AGENDA

PUBLIC HEARING & REGULAR MEETING OF THE
PLANNING COMMISSION
at the Sharon Village Hall
125 Plain Street
Tuesday February 24, 2026
At 7:00 pm

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE TO THE FLAG

SWEARING IN OF NEW PLAN COMMISSION MEMBER: SCOTT PURDY

APPROVAL OF MINUTES: November 25, 2025

NEXT MEETING: Scheduled for March 24, 2026

PUBLIC HEARING FOR THE FOLLOWING:

1. THE PETITION FOR LOT LINE ADJUSTMENT/LOT CONSOLIDATION
   PETITIONER: James Gavin
   STREET ADDRESS: 142 North Street
   ZONING: RS-3, Single Family
   TAX KEY NUMBERS: UOP00036 and UOP00036A
   LEGAL DESCRIPTION: PART OF LOTS 6-8 OF BLOCK 7 OF THE ORIGINAL PLAT. LOCATED IN THE SE ¼ OF THE NW ¼ OF SECTION 33, TOWN 1 NORTH, RANGE 15 EAST, VILLAGE OF SHARON, WALWORTH COUNTY, WISCONSIN.
   The petitioner seeks to consolidate lots 6, 7 and 8 into one parcel.

CLOSE HEARING:

DISCUSSION AND POSSIBLE RECOMMENDATION to the Village Board to approve the petition for lot line adjustment/consolidation
PETITIONER: James Gavin
STREET ADDRESS: 142 North Street
ZONING: RS-3, Single Family
TAX KEY NUMBERS: UOP00036 and UOP00036A
LEGAL DESCRIPTION: PART OF LOTS 6-8 OF BLOCK 7 OF THE ORIGINAL PLAT. LOCATED IN THE SE ¼ OF THE NW ¼ OF SECTION 33, TOWN 1 NORTH, RANGE 15 EAST, VILLAGE OF SHARON, WALWORTH COUNTY, WISCONSIN.

ADJOURN – Motion to adjourn

This is a meeting of the Planning Commission; other Village Board members may attend for the purpose of gathering information only. No action will be taken on any Village Board matters at this meeting.

Any person with a qualifying disability, that requires the meeting or materials at the meeting to be in an accessible format or location, must contact the Village Clerk at 736-4888, 125 Plain Street, Sharon, WI 53585, within a reasonable time period prior to the meeting so that all necessary arrangements can be made to accommodate each request.

2/9/2026 09:10 AM SM

PROCEEDINGS

PUBLIC HEARING & REGULAR MEETING OF THE
PLANNING COMMISSION
at the Sharon Village Hall
125 Plain Street
Tuesday November 25th, 2025
At 7:00 pm

CALL TO ORDER – Clerk Jaymie J. Kunkel called meeting to order at 7:00 pm.

ROLL CALL – PRESENT: Peter Bushey, Jodell Carlson, Jerry Gibbons, Pamela Schutt. ABSENT: Mark A. Ruosch

Clerk requests motion to appoint pro tem chairperson – Diderich/Gibbons motion to appoint Pamela Schutt pro tem. Motion carries 5-0

PLEDGE OF ALLEGIANCE TO THE FLAG

APPROVAL OF MINUTES – Gibbons/Carlson motion to approve minutes from September 23rd, 2025 as submitted. Motion carried 5-0

PUBLIC HEARING FOR THE FOLLOWING: Pro tem chair Pamela Schutt opens the hearing at 7:02pm.

1. ORDINANCE 10-14-2025-288 AMENDING CHAPTER 111 ZONING AND CREATING SECTION 160(7)a, 161(7)a AND SECTION 162(7)a DWELLING SIZE RS-1 AND RS-2 AND RS-3 SINGLE FAMILY DISTRICT OF THE VILLAGE OF SHARON MUNICIPAL CODE

Chapter 111, Section 111-160(7)a Dwelling Size, Section 111-161(7)a Dwelling Size and 111-162(7)a Dwelling Size be created to read:

111-160(7)a. Dwelling Size -There shall be a minimum dwelling size of 30 feet by 40 feet.

111-161(7)a. Dwelling Size -There shall be a minimum dwelling size of 30 feet by 40 feet.

111-162(7)a. Dwelling Size - There shall be a minimum dwelling size of 30 feet by 40 feet.

2. ORDINANCE 10-14-2025-289 AMENDING CHAPTER 111 ZONING AND CREATING SECTIONS 160(6)b, 161(6)b, AND 162(6)b RS-1, RS-2 AND RS-3 SINGLE FAMILY DISTRICT OF THE VILLAGE OF SHARON MUNICIPAL CODE

Chapter 111, Section 111-160(6)b Yards, 111-161(6)b Yards, and 111-162(6)b Yards be amended to read:

111-160(6)b – There shall be a minimum side yard of not less than 10 feet on each side.

111-161(6)b – There shall be a minimum side yard of not less than 10 feet on each side.

111-162(6)b – There shall be a minimum side yard of not less than 10 feet on each side.

CLOSE HEARING: Diderich/Bushey motion to close hearing at 7;06pm. Motion carried 5-0

ORDINANCE 10-14-2025-288 – Gibbons/Diderich motion recommendation to the Village Board to approve AMENDING CHAPTER 111 ZONING

AND CREATING SECTION 160(7)a, 161(7)a AND SECTION 162(7)a DWELLING SIZE RS-2 AND RS-3 SINGLE FAMILY DISTRICT OF THE VILLAGE OF SHARON MUNICIPAL CODE. Motion carries 5-0

ORDINANCE 10-14-2025-289 – Diderich/Bushey motion recommendation to the Village Board to approve AMENDING CHAPTER 111 ZONING AND CREATING SECTIONS 160(6)b, 161(6)b, AND 162(6)b RS-1, RS-2 AND RS-3 SINGLE FAMILY DISTRICT OF THE VILLAGE OF SHARON MUNICIPAL CODE. Motion carries 5-0

Occupancy Permit #38.04.06 REVIEW – Gibbons/Carlson motion to table discussions on amending, suspending or 'stay as is' Occupancy permit #38.04.06 at 135 North St., North street properties until April 2026 PC meeting. Motion carries 5-0

ADJOURN – Diderich/Bushey motion to adjourn at 7:45pm. Motion carries 5-0

_____

Jaymie J. Kunkel Deputy Clerk-Treasurer

APPROVED:
PUBLISHED:

Application for Village of Sharon

125 Plain Street • PO Box 379 • Sharon, WI 53585
Phone: 262-736-4888• Fax: 262-736-4889

Request:
Please check all that apply.

- ☐ **Building, Site & Operational Plan: Major (BSOP)** $325.00
- ☐ **Building, Site & Operational Plan: Minor (BSOP)** $125.00
- ☐ **Certified Survey Map (CSM)** $350.00
- ☒ **Lot Line Adjustment/~~Property Division~~** $350.00 Consolidation
- ☐ **Conditional Use Permit (CUP)** $350.00
- ☐ **Condominium Plat** $100.00 plus $50.00 per unit
- ☐ **Final Plat** $100.00 plus $50.00 per lot
- ☐ **Petition to Amend Zoning & Zoning Map** $350.00
- ☐ **Planned Development (PD)** See Rezone, plus all other applicable
- ☐ **Planned Development Amendment** $325.00
- ☐ **Preliminary Plat** $100.00 plus $50.00 per lot
- ☐ **Other:** _____ Fee: _____

Date application was received:

RECEIVED
JAN 28 2026
VILLAGE OF SHARON

Fee Paid: $350.00

Physical Address of Site: _____ **Date:** 1/28/26

Tax Parcel Number: UOP 00036 A

Project or Development Name: _____

Applicant
Name: James Gavin
Mailing Address: 142 North St
Sharon, WI 53585
eMail: jimg2536@gmail.com
Phone: 262 725 2996

Owner of Site
Name: Same as Applicant
Mailing Address: _____
eMail: _____
Phone: _____

Legal Representative
Name: _____
Mailing Address: _____
eMail: _____
Phone: _____

Architect, Engineer, Contractor
Name: _____
Mailing Address: _____
eMail: _____
Phone: _____

Legal Description of Site (Attach separate sheet if additional space is needed):
Lot 6 Blk 7 Original Plat Village of Sharon out of UOP-36 & Doc #348721)

Please answer all applicable. Missing or incomplete information may deem this application "incomplete," delaying or prohibiting a review.

Current Zoning of Site: RS 2 **Current Overlay Districts of Site:** _____

Proposed Zoning of Site: Same

Proposed type of structure of use: None

Proposed use of structure or site: Green Space - Vacant

Statement of proposed use of property, with pertinent facts regarding the size of area involved, extent of development, type of operation, etc. (Attach separate sheet if additional space is needed):
Lot purchased due to proximity of home on adjacent lot (142 North St.) Consolidating 2 lots into One

Statement showing compatibility of proposed zoning district and proposed use to the Village Comprehensive Plan: (Attach separate sheet if additional space is needed)

Statement showing compatibility of proposed zoning district and proposed use with adjacent properties and neighborhoods (Attach separate sheet if additional space is needed):

Include the names and addresses of all property owners located within 300 feet of the subject property, as measured from all property lines (Attach separate sheet if additional space is needed):

Name *Address*

Print Applicant's Name: James Gavin **Date:** 1/28/24

Signature of Applicant: James Gavin

Cost Recovery Certificate and Agreement

Pursuant to Ordinance 10-6-97-1 and Section 18.311 of the Village of Fontana Municipal Code

The undersigned applicant hereby acknowledges and agrees to be bound by Ordinance 10-6-97-1 as codified at Section 18.311 of the Municipal Code, providing for Village recovery of all costs and disbursements incurred in the process of considering requests by an Applicant related to the Village of Fontana on Geneva Lake zoning or subdivision code. The Applicant further agrees, in consideration of the Village's hiring of professionals to assist it in the process of reviewing the Applicant request and Village costs incurred therein, to reimburse the Village for all costs recoverable pursuant to the terms of the above numbered ordinance within the time period set forth in the Ordinance.

PROJECT INFORMATION

PROJECT OR DEVELOPMENT NAME _____

PHYSICAL ADDRESS OF SITE _____

APPLICANT INFORMATION

RESPONSIBLE PARTY NAME: James Gavin

BILLING ADDRESS: 142 North St
Sharon, WI 53585

PHONE: 262 725 2996

EMAIL: jimg2534@gmail.com

SIGNATURE OF APPLICANT: _____

Dated this 28th day of January, 2026

Note to Applicant:

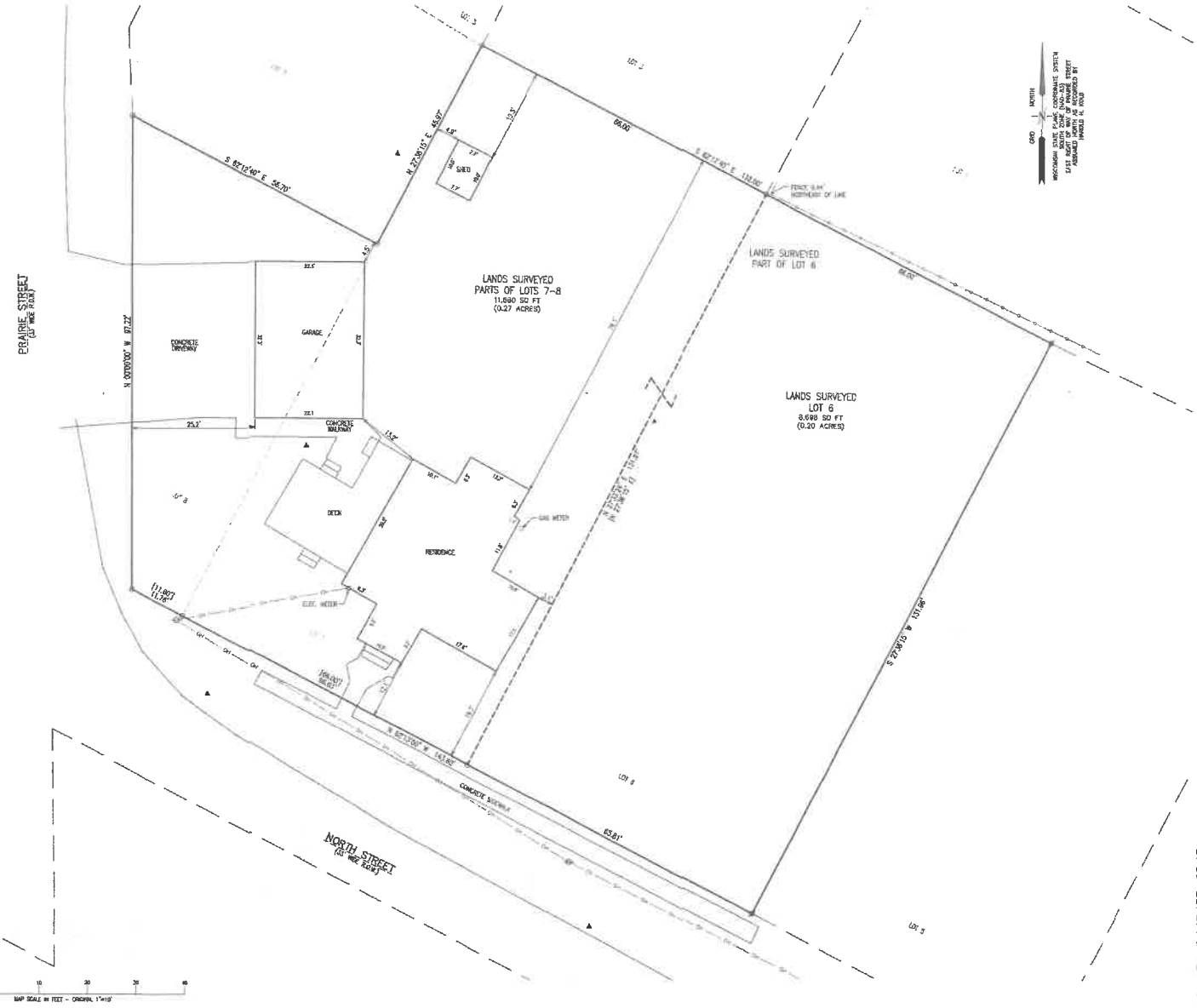
The Village Engineer, Attorney and other Village professionals and staff, if requested by the Village to review your request, will bill for their time at an hourly rate which is adjusted from time to time by agreement with the Village. Please inquire as to the current hourly rate you can expect for this work.

In addition to these rates, you will be asked to reimburse the Village for those additional costs set forth in Section 18.311 of the Municipal Code.

PLAT OF SURVEY

PART OF LOTS 6–8 OF BLOCK 7 OF THE ORIGINAL PLAT

LOCATED IN THE SE 1/4 OF THE NW 1/4 OF SECTION 33, TOWN 1 NORTH, RANGE 15 EAST,
VILLAGE OF SHARON, WALWORTH COUNTY, WISCONSIN



NOTE: COPIES OF THIS MAP TO WHICH THE FOLLOWING CERTIFICATE WILL APPLY SHOW THE SURVEYOR'S ORIGINAL SEAL AND SIGNATURE IN RED INK. COPIES BY ANY OTHER MEANS MAY HAVE ALTERATIONS WHICH DO NOT REPRESENT THE SURVEYOR'S WORK PRODUCT.

I HEREBY CERTIFY THAT THE ABOVE DESCRIBED PROPERTY HAS BEEN SURVEYED UNDER MY DIRECTION AND THAT THE ABOVE MAP IS A TRUE REPRESENTATION THEREOF AND SHOWS THE SIZE AND LOCATION OF THE PROPERTY AND ITS EXTERIOR BOUNDARIES. THIS SURVEY IS MADE FOR THE USE OF THE PRESENT OWNERS OF THE PROPERTY, AND ALSO THOSE WHO PURCHASE, MORTGAGE, OR GUARANTEE THE TITLE THERETO WITHIN ONE YEAR FROM THE DATE HEREOF FIELDWORK COMPLETED 9/26/2024.

DATED: 1/21/2025

CHRISTOPHER A. HODGES P.L.S. 2760

PLAT OF SURVEY

142 NORTH STREET
SHARON, WI 53585

– WORK ORDERED BY –
JAMES GAVIN
142 NORTH STREET
SHARON, WI 53585

FARRIS, HANSEN & ASSOCIATES, INC.
ENGINEERING – ARCHITECTURE – SURVEYING
7 RIDGWAY COURT P.O. BOX 437
ELKHORN, WISCONSIN 53121
PHONE: (262) 723-2068 e-mail: office@farrishansen.com

REVISIONS

PROJECT NO. 11123

DATE 9/19/2025

SHEET NO. 1 OF 1

VILLAGE OF SHARON

125 Plain Street · P.O. Box 379
Sharon, Wisconsin 53585

(262) 736-4888
Fax (262) 736-4889
www.villageofsharon.com

Date: January 31, 2026

To: Village of Sharon Planning Commission

From: Shannon Markley, Zoning Administrator

Re: Lot Line Adjustment/Two-lot Consolidation
Applicant: James Gavin
Address: 142 North Street
Tax Keys: UOP00036 and UOP00036A
Zoning District: RS-3

Proposal:
The applicant proposes to remove the lot line that separates his two parcels of land. One parcel is located at 142 North St. that has his home on it and the other is the adjacent vacant lot to the East.

Review:
The subject parcels are side-by-side, in the same subdivision, and are zoned RS-3.

According to the applicant's proposed Plat of Survey, the new single parcel would be 20,358 square feet. The lot width would be 143.6 feet. Currently, lot UOP00036 is legal non-conforming (with only having a 3' side setback for the house). This proposal meets the requirements of the code in the RS-3 District and will make the home conforming with the zoning code.

Recommendation:
Pending comments from members of the Plan Commission, I recommend approval of this lot consolidation as requested by Mr. Gavin.