

Village of Richfield
4128 Hubertus Road, Hubertus, WI
Plan Commission Meeting Minutes
May 6, 2021
7:00 PM

1. Call to Order/Determination of quorum

The Plan Commission meeting was called to order at 7:04 PM by Chairman Otto. A quorum of the Plan Commission was present.

Present: Chairman Otto, Trustee Collins, Commissioners Bartel and Coté

Also Present: Village Administrator Jim Healy and Administrative Services Coordinator Katherine Gehl

Excused Absent: Commissioners Lalk, Berghammer, and Melzer

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 Discussion / Action Items

a. Discussion regarding a concept subdivision review for Monches Highlands (V10_1216 & V10_1209) – Hartford Land Development, Petitioner

Kaerek Homes is proposing a conservation subdivision with access points off Monches Road, Frank's Way, and Roman's Way. There is also a proposal to extend Fox Knoll Lane for the continuation of a roadway. The land is slated for "Single Family" on the Village's Future Land Use Map. Discussion ensued regarding the proposed layout of the lots.

b. Discussion regarding a concept subdivision review for Elmwood Highlands Estates and The Highlands Condominium (Tax Key: V10_117100B) – Weber Homes, Petitioner

Weber Homes is proposing a blended subdivision with both single-family and condo cluster homes. This would be the first type of development of its kind in the Village. Discussion ensued with the agent for the developer regarding a proposed private road to serve their proposed condo development and how the proposed conservation subdivision would be laid out.

Administrator Healy discussed that there was no existing Zoning Code text that would allow for a two-family development in this area and a policy decision would need to be made by the Village Board regarding the permissibility of it.

c. Discussion/Action regarding a Temporary Use Permit for Richfield Roadhouse, located at 1953 STH 175 (Tax Key: V10_0271 & V10_0308) – Lisa Wirkkula, Petitioner

Administrator Healy discussed how the business had closed during the pandemic but was attempting to reopen with limited business hours and with the assistance of food trucks.

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Motion by Trustee Collins to direct Staff to issue a Temporary Use Permit for Richfield Roadhouse for a period of 30 calendar days and to allow Village Staff the ability to extend the Temporary Use Permit in 30-day increments through September so long as there are no traffic or safety issues which arise or require additional consideration and subject to the following Specific Conditions of Approval:

Specific Conditions of Approval:

- 1) Village Staff be directed to draft a “Decision Letter” outlining the allowable use with any terms and conditions determined to be necessary by the Plan Commission.
- 2) The granting of this Temporary Use Zoning Permit does not waive any obligations by the petitioner to follow the Municipal Code of Ordinances (Ex: signage, burning, etc.)
- 3) The term of the approval is for 90-days.
- 4) Any food truck operating on the property must be licensed by the Washington County Health Department.

Seconded by; Commissioner Cote; Motion passed without objection.

d. Discussion/Action regarding a Plan of Operation review for SimonMed, located at 3070 Helsan Drive (Tax Key: V10_00200A001) – *SimonMed, Petitioner*

Motion by Commissioner Bartel to Conditionally Approve the petitioned Plan of Operation for SimonMed located at 3070 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 Cote; Motion passed without objection.

e. Discussion and possible recommendation to the Village Board regarding a rezoning petition for St. Augustine Catholic School, located at 1810 Old CC from I-1/Rs-1 to Rs-1 (Tax Key: V10_0146) – *Neosho Country Christian School Inc., - Petitioner*

Motion by Trustee Collins to recommend approval to the Village Board the proposed partial rezoning for St. Augustine Catholic School, located at 1810 Old CC (Tax Key: V10_0146) from I-1, Institutional District to Rs-1, County Estates District as presented in the legal description prepared by the applicant subject to the following Specific Conditions of Approval:

Specific Conditions of Approval:

- 1.) Village Staff receive confirmation the property has changed ownership from Neosho Country Christian School to the new property owner.

Seconded by Commissioner Bartel; Motion passed without objection.

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5. Adjournment

Motion by Commissioner Bartel to adjourn the Plan Commission meeting at 8:14 PM; Seconded by Trustee Collins; Motion passed without objection.

Respectfully Submitted,

Jim Healy, Village Administrator