

**Richfield Volunteer Fire Company Station No. 2**  
**4166 Hubertus Road, Hubertus, WI**  
**Joint Plan Commission and Village Board Meeting Minutes**  
**January 7, 2021**  
**7:00 PM**

**1. Call to Order/ Roll Call**

The Village Board meeting was called to order by Village President John Jeffords at 7:00 PM. A quorum of the Village Board was present.

The Plan Commission meeting was called to order by Administrator Jim Healy at 7:01 PM. A quorum of the Plan Commission was present.

Present: Village Board of Trustees; Bill Collins, Dan Neu, Tom Wolff, and Rock Brandner

Present: Plan Commissioners; Kurt Bartel, Bob Lalk, Ray Cote, Richard Melzer, and Trustee Collins

Also present: Village Administrator Jim Healy, Deputy Clerk Donna Cox, Village Attorney John Macy, and Tim Schwecke, Consultant Planner

Excused Absence: Plan Commission Chairman James Otto and Vice-Chair Berghammer

Motion by Commissioner Lalk to appoint Trustee Collins as Acting Plan Commission Chairperson for tonight's meeting; Seconded by Commissioner Cote; Motion carried without objection.

**2. Verification of Compliance with Open Meeting Law**

Village Administrator Healy verified that the meeting was posted per statute at three local post offices and the 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**

The Village President asked the Boy Scouts who were in the audience, in uniform, to lead the room in the Pledge of Allegiance.

**4. APPROVAL OF PLAN COMMISSION MINUTES**

- a. August 6, 2020
- b. September 10, 2020
- c. November 12, 2020
- d. December 3, 2020

Motion by Commissioner Lalk to approve the August 6, 2020, September 10, 2020, November 12, 2020, and December 3, 2020 meeting minutes; Seconded by Commissioner Bartel; Motion carried without objection.

**5. JOINT PUBLIC HEARING**

Village President John Jeffords read aloud item 5a.

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- a. **Petitioned Conditional Use Permit for Camping Cabins in the P-1, Parks and Recreation District for Glacier Hills Park identified by Tax Key: V10\_063900A – Washington County Planning and Parks Department, Petitioners**
  - i. **Open Joint Public Hearing**
  - ii. **Close Joint Public Hearing**

Motion by Trustee Neu to Open the Joint Public Hearing; Seconded by Commissioner Melzer; Motion carried unanimously by voice vote.

Jamie Ludovic with Washington County Planning and Parks Department gave a presentation regarding the proposed camping cabins.

Village Attorney John Macy and Consultant Planner Tim Schwecke explained to the Board of Trustees and the Plan Commissioners the procedure to follow when considering Conditional Use Permits. Please refer to Exhibit A – Conditional Use Permits Act 67.

Motion by Commissioner Bartel to Close the Joint Public Hearing; Seconded by Commissioner Lalk; Motion carried unanimously by voice vote.

## **6. VILLAGE BOARD ADJOURNMENT**

Motion by Trustee Neu to adjourn at 9:05 PM; Seconded by Trustee Wolff; Motion carried without objection.

## **7. PLAN COMMISSION DISCUSSION/ACTION**

- a. **Discussion and possible recommendation to the Village Board regarding a petitioned Conditional Use Permit for “Camping Cabins” in the P-1, Parks and Recreation District for Glacier Hills Park identified by Tax Key: V10\_063900A – Washington County Planning and Parks Department, Petitioners**

Administrator Healy discussed the “Decision Matrix” prepared by the Village Attorney and walked the Plan Commission through the discussion.

Motion by Commissioner Bartel to recommend to the Village Board the approval of the conditional use for “Camping Cabins” at Glacier Hills Park (Tax Key: V10\_063900A), subject to the terms and conditions in the draft conditional use order dated December 30, 2020, as prepared by our Village’s Consultant Planner; Seconded by Commissioner Lalk; Motion carried without objection.

### **Editor’s Note:**

Plan Commissioners present all confirmed “yes” by voice vote individually that they agree all items on the Objective Analysis for granting Conditional Use Permits have all been met. Doing so acknowledged they felt the petitioner provided “substantial evidence” they were able to meet the conditions outlined in the Code.

- b. **Discussion/Action regarding a Plan of Operation for Superior Custom Fabricating located at, 3014 Helsan Drive (Tax Key: V10\_000200A012) – Chris Giordano, Petitioner**

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Motion by Commissioner Lalk to conditionally approve the petitioned Plan of Operation for Superior Custom Fabricating located at, 3014 Helsan Drive (Tax Key: V10\_000200A012) subject to the following Specific Conditions of Approval:

**Specific Conditions of Approval:**

The petitioner receives all necessary permits from the Building Inspection Department and Richfield Volunteer Fire Company.

Seconded by Commissioner Bartel; Motion passed without objection.

- c. Discussion and possible recommendation to the Village Board for a Two-Lot and One-Out Lot Certified Survey Map (CSM) for properties identified by Tax Keys V10\_1215 and V10\_1210 – Donald Schneeberger Joint Trust, Julie B Schneeberger Joint Trust & Rick A Weissmann, Petitioners**

Administrator Healy discussed the genesis for the currently property configuration and how the proposed configuration would benefit the public good, particularly, if road connectivity could be achieved where the Village roadway abruptly stops.

Motion by Commissioner Melzer to recommend to the Village Board the approval of the proposed Two-Lot and One Out- Lot CSM for properties identified by Tax Keys: V10\_1215 and V10\_1210, owned by Donald Schneeberger Joint Trust, Julie B Schneeberger Joint Trust and Mr. Rick Weissman subject to the following Specific and General Conditions of Approval:

**Specific Conditions of Approval:**

1. The applicant address, to the satisfaction of the Village Engineer, comments from his letter dated December 18, 2020.
2. The applicant address, to the satisfaction of the Village Planner, comments contained in his email dated December 16, 2020.

**General Conditions of Approval:**

1. Staff and Governmental Approval: Subject to the developer satisfying all comments, conditions, and concerns of the Village Planner, Village Engineer and all reviewing, objecting and approving bodies, which may include but not limited to the State of Wisconsin Department of Safety and Professional Services per Ch. 236, Wisconsin Statutes and Ch. SPS 385, Wisconsin Administrative Code; the State of Wisconsin Department of Transportation per Ch. Trans. 236, Wisconsin Statutes, and Washington County; in regard to the Final Plat, and obtaining all necessary permits and approvals, and satisfaction of applicable requirements of State, Federal, and Village Codes, statutes, lawful orders, prior to commencing recording of the Final Plat, whichever is earlier.
2. Professional Fees: Petitioner shall, on demand, reimburse the Village of all costs and expenses of any type that the Village incurs in connection with this development, including the cost of professional services incurred by the Village (including engineering, legal, planning and other consulting fees) for the review and preparation of required documents or attendance at meetings or

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other related professional services for this application, as well as to enforce the conditions in this conditional approval due to a violation of these conditions.

3. Payment of Charges: Any unpaid bills owed to the Village by the subject property owner or his or her tenants, operators, or occupants, for reimbursement of professional fees (as described above); or for personal property taxes; or for real property taxes; or for licenses, permits fees or any other fees owed to the Village shall be placed upon the tax roll for the Subject Property if not paid within 30 days of billing by the Village, pursuant to Section 66.0627, Wis. Stats. Such unpaid bills also constitute a breach of the requirements of this conditional approval that is subject to all remedies available to the Village, including possible cause for termination of the conditional approval.

Seconded by Commissioner Bartel; motion carried without objection.

**8. PLAN COMMISSION ADJOURNMENT**

Motion by Commissioner Melzer to adjourn the meeting at 9:36 PM; Seconded by Commissioner Lalk; motion carried without objection.

Respectfully Submitted,

Jim Healy  
Village Administrator

DRAFT