

MINUTES

Town of Polk Plan Commission

3680 Hwy 60, Slinger, WI 53086

Thursday, November 5, 2015 7:30PM

Approved 12-1-2015

I. Call meeting to Order. The meeting was called to order at 7:30PM. The Pledge of Allegiance was recited.

- A. Official Meeting Notification.** Chairman Albert Schulteis read the Official Meeting Notification. Notification was made to West Bend Daily News, Milwaukee Journal Sentinel, WBKV, and WTKM; and posted on the Town website; the Cedar Lake Hills, Roskopf RV, and Town Hall bulletin boards.
- B. Roll Call.** Present: Chairman Albert Schulteis, Supervisor Theodore Merten, Dennis Sang, Karen Reiter, Mark Peters, William Whitney, Jeffrey Fehring and Zoning Secretary Tracy Groth.
- C. Moment of Silent Prayer.** Chairman Schulteis called for a moment of silent prayer.
- D. Approval of the Plan Commission Meeting Minutes, October 6, 2015.** The term "mortuary" was changed to "mausoleum" within Item B Informational Items. Karen Reiter motioned to approve Draft #2 of the Minutes as corrected. William Whitney seconded the motion. All voted in favor and the motion carried.

II. Unfinished Business- None

III. New Business

Certified Survey Map to create two (2) parcels from a 35.26 acre parcel in accordance with Town of Polk Land Division Ordinance, Section 7.03(h)(7). Property described as part of the Fractional NW ¼ of Fractional NE ¼ of Section 2, Town of Polk, Washington County, Wisconsin. Tax Key# T9-0025-00Z. Zoned A-1 General Agricultural. Michael A. Robinson and Sandra F. Robinson, Property Owners.

Chairman Schulteis invited the applicant to present the land division plan to the Commission. Sandy Robinson commented on the requests made of the applicant by the Plan Commission/Zoning prior to the PC meeting. The surveyor will show building setbacks on Lot 1. Sandy commented on the request to move the south boundary of Lot 1 to be even with the southern boundary line of the adjoining lot. According to the applicant, they did not bring the lot line south to the adjoining lot line because of the topography of the land. The southeast end of the lot has a steep slope which is why they are installing their driveway to the west on their Lot 2 building site. There was discussion regarding the lot size of Lot 1. While the lot size is 5 acres, it potentially will have 3 street yard setbacks; along Townline Road; along a private road to the west; and along the private road easement to the east. The building setbacks should be shown on the CSM for a scenario in which the private road easement might become a private road sometime in the future. Should the property owner come to the Town in the future to re-plat the land and install a road, there would be an issue. Lot 1 would become non-conforming with the installation of a private road because the entire area of the road could not be considered in the bulk size of the lot - only the area measurement to the center of the road could be considered. The Commission and applicant discussed how the lot size might be increased to create a lot that would conform in size should a private road ever be installed. NOTE: A copy of the CSM document is attached to the Minutes. The Commission requested that the applicant return to the Plan Commission with an amended map. The Commission also requested that future CSM documents include building setbacks and contours as is specified in the Town Title XI Land Division Ordinance. Karen Reiter moved to table the Certified Survey Map for Michael and Sandy Robinson. Jeffrey Fehring seconded the motion. All voted in favor and the motion carried.

- B. Preliminary Certified Survey Map to create one five (5) acre lot from a 40 acre parcel in accordance with Title XI Land Division Ordinance, Section 3.06 Minor Land Division. Property located NE1/4 of SW1/4 of Section 11, Town of Polk, Washington County, Wisconsin. Tax Key# 0464. Zoned A-1 General Agricultural. Keith and Nicole Novotny, Applicants. Ralph and Linda Novotny, Property Owners.** Chairman Schulteis invited the

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applicant to present to the Plan Commission. The applicant had no further information to add. Chairman Schulteis commented that the request was simply to create a five acre parcel from Ralph Novotny's 40 acre parcel. Schulteis asked for questions from the Commission. Karen Reiter asked if there was sufficient road frontage at the south end of the 40 acre parcel to install a road to access the back of the parcel(s) for future development. Ralph Novotny commented that future development of the property is probable and that there was sufficient frontage along Mayfield Road to install a road. Karen Reiter moved to recommend to the Town Board approval of the conceptual land division to create a five acre parcel off Tax Key # T9-0464. Theodore Merten seconded the motion. All voted in favor and the motion carried.

- C. **Site Plan Review-Signage for Zignego Brothers, LLC (Richfield Storage) in accordance with Section 3.07 B-1 Business Use District and Section 7.03 SIGNS of the Town's Title X Zoning Ordinance to construct a ground sign at 3765 Fond du Lac, Town of Polk, Washington County, (30.71) acres, Sections 27 and 34, Tax Key T9-0990-00B, Zoned M-1 Manufacturing District. Zignego Brothers, LLC., Property Owners.** Joe Zignego presented an alternate sign design than what was submitted with the application. The new design is a mono pole design eliminating the decorative galvanized panel. The design meets the size, height, and setback requirements as set forth in Title X Section 7.03 SIGNS. The new design will allow the sign to be better viewed from State Hwy 175. A sign for placement at State Hwy 175 will be presented at a later date. Karen Reiter moved to recommend to the Town Board the approval of the Ground Sign for Zignego Brothers, LLC as presented. William Whitney seconded the motion. All voted in favor and the motion carried.

- D. **Discussion.** Title X Section 7.02(7) Temporary Signs.
Secretary Groth followed up on a request by the Plan Commission to research local Ordinances regarding temporary signs. Groth reported other neighboring Towns had ordinances similar to the Town of Polk regarding temporary signs such as banners. Some localities did not allow them at all; others allowed them without a permit for various periods of time. Groth suggested that the Town not amend its Temporary Sign Ordinance at this time. Creating a more restrictive Ordinance would necessitate more enforcement hours by Zoning and Building; and there does not seem to be significant violations of the current Temporary Sign Ordinance within the Township at this time.

IV. Zoning Violations. None

V. Other Business

- A. Correspondence. None.
- B. Informational Items. Chairman Schulteis reported that the November 3 referendum for Road Construction and Repair passed and that revenue resulting from the Referendum will only be used for roads.
- C. Zoning Board of Appeals Report. None.

VI. Adjourn. Mark Peters moved to adjourn the meeting. Jeffrey Fehring seconded the motion. All voted in favor and the motion carried. The meeting adjourned at 8:18PM.

Respectfully submitted by Tracy Groth, Zoning Secretary,