



**MINUTES OF THE PARK AND PLANNING COMMISSION MEETING  
MARCH 31, 2021**

- 1. Call Meeting to Order, Pledge of Allegiance, and announcement of meeting notice –**  
The meeting was called to order at 7:00 PM by Chairman Dave Klug. The Pledge of Allegiance was recited, and Clerk Julia Oliver confirmed the meeting notice.
- 2. Roll Call –** Members present: John Bales, Chad Johnson, Joe Kufahl, Paul Huettl, Arlyn Johnson, David Klug, Randy Vogel, Ray Heidtke and Richard Deming were present. Also present were Zoning Administrator Jim Micech, Town Attorney Tim Andringa and Clerk Julia Oliver.
- 3. Approval of agenda –** Motion by Heidtke and seconded by Huettl to approve the agenda. Motion carried.
- 4. Approval of minutes –** Motion by Huettl and seconded by Deming to approve the minutes of the February 24, 2021 meeting of the Park and Planning Commission. Motion carried.
- 5. Greg Winn – Jackson Area Youth Baseball Association – Discussion on updating and maintenance of ball fields, pavilion, fence repairs and paths.** Winn provided a brief update on the JAYBA organization and noted they have 180 families (approximately 160-180 children) signed up for this year. Winn noted that JAYBA traditionally uses the fields for games and practices from April through September with JAYBA using the fields for games and practices Monday thru Thursday and the J-Hawks (older girls) using the fields on the weekends. Winn reported there were no improvements made to the facility in 2020. Winn stated that repairs and improvements to the poles and fencing for fields 2, 3 and 4, as well as the backstops, including increasing the height of the backstops, is the JAYBA priority for 2021. Winn has already gotten estimates from Century Fence and Patriot Fence. Winn stated they would like to add gravel and grade the walking paths as they have eroded significantly; Heidtke stated he felt Lannon Stone would provide the gravel for the project as a donation and the town highway department would provide the transportation. Winn also noted that the lights in the shelter area of the pavilion need to be replaced and that JAYBA has purchased electric hand dryers for the pavilion restrooms, but they need to be installed. Also, the batteries on the door locks might need to be replaced and it would probably be a good idea to change the codes. Heidtke stated the town would replace the lights, replace the lock batteries, and change the codes, and install the dryers. Vogel confirmed that JAYBA understands any improvements made to the Town fields is considered a donation, JAYBA retains no ownership; Winn stated that was understood and he would make sure the entire JAYBA Board understands this also. It was the consensus of the commission members that JAYBA may move forward with their improvements for 2021.

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- 6. Heckendorf Farms, LLC – Mel Heckendorf, CSM to correct CSM 6877, parcel T7-0731 00B, 3252 Maple Road.** Heckendorf appeared and stated this CSM will clean up quit claim deeds that have occurred since 2004. After review, motion by Vogel, seconded by C. Johnson to recommend the Town Board approve the CSM for Mel Heckendorf, 3252 Maple Road. Motion carried without a negative vote. It was noted that the Village will need to act on the CSM before it can be acted on by the Town Board.
- 7. The Country Aire Project, LLC. – Jeff Scheunemann and Carl Scholz, parcel T7-0315, CSM for a land division creating three 5.0+/- acre lots, 4320 Country Aire Drive.** Scheunemann and Scholz appeared and reminded the commission members they had previously appeared with conceptual plans, but they have decided not to rezone. Scholz stated the revised plans are to start with a three parcel CSM and then they may return to the commission with an eight or nine parcel land division as the project moves along. Scholz stated all three lots have perked out and confirmed there will be a land covenant that notifies potential buyers of the quarry location nearby. Scholz confirmed that the Washington County Highway Department has approved the access to Country Aire/CTH M. The project will be called Scheunemann Farms and the street will be named Louis Lane in honor of Jeff Scheunemann’s father. Their intent is to reserve forty acres with the original farmhouse and buildings. Questions raised by the commission members were about the wetland to the east, the current zoning of a portion of lot 1 and lot 2 being zoned business, a notation that the removal of the dedicated right-of-way will make the lots less than five acres, the road access must be a dedicated road and must be built to town standards, that the other businesses in the area should also be noted on the land covenant. Scheunemann and Scholz will return to the Park and Planning Commission with an updated CSM and request for rezoning.
- 8. Ordinance No. 21- Amendments in Section 14 of Title X being the Town of Jackson Zoning Ordinance, to amend the accessory structure size and height restrictions, and pool fence types.** Micech stated this draft considers the previous discussions about increasing accessory structure sizes to address the changes that have occurred in primary structures over the years, and the desire to have accessory structures “coordinate”, often in terms of roof pitch, with the primary structure (house) on the property. Also, the pool fencing needs to be updated for current trends and regulations. The discussion of the draft ordinance included the need to reduce the recent number of Board of Appeals hearings, which are supposed to be for exceptional circumstances, not simply for exceeding height restrictions, the substitution of a pool cover that can be walked on for fencing, retractable dome covers as substitutes for fencing, the intent for a fence to be around just the pool or to enclose the property, and clarity on the descriptions in the ordinance verbiage so that there are no gaps in the heights and square footage described. After discussion, motion by Bales, seconded by Huettl to recommend the Town Board approve ordinance 21- with the changes and corrections noted. Motion carried without a negative vote.

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- 9. Zoning Administrator's Report.** Micech reported there is a Board of Appeals hearing scheduled for April 12, 2021 and at least one additional hearing coming soon. Micech noted he received two complaints recently; 1. Debris in the yard, 2. No siding on the exterior of a house under construction, which has been going on for a lengthy period of time.
- 10. Correspondence and announcements.** Micech had nothing additional. Klug reported the year end Park Fund account balance of \$14,105.58.
- 11. Adjournment.** Motion by Vogel, seconded by Bales to adjourn. Motion carried, meeting adjourned.

Respectfully submitted,

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Jim Micech, Zoning Administrator

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Julia Oliver, Town Clerk