



**MINUTES OF THE PARK AND PLANNING COMMISSION MEETING
DECEMBER 4, 2019**

- I. Call meeting to order.** The meeting was called to order at 7:00 p.m. by Chairman David Klug.
- 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, Marcy Bishop, Robert Hartwig, Arlyn Johnson, David Klug, Randy Vogel, Ray Heidtke and Richard Deming. Also present was Zoning Administrator Gordon Hoffmann and Clerk Julia Oliver.
- C. Approval of agenda.** Motion by Vogel, seconded by C. Johnson to approve the agenda. Motion carried.
- D. Approval of minutes.** Motion by Heidtke, seconded by Hartwig to approve the minutes of the October 30, 2019 Park and Planning Commission meeting. Motion carried.
- II. Public Hearing – 7:00 P.M.**
- A. Operation of a Boarding Kennel housing no more than 5 dogs per 4.05(D) of the Zoning Ordinance – 2259 Highland Drive - Lawrence and Elizabeth Lipp – review and action.** The Lippes appeared and explained their proposal for the boarding kennel that will include a fenced area for the dog runs. Neighbors Erik and Laura Chapman, W195N17215 English Oaks Drive (Village of Jackson), and Janey Heckendorf, 2249 Highland Drive stated they have no objections.
- B. Close Public Hearing.** Motion by Bales, seconded by Hartwig to close the Public Hearing. Motion carried.
- III. Business**
- A. Any town citizen comment on an agenda item.** There were no comments.
- B. Conditional Use Permit for the operation of a Boarding Kennel housing no more than 5 dogs per 4.05(D) of the Zoning Ordinance – 2259 Highland Drive – Lawrence and Elizabeth Lipp – review and action.** In response to questions asked by the commission members the Lippes stated that the parcel they own is approximately three acres, the indoor area of the kennel will be approximately 20' x 40' and will contain five built in kennels with access to the five individual runs that will be fenced on all sides and the top. Elizabeth Lipp noted she has experience in this industry. Motion by C. Johnson, seconded by Bishop to approve

**MINUTES OF THE PARK AND PLANNING COMMISSION MEETING
DECEMBER 4, 2019
PAGE 2**

Conditional Use Permit J-19-003 for Lawrence and Elizabeth Lipp. Motion carried without a negative vote.

- C. Land Division – Sarah King – 2715 Pleasant Valley Road – review and action.** Dennis Bush of Insight Advisors appeared for Sarah King. Bush presented a revised proposal for the land division that included a public road, four lots and a subdivision easement which will include the silo that is currently located on the property. The land division is subject to the rezoning of the property to residential. Motion by A. Johnson, seconded by Bales to approve the concept plan (and the information found on the attached letter) dated November 22, 2019, and directing Sarah King/Dennis Bush to return to a future meeting with a final drawing for approval, a notation on the drawing that the silo is located on an easement that is the responsibility of the homeowners, all buildings on proposed lot 4 will be removed, the confirmation that the septic locations and set backs are compliant, soil boring location and results including the acceptance on each lot for septic systems, the request to rezone the property to R-1 residential and a Developers Agreement for the public road and easements. Motion carried without a negative vote.
- D. Notice of Noncompliance J-2019-002 – Timothy Lodwick – 1447 STH 60 – review and action.** Lodwick did not appear but did provide photos of the improvements made. Hoffmann reported that there are still trailers sitting by the garage, and that the Board of Appeals had approved a residential garage that contained one lift to be used for a collectible car, not use for a repair business. Hoffmann recommends the commission not accept the photos provided because they need to see the areas where the tractors are parked, and clearer photos of trailers that are being used for storage. Additionally the commission must specify that a business cannot be operated out of the garage. Deming commented the property still looks like a salvage yard and on the east side of the shed there are still truck frames. Motion by C. Johnson, seconded by A. Johnson to refer the Lodwick issue to Attorney Andringa because Lodwick has been out of compliance for over eight months. Motion carried without a negative vote.
- E. Preliminary land division – Steve Weinand – 4310 Jackson Drive – review and recommendation.** Weinand appeared and explained his parcel is located south of New Hope Church. Weinand would like to split his parcel; he would keep 4310 Jackson Drive (the parcel where the house and shed are located), and sell the second lot for a single family home. After discussion none of the commission members had objections and Weinand was advised to return to a future meeting with a certified survey map, soil boring locations and results, and driveway access approval for the new lot.
- F. Preliminary land division – Rotell Bourg – Spring Valley Road – Section 22 – review and recommendation.** Bourg did not appear. Motion by A. Johnson, seconded by C. Johnson to table until a future meeting. Motion carried without a negative vote.
- G. Town of Jackson Comprehensive Plan 2050 – Three Park and Plan Commission members’ recommendation to full Park and Planning Commission – review and action.** Klug reported the three members met on November 6, 2019 and a copy of the minutes were provided to the Park and Planning Commission members. Klug stated they plan to complete a final edit and will bring their revised document to the Park and Planning Commission at the January or February meeting. Motion by Heidtke, seconded by Bales to allow the three members additional time to complete their review. Motion carried without a negative vote.

**MINUTES OF THE PARK AND PLANNING COMMISSION MEETING
DECEMBER 4, 2019
PAGE 3**

H. Zoning Administrator's report. Nothing additional to report.

I. Correspondence. No correspondence. Vogel noted there is an informational meeting at the Jackson Community Center on December 5, 2019 related to the West Bend School District.

The next meeting will be held on January 29, 2020.

IV. Adjournment. Motion by A. Johnson, seconded by Hartwig to adjourn. Motion carried.

Respectfully submitted,

Gordon Hoffmann, Zoning Administrator

Julia Oliver, Town Clerk