

**Town of Lawrence**  
**Planning and Zoning Board Meeting Minutes**  
**Wednesday, August 9, 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 6:03 pm
2. Roll Call
  - a. Present: Larry Boldt, Travis Runke, Kyle Tremel, Kevin Brienen, Mike Vande Hei, Katie McCarty
  - b. Excused: Skip Lee
  - c. Staff: Scott Beining, Patrick Wetzel, Melissa Mathes
3. Approve Agenda
  - a. Kyle Tremel made a motion to approve the agenda, seconded by Travis Runke. Motion carried unanimously.
4. Approve Minutes from July 12, 2023 meeting.
  - a. Mike Vande Hei made a motion to approve the minutes from July 12, 2023 meeting, seconded by Travis Runke. Motion carried unanimously.
5. Public comments upon matters not on the Agenda.
  - a. No one spoke
6. Consideration of 2 Lot Certified Survey Map (CSM) at 3242 Williams Grant Drive, Parcel L-72-3 by Mark Sheriff.
  - a. Scott Beining explained this parcel went through variance process due to the less than 200ft of frontage per lot. The variance was approved in the previous meeting. The CSM is now being presented with the variance approval to the Board.
  - b. Mike Vande Hei made a motion to approve the 2 Lot Certified Survey Map, seconded by Kyle Tremel. Motion carried unanimously.
7. Consideration of Zoning Amendment to re-zone from Agricultural Zone (A-1) to Business Commercial (B-1) with Conditional Use Permit (CUP) for Mini Warehouse Facility at 2750 Little Rapids Road on Parcel L-1294 by Vierbicher.
  - a. Scott Beining presented the parcel with the re-zoning request and the
  - b. Steve Bieda, Vierbicher, explained the current business being run on the site currently and the future project the property owners would like to build on the West end of the parcel.
  - c. Kyle Tremel made motion to approve the rezone from Agricultural Zone to Business Commercial zone with Conditional Use Permit for Mini Warehouse Facility with the following suggested conditions: hours

of operation, lighting, fencing, business equipment parking, outside storage and add a second driveway on the property; seconded by Mike Vande Hei. Motion carried unanimously.

8. Consideration of 3 Lot Certified Survey Map (CSM) at 0 Williams Grant Drive, Parcel L-169 by Vierbicher.
  - a. Steve Bieda explained the previous easements that were on original CSM has been removed. The sewer and water would be extended to lots 1 & 2.
  - b. Larry Boldt made a motion to approve the 3 Lot Certified Survey Map, seconded by Travis Runke. Motion carried unanimously.
9. 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 by Vierbicher.
  - a. Katie McCarty made a motion to approve, seconded by Kyle Treml. Motion carried unanimously.
10. Discuss the creation of TID 3 and consider setting a public hearing meeting for the week of September 5, 2023.
  - a. Fabick development update
  - b. Scott Beining and Patrick Wetzel provided updates and process for TID 3.
  - c. Kyle Treml made a motion to move the regularly scheduled Planning & Zoning Meeting from September 13, 2023 to September 6, 2023 and set the public hearing for September 6, 2023 for TID 3; seconded by Mike Vande Hei. Motion carried unanimously.
11. Discussion of Room Tax & Short-Term Rental Ordinance.
  - a. Discussed the short-term rental ordinance and potential draft at the next meeting.
12. Staff Updates/Reports
  - a. Staff reports were given.
13. Adjourn.
  - a. Katie McCarty made motion to adjourn the meeting at 7:37pm; seconded by Kyle Treml. 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.*