

**WAUKESHA COUNTY**  
**MINUTES OF THE PARK AND PLANNING COMMISSION**  
**THURSDAY, OCTOBER 15, 2020 1:00 P.M.**

Due to COVID-19, the meeting was conducted virtually via the Microsoft Teams application and phone access was also available. The meeting was open to the public and individuals were invited to participate via telephone or Microsoft Teams.

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**CALL TO ORDER**

Mr. Mitchell, Chairperson, called the meeting to order at 1:00 p.m.

Commission

Members Present: William Mitchell (via Microsoft Teams)  
Robert Peregrine (via Microsoft Teams)  
Richard Morris (via Microsoft Teams)  
James Siepmann (via Microsoft Teams)  
Thomas Michalski (via Microsoft Teams)

Members Absent: William Maslowski

Staff

Members Present: Jason Fruth, Planning and Zoning Manager (via Microsoft Teams)  
Sandy Scherer, Senior Planner (via Microsoft Teams)  
Ben Greenberg, Senior Land Use Specialist (via Microsoft Teams)  
Kathy Brady, Support Staff Supervisor (via Microsoft Teams)

**CORRESPONDENCE** None

**MEETING APPROVAL** None

**MINUTES** Approval of the August 20, 2020, Minutes

*After discussion, Mr. Peregrine moved, seconded by Mr. Morris and carried unanimously for approval, of the August 20, 2020, Minutes as presented.*

**PUBLIC COMMENT** None

• **RZ68 (Town of Lisbon Board) Town of Lisbon**

Mr. Fruth indicated the request is for text amendments to the Town of Lisbon Zoning Code by recreating Section 33, Planned Unit Development Overlay District and repeal/recreate various sections related to Planned Unit Developments (PUDs) as an Overlay District.

Ms. Scherer, Senior Planner indicated the Town initially approved this text amendment in 2018 and submitted it to the County. The County reviewed the Town's ordinance and noticed a few sections which required further clarification. The County worked on additional revisions with the Town staff and on July 13, 2020, the Town Board approved the text amendment.

Ms. Scherer stated the Town created the Overlay District in place of requiring a Conditional Use. The Overlay District streamlines the existing Conditional Use process and is more adaptable to development processes. In addition, the definition of PUD Overlay District was created replacing the PUD and Mixed PUD definitions and section numbers and wording references were also revised.

*After discussion, Mr. Morris moved, seconded by Mr. Peregrine and carried unanimously for approval, in accordance with the “Staff Report and Recommendation”.*

- **RZ69 (Town of Lisbon Board) Town of Lisbon**

Mr. Fruth indicated the request is for text amendments to the Town of Lisbon Zoning Code by creating Section 11.5 Signs and Section 11.5.1 Sign table, and repeal and recreate various other sections regarding signs.

Ms. Scherer indicated this text amendment for signs, including a sign table would become a section in the Town Zoning Code, whereas previously it was part of the Town’s general code. In addition, other sections of the Town’s Zoning Code have been repealed and recreated regarding signage. Definitions were added and this text amendment will condense the Zoning Code and make it more efficient to administer sign regulations.

*After discussion, Mr. Siepmann moved, seconded by Mr. Peregrine and carried unanimously for approval, in accordance with the “Staff Report and Recommendation”.*

- **ZT-1852 (Town of Mukwonago Board) Town of Mukwonago**

Mr. Fruth indicated the request is to repeal and recreate the Town of Mukwonago Zoning Code including the Official Zoning Map.

Mr. Fruth indicated the Town has been working on a complete revision of their Code over the past several years. The process began in 2017 with a steering committee along with their Town Planner leading the effort. He explained, that definitions were modernized, there was a reduction in the number of zoning districts, new uses were accommodated, detailed standards were created for operating procedures for the different committees, rules were created for how Conditional Use requests are handled due to Act 67 which was introduced during this effort, detailed landscape standards were created, accommodations for those with disabilities were created, a reduction in the minimum home size requirements was addressed and the official Zoning Map was updated. Mr. Schwecke, Town of Mukwonago Planner introduced himself and said he was available to answer any questions of the Commission of which there were none.

*After discussion, Mr. Siepmann moved, seconded by Mr. Michalski and carried unanimously for approval, in accordance with the “Staff Report and Recommendation”.*

- **CU46 (Timothy and Nicole Duchow) Town of Oconomowoc, Section 30**

Mr. Fruth pointed out the location of the property at W393 N5988 Mary Lane in the Town of Oconomowoc on the aerial photograph. He indicated the request is for land altering activities associated with the construction of a new single-family residence with attached garage.

Chairperson Mitchell indicated that Mr. Siepmann has recused himself due to a conflict of interest for this matter.

Mr. Greenberg, Senior Land Use Specialist shared an aerial photograph of the property for those joining on the Microsoft Teams application. He indicated the property is located on Lac La Belle and is approximately ½ acre in size. The petitioners are proposing to remove all of the existing structures currently on the property and construct a new single-family residence with a fully exposed basement lakeside. The site is challenging with high groundwater concerns and the proposed residence would need

to be elevated in order to meet the minimum distance between the basement floor and the seasonal high ground water/floodplain. The petitioners are proposing approximately 7 ft. of fill on the road side of the residence to allow access from the existing road to the proposed garage. The property takes on drainage from the road and the adjacent property to the south. The drainage plan accommodates the existing drainage pattern coming onto the property with storm water management via two side yard swales. The Town Engineer and County Land Resources staff have reviewed the drainage plan and believe it addresses drainage concerns and would not create adverse drainage onto adjacent properties. Mr. Zanon, project manager and Mr. Duchow, petitioner, introduced themselves and indicated they were available for any questions, of which there were none. Chairperson Mitchell asked if they had any questions regarding the conditions in the Staff Report, to which they indicated they did not.

*After discussion, Mr. Peregrine moved, seconded by Mr. Morris and carried by a vote of 4-0 (Mr. Siepmann recused himself due to a conflict of interest) for approval, as conditioned, in accordance with the “Staff Report and Recommendation”. The approval of this request, will allow the petitioners a reasonable use of their land and meets the intent and purposes of all County Ordinances.*

- **CU47 (Brian and Mindy Becker) Town of Oconomowoc, Section 8**

Mr. Fruth pointed out the location of the property at W383 N8595 Blue River Pass in the Town of Oconomowoc on the aerial photograph. He indicated the request is for Conditional Use approval to utilize a portion of a proposed accessory building for a hair salon (Limited Family Business).

Mr. Greenberg shared an aerial photograph of the property for those joining on the Microsoft Teams application. He indicated the proposed accessory building would be constructed on the existing concrete driveway slab. There is an existing tree line along the driveway which provides screening to the adjacent property to the north and the property is approximately 1½ acres in size. The owner of the property would be the only employee of the hair salon operation, the proposed salon will have one chair and a shampoo/rinse station for only one client at a time and hair care products would be offered for sale to customers. Hours of operation would be Mondays and Wednesdays from 7:30 am to 7:30 pm and Tuesdays and Fridays from 7:30 am to 3 pm. The salon may operate on other days for special occasions such as weddings. Customers would park in the owners’ driveway and not on the road. The proposed salon would have a separate entrance and bathroom for the clients. The Conditional Use for the hair salon would terminate at such time as the property is sold or transferred to a non-occupant of the property. Mr. Michalski clarified that upon the sale of the property, the accessory building would stay, but not be allowed to be utilized for a business without another Conditional Use being approved, to which Mr. Greenberg replied, “Yes”.

*After discussion, Mr. Michalski moved, seconded by Mr. Peregrine and carried unanimously for approval, as conditioned, in accordance with the “Staff Report and Recommendation”. The approval of this request, will allow the petitioners a reasonable use of their land and meets the intent and purposes of all County Ordinances.*

- **SP114 (Brian and Mindy Becker) Town of Oconomowoc, Section 8**

Mr. Fruth indicated the Site Plan/Plan of Operation request is related to the previous Conditional Use (CU47) listed above.

*After discussion, Mr. Peregrine moved, seconded by Mr. Siepmann and carried unanimously for approval, as conditioned, in accordance with the “Staff Report and Recommendation”. The approval of this request, will allow the petitioners a reasonable use of their land and meets the intent and purposes of all County Ordinances.*

• **PPC20 007 (Alana Smith and Brian James) Town of Oconomowoc, Section 25**

Mr. Fruth pointed out the location of the property at W347 N5940 Lake Drive in the Town of Oconomowoc on the aerial photograph. He indicated the request is for a new retaining wall located within 5 ft. of north property line.

Mr. Greenberg shared an aerial photograph of the property for those joining on the Microsoft Teams application. He indicated the property is a narrow lot which has frontage on Okauchee Lake and the petitioner is constructing a new, single-family residence. There is a significant elevation change with the adjacent lot to the north, which lies lower than the petitioner’s property. In order to address appropriate drainage for the proposed new residence and attached garage, the petitioners are proposing a 30 ft. retaining wall within 5 ft. of the adjacent north property line. This will help create a drainage swale in order to convey side yard drainage, without causing adverse drainage onto the adjacent neighboring property to the north. There is natural vegetation which would screen the proposed retaining wall. The Planning and Zoning Division staff is recommending approval of the request with a condition that an erosion control plan is submitted for review and approval prior to the zoning permit being issued. Mr. Greenberg indicated the retaining wall is necessary, the grades are not be changed considerably and there are no grading changes occurring lakeside.

*After discussion, Mr. Morris moved, seconded by Mr. Peregrine and carried unanimously for approval, as conditioned, in accordance with the “Staff Report and Recommendation”. The approval of this request, will allow the petitioners a reasonable use of their land and meets the intent and purposes of all County Ordinances.*

**ADJOURNMENT**

*With no further business to come before the Commission, Mr. Peregrine moved, seconded by Mr. Siepmann to adjourn at 1:29 p.m.*

Respectfully submitted,

*Thomas Michalski*

Thomas Michalski  
Secretary