

**OTTAWA PLAN COMMISSION**  
**Meeting Minutes**  
**October 2, 2023**

Chairman Rupp called the regular meeting of the Plan Commission to order. Roll call attendance was taken; Commissioner Hausser, Commissioner Bennett, Commissioner Kershek, and Supervisor Graham were present.

The first item on the agenda was the request by Dan and June Pape, W395 S3611 Hardscrabble Road, Dousman, WI, 53118 for consideration of a Preliminary Certified Survey Map and any necessary waivers.

Dan and June Pape were present.

Planner Leto read the Planner Report changes made from the conceptual CSM into the record.

Chairman Rupp commented the town Attorney would like the driveway agreement written to address potential new owners.

Commissioner Bennett asked if there were preliminary plans for the square footage of the new residence.

Mr. Pape indicated the plan was for an approximately 1,600 sq ft residence.

Commissioner Kershek asked if there were any underground gas lines. Commissioner Bennett asked if the other utilities were underground.

Mr. Pape stated they have propane and the only utilities are phone and electric. All utilities are underground and a transformer is already located on the proposed 1.2-acre lot.

Commissioner Bennett asked if #14 in the report was related to #13 in the report.

Planner Leto indicated they are not related. #14, the remnant parcel waiver, was a waiver to show the 75-acre farm parcel on the Certified Survey Map and was approved by the Plan Commission in June.

Chairman Rupp questioned if #18, the Driveway Access and Maintenance Agreement, was to be approved by the Plan Commission. Planner Leto responded it is not a waiver being requested, it is just being pointed out that there needs to be a Driveway Access and Maintenance Agreement, and the agreement has already been submitted for review and approval by the Town Planner.

Chairman Rupp stated the town attorney is willing to review the Driveway Access and Maintenance Agreement if that is something Plan Commission would want.

Chairman Kershek stated that it is not something the Plan Commission has requested in the past, therefore he felt it was not necessary for the attorney to review.

Chairman Rupp noticed in item #20; the Lake Country Fire Department was listed instead of Western Lakes Fire District. Planner Leto will make the correction.

Commissioner Kershek made a motion to approve the Certified Survey Map subject to the Town Planner comments and the Town Engineer comments and waive the requirement to show the utilities on the Certified Survey Map. The motion was seconded by Supervisor Graham and carried unanimously.

Next on the agenda was the request by Dan and June Pape to have more than two accessory buildings.

Planner Leto explained that two accessory buildings are allowed on a property and Plan Commission approval is needed for additional buildings.

Mr. Pape explained the accessory buildings on the property include a detached garage, a pole building and an 11' X 14' chicken coop built on pallets. His may move the chicken coop to the proposed 1.2-acre parcel in the future.

Commissioner Kershek made a motion to approve more than two accessory buildings on the remnant parcel. The motion was seconded by Commissioner Bennett and carried unanimously.

The violation list was reviewed.

There was no written correspondence, but there was mention of Laues Landscaping moving from their location on Hwy 67.

There was no public comment.

Commissioner Bennett made a motion to approve the minutes of the September 11, 2023 Plan Commission meeting. The motion was seconded by Supervisor Graham and carried unanimously.

Commissioner Hausser made a motion to adjourn. The motion was seconded by Supervisor Graham and carried unanimously.

Respectfully submitted,

Mary Barnhart  
Deputy Clerk, Town of Ottawa