

**TOWN OF GENESEE PLAN COMMISSION MEETING  
MINUTES  
APRIL 25, 2022**

Chairman Leair called the meeting to order at 6:00 p.m.

Present were: Town Chairman Sharon Leair and Supervisors Buck Houston, Jim Morris and Charlie Ross. Absent was Supervisor Jeff Schmittinger. Also present were Plan Commission Members Bob Christiansen, Brett Engelking, Jeff Lightfoot, Mike Toole and Joe Turzynski. Also present were Planner Jeff Herrmann and Deputy Clerk Cindy Zignego.

Leair read the Public Hearing Notice.

NOTICE IS HEREBY GIVEN that a Joint Public Hearing will be conducted by the Town of Genesee Plan Commission and Town of Genesee Town Board on Monday, April 25<sup>th</sup>, 2022, beginning at 6:00 p.m. at the Town of Genesee Town Hall, S43 W31391 Hwy 83, Genesee Depot, Wisconsin, to consider an amendment to the Town of Genesee Zoning Map to rezone property owned by Kristilynn Smukowski, S30 W29856 Sunset Drive, Waukesha, Wisconsin from the R-3 Residential District to R-2 Residential District in order to construct a larger accessory structure on the property. The property is described as Lot 1 CSM 10438, being a part of the SW ¼ of the SW ¼ of Section 11, T6N, R18E, Town of Genesee, containing approximately 42,113.80 square feet (0.9668 acres). More specifically, the property is located on the north side of Sunset Drive. (GNT 1483.997.001)

Petitioner Kristilynn Smukowski was present.

Herrmann explained the background of the property. The property was rezoned in 2006 from R-1 to R -3 in order to legalize a duplex. At that time, the lot was split into two lots. Smukowski wants to go to the R-2 category. The purpose is in the R-3 category there is a maximum size for accessory building of 500 square feet. In the R-2 category, the maximum footage is 900 square feet for an accessory building. With the rezone, the property owners will be able to build a larger accessory structure. All the surrounding property owners can build accessory building up to 1,000 square feet in R-1. The rezone is not detrimental to anybody adjacent to the property.

Leair opened up discussion at the table. Morris wanted to clarify the difference in square footage from 500 square feet to 900 square feet.

Leair opened up the floor for comments. There were no comments.

Leair brought discussion back to the table. Engelking confirmed that the Land Use Plan allows for R-1, R-2 and R-3 in that area. There were no other comments.

Leair closed the hearing at 6:07 p.m.

The Plan Commission will act on this at the next meeting on May 23, 2022 and make a recommendation to the Town Board. Town Board will act on it at the June 13, 2022 meeting. Waukesha County will have to review.

Ross made a motion to adjourn the Joint Public Hearing. Morris seconded the motion. Joint Public Hearing was adjourned at 6:08 p.m. and Morris and Ross left the meeting.

**Discussion/Action – Conditional Use Request of Rebecca Fedak and Peter German, S54 W31502 S.T.H. 59, North Prairie, Wisconsin for a Legal Nonconforming Use Permit per Section 40 (B)(23) Legal Nonconforming Uses of the Town of Genesee Zoning Code to allow a duplex and a single-family residence on one parcel of land. The property is described as part of the SW ¼ of Section 28, in the Town of Genesee. More specifically, the property is located on the north side of C.T.H. ZZ at S54 W31502 S.T.H. 59, containing 95.10 acres. (Tax Key GNT 1551-999)**

Petitioners Fedak and German were present and had no questions.

Engelking made a motion to approve the request for the Conditional Use subject to Herrmann's conditions in the April 20, 2022 memo. Christiansen seconded the motion. Motion carried unanimously.

**Memo**

**To:** Town of Genesee Plan Commission  
**From:** Jeffrey C. Herrmann, Administrator-Planner  
**Date:** 04/20/2022  
**Re:** Fedak-German – Conditional Use (Legal Nonconforming Use)

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On March 28<sup>th</sup>, 2022, the Town of Genesee Plan Commission held a public hearing to consider a Conditional Use Request of Rebecca Fedak & Peter German, S54 W31502 S.T.H. 59, North Prairie, Wisconsin for a Legal Non-Conforming Use Permit per Section 40 (B)(23) Legal Non-Conforming Uses of the Town of Genesee Zoning Code to allow a duplex and a single-family residence on one parcel of land. The property is described as part of the SW ¼ of Section 28, in the Town of Genesee. More specifically, the property is located on the north side of C.T.H. ZZ at S54 W31500 S.T.H. 59 and at S54 W31502 S.T.H. 59, containing 95.10 acres. The petitioner is proposing to reduce the size of the parcel upon which the nonconforming use is located from 95.10 acres to 83.60 acres of land. One building is a duplex home and the second building is a single-family home. Both structures have been on the property for over 60 years.

According to the Zoning Code, Nonconforming Use of Structures and Lands is a lawful use which existed at the time of the adoption or amendment of this Code and may be continued as a legal non-conforming use, although the use of the structure and land does not conform with the provisions of this Code; however, no such use shall be expanded or enlarged; Upon petition to and approval of the Town Plan Commission, such use may be changed to another use provided the Town Plan Commission determines that the new use would not result in a greater degree of non-conformity than the current use; When any such use is discontinued for a period of twelve (12) consecutive months or eighteen (18) cumulative months during a three-year period, any future use of the land or structure shall conform to the use regulations of the applicable district. Seasonable uses shall be excluded from this provision. When a structure which houses such non-conforming use is damaged beyond 50 percent of its present equalized assessed value, it may be restored for any use in conformity with the applicable district regulations, and total structural repairs or alterations to a structure housing a non-conforming use shall not exceed, on an accumulative percentage basis, 50 percent of the present equalized assessed value of the structure.

Therefore, the petitioner is proposing to reduce the size of the lot upon which the non-conforming structure is located. In order to accomplish this, the petitioner is applying for legal nonconforming Conditional Use status, which may be granted to existing legal non-conforming uses, structures or lots upon petition of the owner and where

such use, structure or lot is determined by the Town Plan Commission to be: not adverse to the public health, safety, or welfare; not in conflict with the spirit or intent of the Code; and not otherwise detrimental to the community and particularly the surrounding neighborhood. Such conditional use status shall be granted only with the approval of the Town Plan Commission following a public hearing in the manner provided in Section 102.

Based on the information submitted with the application, the presentation made at the Public Hearing, comments from the public, review of the Town of Genesee Comprehensive Land Use Plan and the Town of Genesee Zoning Code, the Town Planner recommends that the Town Plan Commission **approve** the proposed request subject to the following conditions:

1. The subject use is restricted to one single-family home, one duplex, and accessory structures on an 83.60 acre parcel of land. No new structures or uses are allowed unless approved by the Town of Genesee Town Plan Commission.
2. No such use shall be expanded or enlarged without authorization by the Town Plan Commission.
3. The Conditional Use Status shall automatically terminate upon evidence that the above use is discontinued for a period of twelve (12) consecutive months or eighteen (18) cumulative months during a three-year period or as described in Section 40 (A)(7) of the Town of Genesee Zoning Code.
4. All other uses on the property shall conform to the use regulations of the applicable Zoning District.

It has been determined that the proposed use is not adverse to the public health, safety, or welfare; not in conflict with the spirit or intent of the Code; and not otherwise detrimental to the community and particularly the surrounding neighborhood and therefore the conditional use status should be granted as conditioned above.

**Discussion/Action – Certified Survey Map for Rebecca Fedak and Peter German, S54 W31502 S.T.H. 59, North Prairie, Wisconsin. (Tax Key GNT 1551-999)**

Herrmann explained Petitioners are taking from the 95 acre parcel a five acre lot and a 6.5 acre L-shaped parcel. Soil borings were submitted. There are a couple minor details that need to be corrected on the CSM.

Engelking made a motion to recommend approval to the Town Board subject to conditions in Herrmann's report dated April 20, 2022. Toole seconded the motion. Motion carried unanimously.

**TOWN OF GENESEE PLAN COMMISSION & TOWN BOARD  
PLANNER'S REPORT AND RECOMMENDATION  
CERTIFIED SURVEY MAP (Dated March 17, 2022)**

**PROJECT NAME:** Fedak-German CSM

**TAX KEY NO.:** GNT 1551.999

**DATE:** April 20, 2022

**OWNERS:** Rebecca Fedak & Peter German  
S54 W31502 STH 59  
North Prairie, WI 53153

**LOCATION:** Part of SW ¼ of Section 28, T6N, R18E, Town of Genesee, Waukesha County, Wisconsin at S54 W31500 S.T.H. 59 and S54 W31502 S.T.H. 59.

**TOWN GENESEE ZONING:** A-5 Mini-Farm District.

**LOT SIZE:** Approximately 95.10 acres.

**REQUESTED USES:** A Certified Survey Map (CSM) to create two (2) Lots.

**COMPLIANCE WITH THE TOWN OF GENESEE COMPREHENSIVE LAND USE PLAN -2035:** The Town of Genesee Comprehensive Land Use Plan – 2035 designates property in the Mixed Use category allowing a mixture of business and residential development. Therefore, the proposed parcels comply with the intent of the Town of Genesee Comprehensive Land Use Plan – 2035.

**STAFF ANALYSIS:**

The property is located on the northwest side of S.T.H. 59, about 600 feet north of the intersection of C.T.H. ZZ and S.T.H. 59. The owner has applied for a Conditional Use Permit for a legal non-conforming Conditional Use Permit to allow a single-family home and a duplex on a smaller lot (86.30 acres) than the original lot size of 95.10 acres. This CSM will be conditioned upon the Conditional Use being approved by the Town Plan Commission. Any conditions of approval will need to be complied with.

The proposed CSM will consists of two (2) parcels. Lot 1 consists of 5.00 acres and is currently vacant. Lot 2 consists of 6.50 acres and is also currently vacant. The remnant parcel contains an existing single-family residential structure, a duplex structure, two (2) existing garages, a barn and three (3) accessory structures. The owners have requested a waiver not to show the remnant parcel on the CSM because the remnant parcel is 83.60 acres in size and contains environmentally sensitive areas that will need to be delineated at some point in the future.

This submittal is a Certified Survey Map, which gives the Town Plan Commission 75 days and the Town Board 90 days to take action. The Certified Survey Map was filed with the Town of Genesee on April 4, 2022, giving the Town Plan Commission until June 18, 2022 and the Town Board until July 3, 2022, to take action, unless the Developer grants an extension in writing.

In performing a detailed review of the CSM dated March 17, 2022, I have found the following items must be added to the map or waived by the Town of Genesee Plan Commission and Town Board in order to comply with the Town's Land Division Ordinance:

- Section 375-9 (A) A portion of C.T.H. ZZ appears to have been dedicated per State Highway Commission Project No. DF063-K11. If the land was not dedicated to Waukesha County at the time, a note shall be added to the CSM indicating that the right of way of C.T.H. ZZ is being dedicated for public road purposes.
- Section 375-12 (6) A note shall be added to the CSM stating, "Any portion of the lot area with slopes in excess of 20 percent shall be maintained as open space and the construction of structure thereon is hereby prohibited."
- Section 375-12 (10) All remnant parcels must be part of the CSM unless specifically waived by the Town Plan Commission and Governing Body.



- Section 375-22 (C) The “general location sketch” shall include the name of the railroad.
- Section 375-23 (U) Surveyor’s certificate signed, dated and sealed and revision dates shall be shown on all sheets.
- Section 375-29 (E) All Utility and/or Drainage Easements shall be shown on the final CSM.
- Section 375-44 **Duplicate CSM to be Filed:** An identical reproducible copy (on stable drafting film at least 4 mils thick) along with the recording data shall be placed on file with the Town Clerk.
- Section 375-48 (A) Since C.T.H. ZZ is classified as a Collector Street, a planting strip at least 30 feet in depth shall be provided adjacent to C.T.H. ZZ. This strip shall be a part of the CSM lot, but shall have the following restriction lettered on the face of the CSM: “This strip reserved for the planting of trees and shrubs, the building of structures hereon is prohibited.”
- Section 375-55 (B) All required “Impact Fees” for parks, playgrounds and land for athletic fields shall be paid to the Town Clerk.

**PLANNER’S RECOMMENDATION:**

Based on the above information, the Town Planner recommends that the Town Plan Commission recommend to the Town Board to **approve** the CSM subject to the aforementioned conditions being satisfied prior to Town signing the final CSM and subject to the following:

1. Subject to the Owner satisfying all comments, conditions and concerns of the Town Engineer, the Town Planner and all reviewing, objecting and approving bodies, including but not limited to the Wisconsin State Statute’s per Chapter 236; Comm. 85, Wisconsin Administrative Code; the Village of North Prairie and Waukesha County in regard to the CSM, prior to the Town signing the final CSM.
2. The Village of North Prairie shall review, approve and sign the CSM prior to the Town of Genesee signing the final CSM. All conditions imposed by the Village of North Prairie shall be incorporated herein.
3. Written Documentation from the Waukesha County Department of Public Works or Parks and Land Use shall be provided to the Town Planner that the Waukesha County Department of Public Works has approved the existing access to the site. All conditions imposed by the Waukesha County Department of Public Works shall be incorporated herein.
4. Documentation shall be provided to the Town Planner that Waukesha County Environmental Resource Division has conducted a preliminary site evaluation of the existing septic systems for the existing home and duplex.
5. All conditions of the Conditional Use Permit for a Legal Nonconforming Conditional Use Permit shall be complied with and the Conditional Permit shall be issued prior to the Town signing the final CSM.
6. Any and all waivers reviewed and approved by the Town Plan Commission and Town Board shall be noted on the final CSM. The Town Planner shall approve the language of the notes.
7. A note shall be placed on the face of the final CSM stating, no lot or outlot shall be further divided absent the express written approval of the Town Board of the Town of Genesee. No new lots or outlots shall be created absent the express written approval of the Town Board of the Town of Genesee. No lot line or

outlot line shall be adjusted or reconfigured in any way absent the express written approval of the Town Board of the Town of Genesee or unless otherwise expressly authorized by law.

8. All existing and proposed easements shall be shown.
9. Subject to the Developer satisfying all of the aforementioned conditions within one (1) year of the Town Board granting conditional final CSM approval.
10. Professional fees. Petitioner shall, on demand, reimburse the Town for all costs and expenses of any type that the Town incurs in connection with this development, including the cost of professional services incurred by the Town (including engineering, legal, planning and other consulting fees) for the review and preparation of required documents or attendance at meetings or other related professional services for this application, as well as to enforce the conditions in this conditional approval due to a violation of these conditions.
11. Payment of Charges. Any unpaid bills owed to the Town by the subject property owner or his or her tenants, operators or occupants, for reimbursement of professional fees (as described above); or for personal property taxes; or for real property taxes; or for licenses, permit fees or any other fees owed to the Town; shall be placed upon the tax roll for the subject property if not paid within thirty (30) days of the billing by the Town, pursuant to Section 66.0627, Wisconsin Statutes. Such unpaid bills also constitute a breach of the requirements of this conditional approval that is subject to all remedies available to the Town, including possible cause for termination of the conditional approval.

Respectfully submitted,

Jeffrey C. Herrmann, AICP  
Administrator-Planner

cc: Town of Genesee Clerk  
Town of Genesee Building Inspector  
Waukesha County Department of Parks and Land Use  
Rebecca Fedak & Pete German  
Terrance Pisarek  
Village of North Prairie

**Discussion/Action – Request waiver not to show remnant parcel for Certified Survey Map for Rebecca Fedak and Peter German, S54 W31502 S.T.H. 59, North Prairie, Wisconsin. (Tax Key GNT 1551-999)**

Engelking made a motion to recommend approval to the Town Board. Christiansen seconded the motion. Motion carried unanimously.

The CSM and waiver will go to the Town Board on May 9, 2022. The County will have to approve the waiver.

**Discussion/Action – Conditional Use transfer for Jeremy Polk for Adeline Montessori School  
S31 W29553 Sunset Drive, Waukesha, WI 53189. (Tax Key GNT 1494-994)**

Petitioners Jeremy and Kristin Polk were present. Herrmann explained the Adeline Montessori School is transferring the CU over to Maravilla Montessori School. The people running Adeline Montessori School are moving out. The CU is allowed to be transferred. The sign will change to reflect the new name. The hours of operation will be from 7:00 a.m. to 9:00 p.m. seven days a week in the Plan of Operation.

Engelking made a motion to approve the request for the change in ownership and change of the name of the facility with the amended hours of operation in the Plan of Operation and subject to Herrmann's conditions in the April 20, 2022 memo. Toole seconded the motion. Motion carried unanimously. Herrmann mentioned that a deed restriction needs to be filed.

**Memo**

**To:** Town of Genesee Plan Commission  
**From:** Jeffrey C. Herrmann, Administrator-Planner  
**Date:** 04/20/2022  
**Re:** Maravilla Montessori School – Conditional Use/Plan of Operation

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On July 27<sup>th</sup>, 2020, the Town of Genesee Plan Commission held a Public Hearing to consider a Conditional Use request of Emily Rodriguez, d/b/a/ Adeline Montessori School LLC, 140 Carroll Street, Waukesha, Wisconsin to operate a Montessori School for kids from infancy up to eighth grade. The property is located in the NW 1/4 of Section 14, T6N, R18E, Town of Genesee. More specifically the property is located on the south side of sunset Drive and Contains approximately 2.40 acres of land. The Conditional Use Permit was approved subject to numerous conditions being complied with and adhered to.

Jeremy Polk, owner of the property, has indicated that Adeline Montessori School will be moving out of this location at the end of the school year (they have gotten too big for the property). Mr. Polk has indicated he has another tenant that would like to rent the property to operate Maravilla Montessori School. Specifically, Mr. Polk's wife (Kristin Polk) and another teacher are setting up to operate the new school that will operate extremely similar to Adeline Montessori School. The Adeline Montessori school will be vacating the property and the people currently running Adeline Montessori School will not have anything to do with Maravilla Montessori School.

According to the Conditional Use Permit, the Conditional Use shall only be transferred to another lessee and/or future owner with the Town of Genesee Plan Commission Approval. Mr. Polk has indicated that the new school will only offer pre-school, elementary and youth educational programs for children ages three (3) year to thirteen (13) years with no before or after school care, whereas Adeline Montessori offered programs for children ages six (6) weeks to thirteen (13) years with before and after school care. In addition, Mr. Polk has indicated that this operation will not be licensed as a daycare center, as they will not be operating as one. It is unknown if conditions of approval can be changed without amending the Conditional Use itself. Since Maravilla Montessori School is proposing less uses on the property than what the Conditional Use Permit allows, they could operate under the existing Conditional Use Permit without amending the Conditional Use Permit at this time.

After reviewing the Applicant's request, comments made at the joint public hearing (none) and discussion at the public hearing, the Town Planner recommends to the Town Plan Commission to approve the proposed request for a Montessori school subject to the following conditions:

1. The prior Conditional Use/Plan of Operation Permit imposed by the Town of Genesee for Adeline Montessori School is hereby repealed and has no further effect upon acceptance of the current Conditional Use/Plan of Operation Permit and the following conditions shall prevail.
2. The proposed use is limited to the operation of "Maravilla Montessori School, LLC" for the operation of a pre-school, elementary, and youth educational programs for children from ages three (3) weeks to thirteen (13) years of age.
3. The final Conditional Use/Plan of Operation approved by the Town of Genesee Plan Commission shall be kept up to date and on file with the Clerk for the Town of Genesee.
4. Subject to the Waukesha County Department of Parks and Land Use, Environmental Health Division, reviewing and approving the existing septic system and well for the proposed use prior to the issuance of a Conditional Use Permit.
5. Subject to the proposed use complying with all laws, rules, orders and codes of the Town of Genesee, Waukesha County, State and Federal Government.
6. Subject to the Conditional Use only being transferred to another lessee and/or future owner with the Town of Genesee Plan Commission Approval.
7. The terms and conditions of this Conditional Use Permit may be reviewed by the Plan Commission based upon a complaint received and at their discretion. Upon such review, additional reasonable terms and conditions may be imposed as are deemed necessary and appropriate by the Town of Genesee Plan Commission, so as to protect and promote the health, safety, welfare in the area and intent of the Zoning Code. If this Conditional Use Permit does not continue in conformity with the conditions of the original approval or subsequent approved amendments or changes, the Conditional Use Order and any subsequent approved amendments thereto may be terminated by action of the Town of Genesee Plan Commission, following referral to the Town of Genesee Plan Commission for Public Hearing thereon.
8. Subject to a letter from the owner and petitioner (if applicable) acknowledging and accepting all terms and conditions of this Conditional Use Permit being submitted to the Town of Genesee Clerk, prior to issuance of any permits.
9. Subject to the applicant allowing the premises to be available for inspection by all Town, County, State officials and agents at any reasonable time and for any proper purpose.
10. If any interior changes require a Zoning Permit and/or Building Permit, said permit(s) shall be applied for and issued in conjunction with the issuance of the Use Permits for the operation. If required, State Approved Building Plans shall be provided to the Town Building Inspector.
11. Any future playground equipment or modifications to the play area shall be reviewed and approved by the Town Planner.
12. Detailed colored sign rendering, location map and sign size shall be submitted to the Town Planner for review and approval of any and all signs, prior to the erection of any signs on the property.



13. A final Site Plan depicting the location of the parking/storage area for the bus, shall be submitted to the Town Planner for review and approval, prior to occupancy of the premises.
14. An updated Declaration of Restrictions shall be filed in the Waukesha County Register of Deed's office rescinding all previous Conditional Uses/Site Plan-Plan of Operations. The Declaration of Restrictions shall be reviewed and approved by the Town Attorney, prior to recording the Declaration of Restriction.
15. No outside storage is allowed.
16. A detailed safety measurement to prevent children from potentially running out onto Road DT shall be presented to the Town Planner for review and approval prior to issuance of an occupancy permit.
17. The subject parcel shall not be reduced in size as long as this Conditional Use is in effect and the use is legally existing on the site, and then only in conformance with the land division and zoning regulations in effect at the time of division.
18. Any expansion, change or modification to any part of the approved operation, including the construction of new buildings or changes to existing building, will require the approval of the Town of a revised Site Plan/Plan of Operation or Conditional Use and Site Plan/Plan of Operation, as determined by staff to be required by the Zoning Code, and satisfaction of all required conditions, prior to implementation. However, no exterior expansion of the existing building is allowed. Any expansion of the day care facility or any other modifications, which is/are considered to be minor by the Town Planner, shall only require an amendment to the Site Plan/Plan of Operation and not the Conditional Use Permit.
19. The Fire Chief shall inspect said premises to ensure that all fire codes are being complied with. All compliance violations shall be corrected to the Fire Chief's satisfaction, prior to the issuance of a Plan of Operation/Use Permit.
20. The Town of Genesee Building Inspector shall inspect the entire building to determine compliance with all applicable building codes. All compliance violations shall be corrected to the Building Inspector's satisfaction, prior to the issuance of a Plan of Operation/Use Permit.
21. Although not proposed, if meals are prepared onsite for the children, the facility is subject to further State and County approvals as required. The preparation and service of food shall be set forth in the approved Site Plan/Plan of Operation.
22. No additional exterior lighting is proposed or allowed.
23. Petitioner shall, on demand, reimburse the Town of Genesee for all costs and expenses of any type that the Town incurs in connection with this conditional use permit, including the cost of professional services incurred by the Town of Genesee (including engineering, legal, planning and other consulting fees) and for the review and preparation of the conditional use permit or attendance at meetings or related professional services for this application, as well as for any actions that the Town of Genesee is required to take to enforce the conditions in this conditional use permit due to a violation of these conditions. All fees due and owing at the time shall be paid prior to the issuance of the conditional use permit, and such fees coming due following the issuance of the conditional use permit shall be paid within thirty (30) days of billing.
24. Payment of Charges. Any unpaid bills owed to the Town by the Subject Property Owner or its tenants, operators or occupants, for reimbursement of professional fees (as described above); or for personal property taxes; or for real property taxes; or for licenses, permit fees or any other fees owed to the Town; shall be placed upon the tax roll for the Subject Property if not paid within thirty (30) days of the billing by the Town,

pursuant to Section 66.0627, Wisconsin Statutes. Such unpaid bills also constitute a breach of the requirements of this conditional approval that is subject to all remedies available to the Town, including possible cause for termination of the conditional approval.

**Discussion/Action – Special Events request for Ella’s Public House, W325 S1767 Mickle Road, Delafield, WI 53018 on: (Tax Key GNT 1457-999-002)**

**Friday, May 13, 2022 – KMHS Football Fund Raiser**

**Saturday, June 11, 2022 – Kettle Moraine Heating & Air Conditioning Christmas Party**

**Saturday, August 6, 2022 – 2<sup>nd</sup> Annual Lake Country Beer Festival**

Jeff Scholz was present for Ella’s. Events end at 10:30 p.m. Herrmann mentioned last year there were noise complaints regarding the music. Scholz replied the ending time was moved up from last year’s events.

Christiansen made a motion to approve the three events. Engelking seconded the motion. Motion carried unanimously.

**Discussion/Action – Proposed Zoning Code Amendments.**

Plan Commissioners and Leair had reviewed the changes to the Zoning Code prior to the meeting. There was discussion about content to add or delete. Herrmann will incorporate those changes. Once the changes are completed, there will be a joint public hearing with Plan Commission and Town Board to act on the amendments.

**Discussion/Action – Approval of March 28, 2022 Plan Commission Minutes.**

Engelking made a motion to approve the March 28, 2022 minutes. Christiansen seconded the motion. Houston abstained. Motion carried with one abstention.

**Review Pending**

None.

**Correspondence**

Herrmann will write a letter to neighbor that cut down tree branches and placed them on top of Town’s bushes next to parking lot.

There were complaints about a car show held at RiverGlen’s parking lot. Cars were squealing tires and traveling at high speeds. Herrmann will send RiverGlen a letter addressing the issue.

**Adjourn**

Engelking made a motion to adjourn the meeting. Christiansen seconded the motion. Motion carried unanimously. Meeting adjourned at 7:07 p.m.

Cindy Zignego  
Deputy Clerk  
April 29, 2022