



**MINUTES OF THE PARK AND PLANNING COMMISSION MEETING
JANUARY 29, 2020**

- 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, Marcy Bishop, Arlyn Johnson, David Klug, Ray Heidtke and Richard Deming. Also present was Zoning Administrator Gordon Hoffmann and Clerk Julia Oliver. Chad Johnson and Randy Vogel were excused. Robert Hartwig was absent.
- C. Approval of agenda.** Motion by Bales, seconded by Bishop to approve the agenda. Motion carried.
- D. Approval of minutes.** Motion by Heidtke, seconded by Bishop to approve the minutes of the December 4, 2019 Park and Planning Commission meeting. Motion carried.
- II. Business**
- A. Any town citizen comment on an agenda item.** There were no comments.
- B. Timothy Lodwick – 1447 Hwy 60 – provide town attorney recommendation for action.** Hoffmann summarized the letter he sent to Attorney Andringa on December 10, 2019 which detailed the open zoning violations on the Lodwick property and referenced the corresponding Town of Jackson zoning code sections. After discussion, motion by A. Johnson, seconded by Bales directing the town attorney to proceed with action related to violations as detailed in Hoffmann’s letter which referred to sections 5.04, 6.03, 3.05, 2.09, and 7.02 of the Town of Jackson Zoning Ordinance. Motion carried without a negative vote.
- C. Land division – Steve Weinand – 4310 Jackson Drive – review and recommendation.** Weinand appeared and presented the Certified Survey Map for his land division request. After review which included setback questions, motion by Bales, seconded by Heidtke to approve the Certified Survey Map for Steve Weinand, 4310 Jackson Drive. Motion carried without a negative vote.
- D. Combine two subdivision lots – Matthew Hansen – 3549 Lusan Drive.** Hansen did not appear. Hoffmann summarized that Hansen purchased a lot adjacent to his property and he would like to join the two properties together, Hoffmann stated he explained to Hansen that his properties are located in a subdivision and the platted lots are supposed to stay separate. After discussion it was the consensus of the Park and Planning Commission members that the opinion provided to Hansen by Hoffmann is correct.

**MINUTES OF THE PARK AND PLANNING COMMISSION
JANUARY 29, 2020
PAGE 2**

- E. Land Division – Uhlig – Sherman Road – review and recommendation.** Don Stauss appeared on behalf of the Uhlig Trust and explained the proposed land division. Stauss stated the proposed lot C will be 5.01 acres, the soil borings passed and the current access off of Sherman Road will be used for both the current a new lots. After discussion it was the consensus of the Park and Planning Commission for Stauss to proceed with the land division through preparation of a Certified Survey Map.
- F. Town of Jackson Comprehensive Plan 2050 – three Park and Planning Commission members recommendation to full Park and Planning Commission – review and action.** Klug reported a revised document has been created and that the three members would like to present the document to the full Park and Planning Commission for action. Motion by Heidtke, seconded by A. Johnson directing the three members to forward the revised document via email to Hoffmann’s office, and then his office will forward the document to the members of the Park and Planning Commission to facilitate their individual review prior to the next meeting. Motion carried without a negative vote.
- G. Zoning Administrator’s report.** Hoffmann reported the property on CTH P that is zoned B-2 and had a Conditional Use Permit issued to Kevin Dittmar in order for him to build a storage unit complex on the property, has now been sold by Dittmar to Mark Stoffel (no storage units were ever built by Dittmar).
- H. Correspondence.** Hoffmann distributed advisory correspondence from Attorney Stan Riffle and asked that the commission members review the document. Hoffmann stressed the document is an attorney/client privileged communication.

The next meeting will be held on February 26, 2020.

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

Respectfully submitted,

Gordon Hoffmann, Zoning Administrator

Julia Oliver, Town Clerk