

PLAN COMMISSION MINUTES

March 12, 2012

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

ROLL CALL: Chairman Wolter, Commissioners Warren, Stauffacher, Peck, Jex, Trustee Representative David Baum and Village Planner Jeff Retzlaff. Commissioners Mazurek was absent and excused.

PUBLIC INPUT: None

PREVIOUS MINUTES: *MOTION Baum second Warren to Approve the Minutes from February 27, 2012.*

MOTION carried (Stauffacher abstained).

Ellsworth Adhesives – Eisenhower Drive Germantown Business Park. Heather Lake LLC, property owner is seeking approval of a conditional use permit and site development and building plans for the construction of a 106,135 sqft manufacturing and warehouse facility on a 20.85 acre lot on Eisenhower Drive in the Germantown Business Park. Planner Retzlaff summarized the proposal.

MOTION David second Peck to Approve a conditional use permit pursuant to the Village's Groundwater Protection Ordinance for Ellsworth Adhesives/Kitpackers Resin Lab facility and the proposed chemical manufacturing operation at the facility located in the Germantown Business Park subject to the following conditions:

- 1. This permit authorizes the uses, activities and facilities set forth in the conditional use permit application dated February 20, 2012 and in the supporting documents and plans made part of the application, including the site development and building plan sheets (dated March 7, 2012). All of the commitments made by the Applicant in the application and supporting documents cited herein are deemed conditions of approval. This permit includes the same uses and activities that may be conducted in/as part of the future building expansion shown in the site development and building plans.***
- 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 use which causes new or special problems or harmful effects otherwise associated with the use to no longer be sufficiently mitigated or eliminated by existing measures intended to do so, or, where previous conditions imposed are no longer adequate to mitigate or eliminate said problems or harmful effects, or, for similar cause based upon consideration for the public comfort, safety, and welfare, the conditional use permit may be terminated or modified by the Village Board by an amendment to or additional conditions imposed after a public hearing of the matter.***
- 3. An emergency evacuation plan shall be prepared and submitted to the Fire Department.***
- 4. Hazardous and flammable material placards need to be posted at door entries.***

5. ***A detailed floor plan shall be submitted to the Fire Department indicating the location of all material storage locations (tank and drum), spill clean-up kits, containment materials, wash and first aid stations, emergency phone contacts, and MSDS information.***
6. ***Satisfy and continually meet the provisions of Section 17.40.11(5)(a) through (d) except that no groundwater monitoring is required.***

MOTION carried unanimously.

MOTION David second Warren to Approve the site development and building plans (dated March 7, 2012) for the construction of a 106,135 sqft manufacturing and warehouse facility on a 20.85 acre lot in the Germantown Business Park subject to the following conditions:

1. ***Approval is for the site development and building plan set dated 3-7-2012 (unless otherwise revised by a subsequent plan set approved by the Village Planner pursuant to revisions required herein. Approval is granted for Phase I development only. Architectural, building and landscaping plan review/approval is required by the Plan Commission for any future building expansion or site improvements.***
2. ***All landscaping, screening, grading, and paving improvements shown on the approved site plans shall be installed as proposed prior to issuance of an occupancy permit unless a cash bond or letter of credit in an amount equal to 120 percent of the estimated installation and material costs reviewed and approved by the Village is submitted to the Village as necessary to ensure that installation of the proposed features and improvements will be completed within one (1) year after issuance of the occupancy permit.***
3. ***A monitored sprinkler system and Knox Box shall be installed in the building 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 March 1, 2011 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. ***To screen views of the proposed dust collection equipment on the west elevation, a screen wall comprised of complimentary materials shall be installed at the northwest corner of the building (or attached to the northernmost dust collection unit) extending outward at least 3' beyond the side(s) of the unit to screen the units from view from the property to the north and the public way.***

Discussion followed regarding condition #7 requiring screening of the dust collection equipment. Peter Kucha, Eppstein-Uhen, asked if landscape screening could be used as an alternative.

MOTION to Amend Baum second Stauffacher to change condition #7 to screen views of the proposed dust collection equipment on the west elevation with landscaping to be installed at the northwest corner of the building to screen the units from view from the property to the north and the public way.

MOTION to Amend carried unanimously.

MOTION to Amend Stauffacher second Baum to add to condition #7 that the landscaping include evergreens and/or conifers and be a minimum of 12' tall and 8' apart.

MOTION to Amend carried 4-2 (Wolter, Jex).

MOTION to Approve as Amended carried unanimously.

Chairman Wolter declared a recess at 6:55p.m.
The meeting was reconvened at 7:00p.m.

Great Lakes Dental – W188 N11927 Maple Road. Great Lakes Dental is requesting approval for a wall sign for their existing tenant space. Planner Retzlaff summarized the proposal.

MOTION Baum second Jex to Approve the proposed wall signage as proposed for Great Lakes Dental located at W188 N11927 Maple Road.

MOTION carried unanimously.

Wisconsin Expo – N113 W18750 Carnegie Drive. The property owner has submitted plans for exterior building improvements to the existing industrial building in the Germantown Industrial Park. Planner Retzlaff summarized the proposal.

MOTION Baum second Stauffacher to Approve the site plans for the proposed exterior improvements to the DC Cartledge LLC and WI Expo building located at N113 W18750 Carnegie Drive in the Germantown Industrial Park subject to the following conditions:

- 1. All landscaping and lighting items shown on the plans shall be installed as proposed prior to issuance of an occupancy permit for the building unless a performance bond, cash bond, or letter of credit in an amount equal to 120 percent of the estimated installation and material costs is submitted to the Village as necessary to ensure that the installation of all proposed landscaping features will be completed within one (1) year after approval.***
- 2. All technical concerns raised by the Village Engineer in the March 7, 2012 memo shall be addressed and approved prior to issuance of a building permit.***
- 3. Any exterior lighting, parking lot or signage improvements or changes will require Village approval and/or applicable permits.***

Comments included concerns with truck traffic and the lack of loading dock lights.
MOTION carried unanimously.

Custom Tool Service – N114 W18628 Clinton Drive. Lowell LaForge, property owner has submitted a site development and building plan for a 1568 sqft detached accessory building for his industrial property located in the Germantown Industrial Park. Planner Retzlaff summarized the proposal.

MOTION Baum second Warren to Approve the site development and building plans for the proposed 1,568 sqft detached accessory building for the Custom Tool Service property located at N114 W18628 Clinton Drive subject to the following conditions:

- 1. Engineer stamped plans or State approved plans, an erosion control permit, and a \$20,000 occupancy bond are required by the Building Inspection Department as part of the building permit application.***
- 2. Additional landscaping is required along the north and west sides of the proposed accessory building. A combination of evergreen trees (3-4 @ 6-8') and shrubs (15-20 5-gal) should be planted near and wrap around the northwest corner of the accessory building. A detailed landscape plan should be prepared and submitted to the Village Planner for review/approval prior to issuance of a building permit.***

Trustee Baum said fire protection may be required depending on how close the buildings are to each other. Lowell LaForge asked if the required landscaping could be pulled away from the building to help prevent vandalism. Planner Retzlaff agreed. Mr. LaForge said the new building would be approximately 25-30' away from the main building.

MOTION carried unanimously.

Planning Department – Zoning Code Amendment to 17.43 Planner Retzlaff explained that Section 17.43 sets the basic site plan regulations for all development in the Village and establishes the requirements and procedures by which development plans are reviewed and approved. The purpose of section 17.43(1) establishes these regulations and what type and amount of development is subject to review under the site plan regulations. This amendment was written to establish what “minor” site and/or building improvements are NOT subject to the site plan review process and may be approved by staff.

MOTION Baum second Peck to Approve Amendment #1 and Amendment #2 as written by the Planner.

Commissioner Stauffacher thought the language was confusing. Discussion followed.

MOTION to Amend Baum second Stauffacher the rewrite Amendment #1 as follows: (1) PURPOSE AND INTENT. For purposes of promoting compatible development and ensuring adequate public facilities, no person shall obtain a building permit or commence a use of land without first obtaining site plan approval from the Village subject to subsection (9). No approval is required for any site improvements or interior or exterior building improvements or remodeling that does not substantially change the appearance, character of use or add substantial floor area (greater than 2,000 sqft). No approval is required for construction in single-family and 2-family districts.

MOTION to Amend carried unanimously.

MOTION to Approve as Amended carried unanimously.

ANNOUNCEMENTS: Chairman Wolter said a Candidates forum for the School District will be held Wednesday, March 14th at 6:30 p.m. at the Library. He said a Special Plan Commission Meeting has been scheduled for Monday, March 26th.

ADJOURNMENT: There being no further business, the meeting was adjourned at 7:55 p.m.

Respectfully submitted,

Lori Johnson
Planning Assistant