

**Town of Three Lakes Plan Commission  
Regular Meeting Minutes  
April 23, 2024 – 5:30 p.m.**

Meeting called to order at 5:35 p.m. by Chairman Hegeman. Commissioners present: Karl Koenig, Don Meeder, Ryan Miller, and Matt Olkowski. Absent: None. Plan Commission Secretary Kelly Strauss recorded the minutes.

Secretary Strauss reported on the agenda posting in accordance with WI Open Meeting Law. Quorum of Commissioners (4 of 7) was established.

Motion by Meeder (Miller) to approve the agenda. Motion carried. 4:0

*Commissioner Koenig arrived at 5:37 p.m.*

Motion by Olkowski (Koenig) to approve the April 3, 2024 special meeting minutes as amended. Motion carried. 3:0. (*Commissioners Meeder and Miller abstained as they were not present at the meeting*)

Discussion took place on the administrative review permit application for Daniel Knuth at 1000 Leatzow Road. Chairman Hegeman noted a discrepancy in occupancy with allowing up to four (4) guests as listed in the Conditions of Approval versus the proposed number of guests listed as ten (10) in the Tourist Rooming House application. Motion by Olkowski (Hegeman) to recommend approval to the County of this ARP application for Daniel Knuth, pending two conditions that must be met. The first condition is that the County reviews the POWTS capacities in relation to the actual number of guests permitted. We see conflicting information in the permit application before us that needs to be clarified. The second condition is that noting the Plan Commission is okay with the proposed parking arrangements. Motion carried. 5:0.

There are currently two vacancies on the Plan Commission, with one application being received from Adam Urban. Motion by Olkowski (Hegeman) to recommend appointment to the Plan Commission by the Town Chairman of Adam Urban. Motion carried. 5:0.

Updates were provided via email from Jacqui Sharpe as she was unable to be at tonight's meeting and read aloud by Chairman Hegeman. Those updates included the upcoming ribbon cutting at the Brew Station from winning the 2023 Wisconsin Main Street Makeover Contest; Marcy Davies won a WEDC Main Street award for Best Revitalization Initiative for RevIVAesthetics & Wellness; and the WEDA economic development class will be held June 4<sup>th</sup> from 9:00 – noon.

Secretary Strauss spoke on behalf of the Veteran's Memorial Committee and noted the invitation to bid will be in the upcoming newspaper, and we have received approximately \$21,000.00 in donations so far from the direct mailings and general contributions. Chairman Hegeman noted the Natural Resources Sub-Committee reached out to him regarding working with a McNaughton crew on buckthorn removal. He noted they have approximately \$460.00 available in their budget. Motion by Alex (Meeder) to approve the Natural Resources Sub-Committee to hire McNaughton for buckthorn control/removal with a reminder to stay within their provided budget. Motion carried. 5:0. Chairman Hegeman noted an ad-hoc sub-committee was formed of the Road Ordinance Ad-Hoc Sub-Committee to create a user guide for the road ordinance, and they will be meeting this week.

No public comments were heard; future agenda items include preparing for the comprehensive plan public hearing.

Motion by Koenig (Miller) to adjourn at 6:12 p.m. Motion carried. 5:0

Plan Commission Secretary  
Kelly Strauss