



**MINUTES OF THE PARK AND PLANNING COMMISSION MEETING
MARCH 1, 2017**

- I. Call Meeting to Order** – The meeting was called to order at 7:00 p.m. by Chairman Randy Vogel.
- A. Official Meeting Notification** – The official meeting notice was read into the record by Gordon Hoffmann.
- B. Roll Call** – Members present: John Bales, Chad Johnson, Paul Huettl, Dan Kufahl, Arlyn Johnson, Randy Vogel, Ray Heidtke, David Klug, and Lester Steffen. Also present was Zoning Administrator Gordon Hoffmann and Clerk Julia Oliver.
- C. Approval of Agenda** – Hoffmann noted item I is a duplicate and requested that it be removed from the agenda. Motion by C. Johnson, seconded by Heidtke to approve the amended agenda. Motion carried.
- D. Approval of Minutes** – Motion by Huettl, seconded by Klug to approve the minutes of the January 25, 2017 meeting. Motion carried.
- II. Public Hearing – 7:00 P.M.**
- A. Conditional Use Permit to Allow the Operation of a Seasonal Retail Trade in an A-1 Agricultural/Rural Residence District per Section 4.05(M) of the Zoning Ordinance – 626 Hwy. 60 – Matt and Kari Hartwig, dba Arborscape Inc.** The *Notice of Public Hearing on Application for Conditional Use* was read into the record by Hoffmann. Matt and Kari Hartwig explained they are purchasing his aunt and uncle’s farm located at 626 Hwy. 60 and are moving their landscaping business to the location. They will have an equipment shed, parking, landscape material storage and plantings. The Hartwig’s would like to have a small retail operation for the sale of nursery stock and mulch. A conditional use permit is required to operate the retail site.
- Public comments in favor of the approving the Hartwig’s request for a conditional use permit were made by G. Semrad, S. Fischer, R. Schicker, C. Hartwig and D. Boehlke. There were no public comments opposed. Motion by Huettl, seconded by Bales to close the public hearing. Motion carried.
- III. Business**
- A. Any Town Citizen Comment on an Agenda Item** – There were no comments.
- B. Conditional Use Permit to Allow the Operation of a Seasonal Retail Trade in an A-1 Agricultural/Rural Residential District per Section 4.05(M) of the Zoning Ordinance – 626 Hwy. 60 – Matt and Kari Hartwig, dba Arborscape Inc. – Review and Action** – Huettl asked if the use of snow plowing equipment (entering and leaving the business) outside of the hours listed in the Conditional Use Permit draft would be an issue? Hoffmann will amend Conditional Use Permit J-17-001 by adding “retail” to the “hours of operation” item. Motion by Kufahl, seconded by Huettl to approve Conditional Use Permit J-17-001 for Matt and Kari Hartwig, dba Arborscape Inc, 626 Hwy. 60. Motion carried without a negative vote.
- C. Required (10) Ten Year Update to 2035 Comprehensive Plan and Incorporate the Town of Jackson to the Multi-Jurisdictional Washington County Comprehensive Plan with the**

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Assistance of SEWRPC – Nancy Anderson, Chief Community Assistance Planner – Review and Recommendation - Nancy Anderson reported that SEWRPC had worked with Washington County and eleven Washington County municipalities on the development of their comprehensive plans. Currently SEWRPC is working with Washington County to have the required 10 year update ready in early 2018. There are basically four options for updating the plans: 1. No changes or updates needed, 2. Minor updates including the Land Use Plan Map, 3. Supplemental Plan that is not as large of an undertaking as the original plan but there are key updates to maps and land uses, and 4. Complete update of plan. Anderson noted that SEWRPC had planned to limit their assistance/involvement on plan updates to the communities they had worked with previously. The Town had worked with UW-Extension employee Kevin Struck when they developed their joint comprehensive plan with the Village of Jackson; however Struck is no longer with UW-Extension in Washington County and the extension office does not have a staff member with planning expertise. Anderson has received approval from SEWRPC to provide assistance to the Town of Jackson with their update once the boundary dispute is settled with the Village of Jackson. Motion by Huettl, seconded by Steffen to recommend the Town Board work with SEWRPC on the required update of the Comprehensive Plan. Motion carried without a negative vote. Nancy Anderson was congratulated on her upcoming retirement and it was noted her associate Ben McKay will be assuming her position.

- D. Final Building and Landscape Plans – Custom Furniture, Inc. – Iteration Two JH, LLC – Section 19 – Jeff Hartwick – Review and Action** – Hartwick presented the final building drawings and a draft of the landscape plan. Hartwick noted that since his preliminary approval the location of the driveway and the mound system have changed; he has received County approval for the driveway (road access). In response to questions from the commission members Hartwick stated he will have a small sign located in the front berm and he will have minimal lighting over the building doors; the well location on the map was noted. Motion by Bales, seconded by C. Johnson to approve the final building plans for Jeff Hartwick, Custom Furniture, Inc., Iteration Two JH, LLC, noting that Hartwick must return with the sign and lighting plan for approval. Motion carried without a negative vote.
- E. Two (2) Parcel Certified Survey Map - Section 5 – Mary J. Pankratz – Review and Action** - Robin Bastian (Mary Pankratz’ grandson) stated they would like to sell off a five acre parcel. Motion by Huettl, seconded by Heidtke recommending the Town Board approve the certified survey map for Mary J. Pankratz. Motion carried without a negative vote.
- F. Preliminary Land Division – 3571 Church Road –Eugene Kannenberg – Review and Recommendation** – David Klug recused himself from agenda item F. Kannenberg stated he would like to divide Kannenberg Farms land into multiple lots in order to sell off a section to Dave and Katie Behringer. A draft map of the proposed land division was presented to commission members, and it was noted that Kannenberg and the Behringers would share the driveway. During the discussion it was noted that the Behringer lot would need a 66’ wide access from Church Road and that this would create a flag lot which is discouraged. Kannenberg will need to have a preliminary land division survey done in order for the Park and Planning Commission to make a recommendation. No action.
- G. Proposed Accessory Structure – Hwy. 60 – Ronald and Kevin Eickstedt** – Ron Eickstedt provided a parcel map to show the location of his five acres and the sixteen acres that Kevin Eickstedt recently purchased from the Gilberts. Ron Eickstedt noted the location of his shed on the five acres; Kevin would like to build an additional 60’x99’ shed on Ron’s five acres. After discussion, motion by C. Johnson, seconded by Huettl recommending the Town Board authorize the proposed additional building be allowed on the five acres parcel owned by Ron Eickstedt

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due to the fact that Kevin Eickstedt will have a farming operation on this parcel and the adjoining sixteen acre parcel; both parcels are zoned A-1.

- H. Proposed Land Division – 2988 Church Road – John Clemens – Review and Recommendation** – John Clemens appeared before the Commission and stated that his health is failing. He would like to sell off one acre of his land to owners of the 34 acres of land that is around his property. Many years ago he combined two parcels into one tax key, however currently the 2.06 acre parcel is too small to divide. Hoffmann cited section 3.05 of the Land Division Ordinance which states the Town Board may waive or modify requirements. The Park and Planning Commission found that the request from John Clemens presents exceptional circumstances which could result in severe hardship, the waiver is necessary for the preservation and enjoyment of substantial property rights possessed by other properties in the same vicinity, the waiver will not create substantial detriment to adjacent property or materially impair or be contrary to the purpose and spirit of this ordinance or the public interest, and the waiver is not in conflict with the Town of Jackson requirements. Motion by Huettl, seconded by C. Johnson recommending the Town Board approve the proposed land division for Mr. Clemens. Motion carried without a negative vote. Mr. Clemens was directed to have a survey created for the land division and return it to Hoffmann for Town Board approval and recording with the Register of Deeds.
- I. Removed from agenda.**
- J. Zoning Administrator’s Report – Land Annexation Petition – Paloroma Farms, LLC-** Hoffmann noted that the land annexation petition filed by Kevin Dittmar/Paloroma Farms is under attorney review. Hoffmann received a request from the owner of 1190 Senior Drive to add a mother-in-law suite. Hoffmann stated he has reviewed the preliminary plan and the area referenced is primarily an addition to the residence not a suite; it is not a stand-alone living quarter without a kitchen as part of the addition. Hoffmann reported he has received initial contact from Ross and Marcy Bishop regarding a CUP for a small communication tower (12”H x 5”W) for internet access.
- K. Correspondence** – Nothing additional from Hoffmann.

IV. Adjournment – Motion by Huettl, seconded by Klug to adjourn. Motion carried.

Respectfully submitted,

Gordon Hoffmann, Zoning Administrator

Julia Oliver, Town Clerk