

MEETING: REGULAR MEETING OF THE BOARD OF ZONING APPEALS

DATE & TIME: Thursday, November 21, 2024 at 5:30 PM

**LOCATION: Germantown Village Hall Board Room
N112 W17001 Mequon Road**

NOTICE: Citizens not wishing to attend the meeting personally or virtually may submit any public comments by sending an email to comments@germantownwi.gov by 4 p.m. on the day of the meeting so that it can be provided to the members of the body for their consideration.

AGENDA

- I. **CALL TO ORDER:** *This meeting has been given public notice in accordance with Section 19.83 and 19.84, Wis. Stats, in such form that will apprise the general public and news media of subject matter that is intended for consideration and action.*
- II. **ROLL CALL:**
- III. **APPROVAL OF MINUTES:**
 - A. May 14, 2024
- IV. **PUBLIC HEARINGS:**
 - A. The purpose of said hearing will be to hear any and all parties, their attorneys or agents, for or against a VARIANCE APPEAL filed by Ronald Peterson, property owner, for a variance from Section 17.16(3) of the Village's Zoning Code to reduce the minimum side yard building setback from 20 feet to 12 feet (a variance of 8 feet) for purposes of enlarging an attached garage on the property located at W132 N11267 Forest Drive, Germantown, WI.
 - B. The purpose of said hearing will be to hear any and all parties, their attorneys or agents, for or against a APPEAL OF AN ADMINISTRATIVE DETERMINATION OF THE PLAN COMMISSION filed by County Line LLC, property owner. The determination of the Plan Commission was made on August 12, 2024, requiring removal of an existing non-conforming pylon sign from property at the corner of County Line Road @ Appleton Avenue as part of approving wall signs for a proposed Chase Bank on the subject property.
- V. **ADJOURNMENT:**

UPON REASONABLE NOTICE, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, please contact the Village Clerk at (262)250-4745 at least 2 days prior to the meeting.

NOTICE OF PUBLIC HEARING

VILLAGE OF GERMANTOWN

NOTICE IS HEREBY GIVEN that a Public Hearing will be held before the Board of Zoning Appeals, Village of Germantown, WI:

Germantown Village Hall Board Room
N112 W17001 Mequon Road
Germantown WI 53022

Date and Time: **THURSDAY, November 21, 2024 - 5:30 P.M.**

THE PURPOSE of said hearing will be to hear any and all parties, their attorneys or agents, for or against a **VARIANCE APPEAL** filed by Ronald Peterson, property owner, for a variance from Section 17.16(3) of the Village's Zoning Code to reduce the minimum side yard building setback from 20 feet to 12 feet (a variance of 8 feet) for purposes of enlarging an attached garage on the property located at W132 N11267 Forest Drive, Germantown, WI.

A copy of the application and supporting documents are on file in the Village Clerk's office and available for public inspection during the hours of 8:00 a.m. and 4:00 p.m. Monday through Friday and can be viewed on the Village website under Legal Notices at:

<https://www.germantownwi.gov/>

Citizens wishing to submit any public comments may do so by sending them by email to: comments@germantownwi.gov no later than 4:00 pm on the meeting date listed above.

Dated this 29th day of October 2024.

Donna Ott, Village Clerk

Dates Published: November 06, 2024 and November 13, 2024

VILLAGE OF GERMANTOWN
 BOARD OF ZONING APPEALS
 NOTICE OF APPEAL OR APPLICATION

Case No.	
Filing Date	9-17-24
Fee Paid	\$ 570.00 2# 708-017 check
Hearing Date	
Notice Mailed	
Notices Published	

To: Board of Zoning Appeals
 Village of Germantown, Wisconsin

NOTICE IS HEREBY GIVEN that the undersigned hereby (appeals for relief from a decision of an administrative official) (applies for the following described right or privilege):

Appellant's or Applicant's Name: RONALD R. PETERSON	
Address: W132N11267 FOREST DR GERMANTOWN, WI 53022	
Phone Number: [REDACTED]	
Appellant's or applicants' interest in property:	
Owner <input checked="" type="checkbox"/>	Tenant <input type="checkbox"/> Mortgagee <input type="checkbox"/> Agent <input type="checkbox"/>
Property Owner's Name: SAME	
Address:	
Phone Number:	
Address of Property:	
Lot: 3	Block: 1
Tax Parcel No. GTNV - 243-003	Zoning District:
Present use of the Property:	
Proposed use of the Property:	
Previous Appeal or Application (if any)?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
If YES, list date of hearing: 5-14-24	
Decision of Previous Hearing: SALE - WANTED 10' BUT FAILED	

and provide the requested information. Attach a separate sheet if necessary.

A Appeal of decision or order of Administrative Official and Request for Interpretation of Zoning/Building Code.

Date of Decision or Order:

Description of Decision or Order:

Decision or order is erroneous because:

f

B Request for Variance of Zoning/Building Code

Describe the requested variance and dimension of variance:

8' NEXT TO GARAGE

Explain how the variance, IF granted, is consistent with the spirit, purpose and intent of the Code:

Describe the exceptional, extraordinary, or unusual conditions or circumstances that apply specifically to this lot/parcel, use, structure, or intended use that **DO NOT** apply generally to other properties or uses in the SAME district:

WITH MY LIMITED DISABILITY IT WOULD ALLOW ME TO PARK MY LARGE TRACTOR WITH THE SNOW BLOWER ON IT AND MOWER DECK ALSO YARD TRAILER AND UTILITY VEHICLE AND ALL MY YARD EQUIPMENT INSIDE. I WOULD BE ABLE TO MAKE ANY REPAIRS

Explain how this variance, IF granted, **WILL NOT** create substantial detriment to adjacent property, **WILL NOT** be contrary to the public interest and **WILL NOT** endanger public safety and interest:

BE CAUSE OF THE LOT SIZE IT WOULD NOT HAVE ANY EFFECT.

C <input type="checkbox"/>	Request for Interpretation of regulations of the Zoning Code or the District boundaries of the Zoning Map.
List applicable section(s) of the Zoning Code:	
Describe proposed use/activity/construction:	
Explain reasons supporting requested action: <p style="text-align: center;"><i>SEE NOTE</i></p>	
Has request been referred to Plan Commission? Yes <input type="checkbox"/> No <input type="checkbox"/> If YES, give recommendation of Plan Commission:	
D <input type="checkbox"/>	Permission for Temporary Use Permit
Describe use requested:	
Proposed commencement date:	
Proposed termination date:	

Tax key number: GTNV-243-003

Property address: W132 N11267 Forest Dr

Traffic / water / sanitary: Light / Well water / Septic

Legal description: LOT 3 BLK 1 FOREST HEIGHTS V492 P436

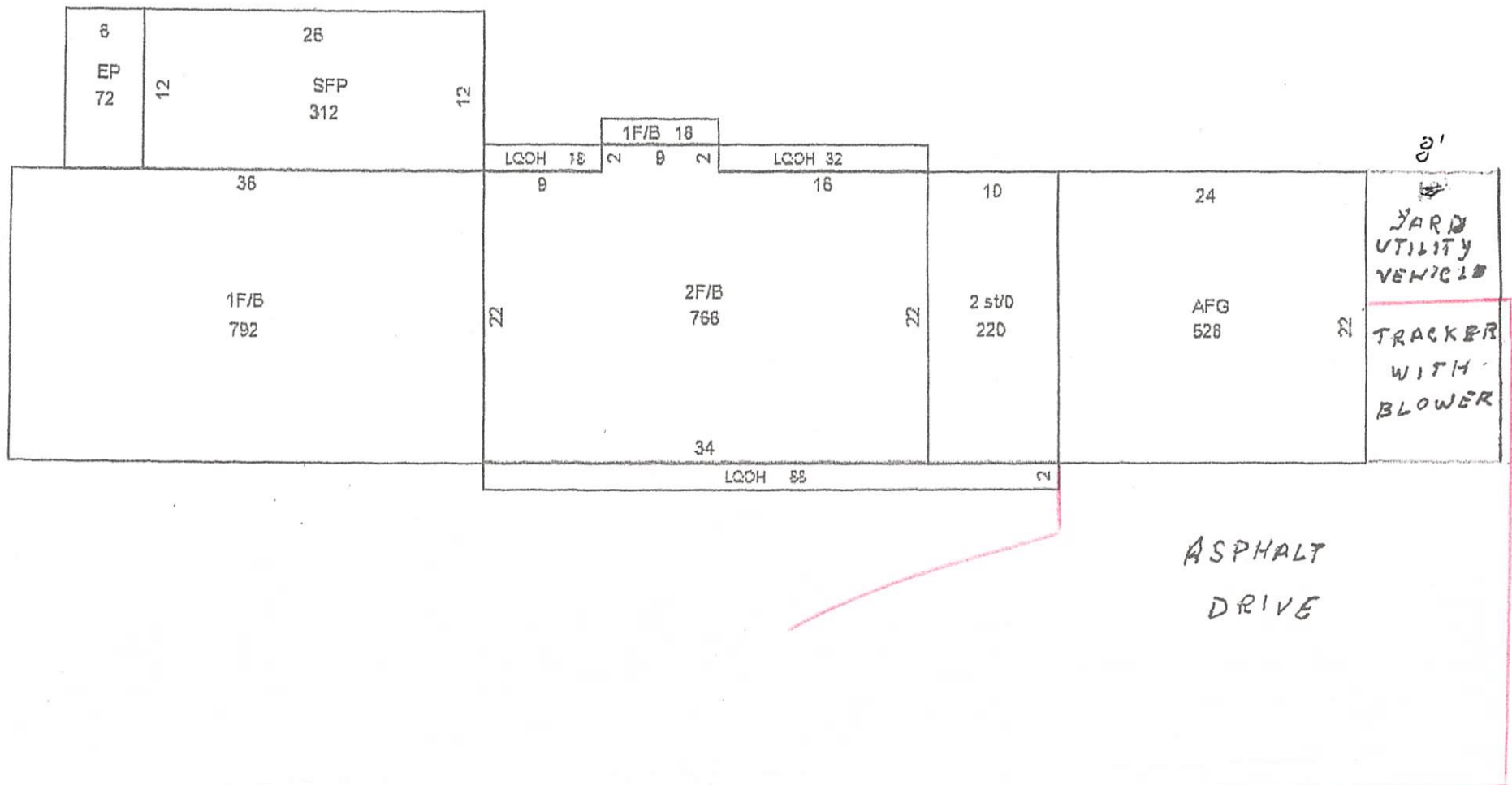
Summary of Assessment	
Land	
Improvements	
Total value	

Land							Description	A
Qty	Land Use	Width	Depth	Square Feet	Acres	Water Frontage		
1	Residential			45,302	1.040	None		

Residential Building			
Year built:	1965	Full basement:	1,576 SF
Year remodeled:		Crawl space:	
Stories:	2 story	Rec room (rating):	
Style:	Colonial (Pre 1980)	Fin bsmt living area:	
Use:	Single family	First floor:	1,796 SF
Exterior wall:	Wood	Second floor:	1,124 SF
Masonry adjust:	400 SF	Third floor:	
Roof type:	Asphalt shingles	Finished attic:	
Heating:	Gas, forced air	Unfinished attic:	
Cooling:	A/C, same ducts	Unfinished area:	
Bedrooms:	5	Enclosed porch	72 SF
Family rooms:	1	Garage	528 SF
Baths:	1 full, 1 half	Screen porch	312 SF
Other rooms:	4		
Whirl / hot tubs:			
Add'l plumb fixt:			
Masonry FPs:	1 stacks, 1 openings		
Metal FPs:			
Gas only FPs:		Grade:	C
Bsmt garage:		Condition:	Average
Shed dormers:		Energy adjustment:	No
Gable/hip dorm:		Percent complete:	100%



Total living area is 2,920 SF; building assessed value is \$



502°-00'-30"E 150'

PLAT OF SURVEY

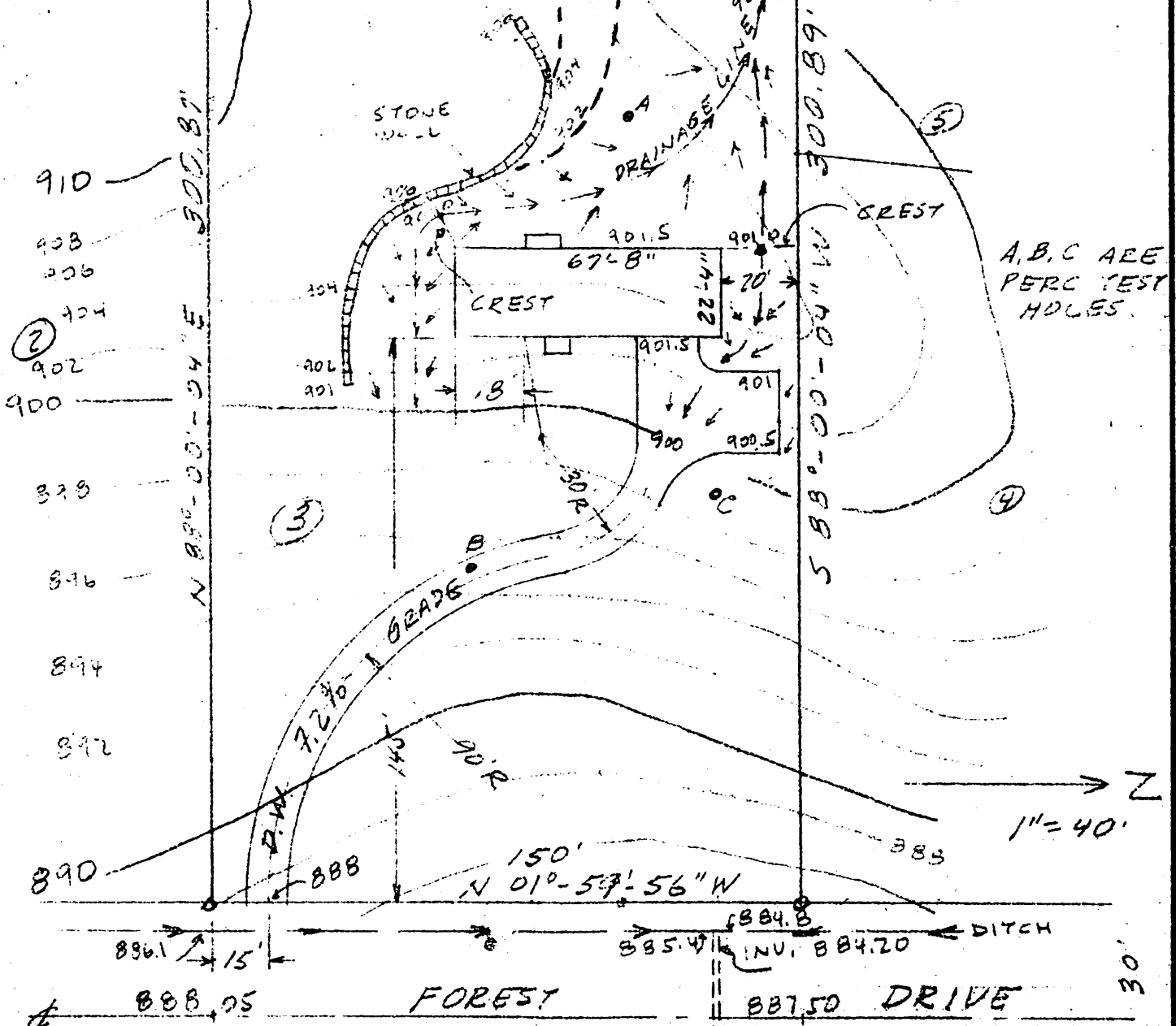
Known as Forest Driv
Village of Germantown, Wisc

DESCRIPTION:

Lot 3, Block 1 Forest Heights Subdivision, Village of Germantown, Washington County, Wisconsin.

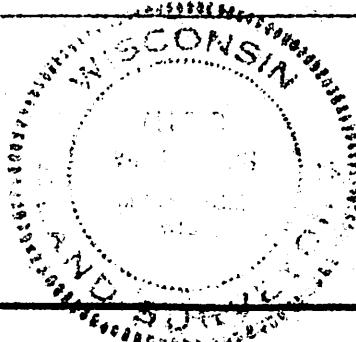
Owner: Mr. and Mrs. Edward Termaat

July 30, 1965



We certify that we have surveyed the above described property and that the plat drawn hereon is a true representation thereof and correctly shows the location of buildings and the exterior property lines according to the official records.

HOME MODEL:
DEERFIELD II (RADKE)



B.M. IRON PIPE
NE CORNER BL. 1
890.09

METRO ENGINEERING COMPANY
P. O. Box 249 Phone 251-7100
Menomonee Falls, Wisconsin

Alfred Wickesberg
Alfred Wickesberg
Surveyor S-531

NOTICE OF PUBLIC HEARING

VILLAGE OF GERMANTOWN

NOTICE IS HEREBY GIVEN that a Public Hearing will be held before the Board of Zoning Appeals, Village of Germantown, WI:

Germantown Village Hall Board Room
N112 W17001 Mequon Road
Germantown WI 53022

Date and Time: **THURSDAY, November 21, 2024 - 5:30 P.M.**

THE PURPOSE of said hearing will be to hear any and all parties, their attorneys or agents, for or against an **APPEAL OF AN ADMINISTRATIVE DETERMINATION OF THE PLAN COMMISSION** filed by County Line LLC, property owner. The determination of the Plan Commission was made on August 12, 2024, requiring removal of an existing non-conforming pylon sign from property at the corner of County Line Road @ Appleton Avenue as part of approving wall signs for a proposed Chase Bank on the subject property.

A copy of the application and supporting documents are on file in the Village Clerk's office and available for public inspection during the hours of 8:00 a.m. and 4:00 p.m. Monday through Friday and can be viewed on the Village website under Legal Notices at:

<https://www.germantownwi.gov/>

Citizens wishing to submit any public comments may do so by sending them by email to: comments@germantownwi.gov no later than 4:00 pm on the meeting date listed above.

Dated this 29th day of October 2024.

Donna Ott, Village Clerk

Dates Published: November 06, 2024 and November 13, 2024



Village of

Germantown
 Willkommen

Fee must accompany application

1 Fee \$275 Sign Review Fee - OK P.R.J.R.
 \$ 75 Sign Face Replacement
 Paid RR Date 6/12/24
 chK # 016522

SIGN REVIEW APPLICATION

Pursuant to Section 17.46 of the Municipal Code

Please read and complete this application carefully. All applications must be signed and dated.

1 APPLICANT OR AGENT

Lemberg Electric
 4085 N. 128th St
 Brookfield, WI 53005

Phone 262-202-9329

Fax () _____

E-Mail jwestphal@lembergelectric.com

PROPERTY OWNER

County Line LLC
 N96 W18200, County Line Rd
 Germantown, WI 53022

Phone 503-417-0517

2 PROPERTY ADDRESS OR GENERAL LOCATION

NEC of County Line Rd and Appleton Ave
 Germantown, WI 53017

3 SIGN INFORMATION

D01
 Directional

Sign Dimensions 3' height x 1'-4 width Single Multi Tenant (circle one)
 Number of Sides 2 Building Frontage SF 22.66
 Total Square Footage of Sign (include all sides) 4'
 Total height of the Sign 3'
 Is the Sign to be illuminated yes no
 Type of Sign Construction Materials Stone Veneer and aluminum
 Distance to Closest Property Line 15'

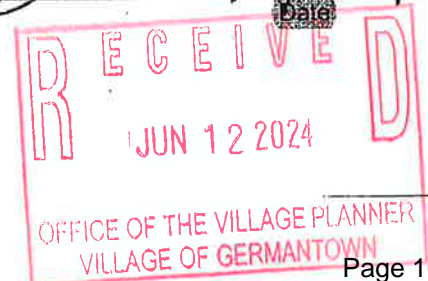
Are there any existing signs on the property No
 If yes, what is the total Square Footage of existing signs _____

What are the intentions for the existing signs: Take down _____ Remain _____


4 SIGNATURES -- ALL APPLICATIONS MUST BE SIGNED BY OWNER!

Jaina Westphal 4/17/2024
 Applicant Date

[Signature] 6/10/2024
 Owner Date





Village of

Germantown
 Willkommen

Fee must accompany application

\$275 Sign Review Fee

\$ 75 Sign Face Replacement

Paid _____ Date _____

SIGN REVIEW APPLICATION

Pursuant to Section 17.46 of the Municipal Code

Please read and complete this application carefully. **All applications must be signed and dated.**

1 APPLICANT OR AGENT

Lemberg Electric
 4085 N. 128th St
 Brookfield, WI 53005

Phone 262-202-9329

Fax () _____

E-Mail jwestphal@lembergelectric.com

PROPERTY OWNER

County Line LLC
 N96 W18200, County Line Rd
 Germantown, WI 53022

Phone 503-417-0517

2 PROPERTY ADDRESS OR GENERAL LOCATION

NEC of County Line Rd and Appleton Ave
 Germantown, WI 53017

3 SIGN INFORMATION

D02
 Directional


Sign Dimensions 3' height x 1'-4 width 3/8"
 Number of Sides 2
 Total Square Footage of Sign (include all sides) 4'
 Total height of the Sign 3'
 Is the Sign to be illuminated yes no
 Type of Sign Construction Materials Stone Veneer and aluminum
 Distance to Closest Property Line 15'

Single Multi Tenant (circle one)
 Building Frontage SF 22.66

Are there any existing signs on the property No
 If yes, what is the total Square Footage of existing signs _____

What are the intentions for the existing signs: Take down _____ Remain _____

4 SIGNATURES -- ALL APPLICATIONS MUST BE SIGNED BY OWNER!


 Applicant _____ Date 4/17/2024


 Owner _____ Date 6/10/2024



Fee must accompany application

\$275 Sign Review Fee

\$ 75 Sign Face Replacement

Paid _____ Date _____

SIGN REVIEW APPLICATION

Pursuant to Section 17.46 of the Municipal Code

Please read and complete this application carefully. All applications must be signed and dated.

1 APPLICANT OR AGENT

Lemberg Electric
 4085 N. 128th St
 Brookfield, WI 53005

Phone 262-202-9329

Fax () _____

E-Mail jwestphal@lembergelectric.com

PROPERTY OWNER

County Line LLC
 N96 W18200, County Line Rd
 Germantown, WI 53022

Phone 503-417-0517

2 PROPERTY ADDRESS OR GENERAL LOCATION

NEC of County Line Rd and Appleton Ave
 Germantown, WI 53017

3 SIGN INFORMATION

B01
 Wall Sign

Sign Dimensions 2'-7 1/2" height x 14'-0 1/4" width Single Multi Tenant (circle one)
 Number of Sides 1 Building Frontage SF 22.66
 Total Square Footage of Sign (include all sides) 41.55
 Total height of the Sign 2'-7 1/2"
 Is the Sign to be illuminated yes no
 Type of Sign Construction Materials Aluminum
 Distance to Closest Property Line 20'

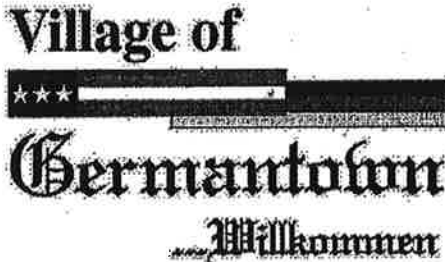
Are there any existing signs on the property No
 If yes, what is the total Square Footage of existing signs _____

What are the intentions for the existing signs: Take down _____ Remain _____

4 SIGNATURES -- ALL APPLICATIONS MUST BE SIGNED BY OWNER!

Jessica Westphal 4/17/2024
 Applicant Date

[Signature] 6/10/2024
 Owner Date



Fee must accompany application

\$275 Sign Review Fee

\$ 75 Sign Face Replacement

Paid _____ Date _____

SIGN REVIEW APPLICATION

Pursuant to Section 17.46 of the Municipal Code

Please read and complete this application carefully. All applications must be signed and dated.

1 APPLICANT OR AGENT

Lemberg Electric
4085 N. 128th St
Brookfield, WI 53005

PROPERTY OWNER

County Line LLC
N96 W18200, County Line Rd
Germantown, WI 53022

Phone 262-202-9329

Phone 503-417-0517

Fax () _____

E-Mail jwestphal@lembergelectric.com

2 PROPERTY ADDRESS OR GENERAL LOCATION

NEC of County Line Rd and Appleton Ave
Germantown, WI 53017

3 SIGN INFORMATION

B02
Wall Sign

Sign Dimensions 2'-7 1/2" height x 14'-0 1/4" width Single Multi Tenant (circle one)
Number of Sides 1 Building Frontage SF 22.66
Total Square Footage of Sign (include all sides) 41.55
Total height of the Sign 2'-7 1/2"
Is the Sign to be illuminated yes no
Type of Sign Construction Materials Aluminum
Distance to Closest Property Line 20'

Are there any existing signs on the property No
If yes, what is the total Square Footage of existing signs _____

What are the intentions for the existing signs: Take down _____ Remain _____

4 SIGNATURES -- ALL APPLICATIONS MUST BE SIGNED BY OWNER!

James Westphal 4/17/2024
Applicant Date

[Signature] 6/10/2024
Owner Date



Village of
 ★ ★ ★
Germantown
 Willkommen

Fee must accompany application

\$275 Sign Review Fee

\$ 75 Sign Face Replacement

Paid _____ Date _____

SIGN REVIEW APPLICATION

Pursuant to Section 17.46 of the Municipal Code

Please read and complete this application carefully. **All applications must be signed and dated.**

1 APPLICANT OR AGENT

Lemberg Electric
 4085 N. 128th St
 Brookfield, WI 53005

Phone 262-202-9329

Fax () _____

E-Mail jwestphal@lembergelectric.com

PROPERTY OWNER

County Line LLC
 N96 W18200, County Line Rd
 Germantown, WI 53022

Phone 503-417-0517

2 PROPERTY ADDRESS OR GENERAL LOCATION

NEC of County Line Rd and Appleton Ave
 Germantown, WI 53017

3 SIGN INFORMATION

B03
 Wall Sign

Sign Dimensions 2'-7 1/2" height x 14'-0 1/4" width Single Multi Tenant (circle one)
 Number of Sides 1 Building Frontage SF 22.66
 Total Square Footage of Sign (include all sides) 41.55
 Total height of the Sign 2'-7 1/2"
 Is the Sign to be illuminated yes no
 Type of Sign Construction Materials Aluminum
 Distance to Closest Property Line 20'

Are there any existing signs on the property No
 If yes, what is the total Square Footage of existing signs _____

What are the intentions for the existing signs: Take down _____ Remain _____

4 SIGNATURES – ALL APPLICATIONS MUST BE SIGNED BY OWNER!

Jana Westphal 4/17/2024
 Applicant Date

[Signature] 6/10/2024
 Owner Date



Village of
 ★★ ★
Germantown
 Willkommen

Fee must accompany application

\$275 Sign Review Fee

\$ 75 Sign Face Replacement

Paid _____ Date _____

SIGN REVIEW APPLICATION

Pursuant to Section 17.46 of the Municipal Code

Please read and complete this application carefully. **All applications must be signed and dated.**

1 APPLICANT OR AGENT

Lemberg Electric
 4085 N. 128th St
 Brookfield, WI 53005

Phone 262-202-9329

Fax () _____

E-Mail jwestphal@lembergelectric.com

PROPERTY OWNER

County Line LLC
 N96 W18200, County Line Rd
 Germantown, WI 53022
 503-417-0517

PHONE 503-417-0517

2 PROPERTY ADDRESS OR GENERAL LOCATION

NEC of County Line Rd and Appleton Ave
 Germantown, WI 53017

3 SIGN INFORMATION

B04
 Wall Sign

Sign Dimensions 2'-7 1/2" height x 14'-0 1/4" width Single Multi Tenant (circle one)
 Number of Sides 1 Building Frontage SF 22.66
 Total Square Footage of Sign (include all sides) 41.55
 Total height of the Sign 2'-7 1/2"
 Is the Sign to be illuminated yes no
 Type of Sign Construction Materials Aluminum
 Distance to Closest Property Line 20'

Are there any existing signs on the property No
 If yes, what is the total Square Footage of existing signs _____

What are the intentions for the existing signs: Take down _____ Remain _____

4 SIGNATURES -- ALL APPLICATIONS MUST BE SIGNED BY OWNER!

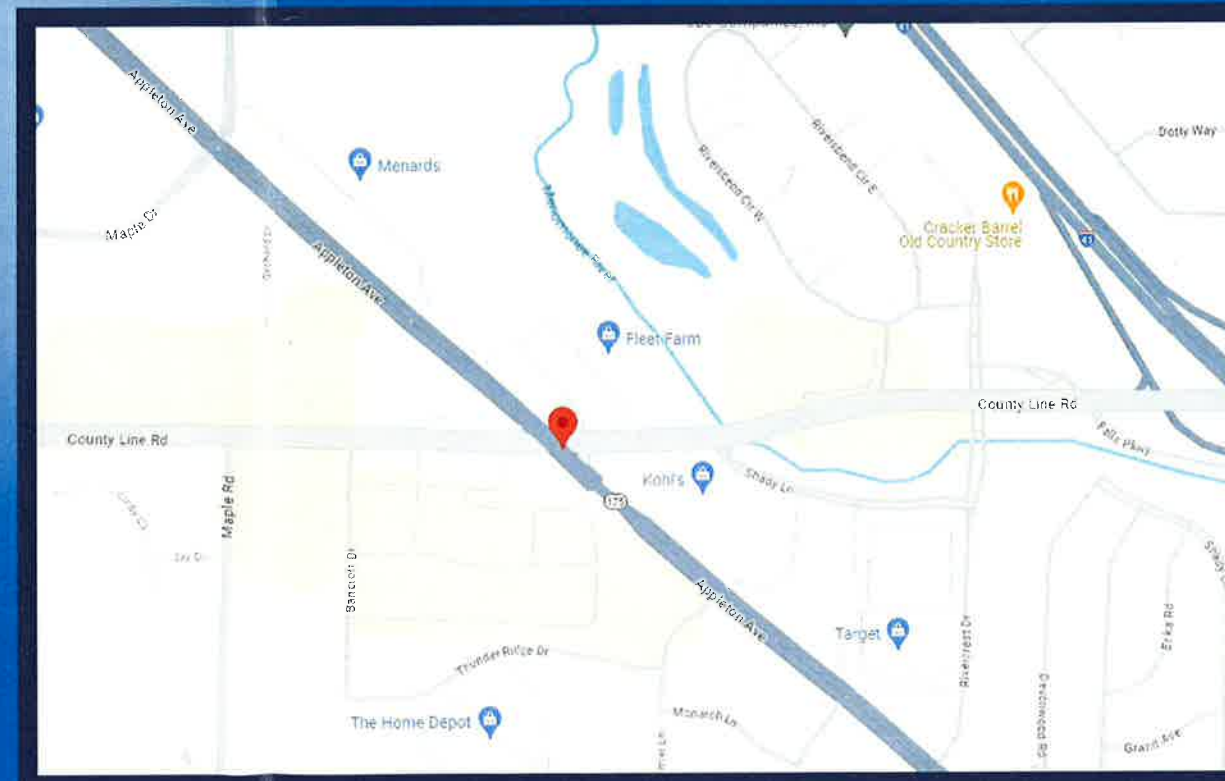
Jenna Westphal 4/17/2024
 Applicant Date

[Signature] 6/10/2024
 Owner Date

CHASE

#48100R007001

County Line and Appleton
 NEC of County Line Rd and Appleton Ave
 Germantown, WI 53017



REVISION NOTES:
 R11: Detail Drawing - G01 and G02 Fleet Farm tenant panel copy updated to show FF branded logo, - AS - 03/08/24



Signtech™

4444 Federal Blvd. San Diego CA 92102
 Phone: (619) 527-6100 / Fax: (619) 527-6111
 signtech.com



**JP Morgan Chase Bank
 #48100R007001**

County Line and Appleton
 NEC of County Line Rd and
 Appleton Ave
 Germantown, WI 53017

Initial Date: 02/29/24
 Salesperson: Arthur Navarro
 Coordinator: Tracey L Pichierri
 Designer: ASena
 Scale: As noted

CUSTOMER APPROVAL

Customer Signature _____ Date _____
COPY, COLORS & SIZES

Signtech does NOT provide primary
 electrical to sign location -
RESPONSIBILITY OF OTHERS!

Customer Signature _____ Date _____

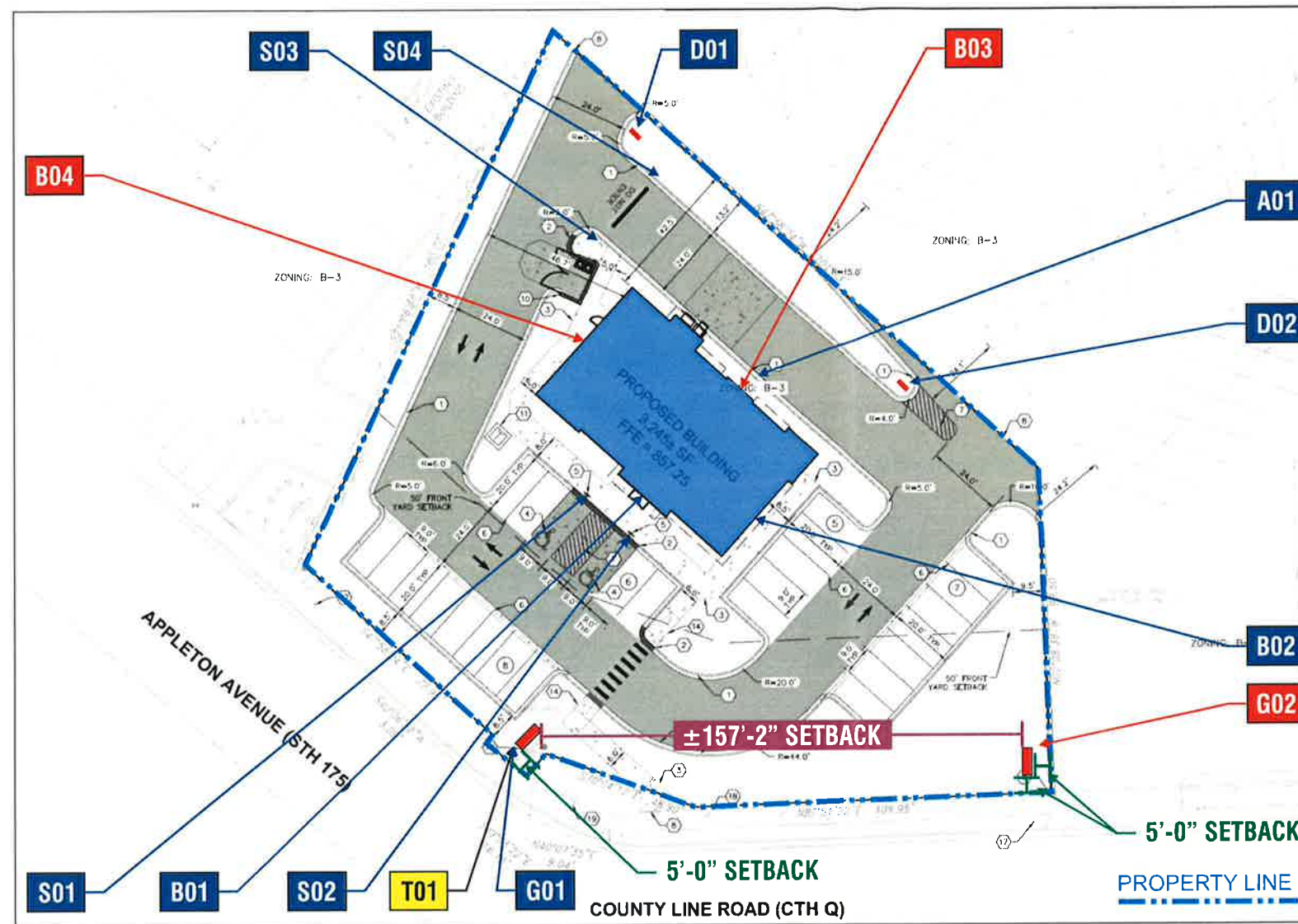
This design is the exclusive property of Signtech
 and cannot be reproduced in whole or in part,
 without their prior written approval.

Drawing Number: 23-01866

Project ID: CHASE_48100R007001_1

Revision: R11 - 03.08.24

SITE PLAN
SCALE: 1"=50'-0"



EXTERIOR SCOPE OF WORK				
SIGN ID	ELEVATION	SIGN TYPE	DESCRIPTION	SQFT
G01	--	CHA-MON-96X104-CAB-24X84-AL-RO-PT-MESSAGE BOARD	Double-Faced Illuminated Mon. - Tenant Panels/Message Board	50
G02	--	CHA-MON-96X104-CAB-30X96-AL-RO-PT	Double-Faced Illuminated Mon. - Tenant Panels	50
B01	SOUTH	LIF-WBO-24	24" White Channel Letters and Logo	36.9
B02	EAST	LIF-WBO-24	24" White Channel Letters and Logo	36.9
B03	NORTH	LIF-WBO-24	24" White Channel Letters and Logo	36.9
B04	WEST	LIF-WBO-24	24" White Channel Letters and Logo	36.9
A01	--	HB-U-R	Headache Bar - Right	--
D01	--	CUSTOM D-2-RE	Non-Illuminated Directional Sign - No Branding	--
D02	--	CUSTOM D-2-RE	Non-Illuminated Directional Sign - No Branding	--
S01	--	TC-P-ADA-WI-V-RE	Post Mount Handicap Stall Sign - Van Accessible	--
S02	--	TC-P-ADA-WI-RE	Post Mount Handicap Stall Sign	--
S03	--	TC-P-DNE-DOT-RE	Post Mount - Do Not Enter Sign - DOT Standard	--
S04	--	TC-P-DNE-DOT-RE	Post Mount - Do Not Enter Sign - DOT Standard	--
T01	--	CHA-TEMP-CS-60X144-BAN	Temporary Construction Site Banner - LOCATION TBV ON SITE	--

SQUARE FOOTAGE	
PROPOSED SQFT:	247.6



Signtech™

4444 Federal Blvd. San Diego CA 92102
 Phone: (619) 527-6100 / Fax: (619) 527-6111
 signtech.com



JP Morgan Chase Bank
#48100R007001

County Line and Appleton
 NEC of County Line Rd and
 Appleton Ave
 Germantown, WI 53017

Initial Date: 02/29/24
 Salesperson: Arthur Navarro
 Coordinator: Tracey L Pichierri
 Designer: ASena
 Scale: As noted

CUSTOMER APPROVAL

Customer Signature _____ Date _____
COPY, COLORS & SIZES

Signtech does NOT provide primary
 electrical to sign location -
RESPONSIBILITY OF OTHERS!

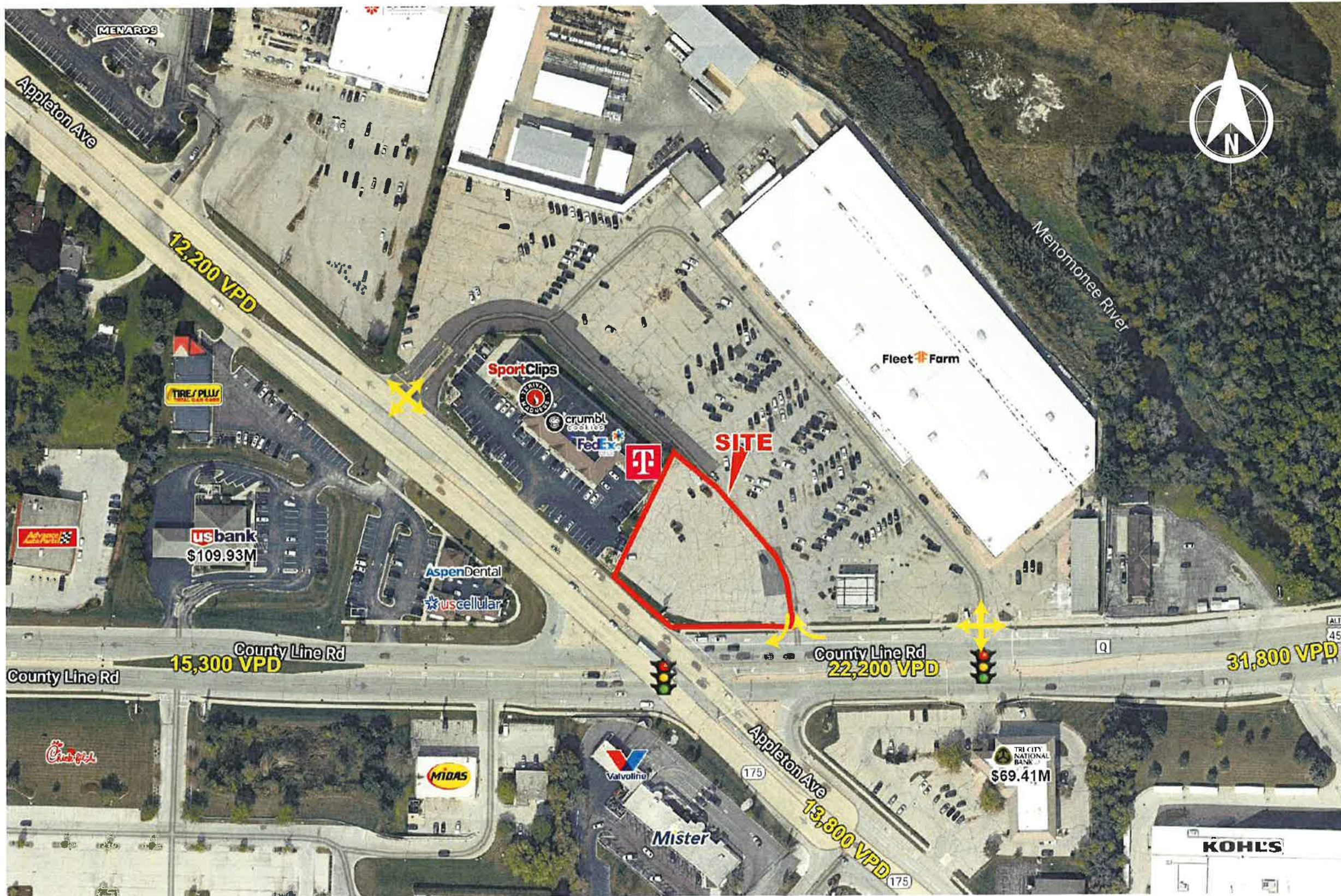
Customer Signature _____ Date _____
 This design is the exclusive property of Signtech
 and cannot be reproduced in whole or in part,
 without their prior written approval.

Drawing Number: 23-01866

Project ID: CHASE_48100R007001_1

Revision: R11 - 03.08.24

Sign Legend / Site Plan



Signtech™

4444 Federal Blvd. San Diego CA 92102
 Phone: (619) 527-6100 / Fax: (619) 527-6111
 signtech.com



**JP Morgan Chase Bank
 #48100R007001**

County Line and Appleton
 NEC of County Line Rd and
 Appleton Ave
 Germantown, WI 53017

Initial Date: 02/29/24
 Salesperson: Arthur Navarro
 Coordinator: Tracey L Pichierri
 Designer: ASena
 Scale: As noted

CUSTOMER APPROVAL

Customer Signature _____ Date _____
COPY, COLORS & SIZES

Signtech does NOT provide primary
 electrical to sign location -
RESPONSIBILITY OF OTHERS!

Customer Signature _____ Date _____
 This design is the exclusive property of Signtech
 and cannot be reproduced in whole or in part,
 without their prior written approval.

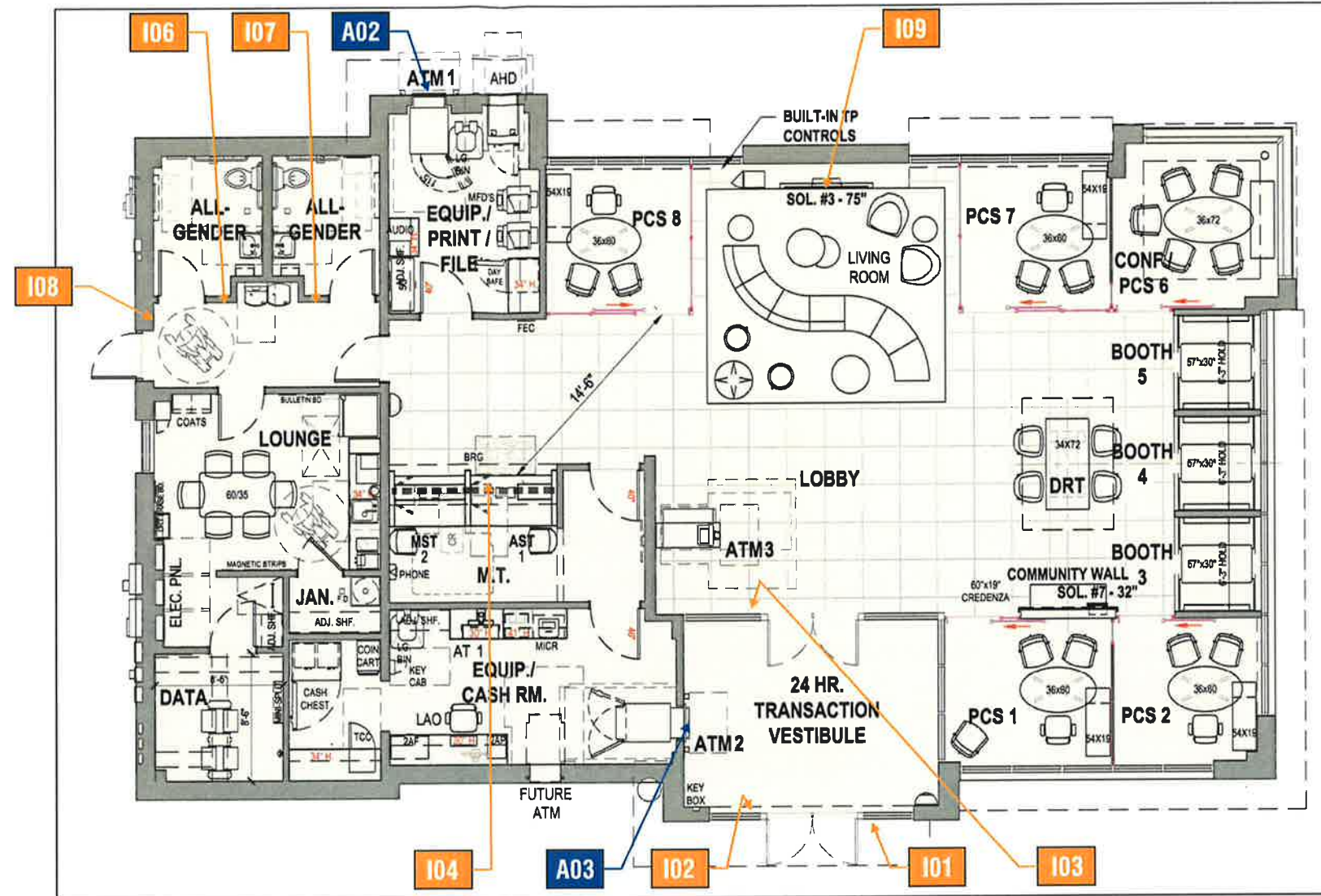
Drawing Number: 23-01866

Project ID: CHASE_48100R007001_1

Revision: R11 - 03.08.24

Enlarged Aerial Site

FLOOR PLAN
SCALE: 1"=10'-0"



INTERIOR SCOPE OF WORK			
SIGN ID	SIGN TYPE	DESCRIPTION	QTY
A02-3	SUR-TTW-U-4-TP	Universal Thin-Profile ATM Surround	2
I01	ADA-EP	ADA Accessible Entrance Plaque W/ Vinyl Back	--
I02-3	ADA-EX	ADA Exit Plaque W/ Vinyl Back	2
I04	ADA-TW	ADA Accessible Teller Window Plaque	--
I05	NONE	REMOVED FROM SCOPE OF WORK	--
I06-7	ADA-RRAG-A-G	ADA Accessible All-Gender Restroom Plaque	--
I08	ADA-EEX	ADA Emergency Exit Plaque	--
I09	OCT-24-INT	Illuminated Blue Bitro Interior Octagon	--



Signtech™

4444 Federal Blvd. San Diego CA 92102
Phone: (619) 527-6100 / Fax: (619) 527-6111
signtech.com



JP Morgan Chase Bank
#48100R007001

County Line and Appleton
NEC of County Line Rd and
Appleton Ave
Germantown, WI 53017

Initial Date: 02/29/24
Salesperson: Arthur Navarro
Coordinator: Tracey L Pichierri
Designer: ASena
Scale: As noted

CUSTOMER APPROVAL

Customer Signature _____ Date _____

COPY, COLORS & SIZES

Signtech does NOT provide primary electrical to sign location -
RESPONSIBILITY OF OTHERS!

Customer Signature _____ Date _____

This design is the exclusive property of Signtech and cannot be reproduced in whole or in part, without their prior written approval.

Drawing Number: 23-01866

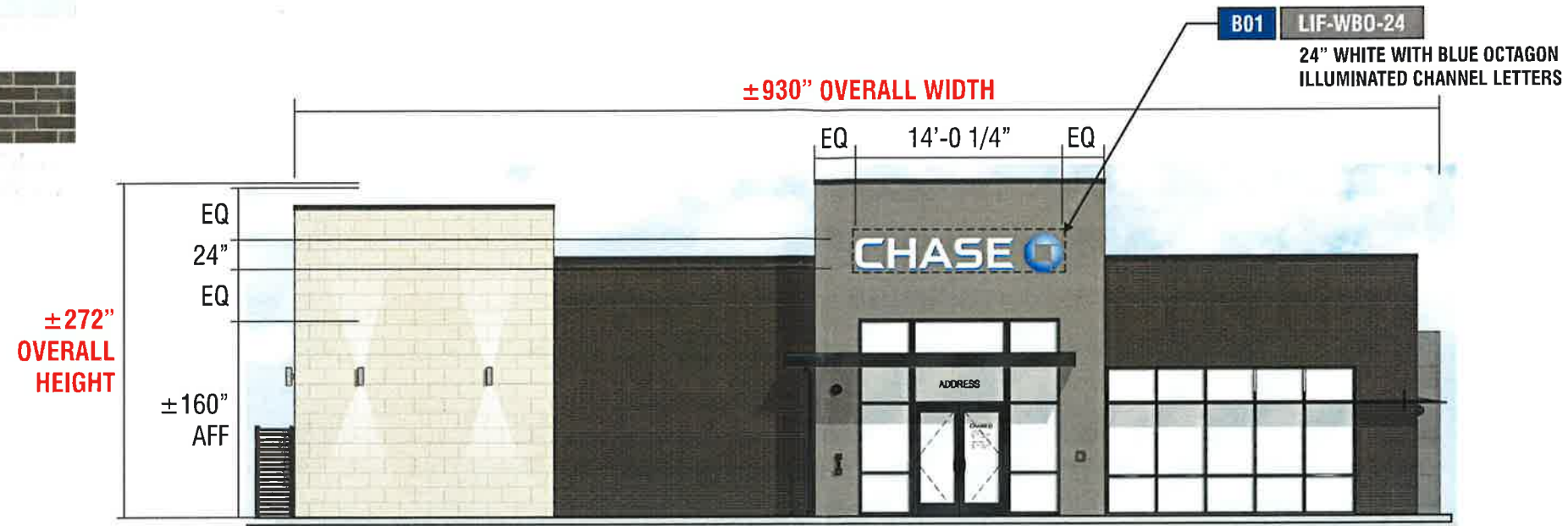
Project ID: CHASE_48100R007001_1

Revision: R11 - 03.08.24

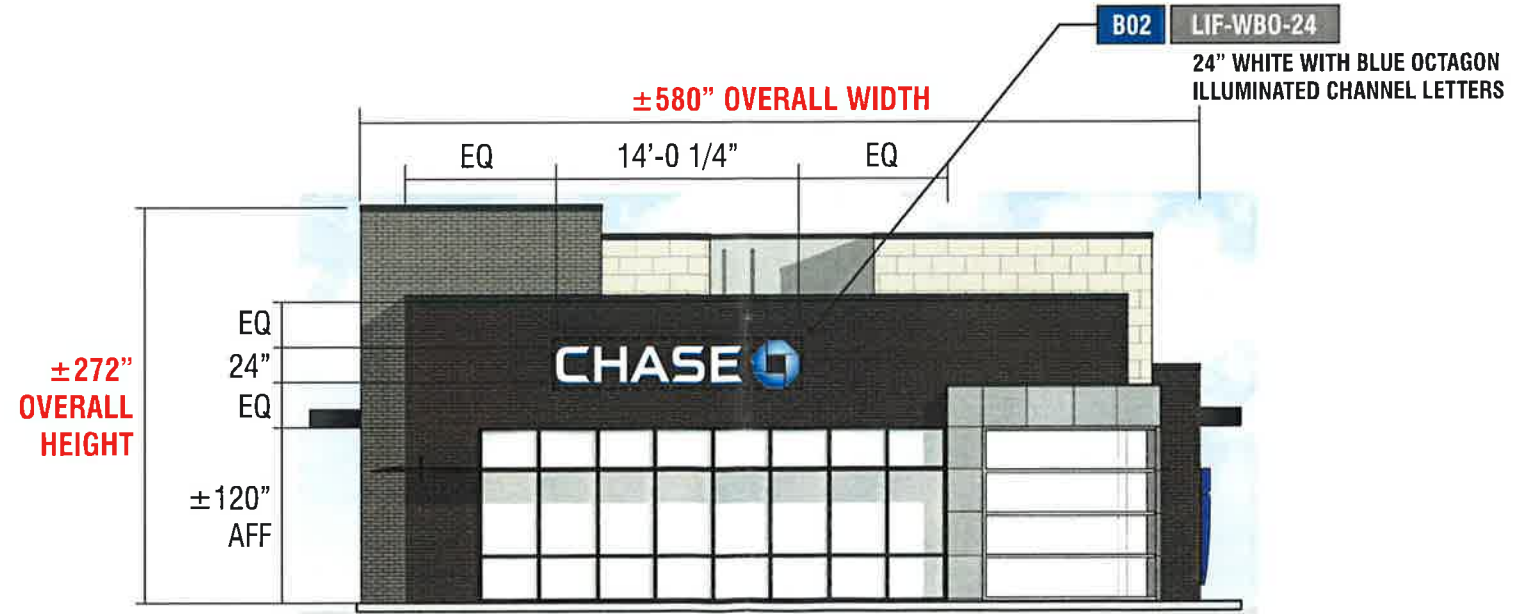
Sign Legend / Floor Plan

ELEVATION/MATERIALS - ALLOWABLE

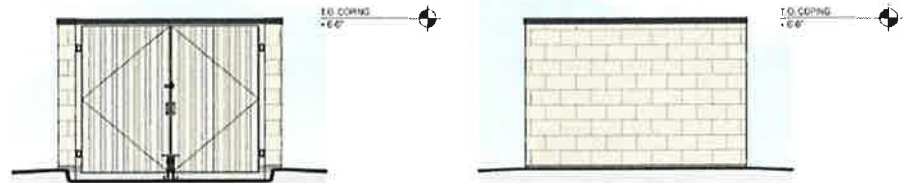
SCALE: 3/32" = 1'-0"



SOUTH ELEVATION



EAST ELEVATION



TRASH ENCLOSURE



Signtech™

4444 Federal Blvd. San Diego CA 92102
Phone: (619) 527-6100 / Fax: (619) 527-6111
signtech.com



**JP Morgan Chase Bank
#48100R007001**

County Line and Appleton
NEC of County Line Rd and
Appleton Ave
Germantown, WI 53017

Initial Date: 02/29/24
Salesperson: Arthur Navarro
Coordinator: Tracey L Pichierri
Designer: ASena
Scale: As noted

CUSTOMER APPROVAL

Customer Signature _____ Date _____

COPY, COLORS & SIZES

Signtech does NOT provide primary electrical to sign location - **RESPONSIBILITY OF OTHERS!**

Customer Signature _____ Date _____

This design is the exclusive property of Signtech and cannot be reproduced in whole or in part, without their prior written approval.

Drawing Number: 23-01866

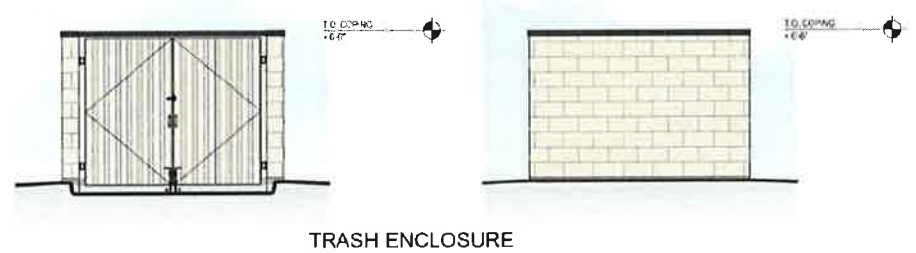
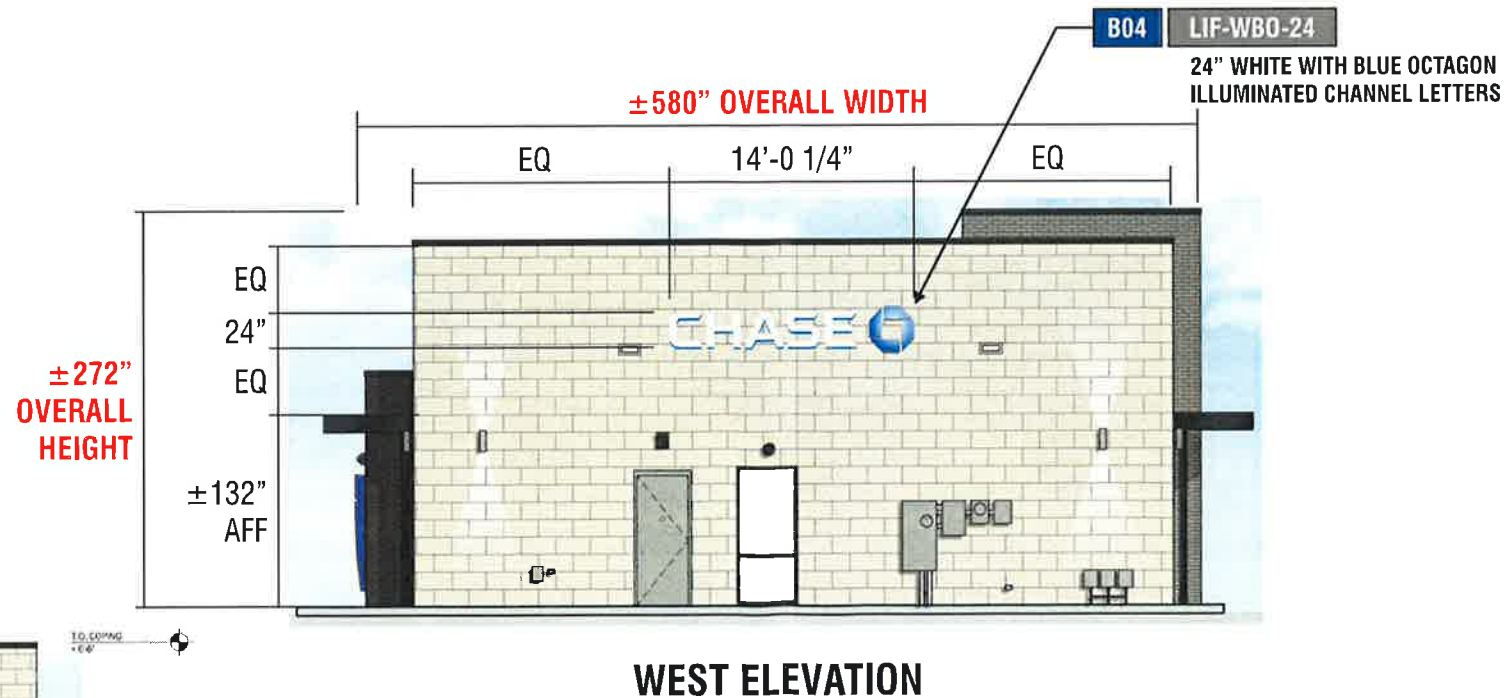
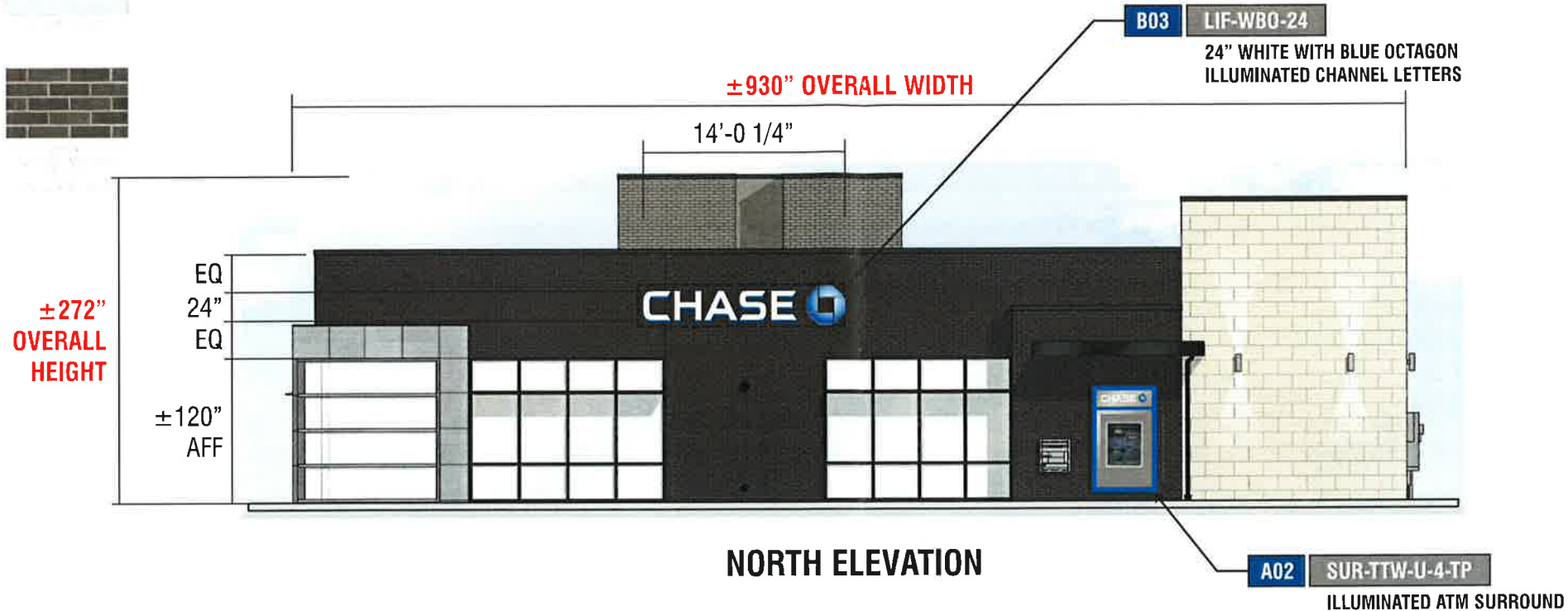
Project ID: CHASE_48100R007001_1

Revision: R11 - 03.08.24

Exterior Elevations

ELEVATION/MATERIALS - ALLOWABLE

SCALE: 3/32" = 1'-0"



Signtech™

4444 Federal Blvd. San Diego CA 92102
Phone: (619) 527-6100 / Fax: (619) 527-6111
signtech.com



JP Morgan Chase Bank
#48100R007001

County Line and Appleton
NEC of County Line Rd and
Appleton Ave
Germantown, WI 53017

Initial Date: 02/29/24
Salesperson: Arthur Navarro
Coordinator: Tracey L Pichierri
Designer: ASena
Scale: As noted

CUSTOMER APPROVAL

Customer Signature _____ Date _____
COPY, COLORS & SIZES

Signtech does NOT provide primary electrical to sign location -
RESPONSIBILITY OF OTHERS!

Customer Signature _____ Date _____

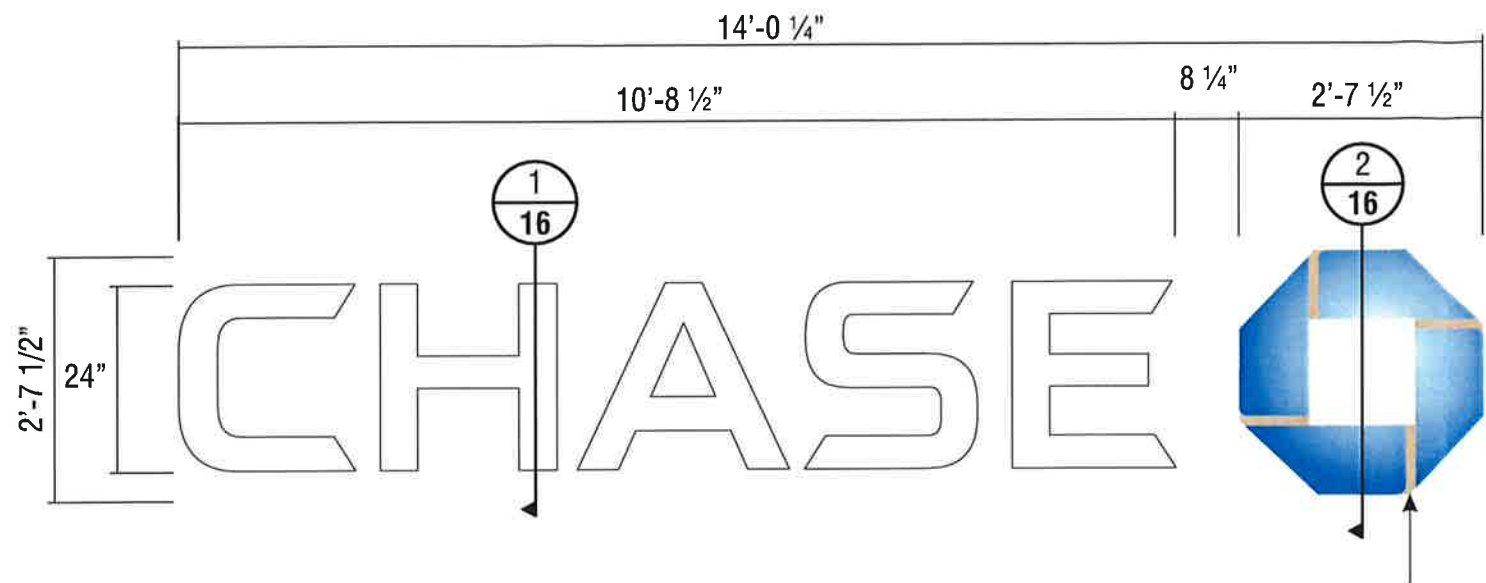
This design is the exclusive property of Signtech and cannot be reproduced in whole or in part, without their prior written approval.

Drawing Number: 23-01866

Project ID: CHASE_48100R007001_1

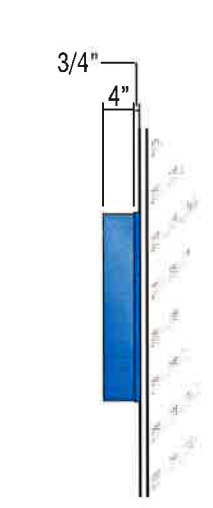
Revision: R11 - 03.08.24

Exterior Elevations

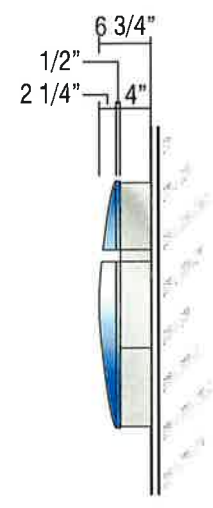


FRONT VIEW SCALE : 1/2" = 1'-0"

PAINT OCTAGON BRIDGE TO MATCH WALL COLOR
 B01- SW 7045 INTELLECTUAL GRAY
 B02 & B03- SW 7505 MANOR HOUSE
 B04- SW 6119 ANTIQUE WHITE



END VIEW OF LETTER
 SCALE : 1/2" = 1'-0"



END VIEW OF LOGO
 SCALE : 1/2" = 1'-0"

- B01
- B02
- B03
- B04

SIGN TYPE LIF-WBO-24

MANUFACTURE AND INSTALL FOUR (4) SETS OF ILLUMINATED LETTERS & LOGO w/PLEX FACES & RETURNS

LETTERS:
FACE: .177" ARISTECH #7328 P-95 WHITE PLEX (MATTE SIDE TO BE 1ST SURFACE) CHEM WELDED TO RETURNS
RETURNS: 0.118" x 4" DEEP ARISTECH #6046 BLUE WITH 3635-70 DIFFUSER VINYL ON 2ND (INTERIOR) SURFACE.
BACKS: .080" ALUM BACK WITH 3/4" x .080" OUTSIDE ALUM RETURN AND 1/2" x 1/8" ALUM ANGLE CLIPS ON INTERIOR OF LETTER FOR FACE ATTACHMENT
PAINT: EXTERIOR PAINTED MATTHEWS MP-00366 CHASE BLUE SEMI-GLOSS FINISH (60-70 UNITS) AND INTERIOR PAINTED SPRAY-LAT STAR BRITE WHITE LIGHT ENHANCEMENT PAINT.
ILLUMINATION: SLOAN PRISM 7100K #701269-7WSJ1-MB WHITE LEDs AND SLOAN POWER SUPPLY REQUIRED FOR PROPER EVEN ILLUMINATION.

LOGO:
BACKS: .080" ALUM BACK WITH STACK WELDED 4" x .080" ALUM RETURNS.
LOGO CAN FACE: .080" ALUM BRIDGE ELEMENTS WELDED TO INSIDE & OUTSIDE RETURNS
PLEX FACE: .118" THERMO FORMED ARISTECH #6046 BLUE LOGO ELEMENTS CHEM WELDED TO 3/4" CLEAR PLEX 2ND SURFACE FACES.
PAINT: EXTERIOR PAINT MATTHEWS "CHASE NICKEL" #MP-19891 GLOSS FINISH AND INTERIOR PAINTED SPRAY-LAT STAR BRITE WHITE LIGHT ENHANCEMENT PAINT.
ILLUMINATION: SLOAN PRISM #701269-BLSJ1-MB BLUE LEDs AND SLOAN POWER SUPPLY AS REQUIRED FOR PROPER EVEN ILLUMINATION

ELECTRICAL REQUIREMENTS FOR LED ILLUMINATION
 As required by standard #2161, Signtech Electrical Advertising, Inc., exclusively uses secondary Ground fault-Interrupted (GFI) transformers.
 Each Sign MUST have: - A dedicated branch circuit
 - Three wires: Line, Ground, and Neutral.
 - Wire Size: Min 12 GA THHN Copper Wire.
 NOTE: The gauge of the wire is dictated by the length of the run & amperage as per NEC Article 600.
 - The ground wire must be continuous & go from the sign to the panelboard ground bus.



3D VIEW OF OCTAGON

ALL EXPOSED FASTENER HEADS SHALL BE PAINTED TO MATCH THE EXTERIOR SURFACE FINISH



Signtech™

4444 Federal Blvd. San Diego CA 92102
 Phone: (619) 527-6100 / Fax: (619) 527-6111
 signtech.com



JP Morgan Chase Bank
 #48100R007001

County Line and Appleton
 NEC of County Line Rd and
 Appleton Ave
 Germantown, WI 53017

Initial Date: 02/29/24
 Salesperson: Arthur Navarro
 Coordinator: Tracey L Pichierri
 Designer: ASena
 Scale: As noted

CUSTOMER APPROVAL

Customer Signature _____ Date _____
COPY, COLORS & SIZES

Signtech does NOT provide primary electrical to sign location -
RESPONSIBILITY OF OTHERS!

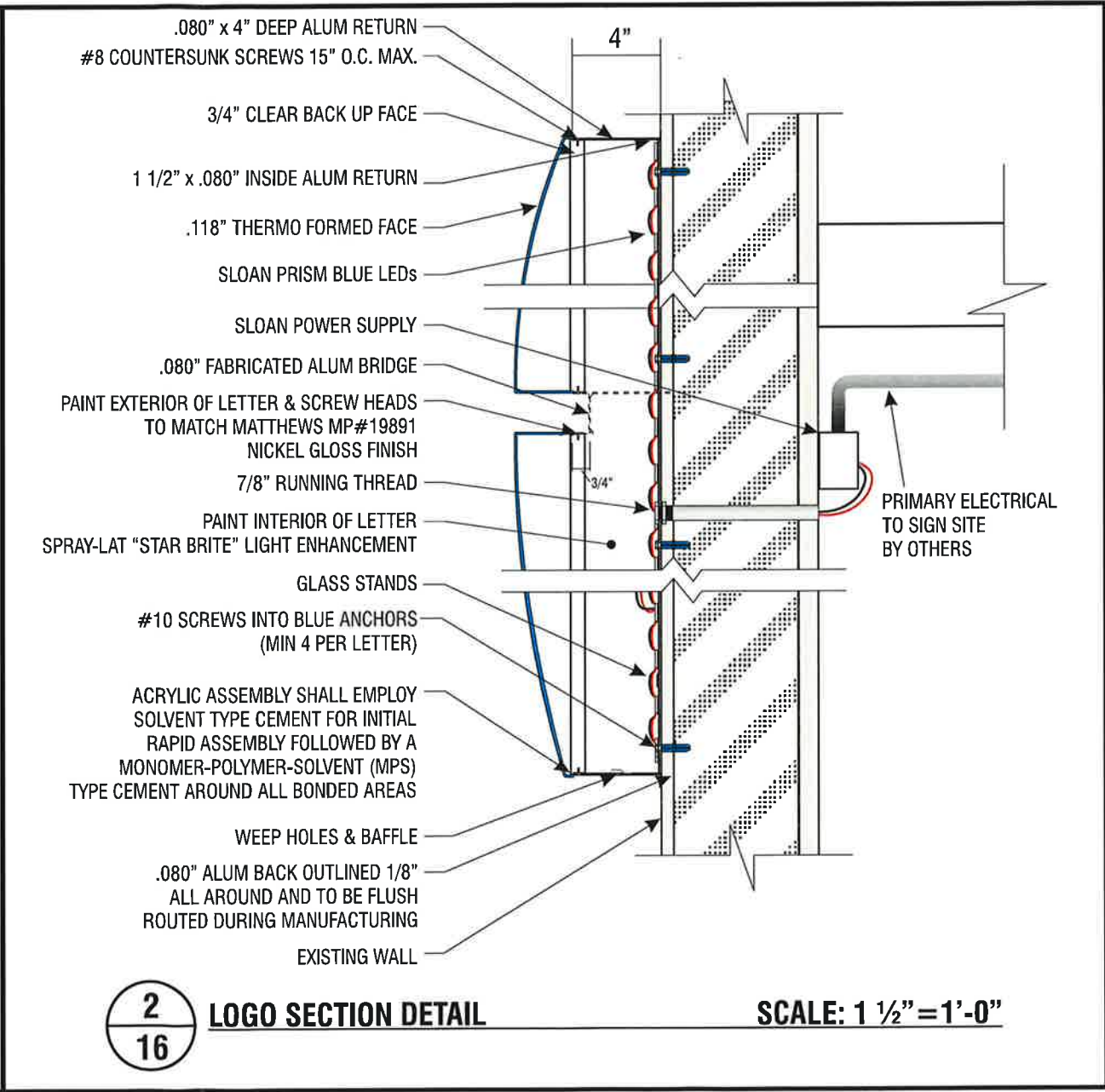
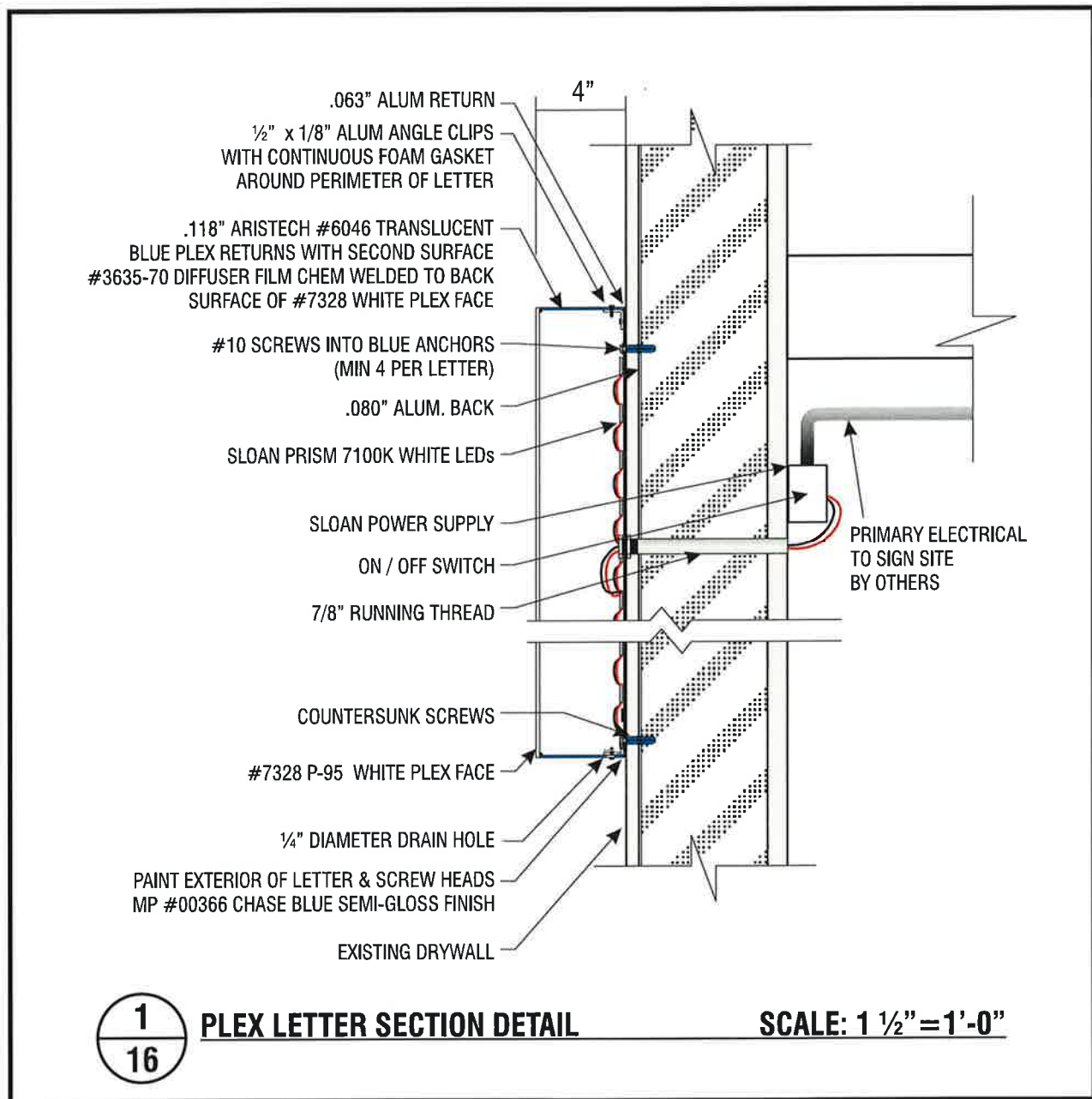
Customer Signature _____ Date _____
 This design is the exclusive property of Signtech and cannot be reproduced in whole or in part, without their prior written approval.

Drawing Number: 23-01866

Project ID: CHASE_48100R007001_1

Revision: R11 - 03.08.24

ATTACHMENT METHOD TO BE VERIFIED BY INSTALLER AT THE FIELD DEPENDING ON WALL TYPE AND ACCESS.



Signtech™

4444 Federal Blvd. San Diego CA 92102
Phone: (619) 527-6100 / Fax: (619) 527-6111
signtech.com



JP Morgan Chase Bank
#48100R007001

County Line and Appleton
NEC of County Line Rd and
Appleton Ave
Germantown, WI 53017

Initial Date: 02/29/24
Salesperson: Arthur Navarro
Coordinator: Tracey L Pichierri
Designer: ASena
Scale: As noted

CUSTOMER APPROVAL

Customer Signature _____ Date _____
COPY, COLORS & SIZES

Signtech does NOT provide primary electrical to sign location -
RESPONSIBILITY OF OTHERS!

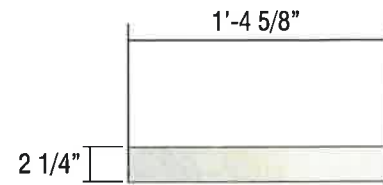
Customer Signature _____ Date _____

This design is the exclusive property of Signtech and cannot be reproduced in whole or in part, without their prior written approval.

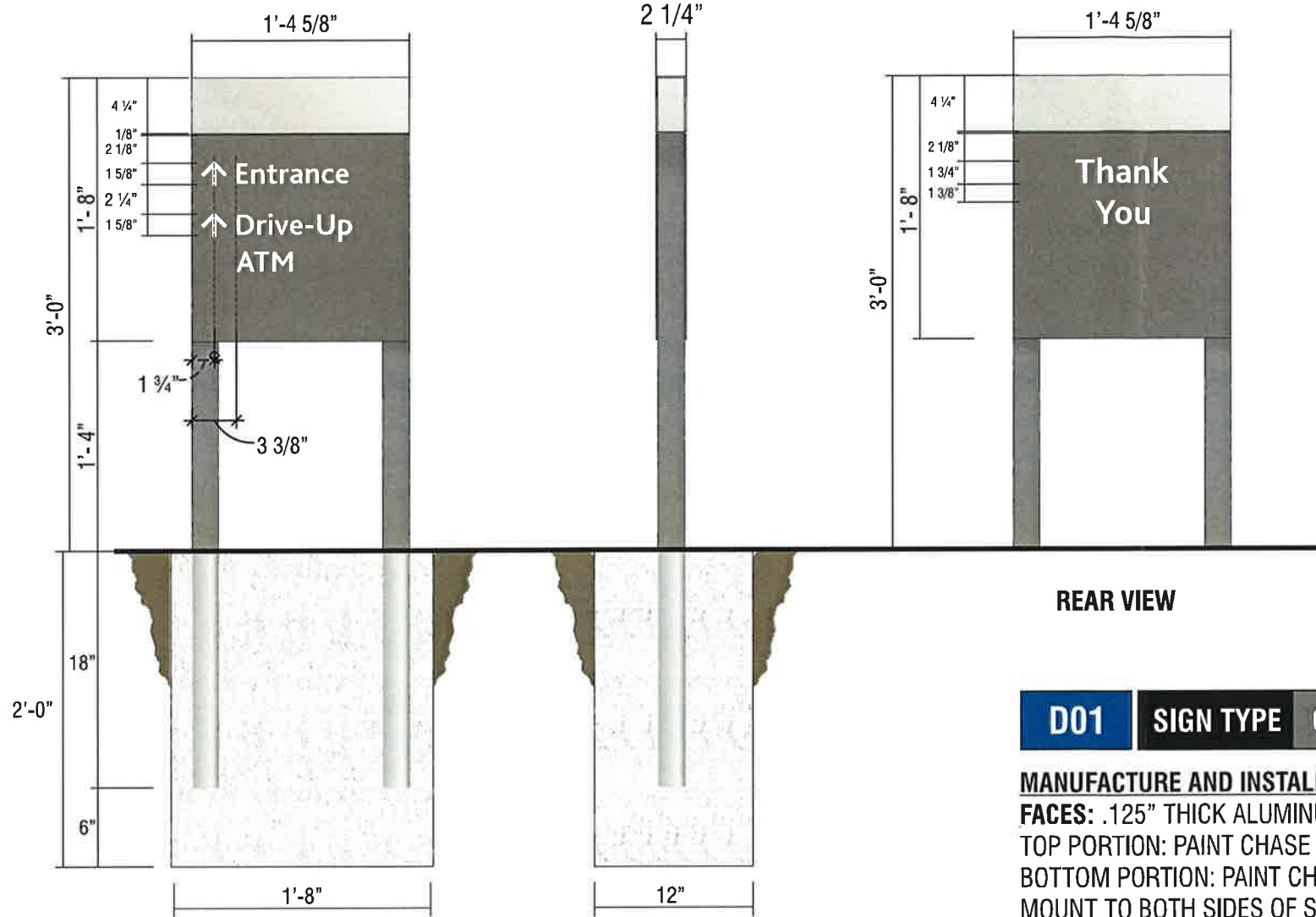
Drawing Number: 23-01866

Project ID: CHASE_48100R007001_1

Revision: R11 - 03.08.24



TOP VIEW SCALE: 1" = 1'-0"



FRONT VIEW
SCALE: 1" = 1'-0"

END VIEW

REAR VIEW

D01 SIGN TYPE CUSTOM D-2-RE NO BRANDING

MANUFACTURE AND INSTALL ONE (1) NON-ILLUMINATED DIRECTIONAL SIGN

FACES: .125" THICK ALUMINUM FACES, QUARTER ROUND EDGES.

TOP PORTION: PAINT CHASE NICKEL #19891, GLOSS FINISH.

BOTTOM PORTION: PAINT CHASE DARK NICKEL #18248, GLOSS FINISH.

MOUNT TO BOTH SIDES OF SQUARE TUBE POSTS.

SECONDARY COPY: TO BE 3M SCOTCHLITE #680-10 REFLECTIVE WHITE VINYL.

POSTS: 2" X 2" X .125" ALUMINUM RECTANGLE TUBE POSTS.

TOP PORTION: CONTINUOUS BAND TO BE PAINTED NICKEL #19891, GLOSS FINISH.

BOTTOM PORTION: PAINT CHASE DARK NICKEL #18248, GLOSS FINISH.

TOP CAP: .125" ALUMINUM PAINTED CHASE NICKEL #19891, GLOSS FINISH.

BASE: .125" SHEARED 1/4 ROUNDED ALL EDGES WELDED TO POST, PAINTED CHASE DARK NICKLE #18248 GLOSS FINISH.



Signtech™

4444 Federal Blvd. San Diego CA 92102
Phone: (619) 527-6100 / Fax: (619) 527-6111
signtech.com



JP Morgan Chase Bank
#48100R007001

County Line and Appleton
NEC of County Line Rd and
Appleton Ave
Germantown, WI 53017

Initial Date: 02/29/24
Salesperson: Arthur Navarro
Coordinator: Tracey L Pichierri
Designer: ASena
Scale: As noted

CUSTOMER APPROVAL

Customer Signature _____ Date _____
COPY, COLORS & SIZES

Signtech does NOT provide primary electrical to sign location - **RESPONSIBILITY OF OTHERS!**

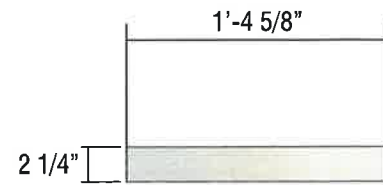
Customer Signature _____ Date _____

This design is the exclusive property of Signtech and cannot be reproduced in whole or in part, without their prior written approval.

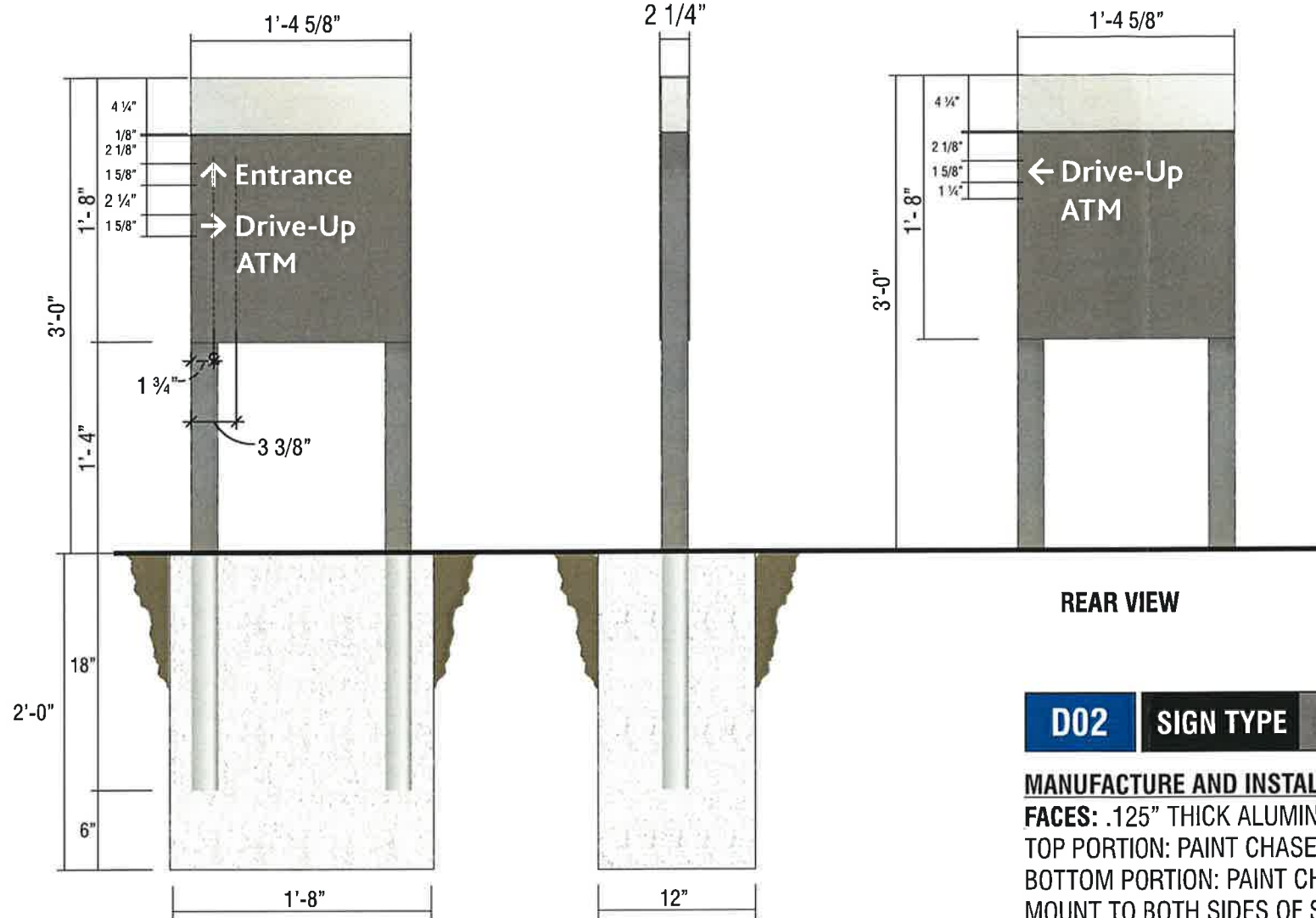
Drawing Number: 23-01866

Project ID: CHASE_48100R007001_1

Revision: R11 - 03.08.24



TOP VIEW SCALE: 1"=1'-0"



FRONT VIEW
SCALE: 1" = 1'-0"

END VIEW

REAR VIEW

D02 SIGN TYPE CUSTOM D-2-RE NO BRANDING

MANUFACTURE AND INSTALL ONE (1) NON-ILLUMINATED DIRECTIONAL SIGN

FACES: .125" THICK ALUMINUM FACES, QUARTER ROUND EDGES.

TOP PORTION: PAINT CHASE NICKEL #19891, GLOSS FINISH.

BOTTOM PORTION: PAINT CHASE DARK NICKEL #18248, GLOSS FINISH.

MOUNT TO BOTH SIDES OF SQUARE TUBE POSTS.

SECONDARY COPY: TO BE 3M SCOTCHLITE #680-10 REFLECTIVE WHITE VINYL.

POSTS: 2" X 2" X .125" ALUMINUM RECTANGLE TUBE POSTS.

TOP PORTION: CONTINUOUS BAND TO BE PAINTED NICKEL #19891, GLOSS FINISH.

BOTTOM PORTION: PAINT CHASE DARK NICKEL #18248, GLOSS FINISH.

TOP CAP: .125" ALUMINUM PAINTED CHASE NICKEL #19891, GLOSS FINISH.

BASE: .125" SHEARED 1/4 ROUNDED ALL EDGES WELDED TO POST, PAINTED CHASE DARK NICKLE #18248 GLOSS FINISH.



Signtech™

4444 Federal Blvd. San Diego CA 92102
Phone: (619) 527-6100 / Fax: (619) 527-6111
signtech.com



JP Morgan Chase Bank
#48100R007001

County Line and Appleton
NEC of County Line Rd and
Appleton Ave
Germantown, WI 53017

Initial Date: 02/29/24
Salesperson: Arthur Navarro
Coordinator: Tracey L Pichierri
Designer: ASena
Scale: As noted

CUSTOMER APPROVAL

Customer Signature _____ Date _____
COPY, COLORS & SIZES

Signtech does NOT provide primary electrical to sign location -
RESPONSIBILITY OF OTHERS!

Customer Signature _____ Date _____

This design is the exclusive property of Signtech and cannot be reproduced in whole or in part, without their prior written approval.

Drawing Number: 23-01866

Project ID: CHASE_48100R007001_1

Revision: R11 - 03.08.24



August 15, 2024

**NOTIFICATION OF ACTION
BY THE PLAN COMMISSION**

Meeting Date August 12, 2024
Applicant: Lemberg Electric – Chase Bank
Address of Property: County Line & Appleton Avenue

ACTION TAKEN:

Associate Planner Yanke stated that Lemberg Electric, agent for County Line LLC, property owner, and Chase Bank are requesting approval of 4 (37SF) wall signs proposed for all building frontages with standard Chase Bank wall signs, as well as 2 small (2.3SF) directional signs. The new Chase Bank facility was approved by the Village Board and Plan Commission in late 2023 for a CSM, site development plan, and building plans. Staff recommends approval of the proposed wall and directional signs for Chase Bank located at N96 W18250 County Line Road in the Fleet Farm parking lot, subject to the following 2 conditions:

- Applicant/owner shall obtain an electrical permit(s) from building inspection services for the sign installations.
- Prior to issuance of an electrical permit and installation of the Chase Bank signs, the existing nonconforming pylon sign advertising Fleet Farm and its gas prices, which fronts the property at the corner of County Line Road and Appleton Avenue, shall be removed. This was a commitment made by the applicant in 2023.

Motion: Approve as presented

Motioned By: David Baum

Seconded By: William Shadid

Discussion Followed. Tina Lewis, a representative for Lemberg Electric spoke, asking if the Plan Commission would consider allowing Chase Bank to move forward with their sign installation if the replacement of the Fleet Farm pylon sign is not ready? Director Retzlaff stated that this was a condition of the original approval for building Chase Bank on this site and the sign in question now rests on Chase Bank property. He said that there have been several sign proposals for Fleet Farm signage that do not include removal of the pylon sign, so there has been no movement towards removal and, from the standpoint of leverage, we need to keep that condition in. Committee members Baum and Shadid want to leave this condition in the proposal. Tina Lewis said that she would speak with their contacts and inform them about the requirement for removal.

Yes: Dean Wolter, David Baum, Josh Tarantino, Robert Williams, William Shadid, Bridget Henk

No: None

Abstain: None

Motion Passed (Yes 6, No 0, Abstained 0)

The above actions and conditions are excerpts from the Plan Commission meeting minutes which will be formally approved at the next regularly scheduled meeting. If you have any questions or concerns, please feel free to contact me.

Sincerely,

Deb Remich
Administrative Coordinator



N112 W17001 Mequon Road
Germantown, WI 53022
Clerk's Office: 262-250-4740

HOW TO APPEAL TO THE ZONING BOARD OF APPEALS

- Fill out an application form available from the Village Clerk and attach supporting documents. (Survey of property showing location of structures, rendering of buildings, renderings of signs, etc.)
- File your appeal within 30 days after the date of written notice of order or decision from which the appeal/application is taken.
- Submit an application fee of \$570. This fee is used to pay costs of notice publication, mailings, and other administrative costs.
- Allow a minimum of three weeks for your hearing date to be set. The Board of Zoning Appeals has set monthly meetings. If your application falls within the required time frame for notice, your appeal will be heard at the next meeting. If not, your application will be held over to the next meeting. This is due to State Law requiring two publications of the public hearing in the official paper. The last date for publication cannot be less than 7 days prior to the hearing. The official paper is published on Wednesday.
- You will receive from the Board Secretary a notice of public hearing, indicating the date, time and place of your hearing.
- Appear, at the hearing to explain the application and to answer any questions. You may appear personally or by an agent, and/or with an attorney.
- You will receive an official notice of decision of your appeal by "certified mail" within five (5) days following the meeting. The notice will show the date of filing in the Board's office should you wish to appeal the decision to Washington County Circuit Court.
- If your appeal is granted, substantial work must commence within six (6) months of the filing of the decision, or the variance will expire.
- If your appeal is denied, you may commence action in circuit court within 30 days of date of filing or file a revised permit application in accordance with the building and/or zoning requirements with the Zoning Administrator or Building Inspector.

**VILLAGE OF GERMANTOWN
 BOARD OF ZONING APPEALS
 NOTICE OF APPEAL OR APPLICATION**

Case No.	
Filing Date	
Fee Paid	\$
Hearing Date	
Notice Mailed	
Notices Published	

To: Board of Zoning Appeals
 Village of Germantown, Wisconsin

NOTICE IS HEREBY GIVEN that the undersigned hereby (appeals for relief from a decision of an administrative official) (applies for the following described right or privilege):

Appellant's or Applicant's Name: County Line, LLC			
Address: N96 W18200 County Line Road			
Phone Number: 503-417-0517			
Appellant's or applicants' interest in property: Property owner			
Owner	<input checked="" type="checkbox"/>	Tenant	<input type="checkbox"/>
		Mortgagee	<input type="checkbox"/>
		Agent	<input type="checkbox"/>
Property Owner's Name: County Line, LLC			
Address: N96 W18200 County Line Road			
Phone Number: 503-417-0517			
Address of Property: NEC of County Line Road and Appleton Ave.			
Lot: CSM Lot 2	Block:		
Tax Parcel No. GTNV CSM Lot 2	Zoning District: B-3 General Business		
Present use of the Property: Parking Lot/Bank under construction			
Proposed use of the Property: Bank			
Previous Appeal or Application (if any)?	Yes	<input type="checkbox"/>	No
If YES, list date of hearing:			<input checked="" type="checkbox"/>
Decision of Previous Hearing:			

<p>Identify the <u>PURPOSE</u> for this appeal or application. Please mark the appropriate item below and provide the requested information. Attach a separate sheet if necessary.</p>	
<p>A <input checked="" type="checkbox"/></p>	<p>Appeal of decision or order of Administrative Official and Request for Interpretation of Zoning/Building Code.</p>
<p>Date of Decision or Order: August 12, 2024 (written notice August 15, 2024)</p>	
<p>Description of Decision or Order: Sign Review Application approved with condition that "the existing nonconforming pylon sign advertising Fleet Farm and its gas prices, which fronts the property at the corner of County Line Road and Appleton Avenue, shall be removed."</p>	
<p>Decision or order is erroneous because: Neither the Chase bank developer nor sign company committed to removing the pylon sign. The Applicant as property owner was not aware of - and did not consent to - any purported commitment to remove the pylon sign. The Plan Commission's approvals of the site and building plan on 11/13/23 and 12/11/23 did not contain a condition for the removal of the pylon sign. The Village Board's approval of the CSM on 11/20/23 did not contain a condition for the removal of the pylon sign. The Plan Commission was without authority and jurisdiction to impose the condition for the removal of the pylon sign on 8/12/24.</p>	
<p>B <input type="checkbox"/></p>	<p>Request for Variance of Zoning/Building Code</p>
<p>Describe the requested variance and dimension of variance:</p>	
<p>Explain how the variance, IF granted, is consistent with the spirit, purpose and intent of the Code:</p>	
<p>Describe the exceptional, extraordinary, or unusual conditions or circumstances that apply specifically to this lot/parcel, use, structure, or intended use that DO NOT apply generally to other properties or uses in the SAME district:</p>	
<p>Explain how this variance, IF granted, WILL NOT create substantial detriment to adjacent property, WILL NOT be contrary to the public interest and WILL NOT endanger public safety and interest:</p>	

<input type="checkbox"/> C	Request for Interpretation of regulations of the Zoning Code or the District boundaries of the Zoning Map.
	List applicable section(s) of the Zoning Code:
	Describe proposed use/activity/construction:
	Explain reasons supporting requested action:
	Has request been referred to Plan Commission? Yes <input type="checkbox"/> No <input type="checkbox"/> If YES, give recommendation of Plan Commission:
<input type="checkbox"/> D	Permission for Temporary Use Permit
	Describe use requested:
	Proposed commencement date:
	Proposed termination date:

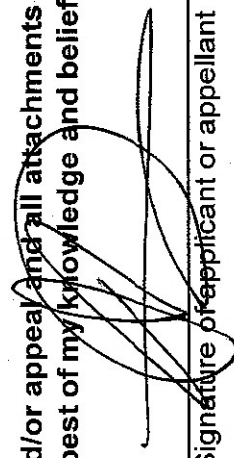
E <input type="checkbox"/>	A determination that an unspecified or unclassified use is permitted in a Zoning District
Describe use requested:	
Attach copy of recommendation of Village Plan Commission	
F <input type="checkbox"/>	Permission to substitute a MORE restrictive non-conforming use for an existing non-conforming use.
Attach copy of recommendation of Village Plan Commission.	
Attach copy of certification of Zoning Administrator to legality of present non-conforming use.	
Date of commencement of present use:	
Value of improvement on date use became non-conforming (attach documentation supporting value): \$	
Present value of all existing improvements, additions and alterations since date use became non-conforming (attach documentation): \$	

REQUIRED DOCUMENTATION

Each appeal or application must be accompanied by:

- A. Current plat or survey of the lot/parcel, with complete details of the site, dimensioned, elevation data, easements, existing and proposed physical features, yards, and setbacks, etc.
- B. Attachments as outlined above.
- C. Filing fee(s)
- D. Copy of decision or order which is the basis of this appeal/application.
- E. Name and Address of counsel IF appellant/applicant elects to be represented by counsel.
- F. Any additional fee of \$ _____ to cover the administrative costs if a contested case is requested.

I hereby certify that the above application and/or appeal and all attachments hereto are true, correct, and complete to the best of my knowledge and belief.



 Signature of applicant or appellant

Dated: September 13, 20 24

17.52 - BOARD OF ZONING APPEALS.

- (1) **MEMBERSHIP.** See section 1.30(1) of this Code.
- (2) **ORGANIZATION.** The Board of Zoning Appeals shall organize and adopt rules and procedure for its own government in accordance with the provisions of this chapter.
 - (a) *Meetings.* Meetings shall be held at the call of the chairman and shall be open to the public.
 - (b) *Minutes.* Minutes of the proceedings and a record of all actions shall be kept by the secretary showing the vote of each member upon each question, the reasons for the Board's determination and its findings of fact. These records shall be immediately filed in the office of the Board and shall be a public record.
 - (c) *Concurring Vote.* (Am. Ord. #12-09) The concurring vote of a majority of the quorum of the Board shall be necessary to correct an error, grant a variance, make an interpretation, and permit a utility, temporary, unclassified or substituted use.
- (3) **POWERS.** The Board of Zoning Appeals shall have the following powers:
 - (a) *Errors.* To hear and decide appeals when it is alleged there is error in any order, requirement, decision or determination made by the Zoning Administrator.
 - (b) *Variations.* To hear and grant appeals for variances as will not be contrary to the public interest when, owing to special conditions, a literal enforcement will result in practical difficulty or unnecessary hardship so that the spirit and purpose of this chapter shall be observed and the public safety, welfare and justice secured. Use variances shall not be granted.
 - (c) *Interpretations.* To hear and decide applications for interpretations of the zoning regulations and the boundaries of the zoning districts after the Plan Commission has made a review and recommendation.
 - (d) *Substitutions.* To hear and grant applications for substitution of more restrictive nonconforming uses for existing nonconforming uses provided no structural alterations are to be made and the Plan Commission has made a review and recommendation. Whenever the Board permits such a substitution, the use may not thereafter be changed without application.
 - (e) *Permits.* The Board may reverse, affirm wholly or partly modify the requirements appealed from, and may issue or direct the issuance of a permit.
 - (f) *Assistance.* The Board may request assistance from other Village officers, departments, commissions and boards.
 - (g) *Oaths.* The Chairman may administer oaths and compel the attendance of witnesses.
- (4) **APPEALS.** (Rep. & Recr. Ord. #2-94, Am. Ord. #19-96) Appeals of any administrative determination of the Zoning Administrator, the Building Inspector or the Plan Commission concerning the literal enforcement of this chapter and chapters 14 and 18 of this Code may be made by any person aggrieved or by any officer, department or board of the Village. Such appeals shall be filed with the Secretary within 30 days after receiving actual or constructive notice of the administrative decision or order or the granting of a permit by the Zoning Administrator, Building Inspector or Plan Commission. Such appeals and applications shall include the following:
 - (a) Name and address of the applicant
 - (b) What administrative determination is being appealed and the basis for the appeal.
- (5) **HEARINGS.** The Board shall fix a reasonable time and place for the required public hearing and shall give notice as specified in section 17.53 of this chapter. At the hearing, the appellant or applicant may appear in person or be represented by an agent or attorney.
- (6) **FINDINGS.** No variance to the provisions of this chapter shall be granted by the Board unless it finds, beyond a reasonable doubt, that all the following facts and conditions exist and so indicates such in the minutes of its proceedings.

- (a) *Preservation of Intent.* No variance shall be granted that is not consistent with the purpose and intent of the regulations for the district in which the development is located. No variance shall have the effect of permitting a use in any district that is not a stated permitted use, accessory use or conditional use in that particular district.
 - (b) *Exceptional Circumstances.* There must be exceptional, extraordinary or unusual circumstances or conditions applying to the lot or parcel, structure, use or intended use that do not apply generally to other properties or uses in the same district, and the granting of the variance should not be of so general or recurrent nature as to suggest that this chapter should be changed.
 - (c) *Hardships Not Grounds for Variance.* No variance shall be granted solely on the basis of economic gain or loss. Self-imposed hardships shall not be considered as grounds for the granting of a variance.
 - (d) *Preservation of Property Rights.* The variance must be necessary for the preservation and enjoyment of substantial property rights possessed by other properties in the same district and same vicinity.
 - (e) *Absence of Detriment.* No variance shall be granted that will create substantial detriment to adjacent property or that will materially impair or be contrary to the purpose and spirit of this chapter or the public interest.
- (7) **DECISION.** The Board shall decide all appeals and applications within 30 days after the final hearing and shall transmit a signed copy of the Board's decision to the appellant or applicant, the Zoning Administrator and the Plan Commission.
- (a) *Conditions.* Conditions may be placed upon any zoning permit ordered or authorized by the Board.
 - (b) *Variances, Substitutions or Use Permits.* Variances, substitutions or use permits granted by the Board shall expire within 6 months unless substantial work has commenced pursuant to such grant.
- (8) **REVIEW BY COURT OF RECORD.** Any person aggrieved by any decision of the Board may present to a court of record a petition duly verified setting forth that such decision is illegal and specifying the grounds of the illegality. Such petition shall be presented to the court within 30 days after the filing of the decision in the office of the Board.

State law references—Zoning board of appeals, Wis. Stats. §§ 61.35, 62.23(7)(e).