1. **Call to Order, Pledge of Allegiance, Moment of Silence and Roll Call**

   President Knutson 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 Plan Commission members present: Comm. Eric Rogers, Comm. Jim Grabowski, Comm. Cheryl Mantz, Comm. Joe Zompa, Trustee Craig Roberts, and President Jeff Knutson.

   Also Present: Mary Censky, Village Planner; Tom Schmitzer, Village Attorney, Tim Barbeau, Village Engineer; Scott Gosse, Village Administrator; and Cassie Smith, Deputy Clerk/Treasurer.

2. **PUBLIC HEARING**

   None.

3. **Citizen Comments**

   None.

4. **Approval of Minutes**

   a. **July 12, 2018 Minutes**

   Comm. Mantz moved, seconded by Comm. Rogers to approve the July 12, 2018 minutes with the following change on page 2 item 5a: “Planner Censky affirmed that the roofing materials proposed do comply with our design standards.”

   Motion carried 6-0.

5. **OLD BUSINESS**

   None.

6. **NEW BUSINESS –**

   a. **Review, discussion and possible action/recommendation of a Certified Survey Map combining the five contiguous parcels (PWV’s 0898976, 0898975, 089801001, 0898018001, and 0898019001), located between 125 and 161 W. Wisconsin Ave., into one parcel. The properties are zoned B-2 Downtown Business. Property owner is Beachscape Pewaukee, LLC in c/o partner/applicant Joe Grasch.**

   Planner Censky stated the certified survey map attached is to combine five parcels that are all contiguous, under the same ownership, and all legal nonconforming, into one large and conforming lot. Censky stated that she spoke with the applicants engineer and they will add the public pathway/bridge landing easements on the final draft of the CSM. Censky read her recommendations. Engineer Barbeau went through his recommendations. Comm. Grabowski asked if the recommendations could be handled at staff level. The consensus was yes.

   Comm. Grabowski moved, seconded by Comm. Mantz to approve the Certified Survey Map combining the five contiguous parcels (PWV’s 0898976, 0898975, 089801001, 0898018001, and 0898019001), located between 125 and 161 W. Wisconsin Ave., into one parcel with the following recommendations approved at staff level:

   1) Applicant to properly depict (for Village Staff final review and approval) the existing easements (all) on both this lot and the adjoining lot to the south pertaining to the placement and/or construction of a public way and/or bridge landing between W. Wisconsin Avenue and the Pewaukee River and situated mostly along the common lot line of the two properties;

   2) Satisfactory evidence (possible map depiction), subject to Village Attorney review and approval, of access rights to serve development of/on the proposed new lot via Savoy Court;

   3) Village Engineer review and approval of the map as to its technical accuracy and closure in the legal description.

   4) Modification of the note regarding the location of the ordinary high water mark indicating that it is “for reference only” in accordance State Statutes 236.025 (3).
5) The notation referring to a Resolution number be removed from the Village Board approval certificate.

Motion Carried 6-0.

b. Review, discussion and possible action/approval on final plan details attendant to the proposed Beachscape Mixed Use Conditional Use Grant including final landscaping, exterior lighting and retaining wall plan details. The property is located between 125 and 161 W. Wisconsin Ave. It is zoned B-2 Downtown Business. Property owner is Beachscape Pewaukee, LLC in c/o partner/applicant Joe Grasch.

Planner Censky stated that this item is for the Beachscape project to complete the plan review process including some trailing details to the Plan Commission such as landscaping, exterior lighting, and a retaining wall plan. Censky stated the applicant has done a good job on the landscaping with what limited area they have to work with. The utility and similar equipment such as HVAC will be located on the north side of the building. It is not certain how to screen for this until everyone can see what it’s finished location, scale, visibility,… will be, therefore Censky asked the Commission that this be deferred to a staff review and approval prior to issuing an occupancy permit for the project. The site lighting is very limited due to the abundance of ambient light present in the area. There will be no parking lot lighting. The exterior building lighting includes decorative fixtures and down lighting which is code compliant. The retaining wall will be constructed with boulders and natural stones. Censky read her recommendations. Comm. Grabowski stated he thinks the applicant made the most out of the space he had to work with. Censky responded yes to Comm. Rogers stating there will be no parking lot or general site lighting in the back. She noted the Village Code does not specify a minimum lighting level, just a maximum. President Knutson asked what could be done if it were to be too dark in the parking lot. Administrator Gosse stated if it was a public hazard it would be addressed.

Comm. Rogers moved, seconded by Comm. Grabowski to approve the final plan details attendant to the proposed Beachscape Mixed Use Conditional Use Grant including final landscaping, exterior lighting and retaining wall plan details with the following recommendations:

1) Future/final plans for landscape (or other) screening of the utility and HVAC equipment from the surrounding view should be deferred to Village Staff to work out with the applicant in the finishing phase of the project but prior to issuance of an occupancy permit.

Motion Carried 6-0.

c. Review, discussion and possible action to approve the Temporary Use ‘Oktoberfest celebration’ as a one day (September 29, 2018) outdoor special event proposed to be held in the paved parking area adjacent to and south of the multi-tenant business-use building located at 203 W. Wisconsin Avenue. The applicant is Scott Hoggatt, as co-owner of the building tenants Velo City and The Handlebar, acting with consent of the underlying property owner Duncan’s, Inc. The property is zoned B-2 Downtown Business.

Comm. Grabowski recused himself.

Planner Censky stated The Handlebar is coming to the Plan Commission to ask for the approval of the temporary use at his property which will be hosting an Oktoberfest celebration. It is written in the applicants CUG that they are allowed to request up to three special events per year providing they submit for Plan Commission review and approval of the event details and site plan well in advance of the event. This particular event would consist of one large tent and three smaller tents, amplified outdoor music from 3-11 p.m., and organized bike rides during the day. The Handlebar doesn’t currently have approval for a premise expansion and therefore no alcohol sales or consumption can be permitted in the outdoor event area unless the Village Board approves a temporary expansion of premises for alcohol sales. The applicant did change the boundaries of the parking area rope-off (which were on the screen) along with the traffic circulation plan. Censky stated that the owners of the buildings south of this site would need to provide approval for the traffic pattern since the exit pattern would flow through their property. The Fire Chief is ok with the lay out and the Police Chief expressed his concern in regards to the size of the bike rides and how it will be monitored, the alcohol sales and how it will be ensured that the alcohol will not leave the premises. The Police Chief also stated that if the applicant needed the Police Department assistance they would be billed accordingly. The applicant was asked if any other events were going on in the Village that day and the applicant responded no. Comm. Zompa stated that there is another event by the Kiwanis at Village Park and stated he would like to see one of the events move to a different date. Planner Censky stated that the Commission could attach to the conditions that both events can’t go on the same day if they wanted. The applicant asked the Commission if the main concern was the load on the Police; he stated that maybe the bike ride will be 25 people. President Knutson stated his concerns due to the day he was due to driving in the Village and 15-20 bikes were riding and they didn’t stop at
the intersection. The Police Department is going to start cracking down on bicyclists that are not obeying the rules so that it is safe. Planner Censky provided some of the other site plan and operating details such as they will have a port-a-potty's on site and will clean up right after the event if anything becomes a nuisance, the Police Department could shut down the event. The applicant responded to Comm. Mantz stating they are unsure if they will use the large tent and their best estimate is to have everything taken down and cleaned up by 12 p.m. Trustee Roberts asked if they had to close the streets and the applicant responded, no. Trustee Roberts stated his concern is loud music after 10 p.m. because there were complaints on the Fourth of July. The applicant stated he doesn’t intend to have loud music as it shouldn’t be heard beyond Seesters. The applicant responded to Comm. Rogers stating there is no possibility to change the date, it has already been advertised for months now.

Comm. Zompa moved, seconded by Comm. Rogers to approve the temporary use ‘Oktoberfest celebration’ as a one day (September 29, 2018) outdoor special event proposed to be held in the paved parking area adjacent to and south of the multi-tenant business-use building located at 203 W. Wisconsin Avenue with the following conditions:

1) Village Police Chief and the Fire Chief must review and approve/conditionally approve the applicants plan (including possibly the plans for the organized rides throughout the day). Any conditions required by the Chiefs shall be incorporated into the event plan;
2) Applicant to provide details of the barrier that will serve as containment for those gathering in the defined use area for Staff review/approval prior to the event date;
3) Applicant must secure necessary expansion of premises and/or any other alcohol related licensure prior to serving/consuming any alcohol outside in the defined use area. If no such extension can be obtained, then this event shall not include the sales or consumption of alcohol in the temporary use area;
4) Applicant to provide adequate receptacles for waste in the use area and shall keep the site and surrounding area clean and free of litter, debris, ... at all times;
5) If at any time, the use is determined at the Village’s sole discretion to be causing a health or safety issue or an adverse impact upon the surrounding area, the Village Police Dept. may request immediate modifications to or cessation of the operations.
6) The Police Department will determine the extent to which they (the Police Dept.) will need to be utilized to control intersections along the bicycle routes and any other services they feel will need to be provided by the Department for this event;
7) The Police Department will have to ensure that they have the capacity to service both this and the Village Park event and if they cannot, then this event will not be allowed.
8) Any Village costs for Village services in support of this event shall be the responsibility of the applicant to pay for.

Motion carried 5-0-1; Comm. Grabowski abstained.

7. Citizen Comments
None.

8. Adjournment
Comm. Rogers moved, seconded by Trustee Roberts to adjourn. Motion carried 6-0.

Meeting adjourned at approximately 7:35 p.m.

Respectfully Submitted,

Cassie Smith
Deputy Clerk/Treasurer