

TOWN OF CALEDONIA PLANNING COMMISSION
MINUTES
June 9, 2025
Town of Caledonia, Waupaca County, Wisconsin

Commissioners present: Helen Adams, Bill Fitzpatrick, Mike Stoltz, Shari Fudge, and alternate #2 Jesse Cuff

Excused: Cary Zaug, alternate #1, Bob Prahl

Also Attending: Pete Bosquez, Supervisor 1 and town board representative to the Planning Commission

Chairperson Bill Fitzpatrick called the meeting to order at 5:30 p.m. He noted that the required public notice for the meeting had been posted. The agenda was approved as published 5-0. The minutes of the May 12, 2025 meeting were approved as presented 5-0.

Review Certified Survey Map for Curt Steinbach, Vacant Land, County Road W, South of Readfield

Landowner Curt Steinbach presented a certified survey map (CSM) to divide an irregularly shaped parcel 02-26-21-27 with 11.47 acres located along County Road W near Readfield into three lots. The parcel is zoned Rural Residential. It is the landowner's intent to create one potential residential building site on each of the three lots. Although there currently are three "driveways" with culverts, one has insufficient width to meet county requirements, and the other will not be used with no reason given. Using the third agricultural driveway, the CSM created two ingress/egress easements: a 50-foot ingress/egress easement from County Road W to Lot 2 then curving to Lot 3. A second 33-foot ingress/egress easement connects Lots 1 and 2 to the 50-foot easement and then to County Road W. The property has no address because it is forested vacant land with no buildings.

Bill Fitzpatrick stated that Jason Snyder, Waupaca County zoning administrator, noted there were several items such as wetland delineation that still needed to be added to the CSM. Curt Steinbach said that the surveyor will add the required information, and the updated CSM will be brought to the town board meeting on June 16.

At the conclusion of the discussion, chairperson Bill Fitzpatrick called for a motion.

Shari Fudge moved to recommend approval to the town board of a certified survey map dated May 29, 2025 (Project # 25-2050 St) for Curt Steinbach dividing parcel 02-26-21-27 with 11.47 acres into Lot 1 with a total of 3.27 acres, Lot 2 with 2.34 acres, and Lot 3 with 5.87 acres. Lot 2 has direct access to County Road W through a 50-foot ingress/egress easement as well as an established agricultural driveway. Lot 1 has access to County Road W using separate 50-foot and 33-foot ingress/egress easements going through Lot 2. Lot 3 has access to County Road W via a 50-foot ingress/egress easement going through Lot 2. There are currently no buildings on the property. The recommendation for approval is contingent on the surveyor and landowner amending the original CSM to include the changes directed by Jason Snyder, Waupaca County Zoning Administrator. Helen Adams seconded. Motion approved 5-0.

Report from Town Board Liaison

Pete Bosquez, Town Board Supervisor 1, reported on the following items:

Gruetzmacher Park: The park design and construction working group will have one more meeting in June. The approved playground plan handouts were shared with the group. The playground will be built in 2026 and funded by the Gruetzmacher Family Trust. Another handout showed the proposed pump track design and photos of possible trail enhancements. Excavators have been working in the park to create the berms. Waupaca Online will provide two hours of free wifi for visitors to the park with unlimited wifi access for visitors using the pavilion.

ANR Pipeline Project: Boring is occurring on both sides of the Wolf River. Construction work on the pipeline will be completed in the Town of Caledonia by the end of July. The company must be able to pump gas through the new natural gas pipe from Fox Crossing to Fond du Lac by October 2025. Reclamation work will remain to be completed for landowners in the town.

County Road W Reconstruction: The upgrade to County Road W between State Road 96 and Cut Off Road will begin on June 16 and last for approximately 35 days. All culverts will be replaced. The road will open temporarily with one layer of new pavement in place for the July 4th weekend.

Waupaca County Update: The court house remodeling project has begun, and many departments have moved to temporary locations. The cost of the project is guaranteed at 39 million dollars with some contingency funds built in. If funding is available, a canopy may be included in the project. Court house security is being provided by “architectural design.” It is anticipated that the project will be completed in spring 2027.

Old Business

Work and Training at Upcoming Meetings: Chairperson Bill Fitzpatrick announced that at the July 14 meeting commissioners will review maps stored in the community center closet. This work is being done at the request from town clerk. Additionally, Bill will seek someone to train commissioners on the Waupaca County Land Records Viewer. At the August 11 meeting, Jason Snyder will provide training on how ordinances are created and use of the Waupaca County Zoning GIS program. The August meeting will occur on Zoom.

New Business

Report from Park Committee representative (Helen Adams)

The official Park Committee with five representatives will begin their work at a July 9 meeting. The community representative has not been named yet. Natalie Snyder, Bill Abba, the town attorney, representatives from the Gruetzmacher family, and the Horicon State Bank will be meeting to create financial agreements between the town and the Gruetzmacher family to cover the future maintenance plan, etc.

Public Comment: There was no public comment.

The meeting was adjourned at 6:20 pm.

Respectfully submitted,

Helen R. Adams, Recording Secretary

Action items from the June 9 meeting:

- Bill, Cary, and Helen will prepare the agenda for the July 14 PC meeting
- Bill requested that commissioners continue to prepare draft motions for resident requests that occur at upcoming meetings.
- At the July 14 PC meeting, commissioners will sort maps in community center closet (request from town clerk in March 2025)
- Training:
 - July 14: Use of the Waupaca County Land Records Viewer (if a presenter is available)
 - August 11: How ordinances are created combined with use of the Waupaca County Zoning GIS program (Jason Snyder)
- Future Comprehensive Plan tasks

- November 10: Assess progress on the 2025 Comprehensive Plan annual priorities.
- December 15: Develop and refine Comprehensive Plan goals for 2026.
- January 12: Mesh 2026 PC priorities with those of the town board.

Upcoming meetings

July 14, 2025	5:30-7:00 pm	Monthly Planning Commission meeting, Community Center
August 11, 2025	5:30-7:00 pm	Monthly Planning Commission meeting, online via Zoom
September 8, 2025	5:30-7:00 pm	Monthly Planning Commission meeting, Community Center