

Village of Richfield
4128 Hubertus Road, Hubertus, WI
Plan Commission Meeting Minutes
March 4, 2021
7:00 PM

1. Call to Order/Determination of quorum

Chairman Jim Otto called the meeting to order at 7:06 PM, noting there was a quorum present.

Present: Chairman Otto, Vice-Chair Berghammer, Commissioners Bartel, Coté, Melzer, Lalk, and Trustee Collins.

Also Present: Administrator Healy and Deputy Clerk 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.

3. Pledge of Allegiance

4. Plan Commission Approval of Minutes

a. January 7, 2021 - Joint Plan Commission and Village Board Meeting Minutes

Motion by Commissioner Melzer to approve the Minutes of the January 7, 2021 Joint Plan Commission and Village Board Meeting; Seconded by Commissioner Bartel Motion passed 6-1, Chairman Otto abstained.

5. PUBLIC HEARING

- a. Public Hearing regarding the proposed project plan, boundaries and creation of Tax Incremental District No. 1 (See the Public Hearing Notice which was published on February 18, 2021 & February 25, 2021). – *Quest Engineering Inc. (Tax Key: V10_000800D)*,
Petitioners
 - i. Open Public Hearing
 - ii. Close Public Hearing

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

Jon Cameron from Ehlers Inc. and Christian Tscheschlok with Economic Development Washington County (EDWC) provided a presentation of the proposed project plan.

Washington County Executive, Josh Schoemann stated that he has seen some *okay* proposed TIF Districts, some *great* proposed TIF Districts and then the one being proposed here in the Village of Richfield that is an *outstanding* opportunity. Mr. Schoemann stated that he hopes the Village Board and Plan Commission can get on-board as the Village of Richfield has needed this for a long time.

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

6. PLAN COMMISSION DISCUSSION/ACTION

- a. Discussion/Action regarding a proposed Site, Building and Plan of Operation for Quest Engineering Inc. pursuant to Sec. 70.133 of the Village Code for property identified by Tax Key: V10_000800D – Quest Engineering Inc. (Tax Key: V10_000800D), Petitioners**

Village Administrator Healy discussed the proposed Plan of Operation for Quest Engineering Inc.

Motion by Commissioner Melzer to approve the proposed Plan of Operation for Quest Engineering Inc. located on Lo1 1 of CSM 6102 in the Endeavor Business Park on land identified by Tax Key: V10_000800D, as presented; Seconded by Commissioner Lalk; Motion carried without objection.

Motion by Commissioner Melzer to accept the recommendation of the Architectural Review Board for the proposed Design elevations for Quest Engineering Inc. located on Lot 1 of CSM 6102 in the Endeavor Business Park on land identified by Tax Key: V10_000800D; Seconded by Trustee Collins; Motion carried without objection.

Motion by Commissioner Melzer to accept the recommendation of Village Engineer Ron Dalton in his letter dated February 18, 2021 for the Site, Grading and Erosion Control of Quest Engineering Inc. located on Lot 1 of CSM 6102 in the Endeavor Business Park on land identified by Tax Key: V10_000800D; Seconded by Commissioner Bartel; Motion carried without objection.

Motion by Commissioner Melzer to approve the proposed Lighting Plan, as prepared by Enterprise Lighting & Control for Quest Engineering Inc., located on Lot 1 of CSM 6102 in the Endeavor Business Park on land identified by Tax Key: V10_000800D; Seconded by Commissioner Bartel; Motion carried without objection.

Motion by Commissioner Melzer to accept the recommendation of Commissioner Bartel for the Landscaping Plan for Quest Engineering Inc., located on Lot 1 of CSM 6102 in the Endeavor Business Park on land identified by Tax Key: V10_000800D subject to his final review and approval; Seconded by Commissioner Lalk; Motion carried without objection.

- b. Discussion and possible recommendation to the Village Board regarding the proposed project plan, boundaries and creation of Tax Incremental District No. 1 (See the Public Hearing Notice which was published on February 18, 2021 & February 25, 2021) and Resolution R2021-02-01, A “Resolution Designating Proposed Boundaries and Approving a Project Plan for Tax Incremental District No. 1, Village of Richfield, Wisconsin”– Quest Engineering Inc. (Tax Key: V10_000800D), Petitioners**

Motion by Vice-Chair Berghammer to recommend to the Village Board the approval of Resolution R2021-03-01, a “Resolution Designating Proposed Boundaries and Approving a Project Plan for Tax

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Incremental District No. 1, Village of Richfield, Wisconsin” for Quest Engineering Inc., located on Lot 1 of CSM 6102 in the Endeavor Business Park on land identified by Tax Key: V10_000800D; Seconded by Commissioner Melzer; Motion carried without objection.

c. Discussion/Action regarding a Plan of Operation for Beautistry hair salon located at 3010 Helsan Drive (Tax Key: V10_000200A001) – Ms. Emily Coffey, Petitioner

Motion by Commissioner Bartel to Conditionally Approve the petitioned Plan of Operation for Beautistry hair salon located at 3010 Helsan Drive (Tax Key: V10_000200A001) 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 Melzer; Motion carried without objection.

d. Discussion/Action regarding a petition for expansion of a legal, non-conforming single-family home located at 197 STH 164 (Tax Key: V10_126300A) – Mr. Jim Salinsky, Petitioner

Village Administrator Healy discussed the proposed expansion of the legal, non-conforming structure.

Motion by Commissioner Bartel to approve the proposed building expansion for Mr. Jim Salinsky for property located at 197 STH 164 (Tax Key: V10_126300Z), as presented, subject to the final review and approval of the Village Building Inspection Department; Seconded by Commissioner Melzer; Motion passed without objection.

e. Discussion and possible recommendation to the Village Board regarding a petitioned Ordinance Amendment to the A-1, Exclusive Agricultural District for “Farm Entertainment and Recreation” as a listed Conditional Use – Ms. Kris Jacklin, Petitioner

Motion by Commissioner Bartel to accept the recommendation of the Village Attorney regarding the proposed Ordinance amendment and to recommend denial to the Village Board; Seconded by Commissioner Lalk; Motion carried 6-1, Vice-Chair Berghammer opposed.

f. Discussion and possible recommendation to the Village Board for Resolution R2021-03-02, a Resolution to commence the process for amending the Village’s Comprehensive Plan petitioned by Neosho Country Christian School Inc. for property located at 1810 Old CC (Tax Key: V10_0146) – Tim Zignego, Petitioner

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Motion by Commissioner Bartel to approve Resolution R2021-03-02, a Resolution to amend multiple sections of the Comprehensive Plan and to direct Staff to fulfill requirements of Wisconsin State Statutes for giving notice of the proposed Public Hearing on April 15, 2021 at 7:00 PM.

g. Discussion regarding the Chapter 70 Zoning Code Recodification

Village Administrator Healy discussed the various Sections of the proposed Zoning Code and answered questions from the Plan Commission. It was stated that a series of special joint Village Board and Plan Commission meetings would be held to break the proposed Zoning Code into more manageable pieces. It was estimated each of the special meetings would be approximately two-hours. Copies of the Draft Zoning Code were posted online under “Zoning” and information regarding the planned text amendments and special meetings were noted in the *Richfield Happenings* Newsletter.

7. ADJOURNMENT

Motion by Commissioner Bartel to adjourn the meeting at 9:34PM; Seconded by Trustee Collins; Motion carried without objection.

Respectfully Submitted,

Jim Healy
Village Administrator