



**MINUTES OF THE PARK AND PLANNING COMMISSION MEETING
May 29, 2024**

1. **Call meeting to order, Pledge of Allegiance, and confirmation of meeting notice.** The meeting was called to order, with the reciting of the Pledge of Allegiance, at 7:00pm by Chairman Dave Klug. Clerk Eichner confirmed proper notice of the meeting.
2. **Roll Call** – Members present: Chairman Dave Klug, Vice-Chairman Arlyn Johnson, Andy Jones John Bales, Chad Johnson, Joe Kufahl, Bob Traska, Dennis Bell, and Steve Fischer. Also present was Zoning Administrator Jim Micech, Attorney Remzy Bitar, and Clerk Bob Eichner.
3. **Approval of the Agenda** – Motion by Bales, seconded by Fischer, to approve the agenda as presented. Motion carried, 9-0.
4. **Approval of the minutes** – Motion by Bell, seconded by Traska, to approve the minutes of the April 24, 2024 Parks and Planning meeting. Motion carried, 9-0.
5. **Any Town Resident to comment on any agenda item** – No public comments.
6. **Anton & Janice Matuszczak – 4736 Maple Road – T7-0074 – Request from Mr. Matuszczak to reconsider the Plan Commission’s April 24, 2024, decision to require a Public Hearing for renewal of Conditional Use J-22-001** – Motion by C. Johnson, second by Jones, to reopen and reconsider the requirement for a public hearing. Motion carried 9-0. Mr. Matuszczak stated that he was asking for an extension of the CUP, and he believed this was not an amendment to the original CUP and should therefore not require a public hearing. Zoning Administrator Micech concurred. Attorney Bitar advised the commission that the advice for a public hearing set at the April meeting by Attorney Andringa appears to be sound legal advice, but if the Commission has more details that it believes would not require a public hearing, then the commission can proceed without it. Atty. Bitar did caution that the Commission could be open to claims of non-conformance if the public hearing is not held. Motion by C. Johnson, second by A. Johnson to require the public hearing. Motion carried 9-0.
7. **Public Hearing – 7:00 PM**
 - A. **Open Public Hearing - Anton & Janice Matuszczak – 4736 Maple Road – T7-0074 – Conditional Use Permit Renewal Request for a two (2) year period to store construction equipment and building supplies outside on the site south of the existing pole barn** – Motion by Traska, second by C. Johnson, to open the public hearing. Motion carried 9-0. Micech read the hearing notice. Public comments : Gordon Potter, 4650 Lime Ridge Road spoke in favor of extending the CUP. There were no other public comments.
 - B. **Close Public Hearing** – Motion by Bales, second by C. Johnson, to close the public hearing. Motion carried 9-0.
8. **Anton & Janice Matuszczak – 4736 Maple Road – T7-0074 – Conditional Use Permit Renewal Request Anton & Janice Matuszczak – 4736 Maple Road – T7-0074 – Conditional Use Permit Renewal J-22-001 Request for a two (2) year period to store construction equipment and building supplies outside on the site south of the existing pole barn. Discussion and possible action** – Motion by C. Johnson, second by Bales, to approve the requested two-year extension for CUP J-22-001. Motion carried 9-0.
9. **Dane Girard Hoffnagle – Cedar Jacks – 3280 County Highway P – T7-0777-00C - Double sided ground sign request to install at existing sign location** – Motion by Bales, second by Jones, to approve the ground sign for Cedar Jack’s. Motion carried 9-0.

- 10. The Schalla Corporation – Larry Schalla – Countryside Storage, 4889 Jackson Drive – T7-0106-00C – M-1 – Concept Review for site plan request for outside storage of campers, enclosed and open trailers, and vehicles** – Mr. Schalla presented a concept plan for outside storage of campers, RVs, trailers, etc. Currently this storage is limited and is mainly on grassy areas which can get muddy and unsightly at times. Mr. Schalla proposes to put gravel areas on the south and west sides of the existing storage building to park the trailers and vehicles for short term parking storage. Micech noted that this property is zoned M-1, which is legal non-conforming for the storage facility, and it is spot zoning. The comprehensive Land use plan and zoning map will probably have to be amended to B-2 to allow this request. The commission consensus is that if Mr. Schalla wishes to pursue this request and the property is brought into conformance with current codes, the request could be approved. No formal action taken.
- 11. Moraine Development – Nate Swinton – 4320 Country Aire Drive – A-1- Concept Review to vacate the public roadway for Louis Lane and to combine parcels into one (1) parcel on a future Certified Survey Map consisting of T7-03150-00D, -00E, -00F, -00G, -0316-00C, -0317-00Z, -0319, -0309 & -0310-00Z** – Mr. Swinton presented a concept plan for lot consolidation of the former Country Aire Estates, which would require vacation of Louis Lane. The vacation of Louis Lane must be approved before the consolidation CSM can be recorded. The Town Engineer inquired if the proposed use of the consolidated property conforms to the Town's zoning code. The concern currently is only on the lot consolidation and roadway vacation. A larger example of the proposed use is a site at 1171 Highway 175 in Richfield. Micech will work with the Town attorney and the applicant with respect to submittals and timelines for the process. No action other was taken.
- 12. Zoning Administrator's Report** – All of the buildings on the Scheunemann property have been removed and the House was burned by the Jackson Fire Department on May 18th. The foundation for the Boehlke addition foundation is in.
Kettle Moraine Lutheran High School update – The driveway access off Sherman will not be included in the bond issue. They are still working on the design but will be a separate project. Catalis, the general Contractor will be submitting for their building permit soon. The accessory shed by the athletic fields is considered a commercial building and is being reviewed by the State. Micech send out letters regarding yard complaints on Sherman & Division and on Division near the Town Garage.
Prairie Meadows Subdivision update – If an application for a driveway culvert permit is submitted, Micech can deny it. The property owners in the subdivision have 1/12 interest in the outlot that the developer is trying to build on. The developer has staked the rear lot corners. If there is any work done to develop the outlot, a stop work order will be issued. If he continues an injunction will be sought by the Town.
- 13. Correspondence and announcement** – The CDA is meeting on June 6th to consider approval of the final Resolution on the KMLHS Bond issue. The Town Board will take final action on June 14th. Chairman Klug reported that State and private company are reviewing areas in question of the Windmill Trace Subdivision. They did not find good soils listed in the initial report, but they did find soils adequate for mound sanitation systems.
- 14. Adjournment of Parks and Planning Commission** – Motion by Bales, seconded by Jones to adjourn at 8:32pm. Motion carried, 9-0.

Respectfully submitted,

Robert M Eichner

Robert M Eichner, Town Clerk
Approved: July 31, 2024

Jim Micech

Jim Micech, Zoning Administrator