

**TOWN OF OCONOMOWOC  
PLAN COMMISSION MEETING MINUTES**

**December 2, 2024**

Chairman Robert Peregrine called the meeting to order at 5:00 p.m. Commissioner's present include James Navin, Linda Bergman, Dione Funk, Jim Roche, and Wayne Euclide. Commissioner Pat Agnew was absent. Also in attendance were Administrator/Planner Jeffrey Herrmann and Clerk/Treasurer Lori Opitz. For additional attendees please see the sign-in sheet.

1. **Approve October 21<sup>st</sup> and November 4<sup>th</sup> Minutes.** – Commissioner Navin made the motion to approve the October 21<sup>st</sup> and November 4<sup>th</sup> meeting minutes as presented. Commissioner Roche seconded the motion. Motion carried by unanimous voice vote.
2. **Public Comments.** - None
3. **Consider and Act on a waiver of Section 265-41(a) side lot lines at right angles to the street for Brian and Kristina May for the property located at W346 N6701 Whittaker Road.** – Commissioner Navin made the motion to approve the waiver of Section 265-41(a) side lot lines at right angles to the street for Brian and Kristina May for the property located at W346N6701 Whittaker Road. Commissioner Bergman seconded the motion. Motion carried by unanimous voice vote.
4. **Consider and Act on Resolution to amend the Comprehensive Land Use Plan for Alex Spheeris, 175 E Wisconsin Avenue Suite A, Oconomowoc on behalf of property owned by Pamela Schutte, 166 Key Heights Drive, Tavernier, Florida. The subject property is located in part of the NE ¼ of Section 6, T8N, R17E, Town of Oconomowoc (Tax Key No. OCOT 0453.996).** – Commissioner Bergman made the motion to approve the resolution to amend the comprehensive land use plan for Alex Spheeris, 175 E. Wisconsin Avenue, Suite A on behalf of the property owned by Pamela Schutte. Commissioner Navin seconded the motion. Motion carried by unanimous voice vote.
5. **Consider and Act on Zoning Amendment (RZ153) for Alex Spheeris, 175 E Wisconsin Ave, Oconomowoc, for a property owned by Pamela Schutte, 166 Key Heights Drive, Tavernier, FL, to rezone the subject property described below from the FLP Farmland Preservation District to the R-1 Residential District to allow an approximate 7.26 acre parcel to be divided from the parent parcel for a family member to construct a single family residence. The subject property is located in the NE ¼ of Section 6, T8N, R17E, Town of Oconomowoc (Tax Key No. OCOT 453.996).** – Commissioner Navin made the motion to approve the zoning amendment (RZ153) for Alex Spheeris, 175 E Wisconsin Avenue for a property owned by Pamela Schutte to rezone the subject property described from the FLP Farmland Preservation District to the R-1 Residential District to allow an approximate 7.26 acre parcel to be divided from the parent parcel for a single family residence per the recommendations of Administrator/Planner Herrmann's report dated November 26, 2024. Commissioner Roche seconded the motion. Motion carried by unanimous voice vote.
6. **Consider and Act on the final plat for East Woodlake Subdivision. Part of the S ½ of the SE ¼ of Section 20, T8N, R17E, Town of Oconomowoc (Tax Key No. OCOT 512.994).** – Commissioner Roche made the motion to approve the final plat for East Woodlake Subdivision per the recommendation of Administrator/Planner Herrmann's report dated November 26, 2024. Commissioner Bergman seconded the motion. Motion carried by unanimous voice vote.
7. **Consider and Act on the Site Plan/ Plan of Operation for Jennifer McLeod d/b/a At Your Service. The subject property is described as part of the SW ¼ of Section 26, T8N, R17E, Town of Oconomowoc. More specifically the property is located at W359 N5920 Brown Street #112, Oconomowoc, WI 53066 (Tax Key No. 535.999.011).** – Commissioner Navin made the motion to approve the Site Plan/Plan of Operation for Jennifer McLeod, d/b/a At Your Service located at W359N5920 Brown Street #112 per the recommendations of Administrator/Planner Herrmann's report dated November 21, 2024. Commissioner Funk seconded the motion. Motion carried by unanimous voice vote.

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8. **Consider and Act on the Site Plan/Plan of Operation for Gregory Wojczak d/b/a Greys Cottage Inc. The subject property is described as part of the NE ¼ of Section 10, T8N, R17E, Town of Oconomowoc. More specifically the property is located at W360 N8755 Brown Street (Tax Key No. OCOT 469.008.001).** – The petitioner stated the business is WOJ Enterprises and the mailing address is different than what is on the report. Commissioner Navin made the motion to approve the site plan/plan of operation for Gregory Wojczak, d/b/a Greys Cottage Inc located at W360N8755 Brown Street with the changes requested by the petitioner as well as the recommendations of Administrator/Planner Herrmann's report dated November 21, 2024. Commissioner Bergman seconded the motion. Motion carried by unanimous voice vote.
9. **Consider and Act on the Site Plan/Plan of Operation amendment for Kwik Trip. The subject property is described as part of the SE ¼ of Section 30, T8N, R17E, Town of Oconomowoc. More specifically the property is located at N56 W39345 Wisconsin Ave, Oconomowoc, WI 53066 (Tax Key No. OCOT 552.992).** – Commissioner Navin made the motion to approve the Site Plan/Plan of Operation amendment for Kwik Trip located at N56W39345 Wisconsin Avenue per the recommendations of Waukesha County's report dated November 20, 2024. Commissioner Funk seconded the motion. Motion carried by unanimous voice vote.
10. **Adjourn.** – Commissioner Funk made the motion to adjourn at 5:13 p.m. Commissioner Navin seconded the motion. Motion carried by unanimous voice vote.

Respectfully submitted –  
Lori Opitz, WCMC  
Clerk/Treasurer