

**Minutes  
Village of East Troy  
Plan Commission & Architectural Review Board  
December 14, 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 John Grudnowski, Anna Mack, Kirk Nelson

Excused: Commissioner Edward Arendt

Absent: Commissioner Scot Serafin

Others: Zoning Administrator Tim Schwecke and Clerk-Treasurer Suhm

**4. Approve Plan Commission minutes of November 9, 2015**

Motion by Commissioner Seager, second by Commissioner Nelson to approve the minutes dated November 9, 2015. Motion carried.

**5. Citizen participation**

Andrea Frank, 2925 Elm Street, stated her property abuts the Contract Comestibles property. Her home is approximately 200 feet from the proposed building. She stated the new owners have been a welcome addition to the neighborhood and it has been wonderful to see somebody come in and make improvements to the building. She stated she recently saw some large trusses and grading so she knew something was being built. She visited the Village Hall and reviewed the plans online.

She stated she was concerned that many trees have been taken down in the neighborhood as a whole for a variety of reasons. She asked that the owners and Commission consider that it is a tourist area with the East Troy Electric Railroad nearby. She also stated she is hopeful that as they are looking at expanding operations they are also looking at adding landscaping and evergreens.

In addition she had questions regarding planned hours of operation. The plans indicate a substantial increase in the warehouse facility. She stated it looked like the application indicated a first shift operation but she frequently sees a second shift and at times a third shift. She also discussed early morning truck deliveries in the warehouse and was wondering if there will be an increase in

frequency of deliveries.

**6. Sign permit for wall sign located at 2887 Main Street located in the Central Business district; Realty Executives, (Dana Keegan, agent); (application 2015-39)**

**A. Possible decision by Plan Commission**

Commissioner Nelson questioned if this was the same business that had an awning approved recently. It was clarified the business has moved to a new location across the square and the new location did not have the awning.

Motion by Commissioner Seager, second by Commissioner Mack to approve the sign as proposed based on the four criteria referred to in the staff report dated December 14, 2015, and provided the applicant submits completed sign permit application and related fee. Motion carried.

**7. Conditional use for indoor mini-storage facility (within existing building) located at 2481 Executive Drive; WyzGyz LLC , (Paul Nyffeler, agent); (application 2015-36)**

**A. Public hearing**

President Timms opened the public hearing at 6:41 p.m. No comments were made and the public hearing was closed.

**B. Possible recommendation to the Village Board**

Motion by President Timms, second by Trustee Seager to recommend approval of the conditional use subject to the terms in the draft conditional use order dated December 10, 2015. Motion carried.

**8. Site plan for parking lot expansion located at 2481 Executive Drive; WyzGyz LLC, (Paul Nyffeler, agent); (application 2015-37)**

**A. Possible decision by Plan Commission**

No questions regarding the site plan.

Zoning Administrator Schwecke stated there were three conditions with the approval.

Motion by Commissioner Seager, second by President Timms to approve the site plan with the three conditions listed in the staff report dated December 10, 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 (adjourned at the meeting on November 9, 2015)**

President Timms opened the public hearing and asked for public comment. No comments were received.

Motion by President Timms, second by Trustee Seager to adjourn the public hearing until January 11, 2016, at 6:30 p.m. Motion carried.

**B. Possible recommendation to the Village Board**

No action taken.

**Note: The applicant has submitted a written request asking to adjourn the public hearing to the January 11, 2016 meeting.**

**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 President Timms, second by Commissioner Nelson to table the item until the January plan commission meeting. Motion carried.

**11. Certified survey map for merging three existing lots to form one parcel located at 2004 Beulah Avenue; Stone Bank Investments, LLC (Contract Comestibles), applicant; (application 2015-38)**

**A. Possible recommendation to the Village Board**

Zoning Administrator Schwecke stated there are four general conditions of approval, which are standard conditions always imposed as well as are nine specific conditions related to the certified survey map and items that need to be corrected by the surveyor.

Motion by Trustee Seager, second by President Timms to approve the CSM subject to the general and specific conditions listed in the staff report dated December 2, 2015. Motion carried.

**12. Amendment of site plan for property located at 2004 Beulah Avenue; Stone Bank Investments, LLC (Contract Comestibles), applicant; (application 2015-40)**

Andy Gehl, owner of Contract Comestibles, explained they are a two-shift facility with the second shift ending at 2:30 a.m. and at times running later. Long term he would like to have three shifts. He stated he is very cognizant the shipping is in the residential corner of the facility and the posted shipping hours are 7:00 a.m. to 3:30 p.m. However, he stated it is not unusual for a shipment to come in at 5:30 or 6:00 a.m. and they are turned away until 7:00 a.m. He did state, however, sometimes the trucks will leave and return with the shipment and others they will remain there until 7:00 a.m. He stated they do have a planned berm going up with trees to the north. The landscaping will be

installed in the spring as part of the approval. He stated the east end, which Ms. Frank referred to, is difficult because the parking lot is close to the lot line and the other parcel to the east that abuts Ms. Frank's property is owned by the Electric Railroad. It may be difficult to install any landscaping without encroaching on the Railroad's parcel. President Timms inquired if permission were granted from railroad to plant in that area whether Mr. Gehl would be willing to plant trees in that area. Mr. Gehl stated he does not know what the long-term plans for that property are and that parcel is not accessible by road, but he would be willing to do so.

Zoning administrator Schwecke explained this approval would be amending a prior approval and all the conditions of the first approval still apply. The only change is the size of the building.

Motion by Trustee Seager, second by Commissioner Grudnowski to approve the site plan with the larger storage building not to exceed 7,020 sq. ft., provided all conditions of prior approval are satisfied. Motion carried.

### **13. Review of official map**

#### **A. Possible recommendation to the Village Board**

Zoning Administrator Schwecke stated he found out after preparing the map there is a property on the west side of the village with a conservation easement to the Kettle Moraine Land Trust. He explained this prohibits development on the property and the planned roads will be removed from this area. When asked the procedure for amending the approved map Zoning Administrator Schwecke stated it is the same process as the original adoption. The process is a Plan Commission recommendation followed by Village Board public hearing.

Motion by Trustee Seager, second by Commissioner Mack to recommend approval of the official map to the Village Board. Motion carried.

### **14. Recommendations for future agendas**

Commissioner Mack questioned with the approval of the official map what the progress is on making the sidewalks more cohesive. President Timms reported the DPW Director is working on this currently and noting where they are in need of repair and installation. The Village Board has committed to continue the sidewalk plan so there is a better sidewalk system. Commissioner Mack questioned how the plan is prioritized and President Timms stated it likely will be by a recommendation from the DPW Director.

The Commission discussed the recently adopted sign ordinance, a court case that states the signs cannot be regulated based on the content of a message

and a new sign on the square that is likely in violation of the code. Commissioners were directed to contact the new Code Compliance employee regarding any violations. Amendments to the sign code will be brought forth by the Zoning Administrator.

**15. Discussion related to attendance at "Workshop for Local Land Use Officials" on January 27, 2016**

President Timms stated he would like to go would like to attend. Commissioner Nelson inquired whether we could find out the deadline for registration. Trustee Seager expressed interest in attending, but will be out of town for this workshop.

**Adjourn**

Motion by Trustee Seager, second by Commissioner Nelson to adjourn at 7:25 p.m. Motion carried.

Respectfully Submitted,

Eileen Suhm  
Clerk-Treasurer