



## MINUTES OF PLAN COMMISSION MEETING

DATE: Wednesday, July 7, 2021

TIME: 6:00

LOCATION: Combined Locks Civic Center,  
Council Chambers, 405 Wallace Street

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### MINUTES

**A. Call to order:** Meeting called to order by Chairman Al Leicht at 6:00pm.

**B. Present:** Plan Commission members present – Leicht, Vander Zanden, Maynard, Weyenberg, and Heckner. Plan Commission members absent – Menting and Mulry. Village staff present – Administrator Shampo-Giese. Others present – East Central Wisconsin Regional Planning Commission representatives Kevin Englebert and Wilhelmina Paustian, and Erik Hosking and family.

Chairman Leicht opened the meeting with an acknowledgement of Jerry Kamps and his community involvement which was apparent with the time capsule opening. Jerry and Rosemary Kamps were very involved in community celebrations and activities over the years. Jerry's passing will be felt by many, and he will be missed.

- 1. Review and consider approval of minutes from 05/12/21 meeting:** C. Vander Zanden made a motion to approve the minutes as presented. K. Heckner seconded the motion, and it passed unanimously.
- 2. Review and consider recommendation to approve certified survey map for 524 and 526 Coonen Drive:** The Chairman reviewed the proposed CSM with the Plan Commission members. Victor DeBruin explained, on behalf of the property owner, that the wish is to divide the duplex into separate parcels as one of the owners wants to sell her half. The Administrator explained that there is a mix of duplexes and twindominiums on Coonen Drive. She also reminded the Plan Commission members that in order to divide the duplex, a separate water lateral must serve each side of the duplex. The laterals must be installed from the inside of the house straight out to the water main. The laterals cannot be split at the curb box and be in compliance. The Administrator also explained that all taxes and special assessments must be paid in full before the CSM can be recorded. C. Vander Zanden made a motion to recommend approval of the CSM for 524 and 526 Coonen Drive with the conditions that the water laterals are installed as explained and all taxes and special assessments are paid in full. J. Weyenberg seconded the motion, and it passed unanimously.
- 3. Discuss Comprehensive Plan updates process with representatives from East Central Wisconsin Regional Planning Commission to include visioning exercise:** Kevin Englebert and Wilhelmina Paustian of ECWRPC led the discussion to kick off the 2040 Comprehensive Plan updates. Plan Commission members reviewed and were reminded of their responsibilities and expectations, comprehensive planning requirements and the process, and reviewed the Public Engagement Plan. Plan Commission members also participated in a visioning exercise which helped identify

members' opinions of the community's issues, opportunities, potential changes, and potential preservation efforts.

4. **Discuss potential business location and zoning for lot 3 Locks Business Park:** The Administrator introduced Erik Hosking, a State Farm Insurance agent and business owner. Mr. Hosking explained what he would like to develop on lot 3 of the Locks Business Park and noted the limitations he sees within the zoning code. Specifically, he noted that the zoning code expressly prohibits restaurants with drive through lanes. He feels that this is a very limiting condition given today's consumer needs and expectations. The matter was discussed at length. J. Weyenberg stated that development in the Locks Business Park has struggled since being platted in 2008. He believes that the Plan Commission and Village Board can make some concessions and still maintain a high aesthetic standard for this development. Plan Commission members asked the Administrator to revise the Business Park zoning so that restaurants with drive through lanes can be considered by special exception.
5. **Schedule next meeting:** It was noted that the next meeting would be 8/4 or 8/11 depending on the availability of Trish Nau of ECWRPC.
6. **Adjourn:** J. Weyenberg made a motion to adjourn the meeting at 7:50pm. K. Heckner seconded the motion, and it passed unanimously.