

**OTTAWA PLAN COMMISSION**  
**Meeting Minutes**  
**November 6, 2023**

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

First on the agenda was the request by MLG Capital on behalf of Lad Lake for consideration of a Final Certified Survey Map and any necessary waivers for property located at W350 S1401 Waterville Rd.

Joe Bukovich of MLG Capital was present on behalf of Lad Lake.

Planner Scherer indicated that MLG was requesting a waiver of the Preliminary CSM and asking for consideration of this submittal as a Final CSM. This was previously brought before the Plan Commission in November of 2022 as a Conceptual Review. Planner Scherer reviewed the new points from her Planner Report.

Planner Scherer read the Town Engineer report into the record.

Chairman Rupp asked for clarification of the division of the 18-acre parcel as a detachment of 38 acres is also mentioned in the report.

Mr. Bukovich explained that the 20-acre parcel to the west has its own Tax Key No. and therefore does not require a land division, but the 18 acres is part of a larger 100.71-acre parcel and therefore needs to be divided by CSM before both parcels are detached from Ottawa and attached to Dousman for a total of 38 acres.

Commissioner Kershek asked why a temporary easement was necessary. Mr. Bukovich explained it was necessary so that the 18 acre parcel is not landlocked. The easement will terminate when a public roadway is constructed providing access to the land.

Mr. Bukovich requested to move forward with the land division as a Final CSM. He indicated the sewer service availability letter is forthcoming from SEWRPC, and the utility easements will be shown on the CSM so they are not going to request an additional waiver.

Commissioner Kershek made a motion to recommend approval the Final CSM to the Town Board subject to any waivers at the discretion of the Plan Commission, and subject to the Town Planners conditions and the Town Engineers comments. The petitioner indicates that per item #17, they are going to show the utilities on the CSM, so that waiver is not required and, per #20, waive the Preliminary CSM and proceed with the Final CSM. The motion was seconded by Supervisor Graham and carried unanimously.

Next on the agenda was the request by MLG Capital on behalf of Lad Lake for consideration of Talbot's Woods Revised Preliminary Plat and any necessary waivers.

Planner Scherer read into the record the changes to the comments from her last report. Though the property is currently in the Town of Ottawa, it will be detached and become part of the Village of Dousman. Details of the development were discussed.

Mr. Bukovich indicated it is fair to have the Town and County review the stormwater plans because of the connection going into Henrietta Lake.

Commissioner Hauser asked about how sewer disposal will affect the Bark River. Mr. Bukovich indicated that sewage would run to the Dousman treatment plant and studies indicate it has the capacity to process the usage from the development.

Supervisor Graham made a motion to recommend approval of the Revised Preliminary Plat to the Town Board and the waiver of item #7. The motion was seconded by Commissioner Mundschau and carried unanimously.

Next on the agenda was a request by the State of Wisconsin Department of Natural Resources for consideration of a Conceptual Land Division and any necessary waivers for property located on the east side of Waterville Road between Parry Road and Manor House Road.

Chairman Rupp recused herself from the meeting. Supervisor Graham assumed the role of Chairman.

Jim Jackley was in attendance on behalf of the State of Wisconsin Department of Natural Resources.

Planner Scherer read her report into the record.

Mr. Jackley explained that the DNR purchased the property to get a portion of the Ice Age trail off of Waterville Road and to preserve a drumlin on the property. They are proposing to sell the 10-acre parcel to offset costs. They would like to put a small parking lot on the remnant parcel in the future, but in the meantime the land will continue to be farmed. Perhaps it will be restored to a prairie or oak savannah in the future.

Commissioner Kershek made a motion to recommend approval of items #2, #3, #4 and #5 and reserve the rights to #18 until the Engineer can comment and to have the DNR move forward with a Final CSM. The motion was seconded by Commissioner Hausser and carried unanimously.

Chairman Rupp resumed as Chairman.

Next on the agenda was a request by Elizabeth and Borislav Sucevic to retain more than two accessory buildings on their property.

Planner Scherer noted the application for a Zoning Permit was received and photos were included showing the buildings on the property (two small sheds/shelters, a gazebo, and the detached garage). The gazebo is proposed to be removed.

Commissioner Mundschau made a motion to approve the existing structures as is. The motion was seconded by Commissioner Bennett and carried unanimously.

The zoning violation list was reviewed.

There was no correspondence.

There was no public comment.

Supervisor Graham made a motion to approve the minutes of the October 2, 2023 Plan Commission meeting. The motion was seconded by Commissioner Hausser 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

