



**MINUTES OF THE PARK AND PLANNING COMMISSION MEETING
JUNE 27, 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, Chad Johnson, Joe Kufahl, Paul Huettl, 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.** Motion by Huettl, seconded by Kufahl to approve the amended agenda. Motion carried.
- D. Approval of Minutes.** Motion by Heidtke, seconded by Steffen to approve the minutes of the May 30, 2018 Park and Planning Commission meeting. Motion carried.
- II. Business**
- A. Any Town Citizen Comment on an Agenda Item.** James Jens, 4823 Maple Road commented on item F. Ken Weichsel, 2353 CTH NN commented on item F.
- 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 would like to build three storage units buildings at the location, totally a net of approximately 130 units. The entire property currently has a tree line buffer. Hoffmann noted a Conditional Use Permit is not needed because the property is zoned B-2 Business. The property does have a well which will be abandoned, there is existing fencing but Koepp indicated he will be replacing the north and south fences, and the building exterior color he is leaning toward is chocolate brown. Koepp is not sure if he will install a security system at this time. A. Johnson reminded the Commission members that the plat for Valleywood has been submitted and the future housing development would be visually impacted by the Koepp storage buildings. A. Johnson suggested moving the slim building to the south and having the larger green space buffer on the south side rather than the north side. Koepp was amenable to the changes suggested. 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 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.

**MINUTES OF THE PARK AND PLANNING COMMISSION MEETING
JUNE 27, 2018
PAGE 2**

To accommodate the pending arrival of surveyor Thoma agenda items E. and F. followed B.

- C. Land Division Review – Section 27 – Delwyn Groth – Review and Recommendation.** Groth stated his surveyor was supposed to attend the meeting but has not arrived. Groth would like to divide the three remaining parcels he owns (T7 0711, T7 071000Z, T7 071500A) into four lots as shown on the survey map. In order for the Park and Planning Commission to act on the land division the following must be completed: 1. Provide documentation that Washington County has approved access to Lot 1 from CTH G/Division Road, 2. map should be labeled “CSM”, not “concept plan”, 3. Soil borings for lots 3 and 4 should be shown, 4. Confirm access to lot 2 as shown from Center Road (the area shown may be a wetland). No action.
- D. Operation of a Trucking Business as a Home Industry per Section 4.06(F) of the Zoning Ordinance – Section 27 – Eric Bilgo – Review and Recommendation.** Bilgo appeared and stated he would like to purchase a lot from his Uncle Delwyn Groth (see above, Bilgo would purchase Lot 1). Bilgo would build a house and shop to provide indoor parking for his trucks; he currently has 3 trucks and at most may have 5 trucks. Hoffmann noted the request requires a Conditional Use Permit. Hoffmann also noted the house has to be built before or at the same time as the shop. No action until the Delwyn Groth Land Division occurs. The consensus of the Park and Planning Commission members is for Bilgo to talk about his proposal with potential neighbors and prepare shop building specs, lighting plans and landscaping plans prior to returning for Park and Planning Commission review. Bilgo stated he does not plan to start building until the summer of 2019.
- E. 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.** No action. Hoffmann provided an update that Klug has a majority of the debris removed and he is working on the drive grade. It was noted Klug has until the end of July to complete the project.
- F. Ordinance to Repeal and Re-Crete Subsections Within 4.0 of the Town of Jackson Municipal Code Concerning Conditional Uses – First Draft – Review and Recommendation.** All Park and Planning Commission members received a mailing which contained the May 30, 2018 draft of ordinance changes prepared by Attorney Eric Larson. The second draft dated June 19, 2018 was provided to each member at the meeting. Hoffmann reminded the members the repeal and re-creation of section 4.0 was being done because of legislative changes in Madison which took away local authority with regard to permitting conditional uses. The discussion noted the following items requiring change:
1. Second sentence of 4.01 should refer to the Park and Planning Commission rather than the Town Board.
 2. 4.03 (F)(4) should state “the petitioner and/or property owner” not just the petitioner. There should be further information included that a notice of delinquency will be issued and an opportunity to cure prior to the termination of the CUP (timing should be noted).
 3. 4.03(F)(4) is the statement “no longer compatible” measurable by substantial evidence as required by 59.69(5e) in WI Act 67?
 4. 4.03(F)(11) should state “as noted in the minutes of the Town Park and Planning Commission meeting,” not Town Board.
 5. Strike all references to minimum lot size in the document – see page 6 item (L)(1).
 6. Section 15(J)(4) should state a duration of no more than two years rather than one year.
 7. Item D of 4.07 (page 56 of the Zoning Ordinance) should be deleted.

**MINUTES OF THE PARK AND PLANNING COMMISSION MEETING
JUNE 27, 2018
PAGE 3**

8. The first sentence of 4.09 in the draft is incomplete, “provided that the lot...”.
9. Section 21 should include signature lines for the entire Town Board.

A. Johnson noted the key is to limit the ability for CUP applications when the Park and Planning Commission has no ability to deny. Hoffmann stated he will have the attorney make the changes and then the Park and Planning Commission will complete one more preliminary review prior to holding a Public Hearing.

G. Zoning Administrator’s Report – Hoffmann had nothing additional to report.

H. Correspondence – Hoffmann had no correspondence. Chairman Vogel reported he has received a public record request from James Jens related to tax key T7 0088 correspondence.

III. Adjournment – Motion by Huettl, seconded by A. Johnson to adjourn. Motion carried.

The next meeting will be held on July 25, 2018.

Respectfully submitted,

Gordon Hoffmann, Zoning Administrator

Julia Oliver, Town Clerk