



**MINUTES OF THE PARK AND PLANNING COMMISSION MEETING
OCTOBER 25, 2017**

- I. Call Meeting to Order.** The meeting was called to order at 7:00 p.m. by Chairman Randy Vogel.
- A. Official Meeting Notification.** The official meeting notice was read into the record by Gordon Hoffmann.
- B. Roll Call.** Members present: John Bales, Robert Hartwig, Marcy Bishop, Arlyn Johnson, Ray Heidtke, David Klug and Lester Steffen. Also present was Zoning Administrator Gordon Hoffmann and Clerk Julia Oliver. Chad Johnson was absent.
- C. Approval of Agenda.** Motion by Hartwig, seconded by Bishop to approve the amended agenda. Motion carried.
- D. Approval of Minutes.** Motion by Heidtke, seconded by Bales to approve the minutes of the August 23, 2017 meeting. Motion carried.
- II. Public Hearing – 7:00 p.m.**
- A. Conditional Use Permit for the Construction of a new Addition with an In-Law Unit per Section 4.06(O) of the Zoning Ordinance – 3643 Lusan Drive – Timothy and Helga Keyser.** The Notice of Public Hearing on Application for Conditional Use was read into the record by Hoffmann. Jay Fredrick of JDF Builders explained the plans for the 1200 square foot addition. Helga Keyser stated the addition is for her mother. There were no comments from the public.
- B. Close Public Hearing.** Motion by Klug, seconded by Steffen to close the Public Hearing. Motion carried.
- III. Business**
- A. Any Town Citizen Comment on an Agenda Item –** There were no comments.
- (Following item A the Park and Planning Commission addressed item E.)
- B. Conditional Use Permit for the Construction of a new Addition with an In-Law Unit per Section 4.06(O) of the Zoning Ordinance – 3643 Lusan Drive – Timothy and Helga Keyser – Review and Action.** After discussion which included the consideration of previously Park and Planning Commission approved requests for in-law suit additions and the notation that the residence will increase in size by about 20%, motion by Bales, seconded by Hartwig to approve Conditional Use Permit J-17-005 for Timothy and Helga Keyser. Motion carried without a negative vote.

**MINUTES OF THE PARK AND PLANNING COMMISSION MEETING
OCTOBER 25, 2017
PAGE 2**

- C. Preliminary Review of Conditional Use Permit – 4.07(D) – Hwy. NN – Tracy Horbas – Review and Recommendation** – Hoffmann reminded the Park and Planning Commission members that they have previously heard this request for permission to construct a storage facility on the property located on CTH NN just east of the Witte farm, but progress was stalled due to the JTRAA/Village/Town lawsuit and the Joint Village/Town Comprehensive Plan. Future small business development is planned by Horbas moving east along CTH NN. Hoffmann explained that through the use of 4.07 of the Zoning Ordinance a conditional use can be issued, and would be located within 1 ½ miles of the City of West Bend. It was the consensus of the Park and Planning Commission members that the CUP request by Tracy Horbas can move ahead, noting he will need to contact Washington County for a road access permit.
- D. Preliminary Land Division – Hwy 60 – Steve Last – Review and Recommendation** – Steve Last explained he would like to purchase the land currently on Hwy 60 that is owned by a relative, and he would like to make the purchase with another relative and divide the original 40 acres into two 20 acre parcels. The front 20 acre parcel would be kept as farmland and Steve would like to build a home on the back parcel. After discussion it was the consensus of the Park and Planning Commission members that they would look favorably on the split, but only if Mr. Last provides a 66 foot wide access to the back lot as part of the split, a permit is granted by the WI DOT to create an access off of STH 60, and that he is able to get approval for the 66 foot drive to cross the creek located along the west side of the property from both Washington County and if required the WI DNR.
- E. Use of Buildings and Site for 40 Events per Year – 518 Western Avenue –Jon Donahue – Preliminary Review** – Charlie Wright and Jon Donahue presented a proposal to use a barn located on the family property for small events such as weddings or farm to table dinners. Barn rehabilitation and maintenance would be completed but event parking would be arranged off site with shuttle service provided. Hoffmann reported he has viewed the property and none of the neighbors would be effected due to distance; additionally the property is not a farming operation. Hoffmann noted Wright and Donahue would need to apply for a Conditional Use in order to proceed. It was the consensus of the Park and Planning members that the proposal is a positive use.
- F. Zoning Administrator’s Report** – Hoffmann reported that Lannon Stone would like vacate Wausaukee Road.
- G. Correspondence** – Nothing additional.

IV. Adjournment – Motion by Bales, seconded by A. Johnson to adjourn. Motion carried.

The next meeting will be held on November 29, 2017.

Respectfully submitted,

Gordon Hoffmann, Zoning Administrator

Julia Oliver, Town Clerk