

TOWN OF CLEVELAND JACKSON COUNTY, WISCONSIN

NOTICE OF TOWN COMPREHENSIVE PLAN COMMITTEE MEETING

Thursday September 10, 2026 @ 7:00 pm
Location: Fairchild Fire Protection District Meeting Room

AGENDA

1. Call Meeting to Order.

○ Meeting called to order by Chairman Nordgaard at 7:03 pm.

2. Roll Call/Quorum Call (Committee Members as follows:)

- ☑ Adam Nordgaard, Town Supervisor and Committee Chairperson
- ☑ James Scholze, Committee Secretary
- ☑ Diane Orth, Member
- ☑ Joe Egloff, Member
- ☑ Chris Straight, Member and Professional Planner

3. Verbal verification of Public Notice (written affidavit not required per Wis. Stat. §19.84)

○ James Scholze, Secretary, stated and affirmed that the public notice and agenda for this meeting was properly posted on Wednesday September 2, 2026, 9:00 am at the Township Shop and subsequently uploaded to the official Town website by the Town Clerk in compliance with Wis. Stat. § 19.84. Such public notification verified and affirmed by Chairman Nordgaard.

4. Town Clerk to administer the “Oath of Office” to all members.

○ “Oath of Office” administer by Chairman Nordgaard. Written affidavits of the oath were signed and presented back to the Chairman for delivery to the Town Clerk.

5. Introductions, discussion, and potential actions regarding meeting housekeeping:

- ▲ Exchange of contact information via phone and messaging
 - Digital contact directory will be/was prepared by the Secretary and distributed via group email message, which included copies to both the Town Clerk and the Town Chairman.
- ▲ Address rules of contact outside formal open meeting
 - Substantive discussion occurred regarding modes, methods and materials contents of Commissioner contacts outside of open meetings. Significant advice was offered by Commissioner Straight to thus refrain, as much as possible, from discussing Plan Commission business and agendas outside of formal open meetings. Advising each other of scheduling matters etc was deemed acceptable. A digital copy of the current WI Open Meeting Law (2025) was distributed by the Secretary for review and compliance prior to the September 10th meeting. All present were in agreement, no action was taken or warranted.
- ▲ WI Stat. 19.21(5)(e) Records Retention and Disposition
 - Jackson County's new Ordinance No. 08-2026-04 (adopted August 17, 2026) was introduced by Secretary Scholze. The purpose and intent of the new ordinance was to "establish a uniform , legally compliant system for retention, management, and lawful disposition of public records for Jackson County...Jackson County hereby adopt[ed] the Wisconsin Public Records Board (PRB) County General Records Schedule (GRS)." Reference documentation: [https://www.co.jackson.wi.us/vertical/sites/{4C09F8F2-A8A2-4929-9E2A-A836851B00CC}/uploads/08-17-26_Co_Board_Minutes\(1\).pdf](https://www.co.jackson.wi.us/vertical/sites/{4C09F8F2-A8A2-4929-9E2A-A836851B00CC}/uploads/08-17-26_Co_Board_Minutes(1).pdf)

Discussion occurred between the Commissioners regarding Plan Commission record keeping and retention:

- All business questions to be addressed at formal open meetings;
- The Town Clerk should be Cc'd on all email correspondence;
- Meeting notes and extraneous documentation will be turned over to the Town Clerk after the Plan update concludes;
- Questions were entertained as to the current records retention policies of the Town, and whether the Town of Cleveland has ever/or should likewise adopt the Public Records Board's GRS, but all concluded that nothing definitive could

be determined without further information from the Town Clerk and the cooperation of the Town Board;

- Question as to whether records retention policies could be/ should be a New Business agenda topic for the next regularly scheduled Town Board meeting, October 13th, 2026. Chairman Nordgaard to seek advice from the Town Clerk etc;
 - As a matter of public information and public participation, discussion occurred regarding the possibility of digital information about the Plan Commission's proceedings and progress could be provided on the Town's official website.
 - Motion made by Commissioner Straight to "Recommend the Town Board establish a digital tab (hyperlink) on the official website that was dedicated to the Comprehensive Plan update, content to be determined by the Plan Commission." Motion seconded by Chairman Nordgaard. Vote by show of hands—motion carried via unanimous approval. Chairman Nordgaard to forward the Commission's recommendation to the Town Board at the next meeting.
- ▲ Devise formal structure for open meetings including length and topic limits
- Extensive discussion was advanced by Commissioner Scholze regarding the utility of including the new Deputy Town Clerk ex official to the Plan Commission. Many statements in disagreement were addressed, ie no need for an additional record-keeper and the Town Clerk should be able to fulfill all the Commission administrative needs or requests without additional cost or help from a Deputy Town Clerk. Motion was presented by Commissioner Scholze to draft the Deputy Town Clerk ex official to the Plan Commission, second by Commissioner Straight. Vote by show of hands—motion failed 1-4.
 - Motion by Commissioner Egloff, second by Commissioner Orth to "establish the regular Plan Commission meeting starting time at 6:00 pm." Motion carried with unanimous approval.
 - Motion by Commissioner Scholze, second by Chairman Nordgaard to "set the regular meeting length not to exceed 1.5 hr. The number of varied topics and their concomitant complexity should recognize time constraints when creating a regular meeting agenda." Motion carried with unanimous approval.
 - Duration of the Plan update was tabled due to lack of instructions from the Town Board. All commissioners felt regular meetings should be maintained until directed otherwise, ie increase frequency or scale down the scope as instructed by the Town Board.

- Chairman Norgaard informed the commissioners additional hard copies of the Town of Cleveland Comprehensive Plan have been ordered by the Town Clerk.

▲ Authority, Budget & Scope: master update vs. amendments vs. ordinances

- To date the Plan Commission was not presented with a budget, however compensation for Commissioner participation was addressed by the Town Board in concert with the Town of Cleveland Plan Commission Ordinance (adopted February 13th, 2009).
- Authority is well established in the Plan Commission Ordinance, but the scope of the update seems variable at this point—major rewrite vs. amendments vs, ordinance recommendations forwarded by the Plan Commission. The commissioners agreed to discuss the overall scope after feedback is gleaned from the Town Board.
- All agreed that many sections of the Plan Commission Ordinance need to be updated and/or amended to comply with applicable provisions of WI law that have been amended over time. Everyone agreed that recommending changes to the Plan Commission Ordinance should be a primary homework assignment for everyone, all to be addressed during the next regular meeting with the goal of developing recommendations for change back to the Town Board as soon as possible.

5. New Business topics for open discussion and potential action:

- Aside from brief discussion of the “Public Participation Assurance Plan,” all other New Business topics were tabled for lack of time to discuss. Motion by Commissioner Scholze, second by Commissioner Orth—motion passed by unanimous agreement.
- ▲ Review, adopt or amend existing Public Participation Assurance Plan (Appendix A of the Town of Cleveland Comprehensive Plan)
- ▲ Review Chapter 4 “Implementation” of the Cleveland master plan, especially Section 4.6 “Action Plan”
- ▲ 2025 Wisconsin Act 173—mandatory changes to Comprehensive Plans
Intergovernmental cooperation: Consistency vs. Compliance, Wis. Stat. 66.1001
- ▲ Discuss Jackson County RESOLUTION NO. 28-08-2026, adopted as amended August 17th, 2026.

- ✓ This resolution established a 180 day Data Center Evaluation Period and directed county offices and departments to review the impacts of large-scale data center development within Jackson County.
- ✓ The purpose of the resolution is to facilitate legislative fact-finding and policy evaluation.
- ✓ Nothing contained in the resolution established a development moratorium or prohibited the submission, acceptance, or processing of any application otherwise authorized by law.
- ✓ This resolution did not regulate land use via zoning regulations or restrict commercial or industrial development.
- ✓ [https://www.co.jackson.wi.us/vertical/sites/{4C09F8F2-A8A2-4929-9E2A-A836851B00CC}/uploads/08-17-26 Co Board Minutes\(1\).pdf](https://www.co.jackson.wi.us/vertical/sites/{4C09F8F2-A8A2-4929-9E2A-A836851B00CC}/uploads/08-17-26%20Co%20Board%20Minutes(1).pdf)

6. Establish committee member assignments, individual or committee as a whole

- Commission as a whole to devise and recommend changes or amendments to the Plan Commission Ordinance.
- Commissioner straight to present a draft “Public Participation” resolution for Commission approval.
- Commissioner Orth agreed to research and report the minutes of the last Comprehensive Plan review and or update (2016), however an update should have been concluded as an ordinance forwarded by the Plan Commission and adopted by the extant Town Board. No indication of these proceeds is posted on the website.
- For the Commission as a whole: Review Chapter 4 “Implementation” of the Town of Cleveland Comprehensive Plan, especially Section 4.6 “Action Plan” and become conversant on Chapters 1 & 2.
- Chairman Nordgaard agreed to consult with the Town Clerk and Town Board over Commission recommendations for the next Town Board meeting agenda, all to included records retention policies and a Comprehensive Plan tab on the website.
- Moreover, Chairman Nordgaard will ensure distribution of Plan hard copies to those commissioners currently without a paper copy to work with and on.

7. Designate next meeting time and date

- Next meeting scheduled for Thursday, October 29th, 2026, at 6:00pm.

8. Adjourn

- Motion advanced by Commissioner Scholze and seconded to adjourn at 8:33 pm due to the established meeting time constraints.

Posted for Record, Sunday, September 20, 2026, 9:00 am
James Scholze, Secretary