

**Minutes of the Plan Commission Meeting  
Town of Lisbon, Town Hall  
Thursday, January 10, 2019  
6:30 P.M.**

Chairman Osterman called the Plan Commission meeting to order at 6:34 P.M.

**Roll Call:** Present: Chairman Joseph Osterman, Plan Commission Members Ed Nelson, Mark Meyer, Jane Stadler and Bryan Oelhafen. Also present: Planner Dan Lindstrom and Clerk Gina Gresch. Excused: Supervisor Plotecher and Chad Samanske.

**Comments from citizens present pertaining to items on the agenda.** None.

**Discussion and necessary action on the December 13, 2018 minutes.**

*Motion by Commissioner Oelhafen to approve the December 13, 2018 Plan Commission minutes. Seconded by Commissioner Nelson. Motion carried, 4-1 with Meyer abstaining.*

**New Business**

**Discussion and necessary action on the request for Casey's General Store, for the property located at N56W22100 Silver Spring Drive, LSBT 0244.999.003, for two building and wall signs, 3 canopy signs and one brick monument sign.**

Mr. Lindstrom gave an update to the Commission. Casey's signage should have been approved at the same time as the design approval. With nothing changing from the original, it is the Commission's decision to approve or deny their signage. Staff is currently working on the signage ordinance that will make this process easier for the applicant.

Mr. Lindstrom explained that the front logo sign is back illuminated as well as the two signs on the left and right side of the building (items 3 and 4). Mr. Nelson questioned the aesthetics of items 3 and 4 against an otherwise nice looking brick facade. The other commissioners explained that Casey's is being consistent with their brand and they're marketing plan. It was also noted that Casey's has been accommodating to the Town's request in the past, and despite some questions brought up in the Planner's report they had no further issues with moving forward.

*Motion by Commissioner Meyer to approve the request for Casey's General Store, for the property located at N56W22100 Silver Spring Drive, LSBT 0244.999.003, for two building and wall signs, 3 canopy signs and one brick monument sign. Seconded by Commissioner Nelson. Motion carried, 5-0.*

**Town Clerk & Town Planner**

**Overview of December and January Appointment & Current Task/Project list.**

Mr. Lindstrom gave an update to the Commission on Planner appointments held in December and January for that will be coming to the February Plan Commission. Mr. Green gave an update as to applications that were received in time for the February Plan Commission as well. Administrator Gresch discussed the Hauss land subdivision review meeting that was held on January 9. This was a productive meeting bringing 15 individuals in one place to ensure a smooth process.

### **Development Guide Update**

Administrator Gresch gave a background on why the Town wanted to develop a comprehensive guide for applicants to follow that would address any and all concerns. The guide condenses all of our current processes, procedures and applications into one easy to use packet with a flow chart for each type of application. Staff worked with Waukesha County to include everything requirement that they also would address in reviewing these applications. Mr. Lindstrom explained there are still improvements and staff will continue to make changes as we finalize the document.

Commissioner Meyer suggested adding an explanation on the first page of the packet as to its purpose and intent. He also suggested removing the phrase "Town of Lisbon" and replacing it with "Lisbon". Some other suggestions were to include a contact list and a line number for the fee schedule as a reference. The Commission also discussed updating the Town fees and how other municipalities charge for their Plan Commission fees.

**Requests from members to put future items on the agenda.** None

### **Adjournment.**

*Motion by Chairman Osterman to adjourn the Thursday, January 10, 2019 Plan Commission Meeting at 7:03P.M. Seconded by Commissioner Meyer. Motion carried, 5-0.*

Respectfully submitted,

Dan Green, WCMC  
Town of Lisbon Clerk