

**PLAN COMMISSION MINUTES**  
**April 13, 2020**

**CALL TO ORDER:** Chairman Wolter called the meeting to order at 6:30 pm. The meeting was held as a virtual WebEx meeting.

**ROLL CALL:** Chairman Dean Wolter, Trustee Rep David Baum, Commissioners Tony Laszewski, Matt Kimmler, Bill Shadid, Bob Williams and Peter Nilles were in attendance. 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 3-9-20.***

***MOTION carried. Commissioner Nilles abstained.***

**David Gutbrod Family LLC - W202 N10246 Lannon Road.** David Gutbrod, property owner of a 6.538-acre lot is seeking approval of a 2-lot Certified Survey Map (CSM) to create one additional commercial lot. Associate Planner Zandt summarized the proposal.

David Gutbrod explained he is requesting the land division because he's had the property for sale for some time. Several people have been interested in purchasing the property until they find out about the acreage

***MOTION Laszewski second Baum to Approve the proposed 2-lot Certified Survey Map (CSM) of the 6.538-acre parcel owned by Gutbrod Family LLC located at W202N10246 Lannon Road with the following conditions:***

- 1. A note shall be added to the CSM that reads "Access Restriction: Access to Lot 1 and Lot 2 is restricted to one (1) shared access driveway unless a second, separate access driveway is allowed by Washington County.***
- 2. The property owner shall obtain a driveway permit from Washington County within 30 days of CSM approval if an additional or modified access is desired.***
- 3. A shared driveway/cross-access easement shall be created and recorded if a shared driveway is constructed.***

Commissioner Laszewski questioned why the driveway permit needed to be obtained within 30 days. Planner Retzlaff said that was requested by the Washington County Highway department during the review discussions. Mr. Gutbrod said he already reached out to the County for the permit but didn't know how long the process would take. He indicated he would appreciate more time to acquire the permit.

***MOTION to Amend Baum second Shadid to revise the language in Condition #2 from "obtain a driveway permit" to apply for a driveway permit".***

***MOTION to Approve the Amendment carried unanimously.***

***MOTION to Approve as Amended carried unanimously by roll call vote.***

**Systems LLC - W194 N11481 McCormick Drive.** Monches Construction, agent for Systems Inc., is seeking approval of site development and building plans for an 8,763 sqft expansion to the existing manufacturing facility and the construction of 19 additional parking spaces to the west of the facility. Planner Retzlaff summarized the proposal.

***MOTION Baum second Shadid to Approve the site development & building plans for the proposed 8,763 sqft expansion to the existing facility located at W194 N11481 McCormick Drive in the Germantown Industrial Park subject to the following conditions:***

- 1. Approval is for the site development and building plan set dated January 10, 2020 (unless otherwise revised by a subsequent plan set approved by the Village Planner pursuant to revisions required herein or by the Plan Commission).***
- 2. All information and additional materials including, but not limited to, the items identified in the Memo from the Public Works Director must be submitted to Village Planning and/or Engineering staff for review and approval prior to commencing construction of the proposed parking expansion (19 stalls).***
- 3. A landscaping plan, meeting the requirements of Chapter 17.43(5) Site Plan Approval Requirements shall be submitted and approved by the Village Arborist and Planning Staff prior to commencement of construction to the expanded parking area.***
- 4. The fire sprinkler system shall be extended to include the new addition unless building code-compliant fire walls separating the new addition are constructed.***
- 5. All landscaping, screening, grading, and paving 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.***
- 6. State approved plans and a \$20,000 occupancy bond may be required by Inspection Services as part of the building permit application.***
- 7. The property owner shall obtain approval of the 19-stall parking area to be constructed within the existing easement owned by ANR Pipeline Company prior to commencing construction of the parking lot expansion.***

***MOTION carried unanimously by roll call vote.***

**ANNOUNCEMENTS:** None

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 6:49 pm.

Respectfully submitted,

Lori Johnson  
Planning Assistant