PLAN COMMISSION MINUTES
May 14, 2012

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

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

PUBLIC INPUT: None

PREVIOUS MINUTES: ***MOTION Warren second Baum to Approve the Minutes from April 9, 2012.***

MOTION carried unanimously.

Cures for a Cure Nail Spa – N112 W16760 Mequon Road. Debra Biersack is requesting approval for wall signage for the existing tenant space in the retail office building. Planner Retzlaff summarized the proposal.

MOTION Baum second Mazurek to Approve the wall signage as proposed for Cures for a Cure Nail Spa located at N112 W16760 Mequon Road 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.***

MOTION carried unanimously.

Life Church – W164 N11325 Squire Drive. Life Church has submitted revised site development and building plans for an 800 seat church sanctuary expansion and remodeling project for the Life Church facility. Planner Retzlaff summarized the proposal. Attorney Tomchek said Life Church was OK with the staff recommendations but asked that condition #4 and #9 not be applicable until the second Phase is completed. She said they were struggling with the Germanic theme requirement, but feels the Church design draws from the Alpine style and reflects the vibrant future of Life Church.

Vince Micha said the revisions made to the building design included the addition of punched openings, accent bands, siding trim and lintels.

Commissioner Gray said landscape plants could be used to breakup the north façade and enhance the appearance. Planner Retzlaff said that although there is a variety of Germanic theme architecture, the church design should be appropriate and compatible to the surrounding buildings. He said although Life Church had received positive comments regarding the architecture he wasn't sure if it fit this location. Commissioner Mazurek and Warren felt the church was set back

far enough from Mequon Road and did not see the need to require Germanic architecture.

Planner Retzlaff also commented that the north berm needs a boost in height to at least 4 feet. Attorney Tomczyk said Life Church had met with the neighbors two times regarding their concerns and thought they were OK with the berm proposal. Commissioner Stauffacher said he didn't like big berms and commented that trees planted 8-10 feet apart would not provide any kind of valuable screening.

MOTION Stauffacher second Peck to Approve the site development and building plans for Life Church's proposed 800-seat church sanctuary expansion and remodeling project for the facility located at W164 N11325 Squire Drive with the following conditions:

1. ***Approval is granted for Phase 1 development only. Separate site development and building plans (including lighting, landscaping, grading, erosion control, etc) and a revised traffic impact analysis for the planned Phase 2 expansion shall be prepared and submitted to the Village for review and approval;***
2. ***A certified survey map (CSM) shall be prepared and submitted for Village review/approval that combines the two separate parcels into one, or, relocates the property line between Building #4 and Building #5 to ensure only one principal building is located per parcel (if applicable);***
3. ***All landscaping, grading, and paving improvements shown on the approved site plans shall be installed as proposed prior to issuance of an occupancy permit for the building addition 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 will be completed within one (1) year after issuance of the occupancy permit.***
4. ***As discussed in the Village Planner review memo dated April 2, 2012, the proposed parking area shown in the site plan needs to be revised to comply with the Village's parking requirements; specifically with regard to minimum parking stall area and landscaping. A revised site plan containing said revisions shall be submitted for review/approval by the Plan Commission prior to issuance of any building permits. As an alternative, in light of the planned parking lot improvements in Phase 2 as shown on the Concept Plan (dated April 20, 2012), Life Church shall enter into a developer's agreement with the Village and post an irrevocable letter of credit or cash bond necessary to ensure completion of the necessary parking lot improvements in the event Phase 2 development in an amount determined appropriate by the Plan Commission pursuant to Section 17.43(6) of the Zoning Code.***
5. ***Final approval of the grading, erosion control shall be obtained from the Village Engineering Department prior to issuance of an erosion control permit (including addressing all items identified by the Engineering***

Department in their April 9, 2012 review memo);

6. ***A monitored sprinkler system meeting the requirements of NFPA 13 and Knox Box shall be installed in the building as required by the Fire Department. An evacuation plan shall be prepared in coordination with the Fire Department prior to occupancy.***
7. ***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.***
8. ***State approved plans and a $20,000 occupancy bond are required by the Building Inspection Department as part of the building permit application.***
9. ***The proposed landscape berm along the north property line shall be enlarged, extended and redesigned to provide adequate buffering and screening. Said berm shall be increased to an average height of 3' (1' to 4' range) above what will be the finished floor elevation of the Phase 1 and Phase 2 additions with an undulating and serpentine design. Said berm shall extend the entire length of the north side of the proposed Phase 2 parking area adjacent to the residential area to the north. Construction of only a portion of said berm may be allowed as part of Phase 1 construction. A revised landscape and grading plan showing both the berm and plantings in relationship to the proposed Phase 1 and conceptual Phase 2 building additions and residential building to the north shall be prepared and submitted for review/approval by the Plan Commission prior to issuance of an occupancy permit.***
10. ***The number of and planting size for the additional evergreen trees along the north property line as shown in the revised landscape plan (Sheet L1.1 dated May 4, 2012) shall be the minimum required, although the type and location may be revised subject to changes made to the landscape plan resulting from the requirements in condition #9 above.***
11. ***Revised plans showing the type and location of roof-mounted HVAC mechanicals shall be prepared and submitted the Village Planner for review and approval. Said plans shall include details on sight lines (if roof-mounted) and the measures to be taken to screen these items from view.***
12. ***All technical corrections in the Engineering Department's April 9, 2012 review memo shall be corrected and included in a revised plan set prior to issuance of a building permit.***

MOTION to Amend Stauffacher second Peck to revise condition #9 to make the set berm 2 feet at the finished floor elevation with plantings of spruce 10 feet apart and 8-10 feet in height.

Discussion followed.

MOTION to Amend FAILED 3-4 (Wolter, Warren, Baum, Mazurek).

MOTION to Amend Stauffacher to revise Condition #4 by eliminating the last sentence requiring Life Church to enter into a developer's agreement and post a letter of credit or cash bond to ensure completion of parking lot improvements and that the existing parking lot shall be brought up to Village standards within the next 7 years.

MOTION Died – No Second.

Trustee Baum cautioned Life Church that snow will slide of the metal roof. Mr. Micha said the roof will be equipped with snow guards.

MOTION to Amend Baum second Wolter to revise Condition #4 by eliminating the requirement for a cash bond or letter of credit.

Chairman Wolter felt confident phase 2 would be developed and the parking lot improvements would be completed at that time.

MOTION to Amend carried 5-2 (Warren, Stauffacher)

Chairman Wolter said there had been a lot of discussion on this site plan but there should have been more discussion and direction given to the developer the first time it came before the Commission. He said the architecture is different but feels it will be a positive change for the Village. He said he did not support the Germanic theme architecture requirement in part, because this is a church.

MOTION to Amend Baum second Gray to revise Condition #9 that the north berm be 2 feet above the existing grade with two types of spruce trees and a mix of white pine, planted 12 feet apart. The plan should also include the addition of a couple trees adjacent to the north side of the building.

Discussion followed. Attorney Tomchek said that a berm 2 feet above finished grade would be too wide for the 10 foot space. Planner Retzlaff asked how that could be a problem when plans for phase 2 haven't been proposed yet. Evan Nicodem also commented the increased berm elevation would take up too much space and encroach on available parking space for phase 2. The motion was changed from 2 feet above finished grade to 2 feet above existing grade.

MOTION to Amend Failed

MOTION to Amend Baum second Stauffacher to revise Condition #9 that the berm along the north property line be 2 feet above the finished floor with two types of spruce trees and a mix of white pine, planted 12 feet apart. The plan should also include the addition of a couple trees adjacent to the north side of the building.

MOTION to Amend carried unanimously.

MOTION to Approve as Amended carried unanimously.

Chairman Wolter called a recess at 8:06 p.m.
Meeting reconvened at 8:15 p.m

COJO Properties & Technitrol – W129 N10930 Washington Drive. MSI General as agent for COJO Properties is seeking approval of site development and building plans for a 23,764 sqft expansion to the existing industrial facility in the Germantown Business Park. Planner Retzlaff summarized the proposal and Eric Neumann, MSI General, went over revisions to the elevations in response to staff concerns.

MOTION Stauffacher second Warren to Approve the site development and building plans (dated April 4, 2012) for the proposed 23,764 sqft expansion to the existing industrial facility located at W129 N10930 Washington Drive subject to the following conditions:

1. ***Approval is for the site development and building plan set dated 4-4-2012 (unless otherwise revised by a subsequent plan set approved by the Village Planner pursuant to revisions required herein.***
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 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 raised in the Engineering Department's April 12, 2012 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 improve the existing tree line buffer along the common property line shared with the residential area to the east, the owner/operator shall install additional evergreen trees and shrubs in and along the eastern property line including, but not limited to, the southeast corner adjacent to the proposed paved area expansion where the topography is relatively flat and higher. A revised landscape plan shall be prepared and submitted to the Village Planner for review/approval prior to issuance of a building permit.***
8. ***To improve the appearance of the building addition from the residential area to the east, the owner/operator shall revise the east elevation of the building***

addition to include additional architectural features that are the same and/or complimentary to the west elevation to break up the monotony of this elevation (as currently proposed) and create a more attractive appearance as required under the Business Park Conditions and Restrictions. A revised elevation/architectural plan and rendering shall be prepared and submitted to the Plan Commission for review/approval prior to issuance of a building permit.

MOTION to Amend Peck second Warren to reduce all new wall pack units to 100 watts and be located so as not to present a direct view of fixtures brightness as viewed from adjacent lots.

Discussion followed.

MOTION carried 5-2 (Wolter, Mazurek)

Planner Retzlaff asked for direction relating to conditions #7 and #8 and asked if the recent revisions as submitted in response to condition #8 were sufficient. Trustee Baum was not satisfied with the revisions.

MOTION to Amend Baum second Warren to Amend Condition #8: Modify the east elevation to eliminate the horizontal banding on both end panels in column line 1and 10, and the center panel adjacent to column line 6. In addition put 4 spandrel glass panels between column line 6 and 10 and between column line 1and 6 in the middle band. On the north elevation eliminate the horizontal banding in the panel in column A & C and add 4 spandrel glass panels to that elevation to the addition. The window size should match the south and north elevations. The revised elevation plan should be reviewed and approved by staff. For a point of consideration on the south elevation, the top band panels should be replaced by the spandrel glass panels on both sides.

MOTION to Amend carried 5-2 (Wolter, Mazurek).

Discussion continued regarding the landscaping plan**.** Commissioner Gray suggested adding 8 evergreen trees to the landscape plan. Planner Retzlaff said Plan Commission should be specific where the trees should be planted.

MOTION to Amend Baum second Mazurek to add eight, 6-8 feet evergreen trees to the south east corner of the parking area spaced 12-15 feet apart.

MOTION to Amend carried 6-1 (Wolter).

MOTION to Approve as Amended carried unanimously.

Zoning Code Text Amendment 17.08 (Definitions) – The Village Planner/Zoning Administrator is proposing an amendment to Section 17.08 of the Zoning Code (Definitions). The amendment would allow more than one building on commercial, industrial and institutional zoned land without requiring a PDD.

MOTION Baum second Stauffacher to Approve the Amendment as drafted.

MOTION carried unanimously.

ANNOUNCEMENTS: Chairman Wolter said Mai Fest was this weekend, Friday May 18th and Saturday May 19th.

ADJOURNMENT: There being no further business, the meeting was adjourned at 9:11 p.m.

Respectfully submitted,

Lori Johnson
Planning Assistant