

**Minutes
Village of East Troy
Plan Commission & Architectural Review Board
November 9, 2015**

1. **Call to order** - President Timms called the meeting to order at 6:30 pm
2. **Verification of open meeting notice** - Clerk-Treasurer Suhm verified the meeting had been posted according to open meetings laws.
3. **Roll call**
 - Present: President Timms, Trustee Seager, Commissioners Edward Arendt, John Grudnowski, Anna Mack, Kirk Nelson, Scot Serafin
 - Excused:
 - Others: Zoning Administrator Tim Schwecke and Clerk-Treasurer Suhm
4. **Approve Plan Commission minutes of October 12, 2015**

Motion by Trustee Seager, second by Commissioner Grudnowski to approve the minutes dated October 12, 2015. Motion carried.
5. **Citizen participation**

None.
6. **Potential amendment of the Village's zoning code to allow limited light industrial and warehousing uses in the Highway Business (HB) zoning district (application 2015-29)**
 - A. **Public hearing (tabled at the meeting on October 12, 2015)**

President Timms opened the public hearing. No comments were received from the public. President Timms closed the public hearing at 6:32 p.m.
 - B. **Possible recommendation to the Village Board**

Motion by Commissioner Arendt, second by Trustee Seager to recommendation the amendment to the zoning code to the Village Board. Motion carried.

President Timms Took Item 11 out of order

11. **Review of an awning in the Downtown Design District located at 2114 Church Street; Blooms in Bloom, applicant, Roger Trader, property owner (application 2015-35)**

This item was taken out of order. Zoning Administrator Schwecke reviewed his staff report dated November 6, 2015. He noted the Public Works Director requested the height be increased to at least 8 feet above the sidewalk to accommodate snow removal equipment. The applicant stated the eight foot height was acceptable. It was clarified that lighting depicted on the rendering already existed and the awning was the only new addition.

Motion by Trustee Seager, second by President Timms to approve the awning with the three conditions of approval listed in the staff report as well as the the eight foot height change. Motion carried.

7. Conditional use for elementary school located at 2131 Townline Road; East Troy Community School District, applicant; (Chris Eger, agent); (application 2015-31)

A. Public hearing

President Timms opened the public hearing. No comments were received from the public. The public hearing was closed at 6:37 p.m.

B. Possible recommendation to the Village Board

Zoning Administrator Scwecke reviewed his staff report dated November 5, 2015. He stated it mirrors the conditional use recently approved for the high school.

Motion by Trustee Seager, second by Commissioner Arendt to make a recommendation for approval to the Board. Motion carried.

8. Site plan for elementary school located at 2131 Townline Road; East Troy Community School District, applicant; (Chris Eger, agent); (application 2015-32)

A. Possible decision by Plan Commission

Chris Eger, Bray Architects, presented the site plans to the Commission. He also went through the site review traffic analysis. He pointed out as a result there will be a new right turn lane from Townline Road into the parking area. He also reviewed the flow of traffic, bus parking and visitor parking. He explained there was no acceleration or deceleration lane required on Highway ES due to this parking area only being utilized by buses (with the exception of a special event in the evening). In his review of the site plan he pointed out stormwater retention areas. Sidewalks and fire lane. He stated the plans were reviewed by fire chief and he found the gravel fire lane to be acceptable. Commissioner Mack questioned if the traffic study was based on current capacity or future. Mr. Eger clarified it is based on projected future capacity. When asked, Mr. Eger confirmed he was familiar with the eight conditions listed in the staff report and was comfortable with them.

When asked how parents and facility of school were considered when it came to the pickup and drop off arrangement, Mr. Eger explained there were extensive meetings with transportation director and facility. He stated those meetings resulted in splitting up the buses from the parent drop off. He also explained the 20 angled bus spots along Highway ES would be utilized when picking children up from the school, so all buses will be leaving consecutively. Drop off will be done parallel to the sidewalk.

Motion by Trustee Seager, second by Commissioner Serafin to approve the site plan as proposed with the eight conditions included in the staff report dated November 5, 2015. Motion carried.

9. Conditional use for preexisting business (boat storage and repair, landscaping materials and related uses in Highway Business zoning district) located at 1948 Byrnes Street; Complete Pier & Lifts (Ryan Niegelsen); (application 2015-33)

A. Public hearing

The applicant, Ryan Niegelsen of Complete Piers and Lifts distributed pictures of the proposed temporary structure. He explained, in lieu of a permanent building immediately he is considering a temporary building option. The four permanent structures he is proposing would be conventional pole barns and site plans for them would be reviewed at a later date. At this time the site plan review is only for the temporary structure. Zoning Administrator Schwecke explained the property is zoned highway business. There is no prohibition on polystructures and it is allowed with a conditional use. The proposed motion in the staff report indicated the temporary structure could remain on site for a total of five years.

Zoning Administrator Schwecke reminded the Commission a Conditional Use remains with the land so if there is new ownership, they only need to notify the Village. He pointed out the conditional use was drafted with blanks in the authorized uses section, which would allow the Commission to place limits on the uses if they desired. The suggested limits included the amount of boat storage, limitation on amount of space to store piers and materials, amount of rock stored outside, etc. After discussing the limits with the applicant it was decided it would be best for the applicant to determine his needs and come back to the Plan Commission prior to deciding on limits. The Commission also discussed the requirement to remove the batch plant. He stated he would like this modified and not to be prior to construction of his first building, as it would delay construction. The possibility of the removal being required prior to occupancy being granted was discussed. Zoning Administrator Schwecke also pointed out the requirement to submit a landscaping plan at the top of page three of the draft conditional use, stating due to its nonconforming use the Commission should consider requiring parameter landscaping to act as a buffer for the site.

President Timms clarified he should have initially asked for the public hearing and opened it at 7:24 p.m. No comments were received from the public.

Motion by President Timms, second by Commissioner Arendt to table the public hearing until December 14, 2015, at 6:30 p.m. Motion carried.

B. Possible recommendation to the Village Board

No recommendation – public hearing was tabled.

10. Site plan for preexisting business (boat storage and repair, landscaping materials and related uses in Highway Business zoning district) located at 1948 Byrnes Street; Complete Pier & Lifts (Ryan Niegelsen); (application 2015-34)

Motion by Trustee Seager, second by Commissioner Mack to table the site plan until December 14, 2015. Motion carried.

Item 11 was taken out of order.

12. Review of official map

Zoning Administrator Schwecke explained the primary intent of an official map is to depict planned roadways within our jurisdiction and the extraterritorial area so the Village would have an interconnected road network. Once an official map is adopted a structure cannot be placed within the planned roadway.

Enlarged copies will be distributed to the Commission for their further review. They were asked to come back to the next meeting with comments.

13. Recommendations for future agendas

Zoning Administrator Schwecke discussed a recent U.S. court case regarding signage. He stated in light of the ruling, Village sign code will need to be reviewed to make sure it complies. In the case he referred to, the Supreme Court determined the municipality did not have any sign regulations (the entire chapter was void) due to freedom of speech. He explained if you need to read any content of the sign to determine which regulations apply that is an issue. An example given was to label a sign type as a “for sale sign” rather than labeling it as a temporary sign. The code will be reviewed and any necessary text amendments will be recommended accordingly.

14. Adjourn

Motion by Commissioner Arendt, second by Commissioner Nelson to adjourn at 7:40 p.m. Motion carried.

Respectfully Submitted,

Eileen Suhm
Clerk-Treasurer