

Village of Richfield
4128 Hubertus Road, Hubertus, WI
Plan Commission Meeting Minutes
January 12, 2022
7:00 PM

1. Call to Order/Determination of quorum

Chairman Jim Otto called the meeting to order at 7:00PM, noting there was a quorum present.

Present: Chairman Otto, Trustee Wolff, and Commissioners Bartel, Berghammer, Coté, Lalk, and Woelfel.

Also Present: Administrative Services Coordinator Katherine Gehl

Excused Absent: None

2. Verification of Open Meetings Law compliance

Administrative Services Coordinator Gehl 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. Plan Commission Discussion / Action Items

a. Discussion and possible recommendation to the Village Board regarding Ordinance 2022-01-01, to repeal and recreate Section 70.213 entitled Floodplain District

Chairman Otto introduced this item to the Commission and noted that this Ordinance is an Ordinance drafted by FEMA and the Wisconsin DNR and that the passage of this Ordinance is required of the Village to ensure residents can obtain flood insurance.

Motion by Commissioner Woelfel to recommend to the Village Board the adoption of the FEMA and DNR-prepared model Ordinance for administering the floodplain regulations in the Village of Richfield as prepared by Village and DNR Staff, and to schedule the Public Hearing for February 17, 2022 at 7PM; Seconded by Commissioner Lalk; Motion carried without objection.

b. Discussion/Action regarding the proposed Plan of Operation for TBE Equipment, located at 2903 STH 167 (Tax Key: V10_035000C) – TBE Equipment, Petitioner

Commissioner Berghammer recused himself from the discussion, stating a conflict of interest with his day job.

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Chairman Otto introduced the item for discussion which is a commercial business that operates as a retailer of lawn equipment who also will conduct services on equipment. This will be an expansion of the business currently operating in Watertown, Wisconsin. This business will have Hours of Operation on Monday through Friday from 8AM to 5PM and on Saturday's from 8AM to 2PM. There will be a maximum of six (6) employees and 30 cars and one (1) to two (2) trucks visiting the location per day. There will be no changes made to the existing lighting or landscaping of the current property and no site or building modifications will be made. In the Plan of Operation, the "sale of portable storage buildings is proposed".

Chairman Otto opened the discussion for the Commission and began the conversation to address the staff recommendation to not allow for the "sale of portable storage buildings" considering the Permitted Principal Uses in the B-4, Highway Business District.

Commissioner's Woelfel, Lalk, and Wolff stated that they did not believe the sale of these storage facilities would harm the character of the area they are in the Village – away from residential and in a commercial area.

Chairman Otto stated that he believed the "sale of portable storage buildings" fell under the list of Permitted Principal Uses in the B-4 Zoning District. After reviewing the Code, the Commissioners agreed.

Motion by Trustee Wolff to Conditionally Approve the petitioned Plan of Operation for TBE Equipment located at 2903 STH 167 (Tax Key: V10 035000C) subject to the following Specific Conditions of Approval:

Specific Conditions of Approval:

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

Seconded by Commissioner Bartel; Motion carried without objection.

c. Discussion/Action regarding the proposed Plan of Operation for Continental Surveying Services, located at 3070 Helsan Drive (Tax Key: V10_000200A012) – Continental Surveying Services, Petitioner

Chairman Otto introduced this item which is a Plan of Operation for a surveying company looking to expand from their current location on State Highway 175 in Richfield. This business provides residential, commercial, construction, legal documents, and FEMA-required surveys for its clients. The proposed hours of operation are Monday through Friday, from 7AM to 3PM. There will be five (5) employees and approximately one (1) customer at the location per day.

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Motion by Commissioner Coté to Conditionally Approve the petitioned Plan of Operation for Continental Surveying Services located at 3070 Helsan Drive (Tax Key: V10 000200A012) subject to the following Specific Conditions of Approval:

Specific Conditions of Approval:

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

Seconded by Trustee Wolff; Motion carried without objection.

- d. Discussion/Action regarding the proposed Site and Building Plan and Plan of Operation for Four Seasons Power Sports proposed to be located on property identified by Tax Key: V10_0882004 – Kyle Pritchard, Petitioner**

Chairman Otto introduced this item.

Four Seasons Power Sports is a retailer and service center that will sell, service, and purchase snowmobiles, ATVs and UTVS, watercrafts, motorcycles, and dirt bikes and will also sell several retail items like helmets, gloves, and other safety gear. They currently have hours of operation of Monday through Friday from 9AM to 6PM and Saturdays from 9AM to 12PM.

Chairman Otto stated that the architectural design was conditionally approved by the Architectural Review Board by a vote of 4-1 with the requested changes from the Architectural Review Board to be incorporated into the iteration of the plan presented to the Plan Commission. Chairman Otto stated that these requests were mostly addressed; however, the current roof in the site and building plan are not permitted by the Code and would have to be changed. Metal roofs are only allowable by Code if they are “standing seam metal roof” system; however, what was presented to the Architectural Review Board was a wrinkle tin roof which is not permitted.

Commissioner Lalk stated that it did not seem that environmental concerns had been addressed and was concerned because he thought that there was a navigable stream that runs behind the property.

Commissioner Woelfel stated that she looked on the Wisconsin DNR website, and the waterway behind the property is not listed as navigable.

Commissioner Bartel stated that a Landscaping Plan was not included in the packet and would like to review that before voting on the item.

Chairman Otto and the Commissioners agreed that they would like to see the items listed by Village Engineer Ron Dalton in his letter drafted to the Village before taking a vote on the agenda item. Chairman Otto proposed that the agenda item be tabled until the next Plan Commission meeting so that a Landscaping Plan, environmental concerns, and information from Ron Dalton be addressed and provided to the Commission prior to a vote.

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Motion by Commissioner Lalk to table the proposal until February 3, 2022 at 7PM regarding the proposed Site and Building Plan and Plan of Operation for Four Seasons Power Sports proposed to be located on property identified by Tax Key: V10_0882004; Seconded by Commissioner Bartel; Motion carried without objection.

5. ADJOURNMENT

Motion by Commissioner Lalk to adjourn the meeting at 7:29PM; Seconded by Trustee Wolff; Motion carried without objection.

Respectfully Submitted,

Jim Healy
Village Administrator