



**MINUTES OF THE PARK AND PLANNING COMMISSION MEETING
FEBRUARY 6, 2019**

- I. Call meeting to order.** The meeting was called to order at 7:00 p.m. by Vice-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, Paul Huettl, Arlyn Johnson, Ray Heidtke, David Klug and Lester Steffen. Also present was Zoning Administrator Gordon Hoffmann and Clerk Julia Oliver. Randy Vogel and Joe Kufahl asked to be excused. Lester Steffen was absent.
- C. Approval of agenda.** Motion by C. Johnson, seconded by Huettl to approve the agenda. Motion carried.
- D. Approval of minutes.** Motion by Bales, seconded by Huettl to approve the minutes of the November 28, 2018 Park and Planning Commission meeting. Motion carried.
- II. Business**
- A. Any town citizen comment on an agenda item.** There were no comments.
- B. Certified Survey Map per Section 3.03 (D)(1) – Guy Maciejewski, 3252 Maple Road – Review and Recommendation.** Surveyor Anthony Gromacki and Guy Maciejewski appeared and explained the proposal illustrated on the certified survey map. The land sale transaction between Mel Heckendorf and Guy Maciejewski will proceed once the CSM is approved. Motion by A. Johnson, seconded by Huettl to recommend the Town Board approve the certified survey map for Guy Maciejewski. Motion carried without a negative vote.
- C. Land Division of Tax Key T7-0003, separated by CTH NN – Tod and Pat Seidensticker, 721 CTH NN – Review and Recommendation.** Pat Seidensticker appeared and explained they would like to sell off the “triangle of land” located north of CTH NN, which is approximately 4.75 acres and has high tension lines running thru it. Hoffmann noted the parcel is divided into two sections by CTH NN. Discussion included consideration of the creation of a non-conforming lot, the need for Washington County approval for road access, the need for soil testing to see if is buildable, and a survey. If the lot is not buildable then sale and attachment to neighbor’s property may be the only option. The consensus of the Park and Planning Commission is that they are not opposed to the land division if the steps discussed occur.

**MINUTES OF THE PARK AND PLANNING COMMISSION MEETING
FEBRUARY 6, 2019
PAGE 2**

- D. Land Division Concept Plans – Section 24 – Dale and Rebecca Ziemer – Don Thoma, Surveyor – Review and Recommendation.** Surveyor Don Thoma appeared and explained he had completed the boundary survey for the Ziemer property, and has created two concept plans. Thoma explained Concept 1 would divide the land into four lots of approximately 4 ½ acres each with a private road. Concept 2 would divide the land into seven buildable lots and two outlots with a public road. Some soil borings have been done but additional will be needed. It was noted by Hoffmann that the property is contiguous to the Tesla Run subdivision which is similar in scope. Concept 2 would require the property to be rezoned and also a change to the comprehensive plan. After discussion, motion by Huettl, seconded by C. Johnson stating that Concept 2 is preferred by the Park and Planning Commission subject to the completion of additional soil borings as assurance all lots are buildable, and the completion of the petition process by the Ziemers to rezone the property and amend the comprehensive plan. Motion carried without a negative vote.
- E. Conversion of Barn to Living Quarters in excess of Permitted Dwelling per 3.03 (A)(18) without permits or authority – Eric Seatz, dba E.L.S. Landscaping and Lawn Service, 3323 Country Aire Drive – Review and Recommendation.** Hoffmann stated he received a call about the renovation of the barn for living quarters at 3323 Country Aire Drive. Hoffmann inspected the barn and the inspection photos were shared with the Park and Planning Commission members. No permits have been applied for and all plumbing and electrical work is now covered with drywall. Hoffmann stated that Eric Seatz, dba E.L.S. Landscaping and Lawn Service is currently operating at the address under a Conditional Use Permit which states the barn is to be used for storage. Eric Seatz appeared and explained he has done remodeling work in the barn so that his daughters are able to use it as a play area and a place to study. He has also held family gatherings in the barn. Hoffmann noted the photos show it is clearly being used as secondary living quarters. Commission members discussion included renovations of the barn that could have been approved because they are related to the business such as a break room/kitchen area, bathrooms and offices, as well as the inability to complete inspections of the work done and the penalties that are typically imposed when work is done prior to building permit applications. Motion by Huettl, seconded by Bales directing Seatz to prepare a plan which shows the improvements made as well as their correlation to the landscaping business operated at 3233 Country Aire Drive under the conditional use permit, and return to the Park and Planning Commission for review. Motion carried without a negative vote.
- F. Reconsider Proposed Ordinance J-18-003 – Non-approval by Town Board – Review and Recommendation.** Hoffmann read the portion of the November 28, 2018 Park and Planning Commission meeting minutes related to the proposed ordinance and noted the vote in favor of forwarding the proposed ordinance to the Town Board passed without a negative vote. Hoffmann stated the two changes in the proposed ordinance were the 25’

**MINUTES OF THE PARK AND PLANNING COMMISSION MEETING
FEBRUARY 6, 2019
PAGE 3**

set back and the inclusion of zero roosters; the two changes are applicable to Section 3.03(A)(9)(a)(b)(c) of the zoning ordinance. The reason the Park and Planning Commission proposed the changes was due to the complaints received against Meng Thao, 1204 Pioneer Road which emphasized the need to provide clarification. Hoffmann provided a table which showed how the number of acres and the number of animals allowed correlate. After discussion, motion by C. Johnson, seconded by Huettl confirming the ordinance change to Section 3.03 (A)(9) of a 25' setback, and specifying that one rooster be allowed for between four and ten acres of land. Motion carried without a negative vote. Hoffmann will update the proposed ordinance and will incorporate the table into the ordinance; the revised proposed ordinance will be brought to the next Park and Planning Commission meeting for review and action.

G. Zoning Administrator's report. Hoffmann reported notice was received from Matt Hartwig announcing the dissolution of Arborscape and the creation of a new company named Acer Tree and Landscape. Hartwig will need a new Conditional Use Permit for Acer Tree and Landscape.

H. Correspondence. Nothing additional.

The next meeting will be held on February 27, 2019.

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

Respectfully submitted,

Gordon Hoffmann, Zoning Administrator

Julia Oliver, Town Clerk