



**MINUTES OF THE PARK AND PLANNING COMMISSION MEETING
JULY 25, 2018**

- 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, Joe Kufahl, Arlyn Johnson, Randy Vogel, Ray Heidtke, David Klug and Lester Steffen. Also present was Zoning Administrator Gordon Hoffmann and Clerk Julia Oliver. Chad Johnson and Paul Huettl were absent.
- C. Approval of Agenda.** Motion by Heidtke, seconded by Steffen to approve the agenda. Motion carried.
- D. Approval of Minutes.** Motion by Bales, seconded by Kufahl to approve the minutes of the June 27, 2018 Park and Planning Commission meeting. Motion carried.
- II. Business**
- A. Any Town Citizen Comment on an Agenda Item.** James Jens, 4823 Maple Road submitted written comment on item E (a paper copy was given to each Commission member), and Paula Luba, 4781 Maple Road read the letter from Mr. Jens aloud.
- B. For the Construction of Mini Storage Facilities per 3.09(A)(12) of the Zoning Ordinance – 4416 CTH P – Ken Koepp – Review and Action.** Mr. Koepp stated he spoke with his site engineer and he is unable to make the changes to the site that were agreed to at the last Park and Planning Commission meeting because of run off concerns related to the neighboring property to the north. A. Johnson stated he felt the site engineer was not correct in his analysis, then the Park and Planning Commission members discussed the building locations, green space and drainage. Klug provided Mr. Koepp with changes and notations on the existing site plan to illustrate what the commission members were requiring. The lighting plan was considered and it was agreed that lighting on the south side of the southern-most building is not needed. A. Johnson noted the K value of the bulbs being used in the proposed fixtures is harsh and it would be more appropriate to have a K value of 3000. By consensus the Park and Planning Commission confirmed the motion made on June 27, 2018 as stated; “ Motion by A. Johnson, seconded by Huettl to approve the Site Plan and Grading Plan for the proposed mini storage facility subject to amending the plans to rotate the buildings 180 degrees placing the single loaded building on the south side of the site with the back of the building facing south and the access drive for the double loaded building along the north lot line, subject to final review and approval by the Building Inspector prior to issuance of a building permit. Petitioner shall provide additional evergreen trees along the entire south

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and east property lines to provide continuous landscape screening between the storage facility and possible future residential development to the south and east. Petitioner shall provide final Site Plans, Grading Plans, Landscape Plans, Lighting Plans, Signage Plans (if any), including proposed building materials and colors for review and action by the Park and Planning Commission at their next meeting. Motion carried without a negative vote". Mr. Koepp is permitted to move forward with the grading but needs to attend the August 29th meeting with an updated landscape plan.

- C. Payne & Dolan, Inc. – Temporary Expanded Hours for Paving Project per J-18-004.** Clint Weninger from Payne & Dolan appeared and stated they have been awarded a STH 43 project from Grafton to Sheboygan where they will be diamond grinding the road surface and reconstructing the asphalt shoulders. The work will involve complete closure of all lanes during the nighttime hours and will take approximately thirty nights. The expected tonnage will be 750 – 1000 tons per night. No reclaimed material will be coming back into the quarry and because they plan to stockpile material the plant will not run at night. They have established a forward traffic route inside the plant to limit the use of the truck backup alarm and will have a backup strobe light rather than an alarm for the loader. Weninger provided a copy of the notices that all truckers will receive which explains the Payne & Dolan expectations of the truckers for nighttime hauling. Hoffmann noted the additional hours are a provision in Conditional Use J-18-004. Motion by Bales, seconded by Kufahl to extend the operating hours for Payne & Dolan as requested. Weninger will provide Payne & Dolan contact information for residents to call if there are complaints and will provide email updates about the project timing.
- D. Review Accumulation of Material per 5.04(D) and Driveway within 5 Feet of a Lot Line per 5.06(A) of the Zoning Ordinance – Ken Klug – 1349 Sandy Lane – Review and Action.** Hoffmann reported he viewed the property today and everything is cleaned up and the drainage pipes that were directing water onto the neighbor's property have been blocked. Hoffmann spoke with the neighbor who initiated the complaint and she is happy with the progress. Motion by Heidtke, seconded by Klug to accept Zoning Administrator Hoffmann's report regarding the resolution of the Klug accumulation of material and driveway location issue. Motion carried without a negative vote.
- E. Ordinance to Repeal and Re-Create Subsections Within 4.0 of the Town of Jackson Municipal Code Concerning Conditional Uses – Second Draft – Review and Recommendation.** All Park and Planning Commission members received a copy of the July 17, 2018 "second" draft completed by Attorney Larson. The members reviewed the draft to ensure it included the updates and changes discussed at the June 27, 2018 Park and Planning Commission meeting. After discussion, motion by Bales, seconded by Klug to forward the document repealing and recreating subsections within Section 4.0 of the

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Town of Jackson Municipal Code to the Town Board and to recommend adoption.
Motion carried without a negative vote.

F. Zoning Administrator's Report. Hoffmann stated now that the Town and Village have a Cooperative Plan that has been approved by the Wisconsin Department of Administration the Park and Planning Commission will need to resume the process of updating the Comprehensive Plan 2035.

G. Correspondence. Nothing additional.

The next meeting will be held on August 29, 2018.

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

Respectfully submitted,

Gordon Hoffmann, Zoning Administrator

Julia Oliver, Town Clerk