



**MINUTES OF THE PARK AND PLANNING COMMISSION MEETING
MAY 25, 2016**

- 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, Diane Behm, Marcy Bishop, Arlyn Johnson, Randy Vogel, Ray Heidtke, David Klug, and Lester Steffen. Also present was Zoning Administrator Gordon Hoffmann and Clerk Julia Oliver. Robert Hartwig was absent.
- C. Approval of Agenda** – Motion by Bishop, seconded by Klug to approve the agenda. Motion carried.
- D. Approval of Minutes** – Motion by Steffen, seconded by Behm to approve the minutes of the March 30, 2016 meeting. Motion carried.
- II. Public Hearing – 7:00 P.M.**
- A. Conditional Use Permit to Allow the Setup and Use of a Sports Court per Section 4.06(P) of the Zoning Ordinance – 537 Mira Court - Adam and Nichole Markham** – The Notice of Public Hearing on Application for Conditional Use Permit was read into the record by Hoffmann. Mr. Markham explained the court size is approximately half a basketball court, one end will have a basketball hoop and the other end will have a light. The surface is a sports court covering over a concrete pad, and will be done in Wisconsin Badgers colors.
- Neighbors John and Jan Elmendorf, 550 Camarosa Court asked questions about the proposed sports court related to size, materials, lighting and location. Mr. Elmendorf noted he had not been contacted by the Markhams prior to this meeting.
- III. Close Public Hearing** – Motion by Bales, seconded by Bishop to close the Public Hearing. Motion carried.
- IV. Business**
- A. Any Town Citizen Comment on an Agenda Item** – There were no comments.
- B. Conditional Use Permit to Allow the Setup and Use of a Sports Court per Section 4.06(P) of the Zoning Ordinance – 537 Mira Court - Adam and Nichole Markham – Review and Action** – Hoffmann reported he was unable to draft the Conditional

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Use Permit because he only received part of the necessary information on the evening of May 24th. Hoffmann suggested the Commission take the opportunity to review Ordinance J-16-001 which set the minimum criteria for the sports court, and then discuss what should be included in the Markham Conditional Use Permit, particularly since this will be the first Conditional Use Permit issued for a sports court. It was noted drainage plans, landscape plans, and a complete survey showing the exact location of the sports court on the lot including the sports court dimensions and noting the distances to the lot lines from the sports court should be submitted. The use should be specified and the lighting information should be included (fixture type, mounting height, and how light will be distributed). After discussion, motion by Johnson, seconded by Heidtke directing the homeowner to provide the necessary information to Zoning Administrator Hoffmann which will enable him to draft the Conditional Use Permit that should include: landscape, screening, survey, grading, lot line distances, lighting fixture cut sheet, foot-candle distribution and light fixture mounting height. Motion carried without a negative vote. The Conditional Use Permit will be considered at the next meeting.

- C. Appellation Ridge Subdivision – Incomplete Ingress to Three Fire Hydrants - Review and Recommendation** – Hoffmann explained that the ingress to the first three fire hydrants in the subdivision have culverts with side walls, not black topped. Some of the side walls are collapsing and the Clerk was contacted by the Appellation Ridge Homeowners Association to find out who was responsible for repair or replacement. Hoffmann noted the Town did not impose any water system requirements, the Village would have imposed the requirements on the developer as part of the water service extension. After discussion, motion by Johnson, seconded by Bales to recommend the Town Board respond to the Appellation Ridge Homeowners Association by telling them to contact the Village of Jackson concerning the issue as the Village Water Utility owns and maintains the access drives and hydrants. Motion carried without a negative vote.
- D. Zoning Administrator’s Report** – Hoffmann reported a representative of the Miller Estate contacted him regarding access to a portion of land they wish to sell. After discussion Hoffmann will respond to the representative and explain the situation will be treated in the same manner as any other land development.
- E. Correspondence** – Nothing additional.

The next meeting will be held on Wednesday, June 29, 2016.

- V. Adjournment** – Motion by Bales, seconded by Steffen to adjourn. Motion carried.

Respectfully submitted,

Gordon Hoffmann, Zoning Administrator

Julia Oliver, Town Clerk