



Planning Department

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R&R HOUSE ADVISORY COMMITTEE MEETING NOTICE AND AGENDA Tuesday, March 16, 2021 2:00 PM VIRTUAL ONLY

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1. Call to Order and Pledge of Allegiance
 2. Public Comment - Please limit your comments to 2 minutes, if further time for discussion is needed please contact your local Alderperson prior to the meeting.
 3. Discussion and Action Regarding Approval of the December 15, 2020 Meeting Minutes.
 4. Discussion and Possible Action regarding the current project and occupancy status of the R&R House.
 5. Public Comment - Please limit your comments to 2 minutes, if further time for discussion is needed please contact your local Alderperson prior to the meeting.
 6. Adjournment

Ami Hurd
Deputy Clerk

March, 10 2021

NOTICE

Due to the COVID virus, this meeting will only be held virtually.

To attend this meeting virtually or by phone please contact Nick Fuchs, City Planner, 262-691-6007, fuchs@pewaukee.wi.us **before 3 P.M on the date of the meeting** for directions. Meeting materials are available at <https://pewaukee.novusagenda.com/AgendaPublic/>.

It is possible that members of other governmental bodies of the municipality may be in attendance to gather information that may form a quorum. At the above stated meeting, no action will be taken by any governmental body other than the governmental body specifically referred to above in this notice.

Any person who has a qualifying disability under the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible format must contact the City Planner, Nick Fuchs, at (262) 691-6007 three business days prior to the meeting so that arrangements may be made to accommodate your request.

**CITY OF PEWAUKEE
R&R HOUSE ADVISORY COMMITTEE AGENDA ITEM 3.**

DATE: March 16, 2021

DEPARTMENT: Planning

PROVIDED BY:

SUBJECT:

Discussion and Action Regarding Approval of the December 15, 2020 Meeting Minutes.

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

ATTACHMENTS:

Description

12.15.2020 Meeting Minutes

In attendance:

City Planner Nick Fuchs, Director of Prevention Services at Mental Health America Wisconsin/Program Director of R&R House Brian Michel, R&R House Project Coordinator Victor Kilpatrick, Waukesha County Sheriff Lt. M. Moonen, City of Pewaukee Alderman Brandon Bergman, Committee Member Christine Piper and City of Pewaukee Administrative Assistant T. Grandinetti.

1. Call to Order and Pledge of Allegiance

Mr. Bergman called the meeting to order at 2:04pm and requested everyone stand for the Pledge of Allegiance.

2. Public Comment

No public comment.

3. Discussion and Action Regarding Approval of the September 15, 2020 Meeting Minutes

A motion was made and seconded (M. Moonen, B. Michels) to approve the meeting minutes dated September 15, 2020. Motion Passed For- 5, Against-0

4. Discussion and Possible Action regarding the Current Project Status and Time Frame for Occupancy

Mr. Fuchs stated the Building Inspectors went out for a second inspection to make sure all conditions were addressed. There is an outstanding condition with a front yard fence. The neighbors asked for separation between the two properties. Mr. Fuchs mentioned with the current weather he is not sure if a fence can be put in this year, but there will be some type of demarcation in the yard. The City is still waiting for proof of liability insurance and the final updated policy and procedures document. Mr. Michel stated he was working to address issues that were brought up during the walk through, including bringing the water heater up to code, installing an accessible egress window in the back of the house. He noted that the liability insurance is at his office and the policy and procedures have been refined.

Mr. Michel stated they were planning on a November opening. He was still working with staff to fulfill the staffing requirements of always having two staff on site. Mr. Kilpatrick stated they have had a few mystery guests come to the house for day-long stays, and all feedback has been great and helpful.

Mr. Bergman asked about the outstanding items including the fence, policy and procedures and liability insurance. Mr. Fuchs stated there are four building code issues. Discussion took place regarding the building code issues and demarcation of the property line. Mr. Michel asked if reflective markers could be used for now, and they would look at something more substantial to be installed in spring. A large amount of resources were used to put a fence in the back, and he felt it encourages guests to use the back yard.

Lt. Moonen asked if the fence was prohibited due to a fencing company being unable to install or if it was something on the R&R House end. Mr. Michel stated there are no fencing companies able to

install a fence in the next few weeks due to weather and availability. Mr. Bergman stated this seems to be a new item that has come up in response to communication with the neighbor. He noted he would be ok with some sort of temporary marker extending the front fence line to the street and then a more permanent fence in the spring. Mr. Kilpatrick stated a row of reflectors would be put in outlining the property. Mr. Michel stated it could also be written into guest expectations, so guests are aware of the property line. There were no objections from the Committee to use reflectors for the time being.

5. Review of R&R House Conditional Use Permit and Conditions of Approval

Mr. Fuchs stated he has gone over the conditional use permit and conditions and was working with applicant to address those. The staffing level question is still being worked on. The policy and procedures document are being finalized and the insurance information needs to be sent. Mr. Fuchs mentioned he was still trying to get vehicle information of the guests who are staying there. Lt. Moonen stated it does not need to be sent to him but would like it as part of the check-in procedure as a safety issue in case of an emergency. Mr. Michel did not see an issue having this as an optional field at check-in and would like to see how other respites handle this. Mr. Kilpatrick mentioned the privacy of the guests and did not want to readily give out that information. He noted that guests do fill out an emergency contact form at check-in. Mr. Kilpatrick stated it could be implemented into the policy and procedures that any personal vehicle kept at the R&R House during a stay would be required to provide vehicle make, model and license plate number. Mr. Fuchs stated he was not sure what the privacy issue would be to get license plate information. Lt. Moonen stated sometimes neighbors will find any reason to call the police to make it appear that officers are there all the time.

6. Public Comment

No public comment was made.

7. Adjournment

A motion was made and seconded (M. Moonen, N. Fuchs) to adjourn the meeting at 2:45 p.m.

Motion Passed: For-5, Against-0

Respectfully Submitted,

Tia Grandinetti

**CITY OF PEWAUKEE
R&R HOUSE ADVISORY COMMITTEE AGENDA ITEM 4.**

DATE: March 16, 2021

DEPARTMENT: Planning

PROVIDED BY:

SUBJECT:

Discussion and Possible Action regarding the current project and occupancy status of the R&R House.

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION: