

PLAN COMMISSION MINUTES
January 13, 2020

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

ROLL CALL: Chairman Dean Wolter, Trustee David Baum, Commissioners Peter Nilles, Tony Laszewski and Bill Shadid. Commissioner Bob Williams arrived late. Commissioner Matt Kimmler was absent and excused. Also present were Community Development Director Jeff Retzlaff, Associate Planner Emily Zandt and Planning Assistant Lori Johnson.

PUBLIC INPUT: None

APPROVAL OF MINUTES:

MOTION Baum second Shadid to Approve the minutes from 12-9-19.

MOTION carried unanimously.

Nancy Boehlke Deptola, Agent for the Boehlke Family Trust - 4 parcels totaling 35.29 acres located at W140 N10833 Country Aire Drive. 3-Lot Certified Survey Map and Rezoning of proposed Lot 2 (3.947 acres) from A-2 Agricultural and Rs-3 Single-family residential to the Rs-2 Single-family residential to reconfigure the parcels. Associate Planner Zandt summarized the proposal.

The public hearing was opened at 6:38 pm.

Don Thoma, Accurate Surveying, said the proposal cleans up the 4 parcels and dedicates roadway. Ronald Kohls, W140 11091 Country Aire Drive, said he was in support of the rezoning but doesn't want his property rezoned.

The public hearing was closed at 6:43 pm.

MOTION Baum second Shadid to Approve rezoning the 3.947-acre parcel from A-2: Agricultural and Rs-3 Single-family Residential to Rs-2: Single-Family Residential as proposed.

MOTION carried unanimously.

MOTION Baum second Shadid to Approve the proposed 3-lot Certified Survey Map (CSM) of the 35.29 acres owned by the Boehlke Family Trust located at W140 N10833 Country Aire Drive west of Country Aire Drive with the following conditions:

- 1. Within six (6) months of approval, the property owner shall come into compliance with the maximum square footage and number of accessory buildings on the property (proposed Lot 2) in the Rs-2 Single-family Residential District by removing one or more of the existing detached accessory buildings or by submitting an application for a variance to the Board of Zoning Appeals.***
- 2. All technical issues and plan corrections identified by the Village Surveyor (see January 9, 2019 memo) shall be addressed and reflected in revised plans submitted and approved by Village Staff prior to recording the CSM.***

MOTION carried unanimously.

Zilber Property Group - W210 N12805 & 12855 Gateway Crossing. Request to create an M-1: Limited Industrial Planned Development District for a 33.07-acre area within the Germantown Gateway Corporate Park and a 2-lot Certified Survey Map to create two parcels. Planner Retzlaff summarized the proposal.

The public hearing was opened at 6:52 pm.

The public hearing was closed at 6:53 pm.

MOTION Baum second Laszewski to Approve the request to create an M-1: Limited Industrial Planned Development District (M-1/PDD) for the 33.07-acre property located at W210 N12805 & N12855 Gateway Crossing to be known as the "Zilber PDD" subject to the following conditions:

- 1. The M-1: Limited Industrial District regulations shall be the zoning restrictions affecting the use of and development on the subject property except for the following amendments:***
 - a. Revise the minimum parking lot setback along the common property line between the Zilber 2 & Zilber 3 industrial buildings line from 10 to 0 feet.***

Motion carried unanimously.

MOTION Baum second Nilles to Approve the proposed 2-lot Certified Survey Map (CSM) for the 33.07 acres (Lot 3 of CSM 6898) owned by ZPG Development LLC located in the Germantown Gateway Corporate Park northwest corner of the Gateway Crossing and Holy Hill Road intersection.

MOTION carried unanimously.

Steven & Elizabeth Green - N116 W16033 Main Street. The property owners are seeking approval of a Zoning Permit to construct a 24 x 24' (576 sqft) attached garage and a 16 x 32 (512 sqft) detached accessory storage building on their residential property. Planner Retzlaff reviewed the proposal. Plan Commission postponed action at the December 9th meeting in order to give the Green's and the adjacent property owner, the Kaiser's, an opportunity to discuss entering into a shared driveway/access agreement as recommended by staff. At this time no agreement has been reached.

Robin Witte, N116 W16009 Main Street, spoke in opposition to the proposal. She said there is not enough space for cars to back up without going onto her property. She added that the Greens have a substantial lot and the garage could be placed elsewhere on their property and not impose on anyone. She also feels there isn't enough room for the Green's to get their RV and boat out and is concerned about noise, exhaust fumes and how her property value may be affected. She asked that the proposal be denied and distributed pictures of the driveway to Plan Commission members. She thinks the placement of the garage is an infringement on her and that the Greens will need to use her property to use the garage. Trustee Baum asked if the problem is at the Y and not at the entrance. Ms. Witte said she still has concerns even if the garage faces south.

Planner Retzlaff said the Greens are agreeable to join both their parcels and eliminate the access easement that is located across their property. But unless the 10-foot easement is eliminated, there is not enough room to put the garage doors on the east. Mr. Green stated it would be hard to pull in if the garage faced south and he would also lose parking spaces.

Chairman Wolter asked if the driveway is considered non-conforming and asked if the Village stance is to correct that before anything new is proposed. He agreed a shared driveway agreement is needed. Planner Retzlaff stated any new driveway would be required to meet the 5-foot setback requirement and also feels the agreement is needed. Trustee Baum agreed that it would be tight to turn around. Mr. Green asked the Kaisers if they were OK with the garage doors facing south and the Kaisers indicated they were. Planner Retzlaff said Plan Commission could approve with the garage doors on the south elevation. Ms. Kaiser stated they are trying to work out an agreement. Chairman Wolter said he understands Ms. Witte and Kaiser do not want asphalt at the driveway Y. Mr. Green confirmed asphalt would not be located on the Kaiser property.

MOTION Baum second Shadid to Table this item to the February 10th Plan Commission meeting.

MOTION to Table carried unanimously.

Neumann Development, Agent for Wrenwood LLC, Property Owners - Lot 2 & 3 of CSM 6890; located west of Country Aire Drive and north of Mequon Road. Final subdivision plat for Phase 1 containing 47 single-family lots. Planner Retzlaff summarized the proposal. Steve DeCleene, Neumann Properties was present to address questions.

MOTION Baum second Shadid to Approve the Wrenwood final subdivision plat (Phase 1) as proposed subject to the following conditions:

- 1. The Developer shall ensure the following items are addressed/completed to the satisfaction of the Public Works Department prior to the acceptance of all public improvements:***
 - a. Complete and submit “as-built” data for the stormwater pond recertification***
 - b. Complete clean-up/restoration of all road ditches and drainage easements***
 - c. Complete final asphalt lift and road shouldering (as provided in the Developer’s Agreement)***
 - d. Complete all public water, sanitary sewer & lift station improvements***
 - e. Complete all street tree and common area landscaping improvements***
- 2. The Developer shall submit the proposed subdivision deed restrictions and covenants to the Village Attorney for review and approval prior to Village Board approval of the final plat.***
- 3. A Letter of “no objection” from the WI Department of Administration (DOA) shall be submitted prior to Village Board approval of the final plat.***

MOTION carried unanimously.

Community Development Department - Introduction to the Village’s new Zoning Hub online zoning information and development application & tracking portal. Planner Retzlaff summarized the new information system. He explained it’s not just a digital zoning map it also incorporates the zoning code, applications forms and procedures, enables residents to track development proposals and get notifications of when meetings are scheduled. He said our hope is to improve our delivery of getting accurate information to the public. Associate Planner Zandt demonstrated the different features and functions found on the site including the zoning map and layer selections, details on zoning districts including permitted uses and setback information, land use searches for specific zoning districts and creating a parcel summary. Other tools include procedures for submitting an application, zoning definitions, pending applications and the ability to sign up for

notifications. The Zoning Hub can be found on top right side of the front page of the Village website. Trustee Baum asked if he could receive information from the Hub as an interactive tool with the residents. Chairman Wolter stated it is easy for anyone who is interested in a development proposal to sign up and receive information on a particular item.

Planner Retzlaff talked about the new Public Hearing signs that will be posted on every property that will have public hearing and explained that property owners receiving a notice within 1000 feet will also receive a more easily understood letter of explanation with a similar color sticker, including the German Shepherd on the mailing envelope that correlates to the signs.

ANNOUNCEMENTS: Planner Retzlaff said the department would like to go to paperless packets in 2020. He said there are Village owned laptops available for use during the Plan Commission meeting or members may bring their own. Plan Commission members should let staff know if they need to use a Village laptop during the meeting.

ADJOURNMENT: There being no further business, the meeting was adjourned at 8:08 pm.

Respectfully submitted,

Lori Johnson
Planning Assistant