



Planning & Zoning Committee

November 13, 2025

Neal Czaplewski, Chairman

Larry Lettow

Keith Nielsen

Philip Peterson

Joseph Greeter

William Korducki

James Luedeke

Call to order, pledge to the flag and roll call

At 6:31PM Chairman Neal Czaplewski called to order the meeting of the Town of Burlington Planning & Zoning Committee. The meeting was held in the auditorium of the Town Hall located at 32288 Bushnell Road.

Members present: Neal Czaplewski (chairperson), Bill Korducki, Jim Luedeke, Larry Lettow, Keith Nielsen, Phil Peterson, and Joe Greeter were in attendance.

Verify posting of meeting

The chairman received attestation of proper posting of the meeting.

Approval of the minutes from the meeting held on August 14, 2025

Luedeke motioned to approve the minutes with a minor change; Peterson seconded the motion. Motion carried.

Land Division

Petitioner/Owner: Terry Weis / Parcel: 002-03-19-36-005-000 / 28503 Durand Ave

Terry Weis applied to divide his parcel into 2 leaving a 1.07-acre parcel and a 174.01 acre parcel.

Bryce Hembrook, SEH, reviewed his report. His recommendation was to approve the land division.

Robert Wielgos, raSmith, reviewed his report. He also recommended approval.

The committee considered the application and discussion followed with the Wielgos and Hembrook.

Korducki motioned to approve the land division subject to the following conditions:

- 1. All signatures are required on the final document, including the surveyor's stamp, date and signature on all sheets***
- 2. Sheet 1: within the location map, provide an outline of the 175.1-acre parcel being subdivided and label the parcel "Lands subject to deed restriction. See Sheet 2. 175.1 acres."***
- 3. Sheet 2: Clarify whether any drain tiles were discovered during the survey and show locations as applicable. If no drain tiles were discovered, indicate as such in the note pertaining to the farm field drain tiles.***
- 4. Sheet 2: Clarify how cross access to the adjacent remnant parcel will be handled at both the proposed east and west parcel lines. If the existing gravel driveway is to remain, either a cross-access easement shall be shown or a note shall be added indicating the intent to maintain cross access.***

Luedeke seconded the motion. Motion carried.

Petitioner/Owner: Terry Weis / Parcel: 002-03-19-25-006-001 / 2813 Crossway Rd

Terry Weis applied to divide a parcel into 2 leaving a 2.66-acre parcel and a 32.36 acre parcel.

Robert Wielgos, raSmith, reviewed his report, which raised concerns over the wetland boundary. He recommended to table the petition until a certified wetland delineation was performed.

Bryce Hembrook, SEH, reviewed his report. His recommendation was to approve the land division.

The committee discussed the application with the petitioner, engineer and planner.

Korducki motioned to approve the land division subject to the following condition:

The completion and reporting of a certified wetland-delineation to be shown on the Certified Survey Map that shows adequate space for a driveway per Town of Burlington ordinance 12.14.

Peterson seconded the motion. Motion carried.

Adjourn

Peterson motioned to adjourn at 6:59PM; Greeter seconded the motion. Motion carried.

Respectfully submitted,
Jeanne Rennie, Clerk