

## PLAN COMMISSION MINUTES

February 13, 2023

**CALL TO ORDER:** Chairman Wolter called the meeting to order at 6:37 pm.

**ROLL CALL:** Chairman Dean Wolter, Trustee Representative David Baum, Commissioners Peter Nilles, Tony Laszewski, Bob Williams and Josh Tarantino were present. Commissioner Bill Shadid was absent and excused. Also present were Community Development Director Jeff Retzlaff and Planning Assistant Lori Johnson.

**PUBLIC INPUT:** None

### **APPROVAL OF MINUTES:**

***MOTION Baum second Laszewski to Approve the minutes from January 9, 2023***

***MOTION carried unanimously.***

**David J Frank – N120 W21350 Freistadt Road.** The request is for approval of a Certified Survey Map, Rezoning and Conditional Use Permit to accommodate future expansion of the existing landscape services operation. Director Retzlaff summarized the proposal.

Public Hearing opened: 6:44 pm

- John Joestgen, DJ Frank COO, asked to strike the word weekend in the Condition #1 of the CUP.

Public Hearing closed 6:47 pm.

***MOTION Baum second Laszewski to Approve rezoning all 39.3 acres from the A-1: Agricultural District (34.2 acres) and the B-3: General Business District (5.08 acres) into the A-2: Agricultural District.***

Trustee Baum asked when we will have a master plan for the area. Director Retzlaff explained staff is working on developing the utility and road extension route in the Freistadt District as it relates to the Richfield utility extension. He is hoping to have a special Plan Commission meeting in 2 weeks to work on the 2050 Plan implementation activities and come up with a priority list of what we want to do. Mr. Joestgen commented that DJ Frank has very little going on during the weekend hours.

***MOTION carried unanimously.***

***MOTION Baum second Laszewski to Approve the Certified Survey Map to combine the three (3) parcels owned by Orange Blossom LLC totaling 39.3 acres subject to the following conditions:***

- 1. The CSM shall be revised to reflect the Village Surveyor comments contained in the January 6, 2023, review memo prior to recording the CSM.***

***MOTION carried unanimously.***

***MOTION Baum second Laszewski to Approve a Conditional Use Permit for the existing David J Frank Landscape Contracting “horticultural services” operation from the 39.3-acre property subject to the following conditions including a change to Condition #1 changing the last sentence to eliminate the word weekend and the hours should be changed to Monday through Saturday on the paperwork.***

- 1. The uses and activities allowed on the property shall be limited to those uses and activities and locations for vehicle parking specified in the conditional use permit (CUP) application and supporting documents dated February 8, 2023. The size and***

*relative location of those areas within the property from which said uses and activities are permitted are limited to that presented in the detailed "Concept Site Plan" dated February 6, 2023, and description submitted with the supporting documents. Days and hours of operation shall be limited to those specified in the CUP application and supporting documents submitted to the Village (typically Monday through Friday, 6:00am to 6:00pm). After hours activities are limited to weekend watering & maintenance in the nursery and holding areas; semi deliveries and loading/unloading operations; and snow & ice removal operations.*

- 2. The Owner/Operator is responsible for reporting any significant changes in the type, intensity, amount or location of the land uses and activities, days and hours of operation, size or location or other operational characteristics of said uses and activities authorized under this CUP to the Village Zoning Administrator.*
- 3. If the use, activities and/or operation subject of this permit falls out of conformity with the conditions herein, or, where there is a change in the nature, character, intensity or extent of the activities or uses which causes problems or harmful effects that were not anticipated at the time of approval of this CUP, the conditional use permit may be modified or terminated by the Village Board by the amendment to or addition of conditions after public hearing thereon.*
- 4. All temporary and permanent exterior signs require a permit and shall comply with all current sign regulations. Off-premise advertising and directional signage is regulated by the Village and requires a permit if/when allowed.*
- 5. In the event the Village receives complaints regarding noise, dust, smoke, or other impacts negatively affecting adjacent properties, including but not limited to noise from truck-mounted backup alarms, the Owner/Operator shall work cooperatively with the Village to implement measures necessary to mitigate the impacts noise and resolve the issue.*
- 6. All site improvements and all building, shelter, parking area, signage, exterior lighting and any other improvements made to or on the property that are necessary for the land uses and activities authorized under this CUP shall be reviewed and approved by the Village through the Zoning Permit or Site Plan application process as determined by the Village Zoning Administrator. If required, Site Plan review and approval will include Plan Commission review and approval.*

**MOTION carried unanimously.**

**Jim Marriott, agent for Stonecast Products and the Village of Germantown, Property Owner – Parcel 2 of CSM 5028, south of Donges Bay Road and the North Crossway Channel, east of the railroad, north of the Omega Hills landfill.** The request is for approval of a 2-lot Certified Survey Map, Rezoning and Site Development and Building Plans for the development of a pre-cast concrete panel storage facility on 33.9 acres in the Town 9 Business Park. Director Retzlaff summarized the proposal. Jim Marriott said he had been looking for a site for 4-5 years and appreciated the Village working with them. He did not realize the gap parcel had trees on it or that screening would be required in that area. Chris Jackson, CJ Engineering, explained the DPW site is 5 to 8 feet lower than this site and the further you are from the property line you won't see the storage panels.

Public Hearing opened: 7:13 pm.

- Melanie Smyth, N140 W17938 Cedar Lane, thinks that putting extra trees on the property is a waste of money and a burden on the business.

Public Hearing closed: 7:15 pm.

***MOTION Baum second Laszewski to Approve the Rezoning approximately 7.5 acres from the A-1: Agricultural Zoning District to the M-1: Limited Industrial Zoning District as proposed.***

***MOTION carried unanimously.***

***MOTION Baum second Laszewski to Approve the 2-lot Certified Survey Map (CSM) for the 53.6-acre property subject to the following condition:***

- 1. The CSM shall be revised to reflect the Village Surveyor comments contained in the February 3, 2023, review memo prior to recording the CSM.***

***MOTION carried unanimously.***

***MOTION Baum second Laszewski to Approve the site development plans for development of the Stonecast Products pre-cast concrete panel storage facility proposed for Lot 2 (33.9 acres) 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 following plans unless superseded by subsequent plan sheets approved by Village Staff pursuant to revisions required herein and/or by the Plan Commission:***
  - a. Civil Engineering plans dated Jan 23, 2023.***
  - b. Storm Water Management (SWMP) plans dated Jan 23, 2023;***
  - c. Plan of Operation dated January 6, 2023***
- 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 for the shell building.***
- 3. All the outstanding items and issues identified in the following review Village Staff memos shall be resolved and reflected in additional information and/or revised plans submitted to Village Staff for further review, comment and approval prior to commencing any site construction or issuance of building permits (excluding “early start” site clearing and footing/foundation work approved by the Village and/or WI DSPS):***
  - a. February 8, 2023, memo from Larry Ratayczak, Public Works Director (Engineering & SWMP plans)***
  - b. February 3, 2023, memo from Burt Naumann, GRAEF (CSM)***
- 4. The temporary use of portable toilet facilities shall be allowed for a time period not to exceed two (2) years from the date of Site Plan approval. No later than two (2) years from the date of Site Plan approval, any on-site toilet shall be connected to the public sewer & water utilities.***
- 5. Site development and building plans for future Phase 2 development will require Plan Commission review and approval.***
- 6. The wetland delineation needs to be completed within the property (but only south of***

***the North Crossway Channel) prior to commencement of any grading/filling in this vicinity. If the proposed grading/filling encroaches into the delineated wetland boundary or the 25' wetland setback from said wetland boundary, the owner shall obtain the necessary permits or revise the construction plan accordingly to avoid and/or compensate for said impacts.***

- 7. The Owner shall make contact with West Shore Pipe Line Company to discuss the proposed development plan and impact on the easement. Copies of any communication and/or permits indicating the approval (or denial) of any proposed development activities should be provided to the Village prior to commencement of construction.***
- 8. The Owner shall be responsible for controlling and otherwise keeping any dust, dirt or other debris from impacting adjoining properties. The owner shall provide ongoing or as-needed measures within a reasonable amount of time not to exceed 24-hours after being contacted by the Village or other property owner. The owner shall provide up-to-date contact information to the Village for the person(s) to be contacted in the event a complaint is filed with the Village.***
- 9. The type and amount of visual screening proposed by the owner is insufficient to adequately screen the concrete panel storage yard and trailer staging area from view of the adjacent Village DPW facility. The Owner shall either revise the site plan to leave intact all or most of the tree line along the east property line with some additional evergreen trees and shrubs, or a visual buffer be re-established along the east property line comprised of the following:***
  - a. 20'-30' wide buffer easement***
  - b. Earthen berm 5'-8' height with a minimum 3' wide crown and asymmetrical undulations to appear natural and plantings on the crown and outer down slopes***
  - c. 3-4 deciduous canopy trees per 100 linear feet (25'-30' spacing)***
  - d. 5-8 understory trees per 100 linear feet (10'-20' spacing)***
  - e. 5-8 evergreen trees per 100 linear feet (10'-20' spacing)***
  - f. 25 evergreen shrubs per 100 linear feet (equally spaced)******A revised landscape plan shall be prepared and submitted to the Plan Commission for review and approval.***
- ~~***10. The amount of landscaping and berm height & design for the area along the north elevation of the building abutting Holy Hill Road shall be supplemented with additional berming and landscaping. Additional landscaping including a mix of evergreen and deciduous trees shall be installed along the west side of the truck parking/staging area west of the building to provide a better (future) visual screen of the truck activity. A revised landscape & berm plan shall be prepared and submitted to the Plan Commission for review and approval prior to issuance of an initial occupancy permit for the 203,580 sqft building.***~~
- 11. Right-of-way permits are required for any/all construction conducted in the Town 9 Parkway right-of-way. Contact the Public Works Department/Highway Superintendent for permit submittal requirements.***

***MOTION to Amend Baum second Laszewski to remove Condition #10 that is in error.***

***MOTION to Amend carried unanimously.***

Director Retzlaff explained the requirement for additional landscaping along the common property line is grounded in the zoning code provisions for the M-1 zoned property that is adjacent to it . He said Plan Commission should decide what if any additional landscaping is needed and he recommended leaving the

existing tree line there or provide additional landscaping in the area impacted. Chris Jackson said the tree line is 60 to 70 feet wide and encumbers the whole parcel making is not usable. He offered to add additional vegetation if the arborvitaes are not sufficient they could do a double row, but didn't want to lose the space. Trustee Baum did not have a problem with removing trees on the southern part of the DPW site but said the front should be dressed up where the residents come in. He does not like arborvitaes and asked for more substantial pine trees in a double row in the upper area. Commissioner Tarantino suggested Norway spruce or Black Hills spruce. Jim Marriott said he will come back with a new landscape plan for the front area and remove the landscaping in the south area.

***MOTION to Amend Condition #9 Baum second Laszewski to eliminate the arborvitaes and replace them with 5-to-6-foot Blue and Black Hills spruce trees and eliminate the landscaping south of the Village building.***

***MOTION to Amend carried unanimously.***

Commissioner Laszewski said noise from backup beepers may be a concern to the residents nearby. Director Retzlaff commented that Plan Commission required Waste Management to install white noise backup devices and that we have only received one complaint from the nearest property owner. General Manager Jeff Marek said he would look into OSHA requirements to see what they can do.

***MOTION to Amend Laszewski second Baum that best efforts will be made to implement white noise backup beepers in that area.***

***MOTION carried unanimously.***

***MOTION to Approve as Amended carried unanimously.***

**Capstone Development Company, Agent for CQ WI 2021, LLC, Property Owner – N128 W20955 Holy Hill Road.** Application for a Conditional Use Permit (CUP) to increase the maximum building height from 45 to 46 feet 6 inches. Director Retzlaff summarized the proposal.

Public Hearing opened: 7:34 pm

- Melanie Smythe, N140 W17938 Cedar Lane, objected to raising the building height because it will set a precedence and evidence was not provided that the CUP is needed.

Public Hearing closed: 7:38 pm.

***MOTION Baum second Laszewski to Approve a conditional use permit (CUP) to Capstone Quadrangle Development Company and CQ WI 2021 LLC, property owner, to allow the maximum building height for the 294,614 sqft Phase 2 building to be increased to 46 feet 6 inches subject to the following conditions:***

- 1. If further exterior revisions to the building are required as a result of the increased height, including but not limited to the addition of additional windows for a second story office, revised building and elevation plans shall be reviewed and approved by the Plan Commission prior to construction of said exterior building revisions.***
- 2. If the use, activities and/or operation subject of this permit falls out of conformity with the conditions herein, or where there is a change in the nature, character, intensity or extent of the permitted conditional uses and activities which cause special problems or harmful effects associated with the permitted uses and activities that were not revealed or anticipated at the time this CUP was granted, or, where***

***conditions imposed by this CUP that were anticipated to mitigate or eliminate harmful effects associated with the uses and activities but are subsequently insufficient to do so, or, for similar cause based upon consideration for the public comfort, safety, and welfare, this conditional use permit may be terminated or modified by the Village Board by the amendment to or addition of conditions after public hearing thereon.***

***3. This CUP shall constitute a restriction/allowance of use on the property and shall run in perpetuity.***

***MOTION carried unanimously.***

**Parish Survey & Engineering, Agent for Boro Buzdum, Property Owner – W188 N10515 Maple Road.**

The request is for approval of a 2-lot Certified Survey Map, a Conditional Use Permit for a commercial indoor self-storage facility and to allow encroachment into a 25' wetland setback and Site Plan Review for a 4 building, 100-unit self-storage facility on the property. Director Retzlaff summarized the proposal. Evan Nicodem, Parish Survey & Engineering, agreed to update the landscape plan and understood the need to do something to enhance the buildings architecture.

Public Hearing opened: 7:55 pm.

Public Hearing closed: 7:57 pm.

Discussion followed. Commissioner Laszewski couldn't get on board with putting a self-storage facility next to an entertainment/office. Trustee Baum agreed and did not agree with filling in the 25-foot wetland setback just to get bigger buildings. He questioned if there was a better use for this area. Director Retzlaff said the property was used as recreational in the past and is adjacent to an environmental corridor abutting land owned by the Village. He stated it would be a perfect location for a park with trails which is consistent with the Schoen Laufen Menomonee District in the 2050 Plan.

***MOTION Baum second Williams to Approve the 2-Lot Certified Survey Map (CSM) for the 4.9-acre Buzdum Trust property subject to the following conditions:***

- 1. The CSM shall be revised to reflect the Village Surveyor comments contained in the January 6, 2023 review memo prior to recording the CSM.***

***(This Motion was withdrawn).***

Trustee Baum said he would have a hard time with this plan going forward because it is too dense and would require wetlands to be filled. He would not approve a separation of the property without a master plan. Mr. Nicodem stated the Village is doing the very same thing with the DPW project and he modeled this plan the same way. He could make a couple units smaller but there are no utilities there, no septic and it would be difficult for any additional uses and that is why they are looking at dry storage. Discussion continued.

Mr. Nicodem asked to at least move forward with the CSM to provide the owner an opportunity to do something with the property if this use is not right. Chairman Wolter agreed. Director Retzlaff believed the special circumstances that support the division of a separate parcel and redevelopment of it for mini

storage is consistent with the 2050 Plan if the whole package is improved and enhanced including the existing bar and restaurant.

***MOTION Baum second Tarantino to Table the Motion to Approve the 2-Lot Certified Survey Map and go to Item E.***

***MOTION carried unanimously.***

**Preferred Concepts LLC, Agent for Boro Buzdum, Property Owner – W188 N10515 Maple Road.** Site Plan review for a 1,055 sqft enclosed patio expansion to the Buzdum's Pub & Grill building (Tabled from December 12, 2022). Director Retzlaff summarized the proposal. Dan Glazewski, Custom House, explained the proposed renovations to the building and parking lot. Discussion followed.

Trustee Baum said the problem is that the owner is trying to improve the business but not substantially changing the building to bring new clientele into it. He said adding a couple amenities are marginal at best but not of any substantial quality. And to try and improve the business he would like to see a full facelift of the building. Chairman Wolter commented that nothing matches. Commissioner Laszewski said the renderings look fairly clean but the pictures show a lot of extra stuff and the building won't end up looking the renderings. Trustee Baum said the cooler should be hidden. He sees a lot of things stored outside and on the parking lot from what looks like from other businesses and all that will still be there.

Commissioner Tarantino said both proposals seem to correlate and questioned if we split the parcel do we lose the ability to leverage this building being updated. Trustee Baum doesn't see either proposal getting approval tonight adding he thinks this is a challenging building because of the location. Things are being added but the aesthetics of the building are not changing. Chairman Wolter commented it all doesn't correlate and you can tell what year each piece was added on. Evan Nicodem asked what is needed to get this proposal approved. Chairman Wolter explained put some walls around the cooler mentioning the Blackstone Creek clubhouse as an example, bring the aesthetics of the building to be more cohesive. The building has the appearance of age and then new age and maybe use color to join things together rather than things coming off of it. He said the building could be considered an entrance to Germantown from the west and is seen from the freeway. He asked to make the building look more desirable and get closer to how the rendering look and tie the colors together. Trustee Baum asked to unify the building saying there is a hodge podge bunch of elements and the images are not truly portraying what we will end up with. The appendages and units should be shown on the building. There are too many materials on the building including stone, block, wood trim and too many kinds of doors and windows. Simplifying the materials would help and bring unity to tie into each other. The new shed roof doesn't tie into the flat roof and is problematic. Chairman Wolter said he applauds what they are trying to do to the back of the building with the outside seating area and garage door options. But it needs to be tied together.

***MOTION Baum second Laszewski to Postpone to a later date.***

***MOTION carried unanimously.***

***MOTION Baum second Laszewski take Item D off the Table.***

***MOTION carried unanimously.***

***MOTION Baum second Laszewski to Withdraw the Motion to Approve the 2-Lot Certified Survey Map so the whole thing is looked at as one development.***

Discussion continued on the existing dumpster enclosure and a requirement for it to be enclosed. Trustee Baum explained he could not move forward with approving the Conditional Use Permit because he would like to see a reduced scale plan that does not require intrusion into the 25-foot wetland setback and be less dense.

***MOTION Baum second Laszewski to Postpone further discussion until something is brought forward that is more acceptable to the zoning for this area.***

Trustee Baum stated he doesn't think a storage facility fits with the 2050 Plan because this area is an environmental area. He could accept expanding the restaurant because its an existing use, but the storage unit proposal is not an appropriate use of the zoning. He could agree to dividing the property if a cohesive plan is brought forward.

***MOTION carried unanimously.***

MOTION Baum second Tarantino to call a 5-minute recess 9:05 pm.

MOTION carried unanimously.

Meeting reconvened 9:10 pm.

**F Street Germantown, LLC, Applicant for the Village of Germantown, Property Owner – N104 W12667 Donges Bay Road.** Site Plan Review for a 374,950 sqft industrial/warehouse/distribution facility in the Town 9 Business Park. Director Retzlaff summarized the proposal.

***MOTION Baum second Laszewski to Approve the F Street Group site development and building plans for a 374,950 sqft industrial/warehouse/distribution facility located on a 37.7-acre parcel on Donges Bay Road in the Town 9 Business Park (TID#9) subject to the following conditions:***

- 1. This approval is for Phase 1 development only and subject to all the conditions and requirements set forth herein and adopted by the Plan Commission. Approval is granted for the following plans unless superseded by subsequent plan sheets approved by Village Staff pursuant to revisions required herein and/or by the Plan Commission:***
  - a. Architectural plans dated January 3, 2023;***
  - b. Civil Engineering plans dated October 3, 2022;***
  - c. Landscaping plans dated October 3, 2022;***
  - d. Lighting plans (photometric plan) dated October 3, 2022;***
  - e. Storm Water Management Report dated January 5, 2023***

***If revised plan sheets are necessary, each revised sheet shall contain the date of said revision clearly stamped in the lower right corner.***

- 2. Separate site development and building plans for any future Phase 2 development will require Plan Commission review and approval.***

3. *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 for the shell building.*
4. *All exterior doors (except primary entrance) shall be clearly marked with reflective 5" or larger letters/numbers to aid emergency personnel access as required by the Police Department.*
5. *Because the final design of the Donges Bay Road re-construction project has not yet been completed, the Owner shall coordinate with the Village's engineering consultant regarding the Donges Bay Road and Town 9 Parkway design plans to ensure those plans are compatible with the site development plans approved herein. Site adjustments that may be necessary shall be presented in revised plans submitted for review and approval by Village Staff as necessary.*
6. *All outstanding items and issues identified by Village Staff in the following review memos shall be resolved and reflected in additional information and/or revised plans submitted to Staff for further review, comment and approval prior to commencing construction or issuance of building permits (excluding "early start" site clearing and footing/foundation work approved by the Village and/or WI DSPS):*
  - a. *January 11, 2023, memo from Larry Ratayczak, Public Works Director*
7. *The 30' public water lateral easement shown on Sheets C7.0 to C7.4 shall be recorded prior to issuance of an occupancy permit.*
8. *State agency (DSPS) approved plans and a \$20,000 occupancy bond are required by Inspection Services at the time of building permit application. The Village of Germantown is an authorized delegated agent of DSPS to provide all commercial plan review and inspection services through SAFEBuilt of WI and the Village of Germantown.*
9. *Dumpster enclosures shall be designed to meet the Village's dumpster enclosure guidelines. Future tenants shall be required to provide proposed dumpster enclosure plans for review and approval by the Village Planner prior to issuance of an occupancy permit for the tenant.*
10. *The height of all exterior lighting fixtures shall not exceed a mounted height of 25 feet above the surrounding finished grade elevation. Light fixtures shall not be tilted and side and/or back shields shall be installed on those wall and pole-mounted fixtures in locations that will be visible from the property north of Donges Bay Road.*
11. *Future tenants shall provide a roof plan with the location of all roof-mounted HVAC units and any other roof-mounted equipment along with sightline diagrams as part of all future building "build out" plans. RTU's shall be screened from view by line of sight at 5' above grade from all property lines around the building and the centerline of the adjacent roadways (Donges Bay Road, Wasaukee Road and Town 9 Parkway). If RTU's cannot be hidden from view, screen walls or other mutually acceptable features intended to shield the view of said RTU's shall be submitted to the Village Planner (or Plan Commission if determined necessary by the Village Planner) for review and approval prior to build out construction and tenant occupancy.*

- 12. The Village's minimum street tree requirements (1 per 50 feet of road frontage) call for at least (24) street trees (i.e. deciduous canopy) along Donges Bay Road and (26) along Wasaukee Road. The landscape plan proposes a total of (5) street trees along Donges Bay Road and (17) along Wasaukee Road. Additional street trees shall be added to meet the minimum requirement. Staff recommends the landscape plan be revised with a more balanced approach that combines deciduous canopy trees (meeting the minimum street tree requirements), evergreen trees to provide year-round visual buffer, and understory deciduous trees and a mix of evergreen and deciduous shrubs along both Donges Bay and Wasaukee Road comprised of the following:**
  - a. 2-3 deciduous canopy trees per 100 linear feet (25'-30' spacing)**
  - b. 5-8 understory trees per 100 linear feet (10'-20' spacing)**
  - c. 5-8 evergreen trees per 100 linear feet (10'-20' spacing)**
  - d. 25 evergreen shrubs per 100 linear feet (equally spaced)**
- 13. The steep slope along the entire west side of the property shall be enhanced with additional landscaping. The 2' flat area proposed behind the curb is insufficient and should be wider, e.g. 4'-5' with the same evergreen shrubs. In addition, there should be at least one prominent hardscape/landscape feature comprised of a cluster of trees & shrubs installed into the side slope at the northwest corner of the site and three to five similar features installed into the side slope along the west side of the site to break up the monotony of the symmetrical slope and expansiveness of the prairie grass.**
- 14. A revised landscape plan reviewed and approved by the Plan Commission should be submitted prior to final site grading or issuance of an occupancy permit.**
- 15. The Planting Schedule on Sheet L9.0 of the landscape plan shall be revised to include the size of plantings at the time of installation. The minimum sizes shall be not less than the following: 2" caliper for deciduous canopy trees; 1.5" for ornamental understory trees; 6'-8' for evergreen trees; and 5 gal. for shrubs.**
- 16. The building architecture is plain and without significant articulation or human scale. The proposed 2" outset for selected wall panels as a means of articulating the extensive walls is minimal. Additional reveals, articulation and/or textures should be included in the design. Entry features and glazing are insignificant and could be enhanced to help reduce the massive scale of the building.**
- 17. Right-of-way permits are required for any/all construction conducted in the Donges Bay, Wasaukee Road and Town 9 Parkway rights-of-way. Contact the Public Works Department/Highway Superintendent for permit submittal requirements.**
- 18. All permanent signage, including any wall signage and monument/ground signage will require separate sign permit review and approval by the Plan Commission.**
- 19. To satisfy the DNR's wetland fill mitigation requirements, the DNR has determined that F Street will have to purchase "wetland mitigation bank credits" at a 1.2 credit ratio or .73 wetland credits. DNR has recommended that the credits be purchased from the Barnes Prairie Wetland Mitigation Bank. Final DNR permit approval will be withheld until proof has been provided that the credits have been purchased. F Street shall provide proof that the required wetland bank credits have been purchased and the DNR's final permit approval to the Village prior to issuance of a building permit.**

Discussion followed. Trustee Baum said the building could be dressed up a little more adding that the DPW building design is more architecturally interesting. Nathan Laurent, Keller, said this was a challenging site to deal with. He stated they used different materials and textures with architectural features, painted

panels that are in line with other buildings in the area, including paint schemes and depth. Trustee Baum did not like the flat, smooth panels with minimal grooves and asked to make the concrete panels look interesting with color or multiple textures like the DPW building. He commented further on the DPW design that the entrance over the door gives the building some variation and the use of landscaping accentuates the door making it a more prominent. Chairman Wolter asked to accentuate the entrance on the end, making a more dramatic corner. He said the doors are very minimal in appearance adding it would be nice to have the corners facing the intersection with a more grander appearance, especially along Wasaukee Road. He cited the buildings along Holy Hill Road having more glass or a canopy adding the building should have a better entrance. He'd like to see something with more of an entry look and a canopy.

Trustee Baum did not like the color scheme saying it was too muted and needs a solid color. He didn't like the checkerboard pattern or repetition and suggested putting in more V grooves and adding another texture. Chairman Wolter requested a more earthtone pallet with less repetition. Discussion continued.

Mr. Laurent asked how they move forward from here. He said this building is not hugely different than other buildings in the Village. Chairman Wolter stated he wants more of a prominent entrance and Trustee Baum is asking for more of a full redesign. Commissioner Nilles liked the windows and agrees the repetitiveness is too much but is not concerned about the visibility from the road and is OK with the color. Commissioner Williams agreed with the repetitiveness of the building, would like a bolder, darker color tone. Commissioner Tarantino wasn't hung up on the color but agreed the entrance should be signified and would anchor the building. He said the landscaping needs more width, expand the bed size and height to soften the monstrous wall. Commissioner Laszewski suggested a little richer color.

Discussion continued on landscaping. Mr. Laurent asked for direction on the street tree requirement. Director Retzlaff explained there is a quantity requirement based on 1 per 50 feet but they are not required to be spaced identically and should be used to enhance the building. He would encourage clustering the trees with evergreens near the west side of the entrance. Mr. Laurent asked where to add more trees to meet the requirement. Director Retzlaff commented there should be an attractive grouping of trees that complement the site and building. He suggested a cluster at the cemetery site and along each side of the main driveway and asked for a landscape feature at the north west corner at the steep slope. He said to maybe combine hard scape and landscape in some way to make it more of a focal point. Also a handful of similar features along the entire west slope. Commissioner Tarantino suggested creating a pad for the plantings. Discussion continued. Chairman Wolter said he is looking for more aesthetics along the street, not the drive with some additional plantings on the south.

***MOTION Baum second Nilles to Postpone until 2 weeks from tonight with the changes as discussed.***

***MOTION carried unanimously.***

**Paul Sacotte, 3DT, Agent for Todd Kolosso, Property Owner of N115 W18850 Clinton Drive and N115 W18835 Edison Drive.** Certified Survey Map to relocate the common property line between the respective parcels. Director Retzlaff summarized the proposal.

***MOTION Baum second Laszewski to Approve the proposed 2-lot Certified Survey Map (CSM) for the 3DT Land Co LLC & Algonquin Co LLC properties located at N114 W18850 Clinton Drive & N115 W18835 Edison Drive for the purpose of legally recording a lot line adjustment, subject to the following conditions:***

- 1. All technical issues and plan correction identified by the Village's engineering consultant memo dated December 28, 2022 shall be addressed and reflected in a revised CSM submitted and approved by the Village Engineer prior to recording the CSM.***
- 2. A cross-access easement between the two parcels allowing the continuation of access across each other shall be prepared and recorded prior to or concurrent with recording of the CSM. Said easement agreement shall be reviewed and approved by the Village Attorney prior to recording.***

***MOTION carried unanimously.***

**Joe Meyer, Agent for Integrity Construction, Property Owner of Lot 1 of CSM 6691 on Donges Bay Road and Erik and Amy Ankerson, Property Owner of W143 N10330 Gatewood Place.** 2-Lot Certified Survey Map to divide an existing 2.35 acre parcel and adjust a common lot line with an abutting parcel. Director Retzlaff summarized the proposal.

***MOTION Baum second Nilles to Approve the proposed 2-lot Certified Survey Map (CSM) for the Integrity Construction Management Inc. property to divide the existing 2.35-acre parcel located at N104 W14281 Donges Bay Road and adjust the common lot line between proposed Lot 2 and the abutting parcel to the south (Lot 3 of CSM #6691) subject to the following conditions:***

- 1. All technical issues and plan correction identified by the Village's engineering consultant memo dated February 3, 2023 shall be addressed and reflected in a revised CSM submitted and approved by the Village Engineer prior to recording the CSM.***
- 2. A separate sanitary sewer connection from Lot 1 to the Village's interceptor sewer in the Donges Bay Road right-of-way is prohibited. Connection to the sanitary sewer system to Lot 1 shall be from the existing connection serving Lot 2;***
- 3. Prior to the issuance of any building permit or approval for development of Lot 1 or Lot 2, the owner(s) shall:***
  - a. prepare and record the necessary legal document(s) establishing a sanitary sewer easement across Lot 1 and Lot 2 within which the sanitary sewer for Lot 1 is connected to the existing connection serving Lot 2; and***
  - b. prepare and submit detail construction plans for the sanitary sewer connection to Lot 1 as required above to the Village for review and approval.***

***MOTION carried unanimously.***

**ANNOUNCEMENTS:** None

**ADJOURNMENT:** There being no further business the meeting was adjourned at 10:15 pm.

Respectfully submitted,  
Lori Johnson  
Planning Assistant