



**MINUTES OF THE PARK AND PLANNING COMMISSION MEETING
JANUARY 29, 2020**

- I. Call meeting to order.** The meeting was called to order at 7:00 p.m. by 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, Marcy Bishop, Arlyn Johnson, David Klug, Ray Heidtke and Richard Deming. Also present was Zoning Administrator Gordon Hoffmann and Clerk Julia Oliver. Chad Johnson and Randy Vogel were excused. Robert Hartwig was absent.
- C. Approval of agenda.** Motion by Bales, seconded by Bishop to approve the agenda. Motion carried.
- D. Approval of minutes.** Motion by Heidtke, seconded by Bishop to approve the minutes of the December 4, 2019 Park and Planning Commission meeting. Motion carried.
- II. Business**
- A. Any town citizen comment on an agenda item.** There were no comments.
- B. Timothy Lodwick – 1447 Hwy 60 – provide town attorney recommendation for action.** Hoffmann summarized the letter he sent to Attorney Andringa on December 10, 2019 which detailed the open zoning violations on the Lodwick property and referenced the corresponding Town of Jackson zoning code sections. After discussion, motion by A. Johnson, seconded by Bales directing the town attorney to proceed with action related to violations as detailed in Hoffmann’s letter which referred to sections 5.04, 6.03, 3.05, 2.09, and 7.02 of the Town of Jackson Zoning Ordinance. Motion carried without a negative vote.
- C. Land division – Steve Weinand – 4310 Jackson Drive – review and recommendation.** Weinand appeared and presented the Certified Survey Map for his land division request. After review which included setback questions, motion by Bales, seconded by Heidtke to approve the Certified Survey Map for Steve Weinand, 4310 Jackson Drive. Motion carried without a negative vote.
- D. Combine two subdivision lots – Matthew Hansen – 3549 Lusan Drive.** Hansen did not appear. Hoffmann summarized that Hansen purchased a lot adjacent to his property and he would like to join the two properties together, Hoffmann stated he explained to Hansen that his properties are located in a subdivision and the platted lots are supposed to stay separate. After discussion it was the consensus of the Park and Planning Commission members that the opinion provided to Hansen by Hoffmann is correct.

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- E. Land Division – Uhlig – Sherman Road – review and recommendation.** Don Stauss appeared on behalf of the Uhlig Trust and explained the proposed land division. Stauss stated the proposed lot C will be 5.01 acres, the soil borings passed and the current access off of Sherman Road will be used for both the current a new lots. After discussion it was the consensus of the Park and Planning Commission for Stauss to proceed with the land division through preparation of a Certified Survey Map.
- F. Town of Jackson Comprehensive Plan 2050 – three Park and Planning Commission members recommendation to full Park and Planning Commission – review and action.** Klug reported a revised document has been created and that the three members would like to present the document to the full Park and Planning Commission for action. Motion by Heidtke, seconded by A. Johnson directing the three members to forward the revised document via email to Hoffmann’s office, and then his office will forward the document to the members of the Park and Planning Commission to facilitate their individual review prior to the next meeting. Motion carried without a negative vote.
- G. Zoning Administrator’s report.** Hoffmann reported the property on CTH P that is zoned B-2 and had a Conditional Use Permit issued to Kevin Dittmar in order for him to build a storage unit complex on the property, has now been sold by Dittmar to Mark Stoffel (no storage units were ever built by Dittmar).
- H. Correspondence.** Hoffmann distributed advisory correspondence from Attorney Stan Riffle and asked that the commission members review the document. Hoffmann stressed the document is an attorney/client privileged communication.

The next meeting will be held on February 26, 2020.

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

Respectfully submitted,

Gordon Hoffmann, Zoning Administrator

Julia Oliver, Town Clerk



**MINUTES OF THE PARK AND PLANNING COMMISSION MEETING
FEBRUARY 26, 2020**

- I. Call meeting to order.** The meeting was called to order at 7:00 p.m. by 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, Chad Johnson, Robert Hartwig, Marcy Bishop, Arlyn Johnson, David Klug, Randy Vogel, Ray Heidtke and Richard Deming. Also present was Zoning Administrator Gordon Hoffmann and Clerk Julia Oliver.
- C. Approval of agenda.** Motion by Hartwig, seconded by Bishop to approve the agenda. Motion carried.
- D. Approval of minutes.** Motion by Heidtke, seconded by C. Johnson to approve the minutes of the January 29, 2020 Park and Planning Commission meeting. Motion carried.
- II. Business**
- A. Any town citizen comment on an agenda item.** There were no comments.
- B. Bed and Breakfast – Mark Stoffel – 4720 CTH P – Review and Recommendation.** Stoffel appeared and stated he purchased the property a year ago and has been reviewing the history of the property; he would like to preserve the farm. Stoffel presented the commission members with an informational summary of his proposal and noted the zoning was previously changed to B-2. Stoffel stated he may wish to have animals on the property in the future, and may use the summer kitchen as a business office. Hoffmann noted that the property zoning could be apportioned into both A-1 and B-2, or as needed once the plan is more certain. The consensus of the members is in support of the project and they have no issues with the multiple zoning types within the confines of one property.
- C. Land purchase and division – 3000 CTH P – Tim Trapp – review and recommendation.** Trapp appeared and stated he had previously purchased sixteen acres from the Schowalters and would like to purchase additional acreage, and in the future perhaps subdivide it. Trapp asked if a road would need to be built for land divisions, or if he could have multiple driveways; he was advised the county would not approve multiple 66’ driveways with access to CTH P in such close proximity to each other. Trapp thanked the commission members for answering his questions.
- D. Baseball fields and pavilion improvements – Greg Winn, JAYBA Chairman – review and recommendation.** Winn and Paul Kuber appeared to represent JAYBA. Winn provided a brief update on JAYBA and noted that they expect to have sixteen teams for the 2020 season.

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Winn expounded on the list of baseball field and pavilion improvements for discussion: 1. Lights for night games, 2. Fence repairs, 3. Gravel pathway repairs, 4. Landscape bed improvements, 5. Pavilion improvements – ceiling fans and speakers, 6. Baseball diamond field leveling and top coating, 7. Replace overhead netting, 8. Backstop and dugout fence wraps. Discussion included the estimated cost of repairs and improvements, as well as a request by the commission members for JAYBA to prioritize the list and a draft of a lease agreement that would include all the things they would like specified in the agreement including a three year term.

E. Zoning Administrator’s report. Hoffmann reported the revised comprehensive plan update document was not received in his office so it has not been forwarded to the commission members. Hoffmann shared a letter from Attorney Andringa dated February 10, 2020 which specifies the steps Hoffmann must take prior to Andringa proceeding with legal action against Timothy Lodwick; Hoffmann noted he has issued an “Order to Correct” providing a thirty day notice. Hoffmann reported the Reuben Schmaal homestead has been torn down to make way for the new Village Public Safety building and Hoffmann shared the program that was created by Marlene Hoffmann for the Reuben Schmaal “retirement” dinner, noting Schmaal had served many years as town chairman.

F. Correspondence. Hoffmann had nothing additional.

The next meeting will be held on March 25, 2020.

III. Adjournment. Motion by Bales, seconded by Bishop to adjourn. Motion carried.

Respectfully submitted,

Gordon Hoffmann, Zoning Administrator

Julia Oliver, Town Clerk



**MINUTES OF THE PARK AND PLANNING COMMISSION MEETING
MAY 27, 2020**

- I. Call meeting to order.** The meeting was called to order at 7:00 p.m. by 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, Joe Kufahl, Arlyn Johnson, David Klug, Randy Vogel, Ray Heidtke and Richard Deming. Also present was Zoning Administrator Gordon Hoffmann and Clerk Julia Oliver. Chad Johnson was absent.
- C. Approval of agenda.** Motion by Hartwig, seconded by Vogel to approve the agenda. Motion carried.
- D. Approval of minutes.** Motion by Bales, seconded by Vogel to approve the minutes of the February 26, 2020 Park and Planning Commission meeting. Motion carried.
- II. Business**
- A. Any town citizen comment on an agenda item.** There were no comments.
- B. Firearm Business – Stephan Finster – 3628 Summer Drive – Review and Recommendation.** Finster appeared and stated he is in the process of getting his Federal Firearms License in order to start a business including online and local sales and transfers of firearms. He would like to pursue gunsmithing in the future. Hoffmann noted the Finster residence is subject to 2.09(D)(5, 7) of the Zoning Ordinance and this type of business is not specifically listed. Finster stated he plans to have no more than 20-30 guns at his residence at a time (except for an annual Ducks Unlimited event), and his FFL license would allow the sale of ammunition, but he does not plan to sell ammunition. After discussion, motion by A. Johnson, seconded by Bales to recommend the town board approve the firearms business for Stephan Finster, 3628 Summer Drive subject to his written notification to and no objections by the neighbors within 100 feet of all his property lines, and that the number of firearms located at the property not exceed 50, and that there is not an increase in traffic volume greater than is considered normal in a residential neighborhood. Motion carried without a negative vote.
- C. Accessory Structure – Damien Shepard – 1920 Pleasant Valley Road – Accessory structure larger than 1500 square feet on a parcel greater than 10 acres in size per 4.05(n) of the Zoning Ordinance – Review and Recommendation.** Damien Shepard did not appear; no action.
- D. Zoning Administrator’s Report.** Hoffmann reported that Attorney Andringa has started the legal proceedings against Timothy Lodwick and noted Lodwick has since added large boulders

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along the side of his garage which he has then filled with gravel to add parking and obscure the view to the rear of his property.

Hoffmann also reported that the Certified Survey Map for the proposed land division of T7 0644 by the Donald and Harriet Uhlig Trust located on Sherman Road has been received in his office and has met all the criteria requested by the Park and Planning Commission members. The consensus of the members is to have Hoffmann review the code and if it is allowable then forward the CSM to the town board for action; then Chairman Klug will provide a report to the commission members at the next Park and Planning Commission meeting. Klug explained this procedure has been used in previous circumstances where time is of the essence.

Hoffmann also reported the property located at 751 Bridge Road is for sale and he has been contacted about splitting the property into two parcels because there are two houses on the property.

E. Correspondence. Hoffmann had nothing additional.

III. Adjournment. Motion by Bales, seconded by Kufahl to adjourn. Motion carried.

Respectfully submitted,

Gordon Hoffmann, Zoning Administrator

Julia Oliver, Town Clerk



**MINUTES OF THE PARK AND PLANNING COMMISSION MEETING
JUNE 24, 2020**

- I. Call meeting to order.** The meeting was called to order at 7:00 p.m. by Vice-chairman Arlyn Johnson.
 - A. Official meeting notification.** The official meeting notice was read into the record by Gordon Hoffmann.
 - B. Roll call.** Members present: John Bales, Chad Johnson, Joe Kufahl, Paul Huettl, Arlyn Johnson, Randy Vogel, Ray Heidtke and Richard Deming. Also present was Zoning Administrator Gordon Hoffmann and Clerk Julia Oliver. David Klug was excused.
 - C. Approval of agenda.** Motion by Heidtke, seconded by Huettl to approve the agenda. Motion carried.
 - D. Approval of minutes.** Motion by Vogel, seconded by Bales to approve the minutes of the May 27, 2020 Park and Planning Commission meeting. Motion carried.

- II. Business**
 - A. Any town citizen comment on an agenda item.** There were no comments.
 - B. Firearm Business – Karl Orlofski – 2539 Sherman Road; Review and Recommendation.** Orlofski did not appear. Motion by Bales, seconded by C. Johnson to table this item until the next meeting. Motion carried without a negative vote.
 - C. Culvert and Fence Location – Ben Paske – Wildwood Lane – Review and Recommendation.** Paske appeared and stated he needs access to his back yard from Wildwood Lane as he is currently accessing the yard from Country Aire Drive and has safety concerns. After discussion and consideration of the existing fencing, motion by Huettl, seconded by C. Johnson to approve the culvert and access from Wildwood Drive and to allow the existing fence to remain with the addition of a new gate for Ben Paske. Motion carried without a negative vote.

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- D. 30 Acre Land Division – David and Mary Witte, CTH NN – Review and Recommendation.** The Witte’s appeared and explained they would like to split the 30 acres they own which is adjacent to their farm property into four 5-acre parcels and 1 ten-acre parcel. The Wittes explained there are currently three agricultural driveways off CTH NN to access the property, and the Washington County Highway Department would like the three drives removed and two new “wide” drives added. Wittes stated the furthest west 10-acre parcel will be held as an agricultural buffer but may be split in the future. The commission members had no objections and advised the Wittes they would need to have a certified survey map prepared, have soil borings done, have Washington County approve the driveway accesses and return to the Park and Planning Commission for approval. The Witte’s noted they have spoken with their neighbors and there are no objections.
- E. Code Violation: Section 3.03(A) Permitted Uses, numbers of domestic livestock/poultry allowed on parcels 10 acres or less – Chad Erickson – Review and Recommendation.** Hoffmann explained a complaint about the number of animals on the property exceeds the allowable number for the acreage owned. Hoffmann did send written notification and noted it could be the property owner is renting land from a neighbor. Motion by Bales, seconded by Huettl to table this item until the next meeting. Motion carried without a negative vote.
- F. 3-Parcel Land Division – Robin Olson, 1966 Sherman Road – Review and Recommendation.** Olson stated of the total 80 acres she currently owns, she would like to reduce the size of the property where she is building a new house to five acres, sell fifty-five acres to her son who owns the neighboring land, and keep the remaining twenty acres with the farm house she is selling. The commission advised Olson to divide off the twenty-acre parcel with the farm buildings and attach the excess fifty-five acres to her son’s property (Braeger).
- G. Jackson Area Youth Baseball Association Report – Greg Winn.** Winn appeared and explained there is a loose affiliation between the Slinger, Hartford, Richfield and Jackson leagues and together they discussed and decided the safest way to return to playing baseball. Winn described the actions they have taken such as adding hand sanitizers at each dugout, closing off the bleachers and not allowing team treats after games. He reported the bathrooms are being monitored and cleaned by JAYBA volunteers and they have eliminated the “end of year” party that is normally held. Winn explained that in consideration of the updated guidelines from the Washington/Ozaukee County Health Department they would like to offer concessions, abiding by the stipulations of only prepackaged food and no nuts or sunflower seeds. Heidtke stated this request is contradictory to the

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guidelines for “returning to play” that JAYBA and their affiliated leagues had previously published. The commission recommended that JAYBA and the affiliated teams update their guidance to reflect the revisions that are now allowed, provide the revised notice to the town and post the notice throughout the ball facilities. The commission stressed that JAYBA must continue to follow all County Health Department guidelines.

H. Zoning Administrator’s Report. Hoffmann reported that Dennis Bush has contacted his office regarding proceeding with the zoning changes needed for the Sarah King parcel land division. Hoffmann noted the Lodwick issue is proceeding in court and he has received notification from Lodwick that he may no longer access the property for inspections.

I. Correspondence. Hoffmann had nothing additional. Heidtke reported that everything requested from the Uhlig Trust for the land division was provided and the Town Board approved the Certified Survey Map for the Uhlig Trust at the June 11, 2020 meeting.

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

Respectfully submitted,

Gordon Hoffmann, Zoning Administrator

Julia Oliver, Town Clerk



**MINUTES OF THE PARK AND PLANNING COMMISSION MEETING
JULY 29, 2020**

- I. Call meeting to order.** The meeting was called to order at 7:00 p.m. by Chairman Dave Klug.
- A. Official meeting notification.** The official meeting notice was read into the record by Clerk Oliver.
- B. Roll call.** Members present: John Bales, Joe Kufahl, Paul Huettl, Arlyn Johnson, Dave Klug, Randy Vogel, Ray Heidtke and Richard Deming. Also present was Clerk Julia Oliver. Chad Johnson and Zoning Administrator Gordon Hoffmann were excused.
- C. Approval of agenda.** Motion by Huettl, seconded by Vogel to approve the agenda. Motion carried.
- D. Approval of minutes.** Motion by Huettl, seconded by Bales to approve the corrected minutes of the June 24, 2020 Park and Planning Commission meeting. Motion carried.
- II. Business**
- A. Any town citizen comment on an agenda item.** Terry Wezyk, 2729 Pleasant Valley Road commented on item C (1) and noted he is opposed to the rezoning for the subdivision proposed by Sarah King.
- B. Firearm Business – Karl Orlofski – 2539 Sherman Road; Review and Recommendation.** Orlofski appeared and explained he recently moved to the Town of Jackson from Menomonee Falls. Orlofski had an FFL license and had a business in his home completing the transfer of firearms. Orlofski would like to have the same business in the Town of Jackson and is requesting approval. After discussion, motion by Huettl, seconded by Kufahl recommending the Town board approve the firearm business for Karl Orlofski, 2539 Sherman Road subject to the following conditions: 1. Written notification to all neighbors within 100' of the Orlofsky property, the number of firearms on the property shall not exceed 50 and no increase in traffic volume in the residential area. Motion carried without a negative vote.

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C. Zoning Administrator's report.

1. Rezoning progress for the Sarah King and Dale Ziemer properties.

Clerk Oliver passed along a report from Hoffmann: The Dale Ziemer property may not be moving forward as a land division because he has received an offer to purchase the entire property, and the Sarah King property would like to move forward with rezoning. Dennis Bush who was present on behalf of King stated they would like to move forward as soon as possible with the rezoning of the property and Chairman Klug said he would ask the item to be placed on the next agenda. Bush noted Hoffmann has asked for the subdivision entrance to be placed as far west as possible. Bush confirmed that Dale Ziemer has received an offer on the Sherman Road property.

D. Correspondence. Nothing additional was reported.

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
AUGUST 26, 2020**

1. **Call Meeting to Order, Pledge of Allegiance and announcement of meeting notice** – The meeting was called to order at 7:00 PM by Chairman David Klug. The Pledge of Allegiance was recited, and Treasurer Paul Eilbes read the meeting notice.
2. **Roll Call** – Members present: Chad Johnson, Joe Kufahl, Paul Huettl, Arlyn Johnson, David Klug, Randy Vogel, Ray Heidtke and Richard Deming were present. Also present were Zoning Administrator Gordon Hoffmann and Treasurer Paul Eilbes. John Bales and Clerk Julia Oliver were excused.
3. **Approval of agenda** – Agenda amended to add Item b. Certified Survey Map Review – Robin Olson to Item 8. Zoning Administrator’s Report. Motion by Vogel and seconded by Chad Johnson to approve the agenda as amended. Motion carried.
4. **Approval of minutes** – Motion by Heidtke and seconded by Kufahl to approve the minutes of the July 29, 2020 Park and Planning Commission meeting. Motion carried.
5. **Resident comment on any agenda item** – There were no comments.
6. **Comprehensive Plan 2050** – review of subcommittee recommendations and timeline for public hearings and adoption. Ben McKay of SEWRPC presented the draft Comprehensive Plan for review. Questions regarding intent of some of the subcommittee comments and edits were addressed. The 2018 Mediated Cooperative Plan Agreement with the Village of Jackson will be added as an exhibit. McKay stated that due to the editing process, no exact timeline adoption could be provided. McKay explained that the next steps would be one more review by the Park and Planning Commission after the editing, followed by the public hearing, Park and Planning Commission resolution to recommend Town Board adoption and Town Board adoption. McKay stated that the public hearing, resolution and adoption could all take place on one evening. McKay expected that the edited version would be ready for review at the September 30, 2020 Park and Planning Commission meeting.
7. **Drainage issue – Carl Jaskolski, 2243 Sherman Parc Court.** Mr. Jaskolski presented the history of issues he has been having with water runoff from the outlot onto his property. Jaskolski stated that the Homeowners’ Association has refused to address the problem. Jaskolski stated he has come to the Park and Planning Commission to see if there was anything the Town is able to do. Heidtke described the source and direction of the runoff. It was explained that the Town of Jackson cannot act in the outlot, and that the Homeowners’ Association would need to do any remediation. Hoffmann will look for the

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subdivision agreement and drainage plans and investigate what legal remedies might be available. It was suggested that Mr. Jaskolski check for his survey and grading plan.

8. Zoning Administrator's Report

- a. Rezoning progress for the Sarah King property.** Hoffmann stated that there were no changes since the July 29, 2020 Park and Planning Commission meeting.
- b. Certified Survey Map review – Robin Olson – 1930 Sherman Road.** Olson presented a Certified Survey Map for review. Olson stated that the map would reduce the parcel with the farm she is selling (Lot 1) to twenty acres and creates Outlot 1 of 49.5 acres that will be sold to her son (Braeger - Lot 1 – CSM 6227 on the CSM presented). The commission advised Olson that no action could take place at this meeting. The commission also advised Olson that the CSM needs to be revised to attach Outlot 1 to her son's property and then return for approval at the September 30, 2020 Park and Planning Commission meeting.

- 9. Correspondence and announcements.** Hoffmann had no correspondence. Klug noted that there appears to be accumulating items at the Stank property on County Road M, and asked Hoffmann to investigate.

- 10. Adjournment** – Motion by Arlyn Johnson, seconded by Huettl to adjourn. Motion carried.

Respectfully submitted,

Gordon Hoffmann, Zoning Administrator

Paul A. Eilbes, Town Treasurer



**MINUTES OF THE PARK AND PLANNING COMMISSION MEETING
SEPTEMBER 30, 2020**

- 1. Call Meeting to Order, Pledge of Allegiance and announcement of meeting notice** – The meeting was called to order at 7:00 PM by Chairman David Klug. The Pledge of Allegiance was recited, and Gordon Hoffmann confirmed the meeting notice.
- 2. Roll Call** – Members present: John Bales, Chad Johnson, Joe Kufahl, Paul Huettl, Arlyn Johnson, David Klug, Randy Vogel, and Richard Deming were present. Also present were Zoning Administrator Gordon Hoffmann, Town Attorney Tim Andringa and Clerk Julia Oliver. Ray Heidtke was excused.
- 3. Approval of agenda** – Motion by Huettl and seconded by Bales to approve the agenda. Motion carried.
- 4. Approval of minutes** – Motion by Huettl and seconded by Kufahl to approve the minutes of the August 26, 2020 Park and Planning Commission meeting. Motion carried.
- 5. Resident comment on any agenda item** – There were no comments.
- 6. Drainage issue – Carl Jaskolski, 2243 Sherman Parc Court.** Jaskolski stated he has spoken with Chairman Klug and emailed/spoken with several of the commission members requesting assistance with his drainage issue and inviting them to view the situation firsthand. Jaskolski stated the Sherman Parc Homeowners Association is unwilling to address his standing water problems. Jaskolski has installed multiple french drains to keep the water away from his home and to move the water toward the street. C. Johnson stated he has viewed the property and noted the curb is higher than the area where the water stands, and there is not a ditch along the front of the property to move the water along. Jaskolski stated he has also spoken with Village Administrator Walther who told him something must be done to keep the water off the road surface. Jaskolski is requesting the town send a letter to the subdivision HOA asking them to rectify the situation. Attorney Andringa stated he would need to review the HOA by-laws before offering an opinion to the town. Jaskolski stated he will provide a copy of the HOA by-laws. A. Johnson stated in his opinion the french drains are exacerbating the problem because the french drains concentrate the flow of water. The grading plan prepared by the developer planned for sheet (unconcentrated) flow. C. Johnson also provided insight on the high ground water occurrences in the town. After further discussion, motion by C. Johnson, seconded by Huettl recommending the Town Board send a letter to the Sherman Parc Homeowners Association about the water problem that exists and requesting they address it, and recommending Town Attorney Tim Andringa review the HOA bylaws and other documents in order to provide an opinion. Motion carried without a negative vote.

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7. **Certified Survey Map for Robin Olson, Sherman Road.** Robin Olson explained the CSM presented by stating she will reduce the farm parcel (Lot 1) to 20 acres by dividing off approximately 50 acres of “land locked” unplatted lands that will be kept agricultural and create a buffer between her family’s adjacent properties. The unplatted lands will be conveyed to Matthew and Jessica Braeger (son and daughter-in-law). Attorney Andringa stated he has reviewed the request and finds it to be acceptable. Andringa stated the warranty deed must be done prior to the CSM in order to ensure the conveyance is completed. Motion by Huettl, seconded by Deming recommending the Town Board approve the Certified Survey Map for Robin Olson. Motion carried without a negative vote.

8. **Certified Survey Map for David and Mary Jo Witte, CTY HWY NN.** The Witte’s have an offer to purchase for Lot 1 on the proposed CSM. Mr. Witte explained they have approval from the Washington County Highway Department to install two driveway accesses onto CTY HWY NN, therefore each two lots of the four proposed will share one access drive onto CTY HWY NN. The Witte’s previously presented their plan to divide the 30-acre parcel into four lots. Motion by A. Johnson, seconded by Vogel to recommend the Town Board approve the Certified Survey Map for David and Mary Jo Witte subject to written confirmation the Washington County Highway Department has approved access to CTY HWY NN, submission of the soil borings report and payment of applicable fees. Motion carried without a negative vote.

9. **Zoning Administrator’s Report.** Hoffmann reported he will have information on an upcoming subdivision at the next meeting.

10. **Correspondence and announcements.** Hoffmann had no additional correspondence.

11. **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
OCTOBER 28, 2020**

1. **Call Meeting to Order, Pledge of Allegiance and announcement of meeting notice** – The meeting was called to order at 7:00 PM by Chairman David Klug. The Pledge of Allegiance was recited, and Gordon Hoffmann confirmed the meeting notice.
2. **Roll Call** – Members present: John Bales, Chad Johnson, Joe Kufahl, Arlyn Johnson, David Klug, Randy Vogel, Ray Heidtke and Richard Deming were present. Also present were Zoning Administrator Gordon Hoffmann, Town Attorney Tim Andringa and Clerk Julia Oliver. Paul Huettl was excused.
3. **Approval of agenda** – Motion by Vogel and seconded by Bales to approve the agenda. Motion carried.
4. **Approval of minutes** – Motion by Heidtke and seconded by Deming to approve the minutes of the October 28, 2020 Park and Planning Commission meeting. Motion carried.
5. **Resident comment on any agenda item** – M. Bishop, 1736 Mill Road commented on agenda item 11. S. Fischer, 1217 Western Avenue, J. Goffin, 3509 Country Aire Drive, Terry Welch, 3489 Country Aire Drive and B. Arps, 3537 Country Aire Drive commented on agenda item 7.
6. **Erv and Mary Larsen, donation to the Town Hall Park.** The Park and Planning Commission members received a copy of the letter and attached drawing from the Larsens. Comments on the donation of a tree and memorial bench request from the Larsens included whether or not the town has parameters for accepting donations, the placing of the bench on a concrete base for maintenance ease and access for those who are disabled, and the note that benches previously donated were Aldo Leopold benches. After discussion, motion by Kufahl, seconded by Bales recommending the Town Board approve the donation from the Larsens, specifying the standard bench (Aldo Leopold bench) set on a concrete base. Motion carried without a negative vote.
7. **Gerald Peters, 3499 Country Aire Drive – neighbor complaints and zoning ordinance violations.** Hoffmann read the complaint notice into the record which included violations of the zoning ordinance as well as building inspection violations for doing work without the proper permits. Peters provided handouts to the Park and Planning Commission members which included photos and written explanations about the donkeys, barn addition, fencing and light fixture. Peters orally responded to each item in the October 14, 2020 zoning violation/complaint letter sent by Hoffmann. Attorney Andringa recommended Peters meet with Hoffmann to address all the items except the donkeys which will have to be relocated

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within 30 days. Hoffmann can reinspect the property after 30 days and if necessary issue the notice of noncompliance related to the donkeys and give the Peters 30 days to move them off the property. The Park and Planning Commission members consensus approved Attorney Andringa's recommendation and the Peters agreed to the plan for correcting the issues.

8. **Melvin Heckendorf, potential land division.** Heckendorf was unable to attend the meeting.
9. **Jeff Scheunemann, land division.** Scheunemann and Carl Scholz attended the meeting. Scheunemann explained he would like to divide off a portion of the Scheunemann farm on Country Aire Drive into lots in order to raise capital for the renovation of the farmhouse and multiple outbuildings. Scheunemann provided drafts of a 5-acre concept layout and a 3-acre concept layout. Hoffmann noted the three acre lots would not meet current zoning, and members noted the flood plain as well as their preference for the 5-acre lot concept. Attorney Andringa reminded Scheunemann of the ag conversion fees associated with the zoning change and noted the town land division ordinance would provide the instructions on how Scheunemann should proceed.
10. **Jaskolski, 2243 Sherman Parc Court – update on drainage issues.** Andringa reported the attorney for the Sherman Parc Homeowners Association has been contacted and Andringa is waiting to hear back.
11. **Ben McKay, SEWRPC – 2050 Comprehensive Plan.** The Park and Planning Commission members were provided with the “Revised Draft October 2020” of the Comprehensive Plan prior to the meeting. During discussion of the draft the following items were noted: 1. Add wetland description on page 7, 2. Include the 2019 annexation, 3. The land on Sherman Road that was going to be developed into Olde Stone Woods should remain as urban residential on the land use map, 4. On map 1 remove the brown and gray hatching but show as village, and keep the blue and purple hatching, 5. Clearly identify the special casing area in 4-2 and 8-8, 6. Take out “Village” from sections 1-4, 4-11, 6-13 and 8-9. McKay confirmed the total cost that SEWRPC is invoicing the town will be \$2500. McKay stated he will clean up the document and provide a final draft. Once it is provided the town should place it on the town website for viewing and set the date for the public hearing which requires a 30-day notice.
12. **Zoning Administrator's Report.** Hoffmann reported that Kenneth Koepp who received the conditional use for a storage facility on CTH P would like to install poles for signage before the ground freezes. The consensus of the commission members was to allow the pole installation but for Koepp to have the signage approved at the next meeting prior to installation.

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- 13. Correspondence and announcements.** Andringa provided an update on the Lodwick lawsuit. Heidtke announced he has received notification from Gordon Hoffmann that he will retire on December 31, 2020. The commission whole-heartedly thanked him for his many years of service!
- 14. Adjournment.** Motion by Heidtke, seconded by Kufahl to adjourn. Motion carried, meeting adjourned.

Respectfully submitted,

Gordon Hoffmann, Zoning Administrator

Julia Oliver, Town Clerk



**MINUTES OF THE PARK AND PLANNING COMMISSION MEETING
DECEMBER 9, 2020**

1. **Call Meeting to Order, Pledge of Allegiance and announcement of meeting notice** – The meeting was called to order at 7:00 PM by Vice-Chairman Arlyn Johnson. The Pledge of Allegiance was recited, and Clerk Julia Oliver confirmed the meeting notice.
2. **Roll Call** – Members present: John Bales, Chad Johnson, Joe Kufahl, Paul Huettl, Arlyn Johnson, Randy Vogel, Ray Heidtke and Richard Deming were present. Also present were Zoning Administrator Jim Micech, Town Attorney Tim Andringa and Clerk Julia Oliver. David Klug was excused.
3. **Approval of agenda** – Motion by Huettl and seconded by Heidtke to approve the agenda. Motion carried.
4. **Approval of minutes** – Motion by Bales and seconded by C. Johnson to approve the minutes of the October 28, 2020 Park and Planning Commission meeting. Motion carried.
5. **Resident comment on any agenda item.** There were no comments.
6. **Gerald Peters, 3499 Country Aire Drive – update: neighbor complaints and zoning ordinance violations.** Micech reported most items have been corrected. Micech issued a notice of non-compliance giving the Peters 30 days to move the donkeys, however Peters has purchased a new property and is requesting a one-week extension to be compliant because he needs time to build stalls at the new property. Motion by Bales, seconded by Huettl to provide a two-week extension to the 30-day notice of noncompliance for the Peters to correct violations. Motion carried without a negative vote.
7. **Ken Koepp, sign approval – Fairview Storage, 4414 CTH P.** Commission members were provided a drawing of the proposed signage. Koepp explained the sign will be 4x8 with printing on both sides and there will be LED lighting directed down onto the sign. There will be a flower bed underneath the sign and Micech confirmed the vision triangle is fine, but Micech reminded Koepp to keep the plantings in the bed of the low maintenance variety. Motion by C. Johnson, seconded by Huettl to approve the sign for Ken Koepp, 4414 CTH P. Motion carried without a negative vote.
8. **Dennis Bush – Sarah King, 2715 Pleasant Valley Road – request for rezoning of property.** King attended the meeting and stated she would like to request the Commission move forward with her request to rezone her property from agricultural to residential. King confirmed she plans to divide the parcel into four lots total. Vogel reminded the commission members this property has been divided before and at the time this parcel was set up as a mini farm of 7 acres. After further discussion, motion by Huettl, seconded by C. Johnson to

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recommend the Town Board rezone the King property at 2715 Pleasant Valley Road from agricultural to residential. Motion carried without a negative vote.

9. **Update – Jaskolski drainage, 2243 Sherman Parc Court.** Commission members were given a copy of the response from the Sherman Parc Homeowners Association. Attorney Andringa provided the photos that accompanied the response from the attorney and briefly summarized the letter. Andringa stated a part of the solution to the problem is probably having a break in the curb at the end of lot 3 and also to extend the storm drain to this area to allow the water to flow into the retention pond. Andringa also noted the Jaskolski's must follow the master drainage plan and should have gotten their improvements approved by the Homeowners Association. No action, item was an update.
10. **Ben McKay, SEWRPC – 2050 Comprehensive Plan.** McKay was unable to attend but provided copies of the final document and a large print out of the updated Land Use map. After discussion, motion by Huettl, seconded by Deming recommending a public hearing be held on the proposed updated Comprehensive Plan. Motion carried without a negative vote.
11. **Introduction of new Zoning Administrator and report.** Earlier in the meeting Town Chairman Heidtke introduced Jim Micech as the new Zoning Administrator and Building Inspector for the Town of Jackson. Micech reported he is "getting his feet wet" and has had several horse and animal calls. At Heidtke's request Micech summarized a recent drainage incident which was ultimately resolved between the homeowners without town intervention.
12. **Correspondence and announcements.** Andringa provided an update on the Lodwick lawsuit.
13. **Adjournment.** Motion by Vogel, seconded by Huettl to adjourn. Motion carried, meeting adjourned.

Respectfully submitted,

Jim Micech, Zoning Administrator

Julia Oliver, Town Clerk