

**Town of Lawrence**  
**Planning and Zoning Board Meeting Minutes**  
**Wednesday December 14, 2022**  
**Meeting Time 6:00 PM**

**THIS MEETING WILL BE HELD IN PERSON.**

**Discussion and/or Action on the following:**

1. Call to Order
  - a. Call to Order by Dr. Lanny Tibaldo at 6:01pm
2. Roll Call
  - a. Present: Larry Boldt, Kyle Treml, Lanny Tibaldo, Skip Lee, Mike Van de Hei, and Katie McCarty
  - b. Excused: Travis Runke
  - c. Staff: Scott Beining, Patrick Wetzel, and Melissa Mathes
3. Approve Agenda
  - a. Skip Lee made a motion to approve the agenda, seconded by Mike Van de Hei. Motion carried unanimously.
4. Approve Minutes from November 9, 2022 meeting.
  - a. Kyle Treml made a motion to approve the minutes, seconded by Katie McCarty. Motion carried unanimously.
5. Public comments upon matters not on the Agenda.
  - a. No comments.
6. Consideration of Final Plat Review for Shady Court Subdivision Plat at Parcel L-458-7 (Lot 4) by Town of Lawrence.
  - a. Scott Beining explained the Lots 1 & 2 size changed slightly due to utility easements in Lot 1.
  - b. Larry made a motion to approve the Final Plat for Shady Court Subdivision Plat at Parcel L-458-7, seconded by Mike Van de Hei. Motion carried unanimously.
7. Consideration of Conditional Use Permit (CUP) for Commercial Development at 2979 Williams Grant Dr on Parcel L-40-2 by Dan Doyen.
  - a. Scott Beining explained the Conditional Use Permit was for the revised site plan for the commercial development.
  - b. Dan Doyen presented the shop along with 4 storage buildings.
  - c. Exterior building materials, landscaping, fence, lease building space, parking, and refuse location were discussed.
  - d. Katie made a motion to recommend the Conditional Use Permit for Commercial Development at 2979 Williams Grant Drive based on the attached conditions (see page 3) to the Town Board, seconded by Skip Lee. Motion carried unanimously.
8. Consideration of Site Plan Review for Commercial Development at 2979 Williams Grant Drive on Parcel L-40-2 by Dan Doyen.

a. Conditional Use Permit is needed to approve the Site Plan. No Action taken.

9. Staff Updates/Reports

a. Staff reports given.

10. Adjourn.

a. Katie McCarty made a motion to adjourn the meeting at 7:28pm, seconded by Skip Lee. Motion carried unanimously.

*Scott Beining, Zoning Administrator*

*It is possible that a quorum of the Town Board will be at this meeting to gather information about a subject over which they have decision making responsibility. This constitutes a meeting of the Town Board, pursuant to State ex rel Badke vs. Greendale Village Board. As such, it must be noticed as a Town Board meeting. No formal action will be taken by the Town Board at this meeting.*

**Conditional Use Recommendations to Town Board for L-40-2 (2979 Williams Grant Drive)**

1. **Fence**
  - a. 6 ft. chain link fence (no vinyl mesh) around perimeter of the site
  - b. Gate to be installed at the end of the driveway (closest to the shop)
  - c. Location of fence within the ESA will require confirmation from Brown County and/or DNR
2. **Zoning**
  - a. Parcel is zone B-1
    - i. Leased spaces to comply Town Ordinance 300-101 *Permitted Uses*
3. **Parking**
  - a. Subject to uses within the leased space(s)
4. **Exterior Building Materials (see site plan diagram)**
  - a. Shop
    - i. North (Cty. S) – 8 ft. masonry with combination of horizontal wave panel above masonry
    - ii. West (Williams Grant) – 8 ft. masonry with combination of horizontal wave panel above masonry
    - iii. East (Hwy 41) – 8 ft. masonry with combination of horizontal wave panel above masonry
    - iv. South (Storage Units) – 4 ft. masonry with combination of horizontal wave panel above masonry
  - b. Storage Units (4 units)
    - i. Unit A
      1. North (Cty. S) – Full vertical Medallion-Lok panel
      2. West (Williams Grant) – Full masonry
      3. East (Hwy 41) – Full vertical Medallion-Lok panel
      4. South (Unit B) - Full vertical Medallion-Lok panel
    - ii. Unit B
      1. North (Cty. S) – Full vertical Medallion-Lok panel
      2. West (Williams Grant) – Full masonry
      3. East (Hwy 41) – Full vertical Medallion-Lok panel
      4. South (Edge of Property) - Full vertical Medallion-Lok panel
    - iii. Unit C
      1. North (Cty. S) – Full vertical Medallion-Lok panel
      2. West (Williams Grant) – Full vertical Medallion-Lok panel
      3. East (Hwy 41) – Full masonry
      4. South (Edge of Property) - Full vertical Medallion-Lok panel
    - iv. Unit D
      1. North (Cty. S) – Full vertical Medallion-Lok panel
      2. West (Williams Grant) – Full vertical Medallion-Lok panel
      3. East (Hwy 41) – Full masonry
      4. South (Unit C) - Full vertical Medallion-Lok panel
5. **Shop Usage/Classification**
  - a. Per preliminary floor plan of the shop building, Unit 1, Unit 2 and Unit 3 are labeled for future lease use. Each unit has a bathroom.
  - b. Shop would be considered “Commercial Lease space/warehouse”
6. **Hours of Operation**
  - a. 7:00am – 9:00pm
7. **Refuse location**
  - a. Located on the Southeast corner of the shop building
8. **No outside storage**