

**MINUTES  
KENOSHA COUNTY  
PLANNING, DEVELOPMENT & EXTENSION EDUCATION COMMITTEE  
Wednesday, July 10, 2019**

Minutes of the Kenosha County Planning, Development & Extension Education Committee public hearing held on Wednesday, July 10, 2019 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, Michael Skalitzky, Zach Rodriguez, and Mark Nordigian

Youth In Governance Representatives Present: Kasey Cochran

Youth In Governance Representative Excused: Seth Rosen

UW-Extension Staff Present: Beverlee Baker, Area Extension Director, Mary Metten, Leigh Presley, Terri Ward, and Christine Wasielewski

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 has been met.
2. **Feature Program “Stress Management and Self-Care Curriculum”:** Mary Metten, Health & Well-Being Educator, presented the background structure of the stress management and self-care program, Taking Care of You, including program objectives, learning outcomes, and key concepts within the sessions. Next, she facilitated a portion of the first session framing two of the main concepts discussed throughout the series. The program is very flexible to accommodate various formats up to eight hours for a variety of audiences. The committee participated in an exercise identifying life stressors and ways to reduce possible stress reactions. Mary led a breathing demonstration for a simple 60-second exercise as a stress reduction strategy.
3. **UW-Extension Educator/Program updates:** Christine Wasielewski, Community Economic Development Educator, appreciated the feedback on the recycle guide website from a previous meeting. Kenosha County saw the highest turnout (most number of vehicles) for the Household Hazard Waste program this year.

Leigh Presley, Agriculture Educator, shared that the Tractor Safety program had 25 participants (ages 12-14) with youth receiving hands-on driving experience through a partnership with Case New Holland. In another program focused on the challenges due to spring weather, local farmers learned about options for cover crops, updates regarding crop insurance changes, and the Dairy Margin Coverage program. The Prairie Walk will take place on July 23 in Burlington. The Invasive Species Management program will be held July 17 at the Kenosha County Center for municipalities and the public (the workshop includes demonstration plots off County Hwy K and State Hwy 45).

Terri Ward, FoodWise Program Administrator, highlighted her team's Safe and Health Food Pantry training at Journey Church One Hope pantry for 22 volunteers. Additional work in future is to move through the mindset of "give as much food to as many people as possible" to "ways to get quality food with integrity." Educators continue the Eating Smart Being Active series with childcare providers, and hands-on cooking skills with teens.

4. **UW-Extension Director's Report:** Area Extension Director Bev Baker distributed a brochure highlighting the six institutes at the State level resulting from the UW restructuring. The 2018 Annual Report includes program results along with the current Kenosha County staff listed on the last page for easy reference. Bev will share the report with the County Board.

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.

5. (1:08) **M & W PROPERTIES LLC**, 8020 328<sup>th</sup> Ave., Burlington, WI 53105 (Owner), Woodrow Edgell, 8020 328<sup>th</sup> Ave., Burlington, WI 53105 (Agent) requesting a conditional use permit to allow an expansion of an existing construction contractor's warehouse in the B-5 Wholesale Trade and Warehousing Dist. on Tax Parcel #95-4-119-014-0101 located in the SE ¼ of Section 1, T1N, R19E, Town of **Wheatland**

Woodrow Edgell, agent, was in attendance to speak to this item.

- Slalitzky/Poole motion to **approve** the conditional use permit for M&W Properties LLC, subject to the following conditions:
  1. Subject to the application stamped received by the office of Planning and Development on May 28, 2019.
  2. 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 any applicable 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 the Department of Planning and Development or other applicable agencies until such time as 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.

3. The hours of operation shall be from 7:00 a.m. to 6:00 p.m.
4. Subject to that approved by the Town of Wheatland at their July 8, 2019 Town Board meeting (Exhibit A, attached).
5. Parking shall take place only in the designated areas shown on the approved site plan (Exhibit B, attached). Stacking of vehicle traffic must occur on-site. No vehicle back-ups shall occur within the public roadways. No off-site parking is allowed, including in the public right-of-way. Access to and including the ADA parking stalls shall be paved with either asphalt or concrete, striped and maintained. The proposed new stone parking lot expansion shall not exceed 0.5 acres in area and said parking lot and associated split rail fence parking barrier shown on the site plan shall be installed prior to receiving a certificate of compliance from Kenosha County.
6. Subject to the conditions present in the Kenosha County General Zoning and Shoreland/Floodplain Zoning Ordinance Section 12.29-8(b)36 a through c; Construction services including building contractors in the B-5 District (shown below):
  - a. All outside storage and work areas that are within 300 feet from residential, institutional or park districts shall be enclosed by a solid fence with a minimum height of six feet; screen plantings may be required around the perimeter of the use where such perimeter abuts residential districts or where such a screen planting is deemed necessary or advisable depending on surrounding land uses.
  - b. A detailed site and security plan shall be required indicating the location of storage areas, the type of material to be stored and a list of all hazardous materials stored on the property along with precautions necessitated by the storage of such hazardous material.
  - c. Lighting shall be required for the storage and work areas provided, however, that the glare from said lighting does not shine on adjoining properties.
7. Let it be known that wetland exists on the eastern portion of the subject property and 100-year floodplain exists on the western and eastern portions of the property. There shall be no filing, excavation or grading within areas of the property designated as wetlands or 100-year floodplain. Given no formal wetland delineation has been conducted for the entirety of the property, the Wisconsin

Department of Natural Resources Wetland Inventory Map is currently the most accurate wetland delineation available.

8. Let it be known that a navigable waterway lies on the east side of the property. Said waterway is navigable and therefore carries with it a shore yard protection setback minimum of 75 feet. No structures or impervious surfaces are permitted within 75 feet of said navigable waterway.
9. Subject to review and approval of the following plans by the Department of Planning & Development.
  - a. Site Plan Review including design review of the building. Subject to the proposed building architecture and coloring matching the existing.
  - b. Stormwater management plan (completed by an engineer licensed in the State of Wisconsin).
  - c. Landscaping plan. Subject to the applicant submitting a revised site plan document to show a foundation landscaping plan similar to that present on the existing building being implemented on the proposed building.
  - d. Lighting plan.
  - e. Parking Plan (paving required). Subject to proposed driveways and parking being paved and striped prior to occupancy. Subject to the applicant submitting a revised site plan document to show the existing and proposed outside employee and customer parking stalls. If no outdoor stalls are needed, submit written correspondence stating so.
10. Subject to receiving a permit from the Wisconsin Department of Transportation Access Management Permit Coordinator Contact information is Kevin [Koehnke@dot.wi.gov](mailto:Koehnke@dot.wi.gov), 262-548-5891. This permit must be issued prior to any preliminary grading work commencing on the site and prior to any permits for construction being issued by Planning & Development.
11. 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 structure(s).
12. There shall be no outside storage of materials, equipment or vehicles.
13. No substantial changes or expansion of the submitted plan of operation, change in use, and/or proposed addition(s) to any existing building(s) or proposed new building(s) shall take place without the petitioner re-applying for a Conditional Use Permit to Kenosha County for its review and approval.
14. 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.

15. If property ownership shall happen to change then it is the responsibility of the person(s) that signed these conditions to notify the 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.
16. Pursuant to section 12.29-5(k) of the Kenosha County General Zoning & Shoreland/Floodplain Zoning Ordinance, this conditional use permit approval shall not be valid unless recorded by the applicant in the office of the Kenosha County Register of Deeds within 5 days after the issuance of the permit. Any recording fees shall be paid by the applicant. Said recording document is to be prepared by the Kenosha County Department of Planning & Development.

Passed unanimously by those PDEEC members present, including YIG.

6. **Comprehensive Plan Amendment – Planning, Development & Extension Education Committee**, (15:53) 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, 2018 Annual Report”

Andy Buehler, Planning and Development Division Director, presented.

- Skalitzky/Nordigian motion to **approve** and recommend to the Kenosha County Board of Supervisors the 2018 Annual Comprehensive Plan Report. Passed on the following roll call vote: Skalitzky – aye; Poole – aye; Rodriguez – aye; Nordigian – aye; Decker – aye; YIG Cochran – aye; YIG Rosen – aye.

7. **Approval of Minutes** (18:35)

- Nordigian/Skalitzky motion to approve the minutes as presented of the May 8, 2019, Planning, Development and Extension Education Committee meeting. Passed unanimously by those PDEEC members present.

8. **Citizen Comments - None**

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

Mr. Buehler noted there were three applications submitted for the August 14 meeting at this time.

10. **Adjournment**

- Rodriguez/Nordigian motion to adjourn the meeting. Passed unanimously by those PDEEC members present. The meeting was adjourned at 7:25 p.m.

The next regularly scheduled meeting of the Planning, Development & Extension Education Committee will be held on Wednesday, August 14, 2019.