

**TOWN OF HARTLAND
Plan Commission
Minutes of Meeting**

May 23, 2023

1. Call to order.

The meeting was called to order by Chairman Bohm at 6:00 p.m. on Tuesday, May 23, 2023, at the Hartland Town Hall, W3454 County Road BE, Bonduel, Wisconsin.

	<u>Plan Commission Members</u>	<u>Staff</u>
<u>Present:</u>	Dave Bohm, Chairman Peter Schmidt Tim Leitemann Bill Dittman Scott Schara Tom McClone	Jeff Kussow, Zoning Administrator

2. Verification of meeting posting.

Notice of meeting was properly posted at the Hartland Town Hall, in the Shawano Leader, and on the Town website.

3. Motion to deviate from the order of agenda (if deemed necessary)

Motion by McClone, seconded by Lieterman, to proceed with the agenda order, as posted.
Motion carried unanimously (6-0).

4. Approval of minutes of the April 10, 2023 Plan Commission meeting.

Motion by Schmidt, seconded by Schara, to approve the minutes as presented.
Motion carried unanimously (6-0).

5. Public/Committee Comments

None

6. Public Hearing(s)

- a. **Public hearing on Conditional Use Permit No. 2023-101; Dannie J Borntreger, on behalf of Premier Custom Cabinetry LLC; Expansion of Light Industrial land use via 40' x 80' addition to existing cabinet manufacturing shop building; Tax Parcel No. 022-18230-0001; N3966 Valley Road**

No public comments

7. Business/Action Item(s):

- a. **Consideration of Conditional Use Permit No. 2023-101; Dannie J Borntreger, on behalf of Premier Custom Cabinetry LLC; Expansion of Light Industrial land use via 40' x 80' addition to existing cabinet manufacturing shop building; Tax Parcel Number 022-18230-0001; N3966 Valley Road**

Zoning Administrator Kussow provided a summary of the application and proposed project. Plan Commission discussed the recommended conditions outlined in the staff report. The applicant, Dannie Borntreger, provided a description of the proposed project and use of the addition, and answered questions from the Commission.

Motion by Schmidt, seconded by Dittman, to approve Conditional Use Permit No. 2023-101 with the following condition:

1. Any substantial changes or additions to the site and/or building requires the issuance of a new Conditional Use Permit in accordance with the requirements of the Town of Hartland Zoning Ordinance. Determination of whether a change or addition is substantial shall be at the discretion of the Town Zoning Administrator.

Motion carried unanimously (6-0).

- b. **Consideration of updates to Town Farmland Preservation Plan Map for Shawano County Farmland Preservation Plan update**

Zoning Administrator Kussow provided a summary of the Town Farmland Preservation Plan Map. Plan Commission discussed the proposed map.

Motion by McClone, seconded by Leitermann, to approve the Town Farmland Preservation Plan Map subject to categorizing the "ReZones" identified on the Farmland Preservation Plan Map as "Other Unincorporated Area".

Motion carried unanimously (6-0).

8. Other Item(s):

- a. **Informal review of Zoning Permit Application No. 2023-106; Eli Hochstetler; 3,072 sq. ft. indoor sales & service/retail store; Tax Parcel No. 022-16130-0010; N3975 Greenwood Lane**

Zoning Administrator Kussow provided a summary of the application and proposed project. Kussow explained that the site plan and building layout will be adjusted due to an issue with proximity to the

existing drain field. Kussow explained that this is an informal review and any comments/suggestions from the Plan Commission will be forwarded to the applicant. Plan Commission discussed the proposed project, but had no specific comments/suggestions to be forwarded to the applicant.

b. Discussion on setting regular monthly Plan Commission meeting date(s)

Zoning Administrator Kussow and the Plan Commission discussed the pros and cons of setting a regular monthly Plan Commission meeting date, and discussed options.

Motion by Schmidt, seconded by McClone, to set a monthly Plan Commission meeting date for the second Monday of every month at 6:00 p.m., as needed.

Motion carried unanimously (6-0).

c. Plan Commission vacancies (two vacancies)

Zoning Administrator Kussow advised that there is still one vacancy on the Plan Commission. Kussow explained that since the Town's population is less than 2,500, the Town could amend their zoning ordinance to only have a 5-person Plan Commission. Plan Commission discussed and decided to keep a 7-person Plan Commission.

9. Set Next Meeting Date and Time.

Next Plan Commission meeting is scheduled for June 12, 2023, at 6:00 p.m.

10. Adjourn.

Motion by Bohm, seconded by Schmidt, to adjourn.

Motion carried unanimously (6-0)

Meeting adjourned at 7:02 p.m.

Respectfully submitted: Jeff Kussow, Town Zoning Administration