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There were no Plan Commission meetings in January, February, April, July, August, and November

March 24, 2021 Agenda:

**TOWN OF CONCORD PLAN COMMISSION
MEETING AGENDA
WEDNESDAY
March 24, 2021**

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 December 23, 2020.
4. James and Barbara Zagrodnik are requesting a variance to have less than 66' of road frontage to their current home site. This is to allow for 66' access to a future A-3 lot.
5. Old business
6. New business
7. Adjournment

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

March 24, 2021 Minutes:

TOWN OF CONCORD PLAN COMMISSION MINUTES

March 24, 2021

The meeting was called to order at 7:00 p.m. with Plan Commission members Lloyd Zastrow, Jim Gilbert, Sally Williams, Carole Hoffmeister, and Kim Miller 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 December 23, 2020, meeting, second by Carole Hoffmeister. All approved. Motion passed.

James and Barbara Zagrodnik requested a variance to have less than 66' of road frontage to their current home site. This is to allow for 66' access to a future A-3 lot. They currently have only 107' of road frontage. If they create a lot split with a 66' foot access, their current homesite would have only 51' of road frontage remaining. They are unable to purchase an additional 15' from adjoining properties. Jim Gilbert made a motion to recommend approval of the variance, second by Carole Hoffmeister, all approved, motion passed.

With no further business, Jim Gilbert made a motion to adjourn, second by Kim Miller. Meeting adjourned.

Respectfully submitted,
Sally Williams, secretary

May 26, 2021 Agenda:

**TOWN OF CONCORD PLAN COMMISSION
MEETING AGENDA
WEDNESDAY
May 26, 2021**

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 24, 2021.
4. John Walsh, N6112 Grey Fox Trail, is requesting a Conditional Use Permit to construct a 30' x 30' x 13' high addition to an existing outbuilding. Building will be for personal use only.
5. Craig Kuehl, Signs-R-Us LLC, is requesting a variance to replace an existing billboard at W945 County Rd B. The new billboard would overhang county owned land at 40-45 feet above ground level.
6. Old business
7. New business
8. Adjournment

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

May 26, 2021 Minutes:

Town of Concord Plan Commission Minutes May 26, 2021

The meeting was called to order at 7:03 p.m. with Plan Commission members Lloyd Zastrow, Jim Gilbert, Carole Hoffmeister, and Kim Miller present.

The meeting was opened with the Pledge of Allegiance.

Lloyd Zastrow stated that the meeting had been properly posted.

Jim Gilbert made a motion to approve the minutes from the March 24, 2021, meeting, seconded by Carole Hoffmeister. All approved. Motion passed.

John Walsh requested a Conditional Use Permit to construct a 30' x 30' x 13' high addition to an existing outbuilding (personal use only). Current outbuilding is 900 square feet, and addition would add an additional 900 square feet. A conditional use permit is needed for a structure larger than 1000 square feet in residential zoning. There is adequate setback from the road, and no neighbors object. Jim Gilbert made a motion to recommend approval of the Conditional Use Permit, seconded by Lloyd Zastrow. All approved. Motion passed.

Craig Kuehl and Mike Martin of Signs-R-Us requested a variance to replace an existing billboard with a new one that would overhang county-owned land at 40-45 feet above ground level, with one sign face in each direction. No county-owned land would be used at ground level. This would allow the billboard to have a standard size and shape (14' x 48'). Kim Miller made a motion to recommend approval of the variance, seconded by Jim Gilbert. All approved. Motion passed.

With no further business, Lloyd Zastrow made a motion to adjourn, seconded by Jim Gilbert. Meeting adjourned.

Respectfully submitted,

Sally Williams, secretary

June 23, 2021 Agenda:

**WEDNESDAY
June 23, 2021**

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 26, 2021.
- 4.** Donald Popp is requesting a Conditional Use Permit to operate a Kennel and Dog Training Facility in an existing .964 acre A-2 zone at 6189 County Road F (parcel # 006-0716-1644-000).
- 5.** Old business
- 6.** New business
- 7.** Adjournment

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

June 23, 2021 Minutes:

TOWN OF CONCORD PLAN COMMISSION MINUTES

June 23, 2021

The meeting was called to order at 7:00 p.m. with Plan Commission members Lloyd Zastrow, Jim Gilbert, Carole Hoffmeister, Sally Williams, and Kim Miller present.

The meeting was opened with the Pledge of Allegiance.

Sally Williams stated that the meeting had been properly posted.

Carole Hoffmeister made a motion to approve the minutes from the May 26, 2021 meeting, seconded by Jim Gilbert. All approved. Motion passed.

Donald Popp requested a Conditional Use Permit to operate a Kennel and Dog Training Facility in an existing .964 acre A-2 zone at 6189 County Road F (parcel # 006-0716-1644-000). His tenant Otto Sturm would operate the kennel and represented Donald Popp at the meeting. Mr. Popp was not present. Mr. Sturm briefly outlined his proposal (see attached write-up). The site would be 600-700 feet from the nearest neighbor. Ninety percent of the training would take place indoors. Any outdoor training would be behind the buildings to further deaden the noise. He outlined an area to be fenced in for the operation and indicated that landscaping would be done to buffer any noise. He currently operates his business in Oconomowoc. Jim Gilbert, Carole Hoffmeister, and Sally Williams had all visited the facility and agreed it was quiet and well maintained.

The board questioned Mr. Sturm regarding the training that had taken place on the property previous summers. This was something the neighbors had complained about extensively at the previous meeting. The barking and dog whistles throughout the day each weekend was very annoying. Mr. Sturm indicated that this training is in conjunction with a sport he participates in. He has moved the training equipment for the sport away from the front of the property for now and said he will move this activity to behind the buildings or inside the second building. He is also looking at a separate site for the group to meet.

Seven neighbors (Thoeles, Malones, Gartzkes, Dama) were present and all spoke against the proposal. Concerns included noise, traffic, property values, and safety. Neighbors indicated that training that has occurred regularly at the site in past summers has been a nuisance with campers coming and staying for the weekends and training throughout the weekend creating a noise nuisance. Neighbors feel that giving a permit for a kennel would make an already annoying situation worse.

Neighbor Jake Thoele submitted a text conversation with Mr. Sturm which centered around an aggressive dog on the property. He is concerned with safety if such dogs are loose on the property as he has small children. Mr. Sturm said the dog in question was one he was training and is no longer on the property.

Mr. Thoele also reminded the board that according to the Town Plan: "Businesses that require rezoning or conditional use permits file applications that are evaluated by both the County and the Town on a case-by-case basis. To provide

the greatest degree of protection to the Town's existing rural character, the Town intends to continue this practice for the foreseeable future, examining all applications for rezoning or conditional use to determine whether they are consistent with the Town's adopted plan, goals, and policies and with protection of public health, safety, and welfare in the Town for years to come."

Board members made the following observations: 1) Based on the description by Mr. Sturm, the operation would extend well outside the boundaries of the existing A-2 zone. It is difficult to see how the whole operation with parking, outdoor training, breaking the dogs, etc. could fit in the A-2 area. 2) Adherence to the Town Plan and consistency with past decisions is necessary. 3) A purpose of zoning is to direct development so that incompatible uses are not located next to each other. This area has developed as a residential area and it doesn't seem appropriate to put a kennel in the middle of such development.

Based on neighbor opposition and the above concerns of the board, Sally Williams made a motion to recommend that the request for a CUP for a kennel operation not be approved. Second by Jim Gilbert. Jim, Sally and Kim approved the motion. Carole did not approve. Lloyd abstained. Motion passed.

With no further business, Lloyd Zastrow made a motion to adjourn, seconded by Jim Gilbert. Meeting adjourned.

Respectfully submitted

Attached:

Proposed use

To Train dogs and some over night boarding.

We presently operate You and Your Dog LLC Canine in the Oconomowoc at 1265 Corporate Center Drive. Our business is three years old and we are now out of room in our five thousand sq. ft. building with no physical room to grow. Our intent is to move our business to the Concord area. This is a 36.9 acre parcel which would give us room to operate and be far enough from other land owners as not to be noticed. To do this we would remodel the present building which is now used for boat storage. In the future as business would grow we would like to add a larger training facility. This would be done converting the other larger shed.

The average time for a dog to stay and be trained is 14 days. The dogs that stay overnight number around 30, this varies with time of year and Holidays. We have 12 trainers and the reseptionist who are passionate about all the dogs, the training, and the care they receive. Only 6 or 7 trainers are at work at one time with rotating of the hours.

We take great pride in the cleanliness and care of each dog.

We are now helping a Navy Vettran Tina Leet with the training of her new service dog. It was picked by Kristi and Otto from a local breeder

The operation would be from 8:00am to 5:00pm with some weekend training. The automobile traffic is about 12 to 16 cars per day and there is parking for this amount at this time. We train all types of dogs including police dogs.

There would not have to be any land modifications short of normal requirements.

With today's GPS a small sign 2 x 7 foot is all that would be needed.

The dog waste would be put in a dumpster and hauled by a licensed contractor.

One Last Item, We competed, by invitation only to show our dogs at the Westminster Dog Show, the Super Bowl of dog shows.

September 22, 2021 Agenda:

**TOWN OF CONCORD PLAN COMMISSION
MEETING AGENDA
WEDNESDAY
September 22, 2021**

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 June 23, 2021.
- 4.** Jill Streiter, N5640 Hillside Dr, is requesting review and approval of a preliminary CSM to create (2) 3 acre A-3 non-prime lots from parcel numbers 006-0716-2922-000 and 006-0716-2923-000.
- 5.** Discuss ATV ordinance
- 6.** Old business
- 7.** New business
- 8.** Adjournment

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

September 22, 2021 Minutes:

TOWN OF CONCORD PLAN COMMISSION MINUTES September 22, 2021

The meeting was called to order at 7:00 p.m. with Plan Commission members Lloyd Zastrow, Jim Gilbert, Carole Hoffmeister, Sally Williams, and Kim Miller 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 June 23, 2021 meeting, seconded by Carole Hoffmeister. All approved. Motion passed.

Item 1: Jill Streiter, N5640 Hillside Dr, requested review and approval of a preliminary CSM to create (2) 3 acre A-3 non-prime lots from parcel numbers 006-0716-2922-000 and 006-0716-2923-000. Jim Gilbert made a motion to recommend approval of the proposal, second by Carole Hoffmeister. All approved. Motion passed.

Item 2: The ATV ordinance was discussed and updated for review by the town board. Recommended changes include the following: all roads in the town will be open as ATV routes, signs will be placed on roads as they enter the town, Glide four-seasons club will pay for signage, maximum speed will be 45 mph, hours of operation will be 5 a.m. to 10 p.m., routes will be open once signs are placed.

Respectfully submitted,

Sally Williams, secretary

October 27, 2021 Agenda:

**TOWN OF CONCORD PLAN COMMISSION
MEETING AGENDA
WEDNESDAY
October 27, 2021**

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 September 22, 2021.
4. Jodi Goldbeck is requesting review and approval of a preliminary CSM to create a 2.335 acre A-3 zone around existing home and buildings and to create (2) 1.522 acre A-3 lots from a 40 acre A-1 parent parcel at N5049 Inlynd Dr., parcel # 006-0716-3541-000.
5. Anthony and Sharon Pugh are requesting review and approval of a preliminary CSM to create a 2.88 acre A-3 zone from an A-1 zone at W1008 Concord Center Dr, pin #'s 006-0716-1542-005 and 006-0716-1513-002.
6. Derek Kramer is requesting review and approval of a preliminary CSM to create a 2.07 acre A-3 lot from a 46 acre A-1 zone at N5438 Hillside Dr., parcel #'s 006-07162932-000 and 006-0716-2933-000.
7. Discuss Comprehensive Plan update
8. Old business
9. New business
10. Adjournment

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

October 27, 2021 Minutes:

TOWN OF CONCORD PLAN COMMISSION MINUTES

October 27, 2021

The meeting was called to order at 7:00 p.m. with Plan Commission members Lloyd Zastrow, Jim Gilbert, Carole Hoffmeister, Sally Williams, and Kim Miller 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 **September 22**, 2021 meeting, seconded by Carole Hoffmeister. All approved. Motion passed.

Item 1: Anthony and Sharon Pugh requested review and approval of a preliminary CSM to create a 2.88 acre A-3 zone from an A-1 zone at W1008 Concord Center Dr, pin #'s 006-0716-1542-005 and 006-0716-1513-002. Their lot is currently a 2.28 acre A-1 lot. They are requesting to add a .6-acre strip of land along the south side of the lot to resolve setback issues (their garage and well are on/over the lot line). They will need to rezone to A-3 to make this change. Jim made a motion to recommend approval of the preliminary CSM as presented. Second by Kim. All approved. Motion passed.

Item 2: Derek Kramer is requesting review and approval of a preliminary CSM to create a 2.07 acre A-3 lot from a 46 acre A-1 zone at N5438 Hillside Dr., parcel #'s 006-07162932-000 and 006-0716-2933-000. Jim made a motion to recommend approval of the preliminary CSM as presented. Second by Carole. All approved. Motion passed.

Item 3: Jodi Goldbeck requested review and approval of a preliminary CSM to create a 2.335 acre A-3 zone around a pre-1975 existing home and buildings and to create (2) 2.0 acre A-3 lots from a 40 acre A-1 parent parcel at N5049 Inlynd Dr., parcel # 006-0716-3541-000. Note - the original request was for (2) 1.522 acre A-3 lots. Several neighbors were in attendance and expressed concern about the increased development. The road is a dead end and is very quiet and narrow. They were concerned about further splits on the property and were informed that if the current request is approved, no further splits would be allowed. Jim made a motion to recommend approval of the preliminary CSM as presented, second by Sally. Jim, Sally, Lloyd, and Kim - yes/ Carole - no. Motion passed.

Item 4: Discuss Comprehensive Plan update. Dale Konle discussed his ideas for updating the Comprehensive Plan. He would like to hire a consultant to work with the town particularly in developing wording to set criteria for approval of CUPs and A-2 zoning. He has asked Larry Oliverson to be the point person for the Town to organize meetings and communicate with the planner. Planning meetings would be open to the public.

With no further business, Sally made a motion to adjourn, second by Kim. Meeting adjourned.

Respectfully submitted,

Sally Williams, secretary

December 22, 2021 Agenda:

**TOWN OF CONCORD PLAN COMMISSION
MEETING AGENDA
WEDNESDAY
December 22, 2021**

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 October 27, 2021.
4. Request by Gregory Alt to create a 5-acre A-3 farm consolidation parcel from a 46.8-acre A-1 parent parcel at W2140 County Road B, parcel # 006-0716-1811-000.
5. Requests by Donald and Nancy Brunson
 - a. to create a 2-acre A-3 zone around the existing home and buildings from a 24-acre A-1 zone at W1432 County Road B.
 - b. to create a 7.4-acre A-2 zone from a 24-acre A-1 zone at W1432 County Road B. parcel # 006-0716-1642-000.
 - c. a conditional use permit to allow for storage of non-farm equipment (boat storage) in the proposed A-2 zone near W1432 County Road B. parcel # 006-0716-1642-000.
6. Request by Gilside Farms to create a 2.0-acre A-3 lot from a 120-acre A-1 parent parcel across from N5354 Pioneer Dr., parcel # 006-0716-2942-000.
7. Discuss Comprehensive Plan update
8. Old business
9. New business
10. Adjournment

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

December 22, 2021 Minutes:

TOWN OF CONCORD PLAN COMMISSION MINUTES December 22, 2021

The meeting was called to order at 7:00 p.m. with Plan Commission members Lloyd Zastrow, Jim Gilbert, Carole Hoffmeister, Sally Williams, and Kim Miller present.

The meeting was opened with the Pledge of Allegiance.

Sally Williams stated that the meeting had been properly posted.

Kim Miller made a motion to approve the minutes from the October 27, 2021 meeting, seconded by Jim Gilbert. All approved. Motion passed.

Item 1: Request by Gregory Alt to create a 5-acre A-3 farm consolidation parcel from a 46.8-acre A-1 parent parcel at W2140 County Road B, parcel # 006-0716-1811-000. Land in the 5-acre area is not currently being farmed. Sally made motion to recommend approval of the proposal as presented, second by Kim. All approved. Motion passed.

Item 2: Requests by Donald and Nancy Brunson

1. to create a 2-acre A-3 farm consolidation parcel around the existing home and buildings from a 24-acre A-1 zone at W1432 County Road B. Jim made a motion to approve, second by Sally. All approved, Motion passed.
2. to create a 7.4-acre A-2 zone from a 24-acre A-1 zone at W1432 County Road B. parcel # 006-0716-1642-000. The purpose of this rezoning would be to expand the existing boat storage business on the property to the east. The Concord Comprehensive Plan states that the town would like all new business development to be in the hamlet, be small in scale, and locally owned. The Plan also states that the town does not want to increase the size of the hamlet. Contrary to the Town Plan, this proposal creates an area for new business development outside the hamlet and effectively increases the size of the hamlet. Additionally, the Plan Commission is reluctant to approve more storage buildings as that general area has quite a few already. We are currently updating the Comprehensive Plan and would like to set criteria for approval of businesses in the hamlet that would create more of a community feel - small scale and locally owned. We would also like to set criteria in the updated plan for approval of A-2 zoning and conditional uses. Since we are actively working on updating the plan now, it would make sense to postpone this request until we have completed the update. Sally made a motion to recommend denial of the rezoning, second by Kim. Sally, Kim, Carole, and Jim aye, Lloyd abstained. Motion passed.
3. a conditional use permit to allow for storage of non-farm equipment (boat storage) in the proposed A-2 zone near W1432 County Road B. parcel # 006-0716-1642-000. See discussion above. This proposal is for 10 more storage buildings, each 148' x 81'. The land in question is outside the hamlet, it increases the size of the business considerably when the intent of

the Plan is to keep business small scale and locally owned. Buffering requested by the town for the existing buildings was never maintained. Also, there are already quite a few storage buildings built or approved for that general area. Sally made a motion to recommend denial of the CUP, second by Kim. Sally, Kim, Carole, and Jim aye, Lloyd abstained. Motion passed.

Item 3: Request by Gilside Farms to create a 2.0-acre A-3 lot from a 120-acre A-1 parent parcel across from N5354 Pioneer Dr., parcel # 006-0716-2942-000. Kim made a motion to recommend approval of the lot split as presented, second by Sally. All approved. Motion passed.

Item 4: Discuss Comprehensive Plan update. Larry Oliverson is getting quotes from a number of area planners.

With no further business, Sally made a motion to adjourn, second by Kim. Meeting adjourned.

Respectfully submitted,
Sally Williams, secretary