



**MINUTES OF THE PARK AND PLANNING COMMISSION MEETING
JANUARY 31, 2024**

1. **Call meeting to order, Pledge of Allegiance, and confirmation of meeting notice.** The meeting was called to order, with the reciting of the Pledge of Allegiance, at 7:00pm by Chairman Dave Klug. Clerk Eichner confirmed proper notice of the meeting.
2. **Roll Call** – Members present: Chairman Dave Klug, Vice Chairman Arlyn Johnson, John Bales, Dave Behringer, Bob Traska, Dennis Bell, and Marcy Bishop. Members Andy Jones and Chad Johnson were excused. Also, Present was Zoning Administrator Jim Micech, Attorney Tim Andringa, and Clerk Bob Eichner.
3. **Approval of the Agenda** – Motion by Bell, seconded by Bales, to approve the agenda as presented. Motion carried, 7-0.
4. **Approval of the minutes of the August Meeting** – Motion by Bishop, seconded by A. Johnson, to approve the minutes of the October 25, 2023 Parks and Planning meeting as amended by Behringer. Motion carried, 7-0.
5. **Any Town Resident to comment on any agenda item** – No Public Comments
6. **Hans Lamm/John Lamm of Jackson, Inc. – 2708 Sherman Road & 2656 Sherman Road - T7-0523, -0527-00A, -0527-00Z – Preliminary CSM- Discussion only.** The consensus of the Commission was to have the Lamms proceed with the CSM. No further action taken.
7. **OneEnergy Development, LLC. – 1040 Sherman Road (solar power generating facility address is 1080 Sherman Road) – Conditional Use Permit Amendment to transfer ownership from OneEnergy Development, LLC. to Wisconsin Electric Power Company – T7-0621 & -0622 -Set date for Public Hearing for Wednesday, February 28, 2024.** Motion by Bales, second by Traska, to set the Public Hearing for February 28, 2024. Motion carried 7-0
8. **Lannon Stone Products, Inc. – 645 Pleasant Valley Road – Memo of Understanding RE: Town of Cedarburg Site for Disposal of Spoils and Overburden from Stone Quarry Operations – 03-007-06-000.00 & 03-007-10-000.00 - Discussion only and set date for a Public Hearing for the February 28, 2024, Park & Plan Commission Meeting.** Attorney Andringa noted that the MOU was an amendment to the CUP and thus needed a Public Hearing. He also noted that the MOU was also probably part/parcel to the quarry restoration process which was part of the CUP and thus also needed to be part of a Public Hearing. It would appear, since the MOU is connected to the restoration of the quarry and since the restoration plan may have been approved by the Town Board, that the Town Board would address the MOU itself. Everything relating to the CUP must happen via the Plan Commission which involves a Public Hearing to Amend the CUP which will now include the MOU as an Exhibit, since the MOU is an amendment to the CUP and is connected to the restoration plan. No action taken.
9. **Lannon Stone Products, Inc. – 645 Pleasant Valley Road – Conditional Use Permit Amendment to include Amended Reclamation Plan including Town of Cedarburg properties 03-007-06-000.00 & 03-007-10-000.00 – Set date for a Public Hearing for the February 28, 2024, Park & Plan Commission Meeting.** Motion by Bales, second Bishop, to set the Public Hearing for February 28, 2024. Motion carried 7-0.

- 10. Zoning Administrator's Report** Lannon Stone Products has purchased the Country Aire Project Development on CTH M and have razed most of the structure, with only the residence left which may be used by the Jackson Fire Department for fire training. Lannon will be submitting a new CSM for the site.
The Board of Appeals denied the variance for the solar array for James & Susan Jens, has hardship was not proven.
One of the developers of Prairie Meadows Subdivision, Wildflower Court, is seeking to develop a portion of the outlot. The residents of the subdivision have taken action to try to prevent the proposed development.
- 11. Correspondence and announcement** – none
- 12. Adjournment of Parks and Planning Commission** – Motion by Bales, seconded by Traska to adjourn at 8:26 pm. Motion carried, 7-0.

Respectfully submitted,

Robert M Eichner

Robert M Eichner, Town Clerk

Jim Micech

Jim Micech, Zoning Administrator

Approved: February 28, 2024



MINUTES OF THE PARK AND PLANNING COMMISSION MEETING FEBRUARY 28, 2024

Call meeting to order, Pledge of Allegiance, and confirmation of meeting notice. The meeting was called to order, with the reciting of the Pledge of Allegiance, at 7:00pm by Chairman Dave Klug. Clerk Eichner confirmed proper notice of the meeting.

Roll Call – Members present: Chairman Dave Klug, Vice Chairman Arlyn Johnson, John Bales, Andy Jones, Chad Johnson, Dave Behringer, Bob Traska, Dennis Bell, and Marcy Bishop. Also, Present was Zoning Administrator Jim Micech, Attorney Tim Andringa, Town Engineer Matt Clementi, and Clerk Bob Eichner.

Approval of the Agenda – Motion by Bell, seconded by Bishop, to approve the agenda as presented. Motion carried, 9-0.

Approval of the minutes – Motion by Bales, seconded by Jones, to approve the minutes of the January 31, 2024 Parks and Planning meeting. Motion carried, 9-0.

Any Town Resident to comment on any agenda item – Ron Eickstedt, 3689 Johnson Lane, spoke in favor of trying to get a safe entrance to KMLHS off Sherman Road to relieve the traffic on Division Road. There were no other public comments.

Parks and Planning Commission – Public Hearing – OneEnergy Development, LLC. – 1040 Sherman Road (solar power generating facility address is 1080 Sherman Road) – Conditional Use Permit Amendment to transfer ownership from OneEnergy Development, LLC. to Wisconsin Electric Power Company – T7-0621 & -0622.

Open Public Hearing - Motion by Jones, second by Behringer, to open the public hearing. Motion carried 9-0.

There were no comments from the public.

Close Public Hearing – Motion by C. Johnson, second by Jones, to close the public hearing. Motion carried 9-0.

OneEnergy Development, LLC. – 1040 Sherman Road (solar power generating facility address is 1080 Sherman Road) – Conditional Use Permit Amendment to transfer ownership from OneEnergy Development, LLC. to Wisconsin Electric Power Company – Motion by Bishop, second by Traska, to approve the amended Conditional Use Permit as presented. Motion carried 9-0.

Parks and Planning Commission – Public Hearing – Lannon Stone Products, Inc. – 645 Pleasant Valley Road - 03-007- 06-000.00, 03-007-10-000.00, T7-0302, - 0303, -0303-00A, -0303-00B, -0304, -0305, -0327, - 0327-00A, -0328, & -0329 –Conditional Use Permit Amendment to include two (2) Town of Cedarburg properties in the Reclamation Plan and Memo of Understanding.

Open Public Hearing – Motion by Bales, second by Jones, to open the public hearing. Motion carried 9-0

Comments: Attorney Andringa explained the purpose and the scope of this hearing. Through a memorandum of understanding with the Town of Cedarburg and Ozaukee County, the proposed stockpile in the Town of Cedarburg will be added to the reclamation plan which falls under the oversight of the Town of Jackson.

Nathan Swinton, representing Lannon Stone Products presented the proposed work in the Town of Cedarburg.

Ron Eickstedt, 3689 Johnson Lane, asked how the drainage will work, and he is concerned with the public travelling down Wasaukee Road. Answer: the west half of the road right of way in Jackson is abandoned. The ROW in Cedarburg has not been abandoned.

Jeff Kazmarski, 1977 Elm Drive, TOC, expressed concern about the Chain of command. Who do they speak to with concerns during the building of the berm. He is also concerned about dust during construction. Are there measures in place to make certain the work gets done and that there is no delay in the plantings on the berm. What is the berm being made of. Mr. Kazmarski is also concerned with the other portion of the Cedarburg property. Is this the first step to quarrying in the Town of Cedarburg?

Ed Thomas, 4495 Wasaukee Rd, Jackson, stated that his main concern is what is being done with the proposed berm on the west and south sides of his property adjacent to the quarry. He has discussed this with Lannon and is satisfied and is fine with the rest of the project.

Allan Schmitt, 11930 Pleasant Valley Road, Cedarburg, farms north and west of the quarry, and is asking why they are moving into Ozaukee County and doing all this; why aren't they putting all the fill in the property LSP just purchased on CTH M?

Mary Budiak, 1977 Elm Drive, Cedarburg, reiterated Mr. Schmitt's concerns. She also asked, that if there is no quarrying allowed in the TOC, why is there a future berm shown around the Schuetz property at 12033 Pleasant Valley Road? And why does schedule B of the plan show future expansion toward the Town of Cedarburg. Ms. Budiak is against this amendment, but if it does move forward, there should be, deadlines to insure the project is completed in as quickly as possible.

Patti Farrell, 1639 Washington Ave, Cedarburg, is appearing as a good neighbor and friend to the TOC residents in attendance. She asked if anyone other than Barry Sullivan participated in the MOU writing. Ms. Farrell doesn't believe this falls under his authority. Answer: those individuals from Ozaukee County that needed to be involved in the process have signed off on the MOU. Ms. Farrell is concerned that there is more going on here than what is being presented.

Andy Schuetz, 12033 Pleasant Valley Road. Asked why nobody was notified prior to just a letter in the mail a few days before the hearing. Answer: the notice was published in the Daily News and News Graphic 14 and 7 days before the hearing. Neighbors were notified in letters sent 10 days before the hearing. Mr. Schuetz thinks this is all being done under the table. The neighbors should have been notified from the very beginning of this process.

Ed Thomas spoke again saying he was concerned by the short notice too.

Close Public Hearing – Motion by C. Johnson, second Jones, to close the public hearing. Motion carried 9-0.

9. Lannon Stone Products, Inc. – 645 Pleasant Valley Road – Conditional Use Permit Amendment to include two (2) Town of Cedarburg properties in the Reclamation Plan and Memo of Understanding per Title X Chapter 3.12 – Discussion and possible action. Micech stated that the only change to the amended CUP is the MOU Map exhibit. LSP has provided a map that now matches the legal description of the area in the Town of Cedarburg. Hans Dawson, owner stated that they have incentives in the construction contract to assure the work is completed as quickly as possible. The material in the outer berm will be stripped overburden and natural soils, the bowl will be filled with tailings and residual material from the crushing operation, which will be a years-long process. When the fill is complete the site will be capped off with natural soils and planted. Most of the drainage is by sheet flow across cultivated land. Drainage within the bowl will be sent back to the quarry. The drainage along the east side of Wasaukee Rd will flow north and the into the field to the south. The bowl should be constructed within 10 weeks, depending on weather. Plantings should be complete within 2 months as well. If a problem arises during construction residents should contact their respective local government officials first.

Motion by C. Johnson, second by Jones, to approve the amended Conditional use permit to include the properties in the Town of Jackson as shown on the amended Reclamation Plan and the Memorandum of Understanding for Town of Jackson oversight with the Town of Cedarburg and Ozaukee County. Motion carried 9-0.



Kettle Moraine Lutheran High School Federation – 3999 Division Road – Site Plan review consisting of a Fieldhouse expansion to the existing building, second floor classrooms, new fire lane, pedestrian way, stormwater pond modifications/improvements and driveway installation on Sherman Road – Discussion and possible action. After a presentation by Kettle Moraine Lutheran High School and discussion by the Commission, Motion by A. Johnson, second by Bales to table a decision on the site plan until the March Park & Planning meeting, so that the School and their engineers can present a clearer proposed design for the new driveway intersection on Sherman Road. Motion carried 9-0.

Zoning Administrator's Report – The Solar farm is now generating. The monitoring modules still need to be installed and the final landscaping completed this Spring. Micech was contacted by a business that was looking to construct at the NE corner of STH 60 and Eagle Drive, that Family Dollar was looking at last year. When it was explained that the company would likely be annexed by the village, they inquired about developing further east on STH 60 near the John Goll property. May come in with a concept in March. Cedar Jack's (formerly Doman's) still has a lot of rehabilitation remodeling to do. They are looking to open the bar only in May.

Correspondence and announcement – none

Adjournment of Parks and Planning Commission – Motion by Bales, seconded by Jones to adjourn at 9:15 pm. Motion carried, 9-0.

Respectfully submitted,

Robert M Eichner

Robert M Eichner, Town Clerk

Jim Micech

Jim Micech, Zoning Administrator

Approved: March 27, 2024



MINUTES OF THE PARK AND PLANNING COMMISSION MEETING
March 27, 2024

1. **Call meeting to order, Pledge of Allegiance, and confirmation of meeting notice.** The meeting was called to order, with the reciting of the Pledge of Allegiance, at 7:00pm by Vice Chairman Arlyn Johnson. Clerk Eichner confirmed proper notice of the meeting.
2. **Roll Call** – Members present: Vice Chairman Arlyn Johnson, John Bales, Andy Jones, Chad Johnson, Dave Behringer, Bob Traska, Dennis Bell, and Marcy Bishop. Chairman Dave Klug was excused. Also present was Zoning Administrator Jim Micech, Attorney Tim Andringa, and Clerk Bob Eichner.
3. **Approval of the Agenda** – Motion by Bell, seconded by Traska, to approve the agenda as presented. Motion carried, 8-0.
4. **Approval of the minutes** – Motion by Bales, seconded by Jones, to approve the minutes of the January 31, 2024 Parks and Planning meeting. Motion carried, 8-0.
5. **Any Town Resident to comment on any agenda item** – Gordon Potter, 4650 Lime Ridge Drive spoke to Items 9 & 10. He commented on his many-years relationship with Mr. Matuszczak. He stated that he knew Mr. Matuszczak to be of great integrity and honesty. Mr. Potter also stated that he believed that the proposed Windmill Trace Subdivision would bring additional tax dollars to the Town. There were no other public comments.
6. **Payne & Dolan, Inc. – 675 Pleasant Valley Road – Request for extended evening hours for the I-43 Project – Discussion and possible action.** Clerk Eichner stated that State Act 12 adopted in 2023, prohibits Municipalities from regulating hours of operations of quarries that are producing materials used for public works projects. While the act states the law is for quarries, Payne & Dolan is also producing materials for public works projects out of the quarry. Eichner presented to draft letters allowing the night work. One regulates the number of days and the hours of night operation, and one does not. Both letters have identical additional restrictions for night work. After discussion, motion by C. Johnson, second by Jones to allow the night work using the draft letter without the days and hours regulations. Motion carried 8-0
7. **Kettle Moraine Lutheran High School Federation – 3399 Division Road – Site Plan review consisting of a Fieldhouse expansion to the existing building, second floor classrooms, new fire lane, pedestrian way, stormwater pond modifications/improvements and storage building at the track & field area – T7-0573-00A, -0574-00A & -0575-00B - Discussion and possible action.** Motion by Bishop, second by C. Johnson, to approve the site plan on the condition that the proposed storage shed, in the flood plain, is approved by Washington County. Motion carried 8-0.
8. **Kettle Moraine Lutheran High School Federation – 3399 Division Road - driveway installation and lowering of the speed limit on Sherman Road – T7-0573-00A, -0574-00A & -0575-00B - Discussion and possible action.** Excel Engineering presented an updated proposal for the proposed driveway on Sherman Road. This proposal includes raising the grade of Sherman Road by 3.5 feet. at the driveway. This will satisfy all sight distance requirements at the posted speed limit of 45 mph. Motion by Bales, second by Traska, to approve the proposed revised design, contingent a positive review of the design by the Town Engineer, and town board action on the speed limit reduction on Sherman Road. Motion carried 8-0.

9. **Anton & Janice Matuszczak – 4736 Maple Road – T7-0074, 0075 & 0076 – Preliminary Plat Review for Windmill Trace a R-1 Cluster Single Family Subdivision - Discussion and possible action on the indefinite review extension– Discussion and possible action.** Jim gave a brief history of the Subdivision development status. Attorney Andringa added a lot of history relating to the preliminary plat and the indefinite extension that was granted to Mr. Matuszczak (Developer) for the Windmill Trace Subdivision of March 1, 2023. Mr. Matuszczak then spoke and noted the soil engineering letter as well as a document relating to soil tests that were taken in 2023. Attorney Andringa noted that the soil engineer's letter was incorrect. There was a large amount of discussion between the members of the Planning Commission with Mr. Matuszczak and Attorney Andringa. A consensus was reached that at no time did the Planning Commission ever conditionally approve the preliminary plat map for the Windmill Trace Subdivision. Ultimately, following discussion, a motion was made by Bales, seconded by C. Johnson, to terminate the indefinite extension respecting a decision on the preliminary plat for the Windmill Trace Subdivision. There was no further discussion. The motion passed unanimously.
10. **Anton & Janice Matuszczak – 4736 Maple Road –Preliminary Plat Review for Windmill Trace Single Family Subdivision. - Discussion and possible action regarding the Preliminary Plat, assuming revocation of the indefinite review extension of Item #9 above occurs.** Following the lengthy discussion regarding Item #9, the indefinite extension to act on the preliminary plat map for the Windmill Trace Subdivision, there was discussion regarding the preliminary plat for Windmill Trace Subdivision. The Planning Commission again discussed the soil engineer letter, the soil map that was provided by the Developer and the layout of the preliminary plat map as proposed for Windmill Trace Subdivision with the Developer. The Developer admitted that 6 or more lots, mostly in the southeast corner, when tested, did not perc for a mound system and he was weighing his options of acquiring additional land to the north that would perc and/or drop those lots from the Subdivision. The Developer admitted that either course would substantially change the preliminary plat for the Subdivision. The Developer also admitted that there were other Lots in the proposed Subdivision that would be affected by groundwater and seasonal high groundwater, which would likely not allow for basements. The Planning Commission Members noted that over a year had gone by without progress with respect to the water issues that caused the Planning Commission to accept an indefinite extension for acting on the preliminary plat map for Windmill Trace Subdivision and that the layout of the preliminary plat map for Windmill Trace caused by the high groundwater (land suitability) issues would substantially change due to the soil and water issues affecting the property and therefore a Motion was made by Bales and seconded by Jones to reject the preliminary plat map for the Windmill Trace Subdivision and to waive the per lot fee if the developer resubmits the preliminary plat. The Motion passed unanimously.
11. **Forest Hills Subdivision – Right-of-Way issues occurring on Summer Drive & Lusan Drive (Summer Drive: T7-0578-00C, -0578-00D, -0579; Lusan Drive: T7-0580-008, -0580-005, -0580-006, -0580-007, -0577-033, -0577-0032, -0577-030, -0577-031). Discussion only.** Micech presented evidence of unvacated right-of-way on Summer Drive and Lusan Drive in the Forest Hills Subdivision. On the advice of Attorney Andringa, the clerk will seek proposals from a Title company to review this information for consideration at the April park and Planning Commission meeting. No further action was taken.
12. **Zoning Administrator's Report** – Still a lot of work being done without permits. Cedar Jacks is planning to open full business in May.
13. **Correspondence and announcement** – The new Town attorney will be attending both the April Town Board and Park & Planning Commission meetings.
14. **Adjournment of Parks and Planning Commission** – Motion by Bales, seconded by Jones to adjourn at 8:31pm. Motion carried, 8-0.

Respectfully submitted,

Robert M Eichner

Robert M Eichner, Town Clerk
Approved: April 24, 2024

Jim Micech

Jim Micech, Zoning Administrator



**MINUTES OF THE PARK AND PLANNING COMMISSION MEETING
APRIL 24, 2024**

1. **Call meeting to order, Pledge of Allegiance, and confirmation of meeting notice.** The meeting was called to order, with the reciting of the Pledge of Allegiance, at 7:00pm by Chairman Dave Klug. Clerk Eichner confirmed proper notice of the meeting.
2. **Roll Call** – Members present: Chairman Dave Klug, John Bales, Chad Johnson, Dave Behringer, Bob Traska, Dennis Bell, and Marcy Bishop. Vice-Chairman Arlyn Johnson and Member Andy Jones were excused. Also present was Zoning Administrator Jim Micech, Attorney Tim Andringa, and Clerk Bob Eichner.
3. **Approval of the Agenda** – Motion by Bell, seconded by Bishop, to approve the agenda as presented. Motion carried, 7-0.
4. **Approval of the minutes** – Motion by C. Johnson, seconded by Bell, to approve the minutes of the March 27, 2024 Parks and Planning meeting. Motion carried, 7-0.
5. **Any Town Resident to comment on any agenda item** – James Jens, 4823 Maple Road, objected to the issuance of a conditional use permit to Tony Matuszczak (Item 8). Mr. Jens stated he believed that the construction equipment Mr. Matuszczak has was for a business being run out of his home. Outside storage is not permitted per Town code. Mr. Jens believes that allowing the CUP will allow for other businesses to do the same in residential zoning districts. He also questions why the extension? Wasn't the CUP temporary?
Susan Jens, 4823 Maple Road, Theresa Miller, 4826 Maple Road, and Jeremy Deck, 5851 Maple Road all agreed with Mr. Jens' objections.
there were no other public comments.
6. **Introduction of new Town Attorney.** Remzy Bitar of Municipal Law and Litigation Group introduced himself as the Town's new Attorney, along with Paul Alexy. They begin working for the Town on May 1, 2024. The Commission thanked Attorney Andringa for his 10 years of service to the Town of Jackson. No action taken.
7. **Dale Schreiber Family Trust – Tracy Senkbeil – 1170 Pleasant Valley Road – Concept Review of a future land division – T7-0036 – A1 - Discussion only.** Ms. Senkbeil presented a concept plan for a land division, separating 5 acres around the farmstead from the tillable land. After discussion, the consensus by the Commission was for the petitioner to proceed with the CSM. No action taken.
8. **8. Anton & Janice Matuszczak – 4736 Maple Road – T7-0074 – Conditional Use Permit Request for a two (2) year period to store construction equipment and building supplies outside on the site south of the existing pole barn. Discussion and possible action.** Considering the advice of Attorney Andringa that Mr. Matuszczak's request for an extension of his CUP constituted a change in the CUP and requires a public hearing, a motion was made by C. Johnson, seconded by Bell, to schedule a public hearing for the extension of the Conditional Use Permit for 7:00pm, May 29, 2024. Motion carried 7-0.
9. **Zoning Administrator's Report** – Cedar Jacks is close to opening. There is still a lot of work being done without permits. There is another right-of-way issue on Park Manor Court. There is a permit application that will be rejected for a pole barn being constructed in front of a residence.
10. **Correspondence and announcement** – None

11. Adjournment of Parks and Planning Commission – Motion by Bishop, seconded by Traska to adjourn at 7:42pm. Motion carried, 7-0.

Respectfully submitted,

Robert M Eichner

Robert M Eichner, Town Clerk

Approved: May 29, 2024

Jim Micech

Jim Micech, Zoning Administrator



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

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

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

Respectfully submitted,

Robert M Eichner

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

Jim Micech

Jim Micech, Zoning Administrator



MINUTES OF THE PARK AND PLANNING COMMISSION MEETING
July 31, 2024

1. **Call meeting to order, Pledge of Allegiance, and meeting notice confirmation** – Chairman Dave Klug called the meeting to order at 7:00pm, the Pledge of Allegiance was recited, and Clerk Eichner confirmed the meeting had been legally posted.
2. **Roll Call** – Present for the meeting; Chairman Dave Klug, Vice-Chairman Arlyn Johnson, Members John Bales, Chad Johnson, Andy Jones, Joe Kufahl, Bob Traska, and Dennis Bell, Town Attorney Remzy Bitar, Zoning Administrator Jim Micech, and Clerk Bob Eichner. Member Steve Fischer was excused.
3. **Approval of the agenda** – Motion by Traska, second by Bell to approve the agenda as presented. Motion carried 8-0.
4. **Approval of the minutes** – Motion by Bales, second by Jones to approve the May 29, 2024 Park and Plan Commission meeting minutes. Motion carried 8-0.
5. **Public comments** – Mr. Paul Kowalske, 3375 Center Road, requested that Item 8, concept review of a proposed land division at 3375 Center Road, be tabled. Mr. Kowalske is a party to this item and has not had adequate time to review the submittal to speak to it. Chairman Klug explained that this item is for discussion only and the Commission will not be taking any formal action at this meeting.
There were no other public comments.
6. **Dale Schreiber Family Trust – Tracy Senkbeil – 1170 Pleasant Valley Road – CSM to create a five (5) acre parcel / land division from Tax Key T7-0036 – A1** – Motion by Bales, second by Bell, to accept the CSM as presented and recommend final approval to the Town Board. Motion carried 8-0.
7. **Moraine Development, LLC. – Nathan Swinton – Petition to Discontinue the Public Way known as Louis Lane (Country Aire Estates) – Review Draft Resolution to discontinue the public way** – Motion by C. Johnson, second by Jones, to recommend approval of the Petition to Discontinue the Public Way known as Louis Lane to the Town Board. Motion carried 8-0.
8. **Diane Kowalske – 3375 Center Road – T7-0596-00Z – A1 – Concept review of two proposed Certified Survey Maps for a future land division** – Two separate concept CSM's were presented; one show a four-lot subdivision and the other a two-lot subdivision. After discussion, the consensus of the Commission was that the petitioner should move forward with the two-lot design addressing the following items:
 - Get rid of easements across the lots.
 - Verify proposed Lot 2 has safe access to Sherman Road
 - Take care of existing pie shaped lot on east side of Center Rd.
 - Fix garage situation, Commission was flexible how the attorneys handled it -- whether by quit claim, "Affidavit of Use" or some other method.No formal action was taken.
9. **Zoning Administrator's Report** – Construction has begun on the Kettle Moraine Lutheran High School addition. They are completing the demolition phase and should be begin the actual construction soon. The accessory building is also under construction. It is framed, the roof is in place.
Cedar Jack's is in the final phase of their remodeling. They have hired a contractor to convert the residential kitchen into a commercial kitchen.

10. Correspondence and announcements – Next Commission Meeting is scheduled for August 28, 2024.

11. Adjournment of Parks and Planning Commission – Motion by Bales, second by Jones, to adjourn at 8:07pm. Motion carried. 8-0.

Respectfully submitted,

Robert M Eichner

Robert M Eichner, Town Clerk

Approved: July 31, 2024

Jim Micech

Jim Micech, Zoning Administrator



**Minutes Town of Jackson Parks & Planning Commission
August 28, 2024**

Call to order – The meeting was called to order at 7:00pm by Chairman Klug with the Pledge of Allegiance. Clerk Eichner confirmed that the meeting was properly posted.

Roll Call – Present: Chairman Dave Klug, Vice-Chairman Arlyn Johnson, Members John Bales, Chad Johnson, Andy Jones, Bob Traska, Steve Fischer, and Dennis Bell. Member Joe Kufahl is excused. Also present is Zoning Administrator Jim Micech, and Clerk Bob Eichner.

Approval of the agenda – Motion by Bell, second by Jones to approve the Agenda as presented. Motion carried 8-0.

Approval of the minutes – Motion by Bales, second by Traska, to approve the minutes of the July 31, 2024 meeting as presented. Motion carried 8-0.

Any Town Resident to comment on any agenda item - No public comments.

Moraine Development, LLC. – Nathan Swinton – 4320 Country Aire Drive – Final CSM Review to combine nine (9) existing parcels into one parcel (83.061 acres) - Tax Key T7-0309, -0310-00Z, -0315-00D, - 0315-00E, -0315-00F, -0315-00G, -0316-00C, -0317-00Z & -0319 – A1 – Motion by Jones, second by Bell to approve the CSM and recommend approval to the Town Board. Motion Carried 8-0

Laverne Bublitz – Don Thoma – Concept Review of a CSM for a future land division of T7-0610-00B, -610-00A & -610 – After review of the existing conditions and discussion the consensus of the Commission is that there is no residential zoning district that will make the existing lot legal conforming. The owner should prepare the CSM, seek a variance within the existing A-1 zoning, and if obtained, then bring it to the Town Board for approval. No other action was taken.

Zoning Administrator's Report – The Kettle Moraine Lutheran High School's new pole barn is done. the remodel's footings and walls are in place, and they are working on installation of storm sewer. Micech has been working on a neighbor dispute involving sump pump drainage. The property dispute with the outlot on Wildflower lane is ongoing. The developer has had the rear lot corners marked along the western lots.

Correspondence and announcement – None.

Adjournment – Motion by Bales, second by Jones to adjourn at 7:47pm. Motion carried 8-0.

Respectfully submitted,

Robert M Eichner
Town Clerk

Jim Micech
Zoning Administrator



**Minutes of the Town of Jackson Parks & Planning Commission
September 25, 2024**

Call meeting to order – The meeting was called to order at 7:00pm by Chairman David Klug with the Pledge of Allegiance. Clerk Eichner confirmed that the meeting was properly noticed.

Roll Call – Present: Chairman Dave Klug, Vice Chair Arlyn Johnson, Members John Bales, Chad Johnson, Andy Jones, Joe Kufahl, Bob Traska, and Steve Fischer, Zoning Administrator Jim Micech, and Clerk Bob Eichner
Excused: Member Dennis Bell

Approval of the agenda – Motion by Fischer, second by Traska to approve the meeting agenda as presented. Motion carried 8-0.

Approval of the minutes of the August 28, 2024, meeting – Motion by Bales, second by Fischer, to approve the minutes for the August 28, 2024 meeting. Motion carried 8-0.

Any Town Resident to comment on any agenda item – There were no comments from residents.

Pleasant Valley Tennis & Fitness Club, LLC. – Heidi Kucharski – 2754 Pleasant Valley Road – Ground Sign replacing existing pylon sign – Motion by Bales, second by Jones to approve the sign permit for the replacement sign requiring the southern-most edge of the sign be no closer to the right-of-way for Pleasant Valley Road than the southern-most edge of the existing sign. Motion carried 8-0.

Zoning Administrator's Report – Micech continues to follow up on work being done without a permit. He has also been working on a property cleanup at Bittersweet Court and Pleasant Valley Road. He has also had 2 other complaints of yard issues, and is still working on a squatter issue at the blacksmith shop on Western Ave. Cedar Jacks' is getting closer to opening.

Correspondence and announcement – None.

Adjournment of Parks and Planning Commission – Motion by Bales, second by Jones, to adjourn the meeting at 7:18pm. Motion carried 8-0.

Respectfully submitted,

Robert M. Eichner
Town Clerk

Jim Micech
Zoning Administrator



**Minutes of the Town of Jackson Parks & Planning Commission
October 30, 2024**

1. **Call meeting to order** – The meeting was called to order at 7:00pm by Chairman David Klug with the Pledge of Allegiance. Zoning Administrator Micech confirmed that the meeting was properly noticed.
2. **Roll Call** – Present: Chairman Dave Klug, Vice Chair Arlyn Johnson, Members John Bales, Chad Johnson, Andy Jones, Joe Kufahl, Bob Traska, Dennis Bell, Steve Fischer, and Zoning Administrator Jim Micech
Excused: Clerk Bob Eichner
3. **Approval of the agenda** – Motion by Traska, second by Bell to approve the meeting agenda as presented. Motion carried 9-0.
4. **Approval of the minutes of the September 25, 2024, meeting** – Motion by Fischer, second by Jones, to approve the minutes for the September 25, 2024, meeting. Motion carried 9-0.
5. **Any Town Resident to comment on any agenda item** – There were no comments from residents.
6. **Laverne Bublitz – Don Thoma – 1113 and 1103 State Highway 60, Cedarburg – A1 - Final CSM Review of a land division of T7-0610-00B, -610-00A and -0610** – Motion by C. Johnson, second by Jones to approve the Certified Survey Map subject to the Zoning Board of Appeals granting a Variance for the land division. Motion carried 9-0.
7. **Kevin Eickstedt – 1689 State Highway 60 – Concept Review for a 42'x80' detached building for seasonal sales of vegetables, honey, meat & fruit – A1- T7-0586** – Mr. Eickstedt presented a concept layout of a proposed steel building for his vegetable business and equipment storage. Micech stated the applicant will need to bring in final plans, elevations, site plans, colors and types of materials for approval and a Conditional Use Permit will be required and approved by the Parks and Plan Commission. Discussion occurred and the committee consensus was favorable.
8. **Proposed amendment to Ordinance No. 21-03 which amended Title X of the Municipal Code for Accessory Building Heights and Area in R1, R2, R3 and A1 Zoning Districts** – Micech stated when the ordinance was approved in May of 2021, the intent of the ordinance was to regulate the total area of accessory structures based on the total acreage of a land parcel. When the ordinance was written, the word “total” was not included and as the result has created some confusion of maximum area allowed. Micech proposed amending the ordinance by inserting “total in area”. Discussion occurred on the number of buildings permitted and maximum area of accessory structures allowed. Motion by A. Johnson, second by Traska to insert “in cumulative area” and to pass this onto the Town Board for review. Motion carried 8-0; Fischer abstained.



9. **Zoning Administrator's Report** – Micech received a complaint regarding the yard conditions on a multifamily building on Highway P and has issued a notice for the owner to clean up the yard and remove all unlicensed and disabled vehicles. Cedar Jacks was issued a Temporary Occupancy to open for business while they complete some minor items. They will open starting Thursday, November 21, 2024. Follow up continues on three other properties that complaints were received for yard debris and disabled vehicles. Micech also stated the JAYBA Contract is up for renewal and the committee should consider if they would like to alter anything in agreement. Discussion occurred and it was agreed that if no issues had occurred during the previous term and the fees received covered all expenses that it should be left as is.
10. **Correspondence and announcement** – Next meeting due to Thanksgiving holiday will be Wednesday, December 04, 2024.
11. **Adjournment of Parks and Planning Commission** – Motion by Bales, second by Jones, to adjourn the meeting at 8:03 pm. Motion carried 9-0.

Respectfully submitted,

Jim Micech

Zoning Administrator



**Minutes for the Town of Jackson Parks & Planning Commission
Meeting, December 04, 2024**

1. **Call meeting to order** – The meeting was called to order by Chairman Klug at 7:00pm with the Pledge of Allegiance. Clerk Eichner confirmed proper posting of the meeting.
2. **Roll Call** – Present: Chairman Dave Klug, Vice Chairman Arlyn Johnson, Commissioners John Bales, Chad Johnson, and Andy Jones, Supervisors Joe Kufahl and Steve Fischer, Zoning Administrator Jim Micech and Clerk Bob Eichner. Commissioners Bob Traska and Dennis Bell were excused.
3. **Approval of the agenda** – Motion by Bales, second by Kufahl to approve the Agenda as presented. Motion carried 7-0.
4. **Approval of the minutes of the October 30, 2024 meeting** – Motion by C. Johnson, second by Jones, to approve the October 30, 2024 meeting minutes. Motion carried 7-0.
5. **Any Town Resident to comment on any agenda item** – There were no resident comments.
6. **Chairman Klug recused himself from the panel, and Vice-Chairman Johnson assumed the Chair.**
7. **William & Laura Bougie – Tony Gromacki – Final CSM Review of a land division of T7-0155-00C** – Motion by Bales, second by Jones to approve the Final Certified Survey Map. Motion carried 6-0.
8. **Chairman Klug rejoined the panel.**
9. **Final review of proposed Ordinance No. TOJ- 24-002 which amends Title X of the Municipal Code for Accessory Building Heights and Area in R1, R2, R3, I1 and A1 Zoning Districts** – Motion by A. Johnson, second by Bales, to accept the amendments and recommend approval of Ordinance TOJ-24-00 to the Town Board. Motion carried 6-1, Fischer Nay.
10. **Elizabeth Heidtke – Don Thoma – Concept CSM Review of a future land division of T7-0763 – A1** – The commission was presented with 3 concepts of a proposed land division for consideration. After discussion, the commission, by consensus, recommended that the owner proceed with the CSM using concept 3. No further action was taken
11. **Zoning Administrator's Report** – Micech reported that he has received a request to install a 100-foot flagpole on the Kettle Moraine Lutheran High School property. The flagpole by definition is a structure and will be placed in the front yard setback of the school and the top of the flagpole will be approximately 38 feet higher than the school roof. This will need a variance from the Board of Appeals. Moraine Development (Lannon Stone) has begun work on the clean fill site on CTH M near the Quarry. There will be a meeting with all parties involved next week to discuss the work, grading plan, timeline, and other pertinent information.
12. **Correspondence and announcement** - None



13. **Adjournment** - The next Commission meeting will be January 29, 2025 at 7:00 pm.
Motion by Jones, second by Bales to adjourn the meeting at 8:36pm. Motion carried 7-0.

Respectfully Submitted,

Robert M Eichner

Robert M Eichner, Clerk

Jim Micech

Jim Micech, Zoning Administrator