

Minutes
Town of West Bend Plan Commission
Thursday May 7th, 2020 6:30 PM
Town of West Bend Town Hall

1. Order of Business.

A. Call Meeting to Order.

Chairman Mike Holz called the first virtual meeting, accessed via Zoom and the telephone, to order about 6:30 PM. A virtual meeting was held in response to COVID-19.

B. Roll Call.

Present were commission members John Behrens, Mike Holz, Julie Ihlenfeld, Jeff Kenkel, Dave Moore, Troy Zagel, and Jim Tukesbrey. Also present was Zoning Administrator Jeff Sanders.

Robert Werner has retired from the Plan Commission. Michael Holz stated Mr. Werner has been on the Plan Commission a very long time and has contributed in many ways to help guide the Plan Commission with his knowledge of the Town. He is glad to have served on the Plan Commission with Bob. Moore agreed. Holz welcomed Jim Tukesbrey who will be appointed as a new member of the Plan Commission.

C. Approval of Minutes from February 27, 2020 meeting.

Behrens made a motion to approve the minutes. The motion was seconded by Zagel and passed unanimously.

D. Approval of Minutes from April 23, 2020 meeting.

Behrens made a motion to approve the minutes with one correction to add word item before 39. top of page 2. The motion was seconded by Zagel and passed unanimously.

2. OLD BUSINESS.

A. Discussion/Action re: Mark O and Rita L Brown CSM, 3595 Cnty Hwy NN, ParcelT13_0810100006, 10.11 acres, - dividing 1 lot into 3.

Concept review of this division has been reviewed at previous PC meetings. Sanders gave summary of Staff Report dated April 29, 2020 in which he recommended approval of the 3 lot CSM. The lots are zoned R-1R Rural Residential, located within Washington County Shoreland zoning (1000 ft from the Little Cedar Lake), and compliant with Town of West Bend Zoning Ordinance and WI Chapter NR115. Washington County approved access off of Hwy Z. Behrens asked that verbiage be added on the CSM that states a recorded document exists for the shared driveway access, and to show the existing driveway off Thoma Park Drive on lot 3. Behrens asked if the principal structure would need to be built within one year on lot 3 as the Zoning Ordinance requires a principal structure with an

accessory structure on a lot. Shed is an existing, legal non-conforming structure on lot 3. The Browns plan to build a principal structure in the future. Holz made a motion to recommend approval of the Brown CSM to the Town Board with the additional documentation regarding the driveway access and existing driveway on lot 3 as updated on the CSM dated 3/10/2020. The motion was seconded by Moore and passed unanimously.

B. Discussion/Action re: Horlamus Concept CSM and Rezone.

Quam Engineering presented an updated concept CSM. Minimum lot size in M-1 Industrial District is 1 acre. Lot 1 is 1.8079 acres. Three zoning districts of R-1R, B-2, and M-1 currently exist on the parcel. CSM proposes rezoning lot 1 and lot 2 from B-2 and R-1R to M-1 Industrial District to clean up the parcel. Existing uses are compatible with the M-1 Industrial District, and not compatible with B-2 zoning. The parcel is in Boundary Area D of the Cooperative Boundary Plan between the City of West Bend and the Town of West Bend. Holz asked about next steps. Sanders recommended after preliminary Town approval of concept CSM the applicant submit to City of West Bend. Discussed the new 30' easement between lot 1 and lot 2. Easement accesses lot 1 and lot 2 due to sharing northern access point on Hwy P. Moore asked what the timeline would be for removal of 12' of existing building to conform to 25' setback. Brian Feucht replied that would be done prior to sale of parcel, or add a timeframe to conditions of approval. Lot 1 does not meet the 2:1 depth ratio. Moving the property line north on lot 1 would cut off access to lot to the East. Zoning Ordinance allows for some interpretation as discussed when reviewing the Land Division Ordinance at the last Plan Commission meeting, therefore not creating a negative precedence. Excessive Depths of Lots in relation to width shall be avoided and a proportion of two to one (2:1) shall be considered a desirable depth-to-width ratio under normal conditions. Behrens has concerns about creating a flag lot. Sanders stated that lot 2 already exists as a flag lot. The concept was approved preliminarily with terminating the 30' access easement at the setback line, short of the East property line and adding verbiage to CSM stating a shared driveway agreement exists. This proposal allows the zoning to be cleaned up, therefore not having three zoning classifications on one parcel. Site Plan Review would allow for other restrictions.

C. Discussion/Action re: Request Plan Commission approval for earth movements within Primary Environmental Corridor at Cedar Pointe Dr Lot 15.

Pionkowski submitted preliminary review of site plan to Sanders. The building footprint of the home conforms to setback off of Cedar Pointe Dr. and in line with two neighboring homes, therefore encroaching into the environmental corridor. Behrens explained the area was a gravel pit before subdivision created. Kenkel stated the natural kettle to the East needs to be protected. Moore suggested grading should not go beyond the 10.50 line on topography map. Pionkowski stated he could effectively get the water away from the house safely and not go beyond the east of the 10.50 line on topography map. Moore made a motion to approve earth movements within the Primary Environmental Corridor at Cedar Pointe Dr. Lot 15 without going further than the 10.50 line on topography map. The

motion was seconded by Zagel and passed unanimously.

3. Report from the Zoning Administrator

No report. An additional meeting was added this month due to the cancelled March 26th meeting due to COVID-19. Plan Commission members suggested returning to plan commission meetings on the 4th Thursday of the month with submittals required 2 weeks prior, thus giving members enough time for review. Next meeting is Thursday, May 28, 2020 at 6:30 pm with a public hearing for the Land Division Ordinance and Lesko CUP.

4. Adjournment.

Ihlenfeld made a motion to adjourn at 8:19 PM. The motion was seconded by Moore and passed unanimously.

Respectfully submitted,

Julie Ihlenfeld
Plan Commission Secretary
5/26/2020