

**TOWN OF OCONOMOWOC  
PLAN COMMISSION MEETING MINUTES**

**Tuesday, April 16, 2019**

Chairman Robert Peregrine called the meeting to order at 5:00 p.m. Commissioner's present included James Navin, Linda Bergman, Richard Garvey, Jim Roche, Pat Agnew and Terry Largent. Also in attendance were Administrator/Planner Jeffrey Herrmann and Clerk/Treasurer Lori Opitz. For additional attendees, please see sign-in sheet.

1. **Approve Minutes for April 9, 2019 Town Plan Commission Meeting**. – Commissioner Navin made the motion to approve the April 9, 2019 minutes as presented. Commissioner Bergman seconded the motion. Motion carried by unanimous voice vote.
2. **Public Comments**. - None
3. **Consider and Act on Site Plan/Plan of Operation request of Aimee Brown, W1183 Rolling Hills Drive, Rubicon, Wisconsin d/b/a “Natural Health Center for Acupuncture and Wellness”, N56W39325 Wisconsin Avenue Unit C, Oconomowoc, Wisconsin to operate an Acupuncture & Wellness Center. The property is described as PT SE ¼ Sec 30 T8N R17E, in the Town of Oconomowoc. More specifically, the property is located at N56W39325 Wisconsin Avenue (Tax Key No. OCOT 0552.993.001)**. – A representative for the petitioner was present. The Commissioner's asked if a copy of the Planner's report was received and if there were any questions regarding it; the representative stated the applicant was fine with the report. Commissioner Navin made the motion to approve the Site Plan/Plan of Operation request of Aimee Brown, W1183 Rolling Hills Drive, d/b/a Natural Health Center for Acupuncture and Wellness, N56W39325 Wisconsin Avenue to operate an Acupuncture & Wellness Center per the recommendations of Administrator/Planner Herrmann's report dated April 11, 2019. Commissioner Roche seconded the motion. Motion carried by unanimous voice vote.
4. **Consider and Act on Site Plan/Plan of Operation request of Katelyn Nielsen, DC d/b/a “Essence Family Chiropractic LLC”, N56W39325 Wisconsin Avenue Unit B, Oconomowoc, Wisconsin to operate a Chiropractic Office. The property is described as PT Se ¼ Sec 30 T8N R17E, in the Town of Oconomowoc. More specifically, the property is located at N56W39325 Wisconsin Avenue (Tax Key No. OCOT 0552.993.001)**. – The petitioner was present for the meeting. The Commissioner's asked if she received a copy of the planner's report and if there were any questions regarding it; the petitioner stated she was fine with the report. Commissioner Garvey made the motion to approve the Site Plan/Plan of Operation request of Katelyn Nielsen, DC d/b/s Essence Family Chiropractic LLC, N56W39325 Wisconsin Avenue, to operate a Chiropractic Office per the recommendations of Administrator/Planner Herrmann's report dated April 11, 2019. Commissioner Largent seconded the motion. Motion carried by unanimous voice vote.
5. **Consider and Act on Site Plan/Plan of Operation request of Gwendolyn Schuerstedt, 909 Armistead Lane, McHenry, IL, d/b/a “Meister Baker Bakery & Cafe”, N51W34922 Wisconsin Avenue Okauchee, Wisconsin to operate a Bakery. The property is described as PT SW ¼ Sec 36 T8N R17E, in the Town of Oconomowoc. More specifically, the property is located at N51W34922 Wisconsin Avenue (Tax Key No. OCOT 0575.984.001)**. – The petitioner was present and stated the name of the business would be Baker Meister Bakery & Café and not Meister Baker Bakery & Café; she inadvertently put it on the application wrong. The Commissioner's then asked if she received the Planner's report and if there were any questions regarding it; the petitioner stated she was fine with the report. Commissioner Garvey made the motion to approve the Site Plan/Plan of Operation request of Gwendolyn Schuerstedt, 909

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Armistead Lane, d/b/a Baker Meister Bakery & Café, N51W34922 Wisconsin Avenue to operate a bakery per the recommendations of Administrator/Planner Herrmann's report dated April 11, 2019. Commissioner Roche seconded the motion. Motion carried by unanimous voice vote.

6. **Consider and Act on Site Plan/Plan of Operation request of Heather Ghelf, N56W39345 Wisconsin Avenue, Okauchee, Wisconsin for a sign permit application. The property is described as PT SE ¼ Sec 30 T8N R17E, in the Town of Oconomowoc. More specifically, the property is located at N56W39345 Wisconsin Avenue (Tax Key No. OCOT 0552.992).** – Administrator/Planner Herrmann stated the business is Quick Trip and the size of the sign is not changing, just the design of it is. Commissioner Garvey made the motion to approve the Site Plan/Plan of Operation request of Heather Ghelf, N56W39345 Wisconsin Avenue, for Kwik Trip, for a sign permit application. Commissioner Largent seconded the motion. Motion carried by unanimous voice vote.
7. **Consider and Act on waiver from section 265-31(L) not to show entire area contiguous to the land encompassed within the proposed CSM for Chad & Alissa Rosenow, N67W36785 County Road K, Oconomowoc, WI. More specifically the property is located in part of the NW ¼ and SW Section 15, T8N R17E, Town of Oconomowoc (Tax Key No. OCOT 0491.999).** – Administrator/Planner Herrmann stated what the waiver is needed for regarding this property. Commissioner Garvey made the motion to approve and recommend to the Town Board the waiver from section 265-31(L) not to show entire area contiguous to the land encompassed within the proposed CSM for Chad & Alissa Rosenow, N67W36785 County Road K. Commissioner Bergman seconded the motion. Motion carried by unanimous voice vote.
8. **Consider and Act Certified Survey Map (CSM) for Chad & Alissa Rosenow, N67W36785 County Road K, Oconomowoc, WI. More specifically the property is located in part of the NW ¼ and SW Section 15, T8N R17E, Town of Oconomowoc (Tax Key No. OCOT 0491.999).** – Administrator/Planner Herrmann explained to the Commissioner's the purpose of the CSM. Commissioner Garvey made the motion to approve and recommend to the Town Board the certified survey map for Chad & Alissa Rosenow, N67W36785 County Road K per Administrator/Planner Herrmann's recommendation report dated April 11, 2019. Commissioner Agnew seconded the motion. Motion carried by unanimous voice vote.
9. **Adjourn.** – Commissioner Bergman made the motion to adjourn at 5:13 p.m. Commissioner Roche seconded the motion. Motion carried by unanimous voice vote.

Respectfully submitted –  
Lori Opitz, WCMC  
Clerk/Treasurer