

OTTAWA PLAN COMMISSION

Meeting Minutes – April 2, 2018

The Ottawa Plan Commission conducted two Joint Public Hearings with Waukesha County. The first was to consider the Conditional Use request of William P. and Arlys J. Downing and Kyle R. and Heather L. Downing, W377 S5994 CTH ZC, Dousman, WI, to legalize and retain an existing In-Law Unit and conduct minor modifications thereto. The second Public Hearing request was to terminate the non-operative commercial dog kennel on the same property.

Planner Scherer read the Notice of Public Hearing into the record.

William Downing was present in the audience. Planner Scherer provided photos from the Board of Adjustment meeting for the Plan Commission to review. Downing's bought the property in 1999, while the work was done in 1978. Downing stated it was not a rental unit, but that his son was living there. Planner Scherer explained that only blood relatives could occupy the unit.

Planner Scherer explained the second request is to terminate an existing Commercial Dog Kennel CU permit, as it is not being used.

Commissioner Hausser made a motion to adjourn the Public Hearings. The motion was seconded by Commissioner Mundschau and the motion carried.

Chairman Rupp called the regular meeting of the Ottawa Plan Commission to order. Roll call attendance was taken, and Commissioners Hauser, Mundschau and Weber, as well as Supervisor Graham were present.

The first item on the Agenda was for Downing, W377 S5994 CTH ZC, Dousman, WI to consider a Conditional Use request to legalize and conduct minor modifications to an existing In-Law Unit. Planner Scherer read from her report. Commissioner Weber stated that this works to clean up prior mistakes and make them right. Downing asked about the condition regarding widening the driveway from 12' to 16' due to more than one user. Commissioner Weber made a motion to approve the Conditional Use to legalize and conduct minor modifications to an existing In-Law Unit. The motion was seconded by Supervisor Graham, and carried unanimously.

The next item on the Agenda was for Downing, approval of more than two accessory buildings. Commissioner Mundschau asked if all four accessory buildings were there before Downing purchased the property? Downing replied that they had only put up the 8 x 8 shed, the other three were there before. Mr. Downing said he will be removing the chicken coop. Commissioner Weber made a motion to approve the retention of a maximum of four accessory buildings on the property. The motion was seconded by Commissioner Hausser, and carried unanimously.

The next item on the Agenda was for Downing, to terminate the non-operative commercial dog kennel CU permit. Commissioner Mundschau made a motion to approve the termination of the CU permit, the motion was seconded by Commissioner Hausser, and carried unanimously.

The next item on the Agenda was for Judith A. Lurvey and Lyle J. Lurvey Family Trust, W363 S3853 STH 67, Dousman, WI, for a Conceptual Land Division and any necessary waivers. Planner Scherer read from her report. Mr. Lurvey was present and asked for a waiver that only the 12 acres be surveyed, not the remnant 46 acres. Commissioner Mundschau made a motion to waive the 46 acre remnant parcel from the CSM. The motion was seconded by Supervisor Graham, and carried unanimously. Mr. Lurvey stated there is no drain tile on the property. The building envelope and the driveway access were discussed. The driveway should be shown in the building envelope. No action was taken on the Conceptual review.

The next item on the agenda was for Marion Igl Living Trust, W382 S2728 CTH Z, Dousman, WI, for a Preliminary CSM and any necessary waivers. Planner Scherer read from her report. Planner Scherer noted that a conveyance submittal is required if the intent is to convey the outlot to an adjoining property owner. Commissioner Mundschau made a motion to approve the request with all of the requested waivers as listed in the Planner's Report, the motion was seconded by Commissioner Weber, and carried unanimously.

After review by the Plan Commission, Chairman Rupp accepted the list of pending zoning violations.

There was no correspondence or public comment.

Commissioner Hausser made a motion to approve the minutes from the meetings held on February 5, 2018 and March 5, 2018. Commissioner Weber seconded the motion and the motion carried unanimously.

Supervisor Graham made a motion to adjourn. The motion was seconded by Commissioner Hausser and carried unanimously.

Respectfully submitted,

Lori Geyman

Deputy Clerk, Town of Ottawa