

Village of Richfield
4128 Hubertus Road, Hubertus, WI
Plan Commission Meeting Minutes
August 4, 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, Coté, Berghammer, and Naze

Also Present: Village Administrator Jim Healy

Excused Absence: Vice-Chairman Bartel and Commissioner Woelfel

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. July 7, 2022 – Plan Commission Meeting

Motion by Commissioner Cote to approve the minutes of the July 7, 2022 Plan Commission Meeting; Seconded by Trustee Wolff; Motion passed without objection. Commissioners Naze and Berghammer abstained.

5. DISCUSSION/ACTION ITEMS

a. Discussion/Action regarding the proposed Plan of Operation for Aqua Therapups LLC, located at 3064 Helsan Drive (Tax Key: V10_000200A011) – Ms. Becky Pease, Petitioner

Administrator Healy introduced the item which is an animal water therapy business which currently operates two (2) locations in southeastern Wisconsin. Aqua Therapups has employees who are licensed by the International Association of Animal Massage and Body Works (IAAMB) and the Association of Canine Water Therapy (ACTW). They are proposing to be open Monday through Friday from 9AM to 8PM and on Saturday from 8AM to 4PM. This location will have two (2) full-time employees and eight (8) part-time employees. They expect approximately 12-36 customers per day with approximately 20-50 autos per day. There will be no outside storage of any kind as well as no overnight parking at this property. As far as “Special Equipment/Facilities/Requirements” the business owner has indicated they will be constructing an indoor pool at this location for its client’s animals.

Motion by Commissioner Berghammer to approve the proposed Plan of Operation for Aqua Therapups LLC, proposed to be located at 3064 Helsan Drive (Tax Key: V10_000200A011), subject the following Specific Conditions of Approval:

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1. The business owner receives a Fire Inspection from the RVFC.
2. All other necessary permits be pulled and approved by the Building Inspection Department, including occupancy.

Seconded by Commissioner Naze; Motion passed without objection.

b. Discussion/Action regarding the proposed Plan of Operation for PSC Couplings, located at 3062 Helsan Drive (Tax Key: V10_000200A001) – Mr. David W. Olson, Petitioner

Administrator Healy introduced the item. For additional background, PSC Couplings has been in business for the last seven (7) years and they specialize in the design, sourcing and assembling of disc couplings. They are primarily focused in the oil and gas industries, but also dredging. Approximately 80-90% of their business is distributions to companies located in the United States and the remaining 10% is international business. They currently have four (4) full-time employees and two (2) employees who work remotely. With this proposed expansion, it is estimated that within the next six (6) months they will hire approximately three (3) new full-time employees.

PSC Couplings is proposed to be open Monday through Friday from 8AM to 4PM. They estimate the number of trucks and autos per day to be one (1) each. The subject property has two (2) loading spaces. There will be no overnight parking and no outside storage. The proposed use is consistent with the listed permitted principal uses in the M-4, Industrial Park District.

Motion by Commissioner Berghammer to approve the proposed Plan of Operation for PSC Couplings, proposed to be located at 3062 Helsan Drive (Tax Key: V10_000200A011), subject the following Specific Conditions of Approval:

1. The business owner receives a Fire Inspection from the RVFC.
2. All other necessary permits be pulled and approved by the Building Inspection Department, including occupancy.

Seconded by Commissioner Naze; Motion passed without objection.

c. Discussion/Action regarding the proposed Site Plan Review for the resurfacing of the parking lot of St. Augustine School, located at 4908 Monches Road (Tax Key: V10_122100B) – Saint Augustine School Inc., Petitioner

Administrator Healy introduced the item. The proposal, put together by Payne & Dolan, is to resurface the parking lot with concrete with the limits of the parking lot going up to the northern property boundary line and interior to the lot adding an additional row of parking. After consultation with the Village Attorney, it was his recommendation that the limits of the portion of the parking lot which extend north-south could extend to the northern most boundary of the parcel and continue to exist because it is a non-conforming use which they have a right to. Ordinarily, the setback of a parking lot to an adjacent use which does not have the same zoning requires a 50' setback pursuant to Section 70.185(A)(2) which is the Section of Code which was in place when they submitted their proposal. After speaking with Mr. Loosen, who owns the property directly north, he is amenable to the proposal. The southern access to the parking lot, which is adjacent to Melody Lane, will be maintained to enter the parking lot area. A new culvert will be installed as a part of the process. On the interior of the property, an additional row of parking will be added to make-up for the lost parking now occupied by Mr. Loosen's private property.

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This will net St. Augustine School an additional seven (7) spaces. There is no percentage of lot coverage standard for impervious surface in this District, only building coverage. On July 22, 2022, the Village Engineer provided a letter of review for the proposal. He had three (3) comments, one (1) of them of substance for the discussion. The existing parking lot infringes on the Village's right-of-way, as does flared asphalt that has been historically utilized for bus and pick-up/drop-off. The area of the Village's right-of-way is shown with the dotted line below in the exhibit. The earliest aerial photography the County has available which shows this parking lot infringement is from 1980.

Given that this has existed in this manner for approximately 42 years, without impediment to the Village's Public Works Operations, Village Staff is recommending that the Plan Commission recommend to the Village Board that a formal legal instrument be filed at the County Register of Deeds which grants permission for the concrete parking lot and other concrete improvements to exist in the Village's right-of-way, but also gives the Village permission to enter upon the land should it need to for future road maintenance and road improvement.

Motion by Trustee Wolff to accept the recommendation of the Village Engineer for the approval of the proposed concrete resurfacing of the parking lot for St. Augustine School, for property located at 4908 Monches Road (Tax Key: V10_122100B) subject to the following Specific Conditions of Approval:

1. Comments in the Village Engineer's letter dated July 22, 2022 be corrected to the satisfaction of the Village Engineer.
2. The Village Board approve the proposed legal instrument prepared by Village Staff and the Village Attorney for the proposed right-of-way infringement.

Seconded by Commissioner Naze; Motion passed without objection.

d. Discussion/Action regarding the proposed construction of a single-family home on property located at 1450 St. Augustine Road (Tax Key: V10_065800A) – Kevan G. Leaf Rev. Trust, Julie A Leaf Rev. Trust, Petitioners

Administrator Healy introduced the item. the controlling language in this review is found in Section 70.209 in the Upland Conservancy District. The property (shown above) is entirely zoned UC, Upland Conservancy. The previously constructed buildings on this property are proposed to be torn-down for the construction of a new single-family home and detached garage. Pursuant to Section 70.209(J), *“to encourage uses that are compatible with the residential character in the Village in the UC District, building/zoning permits for permitted uses in the UC Conservancy District shall not be issued without prior review by and approval of the Plan Commission. Such review and approval shall be concerned with adjacent uses, general layout, building site and operation plans, building materials, ingress and egress, parking, loading and unloading, drainage, and screening and landscape plans.”*

The subject property is 18.4376-acres according to the survey prepared by James Beaty, RLS dated May 3, 2022. In terms of compability with adjacent uses, the parcel is entirely surrounded by single-family homes. Additionally, since there was previously a single-family home on this property which likley pre-dated our Code, Village Staff sees this proposed permitted use to be non-objectionable and consistent with the Code's intent to have *“uses that are compatible with the residential character”*. In terms of the layout, the proposed home is proposed to be constructed by Stortz Custom Homes LLC, a local Richfield-based business located at 1717 Wolf Road. The home is proposed to be 4,876sqft and 6,289sqft if you account for the unfinished

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basement. The proposed home was reviewed by the Village's Building Inspection Department and meets the development standards for the District.

Motion by Trustee Wolff to approve the proposed single-family home to be located at 1450 St. Augustine Road (Tax Key: V10_065800A) subject to the following Specific Conditions of Approval:

1. That the petitioners receive all other necessary approvals from the Village of Richfield Building Inspection Department and Washington County.

Seconded by Commissioner Berghammer; Motion passed without objection.

- e. **Discussion/Action regarding a proposed Site Plan Review for the construction of a KYBO (shower/bathroom facility) for YMCA Camp Minikani located at 875 Amy Belle Lake Road (Tax Key: V10_0902) – YMCA of Metropolitan Milwaukee, Petitioner**

Administrator Healy introduced the item. The proposed KYBO building will separate the shower and restroom areas with separate entrances to either side by a standing seam polycarbonate roof panel system over a stamped concrete entryway. The perimeter of the building is proposed to be crushed granite to assist with drainage. The structure is proposed to have a combination of board and batten cement siding (presumably LP Smartside or James Hardieplank) and T&G-stained cedar siding on its exterior. The roof is proposed to be a steel standing seam metal roof with plywood roof sheathing, which is also permissible. On the north and south elevation of the structure, there are two (2) wood clad windows with frosted acrylic panel glazing to allow for natural light and privacy. There is proposed to be 10 transom windows with laminated clear glass and screens along the east and west exterior elevations. There is proposed to be a rainwater cistern that will have water routed from roof fascia, flashing, and continuous gutter along the perimeter of the shower structure to incorporate sustainability practices core to the Camp's mission.

In terms of building programming, there is proposed to be one (1) entrance to the girls' showers and one (1) entrance to the boys' showers each consisting of six (6) 3'x3' standard shower stalls, one (1) 5'x5' ADA shower stall, and one (1) stone countertop with inlaid sinks with a full-length mirror. Extending from each shower stall, is proposed to be a changing area with lockable privacy partition doors that will have a small shelf and hooks for personal belongings. The shower stalls will be separated on either side by 6" wide glazed brick up to 8' in height.

At the Architectural Review Board on July 20, 2022, the Architectural Review Board approved to proposed building design without objection.

In terms of height, the building is less than 35' tall which is the maximum height allowable in the P-1, Parks and Recreation District pursuant to Section 70.207(F)(1). Also, the sum total of the floor area of all buildings shall not exceed 10% of the total park area [Sec. 70.207(F)(2)]. At 114-acres, the maximum allowable coverage for buildings would be a total of 496,584sqft which this property does not even reasonably come close to. The setbacks for all buildings in the P-1 District is 40' from any property boundary line, which this proposal is also well in excess of. Please refer to the prepared Site Plan by Rink+ for the location of "Explorer's Hill" which is generally located in the northeastern part of the property.

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“Recreational and Educational Camps” like the YMCA Camp Minikani are listed as a Permitted Principal Use pursuant to Section 70.207(B)(5).

Motion by Commissioner Berghammer to accept the recommendation of the Architectural Review Board for the approval of the proposed KYBO for YMCA Camp Minikani located at 875 Amy Belle Lake Road (Tax Key: V10 0902), as presented; Seconded by Commissioner Cote; Motion passed without objection.

Motion by Trustee Wolff to accept the recommendation of the Village Engineer in his letter dated July 27, 2022 for the approval of the Site, Grading and Erosion Control Plans for the proposed KYBO for YMCA Camp Minikani located at 875 Amy Belle Lake Road (Tax Key: V10 0902), as presented; Seconded by Commissioner Naze; Motion passed without objection.

f. Discussion/Action regarding a proposed Site Plan modification for Basse’s Taste of Country located at 3190 CTH Q (Tax Key: V10_139200B) – *Basse Trust, Petitioner*

Village Administrator Healy introduced the item. Administrator Healy discussed the current compliance with the previously approved Conditional Use Permit. While there are some instances of non-conformity, it was the opinion of Staff that their business operations are substantially compliant. The Basse family is proposing to add an additional amenity to their property which is in the keeping and spirit of their previously adopted Conditional Use Permit. It is essentially a piano keyboard that allows people to step on it and mechanical cows “sing” the notes. Village Staff did not want to administratively approve the proposed additional given the on-going discussion with the Basse’s and the Plan Commission over the last few years, so it was asked of the Plan Commission to determine whether they believed this was unobjectionable.

Motion by Commissioner Naze to approve the proposed Site Plan Addition for Basse’s Taste of Country for the installation of their “Moozart Cowcerto” on the western portion of their property located at 3190 CTH Q (Tax Key: V10 139200B) between numbers 20 and 22 as depicted on their Site Plan; Seconded by Commissioner Berghammer; Motion passed without objection.

6. ADJOURNMENT

Motion by Trustee Wolff to adjourn the meeting at 7:34PM; Seconded by Commissioner Berghammer; Motion passed without objection.

Respectfully Submitted,

Jim Healy
Village Administrator