



**MINUTES OF THE PARK AND PLANNING COMMISSION MEETING  
AUGUST 28, 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 Hartwig, seconded by Bishop to approve the agenda. Motion carried.
- D. Approval of minutes.** Motion by C. Johnson, seconded by Bales to approve the minutes of the July 29, 2019 Park and Planning Commission meeting. Motion carried.
- II. Business**
- A. Any town citizen comment on an agenda item.** There were no comments.
- B. Town of Jackson Comprehensive Plan 2050 and Maps - SEWRPC representatives – review and action.** Ben McKay and Rochelle Brien from SEWRPC appeared. McKay noted the text changes were highlighted in the draft copies that were sent to the commission members, and he reviewed the implementation process. Discussion included concern that the document was confusing, the implementation sections in 9-15, 9-16 and 9-17 need to be removed, referenced exhibits need to be inserted once they are updated, and the constable position referred to in 4-7 should be removed. McKay stated the commission can spend time needed to get the desired document, and there isn't a specified end date for the 2050 document; however rezoning and land use considerations must refer to the 2035 document until the 2050 document is adopted. It was agreed that Brien will restructure the document for clarification. Motion by C. Johnson, seconded by Bales that a committee of three Park and Planning Commission members will review the draft 2050 Comprehensive Plan document and make recommendations to the full Park and Planning Commission. Motion carried without a negative vote. Once the Park and Planning Commission acts on any recommendation(s) made by the committee of three the document will be forwarded to SEWRPC (McKay and Brien). Dave Klug, Chad Johnson and Randy Vogel volunteered to participate on the committee of three.
- C. Certified Survey Map – Schowalter Estate – CTH P – review and action.** Don Thoma of Accurate Surveying appeared to present a concept plan for the proposed land division which will include a public road with a cul-de-sac. After discussion, motion by C. Johnson, seconded by

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Vogel for the Schowalter Estate to proceed with the plan as presented, including a public road built to town standards. Motion carried without a negative vote. It was noted Washington County must approve access to CTH P, soil testing should be completed and locations shown on the CSM.

- D. Certified Survey Map – Brian Behrens – Sherman Road – review and action.** Behrens appeared and provided a proposed CSM to divide the 5.10 acre site he owns on Sherman Road; Lot 1 would be 1.903 acres and Lot 2 would be 3.201 acres. There would be no division or attachment of the 47.03 acre out lot. Discussion noted the three parcel separation would not be in the best interest of the town, and preferably a one parcel CSM (a minimum 60,000 square feet), and the remainder as unplatted land would be preferred. Motion by Vogel, seconded by C. Johnson to deny the CSM proposed by Brian Behrens. Motion carried without a negative vote.
- E. Certified Survey Map – Robin Olsen – Sherman Road – review and action.** Olsen appeared and explained she has decided not to move forward with the subdivision she previously discussed with the Park and Planning Commission. Olsen would like to carve off a small lot to build a home for herself along the west side of her property. Olsen was reminded the minimum lot size is five acres and there must be 330 feet of road frontage due to the way the property is zoned. The consensus of the commission members is she may proceed as discussed.
- F. Land Division – Sarah King – 2715 Pleasant Valley Road – Discussion.** King did not attend the meeting; no discussion.
- G. Conditional Use Permit modification – Lannon Stone Products Inc. – review and action.** Bobby Elmer of Lannon Stone appeared and summarized the changes to the letter of credit, additional language in the reclamation plan, and the update of the Conditional Use Permit. A. Johnson asked what occurs to the letter of credit after the two year term; specifically he mentioned the letter of credit should extend one year longer than the term of the Conditional Use Permit. After discussion, motion by A. Johnson, seconded by Hartwig to approve the Lannon Stone Conditional Use Permit for 2020 & 2021 subject to Hoffmann assigning a new permit number, and with the provision that the letter of credit term extends one year past the end date of the Conditional Use Permit. Motion carried without a negative vote.
- H. Jackson Area Youth Baseball Association – use of the Town Hall Park**
1. Evaluate Charging JAYBA for repairs to pavilion equipment during use
  2. User fees for field and pavilion use
- JAYBA representatives did not appear to participate in the discussion. Clerk Oliver provided the commission members with a background on how JAYBA is currently billed for field use, the past in-kind donations, the length of the season and requests from JAYBA such as a longer term for the contract. Oliver reported on updates and repairs made to the pavilion facility and fields made by the town and JAYBA. After discussion motion by A. Johnson, seconded by Vogel directing the clerk to draft a usage contract that includes a per player usage fee, has a multi-year term and addresses specifics related to maintenance and repairs, and specifies who may use the fields. Motion carried without a negative vote. Clerk Oliver should have the draft contract available for review at the next meeting; she will send the draft to JAYBA in advance of the meeting for their review.

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- I. Zoning Administrator's report.** Hoffmann reported the Lodwick property situation has not been resolved and he will continue to make inspections. Hoffmann reported on a complaint he received regarding property condition at 3575 Summer Drive; no further action is required.
- J. Correspondence.** There was no correspondence.

**The next meeting will be held on September 25, 2019.** Ray Heidtke asked to be excused.

- III. Adjournment.** Motion by Bales, seconded by Hartwig to adjourn. Motion carried.

Respectfully submitted,

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Gordon Hoffmann, Zoning Administrator

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Julia Oliver, Town Clerk