

**Town of Big Flats Plan Commission
Meeting Minutes**

Tuesday, March 17, 2026, 6:00 pm

Big Flats Town Hall

1104 County Rd. C, Arkdale, WI 54613

1. Call to order by Chairperson Wendy at 6 pm
2. Roll Call: Wendy Goerke PC Chair, Mike Clark PC, Pam Marquardt PC, Bylle Skoczek PC, Joe Thomas PC, Richard Westover ZA were Present, 7 Citizen Guests
3. Approval of Meeting Agenda: Pam Approved, Mike Second, All in Favor.
4. Approval of Prior Meeting Minutes: Bylle Approved, Joe Second, All in Favor.
5. Review and discuss application for land combination from M. Jaffee. Vote to approve/deny application: Request is to combine two of their three lots, for a total of 7.48 acres once combined. Third lot has an old cabin on it, and would need to be left alone. Advised that some of the combined area is wetland and it would be advisable to build closer to the road. Motion to make recommendation to Town Board for approval made by Pam, Seconded by Joe, All in Favor. Wendy will make recommendation to Town Board.
6. Review Land Division Ordinance #35:
 - CHANGE Ordinance Name to: Land Division/Combination Ordinance #35
 - Pg 3- 10 (A): CHANGE 35 acres to 20 acres (zoned A1, F1, O) or 40 acres (zoned A2)
 - Pg 3- 10 (B) CHANGE land division to land division/combination
 - Pg 4- SPACE needed between (H) and (I)

- Pg 4- ADD Land Combination as new (I): Creation of lot/parcel or tract of land previously separated into smaller lots.
- Pg 4- CHANGE (I) Land Divider to (J) Land Divider
- Pg 4- CHANGE (J) Land Division to (K) Land Division
- Pg 4- CHANGE (K) Lot to (L) Lot
- Pg 4- (L) Lot, CHANGE land division to land division/combination
- Pg 4- CHANGE (L) Natural Resources to (M) Natural Resources
- Pg 4- CHANGE (M) Parcel to (N) Parcel
- Pg 5- ADD (S) Town Plan Commission
- Pg 5- CHANGE (S) Wetland to (T) Wetland
- Pg 5- 11. Compliance: CHANGE shall divide to “shall divide or combine” AND CHANGE land division to land division/combination (twice in first paragraph)
- Pg 5- 11(H) CHANGE divider to divider/combiner
- Pg 6- 12. EXEMPTIONS: CHANGE land division to land division/combination
- Pg 6- 13(D) CHANGE Land division to land division/combination
- Pg 7- 14(C) CHANGE divided to divided/combined
- Pg 7- 14(D) CHANGE divided to divided/combined (first sentence)
- Pg 7- 14(D) CHANGE divider to divider/combiner (last sentence)
- Pg 14- 19 Preliminary Consultation: CHANGE land division to land division/combination (first sentence)
- Pg 15- 19 Preliminary Consultation (last paragraph) CHANGE divider to divider/combiner
- Pg 15- 19 Preliminary Consultation (last paragraph) INCREASE five (5) to six (6) copies
- Pg 15- 20 Land Division Application and Sketch Map Submittal: CHANGE to read Land Division/Combination Application.....
- Pg 15- 20 CHANGE first sentence to read: Any land divider/combiner who shall divide/combine land in the Town of Big Flats that creates a land division/combination as defined.....
- Pg 15- 20(A): CHANGE title to Land Division/Combination Application
- Pg 15-20(B): CHANGE Land Division to Land Division/Combination.

- Pg 16-21(A): CHANGE "Division" to Division/Combination
- Pg 16-21(A): CHANGE "notify" to "communicate to"
- Pg 16-21(A): Wendy to confer with Atty. RE: remove "by certified mail"
- Pg 16-21(B): CHANGE "land division" to "land division/combination"
- Pg 16-21(C): ADD "or PC Chairperson" after Town Clerk
- Pg 16-21(C): CHANGE "divider" to "divider/combiner"
- Pg 16-21(C): Wendy to confer with Atty. RE: remove "certified mail" and "and agenda"
- Pg 16-21(C): Wendy to confer with Atty. RE: Change "14 days"
- Pg 16-21(D): CHANGE "land divider" to "and divider/combiner" TWICE in first line
- Pg 16-21(D): CHANGE "Land Division.." to "Land Division/Combination" Application
- Pg 16-21(D): CHANGE "land division" at end of last sentence to "land division/combination" application.
- Pg 16-22 CHANGE title to "Land Division/Combination Procedure"
- Pg 16-22(A)1: CHANGE "5 (five)" to 6 (six) copies
- Pg 17-22(A)3(c): CHANGE "division" to "division/combination" TWICE in first sentence
- Pg 17-22(A)3(d): CHANGE "Divisor" to "Divisor/Combiner"
- Pg 17-22(A)3(d): CHANGE "land division" to "land division/combination"
- Pg 17-22(A)4: Move margin out to align with (3) above
- Pg 17-22(A)4: CHANGE "land divider" to "land divider/combiner"
- Pg 21-(2)(c): CHANGE "Five (5)" to "Six (6)"
- Pg 21-(2)(c): CHANGE "Town Clerk" to Town Clerk or PC Chairperson"
- Pg 22-(3)(a): CHANGE "five (5)" to "six (6)"
- Pg 22-(3)(b): CHANGE "five (5)" to "six (6)"
- Pg 23-23(A): CHANGE "land division" to "land division/combination"

- Pg 23-23(B): CHANGE “Land Division Application” to “Land Division/Combination Application”
- Pg 23-25: CHANGE “Land Division Ordinance” to “Land Division/Combination Ordinance”

7. New Business: Upcoming public hearing on 3/26. Rich requested increasing the fee for Land Use Application Fee when a resident fails to obtain application as needed. Plan Commission members agree, and Wendy will speak with the attorney about this, to see what our parameters for that fee would be.
8. Next meeting date: Thursday March 26, 2026 at 6pm. Public Hearing with regular meeting to follow
9. Adjourn: 7 pm, Mike Approved, Bylle Second, All in Favor.