

Village of Richfield  
4128 Hubertus Road, Hubertus, WI  
Plan Commission Meeting Minutes, July 11, 2019  
7:00 PM

### **1. Call to Order/Determination of quorum**

Chairman Jim Otto called the meeting to order at 7:01 PM, noting there was a quorum present.

In attendance were Chairman Otto, Commissioners Bartel, Coté, and Melzer.

Also present: Village Administrator Jim Healy and Deputy Clerk Cox

Excused Absence: Trustee Collins, Vice-Chair Berghammer and Commissioner Lalk

### **2. Verification of Open Meetings Law compliance**

Administrator Healy stated that the agendas were posted at the Richfield, Hubertus, and Colgate U.S. Post Offices as well as Village Hall. Digital copies of the agenda were sent to the West Bend Daily News, Germantown Express News, Hartford Times Press, and the Milwaukee Journal Sentinel.

### **3. Pledge of Allegiance**

### **4. DISCUSSION/ACTION**

#### **a. Discussion regarding the Chapter 70 Zoning Code Recodification**

Chairman Otto moved agenda item 4a to the end of the agenda.

On June 6<sup>th</sup>, the Plan Commission had a discussion item related to the different types of “uses” and how they were permitted in the Village’s various zoning districts. The homework given by the Chairman was for the Commissioners to go home and review the Land Use Matrix and related Definitions. With tonight’s meeting, the intent was to cover as much content as possible and answer any questions the Commissioners may have developed over the last month regarding this very important topic.

Commissioner Bartel had many questions and it was offered by Administrator Healy to set up a specific date and time to meet at Village Hall to further answer some of Commissioner Bartels questions / concerns.

Chairman Otto suggested that written questions / comments be provided to Administrator Healy being there are other members absent.

#### **b. Discussion and possible recommendation to the Village Board regarding an Ordinance to rezone property identified by Tax Key: V10\_138600B from Rs-2, Single Family Residential District to I-1, Institutional District – Germantown School District, petitioner**

Motion by Commissioner Melzer to recommend to the Village Board the approval of the petitioned rezoning by the Germantown School District of property identified by Tax Key: V10\_138600B from Rs-2, Single Family Residential District to I-1, Institutional District subject to the following Specific Conditions of Approval:

1. The applicant must receive approval for the Site, Building and Plan of Operation from the Plan Commission pursuant to Sec. 70.133 of the Village Code.
2. The applicant must pay all professional fees associated with the development of the subject property and Amy Belle Elementary School.
3. The applicant must provide Village Staff a copy of the filed deed restrictions for the subject property prohibiting the construction of any enclosed building for a period of 20-years.
4. The applicant must provide Village Staff with sufficient funds to cover the cost of a solar powered sign as determined by the Village's Public Works Supervisor along with the reimbursement for a painted crosswalk across Willow Creek Road;

Seconded by Commissioner Bartel; Motion passed without objection.

**c. Discussion/Action regarding a Site Building and Plan of Operation for an outdoor classroom pavilion on property identified by Tax Key: V10\_138600B – Germantown School District, petitioner**

Motion by Commissioner Bartel to accept the recommendation of the Architectural Review Board for the Germantown School District's outdoor classroom pavilion to be located on property identified by Tax Key: V10\_138600B subject to the following conditions of approval:

1. The applicant must receive approval from the Plan Commission and Village Board regarding the petitioned rezoning from Rs-2, Single Family Residential District to I-1, Institutional District.
2. The applicant must pay all professional fees associated with the development of the subject property and Amy Belle Elementary School.
3. The applicant must provide Village Staff a copy of the filed deed restrictions for the subject property prohibiting the construction of any enclosed building for a period of 20-years.
4. The applicant must provide Village Staff with sufficient funds to cover the cost of a solar powered sign as determined by the Village's Public Works Supervisor along with the reimbursement for a painted crosswalk across Willow Creek Road.

Seconded by Commissioner Melzer; Motion passed without objection.

**Plan of Operation:**

Motion by Commissioner Bartel to Table the proposed Plan of Operation for the Germantown School District's outdoor classroom pavilion on the subject property identified by Tax Key: V10\_138600B until the August 1<sup>st</sup>, 2019 Plan Commission meeting; Seconded by Commissioner Melzer; Motion passed without objection.

**Site Plan:**

Motion by Commissioner Bartel to conditionally approve the proposed Site Plan for the Germantown School District on property identified by Tax Key V10\_138600B, subject to the following conditions of approval and per the (2) two photometric plans / documents that were received as part of the packet for the Plan Commission meeting held on July 11, 2019.

1. The applicant must provide a site plan showing the outdoor classroom pavilion with a 50' rear yard setback;

Village of Richfield  
4128 Hubertus Road, Hubertus, WI  
Plan Commission Meeting Minutes, July 11, 2019  
7:00 PM

Seconded by Commissioner Melzer; Motion passed without objection.

**Lighting Plan:**

Motion by Chairman Otto to Table the proposed Lighting Plan until August 1, 2019 at 7PM; Seconded by Commissioner Bartel; Motion passed without objection.

Discussion on having wheelchair accessibility. Administrator Healy confirmed the gravel pathway is ADA compliant. Commissioner Bartel noted his concerns were the children's safety.

Commissioner Melzer questioned who was monitoring the students in the evenings and noted his concerns were the children's safety. Commissioner Melzer requested that the pathway lights come on at the same times as the building lights.

Commissioner Cote asked the district to consider lighting the pathway and to have the spillage point towards the roadway. The safety of the students were a great concern.

**d. Discussion and possible recommendation to the Village Board regarding an Ordinance amendment regarding Permitted Principal Uses in the B-4, Highway Business District – Mrs. Bridget Prichard, petitioner**

Motion by Commissioner Cote to recommend to the Village Board and accept the recommendation of the Village Attorney for the approval of the modified and narrowed petitioned ordinance amendment to allow “Barber and Beauty Shops” as a permitted principal use in the B-4, Highway Business District; Seconded by Commissioner Bartel; Motion passed without objection.

**e. Discussion/Action regarding a Plan of Operation Review for Studio B Salon and Spa located at 1717 Wolf Rd. (Tax Key: V10\_034400E) – Mrs. Bridget Prichard, petitioner**

Motion by Commissioner Cote to conditionally approve the business operation for “Studio B Salon and Spa” which is proposed to be located at 1717 Wolf Road (Tax Key: V10\_034400E) subject to the Village Board approving the petitioned Ordinance amendment to allow for “Barber and Beauty Shop” as a Permitted Principal Use to be allowed in the B-4, Highway Business District; Seconded by Commissioner Melzer; Motion passed without objection.

**f. Discussion and possible recommendation to the Village Board regarding an extraterritorial preliminary plat for property identified by Tax Key: LSBT\_0167999, Town of Lisbon – MK/S-EP, LLC., petitioner**

Motion by Commissioner Melzer to recommend to the Village Board the approval of the proposed extraterritorial Preliminary Plat for Haass Farms on land identified by Tax Key: LSBT\_0167999 in the Town of Lisbon subject to the following Specific Conditions of Approval:

1. The applicant receives all other necessary approvals;

Seconded by Commissioner Bartel; Motion passed without objection.

Village of Richfield  
4128 Hubertus Road, Hubertus, WI  
Plan Commission Meeting Minutes, July 11, 2019  
7:00 PM

- g. Discussion and possible recommendation to the Village Board regarding an extraterritorial Two-Lot CSM for properties at N93W25447 Tomahawk Drive and W253N9367 Bittersweet Drive (Tax Keys: LSBT\_0157138001 and LSBT\_0157137002), Town of Lisbon – Mr. Brad Wilman, petitioner**

Motion by Commissioner Melzer to recommend approval to the Village Board of the petitioned extraterritorial Two-Lot Certified Survey Map for Mr. Brad Wilman, for properties identified by Tax Keys: LBST\_0157138001 and LBST\_0157137002 in the Town of Lisbon subject to the following Specific Conditions of Approval:

1. The applicant receive approval from Waukesha County and the Town of Lisbon
2. On page 6 the signature block for the Plan Commission be removed
3. On page 6 the signature block for the Village Board be modified to say “Jim Healy, Village Clerk” rather than “Donna Cox, Deputy Clerk”;

Seconded by Commissioner Bartel; Motion passed without objection.

## **5. ADJOURNMENT**

Motion by Commissioner Bartel to adjourn; Seconded by Commissioner Melzer; Motion passed without objection at 8:56 p.m.

Respectfully Submitted,

Jim Healy  
Village Administrator