

Village of Richfield
4128 Hubertus Road, Hubertus, WI
Plan Commission Meeting Minutes, March 5, 2020
7:00 PM

1. Call to Order/Determination of quorum

Chairman Jim Otto called the meeting to order at 7:06 PM, noting there was a quorum present.

In attendance were Chairman Otto, Vice-Chair Berghammer, Commissioners Bartel, Coté, Lalk, Melzer, and Trustee Collins.

Also Present: Administrator Healy and Deputy Clerk Donna Cox

2. Verification of Open Meetings Law compliance

Administrator Healy stated that the agendas were posted at the Richfield, Hubertus, and Colgate U.S. Post Offices as well as Village Hall. Digital copies of the agenda were sent to the West Bend Daily News, Germantown Express News, Hartford Times Press, and the Milwaukee Journal Sentinel.

3. Pledge of Allegiance

4. Approval of Minutes

- a. February 6, 2020 – Regular Meeting

Motion by Commissioner Lalk to approve the February 6, 2020 Regular Meeting Minutes; Seconded by Commissioner Melzer; Motion carried without objection.

5. DISCUSSION/ACTION

- a. **Discussion and possible recommendation to the Village Board regarding a proposed Ordinance Amendment to the P-1, Parks and Recreation District to allow “camping cabins” as a Conditional Use in Glacier Hills Park – Washington County Planning and Parks Department, Mr. Eric Hyde, Petitioner**

Chairman Otto requested that Administrator Healy follow up with the Village Attorney to seek his opinion as to whether Section 5-10 (70-5.32) items b, c, and d should be included or omitted.

Motion by Commissioner Lalk to recommend denial to the Village Board the approval of the drafted amendment to Section 70.207(D) of the Village Code related to “camping cabins” in Glacier Hills Park; Seconded by Commissioner Cote; Motion carried without objection.

- b. **Discussion and possible recommendation to the Village Board regarding a proposed Ordinance Amendment to Section 70.241 entitled Conditional Use Administration – Village Board, Petitioners**

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Motion by Commissioner Cote to recommend to the Village Board the approval of the drafted Conditional Use Administration ordinances for the repeal and recreation of Section 70.241 of the Village Code; Seconded by Vice-Chair Berghammer; Motion carried without objection.

Motion by Commissioner Cote to amend the previous motion for item 5b to include the following additional items: Regarding Public Hearings to allow for proper notice to the Village Board and Plan Commission to conduct a Joint Public Hearing, the meeting should be chaired by the Village President or his or her designee, that any person or business holding a Conditional Use Permit must come back before the Plan Commission every (3) three years for a compliance check, the Village's Property Maintenance Chapter 286 should be specifically referenced when talking about the condition of the property and to include the modifications recommended by the Village Attorney, Mr. John Macy noted in his letter dated, March 2, 2020; Seconded by Vice-Chairman Berghammer; Motion to amend the original motion passes without objection.

Second on the motion, with the amendment, by Vice-Chairman Berghammer; Motion carried without objection.

c. Discussion regarding Chapter 70 Zoning Code Recodification

Village Administrator Healy discussed the processes and procedures Sections of the proposed Chapter 70 Zoning Code. Many of these processes are not included in the Code so they are reflections of what is done by Staff presently, just codified. Every application procedure in the Zoning Code was discussed.

6. ADJOURNMENT

Motion by Vice-Chair Berghammer to adjourn; Seconded by Commissioner Melzer; Motion carried without objection at 8:46 p.m.

Respectfully Submitted,

Jim Healy
Village Administrator