

Planning and Zoning Board Meeting
June 3, 2026
7:00 PM

The monthly meeting was called to order by Chair Dean Holthaus with members Ron Mehr, Jerry Hemmesch, Shelia Gaebel, Robin Caufmann, and Clerk/Zoning Administrator Lynn Burg present.

Minutes from the April 2, 2026, meeting were read. A motion to approve the minutes was made by Hemmesch, seconded by Mehr. Motion carried 5–0.

The Planning and Zoning members held discussion with representatives from the City of Richmond regarding annexation. Jim Hemmesch, Stacy Kalthoff, and Chuck Merten were present for the discussion. Richmond indicated that if a full annexation agreement cannot be reached, they believe a five-year contract would be the best option. Richmond discussed the following points:

- 4 to 5 years of taxes for properties annexed into the city
- Landowners must meet with the township before being annexed
- Land size rules differ; annexation of development requires more than 50% of landowners to request annexation (not forced annexation)
- Contract reviewed every 2 years
- Shared roads should be addressed
- Quarter-mile boundaries if a 10-year agreement is used
- Undeveloped annexed property may have a different tax rate
- Richmond does not want “leap-frog” annexation
- City water and sewer hookup only required if a septic system fails
- Richmond feels both parties will be “equally unhappy,” which they believe indicates a fair contract

Richmond informed the Planning and Zoning members that Bruce Jennings has requested to be hooked up to city water and sewer.

Planning and Zoning members discussed their preferred terms for an annexation contract:

- 10-year contract with review every 2 years
- 7 years of taxes for properties annexed into the city
- Landowners must approach the township for annexation
- Munson Township should determine which areas could be annexed
- Clarity needed if Richmond forces hookup to water and sewer when a septic fails
- No land jumping

Planning and Zoning members will put ideas together and bring them to the Town Board for further discussion.

Additional discussion items will be brought forward at the Town Board meeting.

A motion to adjourn was made by Mehr, seconded by Hemmesch. Motion carried 5–0.

The next Planning and Zoning Board meeting will be held on August 6, 2026 at 7:00 PM.