

**VILLAGE OF PEWAUKEE
PLAN COMMISSION
March 10, 2016**

1. Call to Order, Pledge of Allegiance, Moment of Silence

Trustee Zompa, nominated Chairperson in President Knutson's absence, called the meeting to order at approximately 7:00 p.m. The Pledge of Allegiance was recited and a moment of silence followed.

Roll Call was taken with the following commission members present: Comm. Craig Roberts, Trustee Joe Zompa, Comm. Shane Levielle, Comm. Chris Bernauer, Comm. Tom Reilly; President Jeff Knutson and Comm. Eric Rogers were excused.

Also Present: Mary Censky, Village Planner; Tim Barbeau, Village Engineer; Mark Blum, Village Attorney; Chaz Schumacher, Village Clerk.

2. PUBLIC HEARING

- a. On a Conditional Use Permit application to construct a 53+/- space parking lot at the northwest corner of School Street and Houle Circle (Property Zoned IPS; Applicant – Pewaukee School District)*

Linda Deppe – 326 Lake Street – Ms. Deppe stated her concern for traffic flow and passage during busy times and if the parking lot would impact the current issues.

Joe Herbst – 317 Lake Street – Mr. Herbst stated his concern for traffic flow. He also inquired if the school intends to further develop the property in the future. Mr. Herbst questioned the current need for parking.

John Gahan – Pewaukee School District – Mr. Gahan stated the property has been under the School District's control for the last 6 years. At the time the Village built the water tower, the school was given 2 consecutive 50 year leases on the property. He stated the intent was for the property to be used for parking and tennis courts. He stated the parking is for volunteers and visitors to the school.

Kathy Sampson – 264 Prospect Avenue – Ms. Sampson inquired if the parking lot would encroach on Forest Hills Cemetery.

Planner Censky stated the parking lot would begin approximately 80 feet east of the water tower and was given to the school district to be specifically used for parking and tennis courts. Discussion followed regarding the layout and proposed use of the parking lot.

Chairperson Zompa closed the public hearing at approximately 7:19 p.m.

- b. On a Conditional Use Permit application to construct an 800 +/- sq. ft. office area addition, make minor architectural modifications and install outdoor lighting to/at Gethsemane United Methodist Church, 642 Main Street. (Property Zoned IPS; Applicant – Ott Development, Inc. on behalf of Gethsemane United Methodist Church)*

There were no public comments

Chairperson Zompa closed the public hearing at approximately 7:20 p.m.

3. Citizen Comments

Linda Deppe – 326 Lake Street – Ms. Deppe stated her request for the Village to establish standards or requirements for refurbishing historic buildings. She stated there are buildings that have been refurbished that have not kept their original integrity.

Joe Herbst – 317 Lake Street – Mr. Herbst stated there appears to be thought and consideration for safety in the Pewaukee School District’s application. He stated for the record that in his opinion the extra parking will take satisfy the need for additional parking and in the future the school should not need to consider the residential property to the north for additional parking as had been proposed in the past.

4. Approval of Minutes of the Regular Meeting on January 14, 2016

Comm. Bernauer moved, seconded by Comm. Roberts to approve the January 14, 2016 minutes as presented. Motion carried 5-0.

5. NEW BUSINESS

- a. *Review and Action on Sign Code waiver request of Elliott’s Ace Hardware, 1268 Capitol Drive, to replace their existing, legal nonconforming 176 sq. ft. wall sign with a smaller wall sign which would still exceed the Code specified maximum allowed area. (Property Zoned B-1/PUD; Applicant – Bob Kraus of Bauer Sign Co. on behalf of Owner Matthew Elliott)*

Planner Censky stated the request is to take off the existing 176 sq. ft. sign off the tenancy space and to replace it with a similar 120 sq. ft. sign over the entryway canopy area. The sign would not extend above the roofline.

Comm. Reilly moved, seconded by Comm. Roberts to approve the request for Elliott’s Ace Hardware to replace existing signage as presented. Motion carried 5-0.

- b. *Review and Possible Action on a Conditional Use Permit application to construct a 53 +/- space parking lot at the northwest corner of School Street and Houle Circle. (Property Zoned IPS; Applicant – Pewaukee School District)*

Planner Censky stated the application is for a parking lot with 44 spaces total. The land is currently leased to the School District for 50 years and the lease will auto-renew for an additional 50 years. Censky stated the application is compliant with requirements and reviewed recommended conditions for approval.

Engineer Barbeau reviewed the storm water drainage plan. He recommended requiring low-mow or no-mow grass to the south and east of the parking lot to slow storm water drainage.

Comm. Roberts inquired into why the lot doesn’t exit onto Houle Circle. Planner Censky stated the grading is too steep.

Comm. Roberts moved, seconded by Comm. Bernauer to approve the application to construct a parking lot at the northwest corner of School Street and Houle Circle as presented with the following conditions:

- 1. Village Attorney review and satisfaction that all requirements/responsibilities of the District under the terms of the lease are fully complied with prior to start of land disturbance attendant to construction of the proposed parking lot;**

2. The applicant to secure all necessary permits, licenses and/or approvals as may be required by not only the Village but any other local, state, and federal governmental or quasi-governmental agencies with jurisdiction over such use and construction prior to the start of any site work;
3. All landscaping shall be completed within 3 months of completion of the asphalt paving installation;
4. Village Engineer review and approval of all applicable physical site development, utility, grading, drainage, stormwater management and construction details prior to permit issuance;
5. The proposed concrete sidewalk shall meet Village design/construction specifications and shall tie in directly to the endpoint of the existing concrete sidewalk along School Street;
6. Recording of the conditional use permit amendment prior to start of construction/land disturbance;
7. That the vegetation area east of the parking lot, where water runoff will sheet flow off the site and flow from the rain garden outfall, be no-mow/low-mow grasses so that water can be filtered and slowed before reaching the curb conveyance system.

Motion carried 5-0.

- c. Review and Possible Action on a Conditional Use Permit application to construct 800 +/- sq. ft. office addition, make minor architectural modifications, and install outdoor lighting to/at Gethsemane United Methodist Church, 642 Main Street. (Property Zoned IPS; Applicant – Ott Development, Inc. on behalf of Gethsemane United Methodist Church.)*

Planner Censky stated the application is for an 800 sq. ft. addition off the backside of the church. The applicant also wants to modify the exterior elevation on the north end of the building with similar siding and the installation of a substantially larger window. Censky reviewed a list of recommendations for approval. Discussion followed.

Comm. Bernauer moved, seconded by Comm. Roberts to approve the application as presented with staff review of materials and the following conditions:

1. The applicant to secure all necessary permits, licenses and/or approvals as may be required by not only the Village but any other local, state, and federal governmental or quasi-governmental agencies with jurisdiction over such use and construction prior to the start of any site work;
2. Applicant to provide fixture shielding and/or luminaire modifications to the fixture(s) causing foot candle measurements over .5 on the ground at the front (i.e. Main Street) lot line area in order to reduce the lot line measurements all down to .5 or less – such modifications to be presented to Village Staff for review and approval prior to installation of the light fixtures;
3. Village Engineer to review and approval of all applicable physical site development, utility, grading, drainage, stormwater management and construction details prior to permit issuance;
4. Recording of the conditional use permit amendment prior to building permit issuance

Motion carried 5-0.

- d. Review and Possible Action on Site Plans and Plan of Operations for a new 5,344 sq. ft. office/showroom building proposed to be constructed at 1035 Cecelia Drive (Property Zoned B-3; Applicant – Steve Sobieski d/b/a Wise Design Builders, LLC)*

Planner Censky stated the request is for a small parcel of land that was recently re-designated to B-3. The applied for use is within the allowed uses. Censky stated the applicant would raze the existing buildings and erect a new 5,344 sq. ft. building. The presented application would be for a 1 ½ story building, with the half-story allowing for HVAC to be indoors instead of on the roof. She stated the colors are neutral and use would be for office space and a showroom with a very small amount of retail. Censky reviewed the parking requirements and proposed signage. Discussion followed.

Comm. Reilly moved, seconded by Comm. Roberts to approve application as presented with the following conditions:

1. **The applicant to secure all necessary permits, licenses and/or approvals as may be required by the Village and any other local, state, and federal government or quasi-governmental agencies with jurisdiction over such use and construction prior to the start of work on the site;**
2. **Applicant to add not less than 3 tree plantings (i.e. River Birch or similar for instance) in the area where the dumpster enclosure and paving are very near the west lot line, such plan/plantings to be presented to staff for review and approval as an amendment to the plans prior to issuance of a building permit;**
3. **Applicant to add beds, berms and/or interspersed plantings to the east and west of the freestanding sign within the front greenspace setback in order to satisfy the Code requirement for parking lot landscape screening, such plan/plantings to be presented to staff for review and approval as an amendment to the plans prior to issuance of a building permit;**
4. **Applicant must take care to ensure that all things stored within the dumpster enclosure area are indeed screened from the public/surrounding view at all times or the Village may request retroactively the wall height of the dumpster to be increased from 5'+/- to 6'+/- as will ensure, for instance, that matter contained in the dumpster doesn't inadvertently become visible over the wall;**
5. **All light fixtures shall be directed in a manner that ensures the luminaire itself is not visible from the surrounding view;**
6. **When the location of outdoor utility equipment/facilities becomes known, and if it should be proposed to be situated in areas on the site or buildings that are readily visible to the surrounding view, the applicant shall prepare a plan for screening thereof, such plan being subject to staff review and approval as an amendment to the plans prior to issuance of a building permit;**
7. **Building shall be connected to public sanitary sewer and water;**
8. **Driveways should be marked "in only" and "out only" on the westerly and easterly driveways, respectively;**
9. **Contractor shall install new curb cuts in accordance with Village DPW requirements and replace curb at the existing driveway;**
10. **Storm sewer shall be extended into the site to capture water flow before it drains off the land onto the sidewalk and curb**

Motion carried 5-0.

6. Citizen Comments

Linda Deppe – 326 Lake Street – Ms. Deppe stated her concern for traffic flow by the school.

Joe Herbst – 317 Lake Street – Mr. Herbst stated to the commission that he hopes the School’s parking lot will satisfy the need for any future parking lot additions and that the residential area north of the school will not be proposed again in the future.

7. Adjournment

Comm. Roberts moved, seconded by Comm. Bernauer to adjourn the March 10, 2016 Plan Commission Meeting. Motion carried 5-0.

Meeting adjourned at approximately 8:09 p.m.

Respectfully submitted,

Chaz Schumacher
Village Clerk