

Town of Merton
Plan Commission Meeting
Minutes of December 18th, 2024

- Meeting Called to Order by Chairman Klink at 5:36 p.m.
- Pledge of Allegiance led by Chairman Klink
- Minutes of November 20th, 2024, Plan Commission Meeting. A motion to approve the minutes as printed was made by Commissioners Morris/Siepmann. Motion carried.

Present: Chairman Klink, Commissioners Griffin, Queoff, Morris, Siepmann, and Good, Planner Haroldson, and Deputy Clerk Claas

Absent: Commissioner Jensen

Also Present: Becky & Jared Tetzlaff, James Tetzlaff, Brian Zimmerman, Percy Chaby, Judy Reinders, Jodi Slaby, Mike Kotlarek, and Kaysie & Justin Kurszewski

Old Business: None

New Business:

Request for a Conditional Use Permit for Land Altering Activities Associated with the Construction of a Single-Family Residence at N83W28695 Center Oak Road – Requested by Jared and Rebecca Tetzlaff – Tax Keys MRTT0335-998-002 & MRTT0335-998-001 – Planner Haroldson said they have been working with Waukesha County on this land altering. The drainage is going where it's supposed to go, so it's not a concern to the neighboring subdivision. This will be a County conditional use with any recommendations from the Town's Plan Commission.

Commissioner Griffin asked if the County looked at the stormwater that comes off Deer Crossing. Some of it settles on the little area on the east side of the gravel driveway. In certain circumstances it could crest that driveway, if there are frozen ground conditions, and then run onto the neighboring property. Waukesha County Representative Smith responded that the way it's drawn, it appears to go southward, not eastward.

A motion to approve the conditional use for Town of Merton with conditions to Waukesha County was made by Commissioners Morris/Siepmann. Motion carried.

Certified Survey Map to Combine 2 Parcels of Record, with Separate Tax Keys, on Center Oak Road (Lots 1 & 2 of CSM #12456) – Requested by Jared and Rebecca Tetzlaff – Tax Keys MRTt0335-998-002 & MRTT0335-998-001 – Planner Haroldson stated the Plan Commission looked at this about 1 ½ to 2 years ago numerous times and everything that's on the certified survey matches what was on that survey other than they lifted up the line in the middle that created the two lots. Kotlarek said the exterior boundaries did not change. Planner Haroldson said they need to change something on the signature page.

A motion to approve the certified survey map to combine two parcels of records with separate tax keys on Center Oak Road, lots 1 and 2 of CSM 12456 as requested subject to staff review was made by Commissioners Siepmann/Queoff. Motion carried.

Certified Survey Map to Combine Parcels on the Same Tax Kay into One Legal Description – to Construct an Accessory Structure on Woodrest Drive and Keesus Road – Requested by Justin and Kaysie Kurszewski – Planner Haroldson stated they have two parcels they are combining into one legal description. They are in Waukesha County shoreland jurisdiction, and they want to combine so they can build an accessory structure. The certified survey map needs to have topographical lines added to it, they need to add the Village of Merton and Waukesha County to the Surveyor's Certificate and the Owner's Certificate, all buildings on the

adjacent lots that are located within 50 feet of the exterior boundary must be shown on the Certified Survey, on page 5 they need to add the names of the Village of Merton Plan Commission and Board under the extraterritorial review, and on page 3 they need to change names. Waukesha County has not completed their review.

A motion to approve was made by Commissioners Morris/Good. Motion carried.

Request to Construct a Retaining Wall with Steps and Patio within 5 ft or less from a Property Line at N57W30766 Lakewood Drive – Requested by Brian Zimmerman on Behalf of Rick & Maureen Stalle – Tax Key MRTT0395-001 – Planner Haroldson stated this is for the short side along the west side of the property. Zimmerman said currently there are retaining walls that cross the property line to the west, and as they reconstruct they would be bringing those back onto the Stalle property. The longest part of the lower walls is right on the property line, and there is about a 3- or 4-foot grade change there. Some of the horizontal walls that cross the property line will be taken out. Phase 1 will be the small section on the west side of the property. Zimmermann said it was his understanding that they wouldn't have to come back if the Stalle's plan on moving forward with phase 2. The majority of the other retaining walls on the east side are 5 feet off the property line. To preserve an existing tree one retaining wall would be 10 inches too close to the property line.

A motion to approve the request to construct a retaining wall less than 5 feet from a property line at N57W30766 Lakewood Drive, Hartland, Wisconsin was made by Commissioners Queoff/Morris. Motion carried.

Update a Plan of Operation – Requested by PRC Properties on Behalf of Percy Chaby – W315N7735 Hwy 83 – to Expand Paved Parking for 8 Spaces on Lot 1 and Finish a Meeting Room in the Upper Level of the Building on Lot 2, Lake Street – Tax Keys MRTT0350-008-002 & MRTT0350-008-001 – Planner Haroldson stated Percy is going to put a paved parking lot for 8 parking spaces behind the post office a little bit north. It meets all of the setbacks and the impervious surface area requirement.

The other request is a Plan of Operation for completing an open space above the café that he's going to complete and make a meeting room. He is requesting no additional signage, no additional lighting, and no outside storage. The hours of operation will be the same. This requires an updated occupancy inspection by the Building Inspector and the Fire Chief.

A motion to approve the change of the Plan of Operation to include the additional parking behind the North Lake Post Office was made by Commissioners Good/Siepmann. Motion carried.

Planner's Report Marily Haroldson – Nothing to report.

County Board Supervisor Report Richard Morris – Nothing to report other than there was a County Board Meeting last night.

DPW Report Paul Griffin – Nothing to report.

A motion to adjourn was made by Commissioners Morris/Siepmann. Motion carried. The meeting was adjourned at 5:54 p.m.

Respectfully submitted,
Holly R Claas, Deputy Clerk