

Concord Planning Committee Agenda/Minutes

Table of Contents

Agenda January 22, 2013.....2

Minutes January 22, 2013.....4

Agenda February 26, 2013.....6

Minutes February 26, 2013.....7

Agenda March 26, 2013.....9

Minutes March 26, 2013.....10

Agenda April 23, 2013.....12

Minutes April 23, 2013.....13

Agenda May 28, 2013.....15

Minutes May 28, 2013.....16

Agenda July 23, 2013.....17

Minutes July 23, 2013.....18

Agenda August 27, 2013.....20

Minutes August 27, 2013.....21

Agenda December 3, 2013.....22

Minutes December 3, 2013.....23

Agenda January 22, 2013

TOWN OF CONCORD PLAN COMMISSION

MEETING AGENDA

TUESDAY

January 22, 2013

LOCATION: TOWN OF CONCORD COMMUNITY CENTER

W1089 CONCORD CENTER DRIVE

TIME: 7:00 P.M.

AGENDA

1. Roll Call
2. Verify compliance with open meetings law
3. Review and approval of minutes from December 18, 2012
4. Review Town of Concord Mobile Home Park Ordinance
5. New business

6. Adjournment

There may be at least two town board supervisors in attendance.

Minutes January 22, 2013

TOWN OF CONCORD PLAN COMMISSION MINUTES

January 22, 2013

The meeting was called to order at 7:00 p.m. with Jim Gilbert, Carole Hoffmeister, Laura Callison, and Sally Williams, present. Town Chairman Bill Ingersol was also present. Dave Janquart was absent. The meeting was opened with the Pledge of Allegiance.

Sally Williams stated that the meeting had been properly posted.

Jim Gilbert made a motion to accept the minutes from the December 18, 2012 meeting seconded by Carole Hoffmeister and carried.

Discussion of the Mobile Home Park Ordinance:

Section (6) License for Mobile Home Park.

6 (b)Application fees. Application renewal is done and fees collected in December of each year through the Town Clerk. This is accompanied by a \$5000 surety bond to guarantee collection of monthly parking fees. The parking fee is basically a property tax assessment for the parking of each mobile home trailer on a lot in the Park. These fees are collected monthly by the Park Management and are paid to the Town. The fees go to the Town and school district only and are about \$35,000 - \$40,000 per year.

6 (c) The yearly application is required to be accompanied by a Park Plan. This Plan must include all items stipulated in section 6 (c) and must meet the requirements of section 6 (d). Bill Ingersol will check with Lloyd Zastrow to see if such a Plan exists and is submitted each year with the renewal application.

6(d) This section requires that the Town board perform an inspection of the Mobile Home Park before approving the renewal of its license each year. The license is currently renewed in December each year. Consider changing this to June 1 of each year in order that the inspection be done when the weather is nicer.

Currently there is a \$5000 surety bond (noted in section 6(b)) to guarantee collection of parking permit fees. This bond should be increased to guarantee the resolution of any problems noted by the Town Board in its yearly inspection. Bill Ingersol will contact Tom Ames regarding the cost of increasing the bond.

Also consider establishing a fine if the terms of the licensing/ renewal are not met.

6(e) This section outlines the criteria which the Park Plan must meet in order for a Mobile Home Park license to be renewed. In addition to meeting these Plan requirements, the Town may consider adopting

in its ordinance, the current Guidelines for Living issued to the residents. In the event that the Mobile Home Park would want to change these guidelines, the proposed changes would need to be approved by the Town. The Town would reserve the right to require changes to these guidelines.

Additionally, the town would require that the Park Plan set the maximum occupancy of as home in the Park at 2 persons per bedroom.

Sally Williams made a motion to adjourn, seconded by Carole Hoffmeister and carried.

Respectfully submitted, Sally Williams, secretary

Agenda February 26, 2013

TOWN OF CONCORD PLAN COMMISSION

MEETING AGENDA

TUESDAY

February 26, 2013

LOCATION: TOWN OF CONCORD COMMUNITY CENTER

W1089 CONCORD CENTER DRIVE

TIME: 7:00 P.M.

AGENDA

- 1.** Roll Call
- 2.** Verify compliance with open meetings law
- 3.** Review and approval of minutes from January 22, 2013
- 4.** Review Town of Concord Mobile Home Park Ordinance
- 5.** New business
- 6.** Adjournment

There may be at least two town board supervisors in attendance.

Minutes February 26, 2013

TOWN OF CONCORD PLAN COMMISSION MINUTES

February 26, 2013

The meeting was called to order at 7:00 p.m. with Jim Gilbert and Sally Williams, present. Town Chairman Bill Ingersol was also present. Dave Janquart, Laura Callison, and Carole Hoffmeister were absent. Due to lack of a quorum, Bill Ingersoll called Town Clerk Lloyd Zastrow who indicated that the plan commission members present could move to appoint Bill as a voting member for this meeting.

The meeting was opened with the Pledge of Allegiance.

Jim Gilbert moved to appoint Bill as a voting member of the Plan Commission for this meeting, seconded by Sally Williams. Motion passed.

Sally Williams stated that the meeting had been properly posted.

Approval of minutes from the January 22, 2013 meeting was postponed to the March meeting.

1. Darren and Lori Johnson, S19 W37620 Pasteur Court, Dousman, requested approval of a conditional use permit to operate a well drilling business and a daycare at 6331 CTH F, parcel #006-0716-1532-001. This is a 7 acre parcel that they would like to purchase to operate these businesses if the conditional use is approved. Sally Williams made a motion to recommend approval of the conditional use permit seconded by Jim Gilbert and carried.

2. Revisions to the Mobile Home Park Ordinance:

Section (3)(a) the fee for a permit to allow temporary parking of a mobile home was increased from \$5.00 to \$50.00

Section (4)(b) Wording changed to indicate that the Town Board will limit the number of occupants in any mobile home occupying a space in a licensed park to two persons per bedroom. Exceptions will be at the discretion of the town board.

Section (5)(a) Removed reference to 156 spaces in regard to requesting expansion of an existing park or establishment of a new park

Section (5)(a)3. Added section to read as follows: "The decision to grant establishment of a new park or expansion of an existing park will be at the discretion of the town board and will be based on public input and existing conditions of the existing park(s) if applicable."

Revisions will be continued at March 26 Plan Commission meeting.

Sally Williams made a motion to adjourn, seconded by Jim Gilbert and carried.

Respectfully submitted, Sally Williams, secretary

Agenda March 26, 2013

TOWN OF CONCORD PLAN COMMISSION

MEETING AGENDA

TUESDAY

March 26, 2013

LOCATION: TOWN OF CONCORD COMMUNITY CENTER

W1095 CONCORD CENTER DRIVE

TIME: 7:00 P.M.

AGENDA

1. Roll Call
2. Verify compliance with open meetings law
3. Review and approval of minutes from February 26, 2013
4. Greg & Monica Roben, N6121 Country View Lane, are requesting a conditional use permit to erect a detached accessory structure which will exceed maximum height restrictions.
5. Review Town of Concord Mobile Home Park Ordinance
6. New business
7. Adjournment

There may be at least two town board supervisors in attendance.

Minutes March 26, 2013

TOWN OF CONCORD PLAN COMMISSION MINUTES

March 26, 2013

The meeting was called to order at 7:00 p.m. with Jim Gilbert, Carole Hoffmeister, and Sally Williams present. Town Chairman Bill Ingersol was also present. Dave Janquart and Laura Callison, and were absent.

The meeting was opened with the Pledge of Allegiance.

Sally Williams stated that the meeting had been properly posted.

Jim Gilbert made a motion to approve the minutes from the January 22, 2013 and February 26, 2013 meetings, seconded by Carole Hoffmeister and carried.

1. Greg Roben, N6121 Country View Lane, presented a request for a conditional use permit for Extensive Onsite Parking and Storage in R-2 zoning. Mike Savoy, a representative from Morton builders, presented the plans for the structure on behalf of Mr. Roben. The proposal would be to build a pole building approximately 42' x 83' (3486 sf) and 24.5' in height. (without a conditional use permit, the maximum height for a residential garage is 15' and the maximum square footage is 1000sf) Greg Roben indicated that the primary purpose of the building would be to house his semi cab and trailer. He has been unable to find adequate secure storage for his rig and would like to keep it at his property. Additionally, he may purchase a motor home in the future and keep that on the property as well. Mr. Roben was informed that storage of commercial vehicles was not allowed in R-2 zoning and that the building could not be used for that purpose.

Mr. Roben was also informed that there is a subdivision covenant in place and there may be restrictions placed on the property by way of that covenant.

Jim Gilbert spoke with several neighbors who did not have concerns about the building or its size. However, several neighbors in attendance voiced concerns about the size of the proposed building. They were concerned with the aesthetics and the potential future use of such a large building for some type of business.

Mr. Roben will discuss the building plans with his neighbors and work to revise his plans to accommodate their concerns and to comply with county zoning in terms of his intended use of the structure. Sally Williams made a motion to table the discussion until the April meeting seconded by Carole Hoffmeister and carried.

Jim Gilbert made a motion to adjourn, seconded by Carole Hoffmeister and carried.

Respectfully submitted, Sally Williams, secretary

Agenda April 23, 2013

TOWN OF CONCORD PLAN COMMISSION MEETING AGENDA TUESDAY April 23, 2013

LOCATION: TOWN OF CONCORD COMMUNITY CENTER

W1095 CONCORD CENTER DRIVE

TIME: 7:00 P.M.

AGENDA

- 1.** Roll Call
- 2.** Verify compliance with open meetings law
- 3.** Review and approval of minutes from March 26, 2013
- 4.** Brian Statz, N4259 CTH D, is requesting review and approval of a Preliminary CSM. The survey creates a 5 acre farm consolidation parcel and a 1.7 acre A-3 lot from 48.5 acre A-1 parent parcel #006-0716-0523-000 at N7119 Hillside Dr.
- 5.** Greg & Monica Roben, N6121 Country View Lane, are requesting rezoning from R-2 to A-3. They are also requesting a conditional use permit for a home occupation to allow the construction of a pole building for the purpose of storing business-related vehicles and equipment on the property.
- 6.** Review Town of Concord Mobile Home Park Ordinance
- 7.** New business
- 8.** Adjournment

There may be at least two town board supervisors in attendance.

Note: At least 3 Plan Commission members will be meeting on Saturday, April 20, 2pm, at the property of Greg Roben, N6121 Country View Lane, to view the site staked out for his proposed pole building.

Minutes April 23, 2013

TOWN OF CONCORD PLAN COMMISSION MINUTES

April 23, 2013

The meeting was called to order at 7:00 p.m. with Jim Gilbert, Carole Hoffmeister, Laura Callison, Lloyd Zastrow and Sally Williams present. Town Chairman Bill Ingersol was also present.

The meeting was opened with the Pledge of Allegiance.

Sally Williams stated that the meeting had been properly posted.

Jim Gilbert made a motion to approve the minutes from the March 26 meeting, seconded by Laura Callison and carried.

1. Brian Statz, N4259 CTH D, requested review and approval of a Preliminary CSM. The survey creates a 5 acre farm consolidation parcel and a 1.7 acre A-3 lot from 48.5 acre A-1 parent parcel #006-0716-0523-000 at N7119 Hillside Dr. Sally Williams made a motion to approve the preliminary CSM as presented, seconded by Jim Gilbert and carried.

2. Greg & Monica Roben, N6121 Country View Lane, requested rezoning from R-2 to A-3. They also requested a conditional use permit for a home occupation to allow the construction of a pole building for the purpose of storing commercial vehicles on the property. The proposed building would be 42' X 82' and 24.5' in height. Less than 1500sf would be used for storage of commercial vehicles.

Laura Callison felt that the trees on the property would block any view of the proposed structure from the properties to the southwest. Therefore the building should not impact those properties.

Sally Williams voiced concerns regarding rezoning and the precedent it would set for such requests in the future. The R-2 zoning serves to ensure that uses incompatible with a subdivision are not allowed thus preserving the property values of the surrounding homes. Changing the zoning to A-3 would allow uses that may not be characteristic of a subdivision. At the very least, if approval of rezoning is recommended, the criteria as to why rezoning would be appropriate in this case should be set forth. Additionally, written notification of the surrounding land owners, followed by a public hearing would help to discern whether or not the neighbors support or oppose the proposal. This is important as their property values may be affected by the rezoning and by the proposed structure.

Regarding the structure itself - there are no such buildings on the surrounding properties so the proposed structure would not be consistent with the current land use in the area. It is also not architecturally similar to the home which is a requirement stipulated in the subdivision covenant.

Three neighbors were present who live to the northwest of the property. They did not have any concerns regarding approval of the rezoning or conditional use permit. Two other neighbors present voiced concern that this large building would be the first thing someone coming into the subdivision

would see.

Lloyd Zastrow indicated that he felt the structure would fit in with the surroundings especially because the parcel is large and the trees would block the view from the homes to the southwest. The home on the property is large and so a large outbuilding would not seem out of place. Additionally, he felt that if the area were developed today, with a parcel that large, the zoning would have remained as A-1 with just the 1.5 or 2 acres necessary for the home site split off. As an R-2 lot now it could be subdivided to fit 2-3 more homes. If rezoned to A-3, it could not be subdivided.

Jim Gilbert did not feel the proposed building size was inappropriate for the lot size. He felt making the building 60' vs. 83' would not make much difference in the appearance.

Laura Callison indicated she was OK with the request as long as the neighbors were not opposed.

Carole Hoffmeister felt that the building was too big for the area. She questioned whether the building could be smaller. Mr. Roben indicated it would not fit his purpose well if it were shorter.

Lloyd Zastrow made a motion to recommend approval of the rezoning and conditional use permit for storage of commercial vehicles for the reasons he stated previously. He added that it was important that the building be of the size proposed to accommodate everything the homeowner would need to store in it so no equipment would be temporarily stored outside. Motion was seconded by Jim Gilbert. In favor: Lloyd Zastrow, Jim Gilbert, Laura Callison. Opposed: Sally Williams, Carole Hoffmeister.

3. There was discussion regarding when the deadline for submission of requests and paperwork to get on the Plan Commission agenda should be. It had been set previously at 10 a.m. the Wednesday prior to the meeting to allow the secretary to send out the information to the other members. It was decided to keep the deadline as it is.

4. Jim made a motion that Lloyd Zastrow be Plan Commission Chairman. Seconded by Laura Callison and carried.

Sally Williams made a motion to adjourn, seconded by Jim Gilbert and carried.

Respectfully submitted, Sally Williams, secretary

Agenda May 28, 2013

TOWN OF CONCORD PLAN COMMISSION

MEETING AGENDA

TUESDAY

May 28, 2013

LOCATION: TOWN OF CONCORD COMMUNITY CENTER

W1095 CONCORD CENTER DRIVE

TIME: 7:00 P.M.

AGENDA

- 1.** Roll Call
- 2.** Verify compliance with open meetings law
- 3.** Review and approval of minutes from April 23, 2013
- 4.** Donald and Bonnie Lott, N5983 Hillside Dr., are requesting review and approval of a preliminary CSM to create a 6 acre A-3 lot from A-1 parent parcel 006-0716-1914-000.
- 5.** New business
- 6.** Adjournment

There may be at least two town board supervisors in attendance.

Minutes May 28, 2013

TOWN OF CONCORD PLAN COMMISSION MINUTES

May 28, 2013

The meeting was called to order at 7:00 p.m. with Carole Hoffmeister, Jim Gilbert, Lloyd Zastrow and Laura Callison present. Sally Williams was absent.

The meeting was opened with the Pledge of Allegiance.

Lloyd stated that the meeting had been properly posted.

Laura Callison made a motion to approve the minutes from the April 23, 2013 meeting, seconded by Jim Gilbert and carried.

Don Lott, N5983 Hillside Drive, presented a request to create a 6 acre residential building site (A-3 zone) and approximately 50 acre of A-1 land to be sold with the lot. (Lott approached the table and drew a line on the map indicating an easement in the future.)

Pete Gross, realtor, said Lott was consolidating all 3 of his lots into 1 parcel. Gross went on to say that Rob, from the county, told Lott that the county would accept this request. Several more minutes of discussion ensued.

Jim Gilbert made a motion to approve the 6 acre split to A-3 and seconded by Carole Hoffmeister and carried.

Don Lott was directed to attend the town board meeting on June 10, 2013 at 7:00P.m.

There was no new business.

Jim Gilbert made a motion to adjourn, seconded by Carole Hoffmeister and carried.

Respectfully submitted, Laura Callison, acting secretary

Agenda July 23, 2013

TOWN OF CONCORD PLAN COMMISSION

MEETING AGENDA

TUESDAY

July 23, 2013

LOCATION: TOWN OF CONCORD COMMUNITY CENTER

W1095 CONCORD CENTER DRIVE

TIME: 7:00 P.M.

AGENDA

- 1.** Roll Call
- 2.** Verify compliance with open meetings law
- 3.** Review and approval of minutes from May 28, 2013
- 4.** Discussion of Mobile Home Park Ordinance
- 5.** New business
- 6.** Adjournment

There may be at least two town board supervisors in attendance.

Minutes July 23, 2013

TOWN OF CONCORD PLAN COMMISSION MINUTES

July 23, 2013

The meeting was called to order at 7:00 p.m. with Carole Hoffmeister, Jim Gilbert, Lloyd Zastrow, Sally Williams and Laura Callison present. Town Chair Bill Ingersoll was also present.

The meeting was opened with the Pledge of Allegiance.

Sally Williams stated that the meeting had been properly posted.

Jim Gilbert made a motion to approve the minutes from the May 28, 2013 meeting, seconded by Laura Callison and carried.

1. Addition to agenda by Lloyd Zastrow: Request from Jefferson County Board for opinion on ordinance changes.

Question 1: Current Jefferson County Pet Ordinance allows property owners in R-1, R-2, C, and W zoning to own a maximum of 2 dogs. Does the town think this limit should remain, or be increased to 4, 6, or 10? Opinion of the Plan Commission was to leave the limit at 2.

Question 2: Current Jefferson County Zoning does not allow kennels in R-1, R-2, C, and W. Should county zoning be amended to allow kennels in these zoning districts (and if so under what parameters - # of animals, parking,...) The Plan Commission was unanimous in their opinion that the current policy should be retained.

Question 3: Current Jefferson County Zoning does not allow boarding facilities or dog day care facilities in R-1, R-2, C, and W. Should county zoning be amended to allow boarding facilities in these zoning districts (and if so under what parameters - # of animals, parking,...) The Plan Commission was unanimous in their opinion that the current policy should be retained.

2. There was discussion regarding increasing the salary of the Plan Commission members. Bill Ingersoll suggested increasing from \$25 to \$50 a meeting. Jim Gilbert made a motion to recommend to the Town Board that the Plan commission members' pay be increased to \$50 per meeting. Second by Carole Hoffmeister. Lloyd, Jim, Carole, & Jim in favor. Sally Williams abstained. Motion passed. Recommendation will be put on the agenda for the next Town Board meeting.

3. Work on Mobile Home Park Ordinance.

Section (6)(b) The required surety bond accompanying a license application was increased from \$5000 to \$25,000.

The fee for transfer of a license was increased from \$10 to \$150. The transferred license would be

under the same conditions as when the license was approved and would require a special meeting of the Town Board.

Section (6)(c) A section was added to define the expiration date of any existing license as June 30. Application for license renewal would need to be submitted by June 1 each year.

Section (6)(d) Under this section outlining the park plan documents required to be submitted with the renewal application, it was stipulated that the current “Guidelines for Living” would need to be submitted with the application. Once approved, these guidelines would be considered part of this ordinance and any changes to such would need to be approved by the Town Board.

Section (6)(f)(19)(e) Wording was changed to indicate garbage must be collected by the park custodian twice weekly *year-round*.

Section (6)(f)(21)(b) Number iv, stipulating that the park must maintain fire extinguishers in the ratio of one to each eight units, was removed.

Copies of the updated ordinance will be mailed to each plan commission member for review prior to the next scheduled plan commission meeting.

There was no new business.

Sally Williams made a motion to adjourn, seconded by Jim Gilbert and carried.

Respectfully submitted, Sally Williams, secretary

Agenda August 27, 2013

TOWN OF CONCORD PLAN COMMISSION MEETING AGENDA TUESDAY August 27, 2013

LOCATION: TOWN OF CONCORD COMMUNITY CENTER

W1095 CONCORD CENTER DRIVE

TIME: 7:00 P.M.

AGENDA

1. Roll Call
2. Verify compliance with open meetings law
3. Review and approval of minutes from July 23, 2013
4. Discussion of Mobile Home Park Ordinance
5. New business
6. Adjournment

There may be at least two town board supervisors in attendance.

Minutes August 27, 2013

TOWN OF CONCORD PLAN COMMISSION MINUTES

August 27, 2013

The meeting was called to order at 7:08 p.m. with Carole Hoffmeister, Jim Gilbert, Lloyd Zastrow, Sally Williams, and Laura Callison present. Town Chair Bill Ingersoll was also present.

The meeting was opened with the Pledge of Allegiance.

Sally Williams stated that the meeting had been properly posted.

Laura Callison made a motion to approve the minutes from the July 23, 2013 meeting with one correction, seconded by Jim Gilbert and carried.

Discussion of the Mobile Home Park Ordinance: The plan commission reviewed the Mobile

Home Park Ordinance as amended at the July. Minor wording changes were added to several sections.

(6)(b) Wording was added to specify that a transferred license would require a meeting between the party requesting the transfer and the town board.

(6)(c) Wording was added to stipulate that once a license renewal application is received by June 1, the town board will have 30 days to complete an inspection and review of paperwork as stipulated in (6)(e).

(6)(f)(21)(iv) This section was amended to simply state that the operator must have a fire protection plan acceptable to both town and state authorities.

With no further discussion, Jim Gilbert made a motion to present the ordinance with changes to the town board, seconded by Carole Hoffmeister and carried.

Copies of the amended ordinance will be mailed to each plan commission member and town board member for review prior to the next scheduled town board meeting.

There was no new business.

Jim Gilbert made a motion to adjourn, seconded by Carole Hoffmeister and carried.

Respectfully submitted, Sally Williams, secretary

Agenda December 3, 2013

**TOWN OF CONCORD PLAN COMMISSION
MEETING AGENDA
TUESDAY
December 3, 2013**

LOCATION: TOWN OF CONCORD COMMUNITY CENTER

W1095 CONCORD CENTER DRIVE

TIME: 7:00 P.M.

AGENDA

1. Roll Call
2. Verify compliance with open meetings law
3. Review and approval of minutes from August 27, 2013
4. Robert Muchka is requesting a conditional use permit to operate a septic business and to build a heated pole building 60 ft. x 88ft. x 29 ft. high for storage of business equipment at W1342 CTH B parcel #'s 006-0716-1641-002,-003, & -001.
5. New business
6. Adjournment

There may be at least two town board supervisors in attendance.

Minutes December 3, 2013

TOWN OF CONCORD PLAN COMMISSION MINUTES

December 3, 2013

The meeting was called to order at 7:00 p.m. with Jim Gilbert, Lloyd Zastrow, Sally Williams, and Laura Callison present. Carole Hoffmeister was absent.

The meeting was opened with the Pledge of Allegiance.

Sally Williams stated that the meeting had been properly posted.

Laura Callison made a motion to approve the minutes from the August 27, 2013 meeting seconded by Jim Gilbert and carried.

1. Robert Muchka requested a conditional use permit to operate a septic business and to build a heated pole building 60 ft. x 88ft. x 29 ft. high for storage of business equipment on a 12 acre property at W1342 CTH B parcel #'s 006-0716-1641-002,-003, & -001.

The Muchka's operate a municipal sewer collection and maintenance, and interior manhole rehabilitation business. All of their work is done for municipalities. Any waste collected from the sanitary sewer cleaning is disposed of at a municipal wastewater treatment plant or at a DNR approved dumpsite (usually United Liquid Waste in Clyman). The company currently leases a shop location in Hartland and owns a shop in Lake Mills. These shops would be consolidated to this location in the town of Concord.

The company currently has 6 employees and may hire an additional employee. The employees would be at the sight for about ½ hour around 6:00 a.m. and again around 4:00 p.m. Employee cars would be parked during the day along the west side of the proposed storage building. No work would be done at this storage sight. All work is done off-site. The business is closed for about 3 months in winter.

All business equipment and vehicles would be stored inside the proposed 60' x 88' x 29' heated pole building. The proposed building would be on the 2.54 acre parcel (no. 006-0716-1641-001). The proposal also includes a request to insulate and heat an existing 1840 sf pole building located on the property on parcel no. 006-0716-1641-002. There would be no outside storage of any equipment or vehicles. The remaining 7.5 acre parcel no. 006-0716-1641-002 would likely be leased to an area farmer.

The Muchka's have no plans for the existing home on the property at this time. It will remain and the employees will use the bathroom facilities in the home.

Jim Gilbert made a motion to recommend approval of the proposed 60' x 88' x 29' heated pole building and the insulation and heating of the existing pole building for storage of business equipment and approval of the business operation as proposed (attached as an addendum to these minutes) with

work to be done off-site and no outside storage of business equipment. Motion seconded by Sally Williams and passed.

There was no new business.

Jim Gilbert made a motion to adjourn, seconded by Laura Callison and carried.

Respectfully submitted, Sally Williams, secretary

PLAN OF OPERATION

BUSINESS NAME & ADDRESS

The Expeditors, Inc. (Office)
400 N. Summit Moors Drive
Oconomowoc, WI 53066

BUSINESS DESCRIPTION

Municipal Collection System Maintenance Company
We perform Sewer Cleaning, Sewer Telescoping and Interior Manhole Rehabilitation

BUSINESS OWNERS

Catherine M. Muchka & Robert A. Muchka
400 N. Summit Moors Drive
Oconomowoc, WI 53066

Daytime Phone - 262-965-3343 E-mail - kmuchka@aol.com & theexpeditors@aol.com

Peter J. Muchka
N7180 Stoney Creek Rd.
Waterloo, WI 53594

CURRENT SHOP LOCATIONS

220 Enterprise Drive
Lake Mills, WI

675 Industrial Ct.
Hartland, WI

Both locations are 3,000 square foot heated storage facilities

HOURS OF OPERATION

PLAN OF OPERATION CONTINUED

EMPLOYEES

Currently 6 total employees

2 - working out of the office in Oconomowoc
4 - Working in the field performing municipal sewer & manhole maintenance
(Depending on which equipment is needed to do our work)

We will be adding at least 1 more field employee possibly 2 if our work load warrants it.

BUILD HEATED EQUIPMENT POLE BUILDING REQUEST

We are requesting permission to build a 60 foot wide by 88 foot long high heated Clearly Metal Building. This building is 29 feet high to the building ridge. (Rendering Attached)
(This has a 17 foot high interior ceiling height.)

We require a 14 foot high overhead garage doors in order for our largest truck to access and exit the building.

We are requesting this building be built on the 2.54 acre (Parcel No. 006-0716-1641-001)

ADD HEAT TO EXISTING BUILDING

We would insulate and add heat to an existing 46' X 40' pole building on
2.1 acre (Parcel No. 006-0716-1641-002)

EQUIPMENT STORAGE

All of our equipment is stored inside.

REFUSE AND DEBRIS

Refuse containers would be stored inside, except on garbage pick-up days.

Any and all debris collected from Sanitary Sewer Cleaning is disposed of in DNR approved dump sites. (In most cases at Municipal Wastewater Treatment Plants or at United Liquid Waste in Clyman, Wisconsin.)

PLAN OF OPERATION CONTINUED

SIGNAGE

We require NO signage for our business, as 99% of our work is for municipalities.

EQUIPMENT TO BE STORED

2 EACH - 33 foot long by 11 3/4' high Cube Vans

1 Each - 38 foot long by 12 1/2 foot high Vactor Sewer Cleaning Truck

1 Each - 26 foot long by 10 1/2 foot high Water Truck

1 Each - 26 foot long by 8 foot wide Chevy 3500 HD Mason Truck

1 Each - 26 foot long GMC 5500 Flat Bed Truck (Not Purchased Yet)

1 Each - 35 foot long by 9 foot wide Manhole concrete Lining Trailer

1 Each - 19 foot long by 8 foot wide covered Auxiliary Trailer

1 Each Easement Sewer Cleaning Machine on a 14 long by 6 foot wide trailer

Approximately 16 Sewer Plugs Ranging in size from 8" diameter to 60" diameter

Misc. Sewer Cleaning Hoses, Aluminum Chutes and Sewer Root Cutting Tools

Misc. Sewer Televising cables & supplemental equipment for Sewer Televising & Sewer Cleaning

Manhole rehabilitation supplemental equipment & Supplies