

**WAUKESHA COUNTY
MINUTES OF THE PARK AND PLANNING COMMISSION
ADMINISTRATION CENTER, ROOM AC 255/259
THURSDAY, MAY 18, 2023 - 1:00 P.M.**

CALL TO ORDER

Mr. Siepman, Chairperson, called the meeting to order at 1:00 p.m.

Commission

Members Present: James Siepman Richard Morris
 Robert Peregrine William Groskopf

Commission

Members Absent: None

Staff

Members Present: Jason Fruth, Planning Manager
 Jacob Heermans, Senior Land Use Specialist
 Kathy Brady, Support Staff Supervisor

CORRESPONDENCE: None

MINUTES: Approval of the April 20, 2023, Minutes

After discussion, Mr. Morris moved, seconded by Mr. Groskopf and carried unanimously for approval, of the April 20, 2023, Minutes, as presented.

PUBLIC COMMENT: None.

• **CU88 (St. Teresa of Calcutta Parish) Town of Merton, Section 15**

Mr. Fruth pointed out the location of the property at N76 W30820 CTH VV in the Town of Merton on the aerial photograph. He indicated the request is for Conditional Use approval for land altering activities associated with the expansion of a cemetery.

Mr. Heermans indicated the property in question contains 2 lots which total approximately 4.76 acres in size and are located on the north side of CTH VV. Surrounding properties include, the Bugline Trail to the north, the Oconomowoc River to the northwest, condominiums to the west and other residential properties to the south and east. The property has split jurisdiction between the Town of Merton and Waukesha County with county jurisdiction located on the north side, adjacent to the greenway. The existing cemetery dates back to the 1920's and most of the existing burial sites are located on the lot directly adjacent to CTH VV. The property has 2 existing access points, both from CTH VV to serve the cemetery. Existing trees along the east and west property lines provide screening for the cemetery. The topography on the south lot is relatively flat and the northern lot contains some areas of steep slopes. The extension of the cemetery would include the expansion of the internal roadway system and the addition of cemetery plots and memorials. Approximately 2.4 acres of land altering activity would take place for the expansion of the cemetery. Grading would flatten portions of the northern lot to make it more suitable for future development. Approximately 0.3 acres of additional impervious surface would be added to the site for the proposed road system along with a culvert under the roadway. Two 4.5 ft. retaining walls are being proposed along with landscaping along the south and east lot lines to provide screening from the nearby residential properties. He added that the petitioners submitted an updated landscape plan with the type of trees which will be planted in 2023 for the residential screening. Mr. Morris commented that the petitioners will use recycled asphalt millings from the Hwy 83 project for the base of the cemetery roads.

After discussion, Mr. Peregrine moved, seconded by Mr. Morris and carried unanimously, for approval, as conditioned, in accordance with the “Staff Report and Recommendation”. The approval of this request will allow the petitioners a reasonable use of their land and meets the intent and purposes of all County Ordinances.

- **SP192 (St. Teresa of Calcutta Parish) Town of Merton, Section 15**

Mr. Fruth indicated the Site Plan/Plan of Operation request is related to the previous Conditional Use (CU88) listed above.

After a brief discussion, Mr. Peregrine moved, seconded by Mr. Groskopf and carried unanimously, for approval, as conditioned, in accordance with the “Staff Report and Recommendation”. The approval of this request will allow the petitioners a reasonable use of their land and meets the intent and purposes of all County Ordinances.

- **PPC23 002 (Nicole and Josh Kubeck) Town of Merton, Sections 20 and 29**

Mr. Fruth pointed out the location of the property on Hasslinger Drive in the Town of Merton on the aerial photograph. He indicated the request is for a lot not abutting a public road.

Mr. Fruth explained the Kubeck’s lot abuts Hasslinger Road to the west, however, the topography in that particular area is very steep and wooded. The neighbor to the south is willing to exchange an equal amount of land with the Kubecks via a Certified Survey Map process to allow for a driveway access from Robin Lane for the proposed new residence. Chairperson Siepmann stated that this was a good solution to protect the environment and wooded area on the property. Mr. Groskopf asked if the width of the driveway section of the property going to Robin Lane needed to be so wide? Mr. Fruth replied, it seems to be 66 ft. wide, which would provide for a driveway and maintenance area. Mr. Morris commented that this area was part of the old Hasslinger apple orchard.

After discussion, Mr. Morris moved, seconded by Mr. Groskopf and carried unanimously, for approval, as conditioned, in accordance with the “Staff Report and Recommendation”. The approval of this request will allow the petitioners a reasonable use of their land and meets the intent and purposes of all County Ordinances.

- **PPC23 003 (Town of Oconomowoc Board) Town of Oconomowoc, Section 36**

Mr. Fruth pointed out the location of the property in Section 36 of the Town of Oconomowoc on the aerial photograph. He indicated the request is for a road width right-of-way waiver for a portion of Road E from 50 ft. to 30 ft.

Mr. Fruth indicated that the Town of Oconomowoc authorized a reduction to 50 ft. for the main stem of Road E in 2008, and 30 ft. for the east/west portion of the road. However, in 2008, Waukesha County only accepted and approved the 50 ft. road width right of way waiver and he was unsure what the concern was regarding the 30 ft. east/west portion and why it was not approved. He said approving the 30 ft. east/west portion would help with setback considerations, building footprints, etc. Mr. Groskopf asked if it would be for just the west side or both east and west sides of Road E? Mr. Fruth responded only the west leg would be reduced to 30 ft.

After discussion, Mr. Peregrine moved, seconded by Mr. Groskopf and carried unanimously, for approval, in accordance with the “Staff Report and Recommendation”. The approval of this request will allow the petitioners a reasonable use of their land and meets the intent and purposes of all County Ordinances.

- **Appointment of Nominating Committee for Officers**

It was decided that the Nominating Committee would be:

- Chairperson Siepmann
- Richard Morris
- Robert Peregrine

After discussion, Mr. Peregrine moved, seconded by Mr. Morris and carried unanimously, for approval of the Nominating Committee.

- **Update regarding adoption of new floodplain zoning maps and standards**

Mr. Fruth indicated that FEMA and the DNR required updates will be coming to the Commission for approval. The map update has been in process for approximately 10 years relative to the Fox River basin. Most of the detailed study is being done on the Fox River and major tributaries. The effect on the County's jurisdictional area will be minor since some municipalities have become villages. The most notable area would be along the Vernon marsh, Springbrook Creek (T/Genesee and T/Mukwonago) and Brandy Brook stream will be studied and most of the time be reduced.

Mr. Fruth stated that the County will have 6 months to adopt the new maps and to come into conformance with the combined state and federal model floodplain ordinance. The current County Shoreland Ordinance has floodplain rules throughout text. The Planning and Zoning Division staff are currently separating the floodplain rules from the existing Shoreland Ordinance in order to adopt a separate a model floodplain ordinance. The DNR would like to see a draft of the ordinance by mid to late June. The public hearing would be scheduled for the July Park and Planning Commission meeting and the Commission may be asked to act on the same day because of the tight timeframe. Chairperson Siepmann asked if there would be a draft ordinance available for the Commission to review in June before the July public hearing, to which Mr. Fruth replied, yes.

ADJOURNMENT

With no further business to come before the Commission, Mr. Peregrine moved, seconded by Mr. Morris to adjourn the meeting at 1:33 p.m.

Respectfully submitted,

Richard Morris

Richard Morris
Secretary

RM:kb