



**MINUTES OF THE PARK AND PLANNING COMMISSION MEETING
AUGUST 28, 2013**

- 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, Robert Hartwig, Arlyn Johnson, Chairman Randy Vogel, Ray Heidtke, David Klug, and Lester Steffen. Paul Huettl was absent. Also present was Zoning Administrator Gordon Hoffmann. Treasurer Paul Eilbes clerked the meeting.
 - C. Approval of Agenda** – Motion Heidtke, seconded by Steffen to approve the agenda. Motion carried without a negative vote.
 - D. Approval of Minutes** – Minutes of the July 31, 2013 meeting were read by Hoffmann. Motion by Bales, seconded by Klug to approve the minutes. Motion carried without a negative vote.
- II. Public Hearing – 7:00 P.M.**
 - A. Conditional Use Permit for the Rental of Three (3) Accessory Structures for the Storage of Farm Machinery, Trucks, Cars, Boats, etc. per 4.05(H) of the Zoning Ordinance – 1555 Spring Valley Road – Arlene and Marvin Rusch** – The Notice of Public Hearing on Application for Conditional Use Permit was read into the record by Hoffmann. A draft of the proposed Conditional Use permit was provided. Marvin Rusch explained the request for use of the accessory structures. There were no public comments.
 - B. Close Public Hearing** – Motion by Hartwig, seconded by Johnson to close the Public Hearing. Motion carried without a negative vote.
- III. Business**
 - A. Any Town Citizen Comment on an Agenda Item** – There were no comments.
 - B. Conditional use Permit for the Rental of Three (3) Accessory Structures for the Storage of Farm Machinery, Trucks, Cars, Boats, etc. per 4.05(H) of the Zoning Ordinance – 1555 Spring Valley Road – Arlene and Marvin Rusch – Review and Action** – Conditional Use Permit J-13-007 was read into the record by Hoffmann. Motion by Hartwig, seconded by Behm to approve the Conditional Use Permit. Motion carried without a negative vote.

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- C. Target Range Update – 3650 Hwy. P – Jeff Williams** – Jeff Williams gave an update on activity at the indoor archery range. Occupancy is expected for early September, with a business kick-off planned for mid-September.
- D. School-Pak, Inc. – 3650 Hwy. P – Gene Schulist - Preliminary Review and Action** – Gene Schulist gave a presentation about School-Pak, which provides pre-packaged school supply kits. Assembly and warehousing of school kits would be performed on site. Area to be utilized would be the south portion of the main building at 3650 Hwy. P. After review of the Zoning Code, the Commission consensus was that this falls under permitted uses for M-1 Zoning, and no Conditional Use Permit would be required. School-Pak will contact the Zoning Administrator’s Office for next steps.
- E. Accessory Building Use – 3650 Hwy. P – Jeff Williams – Preliminary Review and Action** – Williams noted that the site has a number of large, unheated buildings that could be candidates for rental storage use. The Commission requested that Williams return at the next meeting with a more defined list of buildings to be used, and drawings of the proposed use.
- F. Proposed Community Based Residential Facility Amendment – Review & Discussion** – Hoffmann presented a draft of the proposed Amendment. There will be a Public Hearing at the September 12 Town Board Meeting. After results of the Public hearing, the Commission can make a recommendation at their next scheduled meeting, and the Town Board can act on the Commission’s recommendation in October.
- G. Zoning Administrator’s Report** – Hoffmann reported on the following items:
- Kerry Ingredients, located in the Village of Jackson, is planning a facility expansion that would be onto company-owned property located in the Town of Jackson. More information will be provided at future meetings.
 - The Town Board will meet in closed session September 12, 2013 to discuss the tentative settlement with Sigmund.
 - The new Archery Range at the Town Hall will be dedicated September 12, 2013. All Commission members should have received an invitation to the dedication.
 - The Town Board will meet in closed session September 12, 2013 regarding the proposed water supply solution in the fuel release area.
- H. Correspondence** – There was no further correspondence.

The next meetings will be held on Wednesday, September 25, 2013, and Wednesday, October 30, 2013. The Commission proposed moving the November meeting from Wednesday, November 27, to Wednesday, November 20.

- IV. Adjournment** – Motion by Johnson, seconded by Hartwig to adjourn. Motion carried without a negative vote.

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Respectfully submitted,

Gordon Hoffmann, Zoning Administrator

Paul A. Eilbes, Treasurer