

Village of Richfield  
4128 Hubertus Road, Hubertus, WI  
Joint Plan Commission and Village Board Meeting Minutes  
February 3, 2022  
7:00 PM

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

### **a. Plan Commission**

The Plan Commission meeting was called to order at 7:00 PM by Chairman Otto. A quorum of the Plan Commission was present.

Present Plan Commission: Chairman Otto, Vice-Chair Lalk, Commissioners Bartel, Cote and Woelfel

Excused Absence Plan Commission: Trustee Wolff and Commissioner Berghammer

### **b. Village Board**

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

Present Village Board: Village President John Jeffords and Board of Trustees; Bill Collins, Dan Neu and Rock Brandner.

Also Present: Village Administrator Jim Healy, Deputy Clerk Donna Cox

## **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.

Affidavit of Posting was provided to Village President John Jeffords.

## **3. Pledge of Allegiance**

## **4. PLAN COMMISSION DISCUSSION/ACTION ITEMS**

### **a. Discussion/Action regarding a Plan of Operation Review for Conger Industries proposed to be located at 3046 Helsan Drive (Tax Key: V10\_000200A008) – Conger Industries, Petitioner**

Administrator Healy introduced the item.

The proposed Plan of Operation is for Conger Industries located at 3046 Helsan Drive. The property is located in a part of the Village zoned M-4, Industrial Park District. The M-4 District references all of the permitted principal uses allowed in the M-1, General Wholesale Business/Warehousing District. The type of use proposed by Conger Industries as a material-handling dealership is the type of use permitted.

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They are planning to be open to the public Monday through Friday from 7:00 AM to 5:00 PM and will employ ten (10) full-time employees. This company is family business that has been in operation for over 60 years and are looking to expand to their fourth location here in Richfield. No modifications are being proposed to the building or the site.

Motion by Vice-Chair Lalk to Conditionally Approve the petitioned Plan of Operation for Conger Industries located at 3046 Helsan Drive (Tax Key: V10\_000200A008) 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 Cote; Motion carried without objection.

**b. Discussion/Action regarding the proposed Site, Building and Plan of Operation Review for Four Seasons Power Sports proposed to be located on property identified by Tax Key: V10\_0882004 – Kyle Pritchard, Petitioner**

Administrator Healy introduced the item.

The proposed Plan of Operation is for Four Seasons Power Sports located on property identified by Tax Key: V10\_0882004. This matter was tabled at the previous Plan Commission meeting due to some outstanding questions that the Plan Commission had. All requisite information has been provided by the Developer regarding the Grading and Erosion Control Plan, information about the regional detention pond, the deed restrictions for the property, and stormwater management calculations. The building design was recommended for approval by the Architectural Review Board with requested changes. The developer met these requested changes in the design presented at the time of the meeting and all other development standards have been met. The developer has addressed the requested changes to the landscaping plan made by Village Staff. The lumens per net acre standard has been met; however, the lighting plan does not show that the light fixtures are fully shielded, as required for fixtures with lumens over 6,900 per fixture. So, Village Staff is requesting the lighting plan be tabled until these changes have been made to the plan and the foot candles have been provided by the developer.

Chairman Otto voiced that he prefers to leave the liability with the developer to determine where they believe it is necessary to install a guard rail where there is a significant drop in the grade of the property.

Vice-Chair Lalk inquired about the “testing of equipment” and if nearby property owners have been made aware of the testing of the equipment.

Administrator Healy and Chairman Otto discussed the responsibility of the property owner to be a good neighbor with any of this equipment testing and noted that there are noise ordinances in the Village Code that could address these issues if they arose.

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**Building Design:**

Motion by Commissioner Woelfel to accept the recommendation of the Village's Architectural Review Board for the proposed building design of Four Seasons Power Sports, located at property identified by Tax Key: V10 0882004 provided the following Specific Condition of Approval is met:

1. The roof be constructed as a "standing seam" metal roof and not as a "wrinkled tin" metal roof, as proposed.

Seconded by Vice-Chair Lalk; Motion carried without objection.

**Site Plan:**

Motion by Commissioner Woelfel to approve the proposed site plan for Four Seasons Power Sports, located at property identified by Tax Key: V10 0882004 subject to the following specific condition of approval:

1. The applicant provides a design for the trash enclosure consistent with the Village Code which incorporates LP Smartside.

Seconded by Vice-Chair Lalk; Motion carried without objection.

**Grading and Erosion Control Plans:**

Motion by Commissioner Woelfel to accept the recommendation of the Village Engineer in his letter dated December 1, 2022, for the grading and erosion control plan for Four Seasons Powersports, located at property identified by Tax Key: V10 0882004 subject to the following specific conditions of approval:

1. That Village Staff receive a letter from Village Engineer Ron Dalton that his concerns from the December 1, 2021 and January 27, 2022, letter have been satisfied. Not including the provision regarding the split-rail fencing.
2. Village Staff receive payment from applicant regarding the professional fees incurred as a result of this review.

Seconded by Commissioner Lalk; Motion carried without objection.

**Landscaping Plan**

Motion by Commissioner Woelfel to accept the recommendation of Commissioner Bartel for the approval of the proposed Landscaping Plan subject to the following conditions of approval being made:

1. 3x Hydrangea-On Standard 4' REPLACE with 3x PG Hydrangea "Lime Light"
2. 6x Double Knock-Out Pink Rose REPLACE with Purple Pavement Rose

Seconded by Commissioner Bartel; Motion carried without objection.

**Lighting Plan:**

Motion by Commissioner Woelfel to table the proposed Lighting Plan until March 3, 2022 at 7PM and to give direction to the Petitioner that he provide specification sheets showing a "fully shielded light" as dictated by the Code and a photometric plan showing the footcandles out to the property boundary line which do not exceed 0.2fc.

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Seconded by Vice-Chair Lalk; Motion carried without objection.

**c. Discussion regarding a proposed Mixed-Use Development on property generally located on the corner of STH 164 and CTH Q identified by Tax Key: V10\_130900E – Hawksview Hollow LLC, Petitioner**

Administrator Healy introduced the item.

This a concept proposal for a mixed-use development concept review for the property generally located on the corner of STH 164 and CTH Q. It is a 66-acre parcel that is owned by Hawksview Hollow LLC. The proposal is for mixed-use development with some commercial uses that would be accessible off STH 164 and a mix of different types of housing stock that would equate to 78 residential units on 37-acres. The proposal includes a mix of quadplex and duplex homes and the Village Code does not have language that would cover quadplex homes or language that would nicely cover duplex homes. If this proposal would move forward, there would be several opportunities for public comment. The Village's Comprehensive Plan was amended to show this area as planned for single-family development and any change in use necessary for this development will require an amendment to the Comprehensive Plan.

The Developer presented the proposed concept plan and stated he hoped to market each duplex condo for approximately \$450,000 per side.

Chairman Otto stated his concerns regarding the density and impact to the Village's groundwater. But was open to the idea of learning more about the project from the Developer.

Commissioner Bartel had concerns regarding the proposed private drives serving Lots 17-20 and inquired if the Developer has entertained the idea of acquiring the church property near the southwest corner of the parcel.

Village Staff noted that that Developer was part of a management group which also owned that property.

Commissioner Woelfel would like to see more information on the well use in the area and how it would impact the neighboring properties and what the traffic impact would be.

Commissioner Cote agreed that commercial development as part of this project was a good thing and better suited for the location it is in the Village. Commissioner Cote noted that this type of density will be difficult in the community, and he did not like quadplexes; however, he noted the need and interest in these types of duplexes in the community.

Vice-Chair Lalk voiced his support with pursuing this idea and believes that there is a need for this type of development in the community.

The Plan Commission voiced interest in learning more. The Commission noted that there are a lot of questions that will need to be addressed before it can be supported but it is believed the concept was worth exploring.

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## **5. JOINT PLAN COMMISSION AND VILLAGE BOARD DISCUSSION/ACTION ITEMS**

### **a. Discussion and possible recommendation to the Village Board regarding Chapter 70 Zoning Code Recodification**

Administrator Healy introduced the item.

Administrator Healy explained that what is in front of the Commission and Board tonight is a redline version of the Zoning Code showing all the changes that have been discussed and accepted. Village Staff considers Articles 1-17 to be in final form. There has been some discussion on Appendix A, which Village Staff now considers to be in final form. There has also been discussion on Appendix B, and Village Staff believes that the lone outstanding discussion is related to the definition of single-family.

The Commission and Board discussed minor changes that should be made to the previously drafted definition and will be included in the final version.

Administrator Healy explained that in Appendix C, there has been a footnote added that everything is required to comply with Chapter 167 of the Village Code and that the percent of lot coverage in RR-1 and RR-2 Districts was further clarified.

Administrator Healy explained that the Zoning Code is a living and breathing document. If a necessary change is identified, public hearing notices will be posted, the Plan Commission will make a recommendation to the Village Board for the required change, the Village Board will conduct the public hearing, the Village Board will decide based on the feedback they hear through the public hearing, and based on that decision, an Ordinance will be posted, and then the change becomes law. In the 11 years Administrator Healy has been with the Village, approximately 25 changes to the Zoning Code have been made.

## **6. Adjournment**

### **a. Plan Commission**

Motion by Commissioner Bartel to adjourn the Plan Commission meeting at 8:51 PM; Seconded by Commissioner Cote; Motion carried without objection.

### **b. Village Board**

Motion by Trustee Neu to adjourn the Village Board meeting at 8:51 PM; Seconded by Trustee Brandner; Motion carried without objection.

Respectfully Submitted,

Jim Healy, Village Administrator