

**MINUTES**  
**Plan & Review Commission Public Hearing**  
**Wednesday, May 6, 2026 at 6:00 PM**

NOTICE WAS GIVEN that the Town of Spider Lake Plan & Review Commission would hold a Public Hearing on Wednesday, May 6, 2026 at 6:00 P.M. at the Town Hall, 10896W Town Hall Rd, Hayward Wisconsin, to consider the following:

Conditional Use Permit - Land owner: Nathan & Julie Gassman. Located in part of the NE¼ of the NE¼, Sec 29, T42N, R7W, PRT NENE Lot 2 CSM 29/240 #7444, Legacy ID: 028742291107. Site address: 11495W Clear Lake Rd, 5.00 Acres, Zoned A-1 Agriculture One. Purpose of request is to build a year-round dwelling on the property.

The Hearing was Called to Order by P&RC Vice Chair Johnson at 6:00 pm.

1. Present were Vice Chair Quentin Johnson and Commissioners Capes, Becker, Tumbleson, Alternate Commissioner Victoria Ross and Zoning Administrator Mike Gardner. Johnson confirmed a quorum was present and that Notices were posted in compliance with Open Meetings Law (in Sawyer County Record editions of April 22<sup>nd</sup> and 29<sup>th</sup>, and on the Town website).
2. **Motion to approve the Agenda was made by Don Becker**, seconded by Bob Capes. All in favor; motion carried.
3. Vice Chair Johnson informed the public of the hearing procedures before the Hearing commenced.

Gassman CUP Application Hearing: The applicants, Nathan & Julie Gassman, attended via Zoom and provided a statement describing the proposed project: a year-round dwelling cabin. The septic system was previously installed. Nine letters were sent to adjacent property owners; 3 were returned without objection and zero with objections. There was no testimony offered by the public. The Commissioners asked questions for understanding, and the hearing concluded at 6:10 pm.

Respectfully submitted,

Bob Capes  
Plan & Review Commissioner  
May 6, 2026

## MEETING MINUTES

### Town of Spider Lake Plan and Review Commission Meeting May 6, 2026

1. Vice Chair Johnson called the meeting to order at 6:00 pm, immediately following the Gassman CUP Public Hearing. Present were Johnson and Commissioners Capes, Becker, Tumbleson, Alternate Commissioner Victoria Ross and Zoning Administrator Mike Gardner. Johnson confirmed a quorum was present.
2. **Motion to approve the Agenda** made by Don Becker, seconded by Bob Capes. All in favor; motion carried.
3. Pledge of Allegiance
4. **Motion to approve the Minutes of the April 1, 2026 Public Hearing made by Quentin Johnson**, seconded by Don Becker. All in favor; motion carried.
5. Gassman CUP - Discussion and Recommendation: The owner's intended use (year-round dwelling) satisfies the conditional use requirement per Part I, Section 15.4 B) 1) of Land Use Ordinance 17-88. Possible Conditions were discussed and are attached to these Minutes. **Motion to recommend approval of the Gassman CUP 26-02 with proposed conditions to the Town Board made by Quentin Johnson**, seconded by Don Becker. All in favor; motion carried.
6. Zoning Administrator's Report: ZA Gardner reported follow-up conversations and prospective owner inquiries, with six permit applications for review.
  - a. Permit Applications:
    - i. **LUP 26-09 – Gassman** – New Dwelling: Permit application for single family dwelling on A-1 zoned parcel. CUP applied for and will be reviewed by the Board on May 13, 2026. As all Ordinance requirements are met, **Motion to approve LUP 26-09 contingent on Town Board approval of the CUP made by Victoria Ross** seconded by Don Becker. All in favor; motion carried.
    - ii. **LUP 26-10 – Scrivner** - New Dwelling on vacant parcel. As all Ordinance requirements are met, **Motion to approve LUP 26-10 made by Don Becker**, seconded by Jeff Tumbleson. All in favor; motion carried.
    - iii. **LUP 26-11 – Vesel** – New Dwelling on vacant parcel. As all Ordinance requirements are met, **Motion to approve LUP 26-11 made by Quentin Johnson**, seconded by Don Becker. All in favor; motion carried.

- iv. **LUP 26-12 – Matson** – Accessory Structure (Carport) and walkway: Owner’s proposal to construct open-sided carport and connecting walkways meets the Ordinance requirements. **Motion made to approve LUP 26-12 made by Don Becker**, seconded by Victoria Ross. All in favor; motion carried.
- v. **LUP 26-07rev – Hallquist** – New Dwelling on a non-conforming parcel. Original site plan was not approved at the April 1, 2026 P&RC meeting. The dwelling footprint was reduced by adding a second story and meets the required height regulations and side setbacks of 30 feet. As the revised site plan meets Ordinance requirements, **Motion to approve LUP 26-07rev was made by Quentin Johnson** and seconded by Don Becker. All in favor; motion carried.
- vi. **LUP 26-13 – Larson** – Dwelling addition; conversion of a seasonal porch to permanent and small footprint addition. As the proposed change meets the Ordinance requirements, **Motion to approve LUP 26-13 was made by Don Becker** and seconded by Bob Capes. All in favor; motion carried.

b. Notices and anticipated activity

- i. Second Corrective Action Notices have been sent to Kroll and Frick for removal of trailers by June 2nd; the trailers are currently in violation of the Ordinance. The Town is set up to issue and process citations when required.
7. Land Use Ordinance 17-88 update: Zoom call with von Briesen & Roper (vB&R) principals is set for April 20, 2026. Activity plan for the month involves continued review and recommendations for Use Table and Supplemental Use Regulations, Lot Standards and Short Term Rental Standards. Thor Jeppsen, vB&R Project Manager, will participate in the June 3 P&RC Meeting.
8. As there was no other business coming before the Commission, **Motion to adjourn was made by Victoria Ross**, seconded by Don Becker. All in favor; motion carried.

Respectfully submitted,

Bob Capes  
Plan & Review Commissioner  
May 10, 2026

Attachment: DRAFT Approval Conditions- Gassman CUP

Town of Spider Lake  
Conditional Use Permit  
Approval Conditions  
**(DRAFT for Board Consideration)**

**Owner:**  
NATHAN & JULIE GASSMAN  
609 Ronell St  
St Peter, MN 55082

Permit Number: **CUP 26-02**  
Hearing Date: May 6, 2026

**Property Address:** 11495W Clear Lake Rd, Hayward, WI 54843  
PRT NENE Lot 2, CSM 29/240 #7444

The Conditional Use Permit described above has been recommended for approval subject to the following conditions:

1. The CUP is issued only to facilitate the building of a single family year-round principal structure used as a dwelling. (Per Ordinance 17-88, Part I Section 15.4 B) 1)).
2. As the parcel is less than ten acres, Livestock is not permitted except for poultry which may be allowed by separately obtained Conditional Use permit (Per Ordinance 17-88, art I Section 15.4 A) 1) a).
3. The landowner consents to periodic inspections by the Town of Spider Lake's Zoning Administrator (ZA) or the ZA's designee.
6. The conditions of this CUP are binding upon any heirs, successors or assignees. In the event of the sale or transfer of the property, the land owner or successors will disclose the existence of the CUP to any prospective buyers.