



MEETING MINUTES – VILLAGE BOARD (Regular)

Date/Time: Tuesday November 21st 2023 (6:00 P.M.)

Location: Village Office, 2990 South Pine Tree Road

ROUTINE ITEMS TO BE ACTED UPON

1. Call to order/Roll Call - The meeting was called to order by Rich Heidel at 6:00 pm. Rich Heidel, David Dillenburg, Tammy Zittlow and Vanya Koepke were present. The Board has one (1) vacancy.
2. Certification of the open meeting law agenda requirements and approval of the agenda - ACTION: To certify the open meeting law agenda requirements and approval of the agenda MOTION: Heidel SECOND: Zittlow VOTE: 4-0
3. Pledge of Allegiance - Those present recited the Pledge of Allegiance.

4. PUBLIC HEARINGS

A. PUBLIC HEARING – To consider a Conditional Use Permit for the construction of a detached, accessory building (778 Stonewood Lane, HB-1491-F-18) – Heidel opened the public hearing at 6:06 PM. Todd Gerbers (Director of Planning and Code Compliance) provided an overview of the request. The current property owners, Jason Due & Sarah Casper-Due, are proposing to construct a detached accessory building of 1,687 square feet on their property located at 778 Stonewood Ln. The current lot size of 122,185.8 square feet (2.805 acres) would allow up to 2,036 square feet of accessory building (1/60th of the lot square footage) by ordinance. This request would consist of a Conditional Use Permit as the new accessory building would not conform to the requirement identified in the zoning code pertaining to the placement of the proposed building being closer to the street right-of-way than the rear plane of the principal structure exceeding the 864 square foot limit. No one from the public spoke. Heidel closed the public hearing at 6:08 PM.

B. ACTION on aforesaid agenda item – ACTION: To approve the Conditional Use Permit with the following conditions: 1) All four building elevations of the new structure are constructed of materials similar to those on the existing residential dwelling on the property, 2) A maximum of one detached accessory building be allowed on site, 3) Accessory building shall not be utilized to operate a business, 4) Proposed bathroom shall not be utilized/operational without prior approval from Brown County on a waste disposal plan, and 5) The permit fee shall be doubled since construction had commenced prior to receiving proper approvals and permits MOTION: Heidel SECOND: Koepke VOTE: 4-0

5. CONSENT AGENDA - A. Payment of Invoices; B. VILLAGE BOARD: Minutes of November 7th 2023 (Regular); C. PLANNING AND ZONING COMMISSION: Minutes of October 11th 2023; D. POLICE COMMISSION: Minutes of October 4th 2023 - ACTION: To approve the consent agenda with item C being excluded from the action MOTION: Heidel SECOND: Dillenburg VOTE: 4-0

6. ITEMS REMOVED FROM CONSENT AGENDA – ACTION: To approve Consent Agenda item C MOTION: Dillenburg SECOND: Zittlow VOTE: 3-0-1 (Heidel abstained)

7. CITIZENS' COMMENTS, RESOLUTIONS AND PRESENTATIONS (NOTE: Please limit citizens' comments to no more than three minutes) – None

8. VILLAGE ADMINISTRATOR'S REPORT/COMMUNICATIONS

A. INFORMATION

1. Village Investment Report (Page 21)
2. 2023 Budget (through October 1st) (Page 22)

B. INFORMATION – Hobart-Lawrence Police Department Monthly Reports (September/October 2023)

Administrator Kramer informed the Board that the Village offices will be closed Thursday November 23rd and Friday November 24th for the Thanksgiving holiday. Clerk Lisa Vanden Heuvel provided an update on the upcoming elections. No formal action was taken.

9. COMMITTEE REPORTS

A. DISCUSSION AND ACTION - Consider a 2 Lot CSM creating one additional parcel consisting of 11.600 (Lot 1) and 14.944 (Lot 2) Acres (1420-1484 S. Pine Tree Rd., Portion of HB-350) (Planning and Zoning Commission) - The property owner (Lexington Homes, Inc.) is proposing a two lot CSM splitting one 26.544-acre parcel into two parcels of 11.600 (Lot 1) and 14.944 (Lot 2) acres located at 1420-1484 S. Pine Tree Rd. (portion of parcel HB-530). The existing parcel is currently zoned PDD#2: Orlando/Packerland Planned Development District and the proposed CSM would create two new lots that maintain compliance with Village Code requirements for this district regarding lot width, area, and setbacks. ACTION: To approve the CSM MOTION: Dillenburg SECOND: Koepke VOTE: 4-0

B. DISCUSSION AND ACTION – Options for Potential Upgrades to South Pine Tree Road (Public Works and Utilities Advisory Committee) - Staff presented various options to the committee to discuss possible upgrades to S. Pine Tree Road to coincide with the proposed walking trail planned for 2024. The Committee recommended a full reurbanization of the road. ACTION: To authorize bidding out the South Pine Tree Road project with reurbanization and widening of the road being part of the bid specifications MOTION: Dillenburg SECOND: Zittlow VOTE: 4-0

10. OLD BUSINESS - None

11. NEW BUSINESS

A. DISCUSSION AND ACTION – Staffing in Public Works Department - Staff discussed the impact of a pending retirement in the Public Works Department, and the plans to fill that vacancy in the spring of 2024. ACTION: To send the issue to the Public Works and Utilities Advisory Committee to develop an updated job descriptions for the pending open position and a Street Superintendent position and the salary ranges, and submit those recommendations to the Board at a later date. MOTION: Heidel SECOND: Zittlow VOTE: 4-0

B. DISCUSSION - Items for future agenda consideration or Committee assignment - None

ACTION: To recess before going into closed session (6:53 PM) MOTION: Heidel SECOND: Koepke VOTE: 4-0

C. ADJOURN to CLOSED SESSION (6:58 PM) – ACTION: To go into closed session 1) Under Wisconsin State Statute 19.85 (1) (e): Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session RE: Sale of Property/TID Projects/Development Agreements, and 2) Under Wisconsin State Statute 19.85 (1) (g): Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. RE: Tribal Affairs; Potential Litigation

D. CONVENE into open session (7:59 PM) – MOTION: Dillenburg SECOND: Zittlow VOTE: 4-0

E. ACTION from closed session - None

12. ADJOURN (8:00 PM) – MOTION: Heidel SECOND: Zittlow VOTE: 4-0

Submitted by Aaron Kramer, Village Administrator