

**Town of Lawrence
Planning and Zoning Board Meeting Minutes
Wednesday, June 14, 2023
Meeting Time 6:00 PM**

THIS MEETING WILL BE HELD IN PERSON.

Discussion and/or Action on the following:

1. Call to Order
 - a. Kevin Brienen called the meeting to order at 6:00pm
2. Roll Call
 - a. Present: Larry Boldt, Kyle Treml, Kevin Brienen, Skip Lee, Katie McCarty
 - b. Excused: Travis Runke, Mike Vande Hei, Scott Beining
 - c. Staff: Patrick Wetzel, Melissa Mathes
3. Approve Agenda
 - a. Skip Lee made a motion to approve the Agenda, seconded by Katie McCarty. Motion carried unanimously.
4. Approve Minutes from May 10, 2023 meeting.
 - a. Larry Boldt recommended change to add item #2 with “Motion carried unanimously”.
 - b. Patrick Wetzel requested to move him from “excused” to “Staff” on Roll Call. And then put him as attended virtually.
 - c. Kyle made the motion to approve the Minutes from May 10, 2023 meeting; seconded by Katie McCarty. Motion carried unanimously.
5. Public comments upon matters not on the Agenda.
 - a. No one spoke
6. Consideration of Conditional Use Permit for more than 2 dogs (Town Ordinance 107-2) for 920 Chelsea Ct. at Parcel L-878 by Brian & Kaleena Cagle.
 - a. Kaleena Cagle, applicant, explained the reason for the Conditional Use permit for more than 2 dogs.
 - b. Patrick Wetzel, Town Administrator, explained the Town Ordinance and setting conditions of the permit.
 - c. Skip Lee made a motion to approve with the following conditions:
 - i. 1. No more than 4 dogs. 2. There are no complaints from the neighbors in reference to the dogs. 3. The additional dog shall be licensed on an annual basis in accordance to the Town of Lawrence dog license policy.
 - d. Seconded by Kyle Treml. Motion carried unanimously.
7. Consideration of 3 Lot Certified Survey Map (CSM) at 0 Williams Grant Drive, Parcel L-169 by Mau & Associates.
 - a. Tonya Wagner, Vierbicher, explained the 3 Lot CSM along with the future plans of each lot.
 - b. Patrick Wetzel, Town Administrator, discussed the 60’ easement and future use of Lots.

- c. Larry Boldt made a motion to table the 3 Lot Certified Survey Map (CSM) based on needing more detailed information, seconded by Kyle Treml. Motion carried unanimously.
8. Consideration of Zoning Amendment to re-zone Lots 1, 2, 3 of the above CSM from Agricultural Zone (A-1) to Residential (R-1) at 0 Williams Grant Drive on Parcel L-169.
 - a. Patrick Wetzel, Town Administrator, discussed the re-zone process and being tied to the above CSM.
 - b. Kyle Treml made a motion to table the re-zone of Lots 1, 2, 3 of the above CSM based on tabling the CSM on needing more detailed information; seconded by Skip Lee. Motion carried unanimously.
9. Consideration of Sign Review for at 1680 Mid Valley Drive, Parcel L-264-6-1-2 by Kimberly Dyer.
 - a. Kimberly Dyer, applicant, explained the sign layouts on building and on the property. She also explained her future business.
 - b. Larry Boldt made a motion to approve the sign review at 1680 Mid Valley Drive and recommended to the Town Board for more tenants need one monument sign, seconded by Katie McCarty. Motion carried unanimously.
10. Consideration of Final Plat Review for Derouin Estates Parcel L-161-1 by Town of Lawrence.
 - a. Patrick Wetzel, Town Administrator, explained the final plat and the plans/timeline of the 5 lots in the final plat.
 - b. Kyle Treml made a motion to approve the Final Plat Review for Derouin Estates, Parcel L161-1, seconded by Skip Lee. Motion carried unanimously.
11. Consideration of Zoning Amendment to re-zone Parcel L-161-1-1 from Agricultural Zone (A-1) to Residential (R-1).
 - a. Patrick Wetzel, Town Administrator, explained the lot to be re-zoned to R-1 for property owner to build a single family residence.
 - b. Skip Lee made a motion to approve the re-zone of Parcel L-161-1-1 from A-1 to R-1, seconded by Kyle Treml. Motion carried unanimously.
12. Consideration of Site Review for expansion of Mini Storage Facility at 1322 Mid Valley Drive, Parcel L-344-2 & L-344-6 by Vierbicher.
 - a. Tonya Wagner, Vierbicher, explained the expansion and zoning of the property with 3 new buildings and an addition on 1 of the existing buildings.
 - b. Kyle Treml made a motion to approve Site Review for expansion of Mini Storage Facility at 1322 Mid Valley Drive contingent on updating the exterior elevation on North elevation and approval from the Town Board; seconded by Katie McCarty. Motion carried unanimously.
13. Discussion of Room Tax & Short-Term Rental Ordinance.
 - a. Patrick Wetzel, Town Administrator, discussed and explained the future plans of the Town development and the beginning phase to create a short-term rental ordinance and room tax.
14. Staff Updates/Reports
 - a. Patrick Wetzel provided Staff Updates
15. Adjourn.

- a. Katie McCarty made a motion to adjourn the meeting at 8:06pm; seconded by Skip Lee. Motion carried unanimously.

Scott Beining, Zoning Administrator