



**MINUTES OF THE PARK AND PLANNING COMMISSION MEETING
JANUARY 29, 2014**

- I. Call Meeting to Order** – The meeting was called to order at 7:15 p.m. by Chairman Randy Vogel.
 - A. Official Meeting Notification** – The official meeting notice was read into the record by Gordon Hoffmann.
 - B. Roll Call** – Members present: John Bales, Diane Behm, Robert Hartwig, Paul Huettl, Arlyn Johnson, Chairman Randy Vogel, Ray Heidtke, David Klug, and Lester Steffen. Also present was Zoning Administrator Gordon Hoffmann and Clerk Oliver.
 - C. Approval of Agenda** – Motion by Huettl, seconded by Heidtke to approve the agenda. Motion carried without a negative vote.
 - D. Approval of Minutes** – Motion by Steffen, seconded by Hartwig to approve the minutes of the November 20, 2013 meeting. Motion carried without a negative vote.

- II. Public Hearing – 7:20 p.m.** – The Public Hearing was called to order by Chairman Vogel.
 - A. Conditional Use Permit to Allow Parcel to be Used as a County Park per Proposed Section 4.05(O) and Section 4.09 of the Zoning Ordinance – 4636 Hwy. P – Washington County** – The Notice of Public Hearing on Application for Conditional Use Permit was read into the record by Hoffmann. Scott Schmidt, representing Washington County presented a layout of the proposed Park. Schmidt detailed the proposed shelter which would not have lighting or electrical service, and the standard “County Park signage at the entrance. There were no comments from the public.
 - B. Close Public Hearing** – Motion by Huettl, seconded by Hartwig to close the public hearing. Motion carried without a negative vote.

- III. Business**
 - A. Any Town Citizen Comment on an Agenda Item** – There were no comments.
 - B. Amendment of Section 2.15 – Increase Minimum Penalty Forfeiture – Review and Recommendation** – Motion by Huettl, seconded by Klug recommending the Town Board adopt the amendment of Section 2.15 to increase the minimum penalty forfeiture. Motion carried without a negative vote.
 - C. Create Section 4.05(O) – Permit Public Parks as Conditional Use Permit in A-1 Agricultural/Rural Residential District – Review and Recommendation** – Motion by Huettl, seconded by Bales recommending the Town Board adopt the creation of Section

**MINUTES OF THE PARK AND PLANNING COMMISSION
JANUARY 29, 2014
PAGE 2**

4.05(O) to permit public parks as a Conditional Use Permit in the A-1 Agricultural/Rural Residential District. Motion carried without a negative vote.

- D. Amend Section 4.12 Wireless Telecommunication Facility – Review and Recommendation** – Motion by Huettl, seconded by Klug recommending the Town Board adopt the amendment to Section 4.12 Wireless Telecommunication Facility. Motion carried without a negative vote.
- E. Conditional Use Permit to allow Parcel to be Used as a County Park per Proposed Section 4.05(O) and Section 4.09 of the Zoning Ordinance – 4636 Hwy. P – Washington County – Review and Action** – Motion by Huettl, seconded by Behm to approve Conditional Use Permit J-14-002 as amended, subject to the Town Board adoption of the ordinance creating 4.05(O) of the Zoning Ordinance which would allow public parks as a conditional use in the A-1/Agricultural/Rural Residential District. Motion carried without a negative vote.
- F. Temporary Hours of Operation Expansion per Conditional Use Permit J-09-005 3.3 – April thru June 2014 – 675 Pleasant Valley Road – Payne & Dolan Inc. – Review and Action** - Motion by Huettl, seconded by Hartwig to allow for the expansion of hours of operation from April thru June 2014 for Payne & Dolan Inc., operating under CUP J-09-005. Motion carried without a negative vote.
- G. Washington County Landmark Application – 1125 Western Avenue – Joseph and Jerry Borchard, Owners – Discussion** – Hoffmann provided the commission members with an update on the application made to the Washington County Landmark Committee by Joseph and Jerry Borchard to have the property located at 1125 Western Avenue, Town of Jackson (the blacksmith shop located in Kirchhayn) designated as a landmark.
- H. Building Inspectors Report – 2013** – Hoffmann provided the commission members with a summary report of 2013 building inspection activity; the total value of permits issued was \$9,587,008.
- I. Zoning Administrator’s Report** – Hoffmann reported on a Hwy. 60 property that was sold with a portion of land split off that is now inaccessible (created an island). The Lannon Stone CUP will be on the agenda next month; Lannon Stone has purchased the stone house property next to the quarry. The Sigmund arbitration is ongoing.
- J. Correspondence** – Hoffmann – Nothing additional. Chairman Vogel reported he received a summary of the 2013 Park Fund bank balances and activity from the Clerk’s office.
- IV. Adjournment** – Motion by Johnson, seconded by Huettl to adjourn. Motion carried without a negative vote.

Respectfully submitted,

Gordon Hoffmann, Zoning Administrator

Julia Oliver, Town Clerk



**MINUTES OF THE PARK AND PLANNING COMMISSION MEETING
MARCH 26, 2014**

- I. Call Meeting to Order** – The meeting was called to order at 7:00 p.m. by Vice-Chairman David Klug.
 - A. Official Meeting Notification** – The official meeting notice was read into the record by Gordon Hoffmann.
 - B. Roll Call** – Members present: John Bales, Robert Hartwig, Paul Huettl, Ray Heidtke, Vice-Chairman David Klug, and Lester Steffen. Also present was Zoning Administrator Gordon Hoffmann and Clerk Oliver. Chairman Randy Vogel and Arlyn Johnson were excused. Diane Behm was absent.
 - C. Approval of Agenda** – Motion by Huettl, seconded by Steffen to approve the agenda. Motion carried.
 - D. Approval of Minutes** – Motion by Heidtke, seconded by Steffen to approve the minutes of the January 29, 2014 meeting. Motion carried.
- II. Business**
 - A. Any Town Citizen Comment on an Agenda Item** – There were no comments.
 - B. Conditional Use Permit J-14-001 – Lannon Stone Products, Inc. – Pleasant Valley Road – Hans Dawson – Review and Action** – Hoffmann noted the document was the same as the previous year with the exception of #2; the use area has changed with the purchase of the private property (Stern family property) east of the main entrance to Lannon Stone. Motion by Bales, seconded by Hartwig to adopt Conditional Use Permit J-14-001. Motion carried without a negative vote.
 - C. Site Plan Approval – Lannon Stone Products, Inc. – Pleasant Valley Road – Hans Dawson – Review and Action** – Dawson explained that he would like to extend the berm that is currently along Pleasant Valley Road across the purchased private property (Stern family property). Motion by Huettl, seconded by Hartwig to approve the site plan for Lannon Stone Products, Inc. Motion carried without a negative vote.
 - D. Conservation Easement – Section 14 – Peg Kohring, Director, The Conservation Fund** – Kohring gave a brief history of the Conservation Fund, and further explained the importance of preserving areas that will hold storm water. Kohring mentioned the Conservation Fund feels it makes more sense to have land remain forest or farmland rather than parkland. John Kruse, owner of the farmland explained his interest in the project. Hoffmann noted that this action would take land that can be improved and extracts it from the Town tax base as developable. Kohring explained that the Conservation Fund

MINUTES OF THE PARK AND PLANNING COMMISSION
MARCH 26, 2014
PAGE 2

purchases the easement from the owner which stipulates the land will remain farmland. The purchase funds allow the property owner to pay down the current debt on the property while retaining ownership. After further discussion motion by Bales, seconded by Steffen to table the discussion until the next meeting. Motion carried without a negative vote.

- E. Preliminary Land Division – 2715 Pleasant Valley Road – Sarah King – Review and Recommendation** – No action; King did not attend the meeting.
- F. Zoning Administrator’s Report** – Hoffmann reported on the Sigmund lawsuit settlement and a Wisconsin Towns Association article related to easements.
- G. Correspondence** – Hoffmann with additional comments from Town Chairman Heidtke gave the Commission members an update on the Village Water Extension Project.

The next meeting will be held on April 23, 2014.

- III. Adjournment** – Motion by Bales, seconded by Huettl to adjourn. Motion carried.

Respectfully submitted,

Gordon Hoffmann, Zoning Administrator

Julia Oliver, Town Clerk



**MINUTES OF THE PARK AND PLANNING COMMISSION MEETING
APRIL 23, 2014**

- I. Call Meeting to Order** – The meeting was called to order at 7:00 p.m. by Chairman Randy Vogel.
- A. Official Meeting Notification** – The official meeting notice was read into the record by Gordon Hoffmann.
- B. Roll Call** – Members present: John Bales, Diane Behm, Robert Hartwig, Paul Huettl, Arlyn Johnson, Chairman Randy Vogel, Ray Heidtke, Lester Steffen, and David Klug. Also present was Zoning Administrator Gordon Hoffmann. Treasurer Paul Eilbes clerked the meeting.
- C. Approval of Agenda** – Motion by Huettl, seconded by Klug to approve the agenda. Motion carried without a negative vote.
- D. Approval of Minutes** – Minutes of the March 26, 2014 meeting were read by Hoffmann. Motion by Steffen, seconded by Huettl to approve the minutes. Motion carried without a negative vote.
- II. Business**
- A. Any Town Citizen Comment on an Agenda Item** – Resident Jeff Wenzel, 3145 Country Aire Drive, commented on Agenda Item B. Wenzel urged approval of Kruse family plan, as the alternative could be sale to the DNR. Resident Shawn Maney, 3138 Country Aire Drive, commented on Agenda Item B. Maney urged consideration and approval of plan, and that farmland on the tax roll is better than weeds not on the tax roll.
- B. Conservation Easement Section 14 – Peg Kohring, Director, The Conservation Fund – John and Pam Kruse - Owners – Discussion** – Hartwig recused himself from the Commission for this item. Hoffmann noted that on the map copy presented, all but 12 acres surrounding the home site would be within the proposed easement. Hoffmann explained that his concern is the creation of a domino effect removing land that could be developed in the future. Kohring was not in attendance. John Kruse read a prepared statement, detailing the history and use of Pinewood Farm, the desire to preserve farmland in the Town, and the history of the purchase of the Pecher Farm. Kruse also stated that the acreage left out of the easement would be along Highway 60 for possible future development. Kruse further explained the process of setting up the easement, and that the map presented was done by the Conservation Fund and was not a final survey. Discussion was supportive, but asked if there could be some flexibility in the size or shape of the front parcel. Kruse was asked to return with a Certified Survey Map, and a land agreement that would tie the two parcels together, to prevent the easement becoming landlocked in the future.

MINUTES OF THE PARK AND PLANNING COMMISSION MEETING

APRIL 23, 2014

PAGE 2

- C. Preliminary Land Division – 2715 Pleasant Valley Road – Sarah King - Review and Recommendation** – Hoffmann distributed provisional maps and stated that at the March 26, 2014 meeting a request was made to create a two parcel division of an existing parcel, with the intent to build on the second parcel. The issue is that the current parcel is zoned A-1 but is less than ten acres. A-1 zoning requires a minimum five acre parcel. Hoffmann said that this is an attempt to split the parcel without re-zoning the property, by creating a two-parcel cluster development, with open space. The Board of Appeals would need to grant a variance for this split. Hoffmann further stated that re-zoning of the parcel could be done in the future, as part of a comprehensive re-zoning in the Town. Sarah King stated that the current house on the parcel is non-conforming, as it is too close to the road. King said this will give them the opportunity to put up a new dwelling set further back. This could also present a lease opportunity for the first house in the future. Consensus was that Drawing “A” provided would be the better option. Hoffmann stated that no action need be taken tonight, and that King should get with surveyor to prepare a formal plan to bring back to the Commission, with the understanding that the Board of Appeals would then grant the required variance.
- D. Certified Survey Map – Living Word Lutheran High School – 2230 Living Word Lane – Kristin McGraw – Review & Action** – McGraw, representing Groth Design Group, presented a Certified Survey Map approved by the Village of Jackson, and explained that the issue was that the proposed addition encroaches on the current water main and easement. The Village Plan Commission was scheduled to meet on April 24 to act on the proposed change to the main and easement. Motion by Johnson, seconded by Huettl, to recommend approval of the Certified Survey Map, subject to approval of the easement change by the Village of Jackson, and to recommend Town Board approval. Motion carried without a negative vote.
- E. Living Word Lutheran High School Addition – 2230 Living Word Lane – Kristin McGraw – Review & Action** – McGraw presented plans for the proposed addition to the school. The addition would add 5200 square feet of ground floor space to be utilized as a cafeteria and athletic training room, and 3300 square feet of basement storage area. Johnson asked if there were landscape plans. McGraw said that they were not sure of the landscaping intentions yet. Hoffmann stated that landscaping plans could be submitted at a later date. Motion by Johnson, seconded by Klug, approving the Living Word Lutheran High School addition plan. Motion carried without a negative vote.
- F. Zoning Administrator’s Report** – Hoffmann had no report.
- G. Correspondence** – Vogel stated that the Commission had received correspondence from the Conservation Fund which explained the Greenseams flood management program.

The next meeting will be held on Wednesday, May 28, 2014, at 7:00 PM.

- III. Adjournment** – Motion by Heidtke, seconded by Johnson to adjourn. Motion carried without a negative vote.

**MINUTES OF THE PARK AND PLANNING COMMISSION MEETING
APRIL 23, 2014
PAGE 3**

Respectfully submitted,

Gordon Hoffmann, Zoning Administrator

Paul A. Eilbes, Treasurer



**MINUTES OF THE PARK AND PLANNING COMMISSION MEETING
JUNE 25, 2014**

- I. Call Meeting to Order** – The meeting was called to order at 7:00 p.m. by Chairman Randy Vogel.
 - A. Official Meeting Notification** – The official meeting notice was read into the record by Gordon Hoffmann.
 - B. Roll Call** – Members present: John Bales, Dan Kufahl, Paul Huettl, Ray Heidtke, David Klug, and Lester Steffen. Also present was Zoning Administrator Gordon Hoffmann and Clerk Oliver. Arlyn Johnson and Diane Behm were excused.
 - C. Approval of Agenda** – Motion by Heidtke, seconded by Klug to approve the agenda. Motion carried.
 - D. Approval of Minutes** – Motion by Steffen, seconded by Huettl to approve the minutes of the May 28, 2014 meeting. Motion carried.

- II. Business**
 - A. Any Town Citizen Comment on an Agenda Item** – There were no comments.
 - B. Certified Survey Map – Living Word Lutheran High School – 2230 Living Word Lane – Kristin McGraw – Review and Action** – Hoffmann commented that there were no changes to the CSM; there was an adjustment for the easement. Hoffmann noted the Village approved the map at their last meeting. Motion by Huettl, seconded by Bales to approve the Certified Survey Map for Living Word High School, and to recommend the Town Board approve the Certified Survey Map at their next meeting. Motion carried.
 - C. Certified Survey Map - Scott and Richard Luenberg – 3322 and 3314 Hwy. P – Review and Action** – It was noted the CSM is being done to create the 20’ wide utility easement to allow for sewer and water to both parcels in the future. Motion by Huettl, seconded by Klug to approve the Certified Survey Map for Scott Luenberg and Richard Luenberg, and to recommend the Town Board approve the Certified Survey Map at their next meeting. Motion carried.
 - D. DNR Parking Lots – Jackson Marsh Wildlife Area – Dawn Luehrs – Information** – Hoffmann stated he received information from Luehrs that the WI DNR will be increasing the size of their four parking lots in the Town; two lots are on Pleasant Valley Road, one lot is on County M and one lot is on County G. Hoffmann further explained the Town has no control over DNR land and that this was an informational agenda item only.
 - E. Zoning Administrator’s Report** – Hoffmann reported on a complaint received from David Tucholka about his neighbor’s property located at 2542 Dove Drive. The property

**MINUTES OF THE PARK AND PLANNING COMMISSION
JUNE 25, 2014
PAGE 2**

owner, Lyle Oldenburg passed away in 2013 and the property has gone into disrepair. Hoffmann explained there is very little the Town can do to assist Mr. Tucholka at this time.

F. Correspondence – Nothing additional.

III. Adjournment – Motion by Bales, seconded by Steffen to adjourn. Motion carried.

Respectfully submitted,

Gordon Hoffmann, Zoning Administrator

Julia Oliver, Town Clerk