

1 **PLANNING, CONSERVATION & PARKS COMMITTEE**

2
3 PAC
4 West Bend, WI

May 10, 2006
1:00 p.m.

5
6 Present: Donald J. Berchem, Kenneth W. Brandt, Melvin K. Ewert, Daniel R. Knodl, Mark T.
7 McCune, and John W. Stern.

8
9 Excused: Charlene S. Brady.

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11 Also present: Administrator Paul Mueller, Assistant Administrator Herbert Wolf, Assistant
12 Administrator for Planning Debora Sielski, County Clerk Brenda Jaszewski, Deputy County Clerk
13 Jennifer Squires, Supervisor Maurice Strupp, and Land Conservation Partnership Project Coordinator
14 Sue Millin.

15
16 Supervisor John Stern called the meeting to order and read the Affidavit of Posting.

17
18 **ELECTION OF OFFICERS**

19 Mr. McCune nominated Mr. Stern as Chairperson. Moved by Mr. Brandt, seconded by Mr. Ewert to
20 close nominations and cast a unanimous ballot for Mr. Stern as Chairperson. Motion carried.

21
22 Mr. McCune nominated Mr. Berchem as Vice-Chairperson. Moved by Mr. Knodl, seconded by Mr.
23 Brandt to close nominations and cast a unanimous ballot for Mr. Berchem as Vice-Chairperson.
24 Motion carried.

25
26 Mr. McCune nominated Mr. Brandt as Secretary. Moved by Mr. Berchem, seconded by Mr. Knodl to
27 close nominations and cast a unanimous ballot for Mr. Brandt as Secretary. Motion carried.

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29 **CONFIRM OR CHANGE PLANNING, CONSERVATION AND PARKS COMMITTEE**
30 **MONTHLY MEETING SCHEDULE**

31 The Planning, Conservation & Parks Committee will meet at 1:00 p.m. on the second and fourth
32 Wednesday of each month. Additional meetings will be scheduled as needed.

33
34 **RECESS/RECONVENE**

35 Mr. Stern recessed the meeting at 1:08 p.m. and reconvened at 1:45 p.m.

36
37 **REVIEW DUTIES OF THE PLANNING, CONSERVATION AND PARKS COMMITTEE**

38 Mr. Mueller distributed the Department Annual Report to the new committee members, and gave a
39 summary of the responsibilities of the Planning and Parks Department and its Divisions.

40
41 **PRELIMINARY PLAT REVIEWS – OBJECTING AUTHORITY SUBDIVISIONS**

42 **Final Plat Review - Autumn Ridge Estates, NW ¼, Sec. 27, City of Hartford – 33 lots (Owner –**
43 **Fiduciary Real Estate Development)**

44 Mr. Wolf stated staff has no concerns and recommends approval with no objections.

45
46 **Final Plat Review - Cranberry Creek, SE ¼ and NE ¼, Sec. 19, Village of Jackson – 67 lots**
47 **(Owner – Cranberry Creek Association)**

48 Mr. Wolf stated staff has no concerns and recommends approval with no objections.

49

1 **Final Plat Review - Willow View Estates – Addition 2, NW ¼, Sec. 7, City of West Bend – 25 lots**
2 **(Owner – Willow Development, LLC)**

3 Mr. Wolf stated staff has no concerns and recommends approval with no objections.
4

5 Moved by Mr. McCune, seconded by Mr. Brandt to approve the final plats with no objections for
6 Autumn Ridge Estates in the City of Hartford, Cranberry Creek in the Village of Jackson, and Willow
7 View Estates in the City of West Bend. Motion carried.
8

9 **PRELIMINARY PLAT REVIEWS - APPROVING AUTHORITY**

10 **Whispering Ridge Addition, NW ¼, Sec. 34, Town of Richfield – Preliminary Plat Review,**
11 **Approving Authority (Owner – MRM Properties, LLC)**

12 Appearance: Pete Hurth, Baudhuin, Inc.
13

14 Mr. Wolf presented the plat map indicating the subdivision addition proposal for 26 lots with 2 outlots.
15 Soil tests have been submitted and indicate lots are suitable for development. Mr. Wolf received a
16 copy of a report dated April 5, 2006, from the LWCD regarding issues that need to be handled by the
17 developer prior to moving on to the final plat. Additionally, The Department of Administration also
18 forwarded a report with issues that need to be addressed prior to the final plat. According to Mr. Wolf,
19 none of the issues that require attention from both the LWCD and the Department of Administration
20 have an adverse affect from the staff viewpoint for approving the preliminary plat. Mr. Hurth
21 indicated there would be no problems in complying with the LWCD and Department of Administration
22 issues.
23

24 Moved by Mr. Ewert seconded by Mr. Berchem to approve the Preliminary Plat for Whispering Ridge
25 Subdivision in the Town of Richfield. Motion carried.
26

27 **Timberstone, NE ¼, NW ¼, SE ¼, & SW ¼, Sec. 22, Town of Richfield – Preliminary Plat**
28 **Review, Approving Authority (Owner – Payne and Dolan)**

29 Appearance: Scott Batchelor, Payne and Dolan
30

31 Mr. Wolf presented the plat map indicating the subdivision proposal for 100 lots and 8 outlots, which
32 incorporates a former gravel pit. The lots will have onsite septic systems. Vision triangles must be
33 incorporated in the next phase. Concern was raised regarding the same name of a street and court
34 within the subdivision. The Developer intends to maintain the road names as presented.
35

36 Moved by Mr. Knodl, seconded by Mr. McCune to approve the Preliminary Plat, with the requirement
37 that vision triangles are incorporated in the plan prior to submission of the final plat, for the
38 Timberstone subdivision in the Town of Richfield. Motion carried.
39

40 **REQUEST FOR SANITARY VARIANCE**

41 **Town of Jackson, NW ¼, Sec. 27 – Request for a Sanitary Variance (address: 3146 Division**
42 **Road, Jackson – Commercial/Recreational Holding Tank)**

43 Appearance: Town of Jackson Building Inspector and Zoning Administrator Gordon Hoffmann.
44

45 Mr. Wolf presented the plat map indicating the proposal to install seasonal restrooms and concession
46 stand near the existing softball fields on the Town Hall property. Mr. Wolf stated staff has no
47 concerns.
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49 Moved by Mr. McCune, seconded by Mr. Ewert to approve the request for a sanitary variance for a
50 commercial/recreational holding tank for the Town of Jackson. Motion carried.

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PRE-PRELIMINARY PLAT REVIEW – APPROVING AUTHORITY

Verlin Heights, NE ¼, Sec. 34, Town of Jackson – Pre-Preliminary Plat Review, Approving Authority (Owner – Estate of Verlin A. Rusch)

Appearance: Tony Gromache, Verlin Heights Representative

Mr. Wolf presented the plat map indicating the proposal of three residential lots and two outlots with access from David Star Road, and two residential lots with access from Spring Valley Road. The two outlots will eventually be developed by David Star Lutheran School for soccer and softball fields, and parking. Soil tests have been submitted and staff has no concerns. Mr. Wolf stated David Star Road is a private road with a 60 ft. easement. The Town of Jackson is treating David Star Road as part of a Planned Unit Development (PUD). Washington County Code does not permit 60 ft. subdivision roads; however, the Code allows provisions for PUD’s. Staff recommends Verlin Heights proceed with this project through the conditional use permit process. The Highway Department has requirements the developer will need to meet regarding the intersection with CTH T.

MINUTES

Moved by Mr. Brandt, seconded by Mr. Stern to approve the minutes of April 12, 2006, as presented. Motion carried.

COMPREHENSIVE PLANNING – REPRESENTATION ON WORK GROUPS

Land Use and Transportation Work Group

Moved by Mr. McCune, seconded by Mr. Knodl to appoint Mr. Stern to serve on the Land Use and Transportation Work Group. Motion carried.

Agricultural, Cultural and Natural Resources Work Group

Moved by Mr. Berchem, seconded by Mr. McCune to appoint Mr. Ewert to serve on the Agricultural, Cultural and Natural Resources Work Group. Motion carried.

Comprehensive Plan Advisory Committee

Moved by Mr. McCune, seconded by Mr. Ewert to appoint Mr. Knodl to serve on the Comprehensive Plan Advisory Committee. Motion carried.

FUTURE MEETINGS

Mr. Mueller stated there would be a special PCPC meeting on Wednesday, May 17, 2006, to discuss 2007 Capital Improvement Project requests and a brief presentation from each Division. Mr. Stern inquired into the report from the individuals that attended the PDR tour, and it was noted this item may also be presented at the May 17, 2006, meeting. There will also be a special PCPC meeting on Wednesday, June 7, 2006, at 1:00 p.m. for presentation by the two PDR workgroups established by the County Board Chair.

At a meeting date yet to be determined, the Committee will receive a tour of all County Parks.

ADJOURNMENT

Moved by Mr. Brant, seconded by Mr. Ewert to adjourn at 3:00 p.m. Motion carried.