

OTTAWA PLAN COMMISSION
Meeting Minutes
March 2, 2026

Chairman Rupp called the regular meeting of the Town of Ottawa Plan Commission to order. Roll call attendance was taken; Commissioner Bennett, Commissioner Kershek, Commissioner Mundschau, Commissioner Hausser, Supervisor Wiedenbauer and Town Planner Kassie Slotty were present.

First on the agenda was public comment. No comments were made.

Due to no further comments, Chairman Rupp closed the public comment.

Next on the agenda was the request by Craig and Kathy Fleming, 237 N Main St. Apt 5 Dousman, WI 53118- Conceptual CSM for property located at W386 S4728 CTH ZC Dousman, WI 53118.

The petitioners Craig Fleming and Ryan Fleming were present.

Planner Slotty read from her report into the record.

Commissioner Kershek asked how the illegal land transfers between 2000 and 2012 would affect the petitioner's proposal. He wanted to confirm that approving the conceptual CSM would not have any effect on the prior transfers. Planner Slotty said it is unclear if the land transfers were illegal, but they were done via quitclaim deed or warranty deed. She said the Town enacted an ordinance in 2014 that requires all transfers of adjacent land or quitclaim deeds to be approved by the town plan commission. The previous transfers took place prior to the ordinance being enacted. The proposed CSM will memorialize the lots.

Planner Slotty discussed several conditions and plan commission action items. Pertaining to condition number 2 and permitting disturbance in 12-20% slopes on the eastern lot, Planner Slotty stated Sandy Scherer and Jason Fruth agreed the town plan commission may approve a building envelope that would allow disturbance in 12-20% steep slopes. Commissioner Kershek asked if this was for the east site only. Planner Slotty stated this is for both the proposed sites in their areas of steep slopes. A proposed disturbance envelope would be brought to the plan commission, and they would be asked to waive the requirement based on the review and approval of Waukesha County Planning and Zoning.

Commissioner Kershek confirmed if they waived the requirement, then the petitioner can build anywhere subject to the county's approval. Planner Slotty informed them she would feel comfortable with the petitioner of the western lot bringing forth an envelope in the area where there is a natural opening. Planner Slotty said the request is that the plan commission waive the preservation of steep slope requirement within a permitted building envelope and that the rest of the slopes must remain in permanent open space. Commissioner Mundschau said that if someone owns 25 to 30 acres, they would likely want a structure such as a barn and he is concerned they would be locked into a building envelope and not permitted to build elsewhere on the property. Planner Slotty said it is unlikely that a barn would be proposed in steep slopes and that a barn would be permitted elsewhere on the property. The building envelope would only be for disturbance in the steep slope area.

Supervisor Wiedenbauer stated the proposed driveway to the west of the drainage ditch needs to be relocated. Planner Slotty said DPW would approve the location.

Commissioner Hausser was concerned about the extent of the grading and Planner Slotty assured him a grading plan would be reviewed and approved and can also bring it to the plan commission to review.

Commissioner Mundschau asked Fleming if he is fine with having multiple building envelopes. Fleming says yes and explained there is also an easement from the adjacent property to the west that provides access to the westernmost proposed lot and also provides a drive over a culvert. Fleming also informed the plan commission that the building site in the natural opening is approximately $\frac{3}{4}$ of an acre.

There was further discussion about the permitted amount of disturbance. Commissioner Kershek said that it is expensive to build on a steep slope and that it is a disincentive. Planner Slotty said that it is the ideal building site on the western lot and any future owner would need to work with the topography.

Commissioner Kershek asked what condition 14 meant, which pertains to drain tile being shown on the CSM. Planner Slotty stated she is aware there is a significant amount of drain tile on the properties and feels if the state approves a sanitary permit, then the property is buildable.

Commissioner Bennett stated if the east lot is increased to 35 acres, they would likely borrow from the central lot and maybe even from the westernmost lot and he questioned whether or not the review would need to go before the plan commission again. Planner Slotty said she doesn't believe the changes will be more than five acres. Commissioner Kershek asked if there was any benefit to approving the adjustments now and Planner Slotty said no, that the adjustments would be shown on the Preliminary CSM. If the eastern lot stays at 35 acres, the petitioner will need to come back to the plan commission for approval to retain the accessory building without a residence.

Fleming said that the purpose of each lot is one for his son, one being sold for the petitioner's retirement, and the last one for himself. Planner Slotty also stated the previous planner had given her blessing on a building envelope in the steep slopes near the shed on the easternmost lot.

Commissioner Kershek motioned to approve the Conceptual CSM and waivers 2, 5, 6, 12, 13, and 14 and wait for the CSM and input from the Town Engineer for item number 23, and to move forward with the preliminary CSM process. Commissioner Bennett seconds the motion and the rest followed unanimously.

Next on the agenda was the request for an official CSM by Jeffrey and Jacqueline Schillinger, W379 S4722 E. Pretty Lake Rd Dousman.

The petitioner Jeffrey Schillinger was present.

Planner Slotty read from her report into the record.

Commissioner Mundschau motioned to approve the Preliminary CSM and the waiver of #12. Commissioner Hausser seconded the motion and the rest followed unanimously.

Next on the agenda was the request for Steven Cass, 644 W Linden Dr. Jefferson, WI 53549- Land Conveyance for property located at W359 S2608 STH 67.

The petitioner Steven Cass was present.

Planner Slotty read from her report into the record.

Planner Slotty informed the plan commission that the Town Attorney felt the proposal required a CSM rather than a quitclaim deed. She further explained for this property a quitclaim deed can fulfill zoning purposes.

Commissioner Kershek confirmed that there will be a 100' ROW for STH 67. He also asked from whom to whom the quitclaim deed would be drafted. Planner Slotty said that the quitclaim deed would be from him (Cass) to himself. Commissioner Kershek confirmed that the process is clarifying a legal description. Planner Slotty said yes. Commissioner Mundschau stated the language is in the ordinance for a reason, allowing for a quitclaim deed to be done. Commissioner Hausser agreed.

Commissioner Kershek motions to approve the use of a quitclaim deed which shall be recorded within 90 days. Commissioner Bennet seconds the motion and the rest followed unanimously.

The zoning violation list was reviewed.

There was no correspondence.

Commissioner Kershek made a motion to approve the minutes of the February 2, 2026 Plan Commission meeting subject to a correction. The motion was seconded by Commissioner Bennett and carried unanimously.

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

Respectfully submitted,

Jacquelyn Jansen
Deputy Clerk, Town of Ottawa