

Village of Richfield
4128 Hubertus Road, Hubertus, WI
Plan Commission Meeting Minutes, June 4, 2020
7:00 PM

THIS MEETING WAS HELD VIRTUALLY THROUGH WEBEX DUE TO COVID-19

1. Call to Order/Determination of quorum

Chairman Jim Otto called the meeting to order at 7:02 PM, noting there was a quorum present.

In attendance were Chairman Otto, Commissioners Bartel, Coté, Lalk, Melzer and Trustee Collins.

Also Present: Administrator Healy

Excused Absence: Vice-Chairman Don Berghammer

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. March 5, 2020 – Regular Meeting

Motion by Commissioner Bartel to approve the March 5, 2020 Regular Meeting Minutes;
Seconded by Commissioner Melzer; Motion passed without objection.

b. May 7, 2020 – Regular Meeting

Motion by Commissioner Bartel to approve the May 7, 2020 Regular Meeting Minutes;
Seconded by Commissioner Lalk; Motion passed without objection.

5. DISCUSSION/ACTION

a. Discussion/Action regarding the appointment of the position of Plan Commission Vice-Chairman

Motion by Commissioner Lalk to appoint Don Berghammer to the position of Vice-Chairman of the Plan Commission for a term of one (1) year; Seconded by Commissioner Bartel; Motion passed without objection.

b. Discussion/Action regarding a Plan of Operation review for property located at 3051 STH 167 (Tax Key: V10_0353) – Cousins Subs, petitioner

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Administrator Healy discussed the proposed plan of operation. They will be open seven (7) days per week and their hours will generally coincide with the operation of the gas station. The site has already been engineered for a drive through and they intend to utilize that as well.

Cousins Subs Director of Real Estate, Kim Lesch was also present and appeared by phone.

Motion by Commissioner Bartel to approve the proposed Plan of Operation for Cousins Subs, to be located at 3051 STH 167 (Tax Key: V10_0353) inside the BP gas station, as proposed; Seconded by Commissioner Cote; Motion passed without objection.

6. ADJOURNMENT

Motion by Commissioner Lalk to adjourn; Seconded by Trustee Collins; Motion passed without objection at 7:06 PM.

Respectfully Submitted,

Jim Healy
Village Administrator