

JOINT ARCHITECTURAL BOARD/PLAN COMMISSION MINUTES
MONDAY, APRIL 18, 2022
7:00 PM
BOARD ROOM
MUNICIPAL BUILDING, 210 COTTONWOOD AVE.

Present: James Schneeberger, Jeff Bierman, Jeff Pfannerstill, Ann Wallschlager, Tim Hallquist, Dino and David deCourcy-Bower.

Others Present: Scott Hussinger, Meghan Kier, Kim Ptak, Michael Rollert, Ben Nelson and Deputy Clerk Bushey.

Excused: Dino Xykis

Call to Order- 7:11 pm

Roll Call taken.

Public Comments: Please be advised the Joint Architectural Board/Plan Commission will receive comments from the public related to any item(s) on the agenda for a three-minute time period per person, with time extensions per the Chairman's discretion.

No comments.

1. Consideration of a motion to approve the Architectural Board/Plan Commission minutes from March 21, 2022.

Motion (deCourcy-Bower/Schneeberger) to approve the minutes for the March 21, 2022 meeting. Carried (5-0). Hallquist abstained.

2. Architectural Board review and consideration of a request for a Conditional Use for the operation of a pre-school and childcare facility for Busy Beez Preschool and Childcare, LLC, 123 Lawn St.
a. Public Hearing for consideration of a Conditional Use request-

Pfannerstill opened the Public Hearing at 7:03 pm.

Michael Rollert - spoke in favor of Busy Beez Preschool and Childcare.

Dan Kapp 1416 Parry Lane - spoke in favor of Busy Beez Preschool and Childcare.

Public Hearing closed at 7:05 pm

b. Consideration of a motion to recommend approval of a Conditional Use Permit –

Meghan Kier and Kim Ptak were present and said they went over the notes from the last meeting and are addressing the fence and parking lot situation. Ms. Kier said they had plans drawn up for a new plan for the parking lot so pick-up and drop-off go smoothly as possible, there will be six stalls in the front and a half circle turn around, so there will only be one way in and one way out. She said in their experience they never have more than six people picking up and dropping off at one time so it should go smoothly without having to utilize Lawn St. She said the back parking area will be for employees. Ms. Kier said regarding the fence, they had a new survey and said

the only thing that is different is the front parking area, the front parking areas are larger, and the playground space is completely out of the flood plain. Midwest playscape is the company she is working with for the play structure. She said in the packet are two different play structures and they plan to use something similar. She said, they have metal bases with plastic and will lay a concrete slab first and secure the structure to the slab and then place poured in place rubber which is bonded rubber which will bond to the playground equipment and concrete, so in the case of a flood it will not wash away. She said they will also be using a chain-link fence that is 4 ft high.

deCourcy-Bower commented on the fence. He said from a safety point of view, the kids are walking thru the parking lot to get the playground. He said his concern is the conflict of the parking lot and the play area. Ms. Kier said the parking lot they would be walking through is for employees. She said for the fence, the company they are working with is talking about laying the concrete slab and putting the fence into the concrete slab instead of doing it separate. Building Inspector said there are two concerns a flood plain and a Flood Way. He said our ordinance is modeled after the DNR's and absolutely nothing is to be in a Flood Way but in a Flood Plain you can have accessory structure such as a fence. He said he has no problem with gates, however he said we do not want anything in the flood way that can get caught in a bridge causing a backup. He said with the concrete slab, it cannot be higher than grade so as not to displace flood water onto neighbors' properties. deCourcy-Bower commented on another daycare they reviewed, that blocked off part of the parking area. He said his concern is someone coming down there by accident. Ms. Ptah said they could always put a gate at the bottom of the drive coming into the back parking lot and have it closed during business hours to address that concern. deCourcy-Bower said that would address his concern. He said that was his only concern and thinks it a great use of the property. Hallquist asked Hussinger about the walk path there and asked wasn't there some erosion there and were going to change that path. Amtmann said that project is complete and was realigned last summer, so it is all taken care of. Wallschlager asked about the small shed and black building and if they were going to be taken out. Kier said the small shed will be taken out and the black building will be used for storage. She commented on outdoor storage & dumpster in the CU. Kier said regarding outdoor storage, that is what that building will be used for and there is an existing dumpster enclosure on the property. Hussinger commented on the fence, and that it should not be more than 54 inches. Amtmann asked about the fences in area and the footage. Ptak said it will be at least 1000 sq ft and Kier said around the actual play structure will be with the rubber. Pfannerstill asked if it will be rubber chips or rubber membrane. Kier said it will be rubber membrane, which is like one piece.

Motion (Hallquist/deCourcy-Bower) to approve the Conditional User Permit for Busy Beez Preschool and Childcare with the stated guidelines, with fence not to exceed 54 inches along with some type of barricade to prevent cars from proceeding down to the employee parking area. Pfannerstill clarified that the petitioners work with staff on using ropes or cones to prevent someone from driving down and using regular size cones. Carried (6-0).

3. Architectural Board and Plan Commission review and consideration of a concept Planned Unit Development amendment and review of site and building plans for construction of a large garage at Summit Lakes Apartments, 292 Lakeview Drive-

Nick Poulakas was present via Zoom Premier Estate Mgmt. LLC, and said they are proposing four two car garages at 292 Lakeview drive to provide additional parking for larger vehicles and storage. Pfannerstill asked how large and Mr. Poulakas for pickup trucks etc.

Hussinger said it is an accessory building not too close to the property line, it is a big, detached garage but not for this this size project and not too tall. He asked Mr. Poulakas if they are proposing down lighting, and he said yes, they are. The siding and roofing materials will be a match to the closest existing building to the site. He said the trim will match as well. Hussinger asked if it will be used by tenants and Poulakas said yes. Pfannerstill asked if there was any type of firewall.

Hussinger asked Mr. Poulakas if there were any demising walls. He said there is 7/16th in between each garage. Pfannerstill asked if that is sufficient and Hussinger said he thinks so because Lake Country Lutheran have large, detached garages that do not have any. Bailey reminded everyone if this is approved it will go to the Village Board for review and they would set a Public Hearing and at that Public Hearing it would be reviewed. He said this had been at the Village Attorney for the past several weeks so any motion he recommends it be contingent on the Village Attorney working out a PUD agreement with the owner.

Schneeberger asked if there would be any business vehicles being stored there. Mr. Poulakas said no businesses run out of the building, but if there were a business vehicle it may be a plow truck in one of those bays. Hussinger asked so it is not used for tenants only? Mr. P said the owner has not specified if they are going to allow the management company to use one yet but if that is something you do not want, we can let them know. Hussinger said they should only be used by tenants of the property. Hallquist asked if they knew what trees would be planted to replace the two trees they will be taking out. Hallquist asked Hussinger if there was any risk of anything rolling down the hill into the garage, Hussinger said that slope has been stabilized for a long time and at least it is a garage and not a dwelling.

Bierman asked if they will be creating a swale in their final grading plan to keep water from going to the back of the garage, and he also said he sees there is not service door besides the garage door and what is the plan if the power goes out. Mr. Poulakas said if they need to put a swale in the plan, they can do that. He said the garage doors will have the emergency key so tenants can get in if there is no power. Pfannerstill commented that he thinks a service door will have to go in there plus there will be many people using it and there needs to be easy access if someone like police or fire needs to get in there. Hussinger said he cannot believe a building would be allowed without a service door, but he would have to check on that. Bierman said if a service door is included needs to be close to the panel so the Fire Department can turn off the power safely. Hussinger said they are allowed to extend to circuits out without a panel but if it is going to be more than that then they are required to have a panel and then a service door needs to be provided to allow access. Bierman said the plan does show an electrical panel inside. Schneeberger said what happens if a spring breaks on a door, and you cannot get the door open. Bailey said you would need to get in there somehow. Hussinger said another consideration would be for them to install a Knox Box with a key

in it. It was stated there should be a door in each partition and doors on each end. deCourcy-Bower said if you are going to have these partitioned you would want doors to the outside. Bailey asked if there is a different way to access doors 2 & 3 if the power is out. Poukalos said there is an emergency disconnect on the doors now you would still need a key on that door to open the door on the outside. Hussinger said that could be in a Knox Box. deCourcy-Bower commented what the standard is on garage doors and Hussinger said the only exception is access to an electric service panel. Hussinger said if there is an electric service panel in that space, access would be needed because if there is a fire you need to get to the panel to stop the source of the fire.

deCourcy Bower commented on the intention of these spaces. He asked if it is for vehicles only or storage because what he is hearing is storage and vehicles. He said he would be less worried if it was just parking of vehicles, it is the storage that worries him. Hussinger said he agreed, if it is used for storage, they tend to fill it up and it is fuel for a fire. Wallschlager asked who would police that, but Hussinger said it needs to be on record. Hussinger asked what the garages will be used for, and Poulakos said we can make the garages strictly for parking if that is the concern. Pfannerstill said most apartments have a shelf or something like that, but it is intended to be a garage. And Hussinger said primarily used for vehicle parking.

deCourcy-Bower said at Riverwalk the management has the storage areas in a separate unit for storage and the parking is the parking and clearly identified as to what is what. He said he just does not want to these things to be filled up with stuff. He said it sounds like maintenance may be using it and gasoline being in there. He said he thinks we need clarification from the owner as what this will be used for and then it should help answer all of the questions like do we need doors etc. Pfannerstill asked how urgent this is and Mr. Poulakos said not urgent. Pfannerstill said would recommend tabling this to get more information regarding a swale, service doors and staff to look into it.

Motion (Pfannerstill/deCourcy-Bower) to table this item until May 16th meeting to get more information regarding a swale, service doors and for staff to look into it. Carried. (6-0).

4. Announcements-

Bailey said at a previous Plan Commission meeting we talked about properties on Merton and Lisbon Ave that are not the Hammer Property, there were questions about water and sewer and how they would gain access to that. He said they are all looped and the properties that are landlocked are owned by people who could have access drives thru their property to those back Facilities. He said they would be single family and we are looking at updating the land use.

Pfannerstill said tomorrow starts a new Village Board with the newly elected Trustees.

5. Adjourn

Motion (Schneeberger/Wallschlager) to adjourn. Carried (6-0)

Adjourned at 7:59 pm.

Respectfully submitted by

Recording Secretary,
Deidre Bushéy, Deputy Clerk