

Village of Richfield
4128 Hubertus Road, Hubertus, WI
Plan Commission Meeting Minutes
May 5, 2022
7:00 PM

1. Call to Order/Determination of quorum

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

Present: Chairman Otto, Vice-Chairman Lalk, Commissioners Bartel, Coté, and Woelfel.

Also Present: Village Administrator Jim Healy

Excused Absence: Trustee Wolff and Commissioner Berghammer

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. Approval of Minutes

a. April 7, 2022 – Plan Commission Meeting

Motion by Commissioner Coté to approve the minutes of the April 7, 2022 Plan Commission Meeting; Seconded by Vice-Chairman Bob Lalk; Motion passed without objection.

5. DISCUSSION/ACTION ITEMS

a. Discussion/Action regarding the proposed Plan of Operation for Trillium Commercial Realty, located at 2992 Beachwood Industrial Court (Tax Key: V10_088200M) – *Trillium Commercial Realty, Petitioner*

Administrator Healy introduced Trillium Commercial Realty and Ms. Jennifer Brusso who would be running their satellite office. Trillium is a full-service commercial broker that handles real estate sales, leasing, and property management. They are proposed to be open Monday through Saturday from 9AM-5PM and they will employ 1-3 full-time and 1-3 part-time employees.

Motion by Commissioner Woelfel to conditionally approve the proposed Plan of Operation for Trillium Commercial Realty located at 2292 Beachwood Industrial Court (Tax Key: V10_088200M), subject to the following Specific Conditions of Approval:

- 1) That the petitioner receive all necessary permits from the Building Inspection Department and Richfield Volunteer Fire Company for occupancy.

Ms. Brusso corrected that the address was not “2292”, but “2992”.

Seconded by Commissioner Bartel; Motion passed without objection.

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b. Discussion and possible recommendation to the Village Board regarding an Extraterritorial Final Plat Review for Bark River Preserve Subdivision in the Town of Lisbon for property identified by Tax Key: LSBT015_0997 – Mike Kaerek, Petitioner

The Bark River Preserve subdivision is located on the southeast corner of North Road and CTH Q in the Town of Lisbon. The subject property is 42.4457-acres. The net area of the proposed subdivision is 41.3-acres. Each lot in this subdivision is a minimum of 1.00-acre, with the average parcel being 1.1134-acres. Similar to the Village's conservation subdivisions, this subdivision also has open space which is owned in an equal and undivided manner. There are 15.5492-acres of open space area. Inside the open space area are three (3) stormwater detention basins and two (2) mapped wetlands which are being preserved. Within the subdivision there are also multiple drainage easements and areas where mature treelines will work to be preserved along the eastern and southern border. Overall, the subdivision has a density of 2.2-ac/lot with 19 lots on 41.3-acres.

Motion by Commissioner Bartel to recommend to the Village Board the approval of the proposed Final Plat for the Bark River Preserve subdivision for Mr. Mike Kaerek (d/b/a Kaerek Homes) for property identified by Tax Key: LSBT015 0997, in the Town of Lisbon, subject to the following Specific and General Conditions of Approval:

Specific Conditions of Approval:

- 1) The petitioner receives all necessary approvals that may be required from the Town of Lisbon, Waukesha County, and the Department of Administration Plat Review Team.

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 are 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 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 owned 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 owned 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.

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Seconded by Vice-Chairman Lalk; Motion passed without objection.

c. Discussion regarding continual improvement of Chapter 70 Zoning Code

Administrator Healy discussed the items identified by the Plan Commission as wanting further study on should the Zoning Code be adopted by the Village Board. It was determined by the Plan Commission that rather than forming additional subcommittees, that the topics should be addressed by the Commission as a whole. Some topics may take 1-2 months while others may involve rigorous debate.

- “Housing density” combined and “housing stock” (including senior housing)
- Animals
- Parking
- Landscaping

It was further anticipated that these items would come back for discussion after the adoption of the proposed Chapter 70 Zoning Code.

6. ADJOURNMENT

Motion by Commissioner Cote to adjourn the meeting at 7:45 PM; Seconded by Vice-Chairman Lalk; Motion passed without objection.

Respectfully Submitted,

Jim Healy
Village Administrator