



**MINUTES OF THE PARK AND PLANNING COMMISSION MEETING  
SEPTEMBER 26, 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, Arlyn Johnson, Randy Vogel, Ray Heidtke, David Klug and Lester Steffen. Also present was Zoning Administrator Gordon Hoffmann and Clerk Julia Oliver. Paul Huettl was absent.
- C. Approval of Agenda.** Motion by C. Johnson, seconded by Steffen to approve the agenda. Motion carried.
- D. Approval of Minutes.** Motion by Kufahl, seconded by Steffen to approve the minutes of the August 29, 2018 Park and Planning Commission meeting. Motion carried.
- II. Business**
- A. Any Town Citizen Comment on an Agenda Item.** There were no comments.
- B. Town Comprehensive Plan – Review and Update – Ben McKay, Southeastern Wisconsin Regional Planning Commission – Review and Recommendation.** McKay appeared with his associate Rochelle Bryan. McKay provided the commission members with a brief refresher on the comprehensive plan ten year review/update statutory requirement. The Town of Jackson Comprehensive Plan land use map has been updated based upon passed meeting discussions and has been incorporated into the Washington County comprehensive plan update draft. SEWRPC will provide the updated land use map to Clerk Oliver for placement at the Town Hall with the changes highlighted. Commission members should review the updated map and compare it with the old map. McKay reminded the members that there are four options for the update process: 1. Review and find that no update is required, 2. Minor updates to the Land Use Plan map and the Land Use chapter, 3. Additionally update all key data, 4. Complete “redo” of the plan. McKay stated that previously the members decided to take the existing Joint Plan (Joint Village-Town Comprehensive Plan 2035) and extract the town language in addition to the land use map and chapter update. McKay explained the implementation/adoption process and noted SEWRPC has model available for the public participation requirement. A discussion occurred regarding how the approval process would occur since the current plan, which McKay noted remains in effect until the updated plan is adopted, is a joint plan with the Village. McKay stated a joint meeting of the Town and Village Plan Commissions and a joint meeting of the Town and Village

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- C. Boards must be held, as well as a joint public hearing. McKay asked the Clerk to provide verification from the town attorney that all cooperative plans and amendments have been dissolved as a result of the Town and Village adopting a Mediated Cooperative Plan that was approved by the WI Department of Administration. It was the consensus of the commission that the best method moving forward would be to create a new Town of Jackson (singular) Comprehensive Plan but use the data from the Comprehensive Plan 2035. McKay will draft a letter of commitment to specify the agreement between the Town and SEWRPC for their assistance with the update work, and submit it, for review and recommendation at the next Park and Planning Commission meeting. McKay also noted he will plan to attend the next Town Board meeting to review the recommended updates to the Land Use map with the Town Board. Motion by A. Johnson, seconded by Bales authorizing SEWRPC to proceed as directed and to place the draft agreement document review on the next Park and Planning Commission agenda. Motion carried without a negative vote.
- D. **Wedding Barn – 513 Western Avenue – Updates.** Hoffmann stated that the petitioners are waiting to move forward pending the anticipated effects of recent legislative updates.
- E. **Preliminary Land Division – Section 24 – Dale Ziemer – Review and Recommendation.** Ziemer appeared and explained his desire to divide and sell the parcel(s) he owns on Sherman Road. Included in the pre-condition conference discussion by the commission members was the fact that a simple land division will not work because of the lack of frontage access since Ziemer would like to divide the land into three parcels; Hoffmann noted a PUD (planned unit development) would be the method to use. After discussion Ziemer was told by that in order to proceed he would need to provide soil borings for the three proposed parcels, and he should provide a PUD for the land division with single drive access. No action.
- F. **Preliminary Land Division – Section 25 – Don Staus – Review and Recommendation.** Staus did not appear, no action.
- G. **Language Change Request of Zoning Ordinance Amendments by Town Board – Section 4, Subsection 4.05 (L) and (M) – Review and Recommendation.** Hoffmann reported that at the September 13, 2018 Regular Town Board meeting a Public Hearing was held on the Zoning Ordinance Amendments and there was concern raised about the language in 4.03 Section 9 (M) regarding the initial CUP duration of one year and whether the renewal would be for only a year and would the CUP renewal fees be due every year. Hoffmann referred to the document and noted the paragraph only addresses the “initial” grant of one year so that there can be a review of the CUP by the Park and Planning Commission after one year. The initial (first) year can be used as a “probationary period” to ensure the terms of the CUP are sufficient. Hoffmann noted that 4.03 Section F (5) and (6) specifically state that minor changes can be done to the

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original permit however major changes or many changes require the applicant to apply for a new CUP. Hoffmann explained that the language questioned in 4.03 Section 8 (L) is in the code specifically to address the issues that occurred when the Town had a resident with a buffalo farm. There are no other instances where this section has been called into use. During the discussion A. Johnson reiterated that the amendments will only impact new CUP's going forward; those CUP's already issued are not affected. Second, the fee of \$300 is reasonable because it covers the Town costs of hearings, notices, etc. Third, the purpose of the renewal is a chance for the Town to review the use and address any misunderstandings, or if necessary the one year period can provide the time needed for the Town to establish substantial evidence that the CUP is not appropriate as currently issued. Hoffmann noted if all regulations in the CUP are followed and there are no issues then the CUP is reissued at one year without a fee being charged. Motion by C. Johnson, seconded by Klug confirming review by the Park and Planning Commission as directed by the Town Board and confirming there are no language changes needed. Motion carried without a negative vote.

**H. Zoning Administrator's Report.** Hoffmann reported on tree trimming issues between neighbors, and he has received complaints about the number of cars and operation of a business in a residential area at 1985 Western Avenue.

**I. Correspondence.** Nothing additional.

**The next meeting will be held on October 31, 2018.**

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

Respectfully submitted,

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Gordon Hoffmann, Zoning Administrator

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Julia Oliver, Town Clerk