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, Trustee Craig Roberts, and President Jeff Knutson. Comm. Joe Zompa was excused.

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

2. **PUBLIC HEARING**

   a. **On the Conditional Use Grant Amendment request of Area Board of Vocational, Technical and Adult Education District No.8. (i.e. WCTC) in c/o Jeff Leverenz, Director Facilities – Services, to construct the ‘Phase 2’ improvements (i.e. storage sheds, hardscape, lighting and such as related to the CDL training range) within the existing EVOC track area located on the campus of WCTC located at 800 Main Street. The property is Zoned IPS Institutional and Public Service District.**

   Andrew Barth @ N26W26015 Steeplechase Rd – Mr. Barth stated that he would like the Plan Commission to take into consideration the noise level regarding the EVOC track. The berm doesn’t have an effect on noise in relation to his property. When he looks out of the back of his house he has to look at the EVOC track. He requested that WCTC raise the berm height in the area of his property in order to block the noise from his property. Mr. Barth also stated that the EVOC track has started as early as 8:00 a.m. on Sunday and people are outside yelling. He stated that his noise measurement device has registered decibels of 60-70 at times. He asked the Plan Commission to require more control of the sound.

   b. **On the Conditional Use Grant Amendment request of Area Board of Vocational, Technical and Adult Education District No.8. (i.e. WCTC) in c/o Jeff Leverenz, Director Facilities – Services, to construct a 10,300 square foot building addition onto the existing I-Building on the campus of WCTC located at 800 Main Street. The property is Zoned IPS Institutional and Public Service District.**

   None.

3. **Citizen Comments**

   None.

4. **Approval of Minutes**

   a. **August 9, 2018 Minutes**

   Comm. Roberts moved, seconded by Comm. Mantz to approve the August 9, 2018 minutes.

   Motion carried 5-0.

5. **OLD BUSINESS**

   None.

6. **NEW BUSINESS –**

   a. **Review, discussion and possible recommendation to the Village Board on the Certified Survey Map land division request of property owner/applicant Jeffrey Kirley to split one lot (27,144 square feet/.62 acres) off from his existing 1.84 acre parcel of land located at 370 High Street. The property is Zoned R-5 Single-Family Residential.**

   Planner Censky stated that 370 High Street is a 1.8 acre lot that is being proposed to split into two lots. The vacant land that would be split off would be just over a half an acre. The only public road access would be on Lakeview Ct. (vs High St. like the remnant parcel). Improvements exist in regards to street trees; sewer main, water main, lights,... but the utilities
would have to be installed/extended to the lot line if a new building/home is ever proposed on this lot. Plan Commission does not recommend requiring a sidewalk since this is an existing street and if a sidewalk had been desired here it would have been installed as part of the original development. Censky read her recommendations. Engineer Barbeau stated he had similar comments on the sidewalk. The current Right-of-way on Lakeview Ct. is 50’ but the old plans show 30’. Barbeau stated the surveyor would have to correct or make the new owner aware that the laterals will need to be extended to the lot line. Since the lot falls off to the south by about 10’, if someone wanted to build on this lot he suggests that a grading plan be created, reviewed and approved by the Village before any building or permits are issued. Trustee Roberts asked if the motion is just to approve splitting the lot. Barbeau stated he is asking to include the condition of adding the notes to the CSM about the grading plan so anyone who would want to create a building plan for this lot would be aware of this requirement. Comm. Rogers stated that if someone builds a house they do not have to come before the Plan Commission. Censky responded to Trustee Roberts stating that when the Village Board determines to require a sidewalk installation, the developer or adjoining property pay for that but in this case, the point was that the Planning Commission was not recommending sidewalks because it is a simple land division. Discussion followed.

Comm. Grabowski moved, seconded by Comm. Rogers to approve to split one lot (27,144 square feet/.62 acres) off from the existing 1.84 acre parcel of land located at 370 High Street with the following recommendations:

1) Village Engineer final review/approval of the plans for all/any improvements determined to be required in support of this land division;
2) All required improvements shall be completed prior to recording the CSM or prior to issuance of a building permit for construction upon this new lot;
3) Village Engineer review and approval of the certified survey map as to its technical accuracy and closure in the legal description
4) Staff resolution with property owner of what has to be done with the three sanitary sewer and water service laterals that will not be used as part of this land split.
5) Notes added to the CSM indicating that the existing sanitary sewer and water laterals may not extend to the new right-of-way line and must be extended by the property owner; and that any water laterals found to be lead must be replaced with copper services by the owner of the land at the time of hook-up.
6) The CSM shall be amended to includes notes requiring that a drainage plan be provided concurrent with any future building permit application submitted for this new parcel; drainage plan must be reviewed and approved by the Village Engineer prior to issuance of a building permit.
7) Planning Commission does not recommend the inclusion of sidewalks as required public improvement since this a simple land division and the new lot has frontage on existing street - there is no new street being added, and because there are already sidewalks on the north side of this street.

Motion Carried 5-0

b. Review, discussion and possible action on the Conditional Use Grant Amendment request of Area Board of Vocational, Technical and Adult Education District No.8. (i.e. WCTC) in c/o Jeff Leverenz, Director Facilities – Services, to construct the ‘Phase 2’ improvements (i.e. storage sheds, hardscape, lighting and such as related to the CDL training range) within the existing EVOC track area located on the campus of WCTC located at 800 Main Street. The property is Zoned IPS Institutional and Public Service District.

Planner Censky stated that this is the second phase of the 3 phase EVOC track comprehensive expansion plan approved back in 2017. The 2nd phase includes paving the CDL area and putting two sheds on site with one having a loading dock attached. The buildings will be hard plank siding and asphalt roofing. The green space of the campus is still in excess of the Code requirement even after this project would be constructed. Staff recommendations were read aloud from the report(s). Engineer Barbeau stated that in regard to this facility, the stormwater was addressed at the beginning and therefore no new stormwater planning is required, just a few added details. He stated that he is getting the final grading plans for the loading dock but doesn’t see a problem. Comm. Rogers asked how high the berm is and WCTC responded that the completed berm is 12’ high and that the Village did a sound test after the EVOC track was in progress. Administrator
Gosse stated the Village selected a consultant and stated the sound study came back satisfactory. Administrator Gosse responded to Comm. Grabowski that there have not been any comments or concerns brought to the Village before tonight. Administrator Gosse stated that after the berm was built Planner Censky and himself went out for a half day with the company completing the study. Attorney Blum explained to the Commission Act 67 and discussion followed. Comm. Mantz asked what the third phase is and Planner Censky stated it is a classroom building. Comm. Mantz stated that it would have been helpful if the noise problems were brought up earlier. President Knutson agreed. President Knutson re-stated the Administrator Gosse said there have been no complaints until tonight, he asked the WCTC representatives in attendance at the meeting to please be more aware of horns and yelling. President Knutson asked WCTC to look into helmets with microphones to communicate with the students rather than having to yell instructions to trainees. Comm. Mantz stated that if there are complaints it would be helpful if the complaints were provided to staff with any details.

Comm. Grabowski moved, seconded by Comm. Mantz to approve ‘Phase 2’ improvements (i.e. storage sheds, hardscape, lighting and such as related to the CDL training range) within the existing EVOC track area with the following recommendations:

1) Recording of the Conditional Use Grant Amendment prior to the start of any work at the site;
2) Issuance of required building permits prior to the start of construction at this site;
3) Village Engineer review and approval of all grading, drainage, stormwater management, erosion control and utility plans prior to the start of work at the site.

Motion Carried 5-0.

c. Review, discussion and possible action on the Conditional Use Grant Amendment request of Area Board of Vocational, Technical and Adult Education District No.8. (i.e. WCTC) in c/o Jeff Leverenz, Director Facilities – Services, to construct a 10,300 square foot building addition onto the existing I-Building on the campus of WCTC located at 800 Main Street. The property is Zoned IPS Institutional and Public Service District.

Planner Censky stated that this item is an addition to the existing I building. WCTC is proposing to extend the building to the south west; this will create 4 new classrooms upstairs and an industrial setting down stairs. The scale of the building addition will take up the balance of green space in this small area. The applicant has updated the plan, blowing up the detail on the corner of the building and its offset to the internal drive, the relocation of the sidewalk to the other side of the drive, this was provided on the screen. Engineer Barbeau stated the grading and drainage plans are acceptable. There may be a conflict with underground utilities but he has been in contact to get those worked out with the applicant. Trustee Roberts stated his concern for parking and wonders if this will add too many more students and cars. Planner Censky responded stating they have from time-to-time, talked with the Police Chief about the parking conditions on campus (i.e. is it maxed out, are vehicles parking along the curbs, drives, on the grass,...) and has yet to hear that there is excess demand compared with the stalls available. It was also noted that they had just recently reconfigured two main lots on campus, the result of which was to increase parking by 124 spaces. WCTC stated they are a commuter campus so there are cars in and out on a constant flow basis plus the Police are there to oversee the parking safety as well. Engineer Barbeau stated the applicant flipped the sidewalk to the south side of the drive in the new plans.

Comm. Rogers moved, seconded by Trustee Roberts to approve Conditional Use Grant Amendment request of Area Board of Vocational, Technical and Adult Education District No.8. (i.e. WCTC) to construct a 10,300 square foot building addition onto the existing I-Building with the following recommendations:

1) The applicant to secure all necessary permits, licenses and/or approvals as may be required by other local, state, and federal governmental or quasi-governmental agencies with jurisdiction over this use and construction;
2) Applicant to submit for Village staff review and approval, prior to building permit issuance, a final landscaping/hardscape plan for the foundational and limited remaining greenspace areas of the site immediately surrounding this I building addition;
3) Applicant to submit for Village staff review and approval, prior to building permit issuance, a detailed lighting plan, including fixture specifications/cutsheets, fixture locations and dispersion plan, that is Village Code compliant;
4) Proposed building materials and colors shall be essentially indistinguishable from those of the existing building as to walls, doors, windows, trim, rooftop mechanicals screening, and similar. If this is not to be the case, applicant shall present any such digressions for review and approval by Village staff prior to building permit issuance;
5) Applicant to submit an application for sign permit/approval at such time as the final details/drawings are ready.
No signs shall be installed prior to issuance of a sign permit(s);
6) Village Engineer review and approval of all physical site development, utility, grading, drainage, stormwater management and construction details prior to building permit issuance;
7) Recording of the conditional use permit amendment prior to building permit issuance.
8) Any conflicts as to the location of a storm sewer catch basin, a light pole, and any other utilities must be resolved with the Village Engineer.
9) The project must comply with ADA requirements.

Motion 5-0

7. **Citizen Comments**
Andrew Barth @ N26W26015 Steeplechase Rd – Mr. Barth stated that he wants the board to understand his property is unique and at the back of his property it drops off tremendously. He stated that the 12’ berm was useless in containing the noise for his property so he wonders who specifically he should complain to.

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

Meeting adjourned at approximately 7:51 p.m.

Respectfully Submitted,

Cassie Smith
Deputy Clerk/Treasurer