PLAN COMMISSION MINUTES
August 12, 2013

CALL TO ORDER: Chairman Wolter called the meeting to order at 6:32 p.m.

ROLL CALL: Chairman Wolter, Trustee Representative David Baum, Commissioners Stauffacher, Peck, Yokes and Gray were present. Commissioner Warren was absent and excused. Also present were Village Planner Jeff Retzlaff and Planning Assistant Lori Johnson.

PUBLIC INPUT: None

PREVIOUS MINUTES: ***MOTION Baum second Peck to Approve the Minutes from July 8, 2013.***
MOTION carried unanimously.

Bethlehem Lutheran Church & School – N106 W14290 Bel Aire Lane. Request for a new monument sign at the existing facility. Planner Retzlaff summarized the proposal.

MOTION Baum second Peck to Approve the proposed monument sign for Bethlehem Lutheran Church located at N108 W14290 Bel Aire Lane subject to the following conditions:

1. ***Electrical permits shall be obtained from the Building Inspection Department prior to installation.***
2. ***All electronic components shall be inspected and labeled by a licensed lab.***
3. ***The nearest point of the base shall be setback a minimum of 5 feet from the street yard property lines along both Fond du Lac Avenue and Bel Aire Lane.***

MOTION carried unanimously.

Hampel Corporation – W194 N11551 McCormick Drive. Request for a new monument sign at the existing industrial building. Planner Retzlaff summarized the proposal.

Commissioner Gray said spirea was not a good choice because it will eventually over take the sign and address. She said the arborvitae don't seem to fit either and suggested a low juniper or ground cover.

MOTION Baum second Yokes to Approve the proposed monument sign for the Hampel Corporation located at W194 N11551 McCormick Drive subject to the following conditions:

1. ***Electrical permits shall be obtained from the Building Inspection Department prior to installation.***
2. ***All electronic components shall be inspected and labeled by a licensed lab.***
3. ***The nearest point of the base shall be setback a minimum of 5 feet from the street yard property line.***

MOTION to Amend Gray second Baum to revise the landscape plan to something lower that will tolerate shade that they will be happy with. The revised plan should be reviewed and approved by the Village Planner.

MOTION to Amend carried unanimously.

MOTION to Approve as Amended carried unanimously.

Laurel Hoehne – N111 W16522 Esquire Ct. The property owner is seeking approval to install a privacy fence in a front street yard along Mequon Road at a height of 6 feet. Planner Retzlaff summarized the proposal. He said that although the staff report indicates the property may be regulated by deed restrictions prohibiting fences, he has since learned that the covenants governing the subdivision expired in 2009 and that the homeowners association does not object to the fence.

MOTION Baum second Peck to Approve the proposed installation of a privacy fence up to a height of 6' in the Mequon Road front/street yard for the residential lot located at N111 W16522 Esquire Court subject to the following conditions:

1. ***The property owner shall obtain a building permit for installation of the fence.***
2. ***Because the installation of a fence on the subject property may be prohibited and/or further regulated by covenants/deed restrictions recorded against this property and all other lots in the Esquire Estates subdivision, the property owner is responsible for ensuring the proposed fence complies with said covenants/deed restrictions.***

Planner Retzlaff said the Village is not responsible for enforcing private covenants but does take the opportunity to point out that they may exist. Chairman Wolter informed Ms. Hoehne she may want to check if she shares the use of her land with the neighbor. Ms. Hoehne said she talked to her neighbors on both sides and the association president and no one had a problem with the fence. She said the fence will not have spindles and will be 6 feet the entire length on the east side.

MOTION carried unanimously.

Bradley Way Partners – N106 W13131 Bradley Way. Site Plan Review application for a 13,554 sqft office/light industrial building addition. Planner Retzlaff summarized the proposal.

MOTION Baum second Peck to Approve the site development and building plans for the proposed 13,544 sqft building addition to the existing office/light industrial building located a N106 W13131 Bradley Way in the Germantown Business Park subject to the following conditions:

1. ***Approval is for the site development and building plan set dated August 5, 2013 (unless otherwise revised by a subsequent plan set approved by the Village Planner pursuant to revisions required herein.***

2. ***All grading, paving and landscaping 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. ***A monitored sprinkler system shall be installed in the building addition as required by the Fire Department.***
4. ***All exterior doors shall be clearly marked with reflective 5" or larger letters/numbers to aid emergency personnel access as required by the Police Department.***
5. ***State approved plans and a $20,000 occupancy bond are required by the Building Inspection Department as part of the building permit application.***
6. ***All technical corrections and issues raised in the Engineering Department's August 8, 2013 memo shall be addressed and reflected in a revised plan set submitted to the Village Engineer for review/approval prior to issuance of a building permit.***
7. ***Once the number, type and location of the roof-top mechanical units have been determined, a revised roof plan shall be submitted to the Village Planner for review/approval. Said plan shall include details on the type, size and relative location of the units and the architectural screening to be installed (as necessary). Roof-top screening shall be the same/similar to the existing screening on the existing building.***

Commissioner Gray said there were too many spirea on the north side of the building. She suggested using evergreens or yews along the north side and spirea on the east side. She said planting a crabapple tree on the island would also add more interest.

MOTION to Amend Gray second Baum to reconsider the landscaping plan on the north side of the building by using something that will tolerate shade and not be a maintenance problem such as yews or boxwood. The revised landscaping plan should be reviewed and approved by staff.

MOTION to Amend carried unanimously.

Chairman Wolter congratulated Bradley Way Partners on their expansion and thanked them for staying in Germantown.

MOTION to Approve as Amended carried unanimously.

ANNOUNCEMENTS: Chairman Wolter announced the Parade of Homes starts this weekend and is located at the Blackstone Creek development.

ADJOURNMENT: There being no further business, the meeting was adjourned at 7:05 p.m.

Respectfully submitted,

Lori Johnson
Planning Assistant