



**MINUTES OF THE JOINT MEETING OF THE PARK AND PLANNING COMMISSION
AND THE TOWN BOARD
JANUARY 27, 2021**

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. Town Chairman Ray Heidtke read the meeting notice for the special town board meeting into the record.
2. **Roll Call – Park and Planning Commission members.** Members present: John Bales, Chad Johnson, Joe Kufahl, Paul Huettl, Arlyn Johnson, Randy Vogel, Ray Heidtke and Richard Deming were present. David Klug was excused.
3. **Roll Call – Town Board members.** Members present: Ray Heidtke, Marcy Bishop, Robert Hartwig, Paul Huettl and Joe Kufahl.

Also present were Zoning Administrator Jim Micech, Town Attorney Tim Andringa and Clerk Julia Oliver.

4. **Approval of agenda** – Motion by Vogel, seconded by Bales to approve the agenda. Motion carried.
5. **Approval of minutes** – Motion by Huettl and seconded by Deming to approve the minutes of the December 9, 2020 Park and Planning Commission meeting. Motion carried.
6. **Comments from Ben McKay, SEWRPC – Comprehensive Plan 2050.** Vice-chairman Johnson thanked McKay for his assistance with the updates to the new Comprehensive Plan 2050 and facilitating the process of separating the Joint Village of Jackson/Town of Jackson Comprehensive Plan 2035 into individual plans for each municipality. Johnson also thanked the Park and Planning subcommittee of Chad Johnson, David Klug and Randy Vogel who tediously reviewed every detail of the updated document. McKay asked if the commission would like him to provide a synopsis of the steps taken to complete the update and Johnson stated it would not be necessary given the amount of time the commission has been working on the project.
7. **Open Public Hearing on the Comprehensive Plan 2050, and Resolution and Ordinance regarding Comprehensive Plan 2050.** Motion by C. Johnson, seconded by Huettl to open the Public hearing. Motion carried. S. Maney, 3138 Country Aire Drive commented.
8. **Close Public Hearing.** Motion by C. Johnson, seconded by Huettl to close the public hearing.

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9. **Discussion and action regarding Resolution J-21-001, Comprehensive Plan 2050.** Discussion and comments from the commission members included the following: it is a plan and is not written in stone, most of the original information is still included in the document and the updates were made primarily to separate the joint plan into individual plans, the review and update removed the village information as much as possible, the plan has a mandatory 10 year update, and the plan was not changed, just updated. After discussion, motion by C. Johnson, seconded by Huettl to approve Resolution J-21-001, Comprehensive Plan 2050. Motion carried without a negative vote.

Chairman Heidtke called for the approval of the agenda for the Town Board portion of the Joint meeting. Motion by Huettl, seconded by Bishop to approve the Town Board agenda. Motion carried. **Chairman Heidtke asked if the Town Board had any comments on the Comprehensive Plan 2050?** Bishop thanked Ben McKay and the Park and Planning Commission subcommittee for their efforts and assistance with the Plan update. **Motion by Huettl, seconded by Bishop to adopt Ordinance J-21-001, Comprehensive Plan 2050.** Motion carried without a negative vote.

10. **Zoning Administrator's report.** Jim Micech reported the Gerald Peters donkeys have been moved to the new location on Western Avenue, and Micech has reminded Mr. Peters he needs to pull permits for work being done at the new location. Micech reported a party is looking at the northeast corner of CTH P and Pleasant Valley Road as a potential location for senior housing; rezoning may be involved. The Board of Appeals has a hearing on February 18th for an accessory structure exceeding the 15-foot maximum height; Micech expects to have four more hearings related to the height restriction soon. Micech stated it may be time to consider a change to the town ordinance due to changes in the roof pitches in new housing styles. Micech reported he has several land divisions being discussed, and noted a property at 1098 STH 60 and a property located at the Maple Road and Pleasant Valley Road intersection, Micech stated he receives approximately 5 to 6 calls a day for zoning information. Micech also noted two parcels located along CTH NN are being considered for a wedding venue.
11. **Correspondence and announcements.** Nothing additional.
12. **Adjournment.** Motion by Bales, seconded by Huettl to adjourn. Motion carried, meeting adjourned.

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Chairman Heidtke called for the adjournment of the Town Board. Motion by Huettl, seconded by Bishop to adjourn. Motion carried.

Respectfully submitted,

Jim Micech, Zoning Administrator

Julia Oliver, Town Clerk



**MINUTES OF THE PARK AND PLANNING COMMISSION MEETING
FEBRUARY 24, 2021**

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 Dave Klug. 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, David Klug, Arlyn Johnson, Ray Heidtke and Richard Deming were present. Also present were Zoning Administrator Jim Micech, Town Attorney Tim Andringa and Clerk Julia Oliver. Randy Vogel 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 Bales and seconded by Heidtke to approve the minutes of the January 27, 2021 Joint meeting of the Park and Planning Commission and Town Board meeting. Motion carried.
5. **Douglas Weas – Concept Discussion – 120-Unit Independent Living, Assisted Living and Memory Care Facility, Pleasant Valley Road & CTH P; Rezone to R-3.** Douglas Weas from Weas Development provided a summary of previous work done by Weas Development. Weas reported he has completed a 5-mile radius demographic study of the site, a wetland study of the site and completed a site layout. The nine-acre property would need to be rezoned to R-3 and would need a Conditional Use Permit to increase the density for the project to exist on the proposed parcel of land. After discussion, the consensus of the commission members is favorable, and the density proposed would be acceptable.
6. **Discussion on Accessory Structure Size and Height Restrictions.** Zoning Administrator Micech reported he has completed a review of some neighboring towns and villages size and height restrictions listed in their ordinances. Micech stated he has received many requests to exceed the 15' height restriction in the zoning ordinance. Attorney Andringa added that the Town of Barton is currently 20' and is considering increasing the height restriction to 30'. Micech provided the commission members with a table comparing the detached accessory structure comparisons he reviewed. Micech stated he has spoken to the Board of Appeals members and the consensus was to leave the square footage at 864 but look at increasing the height to 20'. Micech agrees the 20' height is warranted particularly due to the current roof pitches being constructed. Micech noted it is in R-1 zoning where the requests for oversize garages occurs. A. Johnson reminded Micech to consider the setbacks. Andringa noted he has seen a graduated scale used based on lot sizes and cited Town of Polk as an example. The consensus of the commission members is for Micech to work with

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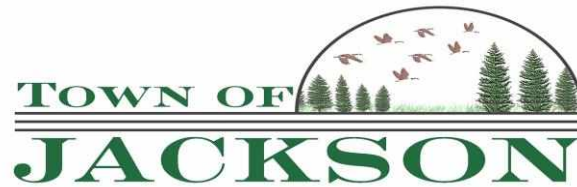
Attorney Andringa to draft a document encompassing the recommendation for presentation at the next meeting.

7. **Zoning Administrator's Report.** Micech reported the Board of Appeals met to hear an appeal in the Strawberry Glen subdivision for an accessory structure which was approved, and to hear an appeal on Kingbird Court for a pole barn structure which was denied. Micech stated a new issue concerns the fencing around inground pools. The town code restricts the fence type, including aluminum and rod iron, even though there are those types of fencing around pools in the town.
8. **Correspondence and announcements.** Micech has nothing additional.
9. **Adjournment.** Motion by A. Johnson, seconded by Huettl to adjourn. Motion carried, meeting adjourned.

Respectfully submitted,

Jim Micech, Zoning Administrator

Julia Oliver, Town Clerk



**MINUTES OF THE PARK AND PLANNING COMMISSION MEETING
MARCH 31, 2021**

- 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 Dave Klug. 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, David Klug, Randy Vogel, Ray Heidtke and Richard Deming were present. Also present were Zoning Administrator Jim Micech, Town Attorney Tim Andringa and Clerk Julia Oliver.
- 3. Approval of agenda –** Motion by Heidtke and seconded by Huettl to approve the agenda. Motion carried.
- 4. Approval of minutes –** Motion by Huettl and seconded by Deming to approve the minutes of the February 24, 2021 meeting of the Park and Planning Commission. Motion carried.
- 5. Greg Winn – Jackson Area Youth Baseball Association – Discussion on updating and maintenance of ball fields, pavilion, fence repairs and paths.** Winn provided a brief update on the JAYBA organization and noted they have 180 families (approximately 160-180 children) signed up for this year. Winn noted that JAYBA traditionally uses the fields for games and practices from April through September with JAYBA using the fields for games and practices Monday thru Thursday and the J-Hawks (older girls) using the fields on the weekends. Winn reported there were no improvements made to the facility in 2020. Winn stated that repairs and improvements to the poles and fencing for fields 2, 3 and 4, as well as the backstops, including increasing the height of the backstops, is the JAYBA priority for 2021. Winn has already gotten estimates from Century Fence and Patriot Fence. Winn stated they would like to add gravel and grade the walking paths as they have eroded significantly; Heidtke stated he felt Lannon Stone would provide the gravel for the project as a donation and the town highway department would provide the transportation. Winn also noted that the lights in the shelter area of the pavilion need to be replaced and that JAYBA has purchased electric hand dryers for the pavilion restrooms, but they need to be installed. Also, the batteries on the door locks might need to be replaced and it would probably be a good idea to change the codes. Heidtke stated the town would replace the lights, replace the lock batteries, and change the codes, and install the dryers. Vogel confirmed that JAYBA understands any improvements made to the Town fields is considered a donation, JAYBA retains no ownership; Winn stated that was understood and he would make sure the entire JAYBA Board understands this also. It was the consensus of the commission members that JAYBA may move forward with their improvements for 2021.

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- 6. Heckendorf Farms, LLC – Mel Heckendorf, CSM to correct CSM 6877, parcel T7-0731 00B, 3252 Maple Road.** Heckendorf appeared and stated this CSM will clean up quit claim deeds that have occurred since 2004. After review, motion by Vogel, seconded by C. Johnson to recommend the Town Board approve the CSM for Mel Heckendorf, 3252 Maple Road. Motion carried without a negative vote. It was noted that the Village will need to act on the CSM before it can be acted on by the Town Board.
- 7. The Country Aire Project, LLC. – Jeff Scheunemann and Carl Scholz, parcel T7-0315, CSM for a land division creating three 5.0+/- acre lots, 4320 Country Aire Drive.** Scheunemann and Scholz appeared and reminded the commission members they had previously appeared with conceptual plans, but they have decided not to rezone. Scholz stated the revised plans are to start with a three parcel CSM and then they may return to the commission with an eight or nine parcel land division as the project moves along. Scholz stated all three lots have perked out and confirmed there will be a land covenant that notifies potential buyers of the quarry location nearby. Scholz confirmed that the Washington County Highway Department has approved the access to Country Aire/CTH M. The project will be called Scheunemann Farms and the street will be named Louis Lane in honor of Jeff Scheunemann’s father. Their intent is to reserve forty acres with the original farmhouse and buildings. Questions raised by the commission members were about the wetland to the east, the current zoning of a portion of lot 1 and lot 2 being zoned business, a notation that the removal of the dedicated right-of-way will make the lots less than five acres, the road access must be a dedicated road and must be built to town standards, that the other businesses in the area should also be noted on the land covenant. Scheunemann and Scholz will return to the Park and Planning Commission with an updated CSM and request for rezoning.
- 8. Ordinance No. 21- Amendments in Section 14 of Title X being the Town of Jackson Zoning Ordinance, to amend the accessory structure size and height restrictions, and pool fence types.** Micech stated this draft considers the previous discussions about increasing accessory structure sizes to address the changes that have occurred in primary structures over the years, and the desire to have accessory structures “coordinate”, often in terms of roof pitch, with the primary structure (house) on the property. Also, the pool fencing needs to be updated for current trends and regulations. The discussion of the draft ordinance included the need to reduce the recent number of Board of Appeals hearings, which are supposed to be for exceptional circumstances, not simply for exceeding height restrictions, the substitution of a pool cover that can be walked on for fencing, retractable dome covers as substitutes for fencing, the intent for a fence to be around just the pool or to enclose the property, and clarity on the descriptions in the ordinance verbiage so that there are no gaps in the heights and square footage described. After discussion, motion by Bales, seconded by Huettl to recommend the Town Board approve ordinance 21- with the changes and corrections noted. Motion carried without a negative vote.

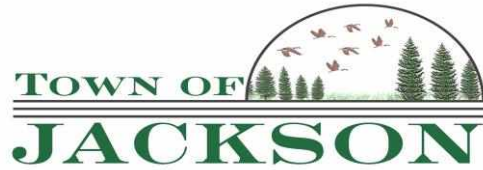
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- 9. Zoning Administrator's Report.** Micech reported there is a Board of Appeals hearing scheduled for April 12, 2021 and at least one additional hearing coming soon. Micech noted he received two complaints recently; 1. Debris in the yard, 2. No siding on the exterior of a house under construction, which has been going on for a lengthy period of time.
- 10. Correspondence and announcements.** Micech had nothing additional. Klug reported the year end Park Fund account balance of \$14,105.58.
- 11. Adjournment.** Motion by Vogel, seconded by Bales to adjourn. Motion carried, meeting adjourned.

Respectfully submitted,

Jim Micech, Zoning Administrator

Julia Oliver, Town Clerk



**MINUTES OF THE SPECIAL JOINT MEETING OF THE
PARK AND PLANNING COMMISSION AND TOWN BOARD
MAY 26, 2021**

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 Dave Klug. The Pledge of Allegiance was recited, and Clerk Julia Oliver confirmed the meeting notice.
2. **Roll call, Park and Planning Commission** – Members present: John Bales, Chad Johnson, David Behringer, Marcy Bishop, Arlyn Johnson, David Klug, Robert Hartwig and Richard Deming were present. Randy Vogel was excused. Also present were Zoning Administrator Jim Micech, Town Attorney Tim Andringa and Clerk Julia Oliver.
3. **Roll call, Town Board** – Members present: Joe Kufahl and Steven Fischer, as well as previously noted Marcy Bishop, David Behringer and Town Chairman Robert Hartwig.
4. **Approval of agenda** – Motion by Bales, seconded by Bishop to approve the agenda as amended. Motion carried.
5. **Approval of the March 31, 2021 minutes** – Motion by Behringer seconded by Deming to approve the minutes of the March 31, 2021 Park and Planning Commission meeting. Motion carried.
6. **Resident comment on any agenda item.** Park and Planning Commission member Chad Johnson, 2988 Crosswind Trail stepped down from the dais to comment favorably on agenda item 11 as a town resident.
7. **Jackson Area Youth Baseball Association – Greg Winn, JAYBA Chairman, Update on progress and discussion on future field expansions and future projects.** Winn did not attend the meeting and an update was not presented.
8. **Discussion and action – Mel Heckendorf, Certified Survey Map of parcel T7 0730 00Z.** Heckendorf and surveyor Tony Gromacki attended and explained the purpose of the revised CSM is to attach a small parcel that is located at the intersection of Maple Road and Sherman Road to the larger neighboring parcel of 21 acres. Motion by Hartwig, seconded by C. Johnson to recommend Town Board approval of the Certified Survey Map for Mel Heckendorf. Motion carried without a negative vote.
9. **Discussion and possible action – Carl Scholz and Jeff Scheunemann, Country Aire Project, LLC – request to rezone parcel T7 0315 from B-2 and A-1 to (all) A-1, and to amend the 2050 Comprehensive Plan Map accordingly.** Scholz and Scheunemann appeared and reminded the members that during the March meeting it was discovered that part of the land he is proposing be developed had a sliver on one parcel that was zoned B-2.

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Scholz would like the zoning on the parcel to be A-1 in entirety and to have the 2050 Comprehensive Plan map updated to reflect the change in zoning. Motion by A. Johnson, seconded by Bishop to recommend the Town Board approve the rezoning of the parcel from B-2 and A-1 to A-1, and to amend the 2050 comprehensive plan map to reflect the update. Motion carried without a negative vote.

10. **Town Board - Discussion and possible action – Carl Scholz and Jeff Scheunemann, Country Aire Project, LLC – set a date and time for a Public Hearing to rezone parcel T7 0315 to A-1, and amend the Comprehensive Plan Map.** Hartwig explained a public hearing is required prior to acting on the rezoning request and 2050 Comprehensive Plan Map amendment request. Motion by Behringer, seconded by Kufahl to hold a Public Hearing at a Special Town Board meeting on June 30, 2021. Motion carried without a negative vote.

11. **Discussion and possible action – Robert and Dawn Hartwig and Shawn and Jessica Maney, 649 Hwy 60, Cedarburg – request to amend Conditional Use Permit J-13-003.** Robert Hartwig recused himself from this agenda item and sat in the audience. Shawn Maney explained they have entertainment such as music, a magician, and a drummer, and special events such as the Haunted Swamp. Maney also stated they host school field trips in the fall, and they would like to expand them to the spring and summer and make them educational tours. Maney stated they would like to add corporate and family event bookings, as well as host market days where outside vendors can sell mostly farm products and craft items. Maney would like to expand the open hours to midnight with a clear out time of 12:30 AM for weddings and corporate events. Maney explained the reason he would like to offer camping onsite for those participating in the family events or for the market vendors. Maney stated he is considering applying for a wine and beer license from the town because guests have requested it. Maney responded to questions asked by the commission members – he noted he would need to rent large tents for weddings with the cost being paid by the customer, he would use port-a-pots for bathrooms, but the larger events would probably want the trailers with flushing toilets. Micech stated that the town ordinance states a new Conditional Use Permit be issued to address all the changes; it would not be an update to J-13-003. Bishop asked if there have been noise complaints (no) and Micech reported he has a call into the County about camping restrictions. C. Johnson asked if Maney had any idea on the number of weddings or corporate events that might be held and if they had an idea on how many field trips would be booked. Maney stated pre-COVID he thought they handled approximately 1700 kids for field trips. Maney stated normal opening time is 10:00 AM but they do take school tours as early as 8:30 AM. Deming asked about traffic concerns and Maney stated there has only been one accident in 12 years. A. Johnson asked about parking if the ground is wet, and Maney stated they get wood chips if necessary. Micech stated a Public Hearing must be held prior to the issuance of a new Conditional Use Permit.

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Motion by Bales, seconded by C. Johnson to old a Public Hearing on June 30th for Conditional Use Permit and directing Micech to draft the document. Motion carried without a negative vote.

Hartwig rejoined the commission as a member seated at the dais.

- 12. Presentation only – Jeremy Prochnow, homeowner/Jeremy Hartsuiker, C&C Courts, Inc. – 3053 Crosswind Trail – Conditional Use Permit request to install a sports court in the rear residential yard.** Hartsuiker appeared and explained the proposed sports court purpose, location related to lot lines and lighting. Hartsuiker reported the Homeowners Association has already approved the sports court and none of the neighbors have voiced complaints or concerns. A. Johnson asked for clarification on the height, location, and K-value of the lighting. It was noted this is a multisport court, not just basketball and the light pole will face the house. Micech asked Hartsuiker to return on June 30th with answers to the questions from the commission members.
- 13. Discussion and possible action – Chairman Klug – playground inspections.** Klug confirmed playground equipment inspections are being done (yes – by town staff) and noted the playground area needs additional playground chips. Motion by C. Johnson, seconded by Bishop recommending the Town Board add the playground chips to the area as needed. Motion carried without a negative vote.
- 14. Zoning Administrator’s Report.** Micech reported he already has two items for the June meeting; Weas Development is returning with additional information on the senior housing development and Sarah King has a Certified Survey Map ready for review.
- 15. Correspondence and announcements.** Micech had nothing additional.
- 16. Adjournment.** Motion by A. Johnson, seconded by Bales to adjourn. Motion carried, meeting adjourned.

Respectfully submitted,

Jim Micech, Zoning Administrator

Julia Oliver, Town Clerk



**MINUTES OF THE PARK AND PLANNING COMMISSION MEETING
MAY 19, 2021**

- 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 Dave Klug. The Pledge of Allegiance was recited, and Zoning Administrator Micech read the meeting notice.
- 2. Roll Call –** Members present: John Bales, Chad Johnson, David Behringer, Marcy Bishop, Arlyn Johnson, David Klug, Randy Vogel, Robert Hartwig and Richard Deming were present. Also present were Zoning Administrator Jim Micech and Clerk Julia Oliver.
- 3. Approval of agenda –** Motion by Vogel, seconded by Bishop to approve the agenda. Motion carried.
- 4. Any Town citizen comment on an agenda item.** There were no comments.
- 5. Carl Scholz and Jeff Scheunemann – Country Aire Project, LLC – Request to rezone parcel T7-0315 from B-2 and A-1 to (all) A-1.** Micech explained this is an opportunity for Scholz and Scheunemann to make their request to rezone and provide a brief explanation on why they are making the request. Scholz and Scheunemann appeared and explained that it was discovered at the last meeting they attended that a sliver of the land they are developing is zoned B-2, but that the entire parcel should be zoned A-1 for the subdivision they have planned. Micech explained at the May 26th Park and Planning meeting the commission members will have the opportunity to ask questions, and they will decide if they want to recommend the rezoning to the Town Board.
- 6. Robert and Dawn Hartwig – 649 Hwy. 60, Cedarburg – Request to amend Conditional Use Permit J-13-003.** Commission member Robert Hartwig recused himself and moved to the audience. Micech explained that the property owners would like to amend the Conditional Use Permit J-13-003. Micech read J-13-003 to remind the commission members on what CUP J-13-003 addresses; a pumpkin farm, Christmas tree sales, a living nativity, and a haunted swamp. Micech explained this agenda item is an opportunity for the Hartwigs and Maney's to provide a brief explanation of why they are requesting the amendment. Shawn Maney appeared and explained the items he would like approval to add: birthday parties, family events, weddings, overnight camping related to the family events, auctions, market days to sell crafts and farm produce, live entertainment, the sale of wine and beer, and the expansion of the hours open for weddings from 10:30 PM to midnight. Micech noted the ordinance states these changes require a new Conditional Use Permit be issued and that will require a public hearing; additionally, the commission members will have the opportunity to ask questions at the May 26th meeting. Robert Hartwig resumed his seat on the commission.

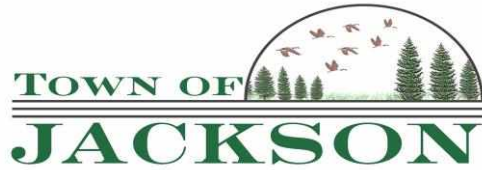
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7. **Correspondence and Announcements.** Micech reported he is currently following up on three property debris complaints, a petting zoo in Kirchhayn, multiple properties that have started work without permits, and two complaints about the number of animals allowed on agricultural property. Micech has issued a thirty-day notice to the house without the siding that they need to start their work.
8. **Adjournment.** Motion by Bales, seconded by Behringer to adjourn. Motion carried, meeting adjourned.

Respectfully submitted,

Jim Micech, Zoning Administrator

Julia Oliver, Town Clerk



**MINUTES OF THE SPECIAL JOINT MEETING OF THE
PARK AND PLANNING COMMISSION AND TOWN BOARD
JUNE 30, 2021**

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 Dave Klug. The Pledge of Allegiance was recited, and Clerk Julia Oliver confirmed the meeting notice.
2. **Roll call, Park and Planning Commission** – Members present: John Bales, Chad Johnson, Marcy Bishop, Arlyn Johnson, David Klug, Robert Hartwig, Randy Vogel and Richard Deming were present. David Behringer was excused. Also present were Zoning Administrator Jim Micech, Town Attorney Tim Andringa and Clerk Julia Oliver.
3. **Roll call, Town Board** – Members present: Joe Kufahl and Steven Fischer, as well as previously noted Marcy Bishop and Town Chairman Robert Hartwig; David Behringer was excused.
4. **Approval of agenda** – Motion by Bishop, seconded by Bales to approve the agenda as corrected. Motion carried.
5. **Any Town resident to comment on any agenda item.** There were no comments.
6. **Approval of the minutes of the May 19, 2021 and May 26, 2021 meetings.** Motion by Bales, seconded by Bishop to approve the minutes of the May 19, 2021 Park and Planning Commission meeting and the May 26, 2021 minutes of the Special Joint meeting of the Park and Planning Commission and Town Board. Motion carried.
7. **Town Board – Public Hearing – 7:00 PM.** The public hearing notice was read into the record by Zoning Administrator Jim Micech.
 - A. **Open Public Hearing – Country Aire Project, LLC. – Rezone parcel T7-0315 from B-2 & A-1 to A-1 and amend the 2050 Comprehensive Plan town map – Carl Scholz and Jeff Scheunemann.** Motion by Kufahl, seconded by Fischer to open the Public Hearing. Scholz provided a summary of the project and the reason the rezoning is requested. R. Eickstedt, 3689 Johnson Lane spoke in favor of the rezoning. H. Dawson, 675 Pleasant Valley Road expressed concern with residential zoning being in the center of business zoning. Donald Klug, 4419 Country Aire Drive spoke against the rezoning. S. Maney, 3138 Country Aire Drive spoke against the rezoning and noted the Comprehensive Plan specifically indicated the area as a business district.
 - B. **Close Public hearing – Country Aire Project, LLC.** Motion by Kufahl, seconded by Bishop to close the Public Hearing. Motion carried without a negative vote.

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8. **Parks and Planning Commission – Public Hearing – 7:00 PM.** The public hearing notice was read into the record by Zoning Administrator Jim Micech. Robert Hartwig recused himself from the agenda item.

A. Open Public Hearing – Robert and Dawn Hartwig, Shawn and Jessica Maney – Cedarburg Creek Farm Conditional Use – Approval for multifunction facility. Motion by Kufahl, seconded by Vogel to open the Public Hearing. S. Maney provided a summary of the use changes and the reason for the request. R. Eickstedt, 3689 Johnson Lane spoke in favor of the request. H. Dawson, 675 Pleasant Valley Road spoke in support of the request. G. Winn, 978 Western Avenue spoke in support of the request.

B. Close Public hearing – Cedarburg Creek Farm Conditional Use. Motion by Bishop, seconded by Kufahl to close the Public Hearing. Motion carried without a negative vote; Hartwig abstained.

Robert Hartwig returned to the dais.

9. **Update to Parks and Planning Commission – Jackson Area Youth Baseball Association – Greg Winn, JAYBA Chairman – Update of progress and discussion on future field expansions and future projects.** Winn appeared and provided the commission with a summary of the numbers and levels of players. Winn expressed the need for additional fields and an expanded use area and noted that lighting would allow the fields to be used later into the evening. A survey of the commission members yielded the following comments: the master plan for the town hall park facility needs an update, the parking needs to be expanded, there needs to be brainstorming about the future which should include input from JAYBA on the type of growth they expect to see, the citizens need to provide input for the master plan, having the park used and having JAYBA active here is an asset to the community, and there should be a formal agreement with JAYBA. The consensus of the commission members is that an update to the master plan is needed, and A. Johnson, C. Johnson and Bales volunteered to start the process.
10. **Parks and Planning Commission Discussion and Possible Action – Cedarburg Creek Farm – Robert Hartwig and Dawn Hartwig, and Shawn and Jessica Maney – Conditional Use – Approval for multifunction facility.** Robert Hartwig recused himself. After discussion which included noting the County has stated they do not have an issue with the camping request, future alcohol sales, the total occupancy for events, the number of camping sites as well as length of stay, lighted signage, electrical inspections for use in the event tents, and noise limits; motion by Bales, seconded by C. Johnson to approve the Conditional Use Permit for Cedarburg Creek Farms as a multifunction facility with the addition and changes to the Conditional Use Permit as follows: 1. Consumption

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of alcohol is allowed on the premise during hours of operation listed in 3(F) and subject to the requirements in 3(N), 2. Limited to 12 camping sites per night, no more than 2 contiguous nights and no more than 16 days per year by the same person, 3. Occupancy limit on the property of 1,250 individuals, 4. Sign approval will specify "Lighted" sign, 5. Electrical inspections/permits are required for event tents, 6. Addition of sound decibel limits per the zoning code. Motion carried without a negative vote; Hartwig abstained.

Robert Hartwig returned to the dais.

- 11. Parks and Planning Commission Discussion – Jeremy Prochnow, homeowner / Alec Hartsuiker, C&C Courts, Inc. – 3053 Crosswind Trail – Conditional Use Permit request to install a sports court in the rear residential yard. Review lighting fixture selection, height, K-value, location of light, set date and time for public hearing.** Discussion about the K-value of the lighting noted the commission wants it to be limited to a 4500 K-value; the homeowner agreed but would like to move the approval process along. Motion by Bishop, seconded by Bales to set the public hearing date for July 28, 2021. Motion carried without a negative vote.
- 12. Parks and Planning Commission discussion and possible action – to recommend approval of the Certified Survey Map to the Town Board – Carl Scholz and Jeff Scheunemann, Country Aire Project, LLC. – Certified Survey Map of Parcel T7 0315.** Klug recused himself; Vice-Chairman A. Johnson presided. Scholz summarized the changes shown on the CSM: a division of the 17 acres into 3 five-acre parcels with a public road, including a temporary cul-de-sac. Discussion included the division of the remaining land into 5 parcels, the binder course will be installed on the temporary cul-de-sac, a developer's agreement is required, and a declaration should be listed on the deeds noting all existing neighboring businesses. Motion by C. Johnson, seconded by Deming to recommend the Town Board approve the Certified Survey Map subject to the temporary easement notation including there will be a binder course installed and the temporary easement will expire when future platting is done. Motion carried without a negative vote; Klug abstained.

Klug resumed oversight of the meeting.
- 13. Parks and Planning Commission – discussion and possible action to recommend approval of the Certified Survey Map to the Town Board – Todd and Debra Weyker – Parcel T7 0854-00Z.** Motion by Bishop, seconded by Vogel to recommend the Town Board approve the Certified Survey Map for Todd and Debra Weyker. Motion carried without a negative vote.

**MINUTES OF THE JOINT PARK AND PLANNING COMMISSION AND
TOWN BOARD MEETING**

JUNE 30, 2021

PAGE 4

- 14. Parks and Planning Commission – discussion and possible action to recommend approval of the Certified Survey Map to the Town Board – Daniel and Mary Kaschner – Parcel T7 0854-00D.** Motion by Vogel, seconded by Bishop to recommend the Town Board approve the Certified Survey Map for Daniel and Mary Kaschner, Motion carried without a negative vote.
- 15. Parks and Planning Commission Discussion and possible action to recommend approval of the Certified Survey Map to the Town Board – David Laboy, buyer / may Vang, real estate broker – Parcel T7 0003-00Z.** Laboy appeared and explained he would like to purchase 10 of the 32 acres with the existing easement remaining and the shared drive to CTH NN will be the access to the parcel. After discussion which included concern of the remnants of land remaining as well as the access to the remaining parcel, motion by A. Johnson, seconded by Bishop to reject approval recommendation for the Certified Survey Map for David Laboy. Motion carried with 4 ayes, 3 nos and Vogel abstaining.
- 16. Town Board discussion and possible action to approve or deny – Country Aire Project, LLC – Carl Scholz and Jeff Scheunemann.**

 - A. Rezone parcel T7 0315 from B-2 and A-1 to A-1 (in entirety) – Carl Scholz and Jeff Scheunemann.** Motion by Kufahl, seconded by Bishop to rezone parcel T7 0315 to A-1. Motion carried without a negative vote.
 - B. Amend the 2050 Comprehensive Plan Town Map – Carl Scholz and Jeff Scheunemann.** Motion by Bishop, seconded by Kufahl to change the 2050 Comprehensive Plan Town Map to show the change in parcel T7 0315 to A-1. Motion carried without a negative vote.
- 17. Town Board discussion and possible action to approve the Certified Survey Map for Carl Scholz and Jeff Scheunemann, Country Aire Project, LLC. – CSM parcel T7 0315.** Motion by Bishop, seconded by Fischer to approve the Certified Survey Map for Carl Scholz and Jeff Scheunemann with the condition that the temporary easement for the cul-de-sac will be noted in the developer’s agreement. Motion carried without a negative vote.
- 18. Town Board discussion and possible action to approve the Certified Survey Map for David Laboy, buyer / May Vang, real estate broker – CSM of parcel T7 0003-00Z.** Motion by Kufahl, seconded by Bishop to deny the Certified Survey Map for David Laboy. Motion carried without a negative vote.
- 19. Town Board 2021-2022 Alcohol Licensing.** Motion by Bishop, seconded by Kufahl to approve the alcohol licensing for Bentlydale Farms, dba Hidden Glen Golf Club. Motion carried without a negative vote.

**MINUTES OF THE JOINT PARK AND PLANNING COMMISSION AND
TOWN BOARD MEETING
JUNE 30, 2021
PAGE 5**

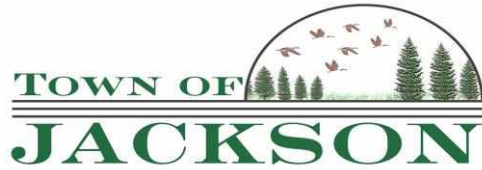
20. **Zoning Administrator's Report.** Micech reported he has been very busy responding to land division inquiries, the carport is on Summer Drive is now in compliance, the debris complaint at the Sherman Road/Division Road property has been inspected and the homeowner has been given two weeks to make progress on the clean up as a reinspection will occur at that time, the Weas Development project will be coming back with additional information at a future meeting, and the Sarah King land division will return at the August meeting. A potential buyer for the land between the Weas Development property and Pleasant Valley Tennis Club has inquired about rezoning the property as industrial, and a complaint was received about the lights at the town hall.
21. **Correspondence and announcements.** Attorney Andringa reported the Lodwick lawsuit is moving forward and the Village is preparing a response to the Town Board request for consideration of an early termination of the Community Center Agreement.
22. **Adjournment – Park and Planning Commission.** Motion by A. Johnson, seconded by Vogel to adjourn. Motion carried. **Adjournment – Town Board.** Motion by Kufahl, seconded by Fischer to adjourn. Motion carried.

The joint meeting was adjourned.

Respectfully submitted,

Jim Micech, Zoning Administrator

Julia Oliver, Town Clerk



**MINUTES OF THE PARK AND PLANNING COMMISSION MEETING
JULY 28, 2021**

- 1. On-site tour of quarry. Tour starts at 6:00 PM at Lannon Stone Products, 675 Pleasant Valley Road. Committee members to meet at site.** The Park and Planning Commission members met at the Lannon Stone Products site and the on-site tour was conducted. Others present for the tour were Lannon Stone representatives Hans Dawson and Paul Minneti, Payne & Dolan representatives Bryanna Bucholtz, Jeffrey Bond, Jon Gierra and Clint Wenginger, and Hoffman Construction representative Phillip Gabrielle.
- 2. Return to Town Hall.**
- 3. Call meeting to order, Pledge of Allegiance, and confirmation of meeting notice –** The meeting was called to order at 7:00 PM by Chairman Dave Klug. The Pledge of Allegiance was recited, and Clerk Julia Oliver confirmed the meeting notice.
- 4. Roll call.** Members present: Chairman David Klug, John Bales, David Behringer, Arlyn Johnson, Robert Hartwig, Randy Vogel and Richard Deming were present. Chad Johnson and Marcy Bishop were excused. Also present were Town Attorney Tim Andringa, Town Engineer Matt Clementi, Zoning Administrator Jim Micech, and Clerk Julia Oliver.
- 5. Approval of agenda –** Motion by Vogel, seconded by Deming to approve the agenda. Motion carried.
- 6. Any Town resident to comment on any agenda item.** There were no comments.
- 7. Approval of the minutes of the June 30, 2021 Special Joint Park and Planning Commission and Town Board meeting.** Motion by Bales, seconded by Vogel to approve the corrected minutes of the June 20, 2021 Special Joint Park and Planning Commission and Town Board meeting. Motion carried.
- 8. Public Hearing – 7:00 PM.** The public hearing notice was read into the record by Zoning Administrator Jim Micech.
 - A. Open Public Hearing – Jeremy Prochnow, homeowner/Alec Hartsuiker, C&C Courts, Inc. – 3053 Crosswind Trail – Conditional Use – Installation of a sports court in the rear residential yard.** Chairman Klug opened the public hearing. Prochnow and Hartsuiker appeared and stated there are no changes to their original request and they will adhere to the K-values specified by the Park and Planning Commission. S. Korneli, 3063 Crosswind Trail requested to see the planned layout of the court on the lot. Prochnow stated he has agreed to pivot the court away from the neighbors (Korneli's) bedroom window and will add screening of eight 6' arborvitae.

**MINUTES OF THE PARK AND PLANNING COMMISSION MEETING
JULY 28, 2021
PAGE 2**

- B. Close Public hearing – Jeremy Prochnow, homeowner/Alec Hartsuiker, C&C Courts, Inc. – 3053 Crosswind Trail – Conditional Use – Installation of a sports court in the rear residential yard.** Motion by Bales, seconded by Hartwig to close the public hearing. Motion carried without a negative vote.

Motion by A. Johnson, seconded by Bales to amend the agenda to add Conditional Use Permit for Jeremy Prochnow, for the installation of a sports court in the rear residential yard as an action item. Motion carried without a negative vote. Motion by A. Johnson, seconded by Vogel to approve the Conditional Use Permit for Jeremy Prochnow 3053 Crosswind Trail, Town of Jackson with the following modifications: 1. Item 3(c) should specify a pole height of 19 feet, 2. Addition of an item 3(f) stating that eight 6-foot arborvitae will be installed on the northwest lot lone for screening. Motion carried without a negative vote.

- 9. Sarah King/Quam Engineering – T7 0138-00E – CSM to Split Lot 1 into four (4) residential lots (R-1 zoning) – Discussion and possible action to recommend approval of the CSM to the Town Board.** King and Evan Nickodem representing Quam Engineering appeared. Town Engineer Clementi referred the commission members to the bullet points in his letter dated July 27, 2021. The bullet points address the existing silo in the road right-of-way, the 12% road grade, the existing residence that does not meet setback requirements, the stormwater design and the entrance location. Clementi noted that he is not recommending approval at this time but that all items noted in his letter are surmountable. Discussion included extending the cul-de-sac to reduce the slope and moving the entrance to address the sight line and set back issues. Motion by A. Johnson, seconded by Deming to table agenda items 9 and 10 until the August meeting. Motion carried without a negative vote.
- 10. Sarah King/Quam Engineering – T7 0138-00E – Storm Water Plan, Master Grading Plan & Road layout/construction – review and comments by Town Engineer. Discussion and possible action to recommend approval to the Town Board.** Agenda item 10 included in the motion in agenda item 9.
- 11. Lannon Stone Products – Conditional Use Review and Renewal – Discussion and possible action.** Micech stated the review is for the Conditional Use Permit for 2022-2023, and that there have been no changes to the reclamation plan since 2020. Hans Dawson representing Lannon Stone Products appeared and provided an explanation on the changes within the CUP that had previously been listed in item 6 but now are addressed by adding the requirement for compliance with Chapter SPS 307 of the Wisconsin Administrative Code. Additionally the Letter of Credit was increased to \$105,000. Motion by Bales, seconded by Vogel to approve the Conditional Use Permit for 2022-2023 for Lannon Stone Products, Inc. Motion carried without a negative vote.

**MINUTES OF THE PARK AND PLANNING COMMISSION MEETING
JULY 28, 2021
PAGE 3**

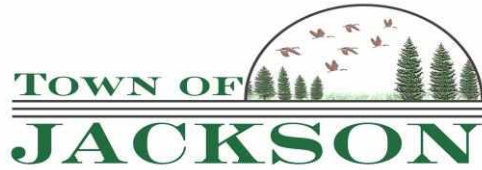
- 12. Payne & Dolan – Request to operate 24/7 at the Lannon Stone Products quarry for the period of mid-August thru November 15, 2021 for the I-43 highway project – 40 nights requested to haul stone and 20 nights to haul asphalt; 10-15 trucks estimated in operation – Discussion and possible action.** Representatives from Hoffman Construction, Payne & Dolan and Lannon Stone Products appeared and explained each of their parts in the request for the additional operation hours. The commission strongly recommended that notice be provided to neighboring properties. After discussion which included a brief review of the current Conditional Use Permits for Lannon Stone and Payne & Dolan, motion by A. Johnson, seconded by Vogel to approve the request from Lannon Stone Products for additional hours to haul stone specifically for the I-43 project, six days a week, Sunday thru Friday during twelve-hour shifts starting at 8:00 PM for the period of August 15, 2021 through November 15, 2021. Motion carried without a negative vote. Motion by A. Johnson, seconded by Bales to approve the request from Payne & Dolan for additional hours to operate the asphalt plant and haul asphalt specifically for the I-43 project, six days a week, Sunday thru Friday during twelve-hour shifts starting at 8:00 PM for the period of August 15, 2021 through November 15, 2021. Motion carried without a negative vote.
- 13. Town of Jackson Planning Committee – Nominate two Parks and Planning Commission members to the committee consisting of two Parks and Planning Commission members and two Town Board members to review the use(s) of the building and grounds.** Micech explained the town board is establishing a committee to consider interior and exterior alternations to the town hall facility (building and grounds) and to consider/plan for future uses, specifically noting the request from JAYBA for expanded park use. Motion by Vogel, seconded by Hartwig to nominate Bales as an appointee from the Parks and Planning Commission to the Town of Jackson Planning Committee. Motion carried without a negative vote. Motion by Vogel, seconded by Behringer to nominate A. Johnson as an appointee from the Parks and Planning Commission to the Town of Jackson Planning Committee. Motion carried without a negative vote.
- 14. Zoning Administrator’s Report.** Micech reported he has a new complaint about a property on Jackson Drive that has over 250 chickens on 7 acres, and the chicken waste is going into the creek, as well as chicken wire has been installed across the creek; Micech noted he will need to contact the Department of Natural Resources. Chairman Hartwig expounded on a complaint he received about a “cat problem” in the Town of Jackson. Micech stated slow progress is being made on the clean-up of the Schulenberg property and he will have a follow-up visit on August 9th.
- 15. Correspondence and announcements.** The next meeting will be held on August 25, 2021.
- 16. Adjournment.** Motion by Bales, seconded by Hartwig to adjourn. Motion carried. The meeting was adjourned.

**MINUTES OF THE PARK AND PLANNING COMMISSION MEETING
JULY 28, 2021
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Respectfully submitted,

Jim Micech, Zoning Administrator

Julia Oliver, Town Clerk



**MINUTES OF THE PARK AND PLANNING COMMISSION MEETING
AUGUST 25, 2021**

1. **Call meeting to order, Pledge of Allegiance, and confirmation of meeting notice** – The meeting was called to order at 7:00 PM by Chairman Dave Klug. The Pledge of Allegiance was recited, and Clerk Julia Oliver confirmed the meeting notice.
2. **Roll call.** Members present: Chairman David Klug, John Bales, Chad Johnson, David Behringer, Marcy Bishop, Arlyn Johnson, Robert Hartwig, Randy Vogel and Richard Deming were present. Also present were Town Attorney Tim Andringa, Town Engineer Matt Clementi, Zoning Administrator Jim Micech, and Clerk Julia Oliver.
3. **Approval of agenda** – Motion by Hartwig, seconded by Behringer to approve the agenda. Motion carried.
4. **Any Town resident to comment on any agenda item.** There were no comments.
5. **Approval of the minutes of the July 28, 2021 Meeting.** Motion by Bales, seconded by Vogel to approve the minutes of the July 28, 2021 Park and Planning Commission meeting. Motion carried.
6. **Sara King / Quam Engineering – T7 0138 00E – Request to withdraw previously submitted CSM to Split lot 1 into four (4) residential lots (R-1 Zoning) – Discussion and action to withdraw the CSM.** After discussion which explained the need to move the entrance road to the west side of the property due to safety issues, which would in turn cause issues with the current septic system, the required falling of several mature trees and cause the accessory structure to be noncompliant; motion by C. Johnson, seconded by Behringer to accept the request to withdraw the Certified Survey Map previously submitted by Sarah King, without prejudice. Motion carried without a negative vote.
7. **Sara King – T7-0138-00E – Discussion only – Review proposed preliminary land division to create Lot 1 into an additional three (3) lots, (four lots total).** King presented the commission members with two proposals for dividing the eight acres. Option A would create two flag lots (# 3 and # 4), with a shared drive via recorded easement for the two lots, and Option B would create a cluster development with entrance to all four lots from a private shared road. Attorney Andringa commented on the creation of the flags lots and cited sections 8.06 (J) and 8.06 (E) of the town Land Division Ordinance. Andringa also commented that a cluster development is not typically used for this type of situation; typically the open space would be adjoined to one or two of the lots. After discussion, which included comments from Engineer Clementi about stopping distances on Pleasant Valley Road, comments about the original farm, if a cluster development has been used before in the town, and the difference between a shared drive, a private road, and a town road. The commission members were polled to see if they prefer Option A with the flag lots and

MINUTES OF THE PARK AND PLANNING COMMISSION
AUGUST 25, 2021
PAGE 2

shared driveways to limit the access onto Pleasant Valley Road, or Option B of four lots with a town road built to town specifications. While there was further discussion, it was the consensus of the members that Option A with flag lots and lots 1 and 2 sharing a driveway, and lots 3 and 4 sharing a driveway would be the preference as King moves forward with the land division. No action.

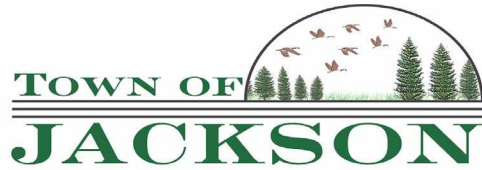
8. **Zoning Administrator's Report.** Micech reported he has contacted the property owner on Jackson Drive that had over 250 chickens, 30 goats, and several other types of fowl on seven acres. The owner is now in compliance however when meeting with the property owner several vehicles under tarps were found on the property. Micech explained to the property owner that the vehicles must be licensed or stored inside a building. Micech stated progress is being made on the clean-up of the Schulenberg property, but he has asked the owner to accelerate the process. Micech stated he hasn't heard anything new from Weas Development about the senior living development, but that he has been speaking with a person who would like to establish a winery/blending operation/farm market-craft sales type business in the town.
9. **Correspondence and announcements.** Attorney Andringa provided an update on the Lodwick lawsuit. The next meeting will be held on September 29, 2021.
10. **Adjournment.** Motion by Bales, seconded by Vogel to adjourn. Motion carried. The meeting was adjourned.

Respectfully submitted,

Jim Micech, Zoning Administrator

Julia Oliver, Town Clerk

<p>Next Resolution Number: J-21-004 Next Ordinance Number: J-21-007 Next Conditional Use Permit Number J-21-003</p>
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**MINUTES OF THE PARK AND PLANNING COMMISSION MEETING
SEPTEMBER 29, 2021**

1. **Call meeting to order, Pledge of Allegiance, and confirmation of meeting notice** – The meeting was called to order at 7:00 PM by Chairman Dave Klug. The Pledge of Allegiance was recited, and Clerk Bob Eichner confirmed the meeting notice.
2. **Roll call.** Members present: Chairman David Klug, John Bales, Chad Johnson, Marcy Bishop, Arlyn Johnson, Robert Hartwig, Randy Vogel and Richard Deming were present. Also present were Town Attorney Tim Andringa, Zoning Administrator Jim Micech, and Clerk Bob Eichner.
3. **Approval of agenda** – Motion by Bales, seconded by Bishop to approve the agenda. Motion carried.
4. **Any Town resident to comment on any agenda item.** There were no comments.
5. **Approval of the minutes of the August 25, 2021 Meeting.** Motion by Bishop, seconded by Deming to approve the minutes of the August 25, 2021 Park and Planning Commission meeting. Motion carried.
6. **Sara King / Quam Engineering – T7 0138 00E – CSM to Split Lot 1 into Three (3) residential lots (R-1 Zoning) – Discussion and possible action to recommend approval of the CSM.** Stating that 4 lots was impractical for this CSM, Ms. King presented a 3 lot CSM. Lots 2 and 3 will be flag lots, and in order to preserve as many existing trees as possible these two lots will have a shared driveway agreement recorded separately from the CSM. On the advice of Atty. Andringa, Vogel made a motion to recommend approval of the CSM to the Town Board, with condition that the shared driveway agreement be recorded concurrently; second by C. Johnson; motion passed 7-1, A. Johnson Nay.
7. **Theresa Miller – T7-0073-00Z - CSM to add acreage to T7-0073-00A (A-1 Zoning) – Discussion and possible action to recommend approval of the CSM.** Ms. Miller present a CSM that cleaned up existing property at 4626 Maple Road. The southerly lot 2 originally had a finger along the ease line of Lot 1 extending to CTH NN. The proposed CSM eliminates this finger and creates to regular lots. Ms. Miller wishes to have this cleaned up before the property passes to her children. A. Johnson motioned to recommend the CSM for approval by the Town Board; second by Bales; Passed unanimously.
8. **Travis Cleven / Hailey Gunsburg– T7-0645-00B– Review proposed preliminary land division to create two (2) lots.** Mr. Cleven requested conceptual approval to divide and purchase the east 9 acres of his uncle’s property at 621 Sherman Road. Development of this lot will involve interaction with the DNR for a stream crossing and a wetland delineation

MINUTES OF THE PARK AND PLANNING COMMISSION
SEPTEMBER 29, 2021
PAGE 2

and successful soil tests at the south end of the lot. Atty. Andringa questioned future subdivision and development of the remainder parcel. The commissioners agreed that much of the remaining property is low wetlands and mostly undevelopable. The Commission consensus was to encourage Mr. Cleven and Ms. Gunsberg to proceed with their plan. No further action was taken.

9. **Parks and Building Facility Committee Report** Bales reported the the new Facilities and Park master plan committee met for the first time on September 22, 2021. They tours the building and grounds and agreed that the priority was to complete a lease agreement with the Jackso Area Youth Baseball Association (JAYBA) for the use and future development of the pavilion and ball diamonds and the creation of new office space for the town staff. A. Johnson shared a draft outline of the agreement with JAYBA and noted that future meetings would include establishing a committee structure and brainstorming a timeline repurposing and improving the remainder of the town hall facility and the park.
10. **Zoning Administrator's Report.** Micech stated slow progress is being made on the clean-up of the Schulenberg property, and Micech issued a 30-day notice to try to accelerate the process. Micech reported he has contacted the property owner on Jackson Drive that had over 250 chickens, 30 goats, and several other types of fowl on seven acres. The owner was in compliance and has applied for permits for accessory buildings but has not yet submitted plans.. Micech also visited a hobby farm on Mill Road which has beef cattle, sheep, swine, and numerous fowl on much to small of acreage. There are also 3 substantial piles of animal manure on the property which need to be removed.
11. **Correspondence and announcements.** None
12. **Adjournment.** Motion by Bales, seconded by Bishop to adjourn. Motion carried. The meeting was adjourned at 7:49pm.

Respectfully submitted,

Jim Micech, Zoning Administrator

Bob Eichner, Town Clerk

Next Resolution Number: J-21-004
Next Ordinance Number: J-21-007
Next Conditional Use Permit Number J-21-003



**MINUTES OF THE PARK AND PLANNING COMMISSION MEETING
OCTOBER 27, 2021**

1. **Call meeting to order, Pledge of Allegiance and confirmation of meeting notice** – The meeting was called to order at 7:01pm by Chairman Dave Klug. The pledge of allegiance was recited, and Clerk Bob Eichner confirmed proper notice of the meeting
2. **Roll Call** – Member present: Chairman David Klug, John Bales, Chad Johnson, Arlyn Johnson, David Behringer, Bob Hartwig, Marcy Bishop, and Richard Deming were present. Randy Vogel was excused. Also present were Town Attorney Tim Andringa, Zoning Administrator Jim Micech, and town Clerk Bob Eichner.
3. **Approval of the agenda** – Motion by Bishop, seconded by Behringer, to approve the agenda as presented. Motion carried.
5. **Any Town Resident to comment on any agenda item** – There were no comments.
6. **Approval of the minutes of the September 29, 2021 Meeting** – Motion by Hartwig, seconded by Deming, to approve the minutes of the September 29, 2021 Parks and Planning meeting. Motion carried
7. **Sara King / Quam Engineering – T7-0138-00E –CSM to Split Lot 1 into Three (3) residential lots (R-1 Zoning)– Shared driveway location on CSM & proposed shared driveway easement document.** – Ms. King presented the Easement Agreement to be recorded with the CSM. A note will be added to the CSM stating that lots 2 and 3 of the CSM will share only one access point onto Pleasant Valley Road. No further action was taken.
8. **Meng Thao – T7-0924-00A & T7-0924-00Z – Review proposed preliminary land division to add acreage to T7-00924-00A (A-1 Zoning) to conform to a min. 5-acre parcel size.** – Mr. Thao presented a conceptual plan to consolidate three existing parcels, including one non-conforming based on minimum acreage, on Pioneer Road into 2 conforming parcels, 5-acre minimum. After discussion, the commission members concurred that Mr. Thao should proceed with his plans, reminding Mr. Thao to obtain proper soil borings and maintain proper setbacks. No further action was taken.
9. **KCI Environmental Tech & Construction– T7-0367 and T7-0369 – CSM to split T7-0367 into two lots and T7-0369 into two lots** – Representatives from KCI and Quam Engineering presented a conceptual plan for a CSM to swap land with Minor’s nursery and restore a meandering creek and wetlands. KCI has discussed requirements with the DNR and is proposing to create a 99-acre wetland mitigation bank. After discussion and review Atty. Andringa suggested that the land swaps be done by legal description first and then the CSM can reflect Lots 1 and 2 for Minor’s and Lot 3 to KCI for the restoration. Atty Andringa also expressed concern that the farm buildings are non-conforming as there is no residence on the property. This could be resolved by zone change from A1 to A2 for the wetland parcel. A. Johnson also stated that there should be no new access points onto STH 60. No further action was taken.



- 10. Kevin W. Eickstedt – Proposed outdoor wood burning stove – Conditional Use – Discussion and possible action** – Mr. Eickstedt is applying for a Conditional Use Permit for an outdoor wood-burning stove/boiler for use on a property he recently purchased at the Southeast corner of STH 60 and Division Road. Mr. Eickstedt presented pictures and drawings of the unit and the screening/sheltering and uses of the unit were discussed. Due to posting requirements and the next committee meeting will be the night before Thanksgiving, the Commission set the date for the CUP Public Hearing and next Parks & Planning Commission Meeting to 7:00pm on December 1, 2021.
- 11. Parks and Building Facility Committee Report** – There was no report.
- 12. Date for November 2021 Park & Planning Commission Meeting** – As mentioned in Item 10 above, the November/December Park and Planning Commission Meeting will be December 1, 2021 at 7:00pm
- 13. Zoning Administrator’s Report** – Administrator Micech reported that he will be following up on the Hobby farm on Mill Road which appears to be exceeding the number of livestock permitted by the zoning code. He will also be following up on the 30-day clean-up notice he issued Mr. Schulenberg last month.
- 14. Correspondence and announcements** - None
- 15. Adjournment of Parks and Planning Commission** – Motion by Bales, seconded by Bishop to adjourn at 8:17pm. Motion Carried

Respectfully submitted,

Jim Micech, Zoning Administrator

Bob Eichner, Town Clerk

<p>Next Resolution Number: J-21-005 Next Ordinance Number: J-21-008 Next Conditional Use Permit Number J-21-003</p>
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**MINUTES OF THE PARK AND PLANNING COMMISSION MEETING
December 1, 2021**

1. **Call meeting to order, Pledge of Allegiance and confirmation of meeting notice** – The meeting was called to order at 7:00pm by Chairman Dave Klug. The pledge of allegiance was recited, and Clerk Bob Eichner confirmed proper notice of the meeting
2. **Roll Call** – Member present: Chairman David Klug, John Bales, Chad Johnson, Arlyn Johnson, David Behringer, Bob Hartwig, Marcy Bishop, Richard Deming, and Randy Vogel were present. Also present were Zoning Administrator Jim Micech, and town Clerk Bob Eichner.
3. **Approval of the agenda** – Motion by Bales, seconded by Bishop, to approve the agenda as presented. Motion carried, 9-0.
4. **Any Town Resident to comment on any agenda item** – Three Town residents spoke in support of the Ericksons regarding agenda item 7; Ms. Angie Bartkus, 741 Crest Hill Court, stated that the Ericksons had been maintaining the current number of cattle for a while and wondered why this was suddenly an issue. Ms. Lori Mcraw, 2708 Sherman Road, stated that the Ericksons ‘family farm’ was an asset to the Town. Mr. John Lamb, 2809 Jackson Drive, believed we should have more small farms like the Erickson’s.
5. **Approval of the minutes of the October 27, 2021 Meeting** – Motion by Bishop, seconded by Hartwig, to approve the minutes of the October 27, 2021 Parks and Planning meeting. Motion carried, 9-0.
6. **Public Hearing - Kevin & Rebecca Eickstedt – 1689 State HWY 60 – T7-0586 - Installation of an outdoor wood burning stove.** Notice of public hearing read by Micech. Motion by C. Johnson; second by Behringer to open the public hearing; motion carried, 9-0.

Mr. Ron Eickstedt a neighbor to the east of the subject site stated no objections to the proposed stove.

No other persons spoke for or against the proposed installation. Motion by C. Johnson, second by Bales to close the public hearing. Motion carried, 9-0. No further action was taken.
7. **Chad & Jodi Erickson – 2045 Mill Road – T7-0737-00A – Complaint received regarding number of agricultural animals permitted in A-1 Zoning per 3.03(A)(9)(a)(b)(c)(d). Proposed time frame for reduction in total animals to meet compliance.** – Administrator Micech reported the reasons for this item to appear on the agenda. Micech stated that the Town does not actively look for code non-compliance but the Town must respond to valid written complaints or concerns. In this case, a letter was received expressing concern over the number of animals being kept on the Erickson’s property, which is 5.67 acres. Upon investigation, Micech did cite the Ericksons for the code non-compliance. The Ericksons requested to be put on the Agenda for this meeting.

Erickson read a prepared statement explaining the history and current operations of the farm. They started with 3 pigs, 18 chickens and 4 beef cattle. Ms. Erickson did acknowledge that the farm is currently non-compliant with the code. She also stated that they are using farming techniques that allow for more animals on a smaller farm lot and that they have had overwhelming support for their farm. Ms. Erickson proposed that it may be time to reconsider



this ordinance so that they can continue their current operation. This is not a ‘hobby farm’. Mr. Erickson has a full-time job, starting at 2am off site and then attends to the animals when he gets home.

As of the date of this meeting, two mini-pigs have been moved off-site, there are only 10 chickens on site, and a sow is scheduled for slaughter in January, 2022. There are currently 10 beef cattle on-site with Slaughter dates of 6-3, 6-17, 7-9, and 9-2.

The Commissioners took turns asking clarifying questions and gathering information. Among these were: have the Ericksons attempted to add property to the current farm to get above the 10-acre limit, methods of feeding the livestock and handling of the waste, and the compliant number of animals allowed on the present acreage. To the last question Micech stated that, if the Ericksons wanted to keep the 10 chickens then they could have a maximum of 2 beef cattle to be compliant with the current code.

Chairman Klug assured the Ericksons that they were not being singled out, and that the current code is similar to other communities in the surrounding area. Klug also stated that when this section was passed a few years ago, there was very little input from the residents of the Town.

Motion by A. Johnson, seconded by C. Johnson to require the Erickson’s to be in compliance by October 1, 2022, through the pre-arranged slaughter dates. Motion carried, 9-0.

- 8. Mitch Krueger – 3510 County Road P – T7-0517-00E – B-2 Zoning – Concept discussion of proposed land division and to build a detached accessory building.** – Micech presented a request from Mr. Krueger on a proposed land division and accessory building construction. The Krueger land is one of three legal, nonconforming B-2 business lots. After discussion it was suggested that Mr. Krueger pursue the land Division but he will need to seek a variance from the Board of Appeals for the accessory structure. No further action was taken.
- 9. Anton & Janice Matuszak – 4736 Maple Road – T7-0074, T7-0075, and T7-0076 – Concept Plan for proposed land division for a single-family residential subdivision - A-1 Zoning –** Mr. Matuszak presented a subdivision of a 40-acre parcel. The lots will be 5 acre minimum to retain the A-1 zoning and would be served by a private road 1000’ maximum length. Comm. Vogel asked if a mixed zoning was considered, A-1 lots on the west half of the parcel and an R-1 zoned cluster development on the east half. Mr. Matuszak will investigate this proposal. No further action was taken.
- 10. Parks and Building Facility Committee Report** – A. Johnson reported that the committee has started to flesh out a draft for a new contract with the Jackson Area Youth Baseball Association (JAYBA) for use of the park facilities. The draft will be made available for review at either the January or February Parks & Planning Commission Meeting.
- 11. Zoning Administrator’s Report** – Administrator Micech reported that he did meet with the Ericksons and will continue to monitor the progress. There has been some progress on the Schulenberg property cleanup, and Micech may grant and extension of his order for a few more items.
- 14. Correspondence and announcements** - None
- 15. Adjournment of Parks and Planning Commission** – Motion by Vogel, seconded by Bales to adjourn at 8:39pm. Motion Carried, 9-0



Respectfully submitted,

Jim Micech, Zoning Administrator

Bob Eichner, Town Clerk

Next Resolution Number: J-21-005
Next Ordinance Number: J-21-008
Next Conditional Use Permit Number J-21-003