

PLAN COMMISSION MINUTES
September 10, 2018

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

ROLL CALL: Chairman Dean Wolter, Trustee Rep David Baum, Commissioners Tony Laszewski, Bob Williams and Matt Kimmler were present. Commissioner Peter Nilles was absent and excused. Also present were Community Development Director/Village Planner Jeff Retzlaff and Planning Assistant Lori Johnson.

PUBLIC INPUT: None

APPROVAL OF MINUTES: ***MOTION Baum second Laszewski to Approve the minutes from 8-13-18. MOTION carried unanimously.***

Scott & Georgene Sommer – W145 N12696 Pleasant View Drive. Site Plan approval for a 6,000 sqft building for use as a farm kitchen, brewery and sausage production facility on their property approved under Conditional Use Permit No. 1-2018. Planner Retzlaff summarized the proposal.

MOTION Baum second Laszewski to Approve the site development and building plans for a 6,000 sqft building for use as a farm kitchen, brewery and sausage production facility on the Sommer property located at W148 N12696 Pleasant View Drive subject to the following conditions:

- 1. This approval is subject to all the conditions and requirements set forth herein and adopted by the Plan Commission. Approval is granted for the architectural and engineering plans dated August 6, 2018 unless superseded by revisions required herein and/or by the Plan Commission.***
- 2. All landscaping, grading, storm water management 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.***
- 3. The following items shall be provided as required by the Village Fire Department: (a) Building shall be designed to meet all fire protection requirements under applicable IBC for A-3 occupancy and use classification; (b) Access driveway and new parking area shall meet NFPA 1 Chapter 18 access requirements; (c) Septic holding tank shall not be installed in a location where fire vehicles might need to drive over for emergency access purposes unless said tank is designed, constructed and approved for heavy vehicle loads; (d) Bi-annual fire safety inspections will be conducted by Germantown Fire Department.***
- 4. State approved plans and a \$20,000 occupancy bond are required by the Building Inspection Department as part of the building permit application.***

Commissioner Laszewski questioned if the proposed parking area was sufficient and where over run parking would be located. Planner Retzlaff explained no additional stall area is proposed, but there is adequate area on the site for additional parking if needed.

MOTION carried unanimously.

Daniel & Cheryl Stephan – W188 N13488 Maple Road and Richard & Mary Stephan – 32 acres, Parcel 1 of CSM #4918. 2-Lot Certified Survey Map Application (CSM) to adjust a lot line. Planner Retzlaff summarized the proposal.

MOTION Baum second Williams to Approve the Certified Survey Map for the Stephan properties located on Maple Road subject to the following condition:

- 1. All technical corrections and issues raised by the Village Surveyor in the September 6, 2018 memo shall be corrected prior to recording the CSM.***

MOTION carried unanimously.

Germantown School District for Kennedy Middle School – W160 N11836 Crusader Court. Request for approval of a new monument sign and electronic message center. Planner Retzlaff summarized the proposal.

MOTION Baum second Williams to Approve the proposed monument sign and electronic message center (EMC) for Kennedy Middle School at W116 N11836 Crusader Court subject to the following conditions:

- 1. A separate electrical permit shall be obtained from Inspection Services prior to installation.***
- 2. All electronic components shall be labeled by a licensed lab and inspected prior to or concurrent with installation.***
- 3. The School District shall provide written evidence to the Zoning Administrator from the sign manufacturer and/or installer that the electronic message board complies with the automatic light level adjustment and other operational requirements prior to issuance of an electrical permit as required under 17.46(7)(h)6. and (h)7. of the Zoning Code.***
- 4. The School District shall operate and maintain the electronic message board in compliance with the message display appearance, duration/timing and all other requirements under 17.46(7)(h) at all times.***
- 5. The monument sign shall be located a minimum of five (5) feet from the nearest property line and shall not obstruct the view of traffic on Williams Drive from the driveway.***
- 6. The electronic message center (EMC) component of the monument sign does not meet a 150 separation distance from the nearest residential zoning district. The Plan Commission will allow the sign to be installed as proposed; however, if within one (1) year after installation the Village receives a complaint regarding the EMC from an occupant or property owner in an adjoining or nearby residential district, the Plan Commission may require the sign to be relocated to meet the 150 feet residential district setback requirement under 17.46(7)(h) of the Zoning Code, or, may consider other alternatives to resolve the complaint.***

Trustee Baum asked why the sign is in the back of school and not in the front on Crusader Court. He said the sign should be moved back to the corner where the current sign is located, and it would be further away from residential homes. Planner Retzlaff explained the proposed location is the new drop off area. Discussion followed regarding where is the best place is for the sign in terms of operations and compliance. Chairman Wolter agrees something should be in place for a future complaint. This is not the best place to put the sign – best place is on the corner where the current

sign is. He said if the sign has already been piped and wired for the proposed location, the neighbors should have been notified and are alright with it. He said maybe the school district has already reached out to the neighbors. Zach Wenger, Lemberg Electric, said a temporary sign would be available for neighbors to look at.

MOTION Baum second Laszewski to TABLE this item and ask the School Board to discuss the sign with the neighbors on the south side of the road, from Crusader Court down Williams Drive to Pilgrim Road, that they have seen and approved a similar sign and to bring in evidence of their discussion and their acceptance of a sign to the next meeting.

MOTION carried unanimously.

Community Development Department – Discussion on Amending/Updating the Village of Germantown 2020 Smart Growth Plan & Other Land Use Planning Projects.

Planner Retzlaff asked Plan Commission members review the Draft of Qualifications document for consultant services and be prepared to give their feedback at the next meeting to finalize it for preparation to distribute it in order to stay on track with the schedule. The preliminary timeline was reviewed. Discussion followed on cost and which plan elements could be included in the new plan updates. Planner Retzlaff said there will be a Plan Commission meeting on September 24th.

ANNOUNCEMENTS: None

ADJOURNMENT: There being no further business, the meeting was adjourned at 7:21 p.m.

Respectfully submitted,

Lori Johnson
Planning Assistant