

**TOWN OF OCONOMOWOC
PLAN COMMISSION MEETING MINUTES**

Monday, December 16, 2019

Chairman Robert Peregrine called the meeting to order at 6:33 p.m. Commissioner's present included James Navin, Linda Bergman, Dione Funk, Jim Roche, Pat Agnew and Terry Largent. Also in attendance were Administrator/Planner Jeffrey Herrmann and Clerk/Treasurer Lori Opitz. For additional attendees see sign-in sheet.

Joint Public Hearing between the Town of Oconomowoc Plan Commission and a Staff Representative of the Waukesha County Department of Parks and Land Use for the Conditional Use request of (CU38) Jeffrey and Vickie Marshall, of the Waukesha County Zoning Code for a gift shop. More specifically, the proposal includes using a portion of an existing outbuilding on a residential property for pop-up shop style events and retail space. The subject property is known as Lot 2 of Certified Survey Map No. 1355, located in part of the W ½ Section 30, T8N, R17E, Town of Oconomowoc. More specifically, the property is located at N58W39990 Wisconsin Avenue, Oconomowoc, WI. (Tax Key No. OCOT 0551.999.001).

Chairman Robert Peregrine opened the public hearing at 6:34 p.m.

Rebekah Leto of Waukesha County stated the applicant use a portion of the property as a "Log Cabin Company" that would be used as a retail space for a pop-up shop for approximately 6 times per year and at other times, the shop would be open only by appointment with anticipated customers of 1-2 times per week, with people picking up special orders. She also stated items to be sold are handmade folk-art and farmhouse style crafts such as pillows, wall-hangings, decorative signs and ornaments and small antiques. All other areas of the property would continue to be used only for personal/residential use.

Vickie Marshall, owner, stated she is requesting a conditional use permit to use 227 square feet of a 1675 square foot existing outbuilding/garage as a retail space for pop-shop style shopping events. The historic town of Oconomowoc property has been home to businesses for much of its 100+ year history and it serves as a "log House Road House" in the 30's and 40's and "Log Cabin Antiques" in the 60's and 70's and the office of the "Oconomowoc Plumbing" in the 80's and 90's and would like to continue this tradition and using a small portion of the property would fit with the retail businesses located directly across from our residence on the south side of Wisconsin Avenue and will cause no inconvenience to the neighbors.

Mr. Needham, W397N5931 Autumn Woods, stated he is in favor of what the owners of the property would like to do and also stated they do really have nice items for sale.

Chairman Robert Peregrine closed the public hearing at 6:44 p.m.

1. **Approve Minutes for December 2, 2019 Town Plan Commission Meeting.** – Commissioner Navin made the motion to approve the December 2nd, 2019 minutes as presented. Commissioner Roche seconded the motion. Motion made by a unanimous voice vote.
2. **Public Comments.** _ none
3. **Consider and Act on the Conditional Use request of (CU37) Crosspoint Community Church, to amend the existing conditions of their Conditional Use Permit to allow the Oconomowoc YMCA to utilize the Crosspoint Church facility to operate youth programs and provide family services. The property is described as Lot 1 of Certified Survey Map No. 10716, located in part of the NE ¼ of Section 20, T8N, R17E, Town of Oconomowoc. More specifically the property is located at W380N6931 N. Lake Road. (Tax Key No. OCOT 0509.996.002).** – The petitioner was present to answer and more questions the Board had after the public hearing earlier in the month regarding the request. Commissioner Navin made the motion to approve and recommend to Waukesha County the conditional use request of Crosspoint Church to amend the existing conditions of their conditional use permit to allow the Oconomowoc YMCA to utilize the facility to operate youth programs and provide family services per Administrator/Planner Herrmann's memo dated December 10, 2019. Commissioner Bergman seconded the motion. Motion carried
4. **Consider and Act on the request of Eric Barthenheier (Owner), W156N5694 Pilgrim Road, Menomonee Falls and Paul Schultz (Applicant), to construct a retaining wall within 5 (five) feet of the lot line and stairs along the lot line where there is an existing stairs and gravel parking. The property is described as Lot 52 & PT 53, Map of Point Comfort Okauchee, PT E ½ SEC 35, & W ½ SEC 36, T8N,**

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R17E, Town of Oconomowoc. More specifically the property is located at W350N5323 Road B, Okauchee, WI. (Tax Key No. 0569.070.001).

– The petitioner was present to state the need for the change. The commissioner's talked in regards to it being so close to the neighbor's lot line and felt it was necessary for the applicant to provide a letter to the Town from the neighbor agreeing to the construction of the retaining wall and stairs. Commissioner Navin made the motion to approve the request of Eric Barthenhier (Owner) to construct a retaining wall with 5 (five) feet of the lot line and stairs along the lot line where there is an existing stairs and gravel parking on the property located at W350N5323 Road B with the understanding the applicant provide a letter from the neighbor agreeing to the changes. Commissioner Roche seconded the motion. Motion carried by unanimous voice.

5. **Adjourn.** – Commissioner Bergman made the motion to adjourn at 7:09 p.m. Commissioner Navin seconded the motion. Motion carried by a unanimous voice vote.

Respectfully submitted –
Lori Opitz, WCMC
Clerk/Treasurer