

Village of Wrightstown Planning Commission Minutes

The regular monthly meeting of the Planning Commission was held at the Village Hall, 352 High St. on Monday, **March 11, 2019** and was called to order at 6:30 pm by Chairman Terry Schaeuble.

Roll Call: Present: Gary Kaster, Pat Kiel, Terry Schaeuble, Dan Segerstrom, Keith Wendlandt

Absent: Bob Fandrey, Ryan Macario

Also Present: Village Administrator Travis Coenen, Planner Ben LaCount-Evergreen
Consultants, Steve Bieda-Mau & Associates

MINUTES –

Motion by G Kaster, with a second by P Kiel to approve the Planning Commission meeting minutes from February 11, 2019 as presented. **Motion carried.**

CSM REVIEW, KC CONTRACTORS LLC, 441-443 & 445-447 LONGWOOD LANE, PARCELS VW-765-1 AND VW-765-2, VILLAGE OF WRIGHTSTOWN—

B LaCount presented his staff report to divide these two lots for twindominiums. Owner needs to submit a homeowner's association with bylaws to the village and have them recorded with the Brown County Register of Deeds Office. These bylaws need to be reviewed prior to the Village of Wrightstown signing the CSM. The existing building at 441-443 Longwood Lane is located in the 20' Storm Sewer & Utility Easement. T Coenen will look into whether a variance is needed or the easement be reduced. S Bieda will make sure Mau & Associates stakes the next building for 445-447 Longwood Lane so the common wall is right on the lot line. Motion by G Kaster with a second by K Wendlandt to approve the CSM for KC Contractors LLC, 441-443 & 445-447 Longwood Lane, Parcels VW-765-1 and VW-765-2 per staff recommendations:

- This is an appropriate use of the property, allowed with existing zoning and fits with the surrounding land uses.
- Review of homeowner's association or declaration of covenants and restrictions for each existing lot. Each proposed twindominium lot needs a separate homeowner's association or declaration of covenants and restrictions.
- Address the existing building's storm sewer easement
- Lots 3 and 4 need to be staked by a surveyor
- Address the existing building on Parcel ID VW-765-1 with building inspector
- Show existing driveways. **Motion carried.**

SITE PLAN REVIEW FOLLOW-UP, PROGRESSIVE DESIGNERS LLP (RETROFLEX ADDITION), 1205 BROADWAY ST, PARCEL VW-188-1, VILLAGE OF WRIGHTSTOWN—

B LaCount presented his follow-up staff report and stated that Robert Fisher called him about the missing information. The civil plan set has not been submitted. Parking has been addressed and fits the number of spaces required. Fire lane designation needs to be addressed, as it is not visible

on the Site Plan. McMahon is reviewing the plans regarding the pond size to make sure it's appropriate for storm water needs on this site and future development. Color renderings will match the existing building.

- The missing information from the Site Plan Review Application Checklist needs to be provided to the Village.

Discussion continued about future Site Plan Review Application Checklists needing to be entirely completed when they are submitted to avoid needing follow-up reviews and approvals.

ADJOURN –

Motion by K Wendlandt with a second by P Kiel to adjourn the meeting. **Motion carried.**
(Adjourned at 6:55 pm)

Patti Leitemann
Deputy Clerk/Treasurer