

## **PLAN COMMISSION MINUTES**

July 13, 2015

**CALL TO ORDER:** Planning Assistant Lori Johnson called the meeting to order at 6:30 p.m.

**ROLL CALL:** Trustee Representative David Baum, Commissioners Mary Ellen Gray, Bill Shadid, Peter Nilles and Tony Laszewski were present. Chairman Dean Wolter was absent and excused. Commissioner Tim Yokes arrived late. Village Planner Jeff Retzlaff and Planning Assistant Lori Johnson were also present.

***MOTION Gray second Laszewski to appoint Trustee Baum as Chairman Pro-Tem.***

***MOTION carried unanimously.***

**PUBLIC INPUT:** None

**PREVIOUS MINUTES:** ***MOTION Gray second Nilles to Approve the minutes from 6-8-15.***

***MOTION carried unanimously.***

Commissioner Yokes arrived at 6:32.

**State Farm Insurance Agency – N112 W16078 Mequon Road.** Ben Rabenn, operator, is requesting sign approval for the new operation in the Germantown Commons commercial center. Planner Retzlaff summarized the proposal.

***MOTION Gray second Shadid to Approve the proposed wall sign and monument sign panel insert for the Ben Rabenn State Farm Agency located at N112 W16078 Mequon Road.***

Commissioner Laszewski questioned if red is considered a dark background and code compliant. Planner Retzlaff said historically this color has been acceptable in the past. He said the basis for the code requirement is to prohibit a shining white background.

***MOTION carried unanimously.***

**Forward Medical Weight Loss – N112 W15568 Mequon Road.** Lindsay Carmody, operator, is requesting sign approval at the Germantown Corporate Office Center. Planner Retzlaff summarized the proposal. He said his recommendation is to approve only the southwest wall sign and not the east wall mounted sign. He said the southwest wall sign should be shifted in between the wall panels.

Heidi Schaefer, Signworks, said the sign could be shifted. She said the client was also looking for signage on the east side of the building to attract traffic heading westbound on Mequon Road and to indicate where the door is located. Planner Retzlaff indicated there is space available on the monument sign. Ms. Schaefer said the sign panels on the monument sign are miniscule and people don't notice it.

***MOTION Gray second Laszewski to Approve the proposed wall sign for the Forward Medical Weight Loss tenant space located in the Germantown Corporate Center at N112 W15568 Mequon Road subject to the following conditions:***

- 1. One (1) of the proposed 3' x 6' wall signs is allowed on the southwest elevation provided it can be re-positioned between (vs on top of) the simulated exposed half-timbering on the wall surface;**
- 2. Once the wall sign is installed, all existing window signs shall be removed from the windows on the southwest elevation facing Mequon Road.**

***MOTION carried unanimously.***

**Gene & Carol Phillips – W188 N10051 Maple Road.** The property owners of two 1-acre parcels are seeking approval of a 1-lot Certified Survey Map (CSM) in order to combine the parcels. Planner Retzlaff summarized the proposal.

***MOTION Gray second Shadid to Approve the 1-lot Certified Survey Map lot combination of the two lots owned by Gene & Carol Phillips located at W188 N10051 Maple Road subject to the following conditions:***

- 1. All technical corrections identified in the Village Surveyor's June 9, 2015 review memo shall be addressed in a revised CSM prior to recording.**

***MOTION carried unanimously.***

**Todd Roskopf – N124 W18109 Lovers Lane.** RJTR LLC, property owner of 72.15 acres of land located between Lovers Lane (north) and Freistadt Road (south) ¼ mile east of Maple Road is requesting approval of a rezoning and 2-lot Certified Survey Map (CSM) in order to create one (1) 5-acre residential lot. Planner Retzlaff summarized the proposal.

***MOTION Laszewski second Shadid to Approve the proposed A-1 to Rs-1 Rezoning for the proposed 5-acre parcel (Lot 2 on the proposed CSM);***

***Approve the proposed 2-lot Certified Survey Map (CSM) as drafted subject to the following conditions:***

- 1. All requirements and technical corrections identified in the Village Surveyor's June 1, 2015 review memo shall be addressed in a revised CSM prior to Village Board approval.**
- 2. The CSM shall be revised to show the Village's 25' wetland setback and the DNR's 75' impervious surface protection area setback boundaries, and, notations indicating that DNR and/or Village of Germantown permits or approvals may be required for any Development or land disturbance proposed within these setback areas.**

***MOTION carried unanimously.***

**First Choice Ingredients – N112 W19528 Mequon Road.** P&M Properties of Germantown, property owner, has submitted revised site development and building plans for a 4,482 sqft building addition, parking lot expansion and 3,020 sqft office addition to the existing facility. Planner Retzlaff summarized the proposal.

***MOTION Shadid second Nilles to Approve the site development and building plans for the 4,482 sqft building addition, 3,020 sqft office addition and parking lot expansion on***

***the property located at N112 W19528 Mequon Road subject to the following conditions:***

- 1. This approval is subject to all of the conditions and requirements set forth herein and adopted by the Plan Commission. Approval is granted for the site development and building plans dated June 3 ~~March 6~~, 2015, unless superseded by subsequent plan sheets approved by the Village Planner pursuant to revisions required herein and/or by the Plan Commission.***
- 2. All landscaping and lighting items shown on the plans shall be installed as proposed prior to issuance of an occupancy permit for the building unless a performance bond, cash bond, or letter of credit in an amount equal to 120 percent of the estimated installation and material costs is submitted to the Village as necessary to ensure that the installation of all proposed landscaping features will be completed within one (1) year after issuance of the first building permit.***
- 3. Developer shall obtain final approval of the erosion control plan as part of the Erosion Control Permit issued by the Village.***
- 4. State approved plans and a \$20,000 occupancy bond are required by the Building Inspection Department as part of the building permit application.***
- 5. The lamp intensity for the exterior light fixtures adjacent to the new parking area shall not exceed 250W metal halide lamps.***
- 6. In the event roof-mounted mechanicals are installed above the refrigerated storage area, the owner shall prepare and submit detailed plans and specifications for screening panels to the Village Planner for review and approval prior to installation.***

***MOTION carried unanimously.***

**Midwest Assisted Living Partners I, LLC and Tender Reflections – Virginia Avenue Lot 2 of CSM 6090.** Site Plan review for a 25,979 sqft, 32-unit (Phase I of a potential 64-unit) Community Based Residential Facility (CBRF) and Assisted Living Memory Care Facility. Planner Retzlaff summarized the proposal.

***MOTION Shadid second Yokes to Approve the site development and building plans for a 25,979 sqft 32-unit (expandable to 64-units) Community Based Residential (CBRF) and assisted living memory care facility located on Virginia Avenue subject to the following conditions:***

- 1. This approval is subject to all of the conditions and requirements set forth herein and adopted by the Plan Commission. Approval is granted for the site development and building plans dated June 10, 2015, unless superseded by subsequent plan sheets approved by the Village Planner pursuant to revisions required herein and/or by the Plan Commission.***
- 2. All landscaping, screening, grading, and paving improvements shown on the approved site plans shall be installed as proposed prior to issuance of an occupancy permit unless a cash bond or letter of credit in an amount equal to 120 percent of the estimated installation and material costs reviewed and approved by the Village is submitted to the Village as necessary to ensure that installation of the proposed features and improvements will be completed within one (1) year after issuance of the occupancy permit.***
- 3. The following items shall be provided as required by the Village Fire Department: (a) Knox Box installed at main entrance; (b) written emergency egress plan at time of occupancy; (c) a Fire Department connection shall be located near the main entrance.***

- 4. State approved plans and a \$20,000 occupancy bond are required by the Building Inspection Department as part of the building permit application.**
- 5. All items raised in the Village Engineer's June 4, 2015 technical review memo shall be addressed in revised and/or supplemental plans or other documents that are submitted to the Village Engineer for review/approval prior to issuance of any building permits.**
- 6. Additional landscaping comprised of evergreen and deciduous trees shall be installed along the south property outside of the storm water basin to serve as a buffer between the residential area to the south in an amount equal to: two (2) large deciduous/canopy trees (min. 2.5" dia) and three (3) evergreen trees (min. 6-8') per 100 linear feet.**
- 7. Street trees shall be installed along Virginia Avenue adjacent to the subject property in an amount equal to one (1) tree per 40-50' depending on the size/variety selected (for a total of 5-6 additional deciduous trees).**
- 8. A revised landscape plan shall be prepared showing the additional/supplemental landscaped areas required herein to be reviewed and approved by the Village Planner prior to issuance of a building permit.**
- 9. A revised site plan, elevations, construction material and landscaping details shall be provided for the proposed dumpster enclosure and surrounding area. It is recommended that the enclosure be a height sufficient to completely obstruct the view of the dumpster(s) inside and be comprised of compatible materials similar to the primary building or manufactured stone like the monument sign base. Said revised plans to be reviewed and approved by the Village Planner prior to issuance of a building permit.**
- 10. A separate sign permit approved by the Plan Commission is required for approval of the proposed monument sign. The sign should be designed to reflect an opaque or dark background and contain the address coordinates on the base (min. 5" lettering). A detailed landscape plan for the area around the sign base consistent with the Village's sign regulations will also need to be provided.**
- 11. The final extent of the repaving/re-construction of Virginia Avenue required adjacent to the subject property and to the east and west property lines resulting from utility construction may not necessarily be accurately presented in the site plans (Sheet C2.0) and, as a result, will need to be addressed and/or approved by the Village Public Works Department/Village Engineer as part of the Developer's Agreement required for the public improvements being installed.**

Discussion followed regarding the landscape plan. Commissioner Laszewski asked if the trees north of the detention pond could be moved to the West. Planner Retzlaff thought it was reasonable to do that. Commissioner Gray suggested moving the evergreens to the south and the deciduous trees into the middle area. Commissioner Yokes said the building materials are a mixed bag. Planner Retzlaff said the proposed materials are the same or similar to what was approved for other CBRF facilities. Chairman Baum commented that the building type and materials proposed are very standard across the country.

***MOTION carried unanimously.***

**ANNOUNCEMENTS:** None

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 7:18 p.m.

Respectfully submitted,  
Lori Johnson, Planning Assistant