

**MINUTES**  
**PLAN COMMISSION MEETING – TOWN OF POLK**  
**November 4, 2025**

**I. 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**

Mark Peters had an excused absence. All other commission members were present, constituting a quorum. Guest: Robert Roecker and Kelly Eschenfelder, Zoning Secretary. The Zoning Administrator, Ben Greenberg from Cedar Corp, was also in attendance.

**D. Moment of Silent Prayer**

A moment of silent prayer was observed.

**E. Approval of Plan Commission Minutes**

The minutes from the October 7, 2025, meeting were presented for approval.

*Jenny Zignego moved to approve the minutes as written. Chuck Nehm seconded the motion. The motion carried.*

**II. Site Plan Review – Mark Hoffmann/On Point Elite Dog Sports.** Property located at 3840 State Hwy 60, Town of Polk, Washington County, Section 16, currently zoned A-1 General Agriculture District. Tax Parcel T9-0586. Mark L Hoffmann Rev. Trust, Property Owner.

Zoning Administrator Ben Greenberg gave an overview of the site plan review and his Staff Report. He explained that the property is a nine-acre lot zoned A-1 General Agricultural District containing a single-family home (currently a rental property) and an outbuilding on the western side. The outbuilding previously had a conditional use permit for a scrap metal business, but that permit was specific to the prior property owner and was no longer valid.

Ben explained the proposed use was for dog training, which falls within permitted uses in the A-1 district. He noted two primary concerns: 1) the lack of plumbing in the outbuilding, which raised questions about sanitation for both humans and animals; and 2) the ordinance states that a property cannot have more than one principal use in a district, so the commission would need to determine if the dog training business could be considered accessory to the residential use, or if A-1 districts should be considered agricultural rather than residential districts for this purpose.

Donna Nisleit, representing On Point Elite Dog Sports, addressed the commission. She explained that the lack of water was not a significant concern for the dog training facility. She clarified that they would use antibacterial spray for cleaning up after any accidents. She confirmed that all training would take place inside the building, and dogs would always be on leash when outside for bathroom breaks.

When asked about the number of people and dogs expected for sessions, Donna explained that it would vary, especially for competitions. She emphasized that they train performance dogs that participate in trials and shows, not standard obedience classes. These were primarily purebred dogs working toward titles.

Commissioner Rod Bartlow, who had previous experience showing dogs, noted he understood the type of facility being proposed, which would be similar to one he had used in Grafton. There was some discussion

about parking needs, with Rod suggesting there might be as many as 50 people for events, though Donna indicated this would be on the high side. She confirmed there was adequate parking available.

The Chair asked if this would be a spectator sport open to the public. Donna explained that spectators would typically be friends and relatives of those doing training, and they weren't planning to have any signage since people would be coming by appointment.

Ben asked several additional questions about the maximum capacity of the building for occupancy determination purposes, as this would affect requirements for fire safety measures. Donna and Mark Hoffmann (property owner) indicated it would be difficult to provide an exact number, but Ben emphasized this would be necessary information.

Ben also inquired about insulation and sound transmission, noting there was a neighbor to the west. Donna confirmed the building was insulated, and while some barking might be heard during certain training activities, it would not be constant or disruptive.

Extensive discussion took place about whether to approve the application with conditions or table it until more information could be provided. Several commissioners expressed concerns about proceeding without a proper site plan showing parking layout, porta-potty locations, and fire department approval. Others suggested approving with conditions to avoid delaying the applicants, who were facing a November 30th deadline when their current facility was closing.

*After considerable debate, Rod made a motion to approve the site plan with specific conditions.*

- *The property is allowed to have two principal uses on a parcel in an agricultural district.*
- *Final approval of the Site Plan is subject to satisfaction of the Zoning Administrator that the following conditions have been met:*
  - ✓ *Provide a scaled site plan*
  - ✓ *Building floor plans and exterior elevations*
  - ✓ *Plans must show dumpsters/enclosures or demonstrating how refuse and recycling areas will be screened*
  - ✓ *A plan for location and screening of portable toilets, if those are to be used and any approval needed from the County*
  - ✓ *A landscaping buffer plan*
  - ✓ *A sanitary and water plan identifying any proposed source of potable water*

*Chuck Nehm seconded the motion. Jenny Zignego opposed the motion. The remaining commissioners voted in favor and the motion carried.*

**III. Site Plan Review – Biha Abdallah/Elevate Dumpsters LLC.** Property located at 3862 Lovers Lane, Town of Polk, Washington County, Section 16, currently zoned B-1 Rural Commercial District. Tax Parcel T9-060000E. Elevate Dumpsters LLC, Property Owner.

Ben presented the site plan review for Elevate Dumpsters LLC located at 3862 Lovers Lane. He explained that this was an after-the-fact request, as there had been some miscommunication with the prior zoning administrator who had indicated that only a site assigned permit would be needed.

Ben explained that the business involves renting roll-off dumpsters of various sizes that they deliver, pick up, and empty off-site. The property serves as an operational headquarters and storage area for the dumpsters. Ben noted that additional information was needed, particularly regarding how everything fits on the oddly-shaped property with multiple right-of-ways (town and village). He mentioned that initially, some dumpsters had been placed in the right-of-way, but believed this issue had been resolved.

Ben also raised the question of appropriate screening, as the site has some residential areas nearby, particularly to the west where there's a village subdivision.

Biha Abdallah addressed the commission and explained they had initially considered fencing but found that after putting up some plastic barriers, illegal dumping had stopped. He confirmed they had two trucks that are parked overnight on the property, and no customers come to the site to pick up dumpsters.

The commission discussed the need for a proper survey to determine exact property lines, which would be essential for placing any fencing or screens. Several members emphasized the importance of screening the west side of the property for aesthetics and to be a good neighbor to the residential subdivision.

There was discussion about what type of screening would be appropriate, with suggestions for both fencing and possibly vegetation. The commission acknowledged that the dumpsters could be up to six feet tall, so any screening would need to be adequately sized to be effective.

After discussion, the commission determined that 90 days would be a reasonable timeline for the applicant to provide the required information, particularly given the need for a survey.

*Dennis Sang made a motion to table the site plan review for 90 days to provide time for the applicant to submit a property survey and address the other requirements detailed in the Staff Report prepared by Ben (Exhibit B). Rod Bartlow seconded the motion. Motion was carried.*

#### **IV. Zoning Administrator Report**

Ben provided an update on the Wolters Development Concept. He explained that the developer had reached out to the county as the project had potentially gotten larger, with interest in property to the south. A county coordinated meeting was held with Ben, Allison, county staff from zoning and land resources, and the zoning administrator for the Village of Jackson.

Ben noted that the developer was running into issues with one of the landowners, so the development may change back to something smaller. However, with more acreage, the developer would be able to create a more reasonably configured development than the long narrow piece of land originally proposed.

Ben explained that there were numerous issues to work through, including wetland investigation, coordination with the county, and potentially the DNR regarding drain tile running through the farm fields that may be tributary to a nearby waterway. Rod noted there had been a question about the 600-foot limit to a road with a cul-de-sac, which might be easier to address with the larger development area.

#### **V. Correspondence/Informational Items**

No correspondence or information items were presented.

#### **VI. Adjournment**

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

The meeting was adjourned at 8:47 PM.