

**Special Village Board Meeting  
September 17, 2020**

Board Present: President Dobbs, Trustee Stillman, Trustee Prott, Trustee Wishau, and Trustee Weatherston. Trustee Martin appeared via Zoom

PC Present: President Dobbs, Thomas Knitter, Jonathan Schattner, Bill Folk, Joseph Minorik and Tim Just.

Absent Trustee Wanggaard and David Prott were excused.

Staff/Others: Village Administrator Tom Christensen, Utility Director Anthony Bunkelman, Public Works Director Tom Lazcano, Development Director Peter Wagner, Fire Chief Richard Roeder, Attorney Tyler Helsel and Attorney Elaine Ekes. Attorney Alan Marcuvitz was present via conference phone.

**1. Call the meeting to order**

President Dobbs called the meeting to order at 4:02 p.m., at the Village Hall.

**2. Certified Survey Map – Review a certified survey map submitted by Lee Jaramillo dividing the property with Parcel ID: 104-04-23-29-138-000. Located on the southeast corner of Douglas Avenue and 4 Mile Road.**

Members of the Plan Commission and Village Board were present for this topic.

Lazcano read from his Memorandum dated 9/11/2020:

“The Engineering Department has received a Certified Survey Map (CSM) to divide the property located at 4959 Douglas Avenue and combine a portion of it with the property located at 4917 Douglas Avenue, in the Village of Caledonia. The CSM was submitted by Lee Jaramillo and was prepared by Metropolitan Survey Service, Inc. A review of the parcels shows ownership of the parcel by Heritage Bank & Trust and the Wisconsin Department of Transportation, a letter of Agent or ownership transfer will be needed prior to signing of the CSM. This CSM is for the creation of two lots from two existing lots. Lot 1 would be 1.40 acres, Lot 2 would be 1.18 acres in size. There is a bank and parking lot on Lot 1. There is a proposed multi-tenant commercial use development planned for Lot 2.

The lots are located within the Village of Caledonia's Sanitary Sewer & Water Service Area. Lot 2 will need to connect to Village of Caledonia sewer and water facilities. These connections will need to be made by the property owner/developer at their own cost.

The property currently has a B-2 Zoning Classification. B-2 Zoning requires 75 feet of frontage and 15,000 square feet size. The proposed CSM meets the required zoning minimums and follows the comprehensive land use plan.

**Village Board & Plan Commission Deliberation**

Plan Commissioners expressed concern about the wetlands and if permission had been granted to fill the wetlands. Director of Public Works Tom Lazcano said the DNR (Department of Natural Resources) had granted the permission to fill the wetlands.

**VILLAGE BOARD** -- Motion by Tom Weatherston Trustee move to approve the Certified Survey Map subject to the following:

- Subject to comments from Village staff and any technical corrections prior to Final Recording.
- Proof of ownership or letter of agent is needed.
- A cross access agreement between Lot 1 and Lot 2 will be needed.

- The Final CSM is subject to the Land Division per Lot fee.
- An approved grading and storm water management plan will be needed in order to receive building permits.
- Sewer and Water connections will need to be made by the property owner.
- The Final CSM must conform to all Ordinances in Titles 9, 14, & 18 as necessary and must be approved by the Village prior to final recording. Seconded by Dale Stillman Trustee. Motion carried unanimously.

#### Village Board - Roll Call

Trustee Weatherston	Aye
Trustee Stillman	Aye
Trustee Martin	Aye
Trustee Wishau	Aye
President Dobbs	Aye

**PLAN COMMISSION** -- Motion by Jonathan Schattner move to approve the Certified Survey Map subject to the following:

- Subject to comments from Village staff and any technical corrections prior to Final Recording.
- Proof of ownership or letter of agent is needed.
- A cross access agreement between Lot 1 and Lot 2 will be needed.
- The Final CSM is subject to the Land Division per Lot fee.
- An approved grading and storm water management plan will be needed in order to receive building permits.
- Sewer and Water connections will need to be made by the property owner.
- The Final CSM must conform to all Ordinances in Titles 9, 14, & 18 as necessary and must be approved by the Village prior to final recording. Seconded by Tim Just. Motion carried unanimously.

#### Plan Commission - Roll Call

Thomas Knitter	Aye
Joseph Minorik	Aye
Tim Just	Aye
Jonathan Schattner	Aye
Bill Folk	Aye
President Dobbs	Aye

**3. The Village Board will take up a motion to go into CLOSED SESSION, pursuant to s. 19.85(1)(e), Wis. Stat., deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: specifically to discuss a possible development in Tax Incremental District No. 5.**

**Village Board** -- Motion by Trustee Tom Weatherston to go into closed session at 4:12 p.m. Seconded by Trustee Lee Wishau. Motion carried unanimously.

#### Village Board – Roll Call

Trustee Weatherston	Aye
Trustee Stillman	Aye
Trustee Martin	Aye
Trustee Wishau	Aye
President Dobbs	Aye

**Plan Commission** -- Motion by Tom Knitter to go into closed session at 4:12 p.m. Seconded by Joe Minorik. Motion carried unanimously.

**Plan Commission - Roll Call**

<b>Thomas Knitter</b>	<b>Aye</b>
<b>Joseph Minorik</b>	<b>Aye</b>
<b>Tim Just</b>	<b>Aye</b>
<b>Jonathan Schattner</b>	<b>Aye</b>
<b>Bill Folk</b>	<b>Aye</b>
<b>President Dobbs</b>	<b>Aye</b>

**4. The Village Board reserves the right to go back into OPEN SESSION, possibly take action on the items discussed during the closed session and to move to the remaining agenda items and meeting agendas as posted**

**Village Board** -- Motion by Trustee Tom Weatherston to reconvene into open session at 4:55 p.m. Seconded by Trustee Dale Stillman. Motion carried unanimously.

**Plan Commission** -- Motion by Joe Minorik to reconvene into open session at 4:55 p.m. Seconded by Tim Just. Motion carried unanimously.

**5. Adjournment.**

**Village Board** -- Motion by Trustee Lee Wishau to adjourn. Seconded by Trustee Dale Stillman. Motion carried unanimously.

Adjourned at 4:57 p.m.

**Plan Commission** -- Motion by Joe Minorik to adjourn. Seconded by Tim Just. Motion carried unanimously.

Adjourned at 4:57 p.m.

Respectfully submitted,

Erika Waege  
Administrative Assistant / Building & Engineering