

# JEFFERSON COUNTY

## Planning and Zoning Department

(Includes Solid Waste/Clean Sweep)

### Annual Report for 2017-2018

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#### 2018 DEPARTMENT STAFF

**Matt Zangl.....Interim Director of Planning and Zoning**  
*(Employed by Zoning since 2016)*

**Sarah Higgins.....Zoning/On-site Waste Systems Technician**  
*(Employed by Zoning since 3/2018)*

**Lindsey Schreiner .....Zoning/On-site Waste Systems Technician**  
*(Employed by Zoning since 5/2018)*

**Deb Magritz.....Administrative Specialist I**  
*(Employed by Zoning since 1991)*

**Laurie Miller .....Zoning Program Assistant**  
*(Employed by Zoning since 1993)*

**Sharon Ehrhardt.....Solid Waste Clean Sweep Specialist**  
*(Employed by Zoning since 2001)*

#### Additional 2017 Department Staff (retired in 2018)

**Rob Klotz.....Director of Planning and Zoning**  
*(Employed by Zoning since 1988, retired 1/2018)*

**Jeff Simes .....Onsite Waste Systems Technician**  
*(Employed by Zoning since 1994, retired 5/2018)*

The Planning and Zoning Department is responsible for the implementation and enforcement of the Jefferson County Comprehensive Plan, the Jefferson County Agricultural Preservation and Land Use Plan, and the ordinances adopted related to these plans. Ordinances administered by the Zoning Department include the Jefferson County Zoning Ordinance, which also includes the Shoreland –Wetland regulations, the Private Sewage System Ordinance, which includes the Wisconsin Fund Program and POWTS Maintenance Program, the Land Division and Subdivision Ordinance, and the Floodplain Ordinance.

Our work is conducted under the guidance of the Jefferson County Planning and Zoning Committee, Board of Adjustment, Solid Waste Committee, County Board, County Administrator, Corporation Counsel, as well as multiple state and federal agencies, and includes a staff of six including the Director of Planning and Zoning.

The Department has seen some changes in the past year. In January of 2018, the Director of Planning and Zoning, Rob Klotz, retired and Matt Zangl took over as Interim Director of Planning and Zoning. Shortly thereafter in May, Jeff Simes, On-site Waste System Technician retired also. To fill the empty positions within the Department, two new Zoning and On-site Waste System Technicians were hired. The Department stayed busy adapting to new roles and training new staff members on all of the tasks performed by the Department.

2017 and the beginning of 2018 has been another interesting period. Permit activity for 2017 increased slightly from 2016, indicating continued growth and economic comfort since the economic downfall of 2007. So far, 2018 has been up and down, with permit activity mirroring or slightly less than 2017. Table 1 shows the revenue generated by the Department. The revenue is created primarily by permits. I expect 2018 to be very similar to 2017.

**Table 1:**

Planning and Zoning Department Revenues	
2015	\$188,607
2016	\$235,106
2017	\$240,847
2018 YTD	\$130,282

Table 2 is a summary of the number of petitions the Department has received in 2017 and 2018. The majority of petitions are petitions to rezone a portion of the property from A-1 to A-3 for residential buildings. The Planning and Zoning Committee reviews the petition for compliance with the Zoning Ordinance, Comprehensive Plan and Agricultural Preservation and Land Use Plan and makes a recommendation for approval or denial to the County Board. Staff spends time preparing the applications for the Committee and County Board including

preparing the files, notifying the Town and surrounding neighbors of the application and preparing staff findings of facts. Notable for 2018 is the petition to appeal the issuance of a Zoning and Land Use Permit. Any decision made by the Zoning Administrator can be appealed to the Board of Adjustment. In this case, the Board of Adjustment found that the permit was issued in compliance with all ordinances and no errors were made during the issuance of the permit.

**Table 2**

Number of Petitions		
Type of Petition	2017	2018 (as of July 18)
Variances*	30	10
Rezone**	79	40
Text Amendments**	1	2
Conditional Use Permits***	26	15
Appeals	0	1
Total	136	68

\*acted on by the Board of Adjustment

\*\*recommendation by the Planning and Zoning Committee for County Board action

\*\*\*acted on by the Planning and Zoning Committee

Table 3 illustrates the permit activity for 2017 and 2018 along with the estimated value or cost of the construction. As part of the permit application, the applicant is required to submit an estimated value of the construction. In 2018, a 13 unit multifamily development was issued totaling an estimated value of \$2,400,000. Also issued in 2018 was the Daybreak Foods Inc. expansion. These large developments, along with other small projects, have helped increase the total value for 2018 well over the total value of construction for 2017.

Table 3:

### Number of Zoning Permits Issued and Esitmed Value of Permits

Land Use Code	Type of Construction	2017		2018*	
		Number of Permits Issued	Value/Cost	Number of Permits Issued	Value/Cost
101	New Single Family	119	32,540,620	52	15,012,831
103	New Multi-Family	1	350,000	6	2,400,000
107	MH in MH Park	18	696,000		
320	Industial	2	354,673		
325	Public Works/Utilites	19	194,176	7	165,500
328	Other Non-Residential Buildings	106	6,373,364	76	53,377,825
329	Structures other than Buildings	28	333,900	13	401,000
330	MH in MH Park- Aecessory Structure	3	44,000		
350	Moved/Relocated Detached Building			1	500
434	Residential- Additions, Alterations, Conver.	128	4,374,514	79	3,027,247
435	Mobile Home Park Additions, Alterations, Conver.	1	5,000		
436	MH in MH Park- Additions, Alterations, Cover.	8	11,140	1	3,000
437	Non-Residential-Add, Alterations, Conversion	35	3,499,357	9	1,273,100
438	Additions of Garages & Carports	90	2,433,757	42	1,048,092
439	Tower/Antenna Additions	10	190,000	5	15,000
645	Demolition (Razing of Residential Bldgs)	2			
649	Demolition (Razing) of Non-Residential Bldgs	2		2	68,000
700	Sign Permit	1		3	
800	Shoreland/Wetland Permit	18	43,430	20	68,348
900	Floodplain Permit	5	3,500	11	8,150
901	Floodplain Damage Permit	1	23,700		
Total		597	\$51,471,131	327	\$76,868,593

\*as of July 2018

Zoning Department staff also handle the enforcement of the ordinances we administer. In 2017, staff processed 57 new violations and closed 86 violations. At the end of 2017, 46 violations were open and carried over to 2018. So far for of 2018, staff processed 41 new violations, and closed 35 violations. This part of our workload is a necessary evil and takes a lot of staff time, as well as, a great deal of time and energy from the Corporation Counsel's office. Thank you to Blair and Connie for their continued guidance and support in these matters.

Our department also regulates, issues permits, provides enforcement, and conducts installation and soils inspections relating to our Private Sewage System Ordinance and the requirements of SPS 383 and all related statutes and codes regarding septic systems now referred to as private onsite waste treatment systems (POWTS). Table 4 illustrates the number of sanitary permits issued in 2017. Also for 2017, staff conducted inspections and reviews of 143 soil tests which determine the type, size, and location of new and replacement POWTS. Jefferson County also participates in the Wisconsin Fund, which is a grant program providing relief for lower income residents for POWTS replacements of failed systems. This program is on the chopping block with every State budget but remains in place so far. As mandated by the State, Jefferson County is also required to adopt and operate a state mandated POWTS Maintenance Program which includes completion of a county-wide inventory of all POWTS by the end of 2017, and have a tracking program to require pumping or inspection of all POWTS in the county by the end of 2019. Currently, staff is on track to complete the inventory of over 12,000 POWTS and has been sending letters informing property owners that they must have their POWTS pumped or inspected every 3 years and reported to the County as required by law.

**Table 4**

2017 Sanitary Permits	
Type of System	Number of Permits
Conventional	70
Mound	46
Holding Tanks	14
Other Systems	4
Total Permits Issued	134

The department is also responsible for the Solid Waste Program, which includes oversight and operation of the clean sweep, e-waste and drug collection and disposal programs and the education of Jefferson County residents relating to recycling opportunities available to them.

Housed under the Planning and Zoning Department is the County's Solid Waste Program. In 2017, Sharon Ehrhardt and the Solid Waste Committee continued their important work to provide the County's residents with recycling information and education, while conducting clean sweep events for proper and legal disposal of hazardous waste. The program includes providing collection sites for medication, prescription drugs, and e-waste collection events. These recycling efforts are for residents, farms, and businesses in Jefferson County, supported by non-levy tax dollars. Most of our support comes from host fees generated by the negotiated agreement between Deer Track Park Landfill, the Town of Farmington, and Jefferson County. For 2017 the program received \$61,282 from this agreement. The City of Watertown also contributes \$20,000 and is a big supporter of the program and is a great partner in recycling efforts in the County. Additional support comes from state grants which continue to shrink. In 2017, the County was awarded \$17,099 to the program. We also receive donations from multiple Towns and Cities and Villages, and local businesses within the County totaling \$5,805 for the year. For 2017, the cost of disposal for the 792,274 pounds of hazardous waste collected was \$77,000 (table 5). The cost of the 2017 program year was less than 2016 due to a new vendor for disposal of electronics (table 6). Special thanks go out to Sheriff Paul Milbrath and his team and Rick Schultz from the City of Watertown for all their efforts to further the success of the Solid Waste Program. A big thank you also goes out to the members of the hard working Solid Waste Committee for all their time and energy devoted to the cause. This program survives because of this type of support in the face of dwindling resources and funding by the State.

**Clean Sweep & Recycling  
Program Partners**

City of Watertown  
Town of Ixonia  
City of Fort Atkinson  
City of Jefferson  
City of Whitewater  
Walworth County  
WPPI Energy – Waterloo Unities  
Waste Management – Deer Track Park Landfill



**Law Enforcement Agencies:**

Jefferson County Sheriff's Office  
Watertown Police Department  
Lake Mills Police Department  
Fort Atkinson Police Department  
Jefferson Police Department  
Johnson Creek Police Department  
Waterloo Police Department  
Palmyra Police Department  
Whitewater Police Department  
UW-Whitewater Police Department



For more recycling information:

**Jefferson County website**  
[www.jeffersoncountywi.gov/cleansweep](http://www.jeffersoncountywi.gov/cleansweep)

**Facebook**  
[www.facebook.com/jeffersoncountywi.gov](http://www.facebook.com/jeffersoncountywi.gov)

**Solid Waste/Air Quality  
Committee**

Jefferson County-Courthouse  
311 S. Center Avenue—Room 201  
Jefferson, WI 53549-1701

Phone: 920-674-7430  
Fax: 920-674-7525

Email: [sharoneh@jeffersoncountywi.gov](mailto:sharoneh@jeffersoncountywi.gov)

Scan our website:



New Clean Sweep schedules  
published every January



**Jefferson County  
Clean Sweep &  
Recycling Program**

Drug Drop-Off Locations



Recycling Events for E-waste  
(TVs/Electronics/Computers/Appliances)



Clean Sweep Schedules  
(Chemicals/Fuels/Light Bulbs/Batteries)



**Sharps Disposal**

Sharps/Needles/Epi-pens/Syringes  
Place in a rigid container and take to:

Jefferson County Health Department  
1541 Annex Road, Jefferson, WI 53549

City of Watertown Public Health Department  
515 S. First Street, Watertown, WI 53094

**Drug Drop-Off Locations  
No Questions Asked**

**Jefferson County Sheriff**  
Lobby, 411 S. Center Avenue  
Open 24 hours

**Police Departments**

Jefferson – 425 Collins Rd  
Monday – Friday 7 am – 11 pm

Johnson Creek – 119 Depot Street  
Monday – Friday 8 am – 4 pm

Lake Mills – 200A Water Street  
Monday – Friday 7 am – 5 pm

Palmyra – 126 N. First Street  
Monday & Thursday 9 am – 3 pm

Waterloo – 136 N. Monroe Street  
Monday – Friday 7 am – 3:30 pm

The following are open 24 hours:

Fort Atkinson – 101 S. Water Street  
UW Whitewater – 734 W. Starin Road  
Watertown – 106 Jones Street  
Whitewater – 312 W. Whitewater Street

**Accepted Drugs:**

Pills – Creams – Liquids – Prescriptions – Over  
the Counter Medications – Vitamins – Pet  
Medicines – Inhalers

Empty all pill type MEDICATIONS into sandwich  
size, sealable bags – Keep LIQUIDS &  
OINTMENTS in original containers and place in  
plastic bags or tape the cap shut – Toss EMPTY  
CONTAINERS in your home recycling bin

Mercury thermometers should be brought to a  
Clean Sweep event.

**2018 Clean Sweep Events  
Household, Farm, and Business  
Hazardous Waste Collections**

**REGISTRATION REQUIRED!**

Households and Farms-\$10 fee per vehicle  
Businesses - Charged based on weight. Register at  
least two weeks prior to event.

If any of these words are on a product, "Danger,  
Warning, Caution, Poison, Flammable, and  
Corrosive" they should be brought to a Clean  
Sweep Event!

**City of Watertown  
Street Department**

811 S. First Street, Watertown, WI 53094  
Call 920-674-7430 to register!

Friday, September 21, 2018  
Hours 3:00 to 5:30 p.m.

Saturday, September 22, 2018  
Hours 8:00 to 10:00 a.m.

**City of Whitewater  
Public Works Complex**

150 E. Starin Road, Whitewater, WI 53190  
Call 920-674-7430 to register!

Friday, October 5, 2018  
Household Residents Only  
Hours 3:00 to 5:00 p.m.

**Jefferson County Fair Park**

503 N. Jackson Avenue, Jefferson WI 53549  
Call 920-674-7430 to register!

Friday, April 5, 2019  
Hours 3:00 to 5:30 p.m.

Saturday, April 6, 2019  
Hours 8:00 to 10:00 a.m.

Latex paint will not be accepted at  
Clean Sweep events.

Latex paint must be dried out and toss in your trash  
– empty paint containers should be recycled.

For a list of accepted hazardous chemicals go to  
[www.jeffersoncountywi.gov/cleansweep](http://www.jeffersoncountywi.gov/cleansweep)

**Jefferson County will be hosting  
One Electronic, Appliance and  
Lawn Equipment Recycling  
Event this year!**

Saturday, June 23, 2018  
10-Noon at the Jefferson County Fair Park Gate 2 at  
the intersection of Jackson & Puerner  
503 N. Jackson Ave., Jefferson

All TVs: \$25 each  
(CRT-Tube, Flat Screen, Console, Projection)  
All Monitors: \$10 each

All other Electronics, Appliances & Lawn Equipment  
will be FREE!

Pay with CASH or CHECK  
(No Credit/Debit Cards Accepted)

No Water Softeners

All GAS and OILS must be removed prior to drop off.  
You can dispose of gas, oil and other fuels at a local  
Clean Sweep event. Propane tanks can be taken to  
your local propane gas dealer.

[www.jeffersoncountywi.gov/cleansweep](http://www.jeffersoncountywi.gov/cleansweep)

For More Information Call (920) 674-7430

Check with your local municipality, town or waste  
hauler for more information on electronic &  
appliance recycling collections.

**URT (Universal Recycling  
Technologies)**

2535 Beloit Avenue, Janesville, WI  
(I-90 South - Exit 177)

If you miss our event you can take your TVs,  
monitors, electronics, small/large appliances to URT.

All TVs & Monitors \$10  
All other items are free.

For more information you can call URT at  
(877) 278-0799

# MEDICATION & PRESCRIPTION DISPOSAL

PILLS - CREAMS - LIQUIDS - PRESCRIPTIONS - OVER THE COUNTER MEDICATIONS - VITAMINS - PET  
MEDICINES - INHALERS

## Don't Toss in the Trash or Dump Down the Drain or Flush!

Empty all pill type **MEDICATIONS** into sandwich size, sealable bags

Keep **LIQUIDS & OINTMENTS** in original containers and place in plastic bags or tape the caps shut

Toss **EMPTY CONTAINERS** in your home recycling bin

**MERCURY THERMOMETERS** should be brought to a Clean Sweep Event

Place **SHARPS, NEEDLES, EPI - PENS, SYRINGES** in a rigid container and take to:

Jefferson County Health Department	OR	Watertown Health Department
1541 Annex Road Jefferson		515 S. 1 <sup>st</sup> Street Watertown

## For more information:

**Phone: 920-674-7430**

**Email: [jeffco@jeffersoncountywi.gov](mailto:jeffco@jeffersoncountywi.gov)**

**[www.jeffersoncountywi.gov/CleanSweep](http://www.jeffersoncountywi.gov/CleanSweep)**

## Drop-Off Locations No Questions Asked

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