



**MINUTES OF THE PARK AND PLANNING COMMISSION MEETING  
MAY 25, 2011**

**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 notification was announced by Gordon Hoffmann: "This is a public meeting of the Town of Jackson Park and Plan Commission. Prior to this meeting, notice was given to the public by posting at the appropriate places in the municipality and additional notice of this meeting was sent to the following news media who have filed requests for all public notices: The West Bend News, Milwaukee Journal Sentinel, WBKV Radio Station and Express News."
- B. Roll Call** - Members present: John Bales, Diane Behm, Robert Hartwig, Paul Huettl, Arlyn Johnson, Chairman Randy Vogel, Ray Heidtke, David Klug and Lester Steffen. Also present was Zoning Administrator Gordon Hoffmann and Clerk Oliver.
- C. Approval of Agenda** – Motion by Robert Hartwig, seconded by Paul Huettl to approve the amended agenda. Motion carried.
- D. Approval of Minutes** – Motion by Ray Heidtke, seconded by Lester Steffen to approve the minutes of the April 25, 2011 meeting. Motion carried.

**II Presentation**

- A. Farmland Preservation Areas Presentation – Washington County Planning and Parks Department – Debora Sielski** – Chairman Randy Vogel welcomed the members of the Washington County Planning and Parks Department. Debora Sielski gave a power point presentation on Farmland Preservation and areas in the Town of Jackson that have been identified as possible participants in the voluntary programs. Debora explained the decisions and actions that the Town Board must follow to participate in any of the Working Lands Initiative programs. Following the presentation Debora encouraged comments and questions. Attendees are also encouraged to contact Debora or Joshua Glass at Washington County Planning and Parks Department if they have additional questions or comments in the future.
- B. Review and Recommendation** – Motion by Arlyn Johnson, seconded by Ray Heidtke to table the action on the Farmland Preservation recommendation in order for the Park and Planning Commission members to review the materials provided; place the review and recommendation for Farmland Preservation on the agenda next month. Motion carried. Chairman Randy Vogel thanked Debora Sielski for her comprehensive presentation and directed the Park and Planning Commission members to review the materials prior to the next meeting.

**III Business**

- A. Any Town Citizen Comment on an Agenda Item** – There were no comments.
- B. Developers Agreement Phase II – Strawberry Glen Subdivision – Review and Recommendation** – Gordon Hoffmann commented that he received an email from Neumann Companies representative Cory O'Donnell requesting this agenda item be tabled until the June meeting. Motion by Paul Huettl, seconded by John Bales to table the "Developers Agreement Phase II - Strawberry Glen Subdivision – Review and Recommendation" until the June meeting. Motion carried.

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- C. Antenna Additions to Existing Towers – 4702 Country Aire Drive and 2240 Living Word Lane – Review and Action** – Gordon Hoffmann commented the antenna modifications are to enhance coverage and meet capacity needs. Motion by Paul Huettl, seconded by Arlyn Johnson to approve antenna additions to both 4702 Country Aire Drive and 2240 Living Word Lane existing towers; this approval will be an attachment to their conditional use permit. Motion carried.
- D. Preliminary Certified Survey Map Review – Section 27 – George Welsh** – Donald Thoma the surveyor representing Mr. Welsh commented Mr. Welsh is relocating and he would like to sell the property show on the provided certified survey map as one parcel (or at most two parcels). After discussion, the consensus of the Park and Planning Commission members is that Mr. Welsh select one access point to the parcel(s) by eliminating one of the Church Road access points, and remove the thirty (30) foot private easement.
- E. Temporary Non-Peak Asphalt Plant Hours of Operation per Section 3 of Conditional Use Permit J-09-005 – 675 Pleasant Valley Road – Payne & Dolan, Inc. – Review and Action** – Jeff Williams from Payne & Dolan commented that they have been awarded a Wisconsin DOT project that must be completed during off peak hours. Gordon Hoffmann informed the Park and Planning Commission that the conditional use permit states that temporary extended hours of operation may be granted. Motion by David Klug, seconded by Lester Steffen authorizing Payne & Dolan, Inc. to operate for no more than twenty-four (24) hours total between June 1 and June 15, 2011 during the off peak hours of 7:00 p.m. and 5:00 a.m. Motion carried. The Park and Planning Commission recommended Payne & Dolan advise neighbors of the temporary extended hours of operation.
- F. Zoning Administrator’s Report** – Gordon Hoffmann provided photos of the new restroom facility constructed at Hidden Glen Golf Course as assurance that additional landscaping was not needed.
- G. Correspondence** - Gordon Hoffmann reported on a phone call from Scott Gutowski, the owner of lot 12 in Valleywood and his inquiry about purchasing vacant lot 11 and combining the two lots prior to building. Mr. Hoffmann replied to Mr. Gutowski that it would not be beneficial to the town to approve the combining of lots in recorded subdivisions. Chairman Randy Vogel received correspondence from Town Engineer Matthew Clementi.

**IV Adjournment** – Motion by Ray Heidtke, seconded by John Bales to adjourn. Motion carried.

Respectfully submitted,

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Gordon Hoffmann  
Zoning Administrator

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Julia Oliver  
Town Clerk