

**City of Oconomowoc  
Plan Commission Meeting Minutes  
September 7, 2022**

Deputy Clerk Dehnert called the meeting to order at 6:00 pm and requested a motion to nominate a Chairman Pro-Tem in the absence of Chairman Magnus. Motion by Vande Zande to nominate Frederick as Chairman Pro-Tem; second by Brotheridge. Motion carried 5 – 0 – 1 (Frederick abstained).

**Members Present:** Commissioners Valley, Frederick, Alderman Ellis, Vande Zande, Gross and Brotheridge  
**Excused:** Chairman Magnus  
**Others Present:** Gallo, Frye, Duffy, Ald Aultman Kloth and Dehnert

**2. Approve Minutes of July 6 and August 3, 2022:** Motion by Ellis to approve the July 6 and August 3, 2022 meeting minutes; second by Brotheridge. Motion carried 6 – 0.

**3. Comments from citizens specific to item on the agenda:** None.

**4a. Consider / recommend Ordinance 22-O1039 to amend, repeal and restate certain sections of the City Zoning Ordinance pertaining to Planned Development Overlay Districts:** Gallo explained this ordinance would codify certain PD districts which were approved but never officially made part of the zoning code and repeal those PD districts which are no longer needed or never built. Council approved an ordinance in July allowing the removal of PD's, and this ordinance codifies 17 PD's to be part of the code and removes 9 PD's. Staff contacted the owners of record for the PD's 30 days in advance and most had no concerns and one had questions. Gallo reported on the status of each of the 9 PD's and noted the only one he questioned was for the Pabst Farms Town Centre. Gallo doesn't believe that PD is necessary anymore as the owner has no issue with repealing it. Gallo recommended approval of the proposed ordinance. Members questioned if there is a general development plan in place for the Town Centre, and Gallo said the GDP is in place and that the applicant could follow it if he needed to. Motion by Ellis to recommend to Council approval of Ordinance 22-O1039 which amends, repeals and restates Chapter 17 of the City zoning code pertaining to Planned Development Overlay Districts; second by Gross. Motion carried 6 - 0.

**4b. Consider/approve Major Design Review Plans for Olympia Fields 8000 sf multi-tenant commercial building located at the intersection of Summit Avenue and Olympia Fields Drive:** Gallo explained this is for approval of the site plans, not the design of a multi-tenant building to be located within the Olympia Fields development. The Architectural Commission postponed action on the building earlier this evening, and Gallo explained they wanted the building to be more symmetrical on the elevation facing Summit Avenue with more height in areas. They also approved signage on the building and made a recommendation on placement of the monument sign in a vision corner. Gallo explained the City zoning ordinance on placement of signs in a vision corner and said it all came down to interpretation on where to measure from. The applicant explained to the Architectural Commission earlier this evening that the actual roadway is 50' from where the sign will be placed. The members approved the monument sign and agreed the 50' vision triangle measured from the sidewalk would be more accurate for this particular site. Gallo continued this item is for approval of an 8400 sf multi-tenant building with up to 5 tenants and a drive-thru on one side. The property is zoned Commercial with a PD overlay, is consistent with the land use plan and complies with zoning. Determining the number of parking spaces is challenging without knowing who the tenants will be but based on the most intense use they should be good with 41 stalls. Landscaping conforms; there will be a 3' tall retaining wall along Summit Avenue; drainage, stormwater and utilities all conform; and light fixtures will match others in the development. The Architectural Commission approved wall signage on the building. Gallo recommended approval of the plans and is comfortable with the

monument sign placement as recommended by the Architectural Commission. Members questioned the building changes proposed at the Architectural Commission meeting, and if the light fixtures have been used elsewhere in the development. Mark Lake of Wangard explained how the building architectural design will be updated and that the lights on the proposed building will also be located on the mixed use building as they work well with prairie style architecture. Motion by Ellis to approve the Major Design Review Plans for the Olympia Fields multi-tenant commercial building located at the intersection of Summit Avenue and Olympia Fields Drive with the new setback for the monument sign that the 50' triangle is to be measured from the sidewalk as requested; second by Gross. Motion carried 6 – 0.

**4c. Consider/recommend Final Plat for Arrowood Subdivision Phase 2 located at Oconomowoc Parkway and Arrowood Boulevard:** Gallo reported this is for approval of the Final Plat of Phase 2 which will contain 28 lots and 4 outlots. The preliminary plat was approved in November 2021 with a total of 303 dwellings and 13 outlots. The final plat for Phase 1 was approved in June, and this is for approval of Phase 2. The property is zoned Suburban Residential with a Planned Development (PD) Overlay district. All lots will have access to Wildwood Road. Gallo noted he had requested 2 additional outlots be added to the plat, and they have been included on the updated plat. Gallo explained the timeframe to act and recommended approval. Motion by Vande Zande to recommend to Council approval of the Final Plat for Arrowood Subdivision Phase 2 located at Oconomowoc Parkway and Arrowood Blvd with the inclusion of 2 additional outlots to be approved by City staff; second by Brotheridge. Motion carried 6 – 0.

**4d. Consider / recommend the Extraterritorial Final Plat for Snyder Farm Subdivision located at W359 N6280 Brown Street, Town of Oconomowoc:** Gallo explained this is for approval of the Final Plat for a new 77-lot single-family subdivision to be located on 79 acres in the Town of Oconomowoc. The preliminary plat was reviewed and approved in January 2022. There will be 2 vehicle access points on Snyder Lane and now full access to Amy Lane; all lots will have frontage on a public road; all lots are just under 1 acre; they are dedicating an additional 5' to the right-of-way along Brown Street to increase it from 50' to 55'; removed a bump-out; added a divided boulevard; and outlots are now in the cul-de-sacs. Gallo recommends approval. Motion by Gross to recommend to Council approval of the Extraterritorial Final Plat for Snyder Farm Subdivision at W359 N6280 Brown Street, Town of Oconomowoc; second by Brotheridge. Motion carried 6 – 0.

**4e. Consider / recommend Extraterritorial Certified Survey for the Zeiler residence that combines lots at N54 W37178 Juneau Avenue, Town of Oconomowoc:** Gallo explained this certified survey map will combine two lots into one on property located in the Town of Oconomowoc approximately 200 feet from the closest City boundary. There is a residential dwelling on the property, and Waukesha County and the Town is requiring the two parcels be combined into one. No technical review was done, and Gallo recommends approval. Motion by Valley to recommend to Council approval of the Extraterritorial Certified Survey Map for the Zeiler residence at N54 W37178 Juneau Avenue; second by Brotheridge. Motion carried 6 – 0.

**4f. Consider / recommend the Extraterritorial Certified Survey for the Pugh residence that adjusts property lines at W1008 Concord Center Drive, Town of Concord:** Gallo reported the applicant was unable to appear at tonight's meeting. This certified survey map transfers .562 acres from one parcel to the other in the Town of Concord approximately 2.4 linear miles from the closest City boundary. The lot contains a well and garage on or near the existing property lines, and Jefferson County and the Town are working with the owner to adjust the property line. No technical review was done, and Gallo recommends approval. Motion by Valley to recommend to Council approval of the Extraterritorial Certified Survey Map for the Pugh residence at W1008 Concord Center Drive, Town of Concord; second by Brotheridge. Motion carried 6 – 0.

**5. Planning Department Correspondence – July 2022:** Gallo reported in the month of July there were no temporary use permits issued, 4 letters were sent for various issues, 1 request were received for occupancy of a new business and 2 chicken permits.

**6. Adjourn:** Motion by Brotheridge to adjourn at 6:46 pm; second by Vande Zande. Motion carried 6 – 0.

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Chris Dehnert, Deputy City Clerk