

Town of Merton
Plan Commission Meeting
Minutes of November 5th, 2025

- Meeting Called to Order by Chairman Klink at 5:30 p.m.
- Pledge of Allegiance led by Chairman Klink
- Minutes of October 15th, 2025, Plan Commission Meeting. A motion to approve the minutes as presented was made by Commissioners Siepmann/Queoff. Motion carried.

Present: Chairman Klink, Commissioners Griffin, Olson, Siepmann, Queoff, and Caliendo, Attorney Van Kleunen, and Deputy Clerk Claas

Absent: Commissioner Good and Planner Haroldson

Also Present: Nicki Flink, Bridget Essma & Kelly Berens

New Business:

Certified Survey Map to Combine Parcels on the Same Tax Key into One Legal Description – To Construct a Proposed Deck – Requested by Tracy Bessent – on Okauchee Lake – Tax Key MRTT0411-039 – Chairman Klink stated Waukesha County needs to complete their review and listed the comments Planner Haroldson indicated on the Planner's Report.

A motion to recommend approval to the Town Board for approval and signatures after receiving the final certified survey map subject to Town and County comments was made by Commissioners Siepmann/Olson. Motion carried.

Certified Survey Map to Combine Two Parcels of Record into One Legal Description – To Construct a Single-Family Residence on Road L, Okauchee Lake – Requested by Jay Doyle on Behalf of Christopher and Shannon Staples – Tax Keys MRTT0364-045 and 0364-044 – Commissioner Griffin clarified that this property is just north of the certified survey map that the Plan Commission reviewed two months ago. Chairman Klink stated Waukesha County still needs to complete their review.

A motion to issue conditional approval with a recommendation to the Town Board for approval and signatures after receiving a final Certified Survey Map with the recommended changes from the Town of Merton and Waukesha County Parks & Land Use was made by Commissioners Queoff/Caliendo. Motion carried.

Park Participation Funding Request by Mark Thompson on Behalf on the Stone Bank Community Park – For Funds to Replace Stone Bank Community Park Playing Fields Surface (on All 3 Fields) - Requested by the Plan Commission to Present More Information – Tax Keys MRTT0362-991-001 and MRTT0362-012 – Attorney Van Kleunen reviewed the costs of (1) replacing field 1 surface with Quick Pitch, (2) extending the two backfield baselines, and (3) extending the backstop area on the northwest field for a total expenditure of \$22,501.93. These three items the Plan Commission identified would qualify for reimbursement. Attorney Van Kleunen asked the Planner to verify accuracy of the invoices and tie them into what was suggested and because she didn't mention any of that, he is assuming that up to the \$22,000 number would be their number divided by two. Attorney Van Kleunen stated the Plan Commission could approve up to 50% of \$22,501.93 which would be \$11,250.96.

A motion to recommend \$11,250.96 with the understanding that they realize that the next time they need to come to the Plan Commission beforehand was made by Commissioners Griffin/Olson. Motion carried.

Update for the Conditional Use Permit for the North Lake Yacht Club – Presented by Nicki Flink – Requested by the Town Planner – MRTT0350-990 – Chairman Klink said the Town requested an update for a conditional use because based on the conditional use permit the clubhouse guidelines somewhat don't jive. Their original conditional use from what he's seen doesn't presently have a clubhouse with a bar. Flink asked the Plan Commission's permission to have the real commodore, Charles Luebke, who couldn't be here, to join by phone. It was allowed. Commissioner Siepmann asked for the record to reflect that he's recusing himself.

Attorney Van Kleunen questioned if the big concern was there's been a bar that's operating that wasn't the case before. Chairman Klink said it wasn't part of the original conditional use permit. Flink said the North Lake Yacht Club has served beer and wine to those over 21 at their events since 1953; even before they had a clubhouse, and members brought beverages and coolers to the event and took them home afterwards. To her knowledge, that has always been practiced. Flink said they don't sell alcohol, they don't have a cash bar or anything like that, so she's not sure where the confusion is. Chairman Klink said in the original there is nothing about serving alcohol or a bar or whether they pay cash or not. Usually that's included in the conditional use so there's not a potential problem down the line. Attorney Van Kleunen asked if everything else is fairly accurately stated for the use of the property in the conditional use permit. Flink said they haven't changed anything.

Commissioner Caliendo questioned how this was brought up and questioned if the conditional use permit was expiring. Chairman Klink said it wasn't expiring; it was brought to the board's attention that they're serving alcohol. Attorney Van Kleunen questioned if there are no financial transactions with regards to alcohol. Flink said they have events throughout the year where alcohol is served, but they don't sell it per se. It's for members only and their guests. They don't serve to anyone under 21. It stays on the premises; they are not allowed to carry it off, and it's under lock and key. When there isn't an event and the clubhouse is closed, it is locked. It's not open for people to come and go. It is available when there are activities. Flink stated there is no private use or rental. Chairman Klink said under their rules and regulations it lists that bar should be open only during events by the North Lake Yacht Club Board of Directors and bartenders will be designated and be present during functions and questioned if that is for regattas and stuff like that, that they are referring to. Essma said it could be regattas, but it could be different activities that they have for, like Friday night at the Club or Wednesday night potluck. There would be a chair at each one of those events that would be in charge of unlocking and monitoring the bar, if it were open. Again, it's a cooler. Flink stated that all events have to be approved by the Board.

Commissioner Caliendo clarified that this was just on the agenda and they didn't provide a written request for an amendment to the conditional use. Flink said she was asked to attend this meeting. She had absolutely no idea what the issue or the question was. Commissioner Caliendo said it does sound like they are serving alcohol but under some specific guidelines, and the conditional use permit should be amended but they should probably submit something specific in writing that outlines the parameters of how they serve alcohol, then the Plan Commission can review it, approve it, and update the conditional use permit. Attorney Van Kleunen said there would be a public hearing and action could be taken after the close of the public hearing. Commissioner Griffin clarified that once they submit something to the Planner, she can give it to Attorney Van Kleunen and he will put the draft together, so they have it for the public hearing.

No action was taken.

Planner Report – Marilyn Haroldson – Absent

DPW Director Report – Paul Griffin – Nothing to report.

A motion to adjourn was made by Commissioners Siepmann/Griffin. Motion carried. The meeting was adjourned at 5:53 p.m.

Respectfully submitted,

Holly R Claas,
Deputy Clerk