

Town of Mukwonago
Joint Plan Commission and Town Board
Meeting Minutes
Wednesday, February 4, 2015

Chairman Dubey called the meeting to order at 6:30 p.m. and stated the meeting had been noticed.

ROLL CALL PLAN COMMISSION:

Present: Chairman Dubey; Supervisor Topczewski; Commissioners Holtz, McNelly-Bell, Schuett and Yerke were present. Commissioner Clabault was absent. Kathy Karalewitz, Administrator/Clerk-Treasurer; Tim Schwecke, Planner; Scott Johnson, Building Inspector.

ROLL CALL TOWN BOARD:

Present: Chairman Dubey; Supervisors Hintz, Nicoson, Stefanowski and Topczewski. Kathy Karalewitz, Administrator/Clerk-Treasurer; Tim Schwecke, Planner; Scott Johnson, Building Inspector.

MINUTES OF DECEMBER 3, 2014

Supervisor Nicoson made the following corrections to the minutes:

Under minutes from November 5 "October 4 should be October 1".

Third paragraph from bottom page 1 "conceptual" should be "approve the conceptual".

PLAN COMMISSION ACTION: Motion by Commissioner Yerke, second by Supervisor Topczewski to approve the minutes of December 3, 2014 as corrected. All ayes; motion carried.

TOWN BOARD ACTION: Motion by Supervisor Nicoson, second by Supervisor Hintz to approve the minutes of December 3, 2014 as corrected. All ayes; motion carried.

MINUTES OF JANUARY 7, 2015

Supervisor Nicoson made the following corrections to the minutes:

Paragraph three delete "and" before Supervisor Topczewski.

Paragraph five the second to last sentence should read "and if petitioner does not proceed with the certified survey map, he does not have to raze the garage".

Paragraph six, last sentence should be changed to read "and if petitioner does not proceed with the certified survey map, he does not have to raze the garage".

Page 2 second paragraph, add dashes to make it consistent.

PLAN COMMISSION ACTION: Motion by Supervisor Topczewski, second by Commissioner Schuett to approve the minutes of January 7, 2015 as corrected. All ayes; motion carried.

TOWN BOARD ACTION: Motion by Supervisor Nicoson, second by Supervisor Hintz to approve the minutes of January 7, 2015 as corrected. All ayes; motion carried.

ANNUAL REVIEW OF THE TRAFFIC AND PARKING PLAN FOR SCHUETT FARM'S CONDITIONAL USE; ROB SCHUETT, APPLICANT

Commissioner Schuett abstained from acting on this item.

PLAN COMMISSION ACTION: Motion by Supervisor Topczewski, second by Commissioner McNelly-Bell to approve the annual review of the traffic and parking plan for Schuett Farm's conditional use. Commissioner Schuett abstained, the rest, five (5) in all voted "aye". The motion carried.

SITE PLAN/PLAN OF OPERATION FOR A SCHOOL WITH DORMITORIES AND STAFF HOUSING AND OTHER SPECIFIED USES LOCATED AT TAX KEY MUKT1943997 IN THE SW1/4 SECTION 18,T5N, R17E, NATURES CLASSROOM INSTITUTE PROPERTY

Discussion was held regarding the construction standards for the roadway on the south side serving the school facilities.

Geoffrey Bishop, agent was present to answer questions and give an explanation of his discussion with the fire chief.

An email was submitted by Sean Sullivan, Engineer regarding his review and comments on the roadway.

Tim Schwecke, Town Planner stated the Revised Site Plan/Plan of Operation will be on next months agenda.

ESTABLISHMENT OF COUNTY ZONING IN NEWLY DESIGNATED SHORELAND AREA IN SECTION 18 OF THE TOWN OF MUKWONAGO

Tim Schwecke, Town Planner stated this item is for discussion only. The County will hold a formal public hearing with the Town at a future date.

POTENTIAL TOWN-WIDE ORDINANCE FOR REGULATING CONDOMINIUMS, SHORT-TERM RENTALS, TIME-SHARE PROPERTIES AND TOURIST ROOMING HOUSES

Tim Schwecke, Town Planner gave an overview of the Ordinance draft. Discussion was held regarding short-term rentals, tracking of short-term rentals, notification to residents. The Planner will prepare a second draft of the ordinance to allow a person to have up to three (3) short-term rentals per year and bring this item back next month.

POTENTIAL TOWN WIDE ORDINANCE FOR REGULATING OUTDOOR FURNACES

Discussion was held regarding outdoor furnaces. It was the consensus of the Plan Commission and Town Board to have this item on the agenda for discussion at the public informational meeting set for April 29, 2015.

DISCUSSION RELATED TO POTENTIAL AMENDMENT OF COMPREHENSIVE PLAN TO ACCOMMODATE ADDITIONAL BUSINESS DEVELOPMENT

Discussion was held regarding future business development on Highway 83 and types of development that would be appropriate for that area. It was the consensus of the Plan Commission and Town Board to have this item on the agenda for discussion at the public informational meeting set for April 29, 2015.

DISCUSSION RELATED TO THE INTENT OF SECTION 82-25(a)(2)a OF THE ZONING CODE AS IT RELATES TO "AGGREGATE FLOOR AREA"

Discussion was held regarding the zoning code as it relates to aggregate floor area. The town planner will draft an amendment to the ordinance to change "aggregate floor area" to "footprint".

DISCUSSION RELATED TO LANDOWNER NOTICE WHEN AN OUTLOT IS OWNED BY ONE ENTITY AND NOT ALL PROPERTY OWNERS WITHIN A RESIDENTIAL DEVELOPMENT

Discussion was held regarding the ownership of the outlots in subdivisions within the town. Commissioner Yerke to check with the Register of Deeds to find out what the town would have to file in order to change the ownership of an outlot if in fact it was incorrect and/or if the owner of the outlot no longer existed. This matter to come back for discussion next month.

BUILDING INSPECTOR AND TOWN PLANNER REPORT OF PROJECTS IN WAUKESHA COUNTY'S SHORELAND ZONING JURISDICTION

The building inspector stated he had nothing new to report.

RECOMMENDATION FOR FUTURE AGENDA ITEMS

Chairman asked to put the discussion regarding the Omnibus Zoning Code back on to discuss.

ADJOURNMENT

PLAN COMMISSION ACTION: Motion by Supervisor Topczewski, second by Commissioner Schuett to adjourn at 8:07 p.m. All ayes; motion carried.

TOWN BOARD ACTION: Motion by Supervisor Nicoson, second by Supervisor Hintz to adjourn at 8:07 p.m. All ayes; motion carried.

Respectfully submitted,

Kathy Karalewitz
Administrator/Clerk-Treasurer

Approved: 3-4-15