PLAN COMMISSION MINUTES
November 14, 2011

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

ROLL CALL: Chairman Wolter, Trustee Representative Baum, Commissioners Warren, Jex, Stauffacher and Mazurek. Commissioners Peck and Stauffacher were absent and excused. Staff members in attendance included Village Planner Jeff Retzlaff, Village Administrator Dave Schornack and Planning Assistant Lori Johnson.

PUBLIC INPUT: None

PREVIOUS MINUTES: ***MOTION Baum second Mazurek to Approve the Minutes from October 10, 2011.***

MOTION carried unanimously.

Rivers Cove Apartments – W172 N11392 Division Road. RC Apartments is requesting approval of a sign permit application for a replacement monument sign. Planner Retzlaff summarized the proposal.

MOTION Baum second Jex to Approve the proposed monument sign for River's Cove Apartments on Division Road subject to the following conditions:

1. ***The nearest point of the sign and sign base shall be at least five (5) feet away from the Division Road right-of-way.***
2. ***The proposed sconce lighting shall be cut-off fixture or include adequate shielding of the light source (bulb).***
3. ***Electrical permits shall be obtained from the Building Inspection Department prior to installation.***
4. ***All electronic components shall be inspected and labeled by a licensed lab.***

Commissioner Stauffacher arrived at 6:35 p.m.

MOTION carried (Stauffacher abstained)

Super Lube – N112 W16076 Mequon Road. Monches Construction as agent for DDS Germantown, property owner, is seeking approval of revised site and building plans for the Super Lube oil change operation. Planner Retzlaff said the revisions include review of the design for the overhead doors, additional landscaping along Mequon Road and the additional parking requirement that was provided with the shared parking agreement with Robert's Frozen Custard.

MOTION Baum second Warren to Approve the revised site plans for the Super Lube oil change business to be located at N112 W16076 Mequon Road.

Chairman Wolter said the additional landscaping would fill in the gaps in the existing landscaping along Mequon Road and would provide a shield for neighbors across the street. Commissioner Stauffacher asked if signage was needed to notify people of the additional parking available at Roberts. Planner Retzlaff said he did not think that would be

an issue but would bring it to the owners attention.

MOTION carried unanimously.

Sawgrass Cove – Fond du Lac Avenue. Scott Bence is seeking approval of site development and building plans for a 40 bed Community Based Residential Facility (CBRF) and adult daycare and a conditional use permit to allow land .3 acres of grading/development encroachment within a 25' wetland setback. Planner Retzlaff summarized the proposal.

MOTION Baum second Jex to Approve the site development and building plans for the proposed 40 bed Community Based Residential Facility (CBRF) on the 2.85 acre parcel on Fond du Lac Avenue subject to the following conditions:

1. ***Documentation for the WisDOT's review/approval of the access driveway onto STH 145/Fond du Lac Avenue shall be provided prior to issuance of a building permit. Said plans shall include WisDOT recommended driveway intersection improvements.***
2. ***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 first building permit.***
3. ***Additional landscaping is required:(1) along the Fond du Lac Ave road frontage in front of the north elevation of the Phase 1 building (in the yard space and/or around the berm and separate foundation plantings); (2) around the perimeter of the parking lot along the south property line (outside of the wetland setback mitigation area). A revised landscaping plan shall be prepared and submitted to the Village Planner for review and approval prior to issuance of an occupancy permit.***
4. ***Additional brick veneer shall be added to the north building elevation.***
5. ***Details for the trash enclosure shall be provided in a supplement to the site plan. The trash enclosure shall be comprised of masonry side walls at least 6' in height with a complimentary gate.***
6. ***Address coordinates shall be added to the sign base as required and all exterior lighting of the sign shall be shielded and/or hidden behind the sign landscaping.***
7. ***A monitored sprinkler system and Knox Box shall be installed in the building addition as required by the Fire Department. An emergency evacuation plan shall be approved by the Fire Department prior to issuance of an occupancy permit.***
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. ***All issues and technical corrections listed in the Engineering Department's October 17, 2011 memo shall be addressed and included in revised plans as necessary prior to issuance of a building permit and;***

POSITIVE recommendation to APPROVE a Conditional Use Permit to allow development within the 25' wetland setback area as presented in the supporting mitigation plan for the Sawgrass Cove CBRF development subject to the following:

1. ***The owner shall amend the mitigation plan to include: (a) a specific list of native plants, seed mix, etc. to be planted within the wetland setback area; (b) a list of planting and maintenance activities necessary to ensure propagation and survival of the native plants;***
2. ***The owner shall prepare and submit an annual monitoring report to the Village Planning Department concerning the various plantings proposed as part of the mitigation plan. Said report shall, at a minimum, present and discuss all activities carried out in the previous year, the observed success of all previous activities, recommendations for new or different activities needed to ensure success of the mitigation measures and management activities carried out, and the planned activities for the coming year. Said report shall be submitted annually at the end of each year beginning in 2012 for three (3) years.***

MOTION to Amend Stauffacher second Baum to add to Condition #4 that brick veneer be added to the <u>entire</u> north building elevation.

MOTION to Amend carried unanimously.

MOTION to Amend Baum second Stauffacher that the dormer/gable feature shown on the Front elevation be repeated on the North elevation by adding the same dormer/gable feature over each end window.

MOTION to Amend carried unanimously.

MOTION to Amend Stauffacher second Jex to add language to Condition 1(b) of the Conditional Use Permit approval that a list of planting and maintenance activities necessary to ensure propagation and survival of the native plants and <u>remediation of all areas being mitigated which have not survived</u>.

MOTION to Amend carried 5-1.

Chairman Wolter asked if the use for the facility had broadened from the original proposal. Scott Bence, JBJ, said nothing had changed from the original proposal.

MOTION to Approve as Amended carried unanimously.

<u>Planning Department – Land Use Plan Discussion</u>. Planner Retzlaff provided an update on his investigation into the Village's sewer service area capacity allocation under MMSD's 2020 Facility Plan discussion with other Village staff. He explained the village is divided into 8 sewer shed areas and the sewer shed area we are talking about, Sewer Shed #8, is approximately 6,900 acres and includes the west half of the village that's not in the sewer service area. Under MMSD's Facilities Plan, by 2020 the Village is projected to have 225 acres of commercial and 218 acres of industrial growth in SS #8. By comparison, the Village's 2020 Land Use Plan provides for 340 acres of commercial, 65 acres of

industrial and 500 acres of mixed uses in SS#8 by 2020. This indicates that the Village has already planned for more commercial and industrial acreage in the current 2020 Land Use Plan than what MMSD has allocated to the Village for new growth by 2020. Retzlaff explained that, as a result, if the Village amends the 2020 Land Use Plan with more and new areas for commercial or industrial development, we will have to adjust those areas already planned. Also, the size, location and what future growth areas that can be served by our existing infrastructure has to be considered before the Village plans for any new or more growth areas. Retzlaff explained also that MMSD is only concerned with the total amount of sewer flows that come out of the one pipe connection the Village has into the MMSD system, so it's possible that the Village can simply shift planned growth areas from one location to another. He indicated that more research into our facilities is needed before future planning of new growth areas is completed.

Retzlaff indicated that the date of our next meeting will depend on further research and discussion with Village staff about our sewer and water facilities. Chairman Wolter said the next meeting to discuss the Land Use Plan is tentatively scheduled for Monday, November 28th.

This item was for discussion only. No action was taken.

ANNOUNCEMENTS OF FORTHCOMING EVENTS OF PUBLIC INTEREST: None

ADJOURNMENT: There being no further business, the meeting was adjourned at 7:25 p.m.

Respectfully submitted,

Lori Johnson
Planning Assistant