

Minutes
PLAN COMMISSION MEETING – TOWN OF POLK
July 1, 2025

I. Public Hearing

A. Official Public Hearing Notification

Chairman Schulteis read the official notice for the public hearing.

B. Public Hearing Procedures

Chairman Schulteis explained the public hearing procedures, asking attendees to sign in and limit comments to two minutes. He noted that the commission could not respond during the hearing but would address comments during the planning commission meeting.

C. Public Hearing on Request by Timothy & Laurie Rudd to amend the Town of Polk Zoning Map by changing the zoning designation of parcel of land located in the Town of Polk, 4821 Mueller Lane, from R-1 Low Density Residential to R-4 Shoreland Residential District.

Mr. Rudd explained they were investigating building a new home and wanted to avoid applying for multiple variances, which is why they applied for the zoning change. He stated it would simplify the process.

David Baldus, 4841 Mueller Lane

Mr. Baldus expressed no issues with the Rudd zoning change request, but had questions about the R-4 zoning boundaries within the shoreline district. He also commented on the 7-foot side lot setback mentioned in the R-4 zoning, expressing concern about the placement of generators, air conditioners, and other ancillary pieces within that setback.

Arthur W. Best, 4833 Mueller Lane

Mr. Best agreed with Mr. Baldus's comments.

D. Public Hearing on Request by Mark L Hoffmann Rev Trust to Amend the Town of Polk Zoning Map by changing the zoning designation of parcels of land located within the Town of Polk, 3840 State Hwy 60, from a zoning designation of A-1 General Agricultural to A-2 Agricultural/Residential District. Tax Parcels T9-0586 and T9-058500Z.

Mr. Hoffmann was not present at the hearing.

Belinda Walczak, 3771 Scenic Road

Ms. Walczak expressed interest in knowing where the driveway would be placed for the eventual residential development.

Mike Miller, 3850 State Road 60

Mr. Miller, a neighbor to the property, raised concerns about the potential use of an emergency access lane as a driveway. He worried about increased traffic and its impact on their shared driveway.

E. Public Hearing on Request by Town of Polk Plan Commission to Amend Chapter 336: Zoning Code Regarding the M-3 District in Sections 336-42.C(4), 336-89.B(3)(a) and 336-89.B(3)(c).

Kelly Eschenfelder, Zoning Secretary, explained that the proposed change would make manufacturing incubators a permitted use in the M-1 district. This required amending several sections of the ordinance to ensure consistency throughout the document.

There were no comments on this item.

The public hearing was closed at 7:09 PM.

II. Call Meeting to Order

A. Pledge of Allegiance

The Pledge of Allegiance was recited.

B. Official Meeting Notification

Chairman Schulteis confirmed that the official meeting notice was sent to the West Bend Daily News, Milwaukee Journal Sentinel, WTKM radio station, posted on the town's website, and on the bulletin board.

C. Roll Call

Jenny Zignego had an excused absence (arrived late). All other commission members were present, constituting a quorum. Guest: Robert Roecker and Kelly Eschenfelder, Zoning Secretary. The Zoning Administrator, Jeff Sanders, was also in attendance in person.

D. Moment of Silent Prayer

A moment of silent prayer was observed.

E. Approval of Plan Commission Minutes

The minutes from the June 3, 2025, meeting were presented for approval.

Rod Bartlow moved to approve the minutes as written. Mark Peters seconded the motion. The motion carried.

III. Request by Timothy & Laurie Rudd to amend the Town of Polk Zoning Map by changing the zoning designation of parcel of land located in the Town of Polk, 4821 Mueller Lane, from R-1 Low Density Residential to R-4 Shoreland Residential District.

Jeff Sanders, Zoning Administrator, provided background on the R-4 Shoreland Residential District, explaining that it was created to comply with state law NR 115.05 and to recognize the reality of existing structures in the area. He clarified that the R-4 district is available for lots on the lake or within 1000 feet of the lake, but property owners must choose to apply for the zoning change.

Timothy and Laurie Rudd reiterated their plans to investigate building a new structure and demolishing the existing 1928 cottage. They emphasized their desire to work within the parameters of the R-4 zoning without requesting variances.

Jeff Sanders addressed the questions raised during the public hearing about setbacks, clarifying that the 7-foot setback applies to the principal structure, with some exceptions for architectural features. He confirmed that HVAC equipment would need to comply with the setback requirements.

Dennis Sang made a motion to recommend approval of the re-zone to the Town Board. Chuck Nehm seconded the motion. The motion carried.

IV. Certified Survey Map – Mark L Hoffmann Rev Trust. Property located at 3840 State Road 60, Town of Polk, Washington County, Section 15. Zoned A-1 General Agricultural District. Tax Parcel T9-0586. Mark L Hoffmann Rev Trust, Property Owner.

Mr. Sanders explained that the proposed land division would result in at least one lot smaller than the minimum lot size in the current district, necessitating a zoning change. He noted that if the certified survey map is denied, the zoning change cannot be approved, and vice versa. He detailed the challenges with the proposed land division, including issues with side yard lot lines, the right angles requirement, and the creation of flag lots, which are prohibited by the zoning ordinance. He emphasized that the main problem is the requirement for new lots to abut a public street, which these proposed lots do not meet.

Dennis Sang made a motion to recommend denial of the certified survey map to the Town Board. Mark Peters seconded the motion. The motion carried.

- V. Request by Mark L Hoffmann Rev Trust to Amend the Town of Polk Zoning Map** by changing the zoning designation of parcels of land located within the Town of Polk, 3840 State Hwy 60, from a zoning designation of A-1 General Agricultural to A-2 Agricultural/Residential District. Tax Parcels T9-0586 and T9-058500Z.

Mr. Sanders explained that while the Plan Commission does not have the authority to deny the certified survey map outright, their role is to make a recommendation to the town board. He noted that if the town board were to approve the certified survey map, a zoning change would be required.

Mark Peters made a motion to denial of the zoning map amendment requested. Randy Rothman seconded the motion. The motion carried.

- VI. Request by Town of Polk Plan Commission to Amend Chapter 336: Zoning Code Regarding the M-3 District**

Jeff Sanders provided background on the creation of the M-3 district and the proposed amendment to allow manufacturing incubators as a permitted use. He explained that incubators would be allowed as a permitted use when it is the only use in an M-3 district parcel, but would require a conditional use permit if combined with other existing uses. He clarified that the amendment provides flexibility for the Plan Commission through the site plan review process to mitigate potential impacts between different uses.

Rod Bartlow made a motion to recommend the ordinance change for the M-3 District to the Town Board. Chuck Nehm seconded the motion. The motion carried.

- VII. Zoning Administrator Report**

Mr. Sanders reported that June had been relatively slow compared to the busy months of March, April and May. He mentioned that there were a couple of new applications coming in and predicted that July might be busier. Mr. Sanders also noted there were no significant new legislation or court cases to report.

- VIII. Correspondence/Informational Items**

Ms. Eschenfelder informed the commissioners that the September meeting date may need to be changed.

- IX. Adjournment**

Randy Rothman moved to adjourn the meeting. Dennis Sang seconded the motion. The motion carried.

The meeting was adjourned at 7:41 PM.