

**City of Oconomowoc
Plan Commission Meeting Minutes
July 8, 2020**

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

Members Present: Commissioners Chad Vande Zande, John Gross, Ken Brotheridge, Chairman Robert Magnus, Steve Ritt, Dean Frederick and Lou Kowieski

Others Present: Jason Gallo, Mark Frye, Atty. Stan Riffle and Chris Dehnert

2. Approve Minutes of June 10, 2020: Motion by Ritt to approve the June 10, 2020 minutes; second by Brotheridge. Motion carried 7-0.

3a. Consider / approve the Major Design Review Plans for Village Crossing Condominiums Addendum No. 11 located on Derby Drive, north of Village Lane: Gallo explained this request is to amend the site plan for this development. The property is zoned Residential Multi-Use Low and is currently vacant. The request is to build 12 duplex buildings (24 units) which is a change from the original request to build 14 buildings (28 units) on the property. The individual building footprints are also being changed to be slightly larger; private drives remain the same; and the middle driveway is being eliminated. Gallo noted this change to the site plan is considered a minor amendment. The engineering plans have been reviewed and approved by staff, and the Western Lakes Fire District, which had been concerned with the turning radius of their trucks, also approved the plans. There will be sidewalk on 3 sides of the development and some street trees are shown on the plans. A landscaping plan is not required for duplex projects so one was not provided. However, this developer has been very good with landscaping their other developments. Gallo recommended approval and noted the applicant will need to come back with their condominium plat for the property. Motion by Ritt to approve the Major Design Review Plans for Village Crossing Condominiums on Derby Drive; second by Frederick. Motion carried 7-0.

3b. Consider / recommend the Tower Ridge Condominium Plat located at 265 Thurow Drive: Gallo explained this request is to change the apartment complex into individual condominium units for private ownership. This development was approved as an apartment complex with 27 units in 2019. The applicant realized the demand for condominiums and people were interested in purchasing their own units. The applicant, David Hoffmann, will own all the units until they are sold. He added if people aren't interested in purchasing a residential unit, they will still be allowed to rent it and the unit will then be sold in the future. If approved by Council, the plat will go to the Register of Deeds who will issue individual tax keys for each unit. There is a total of 82 parking stalls and each unit has at least 2 stalls with the option to purchase a garage stall. A technical review was done by staff, and there were concerns with 27 owners having a share of the ownership responsibilities of the stormwater pond. A separate maintenance agreement will be attached to the covenants and restrictions and each owner will get a copy of the agreement. Gallo recommended approval. Members questioned if a residential unit can be sold without a garage; can a private individual buy a parking stall; what happens to the stormwater pond until all units are sold; and concerned that the HOA will be able to handle all maintenance costs until all units are sold. Hoffmann explained there are a couple of stalls available for purchase in the lower level; it is conceivable but not expected that a person could purchase a residential unit and not want a parking stall; he expects it will take 2-1/2 to 3-1/2 years to convert all units to condo's; he doesn't intend on residential units being rented; he will actively manage the property until all ownership catches up and the condo owners can take over; and explained his plan for stepping back his ownership of the property including the stormwater pond. Hoffmann clarified everything will be written into the condo documents. Riffle clarified the stormwater pond will be the owner's responsibility and suggested that a Declaration of Restrictions be approved before the Plat is approved. Members questioned if the garage units would have individual tax keys and if so, can non-owners purchase them. Riffle clarified that a statement could be included in the documents that all units must be owned by an individual who owns or resides in the building. Motion by Ritt to recommend to Council the Tower Ridge Condominium Plat for 265 Thurow Drive with all concerns that have been raised to be addressed by the City Attorney before going on to Council; second by Frederick. Motion carried 7-0.

3c. Consider / recommend the Ireland Farms Extraterritorial Certified Survey Map located at N67 W34891

County Road K, Town of Oconomowoc: Gallo reported this request is to divide 1 lot off from a remnant parcel which is located on Hwy K in the Town of Oconomowoc. The property is located within the City's extraterritorial limits as it is about 1 mile from the City limits. The owner's intent is to divide off the parcel which contains a house (approximately a 1 acre lot) from the rest of the site which will have 45.88 acres remaining. The new lot is consistent with others in the area, will have 200' of frontage on Hwy K, and contains well and septic. The outbuildings on the lot are to be razed. In addition, the CSM is dedicating 50' from the centerline of Hwy K for public road purposes. Gallo recommended approval. Motion by Ritt to recommend to the Council approval of the Extraterritorial Certified Survey Map for the Ireland Farms at N67 W34891 County Road K, Town of Oconomowoc; second by Brotheridge. Motion carried 7-0.

3d. Consider / recommend the Meadowlands Extraterritorial Preliminary Subdivision Plat located on the SW

corner of Hwy K & Road J, Town of Oconomowoc: Gallo reported this request is tied to the last request and will create a subdivision plat with 31 single-family lots. There are 30 new lots being created from the 45.88 acre lot plus the 1.0 acre lot containing the existing home. The property is located within the City's extraterritorial limits and is about 1 mile from the City limits. Gallo noted there are no plans in the City's comprehensive land use plan for this area and it was never intended to come into the City. Access to the new subdivision will be off Hwy J, 3 Town roads will be extended to the property and every lot will have frontage on a public roadway. The average size of each lot will be approximately 1 acre, and there will be no new driveway cuts on Hwy K. Gallo recommended approval. Motion by Ritt to recommend to the Council approval of the Extraterritorial Preliminary Subdivision Plat for the Meadowlands Subdivision; second by Brotheridge. Motion carried 7-0.

4. Planning Department Correspondence – June 2020: Gallo reported in the month of June there was 1 temporary use permit issued; 1 denial letter sent on a use which is now the subject of a Zoning Board of Appeals request; and 4 requests received for occupancy of a new business. Gallo also said he recently updated the City's zoning map which now includes several new areas of development. Riffle explained staff recently administratively approved site plans for upgrades on 2 cellular towers. City code requires that towers are to be approved by a conditional use permit and provides if there are upgrades to the equipment on the tower that are not substantial and there no safety concerns from an engineering perspective, then these approvals can be done administratively. A letter was distributed to the members noting that residents aren't aware of this type of change to a tower and want to know if there is a way to alert people when an upgrade like this happens. Mayor Magnus said going forward these types of updates are going to be addressed differently. The recently created Technology Committee will have their first meeting next week and he recommends that these types of upgrades to towers should go to this committee for review with a recommendation to Council.

5. Adjourn: Motion by Kowieski to adjourn at 7:07 pm; second by Brotheridge. Motion carried 7-0.

Chris Dehnert, Deputy City Clerk