

**MINUTES  
KENOSHA COUNTY  
PLANNING, DEVELOPMENT & EXTENSION EDUCATION COMMITTEE  
Wednesday, February 8, 2017**

Minutes of the Kenosha County Planning, Development & Extension Education Committee public hearing held on Wednesday, February 8, 2017 at 6:00 p.m. in the Kenosha County Center Public Hearing Room, 19600 -75th Street, Bristol, Wisconsin.

Members Present: Supervisors Erin Decker, John Poole, Jill Gillmore, Steve Bostrom

Members Excused: Michael Skalitzky

Youth In Governance Representatives Present: Felix Desimoni

Youth In Governance representatives Absent: Mikelle Miles

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

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 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. **Feature Program “Small-Scale Food Processing through Commercial Kitchens in Kenosha County”:** Amy Greil, CNRED Educator, introduced Greg Lawless as her co-presenter who was participating virtually through “GoTo Meeting”. The project has evolved from an exploration to an indoor market about 2 years ago. A feasibility study was conducted by a consultant in Maine with CDBG funds. Elements in the feasibility study was a component for a commercial kitchen. There are 17 commercial kitchens in Wisconsin. HarborMarket stepped away from the project last year. The current group is exploring a unique concept for expanding the commercial kitchen. There are 26 large food processors in Kenosha County. Current partners are Greg Lawless, UW Extension/UW Madison, state specialist, KABA, GTC, and private sector businesses related to food industry. A fact sheet was distributed describing the food processing industries in Kenosha County. Mr. Lawless has been involved with developing infrastructure at the local level to promote food, farm and value-added products.

Niche markets continue to open up. To tap into these niche markets you need to start small with commercial kitchens. Greg described the Kenosha Food Innovation Network concept and shared a flyer. Kenosha has an advantage with location between Kenosha and Racine.

3. **UW-Extension Educator/Program updates:** Leigh Presley, Agriculture Educator, reported that 28 individuals participated in the private Pesticide Applicator Training (PAT) -

a certification training for the application of restricted use pesticides. Leigh has been planning for the 2017 Equine Stateline Conference which will focus on special needs of geriatric horses. She has continued to work with UW-Extension state specialists, and Jeanne Hilinske-Christensen, Interim Horticulture Educator to help the Kenosha Water Utility identify bio solids markets. A Sustainable Kenosha County Team has been organized to promote outreach to county employees. First draft of the Farm Fresh Atlas will be ready this spring. They are working on a State-wide atlas website which will be mobile friendly to expand the print publication.

4. **nEXT Generation Cooperative Extension Reorganization Update:** Director Tedi Winnett reported that Dean Karl Martin gave a presentation to the Wisconsin Counties Association today sharing the six recommendations for the Cooperative Extension reorganization. Dean Karl Martin emphasized that these are not final decisions, they are recommendations and there is an opportunity for counties to provide feedback. Tedi summarized the changes and indicated that a written explanation will be sent via email. There will be a feedback period from Feb 10 – Feb 23 via online. Tedi will send the feedback link to PDEEC members as soon as it is available. There will be a daily Q&A period from Feb 10 – Feb 23 at 8:30a-9:00am for anyone to call in with their questions.
5. **UW-Extension Director's Update:** Tedi reported that there were 257 youth nominated for the 2017-18 Youth In Governance program. This number is up considerably from last year's 179. Interviews will be March 22 & March 23 at the KCAB, with Chairman Decker, Supervisors Poole and Skalitzky participating.

Tedi reported that the County has submitted a formal request to be filling the Youth Development Educator position.

Tedi distributed the "hold the date" postcard for the April 27<sup>th</sup> 100<sup>th</sup> Anniversary event for the Kenosha County UW-Extension office.

Tedi announced that after 30 years with Kenosha County UW-Extension she will be retiring with her last day in the office June 6, 2017. Transition planning will begin with the County and the East-Metro Region Director, Gerald Correthers.

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

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

6. **Approved - Michael & Linda Gallagher Trustees of Rev. Trust, Comprehensive Plan Amendment**, 1315 172<sup>nd</sup> Ave., Union Grove, WI 53182-9431 (Owner), requests an amendment to the Adopted Land Use Plan map for Kenosha County: 2035 (map 65 of the comprehensive plan) from "Farmland Protection" to "Farmland Protection" & "Suburban-Density Residential" on Tax Parcel #45-4-221-161-0100 located in the NE ¼ of Section 16, T2N, R21E, Town of **Paris (2:04)**

Michael Gallagher was in attendance to speak to this item.

- Supervisor Poole made a motion to **approve** and recommend to the Kenosha County Board of Supervisors the Comprehensive Plan Amendment for Michael & Linda Gallagher. Seconded by Supervisor Gillmore and passed unanimously by the following roll call vote: Skalitzky – aye; Poole – aye; Gillmore – aye; Bostrom – aye; Decker – aye. Youth In Governance: Desimoni – aye; Miles – aye.

7. **Approved - Michael & Linda Gallagher Trustees of Rev. Trust** 1315 172<sup>nd</sup> Ave., Union Grove, WI 53182-9431 (Owner), requesting a **rezoning** from A-1 Agricultural Preservation Dist. to A-1 Agricultural Preservation Dist. & R-1 Rural Residential Dist. on Tax Parcel #45-4-221-161-0100 located in the NE ¼ of Section 16, T2N, R21E, Town of **Paris (5:59)**

Michael Gallagher was in attendance to speak to this item.

- Supervisor Gillmore made a motion to **approve** and recommend to the Kenosha County Board of Supervisors the rezoning request of Michael & Linda Gallagher. Seconded by Supervisor Bostrom and passed unanimously by those PDEEC members present. Youth In Governance: Desimoni – aye.

8. **Approved - Tabled Request of Wisconsin Boy Scouts Sol Crown**, 2745 Skokie Valley Rd., Highland Park, IL 60035-1042 (Owner), **Michael Hale**, 2745 Skokie Valley Rd., Highland Park, IL 60035-1042 (Agent), requesting to amend a previously approved **Conditional Use Permit** to allow the construction of additional structures in an existing campground in the PR-1 Park-Recreational Dist. on Tax Parcel #67-4-120-311-0502 located in the NE ¼ of Section 31 and the SW ¼ of Section 32, T1N, R20E, Town of **Salem (7:30)**

- Supervisor Poole made a motion to **remove from the table** the Conditional Use Permit request for Wisconsin Boy Scouts Sol Crown (Owner) and Michael Hale (Agent). Seconded by Supervisor Gillmore and passed unanimously by those PDEEC members present. Youth In Governance: Desimoni – aye.

Joe Behles, architect, and Quinn Ryan, program director, were in attendance to speak to this item.

- Supervisor Poole made a motion to **approve** the Conditional Use Permit for Wisconsin Boy Scouts Sol Crown and Michael Hale subject to the following conditions:

1. **All other conditions of approval (Exhibit A, attached) remain in effect.**
2. Subject to the application stamped received by the office of Planning and Development on November 7, 2016 including a revised site plan drawing dated January 16, 2017.
3. Subject to zoning permits being pulled for the climbing wall/zip line structure within two (2) years from the date of conditional use permit approval by the Kenosha County Planning, Development & Extension Education Committee. Note that no zoning permit renewals are to be allowed beyond the deadline date agreed by the Committee.

4. Subject to that approved by the Town of Salem at their January 16, 2017 Town Board meeting (Exhibit B, attached), including the following conditions:
  - a. Assure adequate emergency vehicular access, with emphasis on the turning radiuses.
  - b. Provide the capabilities for evacuation from the top of the tower if the stairs cannot be utilized.
5. Subject to the conditions present in the Kenosha County General Zoning and Shoreland/Floodplain Zoning Ordinance Section 12.29-8(b)19 a through n; Campgrounds (Rental) in the PR-1 District (shown below):

- a. Each campsite shall be plainly marked.

*Note: Based on the submitted site plan and a subsequent site inspection completed by Department staff on December 6, 2016 the aforementioned requirement (a) is satisfied.*

- b. The maximum number of campsites shall be twelve per gross acre.

*Note: The subject property is approximately 148 acres. Based on the submitted site plan and a subsequent site inspection completed by Department staff on December 6, 2016 it is evident that 28 campsites exist on the property and that the aforementioned requirement (b) is satisfied.*

- c. The minimum size of a recreational vehicles rental park or campground shall be five (5) acres.

*Note: The subject property is approximately 148 acres. Based on the submitted site plan and a subsequent site inspection completed by Department staff on December 6, 2016 it is evident that the aforementioned requirement (c) is satisfied.*

- d. The minimum dimensions of a campsite shall be 30 feet wide by 50 feet long.

*Note: The aforementioned requirement (d) is satisfied per the information provided in the application submitted by the petitioner.*

- e. Each campsite shall be separated from other campsites by a yard not less than 15 feet wide.

*Note: The aforementioned requirement (e) is satisfied per the information provided in the application submitted by the petitioner.*

- f. There shall be two (2) automobile parking spaces for a campsite.

*Note: The aforementioned requirement (f) is satisfied per the information*

*provided in the application submitted by the petitioner.*

- g. No campsite shall be located closer than 75 feet from a public highway or road right-of-way, nor closer than 40 feet from any other property boundary. All camping units shall be located no closer than 20 feet to any internal private service road. All service roads shall be free of parked vehicles.

*Note: The aforementioned requirement (g) is satisfied per the information provided in the application submitted by the petitioner.*

- h. All campgrounds shall conform to the requirements of section HSS 178, Wisconsin Administrative Code, which shall apply until amended and then shall apply as amended.
- i. Each campground shall be completely enclosed, except for permitted entrances and exits by either:
  - 1) A temporary planting of fast growing material, capable of reaching a height of ten feet or more, and
  - 2) A permanent evergreen planting, the individual trees to be of such number and so arranged that within 10 years, they will have formed a dense screen, such permanent planting shall be grown or maintained to a height of not less than ten feet. Details as to plant materials, size and design of planting as well as time tables must be submitted with the application for a conditional use permit.

*Note: Based on the submitted site plan and a subsequent site inspection completed by Department staff on December 6, 2016 the aforementioned requirement (i) is satisfied. Note that additional landscape buffer plantings are to be installed west of the proposed cabin locations.*

- j. Each trailer camp, campground, or camping resort shall have a service building similar to that required by section HFS 178 of the Wisconsin Administrative Code.
- k. Any recreational vehicle rental park or campground may have one commercial facility per development, such as a small convenience store, restaurant or snack bar, etc., located within the complex when designed for use by the occupants only. Under no circumstances may this facility be located on a public road and used for general street trade and no advertising of the facility shall cater to the general public.
- l. No trailer or camping unit shall be located on one site for a period of more than six weeks or an extension thereof not to exceed 15 days. No trailer shall be stored in a trailer park, camping ground or camping resort and in no event shall any structures on the camp site or camping trailers be used as permanent living quarters.

- m. Periodic inspections by appropriate health authorities may be required as a condition for the granting of a conditional use permit for the campground.
- n. No campground shall be located in any floodplain zoning district.

*Note: Approximately 7.5 acres of 100-year floodplain exists in the southeast corner of the subject property. According to the submitted site plan, no campgrounds exist or are proposed to exist within the 100-year floodplain zoning district.*

- 6. Subject to any newly proposed outdoor lighting installations being reviewed and approved by the Kenosha County Department of Planning & Development prior to installation. Any subsequent modifications to existing light fixtures (repair/replacement, etc.) or installation of new lighting fixtures shall be made in accordance with Kenosha County site plan review lighting standards requiring full cutoff fixtures with light shields parallel to yard grade.
- 7. Subject to a landscaping plan for the areas west of the proposed cabin sites being submitted for review and approval by Kenosha County Planning & Development. Said landscaping plan must be approved by Planning & Development prior to issuance of zoning permits for the cabins and/or climbing wall/zip line structure.
- 8. The use of the driveway along the camp's west property line which provides ingress/egress to the southwest campsites and the proposed climbing wall/zip line structure shall be limited to use for camp staff, the ingress/egress of campers occupying the aforementioned southwest campsites and maintenance/emergency personnel. Said driveway shall not be utilized for parking. If said driveway is expanded or widened it shall be widened inward towards camp.
- 9. Subject to the following conditions regarding the climbing wall/zip line structure:
  - a. The climbing wall/zip line structure shall be limited to contain no more than one zip line.
  - b. Hours of use for the climbing wall/zip line structure shall be limited to between 8 am to dusk.
  - c. No lighting or sound system shall exist on the climbing wall/zip line structure.
- 10. Subject to Section 12.08-2 of the Kenosha County General Zoning and Shoreland/Floodplain Zoning Ordinance; Site Plan Review.
- 11. Subject to all rules and requirements of the Kenosha County Sanitary Code and Private Sewage System Ordinance and Comm 83 and 85 of the Wisconsin Administrative Code.
- 12. Subject to all rules and requirements of the Kenosha County Stormwater Management, Erosion Control and Illicit Discharge Ordinance.

13. Subject to a zoning permit being applied for and issued by the Department of Planning and Development prior to commencing construction or placement of any building(s).
14. Subject to receiving a permit for any and all proposed access points to the abutting County Trunk Highway including any incidental items proposed to be located within the right-of-way of the abutting County Trunk Highway. The permit must be fully executed prior to commencing any preliminary grading work.
15. No changes or expansion of the submitted plan of operation, change in use, and/or proposed addition(s) to any existing principal building(s) or proposed new principal building(s) shall take place without the petitioner reapplying for a Conditional Use Permit to the Planning, Development and Extension Education Committee for its review and approval.
16. It is the total responsibility of the petitioner to assure and guarantee that the above stated conditions are fully complied with. Any deviation from the approved plans and conditions shall result in the issuance of a citation and associated stop work order until such time as the project is brought back into compliance. Continuance of the project shall result in a recommendation for revocation of the Conditional Use Permit.
17. If property ownership shall happen to change then it is the responsibility of the person(s) that signed these conditions to notify new owner of all above stated conditions of approval. Any changes or deviations from the above referenced approved plans will require additional review and approval and will be subject to additional fees by Planning and Development.

Seconded by Supervisor Gillmore and passed unanimously by those PDEEC members present. Youth In Governance: Desimoni – aye.

9. **Remains Tabled - Tabled Request of Badtke Holdings LLC**, 1520 136th Ave., Union Grove, WI 53182 (Owner), **Jeff Badtke**, 1520 136th Ave., Union Grove, WI 53182 (Agent), requesting a **Conditional Use Permit** to operate a resale lot of trucks, large and small farm equipment, and construction equipment in the B-5 Highway Business Dist., and to operate a landscaping and lawn care service in the B-5 Wholesale Trade and Warehousing Dist., on Tax Parcel #45-4-221-173-0202 located in the SW ¼ of Section 17, T2N, R21E, Town of **Paris**
10. **Comprehensive Plan Amendment – Planning, Development & Extension Education Committee (21:46)**  
Public Hearing on Proposed Comprehensive Plan Amendment, Planning, Development & Extension Education Committee, 19600 75<sup>th</sup> Street, Suite 185-3, Bristol, WI 53104 (Sponsor), requests approval of Draft Annual Report, “A Multi-Jurisdictional Plan for Kenosha County: 2035, 2015 Annual Report”

Division Director Andy Buehler presented this item.

- Supervisor Gilmore made a motion to **approve** and recommend to the Kenosha County Board of Supervisors the 2015 Annual Report. Seconded by Supervisor Bostrom and passed unanimously by those PDEEC members present. Youth In Governance: Desimoni – aye.
11. **Certified Surveys and Other Land Divisions (23:34)**
- Supervisor Poole made a motion to **approve** the following certified surveys, subject to conditions. Seconded by Supervisor Gillmore and passed unanimously by those PDEEC members present. Youth In Governance: Desimoni – aye.
- 1) Michael Gallagher and Linda Gallagher Trustees of Revocable Trust (Owner), Michael Gallagher (Agent) – Part of the Northeast Quarter of Section 16, Township 2 North, Range 21 East, Town of Paris. For informational purposes only this parcel is located at southeast corner of the intersection of CTH “E” (12th Street) and CTH “D” (172<sup>nd</sup> Avenue).

Requesting approval of a Certified Survey Map (draft dated December 8, 2016 by Mark A. Bolender of Ambit Land Surveying) to create one (1) 5.17-acre parcel and one (1) 35.13-acre parcel from Tax Parcel #45-4-221-161-0100.

Conditional Approval subject to the following:

- a) Compliance with any conditions put forth by the Town of Paris.
- b) Subject to making the following revisions to the CSM:
  - 1. List the Lot areas in both acres and square feet.
  - 2. Label 33 feet of right of way along both CTH “E” (12<sup>th</sup> Street) and CTH “D” (172<sup>nd</sup> Avenue) as “Dedicated to the Public for Public Road Purposes”.
  - 3. Add a note: “A total of two (2) driveway access points shall be permitted along the entire CTH “E” frontage on Lots 1 and 2, to be approved by the Kenosha County Division of Highways.”
  - 4. Per the Town of Paris planner’s staff review, add a note stating: “Further division of Lot 1 and Lot 2 shall be prohibited until such time the Town of Paris has adopted an official land division ordinance per State, County and Town requirements.”
  - 5. Add a 50’ x 50’ vision triangle at the northwest corner of Lot 2.
  - 6. Add a note: “No obstructions, such as structures, fences, parking or vegetation within the vision triangle may exceed two (2) feet in height.”
  - 7. Add a note: “Lot 1 is zoned R-1 Rural Residential District. Lot 2 is zoned A-1 Agricultural Preservation District.”
  - 8. Replace “2016” with “2017” or “20\_\_” in the signature slots on Sheets 2 and 3.
- c) 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.

- d) Subject to the rezoning being approved from "A-1 Agricultural Preservation District" to "A-1 Agricultural Preservation District & R-1 Rural Residential District".
- e) The certified survey map shall not be released for recording until such time as the rezoning ordinance is signed by the County Executive.
- f) 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).
- g) 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.
- h) Subject to receiving the original certified survey as approved by the Town of Paris.
- i) 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.

12. **Approval of Minutes - Approved**

- Supervisor Poole made a motion to approve the minutes as presented of the January 11,

2017 Planning, Development and Extension Education Committee meeting. Seconded by Supervisor Gillmore and passed unanimously by those PDEEC members present.

13. **Citizen Comments - None**

14. **Any Other Business Allowed By Law** – Division Director Andy Buehler noted that it was expected that the Badtke item would remain tabled for most of 2017 and that it would not be published on the agenda every month, but would be placed on an agenda when it was ready to be acted on.

15. **Adjournment**

➤ Supervisor Gillmore made a motion to adjourn the meeting. Seconded by Supervisor Bostrom and passed unanimously by those PDEEC members present. The meeting was adjourned at 7:28p.m.

The next regularly scheduled meeting of the Planning, Development & Extension Education Committee will be held on Wednesday, March 8, 2017.