

PLAN COMMISSION MINUTES
December 9, 2019

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

ROLL CALL: Chairman Dean Wolter, Trustee David Baum, Commissioners Peter Nilles, Tony Laszewski, Matt Kimmler, Bob Williams and Bill Shadid. Also present were Community Development Director Jeff Retzlaff, Associate Planner Emily Zandt and Planning Assistant Lori Johnson.

PUBLIC INPUT: Stephanie Kaiser, N116 W16009 Main Street asked that the Green agenda item be tabled so she has time to pull things together regarding the shared driveway document.

APPROVAL OF MINUTES:

MOTION Baum second Shadid to Approve the minutes from 11-11-19.

MOTION carried unanimously.

Paul & Katrina Abts - W141 N10580 Wooded Hills Drive. The property owners are seeking approval to install a fence within an existing drainage easement. Associate Planner Zandt summarized the proposal.

MOTION Baum second Shadid to Approve the zoning permit to install a 4' steel fence located approximately 10' into the existing 15' wide drainage easement on the east side of the property located at W141 N10580 Wooded Hills Drive.

MOTION carried 6-1 (Laszewski).

Mark & Mary Lou Sevelis - N101 W15568 Starlite Drive. The property owners are seeking approval to construct a privacy fence in a front yard at a height of 6' on the residential lot. Associate Planner Zandt summarized the proposal.

MOTION Baum second Shadid to Approve the proposed installation fence 6' in height along the Pilgrim Road front yard for the residential lot located at N101 W15568 Starlite Drive.

Discussion followed.

MOTION carried unanimously.

Builders First Source - W186 N11676 Morse Drive. The request is for approval of a Site Development Plan for improvements including paving and enclosure of an outdoor storage area to be used for wood product storage. Associate Planner Zandt summarized the proposal.

MOTION Baum second Nilles to Approve the site development and building plans submitted by Briohn Design Group, LLC on behalf of Builders First Source site plan improvements for the property located at W186N11676 Morse Drive subject to the following conditions:

- 1. This approval is subject to all the conditions and requirements set forth herein and adopted by the Plan Commission. Approval is granted for the architectural, engineering, and electrical plan sheets dated 11-21-2019 unless said plan sheets are revised pursuant to revisions required under the specific conditions of approval included 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. State approved plans and a \$20,000 occupancy bond are required by Inspection services as part of the building permit application.***
- 4. All proposed exterior signage, including monument and wall-mounted signs, shall be reviewed and approved under a separate application by the Plan Commission.***
- 5. All technical issues and plan corrections identified by the Village Engineer and Public Works Department staff (see November 7, 2019 memo from the Public Works Director) shall be addressed and reflected in revised plans and/or supplemental information reviewed and approved by Village staff prior to issuance of a building permit.***
- 6. The Village's Utility Code requires all commercial and industrial users discharging wastes into the sewer system to construct and maintain sampling and metering manholes in suitable and accessible positions on public property or easement to facilitate the observation, measurement and sampling of all wastes or wastewater. These manholes are required to be located, constructed and maintained in a manner approved by the Village Engineer/Wastewater Utility Superintendent. The property owner shall contact Tim Zimmerman, Superintendent of Wastewater Utility 262-253-7765 to coordinate an inspection of the sampling manhole, and, make any/all necessary corrections or repairs to the sampling manhole and appurtenances thereto to ensure ongoing compliance with the Village's Utility Code.***

Discussion followed. Commissioner Laszewski asked if there was a limit on how high the lumber could be stacked. Planner Retzlaff said there is no height limit in the code for an accessory use. He said typically the Fire Department may limit height, but that no concerns were received from them. Trustee Baum asked if the industrial park covenants addressed the issue of outside storage height. Planner Retzlaff said there were no covenants regarding height except for the M-1 Zoning restrictions. Chairman Wolter said he appreciates the additional landscaping that will be provided.

MOTION carried unanimously.

Steven & Elizabeth Green - N116 W16033 Main Street. The property owners are seeking approval of a Zoning Permit to construct a 24 x 24' (576 sqft) attached garage and a 16 x 32 (512 sqft) detached accessory storage building on their residential property. Planner Retzlaff summarized the proposal. He said Plan Commission review and approval is required because the property is located in the B-3:General Business Zoning District. Pre-existing residential uses are allowed in the B-3 District, but there is a lack of specific allowances and restrictions to guide improvements. Staff is recommending that the same allowances and limitations on residential parcels of the same size should apply.

The Green property has complications created by a shared driveway with their neighbor to the east. There is not a recorded access easement or agreement that addresses this issue. They also own an adjacent vacant parcel to the west that includes an access easement that cuts through the Green house property. Staff supports the idea of combining the two adjacent parcels owned by the Greens to eliminate some of the complications.

Steven Green said he doesn't have a problem combining the two lots, but he didn't want to pay the application fees. He asked if the fees could be waived because the lot combination would benefit

Germantown by saving the parking spaces on Main Street. Chairman Wolter stated the Village Board could consider his request but it would need to go through the process. He said the conditions of approval state that the Kaisers must agree to what is being done. Planner Retzlaff explained Condition #5 requires that the two parties come to an agreement over the driveway. Ms. Kaiser said she would still like the item tabled until she meets with her attorney.

MOTION Baum second Nilles to Table this item to the January 13th Plan Commission meeting.

MOTION withdrawn Baum

MOTION Baum second Nilles to Postpone this item to the January 13th Plan Commission meeting.

Chairman Wolter said the zoning is B-3 and he doesn't agree to consider it as residential zoning. Planner Retzlaff asked if the buildings should be required to have a Germanic theme. Chairman Wolter said they should match the existing home with a similar style and color. Trustee Baum agreed and said he would recommend approval with condition #4 regarding architecture materials to match the existing buildings.

MOTION to Postpone carried unanimously.

Foxtown MBC, Inc. - W194 N11664 McCormick Drive. Request for approval of a ground sign in the Germantown Industrial Park. Associate Planner Zandt summarized the proposal.

MOTION Baum second Shadid to Approve the proposed ground signage for Foxtown MBC, Inc. for the property located at W194 N11665 McCormick Drive.

MOTION carried unanimously.

ANNOUNCEMENTS: Associate Planner Zandt asked all residents to participate in the survey on communication techniques on the Village of Germantown website.

ADJOURNMENT: There being no further business, the meeting was adjourned at 7:28 pm.

Respectfully submitted,

Lori Johnson
Planning Assistant