

TOWN OF CALEDONIA PLANNING COMMISSION
MINUTES
August 11, 2025
Town of Caledonia, Waupaca County, Wisconsin

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

Also Attending: Pete Bosquez, Supervisor 1 and town board representative to the Planning Commission; Jason Snyder, Waupaca County Zoning Administrator; Ryan Brown, Waupaca County Planning & Zoning Department Director; Gary Schneider, representative for the Angeline Kamba Living Trust; and Corey Besaw

Chairperson Bill Fitzpatrick called the meeting held by video conference on Zoom 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 July 14, 2025 meeting were approved as presented 5-0.

Preliminary Discussion of Boundary Change (Angeline Kamba Living Trust, E7750 Weiland Rd, New London)

Using an aerial map of the property, Gary Schneider, representative of the Angeline Kamba Living Trust, described that the Trust wants to combine 1.05 acres of parcel 02 05 33 1 (outlined in orange) with parcel 02 05 33 2 (outlined in yellow) which has 3 acres. Parcel 02 05 33 1 has a pond and includes the well for the house on parcel 02 05 3 2. Parcel 02 05 33 2 includes a house, shed, and other buildings. The change is proposed to allow sale of parcel 02 05 33 2 with the home and buildings at a future time.

Chairperson Bill Fitzpatrick stated that the two parcels have different zoning; therefore, the zoning for parcel 02 05 33 1 (with the pond and well) will need be changed first through a Zoning Map amendment. Parcel 02 05 33 1 is zoned Resource Protection (RP) and Private Recreation & Forestry (PVRF), and Parcel 02 05 33 2 is zoned Agriculture Woodland Transition (AWT). He also noted that the Town's Preferred Land Use map shows Parcel 02 05 33 1 as agriculture. For the zoning in the two parcels to match, the new zoning for Parcel 02 05 33 1 will be Agriculture Woodland Transition (AWT.) The Trust will submit an application for the zoning map amendment to Jason Snyder, Waupaca County Planning and Zoning Administration. He will send the application to the town clerk with comments about the zoning change.

After the zoning change is completed, the next step will be to create a plat of survey or a certified survey map with a new legal description to define the boundaries of the areas to be combined into a single parcel.

Training: How Ordinances Are Created

Jason Snyder, Waupaca County Zoning Administrator, described how county ordinances are created or updated annually. In the fall, Planning and Zoning Department staff identify issues or problems related to land use and recommend amendments to current county ordinances. In January or February, all town leaders are invited to a meeting in which Planning and Zoning Department staff suggest possible ordinance amendments and receive feedback from those present. Based on input from town leaders, ordinance amendments are drafted and sent to towns clerks and chairpersons for comments. After comments are received, the proposed ordinance changes are presented at a public hearing prior to a meeting of the Waupaca County Planning and Zoning Committee. At the meeting, the committee acts on the proposed ordinance changes and forwards them to the county board for their final approval or other action. Ryan Brown, Director, Waupaca County Planning and Zoning Department, emphasized that all ordinance changes take time to complete.

Jason noted that at any time during the year the Town of Caledonia Planning Commission can send ideas for ordinance changes to Planning and Zoning Department staff. There is a lot of latitude for change in the Zoning

Ordinances; however, changes to Floodplain and Shoreline Protection Ordinances are made by the State of Wisconsin and sent to Waupaca County for implementation.

Training: Use of the Waupaca County Zoning Viewer

Jason Snyder 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 Zoning Viewer. The [Zoning Viewer](#) is found on screen two of the Apps. It 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 explained that the Zoning Viewer displays different colors correlating to the county’s types of zoning. A user can enter an address in the search box and view the zoning for the property and parcel numbers. The landowner’s name, address, a legal description by parcel, and size of the parcel are also provided.

On the top right side of the screen, there is an option to look at the land in various “layers” using dropdown menus including options to check density, soils and wetlands, and the WC Planning and Zoning layer with options for land use (parcels), parcel changes, and density (remaining development rights). The “Basemap” includes aerial maps ranging from 1994-2020. “Measure” allows users to measure an area for acreage and distance in feet.

Jason explained how parcel numbers are created and will be sending a document with further explanation.

Report from Town Board Liaison

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

- **Gruetzmacher Park:** Waupaca County highway department workers will return in August and September to assist with creating the pond and initial trail work. WisCorps workers will be arriving shortly to help with construction of the maintenance of building and the trails.
- **ANR Pipeline Project:** Construction work on the natural gas pipeline is nearing completion with the exception of landowners along Guhl Road. Because of the limestone, construction there is very slow, and workers are blasting to remove the rock and dig the trench for the pipe.
- **Waupaca County Courthouse Update:** The renovation is on schedule and progressing well.

Report from Park Committee representative (Helen Adams)

The Park Rules Committee continues to work on general park use rules as well as setting written expectations for use of the hiking and cycling trails, sledding hill, playground, and the pickleball courts.

New Business

Resignation of Alternate #2: Jesse Cuff resigned as Alternate. # 2 for the Planning Commission because he moved and is no longer living in the Town of Caledonia. Chairperson Bill Fitzpatrick moved to accept Jesse Cuff’s resignation as Alternate #2 and to forward information on the Planning Commission’s action to the town board. Helen Adams seconded. Approved 5-0

Planning Commission Vacancy: With the vacancy for the Alternate #2 position, Bill Fitzpatrick approached Corey Besaw, one of three original applicants for the two Planning Commission alternate positions. Corey was still interested in serving on the Planning Commission and was asked to introduce himself by describing his background. Corey was in law enforcement for 33 years in various capacities including as chief deputy for Outagamie County. He currently works in law enforcement part-time in Outagamie County. While employed he served on numerous committees including the Local Emergency Planning Committee, the Coordinating

Council, and the Evidence-based Decision-making Committee (criminal justice treatment). He has lived in the Town of Caledonia for four years.

Bill Fitzpatrick moved to recommend to the Town Board that Corey Besaw be appointed to fill the vacancy as the Planning Commission's Alternate #2. Shari Fudge seconded. Approved 5-0

Public Comment: There was no public comment.

The meeting was adjourned at 6:35 pm.

Respectfully submitted,

Helen R. Adams, Recording Secretary

Action items from the August meeting:

- On August 28 at 7:00 pm, Bill, Cary, and Helen will prepare the agenda for the September 8 PC meeting. The planning meeting will be held on Zoom.
- Bill requested that commissioners continue to prepare draft motions for resident requests that occur at upcoming meetings.
- Helen will prepare summaries of the progress toward annual priorities in 2024 and 2025 for the October 13 meeting.
- Future Comprehensive Plan tasks
 - October 13: Assess progress on the 2025 Comprehensive Plan annual priorities.
 - November 10: Develop and refine Comprehensive Plan goals for 2026.
 - January 12: Mesh 2026 PC priorities with those of the town board.

Upcoming meetings

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
November 10, 2025	5:30-7:00 pm	Monthly Planning Commission meeting, Community Center