Lot 3 that abutted 69th Street. Add a note stating that Lots 1 and 2 will be permitted 1 shared access point to 69th St. An ingress/egress area shall be drawn accordingly.
 10. Add a vision triangle on the northwest corner of proposed Lot 1.
 11. On Sheet 3 of 3, revise the name of the Kenosha County Planning, Development & Extension Education Committee Chairman to Daniel Gaschke.
- 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.
- 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 Wheatland.
- 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.

Passed unanimously by those PDEEC members present, including YIG.

7. Review and Possible Approval – Resolution to Approve the Appointment of Daniel Gaschke to Serve on the Kenosha Land and Water Conservation Committee (7:08)

Chairman Gaschke presented this item.

- Rodriguez/Maurer motion to **approve** and recommend to the Kenosha County Board of Supervisors the appointment of Daniel Gaschke to the Land and Water Conservation Committee. Passed unanimously by those PDEEC members present, including YIG.

8. Review and Possible Approval – Resolution to Approve the Appointment of Sandra Beth to Serve on the Kenosha Land and Water Conservation Committee (7:08)

Chairman Gaschke presented this item.

- Rodriguez/Maurer motion to **approve** and recommend to the Kenosha County Board of Supervisors the appointment of Sandra Beth to the Land and Water Conservation Committee. Passed unanimously by those PDEEC members present, including YIG.

6. **Approval of Minutes**

- Maurer/Rodriguez motion to approve the minutes as presented of the January 13, 2021 Planning, Development and Extension Education Committee meeting. Passed unanimously by those PDEEC members present.

7. **Citizen Comments - None**

8. **Any Other Business Allowed By Law** – Susan Crane, Town of Brighton Chair, provided an update and explanation regarding the purpose of the newly formed Future Vision of Brighton subcommittee. The fourteen subcommittee members have committed to one year of monthly meetings. Ms. Crane will return with a final presentation. (7:15)

Planning Division Director Buehler reported that five land use applications have been received for the March 10, 2021 PDEEC meeting agenda. He also noted that the Multi-Jurisdictional Advisory Committee will meet February 23, 2021 for the latest review of the Kenosha County Comprehensive Plan. (7:27)

9. **Adjournment**

- Beth/Maurer motion to adjourn the meeting. Passed unanimously by those PDEEC members present. The meeting was adjourned at 7:32 p.m.

The next regularly scheduled meeting of the Planning, Development & Extension Education Committee will be held on Wednesday, March 10, 2021.