

**City of Oconomowoc
Plan Commission Meeting Minutes
March 13, 2019**

Chairman Nold called the meeting to order at 6:30 pm.

Members Present: Commissioners Derek Zwart, Robert Lex, John Gross, Ken Brotheridge, Chairman David Nold, Steve Ritt and Dean Frederick

Others Present: Sarah Kitsembel, Jason Gallo, Atty. Stan Riffle, Mark Frye, Robert Duffy and Chris Dehnert

2. Approve Minutes of February 13, 2019: Motion by Ritt to approve the February 13, 2019 minutes; second by Brotheridge. Motion carried 7-0.

3. Consider / approve the Major Design Review Plans for the Tower Ridge Apartments located on Thurow Drive, east of Pioneer Ridge Condominiums: Gallo reported this project previously consisted of two apartment buildings with 18 units each which the Plan Commission approved in July 2018. The owner recently amended their site plan to one 3-story building with 27 units and a separate detached garage. The property is currently vacant, is zoned Residential Multi-Use High, and the proposed use conforms to zoning and is consistent with the City's land use plan. Parking will consist of 32 enclosed parking stalls, 15 stalls in the detached garage and 36 outdoor stalls which exceeds code requirements. Gallo explained the detached garage is new and includes a 4' berm on the backside with 21 6' tall evergreens as additional screening to the single-family residential homes behind it. Stormwater will go to an on-site detention pond and a detailed lighting plan has been provided. The driveway width remains at 24' and the applicant will provide a trail connection on the north end of the property to the existing trail on the northeast corner with access out to Thurow Drive. The architectural colors, materials and design for the updated building and garage were approved by the Architectural Commission in December 2018. Gallo recommends approval noting the updated building reduces the number of units by 9, the building moves further away from the residential homes and the construction timeframe should be shorter due to the reduced size of the project. Members comments included the detached garage provides more privacy for the residential homes; this is a good compromise for the property; and the detached garage could be smaller since there is plenty of parking. The applicant, David Hoffmann said he wanted the additional garage space for himself and for tenants if they need it. Motion by Ritt to approve the Major Design Review Plans for the Tower Ridge Apartments on Thurow Drive; second by Brotheridge. Motion carried 7-0.

4. Consider / recommend the Condominium Plat for Lexington Point Condominiums located on Snyder Way: Gallo reported this applicant would like to change the ownership status of these units from apartments to condominiums. The property is zoned Residential Multi-Unit High and consists of 2 buildings with 17 units total which are all occupied. The applicant wants to sell the units as townhomes and intends to offer the properties to the tenants who reside in each at a discounted rate. Otherwise it is his intent as a tenant moves out, the unit will be sold as a condominium. If approved by the City, the Plat will need to be recorded and individual tax key numbers issued for each unit. Gallo noted staff has some concerns regarding stormwater management as there is an on-site detention facility and costs associated with maintaining it. Based on the number of potential owners, each owner would have a 1/17 interest. Gallo said a note will need to be included on the plat and a stormwater agreement will also need to be attached. Overall staff has no other issues with the proposal and recommends approval. Members questioned what happens when the current property owner no longer owns this property; and what are the plans for a homeowner's association and its financial stability. David Hoffmann, owner, said he will be the president of the homeowner's association and plans to fund it initially with \$10K. He is currently doing a study on what fees to charge so that all items are covered and to ensure the HOA is stable. Hoffmann said he will not turn over the property until everything is stable. Motion by Ritt to recommend to Council the Condominium Plat for Lexington Point Condominiums, 1165-1169 Snyder Way; second by Zwart. Motion carried 7-0.

5. **Consider / recommend the Certified Survey Map to combine lands at 307 N. Lake Road:** Gallo reported the applicants (Brisk) are requesting to combine the previously vacated Rockwell Street to their own property which is zoned Isthmus Residential Multi-family. Staff completed a technical review. Gallo recommends approval as the vacation and sale of this property by the City allowed a dead-end road to be redeveloped, and the CSM provides for this new drive access to be part of the same property as the applicants. Motion by Ritt to recommend to the Council the Certified Survey Map for 307 N. Lake Road as submitted; second by Brotheridge. Motion carried 7-0.
6. **Consider / recommend the Extraterritorial Certified Survey Map to create one new residential lot at N77 W36498 Saddlebrook Lane, Town of Oconomowoc:** Gallo reported this request is for approval of a CSM to create a 3-acre lot in the Town of Oconomowoc. The property is located 1.25 miles from the City limits, and the CSM will divide off the home from adjacent farm land. No technical review was done, and Gallo recommends approval. He added there are a few technical items that still need to be addressed by the Town, and city officials should not sign until all issues have been take care of. Motion by Ritt to recommend to the Council the Extraterritorial Certified Survey Map at N77 W36498 Saddlebrook Lane, Town of Oconomowoc with the provision as noted by staff that the City shall not sign the document until all technical issues have been addressed by the Town; second by Lex. Motion carried 7-0.
7. **Consider / recommend the Extraterritorial Certified Survey Map for a lot line adjustment at N60 W38537 Blackhawk Drive, Town of Oconomowoc:** Gallo reported the applicant is requesting a CSM to reconfigure two existing lots on property located in the Town of Oconomowoc ½ mile from the City's boundaries. The purpose is to transfer a triangle shaped piece of land (1306 SF) located on Lac LaBelle from one property to the other to square up both properties. The property is vacant, and both land owners are working together on this land transfer. No technical review was done by staff, and Gallo recommends approval. Motion by Ritt to recommend to the Council the Extraterritorial Certified Survey Map as submitted at N60 W38537 Blackhawk Drive, Town of Oconomowoc; second by Brotheridge. Motion carried 7-0.
8. **Consider/approve the Resolution recommending the Sale of Public Property of 611 Square Feet located adjacent to 111 W. Second Street:** Duffy explained the City was approached by the property owner of 111 S. Second Street requesting to purchase a strip of land 12 feet by 49.25 feet (611 sf) next to their property which is currently owned by the City. Staff reviewed this request and noted this sale of land will improve parking for the owner of 111 S. Second Street. Motion by Ritt to approve the Resolution recommending the Sale of Public Property of 611 sf located adjacent to 111 W. Second Street; second by Brotheridge. Motion carried 7-0.
9. **Planning Department Correspondence – February:** Gallo reported in the month of February there was 1 temporary use permit for the upcoming Harley-Davidson event and 7 requests for occupancy of a new business.
10. **Adjourn:** Motion by Lex to adjourn at 7:03 pm; second by Brotheridge. Motion carried 7-0.

Chris Dehnert, Deputy City Clerk