

TOWN OF CALEDONIA PLANNING COMMISSION
MINUTES
July 14, 2025
Town of Caledonia, Waupaca County, Wisconsin

Commissioners present: Helen Adams, Bill Fitzpatrick, Shari Fudge, Mike Stoltz, Cary Zaug, and alternate #1, Bob Prahl

Absent: alternate #2 Jesse Cuff

Also Attending: Pete Bosquez, Supervisor 1 and town board representative to the Planning Commission, Jason McKeefry, Waupaca County GIS Coordinator / Land Information Officer

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 June 9, 2025 meeting were approved as presented 5-0.

Waupaca County Land Records Viewer Training

Jason McKeefry, Waupaca County GIS Coordinator / Land Information Officer, described the Public Land Survey System (PLSS), a way to divide and subdivide land in the U.S. According to the US Geological Survey, “land is divided into 6-mile-square townships. Townships are subdivided into 36 one-mile-square sections. Sections can be further subdivided into quarter sections, quarter-quarter sections, or irregular government lots.” (<https://www.usgs.gov/faqs/do-us-topos-and-national-map-have-a-layer-shows-public-land-survey-system-plss>). Jason distributed a handout with the Municipal Codes for Waupaca County with the Town of Caledonia having the code 02.

Jason introduced commissioners to the Waupaca County Interactive Apps and Maps website: https://www.waupacacounty-wi.gov/departments/land_information/maps_and_apps.php which includes the Land Records Viewer. This app will aid commissioners in locating land described on a certified survey map. The Land Records Viewer is described as allowing the user to “Search for addresses/properties, print maps, measure distances, locate coordinates and view aerial imagery.” The app includes land owner names. A button/option on the top right offers access to types of “map layers” including soils, wetlands, topography, streets/roads, etc. There is also a button/option for “Basemaps” with aerial photos beginning in 1994 to the present. A “Measuring Tool” is also included as a third button.

Two other very useful apps, the “Survey Viewer” and the Zoning Viewer” are on screen two of the Apps. The description of the “[Survey Viewer](#)” states: “This application is for viewing documents related to the public land survey system and plats of survey. An arrow at the bottom of the screen reveals a separate table for each document type (Corner Ties-CT, Section Summaries-SS, and GPS Corner Documents-GPS). Initially, the tables show all documents, but they are synchronized with the map. When you select a section, GPS point, or plat of survey parcel on the map, the table will show only documents pertaining to that section, point, or parcel (POS). Each table has a field, URL, whose values are links to view a particular document.”

Also on screen two, the [Zoning Viewer](#) is described as the “Planning and Zoning GIS data viewer for Waupaca County, Wisconsin. A comprehensive web application used to search for addresses/parcels, print maps, measure distances, locate coordinates and view aerial imagery, to name a few.”

Jason recommended trying out the applications and suggested that commissioners locate land described on a certified survey map (CSM) using the land’s legal description. The CSM legal description reads from left to right which gives the most specific to least specific identifying description of its location. Jason noted that by reading the description in reverse order (from right to left), you can use the description to drill down from a wide area to find the specific location. For example, from Wisconsin to Waupaca County to the town of Caledonia and continuing in reverse order back to the section and quarter sections described by the CSM.

Here's another specific example. The CSM location format reads (specific area to broad): Part of the SE ¼ (quarter) of the SE ¼ in Section 23, Township 21 North, Range 14 East, Town of Caledonia, Wisconsin. Reading the description in reverse from right to left (broad to specific) can help the user to move from a large area (Wisconsin) gradually to zero in on the local location described in the CSM: "Wisconsin, Town of Caledonia, Range 14 East, Township 21 North, Part of the SE quarter of the SE quarter in Section 23."

Review of Town of Caledonia Maps Collection Used by the Planning Commission

At the request of the Town Clerk, commissioners sorted through maps stored in the Community Center closet. The maps were sorted and labeled into the following categories: used by the Town Board, current maps needed for reference by the Planning Commission, uncertain of usefulness, and recommended for discarding.

Report from Town Board Liaison

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

- **Gruetzmacher Park:** The driveway is completed, berms are done, and the first group of trees are planted. Waupaca County workers are gone until the WisCorps team comes in August or September.
- **ANR Pipeline Project:** Construction work on the pipeline will be completed in the Town of Caledonia by the end of July. When pipeline workers leave the town, road damage will be assessed using pre-construction road condition data. Reclamation work for landowners will remain to be completed in 2026.
- **County Road W Reconstruction:** The upgrade to County Road W between State Road 96 and Cut Off Road began on June 16 and should be completed by July 23. Two coats of blacktop have been applied and remaining work includes completing the road shoulders and striping the pavement.
- **Waupaca County Update:** Groundbreaking for courthouse renovation is scheduled for July 15. Signage will be placed near the accessible areas of the courthouse to assist visitors in finding correct entrances and routes to offices. It is anticipated that the project will be completed in spring 2027.

Report from Park Committee representative (Helen Adams)

Bill Abba directed that a small group of residents representing future users or current park neighbors develop rules of use of Gruetzmacher Park. The rules will include general park use rules, as well as expectations for use of the hiking and cycling trails, sledding hill, playground, pickleball and tennis courts, and the pavilion.

New Business

ADRC Article: Shari Fudge and Helen Adams interviewed Jennifer Schwartz, Waupaca County Elder Benefit Specialist for an article in the town's summer newsletter. The article focuses on services offered to residents over 60 including assistance during the Medicare Open Enrollment period to explore current supplemental insurance and prescription drug plans. Publicizing ADRC services is one of the 2025 Planning Commission's priority goals.

Public Comment: There was no public comment.

The meeting was adjourned at 7:20 pm.

Respectfully submitted,

Helen R. Adams, Recording Secretary

Action items from the July 14 meeting:

- Bill, Cary, and Helen will prepare the agenda for the August 11 PC meeting
- Bill requested that commissioners continue to prepare draft motions for resident requests that occur at upcoming meetings.
- Training:
 - 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

August 11, 2025	5:30-7:00 pm	Monthly Planning Commission meeting, <u>online via Zoom</u>
September 8, 2025	5:30-7:00 pm	Monthly Planning Commission meeting, Community Center
October 13, 2025	5:30-7:00 pm	Monthly Planning Commission meeting, Community Center