

## **PLAN COMMISSION MINUTES**

June 9, 2014

**CALL TO ORDER:** Chairman Wolter called the meeting to order at 6:35 p.m.

**ROLL CALL:** Chairman Dean Wolter, Trustee Representative David Baum, Commissioners Mary Ellen Gray, Marty Peck, Tim Yokes, Bill Shadid and Dan Campbell were present. Also present were Village Planner Jeff Retzlaff and Planning Assistant Lori Johnson.

**PUBLIC INPUT:** None

**PREVIOUS MINUTES:** *MOTION Peck second Yokes to Approve the Minutes from May 12, 2014.*

*MOTION to Amend Gray second Campbell to change the language on page 2 from aria viburnum to arrowwood viburnum.*

*MOTION to Amend carried unanimously.*

*MOTION to Approve as Amended carried unanimously.*

**Valley Cabinet – W189 N11100 Kleinmann Drive.** Foerster Sign, agent for the Kleinmann Center, is requesting sign approval for the new tenant in the office building. Planner Retzlaff summarized the proposal.

*MOTION Baum second Peck to Approve the proposed wall sign and monument insert for Valley Cabinet in the Kleinmann Center located at W189 N11100 Kleinmann 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.*

*MOTION carried unanimously.*

**Florian Park – N111 W18611 Mequon Road.** Project Design Management has submitted a Conditional Use Permit application to allow limited development within a 25' wetland setback and minor amendments to the previously approved site development and building plans. Planner Retzlaff summarized the proposal.

*MOTION Baum second Peck to Approve the revised site plans containing the additional site, lighting and landscaping improvements proposed for the Florian Park Banquet Center located at N111 W18611 Mequon Road subject to the following conditions:*

- 1. Approval is for the site plans dated May 29, 2014 unless otherwise revised by a subsequent plan set approved by the Village Planner pursuant to revisions required herein.*
- 2. The proposed King Luminaire fixture for the replacement parking lot lights shall be the full-cut off option Model #K118-L. The lamps used in the other fixtures proposed for the portico, rear deck and around the Willow Pond walking path shall not generate an amount of light exceed that generated from a 100W incandescent or 23W CFL equivalent (1600 lumens).*

- 3. The existing unshielded flood light located at the north end of the parking lot shall be removed, or, replaced with a full cut-off fixture mounted at a height not to exceed 25 feet.**
- 4. The minimum planting size for all evergreen trees shall be 6-8' and 18-24 gal for all shrubs.**

**Approve a Conditional Use Permit to allow development within the 25' wetland setback area as proposed pursuant to Section 24.04 of the Shoreland-Wetland Zoning Code and subject to the following conditions:**

- 5. Approval is for the improvements shown in the site plans dated May 29, 2014 unless otherwise revised by a subsequent plan set approved by the Village Planner pursuant to revisions required herein.**
- 6. In addition to the proposed invasive species removal proposed in the Mitigation Plan (dated 5-29-2014), Florian Park shall install wetland compatible native species grasses or other plantings in the following three locations around Willow Pond: between the concrete apron for the rear deck staircase and the wetland boundary; between the concrete foundation for the gazebo and the wetland boundary; and between the waterfall feature and Willow pond. A revised Mitigation Plan narrative and Exhibit 5 shall be prepared with details regarding the type, location and extent of wetland plantings to be reviewed and approved by the Village Planner.**
- 7. The property owner shall prepare and submit an annual monitoring report to the Village concerning the management activities proposed in the mitigation plan, including the planting/restoration of native grasses and the removal of invasive species from the disturbed and undisturbed wetland setback areas. Said report shall, at a minimum, detail the type and amount of plantings and invasive species removed, all activities carried out in the previous year and 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 2015 for at least three (3) years.**

A lengthy discussion followed regarding the type of plants proposed in the mitigation and landscape plan. Planner Retzlaff explained to the Commission that the wetland that exists around the perimeter of the pond is of relatively low quality. He said Village regulations attempt to compensate for wetland encroachment in order to accommodate features that will enhance the property and business. An annual monitoring report is required to ensure mitigation is completed.

Commissioner Gray said the site already had a lot of low quality plants including a lot of buckthorn that should be taken out. She would like to see some attractive and interesting plants that might feed some wildlife along the edge of the pond instead of the canary grass goldenrod and cattails that are very invasive. Commissioner Gray suggested a mixture of plant material be used. Mr. Rahl said the plan shows primarily the areas they are impeding on in the wetland boundary, not what they are planting elsewhere on the property. He added that seasonal color will be included in the plan. Commissioner Gray asked for plant material that would be appropriate and diverse along the shore of the pond.

Planner Retzlaff said if Plan Commission has concerns or comments about any of the proposed landscaping items now is the time to address them. Commissioner Gray was not in favor of all the arborvitae in the plan saying it doesn't offer much interest. She said she'd like to see some plantings along the shore of the pond that help provide color as part of the mitigation plan. She also suggested breaking up the parking lot space with spruce or fir pine. Commissioner Yokes was also not in favor of the arborvitae trees and said a proper landscape plan is needed. Mr. Rahl said the property already had several arborvitae now and they wanted to maintain them. Planner Retzlaff said it would be helpful to give some direction for supplemental landscaping or replacement landscaping that the revised plan could reflect. Commissioner Gray understood keeping the arborvitae as a rhythm but would especially like to see something different along the road. She said she particularly wants to see evergreens, deciduous trees and or a mixture of things.

***MOTION to Amend Gray second Yokes that the landscape plan be revised to change some of the arborvitae to evergreen and/or deciduous trees. The revised plan should be reviewed and approved by staff.***

Commissioner Peck agreed with Commissioner Gray saying the driveway needs more detail. Chairman Wolter said it was clear the Plan Commission wants to see more landscaping. He said this is a major change for the property and for the positive. He added that he does not want to be over obtrusive by adding a lot of cost and if the landscaping can't be put in all at once that it could possibly be phased in as the business grows. Commissioner Gray said she would like to see a diverse group of plants along the shoreline, ones that provide a varied habitat for birds and animals. Planner Retzlaff said one of the conditions for the conditional use permit requires additional wetland plantings between the wetland boundary at three locations.

***MOTION to Amend carried unanimously.***

***MOTION to Approve as Amended carried unanimously.***

**Keller, Inc. – W204 N11509 Goldendale Road.** Application for a Conditional Use Permit for a Construction Services operation and site development and building plans for renovation of the existing site and buildings. Planner Retzlaff summarized the proposal.

***MOTION Baum second Gray to Approve a Conditional Use Permit to allow the operation of a Construction Services Contractor Shop business operation from the property located at W204 N11509 Goldendale road subject to the following conditions:***

- 1. This permit authorizes the uses and activities set forth in the conditional use permit application dated April 14, 2014 and in the supporting documents and plans made part of the application on file with the Village, as well as all commitments made by the Applicant during presentations to the Village Plan Commission, Village Board and Village staff are deemed to be conditions of approval.***
- 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, harmful effects that were not anticipated at the time of approval of this CUP, the conditional use permit may be modified or terminated by the Village Board by the amendment to or addition of conditions after public hearing thereon.***

- 3. All exterior site and building improvements (including exterior lighting, signage) and/or site improvements require review/approval by the Village.**
- 4. All exterior signage, including temporary signs, require a permit from the Village.**
- 5. The owner/operator shall contact the Fire Department for a pre-occupancy inspection prior to commencing business operations.**
- 6. The privacy fence to be installed along the eastern property line (and shared in common with the adjacent residential property) shall remain in place and be continuously maintained in good operational condition and appearance.**

**MOTION carried unanimously.**

**MOTION Baum second Peck to Approve the site development and building plans for the proposed site and building renovations for the property located at W204 N11509 Goldendale Road subject to the following conditions:**

- 1. Approval is for the site development plan set dated May 13, 2014, and the building plan set dated April 11, 2014 (unless otherwise modified or revised in a subsequent plan set approved by the Village Planner pursuant to any revisions and/or requirements set forth 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. The landscape plan shall be revised to include a total of 5 street trees (in addition to the landscaping already shown in the proposed landscape plan). The trees shall should be installed along the Goldendale road frontage; either evenly spaced or in an attractive grouping(s). A combination of deciduous street trees and/or evergreen shrubs is recommended to enhance the minimal 8' buffer strip between the parking lot and roadway. The revised landscape plan shall be submitted to the Village Planner for review/approval prior to issuance of an occupancy permit.**
- 4. A monitored fire sprinkler system and Knox Box shall be installed in the main office building as required by the Fire Department (per NFPA 13). A written emergency plan and pre-occupancy inspection for compliance with all safety codes at the time of occupancy is required and shall be coordinated with the Fire Department.**
- 5. 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.**
- 6. State approved plans and a \$20,000 occupancy bond are required by the Building Inspection Department as part of the building permit application.**
- 7. Erosion control and driveway permits may be required by the Village and/or County.**
- 8. 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).*

- 9. The large 36' x 64' storage building shall be painted an earth-tone color similar to and compatible with the color scheme proposed for the main office building.*
- 10. All signage (including permanent wall and monument signs and temporary banners and signs) requires a permit and, where applicable, review and approval by the Plan Commission. The wall signs proposed for the west elevation (200 sqft) and the south elevation (44 sqft) are approved; details for any external "uplighting" for said signs shall be submitted to the Village Planner for approval prior to issuance of an electrical permit. Said lighting shall be low-intensity and the light source shall be shielded to not be visible from the adjacent roadways.*
- 11. All of the vehicles, trailers, equipment and storage containers currently located on the property (containers as shown on Sheet C1.1) shall be removed from the property prior to issuance of an occupancy permit.*
- 12. Any changes or improvements to the existing exterior lighting will require Plan Commission review and approval.*

Chairman Wolter said he appreciates the improvements Keller is making to the property and thanked them for working with the neighbor.

***MOTION carried unanimously.***

**ANNOUNCEMENTS:** None

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 7:45 p.m.

Respectfully submitted,

Lori Johnson  
Planning Assistant