

**DISCLAIMER- THE FOLLOWING ARE DRAFT MINUTES FROM  
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APPROVAL OF THE PLAN COMMISSION**

**PLAN COMMISSION  
MEETING MINUTES  
Wednesday, January 3<sup>rd</sup>, 2018**

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Meeting was called to order at 7:00 p.m. by President Palmer

**1. Roll Call.**

Present: President Palmer, Mr. Kujawa, Mr. Michalski, Mr. Reineke, Mr. Cashin, Mr. Long, Mr. Jodie  
Absent: None  
Also Present: Thomas Harrigan, Zoning and Planning Administrator, Christopher Koehnke, Assistant Village Attorney, and applicants.

**2. Review and act on Plan Commission regular meeting minutes dated Monday October 2<sup>nd</sup>, 2017.**

Mr. Reineke commented on page three, fourth paragraph, the word “doe” should read “done”.

Mr. Harrigan noted the change.

Mr. Long motioned to approve and Mr. Michalski seconded to approve the meeting minutes. Motion carried 7-0

**3. Review and act on a request for a plan of operation for Applied Therapies and Wellness Center, S.C. pursuant to §335-85 for a medical clinic located in the B-3 Mid-Rise Office and Professional zoning district at 12970 Bluemound Road.**

Lisa Hill and Trisha Wollin, owners of Applied Therapies and Wellness Center, were present to represent the Plan of Operation application.

President Palmer asked if anything on the Plan of Operation Application has changed since it was submitted.

Ms. Wollin stated nothing has changed.

President Palmer asked if Mr. Harrigan has any outstanding issues with the application. Mr. Harrigan responded there are none.

Mr. Cashin motioned and Mr. Michalski seconded to approve the Plan of Operation. Motion carried 7-0.

**4. Public hearing, review and act on a request for a special exception at 1250 Crescent Drive pursuant to §335-51B(2) to allow an addition to an existing legal nonconforming structure within the side yard setback area.**

President Palmer opened the public hearing.

Chet Holmes was present to represent the home owners, Scott and Lisa Heisel.

Mr. Holmes explained the existing home currently encroaches into the southern side yard setback. The home owners wish to construct an addition that will extend 12 feet into the rear yard of the property and not encroach any farther into the southern side yard setback than the existing home already does.

President Palmer asked Mr. Harrigan if there are any issues with the application. Mr. Harrigan stated there are no outstanding issues.

President Palmer noted the addition would extend toward the rear yard and not increase the degree of nonconformity.

Scott Heisel presented two letters signed by the immediate neighbors to the north and the south of 1250 Crescent Drive which states they are in favor of the proposed home addition.

After asking if anyone else would like to comment on the special exception application, President Palmer closed the public hearing.

Mr. Michalski motioned and Mr. Long seconded to approve the special exception to allow an addition to an existing legal nonconforming structure within the side yard setback area. Motion carried 7-0.

**5. Public hearing, review and act on a request for a special exception at 13905 W. Lloyd Street pursuant to §335-51B(2) to allow an addition to an existing legal nonconforming structure within the side yard setback area.**

President Palmer opened the public hearing.

Jared Johnson, Project Manager Home Path Financial, was present to represent both the special exception application and the Certified Survey Map proposal.

President Palmer noted that per the special exception checklist, all items have been included in the application.

Mr. Long asked if the applicant intends for the new driveway to approach from the east side of the home.

Mr. Johnson confirmed the driveway will approach from the north and turn toward the west into the garage.

Mr. Jodi asked what the distance from the garage to the eastern property line will be.

Mr. Harrigan stated the distance is 37.5 feet.

Hearing no other comments, President Palmer closed the public hearing.

Mr. Cashin motioned and Mr. Kujawa seconded to approve the special exception to allow a garage addition in the rear yard of the home. Motion carried 7-0.

**6. Review and provide recommendation regarding the Certified Survey Map pursuant to §305-8 and provide a recommendation to the Board of Trustees for the combination of lot 4 and the west ½ of lot 5, Block 3 in the San Fernando Assessment Plat #4 (13905 W. Lloyd Street).**

President Palmer asked if Mr. Johnson is aware that once you combine two lots, they cannot be divided in the future.

Mr. Johnson stated he is aware of this.

Mr. Michalski motioned and Mr. Long seconded to recommend approval of the Certified Survey to the Village Board of Trustees. Motion Carried 7-0.

**7. Discussion regarding the potential Certified Survey Map for the property located at 14205 Watertown Plank Road pursuant to §305-6, the applicant may consult the Plan Commission for advice and assistance.**

Tom Galfano was present to represent the petition for consultation.

Mr. Galfano explained that he is interested in purchasing the property located at 14205 Watertown Plank Road. Mr. Galfano expressed that he would like to add another stall to the existing garage. However, in discussion with Mr. Harrigan, it was determined the proposed footprint of the garage expansion would encroach into the street yard on Kurtis Drive.

Mr. Galfano presented several concepts for a potential garage addition on the property that would require a special exception from the Plan Commission.

Mr. Kujawa asked if Mr. Galfano intends to build a one or two car garage. Mr. Galfano stated the new garage would have 1.5 stalls.

Mr. Galfano expressed that he has considered applying for a variance in order to construct the garage inside of the Kurtis Drive setback.

President Palmer cautioned Mr. Galfano the Plan Commission does not have the authority to make a determination as to whether a variance should or should not be granted, and Wisconsin State Statute dictates very strict requirements for when a variance is able to be granted.

President Palmer suggested Mr. Galfano look into other options for constructing the garage addition on the property where the proposed garage addition would not increase the degree of nonconformity of the home.

Mr. Galfano thanked the Plan Commission for their time and consideration.

**8. Other Business**

Mr. Michalski asked Mr. Harrigan why some of the businesses located in 12970 Bluemound road have current Plans of Operation and some do not.

Mr. Harrigan explained all businesses in the Village are required to have Plan of Operations on file.

President Palmer asked Assistant Village Attorney, Christopher Koehnke, to prepare a letter to the current property owner and manager stating Plan of Operations are required per Village Ordinance.

**9. Adjournment**

Mr. Long motioned and Mr. Jodie seconded to adjourn the meeting. Motion carried 7-0.

Meeting adjourned at 7:48 p.m.

Respectfully Submitted

Thomas Harrigan  
Zoning and Planning Administrator/Assistant to the Village Manager