

**CITY OF OCONOMOWOC  
PLAN COMMISSION MEETING MINUTES  
February 10, 2010**

**Public Hearing @ 7:03 p.m. – The purpose of the hearing is allow for public comments regarding the petition of Robert Hamilton, who is requesting a conditional use permit for the operation of Alpha Collision Center Inc., located at 202 E. Wisconsin Avenue, in the City of Oconomowoc. The conditional use permit would allow for “In-Vehicle Sales or Service”, specifically an estimating center for damaged vehicles. Per Section 17.206(4)(g) of the City Zoning Code, land uses which perform services to vehicles, including all drive-in, drive-up and drive-through facilities require a conditional use permit in the Central Commercial District.**

Gallo gave a brief introduction. The applicant has submitted plans for a conditional use permit to operate an estimating center for damaged vehicles. Specifically, this facility would be a drive up center, with inspection of the vehicle and for vehicle washing.

Robert Hamilton, agent for Alpha Collision Center, Inc., spoke. Hamilton stated the site would be used as an estimating facility. Vehicles would drive up or arrive by flat bed. They will clean up the property. They will have a one-year lease. There would be two employees. All loaner cars would be brought inside after hours. Hours would be 7 am to 5 pm Monday through Friday and 7 am to noon on Saturday.

The hearing closed at 7:11 p.m.

**Chairman Sullivan called the regular Plan Commission meeting to order at 7:11 p.m. and the Clerk confirmed that appropriate notice had been given.**

**Roll Call:** Plan Commissioners present– Antonneau, Snyder, Peters, Lex, Sugden, Sullivan and Gross

**Also Present:** Chapman, Frye, Gallo, Sayre and Wallace

**Approval of minutes (January 13, 2010)** – Motion by Peters to approve the January 13, 2010 minutes; second by Lex. Motion carried 7-0.

- 1. Consider / recommend the petition of Robert Hamilton, requesting a conditional use permit allowing in-vehicle sales or service for the operation of Alpha Collision Center, Inc., located at 202 E. Wisconsin Avenue.**

Gallo gave an overview of the Planner’s report. This application is for a collision-estimating center. The intent is to have vehicles drive up or flatbed to the facility for an estimate. Loaner cars would be available. No vehicle repair work would be done on site. Gallo stated the dumpster and the existing sign pole would be removed from the site. Parking will be provided within nine stalls. Some concerns are as follows: stacking of vehicles and potential blocking access onto St. Paul Street and employee parking. This site is located in a targeted re-development area, therefore, the operations would be a short-term use. Staff is requesting a one (1) year annual review. Planning staff recommends approval, subject to the 19 conditions listed within the conditional use permit.

Commissioners discussed some issues and concerns as follows: Snow removal/storage, the number of parking spaces, delivery of vehicles by flatbed, number of loaner cars, the hours of operation, landscaping, renewal and who should sign the conditional use permit. Chapman stated he recommends the president of the corporation to sign the conditional use permit.

Motion made by Sugden to recommend the petition of Robert Hamilton, requesting a conditional use permit allowing in-vehicle sales or service for the operation of Alpha Collision Center, Inc., located at 202 E. Wisconsin Avenue, subject to the Planner's recommendation with the following additions and modifications:

Item #11 should be amended to say, "The permittee shall provide four (4) parking spaces and one (2) handicapped accessible parking space on the lot. All vehicles shall be parked inside during non-business hours".

Item 18 should be amended to read, "This conditional use permit shall expire one (1) year after approval. The applicant may be allowed to renew the conditional use permit in one-year increments after initial approval. No public hearing will be required for renewal of this permit. The applicant must submit a letter to the Planning Department for Plan Commission review requesting a renewal of the permit prior to the expiration of this conditional use permit each year".

In addition, add Item 20, The applicant shall show on their site plan where they propose to store snow during periods of high snow fall or plan to remove the snow from the site and Item 21 that an officer or the president of the corporation should sign the conditional use permit; second by Peters. Motion carried 7-0.

**2. Consider / approve the petition of Billy Nguyen, requesting a special use permit allowing personal service for the operation of Silver Nails, located at 1320 Pabst Farms Circle, Suite 100.**

Gallo gave an overview of the Planner's report. Planning Staff recommends approval of a special use permit, subject to the 15 conditions identified within the special use permit.

Motion made by Sugden to approve the petition of Billy Nguyen, requesting a special use permit allowing person service for the operation of Silver Nails, locates at 1320 Pabst Farms Circle, Suite 100, subject to the Planner's recommendation; second by Peters. Motion carried 7-0.

**3. Consider / approve the petition of Jan Zwart, requesting a special use permit allowing a community living arrangement for the operation of Happy Hollow Group Home, located at 55 Happy Hollow Lane.**

Gallo gave an overview of the Planner's report. The applicant submitted plans to operate a four (4) bedroom community living arrangement. Planning Staff recommends approval to operate a four (4) bedroom community living arrangement, subject to the 14 conditions identified within the special use permit.

Motion made by Sugden to approve the petition of Jan Zwart , requesting a special use permit allowing a community living arrangement for the operation of Happy Hollow Group Home, located at 55 Happy Hollow Lane, subject to the Planner's recommendation; second by Peters. Motion carried 7-0.

**4. Consider / recommend the petition of Ronald Deppert, requesting an extraterritorial certified survey map located at 1060 N. Golden Lake Road, Town of Summit.**

Sayre gave an overview of the Planner's report. This is to create three new lots. Lot 1 is vacant and will be sold. Lot 2 will remain vacant and will be sold to the Waukesha County Land Conservancy. Lot 3 contains the existing home. No technical review was done by Staff. Planning Staff recommends that the Plan Commission take no action on the ETZ CSM, and then have it signed by the City Clerk after April 15, 2010.

Motion made by Sugden to take no action on the petition of Ronald Deppert, requesting an extraterritorial certified survey map located at 1060 N. Golden Lake Road, Town of Summit, subject to the Planner's recommendation and allow the time to expire per the Planner's recommendation; second by Peters. Motion carried 7-0.

**5. Consider / recommend the petition of Gerald Solsrud, requesting an extraterritorial certified survey map located at W1069 Rockvale Road, Town of Ixonia.**

Sayre gave an overview of the Planner's report. This is to create two new lots. No technical review was done by Staff. Planning Staff recommends that the Plan Commission take no action on the ETZ CSM, and then have it signed by the City Clerk after April 12, 2010

Motion made by Sugden to take no action on the petition of Gerald Solsrud, requesting an extraterritorial certified survey map located at W1069 Rockvale Road, Town of Ixonia, subject to the Planner's recommendation and allow time to expire; second by Peters. Motion carried 7-0.

**6. Consider / recommend the petition of Raymond Rausch, requesting an extraterritorial certified survey map located at W525 Valley Road, Town of Concord.**

Sayre gave an overview of the Planner's report. This is to create one new lot. No technical review was done by Staff. Planning Staff recommends that the Plan Commission take no action on the ETZ CSM, and then have it signed by the City Clerk after April 18, 2010.

Motion made by Sugden to take no action on the petition of Raymond Rausch, requesting and extraterritorial certified survey map located at W525 Valley Road, Town of Concord, subject to the Planner's recommendation and allow time to expire on the application; second by Peters. Motion carried 7-0.

**7. Any other business:**

- a. **Planning Department 2009 Annual Report** – Sayre stated that in the packets is the 2009 Annual Report for the Planning Department. The report summarizes the year and provides 2010 outlook and goals.
- b. **Planning Department Correspondence – January 2010** – Gallo reported on Planning Department correspondence from last month.

There being no further business to properly come before this body, a motion to adjourn was made by Antonneau; second by Peters. Motion carried 6-0.

Meeting Adjourned at 7:55 PM.

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Tina Wallace, Administrative Assistant