

JOINT ARCHITECTURAL BOARD/PLAN COMMISSION MINUTES
MONDAY NOVEMBER 20, 2023
6:30 PM
BOARD ROOM
MUNICIPAL BUILDING, 210 COTTONWOOD AVE.

Present: Jeff Pfannerstill, Jeff Bierman, Ann Wallschlager, David de Courcy Bower, Tim Hallquist, and Chip Schneeberger.

Excused: Dino Xykis and Village Manager Bailey.

Others Present: Jonathan Schoenheider, Ben Nelson, Scott Hussinger, Ryan Amtmann, Tonia Smith, and Deputy Clerk Bushey.

Call to Order- 6:30 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 Public Comments.

1. Consideration of a motion to approve the Architectural Board/Plan Commission minutes of the October 16, 2023, special and regular meetings -

Motion (Hallquist/Wallschlager) to approve the minutes for the October 16, 2023, special meeting. Carried (6-0).

Motion (De Courcy-Bower/Hallquist) to table the minutes for the October 16, 2023, regular meeting. Carried (6-0).

2. Architectural Board review and consideration of an application for signage for Kettle Moraine Heating & Air Conditioning, 651 North Avenue.

Building Inspector Hussinger asked how the sign will be illuminated. It was stated that Kettle Moraine bought the building, there are ground lights there and it isn't known if they work. It was stated that a new panel is being put on the signpost. Hussinger commented that external illumination is required. Discussion on sign illumination. Brief discussion on time when the light should shut off. Wallschlager asked about the weeds located under the sign in the picture and Hussinger said it can be put into motion that the weeds need to be cleaned up and small bushes added.

Motion (DeCourcy-Bower/Schneeberger) to approve the application for Kettle Moraine Heating & Cooling with the lighting shut off at 9pm and the signage having the appropriate planting. (6-0).

3. Architectural Board review and consideration of an application for construction of a single-family structure at 902 N. Ponderosa Dr.

Jonathan Schoenheider from Regency Builders who was present said this is the 68th house built in that community and meets the HOA and community Arch board standards. DeCourcy-Bower asked about the

change in the cedar shingles and Mr. Schoenheider stated that was changed in 2018 and that a large majority of the homeowners in that subdivision and their HOA agreed to the change. Discussion on whether these type of changes need to come through the Plan Commission. Hussinger said subdivisions in the last 8 or 9 years have come to the Plan Commission for blanket approval for the ability for their HOA to do the approvals subject to certain standards. Pfannerstill commented that DeCourcy-Bower brings up a valid point.

Hussinger said in order for them to amend deed restrictions it requires a high percentage like 80-90 %.

Motion (Schneeberger/Wallschlager) to approve the plans for a single-family residence at 902 N. Ponderosa Drive. Carried (5-0) with 1 abstention, Bierman.

4. Plan Commission review and consideration for an application for construction of a parking area at Kinney Properties, 630 E. Industrial Drive-

Russ Kinney was present and said the specks speak for itself, but he said staff had recommended movement of the fence and all he is looking for is to be able to park some employee vehicles outside of the fence. He said if the fence gets moved out to the right of way, the semi's will probably take out the gate post to turn in and out of there.

He said there are other properties whose parking comes right out to the Village right of way. Hussinger said it is all about standard and a property zoned M-1 the maximum hard surface area, which includes the building and parking lot is 60%, but you can exceed that with pc approval and others have. He said if you are ok with not screening the additional parking that is fine. He said staff would like an updated play of survey and a signed storm water mgmt. plan.

Amtmann said because the function of the site is for the waste transfer station, the site has a tier 2 industrial storm water permit associated with it with the DNR. He said the issue with the village is the village doesn't have the ability to inspect the pond facility and the north side of both parcels has a long infiltration basin that was built before the year 2000, prior to the storm water ordinance being in place. With the expansion of the parking facility, it's an opportunity to get a storm water mgmt. plan and agreement on file and recorded, so the village can do inspections in the future and get a better understanding of how it is being used and make sure it is working like it should. Pfannerstill asked is it not true that it is the responsibility of the Village to do inspections on all of those retention ponds regardless if they are private. Amtmann said if the village is taking credit for those for storm water requirements there are 10 or 12, industrial permitted sites in the village, those are taken out of consideration for village requirements. He said for best practice it would be wise to have an agreement in place. Pfannerstill asked if currently a garbage can is not exposed. Kinney said the garbage can is not exposed and the fence is there to do that job. Hussinger said the property is screened from the road by a fence except for the 2 driveway entrances. Pfannerstill said they are talking about leaving the fence in place and putting pavement in front of that, without screening what would be parking. Kinney said he could put screening in similar to what Hartland Service has on the north side. Discussion on the screening.

Pfannerstill asked if at the end of the day we do not have a storm water assessment based on the hard surface that is there and the new hard surface, is that accurate? Amtmann and Hussinger said correct.

Discussion on parking. Hussinger said the proposed parking goes up to 1 or more mature trees so we to make sure that if it affects those trees, there is an expectation to replace them, right?

DeCourcy-Bower said he tries to look at things, like if you are setting an expectation or setting a standard for an industrial park, and he understands that the property line comes a little out, but he is a little concerned that the expectation is that we are going to be allowing essentially zero green space in the industrial park it is not going to be a great standard to set. He said it is highly paved as it is, and then to have minimal green space on the property, he said we have standards for a reason. He said he thinks there are some challenges that need to be evaluated on the storm water side and he understands that the problem you are trying to deal with here is where to park the vehicles, but he is also concerned with sticking them right in the front entrance of the driveway and people backing out, and cars hitting each other, it isn't well organized from a design point of view. Pfannerstill said the driveway areas would not change, correct? Mr. Kinney said that is correct. Wallschlager asked about that they are at 90% and our standard is 60%. Hussinger said that is correct, but in the industrial park it says you can exceed it and Wallschlager asked but not up to 100%? Hussinger said you can exceed it without limitation as long as stormwater is managed, as long as Plan Commission is ok with that, and you factor in some other things like green space and screening. Hallquist said he is willing to let that slide and Pfannerstill said he is ok with it because it is in the industrial park.

Discussion on parking and percentage of green space. Pfannerstill asked what the reason for the need for more parking is. Mr. Kinney said between the trucks parked on his property and the trucks parked on GFL, there isn't enough room for employee parking. Discussion on Mr. Kinney's property and gap properties. Mr. Kinney commented that he had come to the Village before offering to purchase the gap property but for some reason they didn't want to. Hallquist asked what the gap property is being used for now, and Mr. Kinney said they are setting containers on it right now. There was brief discussion on that gap property.

It was stated that there is a need for an updated Site Plan and include the gap property, how it is being used and a storm water maintenance agreement is needed as well. Bierman asked what the hours are for the parking and commented on keeping the fence where it is then the shrubbery won't need to be cut down. Bierman asked about the retention pond and if the parking would affect it. Pfannerstill commented that a lot needs to be a lot worked out and what needs to be put into place.

DeCourcy-Bower said he had a question about cleaning up the outside storage in the industrial parks, and he said his main concern is he thinks we are setting ourselves up for a situation where facilities can do a lot of outside storage because they can pave 90% of their properties. He said he doesn't think it is a good way to run the industrial parks and doesn't think is a good for a lot of reasons. Pfannerstill said if they were to come back with the information that Hussinger talked about, is there anything other information anyone on the Plan Commission board would like to see. DeCourcy-Bower said he would like to see what we would expect from any applicant for this kind of use, a zoning has a certain amount of parking space for a business of a certain size and his concern is that they don't have enough parking for the size of the business they are running. Pfannerstill said that is a fair question to ask and should be included. Building Inspector Hussinger said a parking plan and an operating plan. Pfannerstill explained that the ordinance seems to be in place, so that if a business needs more, they can come and ask for more and the Plan Commission can make that decision.

Motion (DeCourcy-Bower/Wallschlager) to table this to the next Plan Commission meeting and staff will work with them to get the information that was requested, Carried (6-0).

5. Announcements

Tree lighting will be on December 1st and Holiday Train will be on December 4th.
Pfannerstill will meet with staff to see all the gap properties.

6. Adjourn

Motion (Schneeberger/Bierman) to adjourn. Carried (6-0).
Adjourned at 7:29 pm.

Respectfully submitted by

Recording Secretary,
Deidre Bush y, Deputy Clerk