

City of Oconomowoc
Plan Commission Meeting Minutes
April 5, 2023

Chairman Magnus called the meeting to order at 6:00 pm.

Members Present: Commissioners Gross, Brotheridge, Chairman Magnus, Valley, Frederick, Ald Ellis and Vande Zande

Others Present: Jason Gallo, Atty. Stan Riffle, Mark Frye and Chris Dehnert

2. Comments from Citizens: None.

3a. Consider/recommend the Final Subdivision Plat for Prairie Creek Ridge - Addition #6 located on Whalen Drive, immediately west of Prairie Creek Ridge – Addition #5: Gallo explained this request is for approval of the final subdivision plat which will create 64 single-family lots and includes street connectivity to other areas within the development. A technical review was done, and Gallo recommended approval of the plat. Motion by Valley to recommend approval of the final subdivision plat for Prairie Creek Ridge Addition #6 located north and west of Prairie Creek Ridge Addition #5; second by Frederick. Motion carried 7-0.

3b. Consider/recommend the Final Subdivision Plat for Prairie Creek Ridge - Addition #7 located at Green Tree Drive and Creekview Court: Gallo explained this request is for approval of the final subdivision plat which will create 22 single-family lots and is part of the same development as the previous item. The plat includes a 15' wide pedestrian path easement to allow for an 8' wide walking path which would provide for children in the subdivision to be able to walk to school without crossing major streets. Gallo recommended approval of the plat. Motion by Valley to recommend approval of the final subdivision plat for Prairie Creek Ridge Addition #7 located on Green Tree Drive and Creekview Court; second by Frederick. Motion carried 7-0.

3c. Consider/recommend the Conditional Use Permit for the LoDuca Duplex located at 213 S. Cross Street: Gallo explained this applicant is requesting to change their single family home into a duplex. The property is zoned Traditional Residential which provides a property to become a duplex with a conditional use permit. Gallo reviewed the standards for granting a conditional use permit. This property had been a duplex years ago but because it was changed into a single-family home, it has lost its right to be considered a duplex and also must pay impact fees. Gallo showed pictures of the property which confirmed compliance with the duplex standards and recommended approval. Motion by Frederick to recommend to Council approval of the conditional use permit for Jonathan LoDuca at 213 S. Cross Street as drafted; second by Ellis. Motion carried 7-0.

3d. Consider/act on the Major Design Review Plans for Landmark Credit Union located at 1391 Olympia Fields Drive: Gallo reported the architectural materials, colors and design for the new Landmark building have been approved by the Architectural Commission. The building will be located by the main entrance into the Olympia Fields development, and the proximity of the property to the roundabout created an issue for the driveway entrance. Gallo said they have a shared driveway easement that allows their entrance to be located on the property of the tenant to the north. They also provided detailed landscaping and lighting plans. Gallo recommended approval. Brian Melter of Landmark said they plan to break ground in mid to late May, and it is expected to be a 10-12 month project. Members thought it was a very nice looking building. Motion by Valley to approve the Major Design Review Plans for the Landmark Credit Union building to be located at 1391 Olympia Fields Drive; second by Magnus. Motion carried 7-0.

3e. Consider / recommend the Extra-territorial Certified Survey Map that divides one lot into two lots located at N56 W36794 Lisbon Road, Town of Oconomowoc: Gallo explained this certified survey map will divide 1 lot into 2 in the Town of Oconomowoc. The property contains a single family home with 2 attached

buildings. The applicant wants to divide the 1.77 acre lot and create a 1.29 and .48 acre lot. The property is located kitty corner from the City border; the applicant plans to build a house on the second lot; and there is a .23 acre roadway dedication of 40' from the center of Lisbon Road. Gallo noted the city map shows 100' of street right-of-way along Lisbon Road and other developments in the city have been requested to dedicate 50' of roadway dedication from the centerline in this area. The applicant initially wanted to dedicate 30' and after working with staff, agreed to dedicate 30' from the centerline and if the property is ever annexed into the City, the remaining 20' would be dedicated to the City at no cost. The applicant, Tom Langan, distributed a copy of a map of the property and explained the second outbuilding will be removed based on Town requirements; the larger acreage lot was needed for the new outbuilding; there will be an easement where the septic system is located; and the Town requires a 50' setback. Motion by Frederick to recommend to Council approval of the extra-territorial certified survey map for the Langan land division at N56 W36794 Lisbon Road, Town of Oconomowoc, subject to a 30' ROW and including language that if the property is ever annexed into the City the remaining 20' is to be dedicated to the city at no cost; second by Brotheridge. Motion carried 7-0.

3f. Consider / recommend the Extra-territorial Certified Survey Map that combines two lots into one located at N60 W34628 and N60 W34638 Forest Bay Road, Town of Oconomowoc: Gallo explained this certified survey map will combine 2 lots into 1 in the Town of Oconomowoc. The property is located about 1.38 miles from the closest City boundary. The property contains 2 homes and has 2 existing laterals. The homes will be razed and replaced with 1 home. The Utility Department is requesting that one of the laterals to the homes be capped off and disconnected at the main at the owner's cost. Gallo said the property owner is aware of the condition. The document has been reviewed for accuracy and signature block issues have been addressed. Members questioned if there should be a "sunset" clause on capping the laterals or request this be taken care of before a building permit is issued; how will staff know that this has been taken care of; and who is in charge of checking on this. Gallo suggested this could be done when the buildings are razed. Michael Knutson, owner, explained they want to have only 1 lateral for the new home. Frye said the City's Building Inspector also works in the Town, and he will notify him about this issue. Motion by Frederick to recommend to Council approval of the extra-territorial certified survey map subject to one of the sewer laterals being capped off / disconnected at the main and the property owner is responsible for the cost of disconnection; second by Ellis. Motion carried 7-0.

4. Planning Department Correspondence

a. February 2023: Gallo reported in the month of February, 1 letter was sent on a signage issue; 4 requests were received for occupancy of a new business; and there was 1 administrative approval for a chicken permit. Magnus announced that Commissioners Gross and Vande Zande were reappointed to the Plan Commission and Ald. Ellis was selected to be the representative from Council on the Plan Commission for another term. Magnus thanked everyone for serving.

5. Adjourn: Motion by Ellis to adjourn at 6:51 pm; second by Brotheridge. Motion carried 7-0.

Chris Dehnert, Deputy City Clerk