PLAN COMMISSION MINUTES
March 13, 2017

CALL TO ORDER: Chairman Wolter called the meeting to order at 6:30 p.m.

ROLL CALL: Chairman Dean Wolter, Trustee Representative David Baum, Commissioners Bill Shadid, Peter Nilles, Tony Laszewski, Mary Ellen Gray and Ben Goetter were present. Also present were Community Development Director/Village Planner Jeff Retzlaff and Planning Assistant Lori Johnson.

PUBLIC INPUT: None

APPROVAL OF MINUTES: ***MOTION Baum second Shadid to Approve the minutes from 2-13-17. MOTION carried unanimously.***

David & Lori Gutbrod – W162 N11840 Fond du Lac Avenue. The property owners and agents for Advantage Research are requesting approval of site development and building plans associated with the conversion of an existing residential dwelling to an office building. Planner Retzlaff summarized the proposal.

MOTION Baum second Gray to Approve the site development & building plans for the proposed office building conversion located at W162 N11840 Fond du Lac Avenue subject to the following conditions:

1. ***Approval is for the architectural plan set dated January 6, 2017 (by Design-2-Construct), the engineering plan set dated February 3, 2017 (by Quam Engineering), and the landscape plan dated February 17, 2017 (unless otherwise revised by a subsequent plan set approved by the Village Planner pursuant to revisions required herein or by the Plan Commission.***
2. ***An additional seven (7) street trees (min 2½" dia) should be planted in the street yard along the Fond du Lac Ave right-of-way. A revised landscape plan indicating the type and number of additional street trees shall be prepared and submitted to the Village Planner for review and approval prior to issuance of an occupancy permit.***
3. ***All landscaping, 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.***
4. ***The owner shall enter into a Landscape Maintenance Agreement with the Village as required under 17.43(6a) of the Zoning Code. Said agreement shall be executed by the owner and submitted to the Village for recording prior to issuance of an occupancy permit.***
5. ***If a sprinkler system for the office building is required now or in the future, the Fire Department Connection (FDC), fire alarm panel and Knox Box are required to be installed at locations approved by the Fire Department.***
6. ***State approved plans and a $20,000 occupancy bond are required by the Building Inspection Department as part of the building permit application.***
7. ***All exterior signage, including both temporary and permanent signage, requires a permit from the Village***.

Trustee Baum asked the applicants if they were OK with the conditions. Mr. Gutbrod said he did not want to go to the State for approval. Chairman Wolter explained Hwy.145 is a State Highway and it would be required. Mr. Gutbrod asked if structural repairs would also need State approval. He said he's afraid of something happening to the building and is hoping to do emergency, temporary structural repairs to reinforce the building. Planner Retzlaff said he would need to check with the Building Inspector.

MOTION carried unanimously.

Systems, Inc. – W194 W11481 McCormick Drive. The tenant is seeking approval of site development and building plans for an 1,826 sqft expansion to the existing manufacturing facility in the Germantown Industrial Park. Planner Retzlaff summarized the proposal.

MOTION Baum second Shadid to* APPROVE *the site development & building plans for the proposed 1,826 sqft expansion to the existing facility located at W194 N11481 McCormick Drive in the Germantown Industrial Park subject to the following conditions:

1. ***Approval is for the site development and building plan set dated February 6, 2017 (unless otherwise revised by a subsequent plan set approved by the Village Planner pursuant to revisions required herein or by the Plan Commission).***
2. ***The fire sprinkler system shall be extended to include the new addition unless building code-compliant fire walls separating the new addition are constructed.***
3. ***State approved plans, subject to building inspection requirements and a $20,000 occupancy bond may be required by Inspection Services as part of the building permit application.***

MOTION carried unanimously.

Presbyterian Homes of Wisconsin – N112 W17300 Mequon Road. The developer of Fairway Knoll senior housing community is seeking approval of revised building and architecture plans for the Phase I building. Planner Retzlaff summarized the proposal. Lisa Albain, Senior Housing Partners and Dawn Wieczorek, InSite Architects, went over the proposed revisions. Ms. Albain explained that because of the competitive market here, materials and the cost of labor have become more expensive and to mitigate that they have reduced the square footage of the building, changed some of the construction materials and the quantity and selection of exterior stone. Discussion followed. Planner Retzlaff explained the landscaped plan provided in the submittal fulfilled the requirements in condition #2.

Trustee Baum compared the 2 sets of elevations and had the following recommendations:

- Elevation 1 Town Center – Trustee Baum said there was a lot of brown siding area on the new elevation which diminishes the interest on that elevation. He asked if there was a possibility of taking the stone off the center feature and put it on the sides and put the EFIS back on there to minimize the dark brown area. Ms. Wieczorek said that could be done. Trustee Baum further explained to take the brick to the bottom of the entrance drop off canopy and run a line at the bottom of the canopy all the way across the building.
- Elevation #3 – Trustee Baum said the roof structure was changed on the new elevations. The center bay used to have exposed timbers and the overhands were minimized to 6 inches and really changed the feel from a Germanic theme to just a basic elevation. The new

elevation dropped the timbers and character. Those subtle Germanic themes is what he's looking for. Ms. Wieczorek said they can definitely include that.

- Elevation #4 – Planner Retzlaff said this elevation is the closest to Mequon Road and there seems to be so much dark siding. Trustee Baum said it would be better to have stone on the base of that elevation and forego stone on the back side of the building in favor of the front side of the building. Ms. Wieczorek asked if they could do the center piece between the end bays and not the corners. Trustee Baum said to do the outside edge to the outside edge. Planner Retzlaff said the gables are less steep compared to the original plan and asked if they could be steeper. Ms. Wieczorek said they could make the end bays a little steeper. Trustee Baum asked if Plan Commission had allowed the 42-foot gable height because of the aesthetics of the building and thought he said to allow the building to exceed the height limitations for the architectural features. Planner Retzlaff said there is an allowance for architectural projections to exceed the height limitations already in the code. Trustee Baum said he'd prefer to raise the building up and get the pitch back if it was allowed. Ms. Wieczorek was agreeable to that.
- Elevation #5 – Trustee Baum was OK with this elevation because of the extra trees that are in the plan.
- Planner Retzlaff said the north elevations face the river and the public and the residential area can easily can see that side. He suggested sacrificing some of the stone on the north side and put it back on the south side facing Mequon Road. Trustee Baum agreed that the trees would do a lot more in hiding the building from people who didn't want to see it in the first place.

MOTION Baum second Shadid to Approve the proposed building and architecture plan revisions, including changes to the building footprint, size and exterior materials for the Phase I building in the Fairway Knoll senior housing community located at N112 W17500 Mequon Road subject to the following conditions:

1. ***Revised building elevation/architectural plans consistent with the supporting documents dated March 13, 2017 shall be prepared and submitted to the Village Planner for review and approval prior to issuance of a building permit.***
2. ***A revised landscape plan indicating the type, number and location of the additional landscaping to be provided shall be prepared and submitted to the Village Planner for review and approval prior to issuance of a building permit.***

- Planner Retzlaff said Condition #2 should remain in place because we still need the quantity and species provided on a revised landscape plan. Ms. Albain asked if the stone is increased on the front elevation, is it ok if some of the trees planned for the front of the building could be moved to the back of the building. Trustee Baum said within reason, if there's a big section of repetitive stuff as in elevation 5 on the south elevation, some trees along the repetitive section would still be warranted and a couple trees could be moved around black. Planner Retzlaff explained the green and blue circles on the supplemental plan can be moved around to protect the north. Commissioner Gray would like to add more pines and spruce along the north façade to block the view. She said if there were 8 or more trees it will put the green against the building and help break up the long façade.

MOTION to Amend Baum second Gray to add Condition #3 to include the above discussion.
MOTION to Amend carried unanimously.
MOTION to Approve as Amended carried unanimously.

JK Lee – W164 N11269 Squire Drive. Chan Lee, property owner, is requesting approval for 2 wall-mounted signs for the new location of JK Lee in the Germantown Marketplace II retail center. Planner Retzlaff summarized the proposal.

MOTION Baum second Gray to Approve the propose wall-mounted signs for the new JK Lee location in the Germantown Marketplace II retail center subject to the following conditions:

1. ***An electrical permit shall be obtained from Inspection Services prior to installation of any/all electrical components.***
2. ***All electrical sign components must be listed and labeled by a recognized lab.***

MOTION carried (6-1 Baum).

Westbury Bank – N112 W17171 Mequon Road. The request is for approval of a new wall, monument and on-site directional signs for the existing bank. Planner Retzlaff summarized the proposal.

MOTION Baum second Shadid to Approve the proposed wall, on-site directional and monument signs for the existing bank located at N112 W17171 Mequon Road subject to the following conditions:

1. ***A separate electrical permit shall be obtained from Inspection Services prior to installation.***
2. ***All electronic components shall be labeled by a licensed lab and inspected prior to or concurrent with installation.***
3. ***The owner/operator shall provide written evidence to the Zoning Administrator from the sign manufacturer and/or installer that the electronic message board complies with the automatic light level adjustment and other operational requirements prior to issuance of an electrical permit as required under 17.46(7)(h)6. and (h)7. of the Zoning Code.***
4. ***The owner/operator shall provide an "electronic message board use & maintenance agreement" to the Village Planner prior to issuance of an electrical permit as required under 17.46(7)(h)8. of the Zoning Code.***
5. ***The owner/operator shall operate and maintain the electronic message board in compliance with the message display appearance, duration/timing and all other requirements under 17.46(7)(h) at all times.***
6. ***Additional landscaping shall be installed around the base of the monument sign in compliance with the Village's monument sign landscaping requirements under 17.46(7). A revised landscape plan shall be prepared and submitted to the Village Planner for review and approval prior to issuance of a building/electrical permit for the monument sign.***

MOTION carried unanimously.

Stein Garden & Home – W184 N9676 Appleton Avenue. The request is for approval for a new wall-mounted sign. Planner Retzlaff summarized the proposal.

MOTION Baum second Shadid to Approve the proposed wall-mounted sign for Stein's Garden & Home center located at W184 N9676 Appleton Avenue subject to the following conditions:

1. ***An electrical permit shall be obtained from Inspection Services prior to installation of any/all electrical components.***
2. ***All electrical sign components must be listed and labeled by a recognized lab.***

MOTION carried unanimously.

ANNOUNCEMENTS: None

ADJOURNMENT: There being no further business, the meeting was adjourned at 7:16 p.m.

Respectfully submitted,

Lori Johnson
Planning Assistant