



## **MEETING MINUTES – SITE REVIEW COMMITTEE**

**Date/Time:** Wednesday September 26<sup>th</sup> 2018 (5:30 P.M.)

**Location:** Village Office

### **ROUTINE ITEMS TO BE ACTED UPON:**

- 1. Call to order/Roll Call.** Meeting called to order by David Dillenburg at 5:30pm. Members: Dave Dillenburg (Chairperson), Debbie Schumacher, Mike Ambrosius, Dave Barancyk, Tom Tengowski, Merlin Zimmer were present. Excused were Rick Nuetzel. Staff Present: Aaron Kramer, Administrator, Todd Gerbers Director of Planning & Code Compliance, Mary Smith, Clerk/Treasurer.
- 2. Certification of the open meeting law agenda requirements and approval of the agenda.** Motion made by T. Tengowski, second by D. Schumacher to approve the agenda as modified. The motion passed unanimously. The modification was to move item 5 to later in the meeting to allow time for builder to arrive at the meeting.
- 3. Approve Minutes of the August 22<sup>nd</sup> 2018 meeting.** Motion made by D. Dillenburg, second by M. Zimmer to approve the minutes. The motion passed.
- 4. Public Comment on Non-Agenda Items.** No comments given.

### **ACTION ITEMS**

#### **5. DISCUSSION AND ACTION – Van Rite Building C (3654 Packerland – HB-1961): This item was heard and acted upon after items 6, 7 and 8.**

Staff presented and reviewed the site plan for this development (a warehouse, office and retail building) located at in Tax Increment District #2. County Highway approval will be needed for the driveway off of Packerland. The metal panels will use a fully concealed type fastener. The strips are also known as batten strips that cover the fasteners.

#### **Site Plan:**

- a. Green Space- 58% remains after the building is constructed.
- b. Setbacks compliant with the Limited Industrial requirements 40' front, 20' rear and 15' side.
- c. Parking: 25 spaces proposed, 22 required. Additional space available if needed.
- d. Fire Department Final Approval – Needed when the detailed civil plans are provided. 2-hydrants exist east of the site along Packerland Drive.
- e. Storm Water: Final storm water detail needs to be submitted and reviewed and approved.
- f. Refuse Collection. – N/NW corner of the paved area. 8" split faced block with stone cap and chain link fence with slats for the gate.

#### **Architectural Plan:**

- a. Construction: Wood frame office building, metal framed building for warehouse.
- b. Siding – Masonry: Sandstone metal panels with 44% masonry on building face on Packerland. 34% on Plane Site. 19% on the North side of the building. The percentages meet the requirements.
- c. Height: Shop eave height – 16'-0", peak height 10'-3". Office has truss bridge at 9'-0" peak height of 15'-10".

- d. Overhead doors: the doors exist on the east and west face of the structure. The door on the east face presents directly to Packerland Drive. Staff recommended that it be relocated to the north face of the building for functionality. Applicant stated he is planning on a drive through bay. The color of the doors will be the Sandstone to match the metal siding for the building.
- e. Mechanical Equipment: all mechanical equipment is proposed to be contained within the building. No roof or ground mounted mechanicals are anticipated.

**Landscaping Plan:** Detailed Plan must be submitted for approval. If Overhead door remains on the Packerland side, enhanced landscaping is suggested to try to diminish visibility of the overhead door. Both Mr. VanRite and the owner said they would try to screen the door from view.

**Lighting:** No parking lot lighting is proposed at this time. Wall pack's or any future parking lot lighting are required to be full cut off. down lighting.

**Signage:** No signage is proposed. Formal signage submittal is required if proposed in the future.

**Driveway- Curb Cut:** Two driveway locations are indicated on the site plan that was presented to the committee. The Packerland Dr. curb-cut requires a Brown County Permit. The Builder, Mr. VanRite has been notified of this requirement and he said he has been trying to contact the county for the permit. The second driveway is proposed to be on Plane Site Blvd. The Village plans on removal of the boulevard portion of the street. Applicant has requested a 50' curb cut instead of the 40' allowable cut. This will be taken to the Planning & Zoning Commission for discussion & Action.

**Motion by D. Dillenburg, second by D. Schumacher to conditionally approve the plans presented with the understanding that the completed plans & conditions will be bought back to committee for approval.** Staff is to review the Civil plan to allow the construction to start.

**Conditions:**

1. Storm water application must be completed.
2. Detailed civil plans are to come back for staff review.
3. Must secure storm water management plan approval.
4. Must obtain Br. County approval for driveway on Packerland Drive.
5. Must Provide Landscaping plan.
6. Must use concealed fasteners &/or tabs to cover the fasteners.
7. Any sign must come back to committee for approval.
8. Must obtain Fire Department approval of hydrants.
9. Overhead door is to be the same color as the siding – Sandstone.

**6. DISCUSSION AND ACTION – Wyld Berry Condominiums (N. Overland – HB-502): BASGIG Investors LLC.**

Staff presented the site plan for this development (23-unit, 11-single and 6-double unit building residential development) in Tax Increment District #1. The Duplex and the condo unit are to be completed this fall. This will be constructed on a private road. The PDD allows for a reduced setback of 20' along N. Overland Rd.

**Architecture:**

1. Single family unit 1,745 sf in size with 533 sf two stall attached garage. No basements.
2. Duplex units 1,778 sf per side with the 533 sf two stall garages. No basements.
3. All units are 2-bedroom, two baths
4. Masonry will be appx 50% on all units.
5. Earth tone color scheme for the stone and siding. No cookie cutter homes. 3-4 different color schemes will be used.

**Setbacks:**

1. 20' setback on N Overland and the northern property line, 30' setback along Woodfield Prairie Way and 25' setback to the west.

**Private Roadway & Curb Cuts:**

1. Development has private roadway. Served by Hobart Utilities. Road will be 28' width. Curb and gutter and sidewalk on one side. Village will not plow sidewalk on private road.
2. Parking will be limited to one side of the street. Full access to Woodfield Prairie Way secondary connection to N. Overland.
3. The N. Overland access will be right in and right out only, once the Boulevard is extended north.

**Parking:**

1. 2-stall attached garage. Driveway parking 2-additional cars. Road parking one side only

**Dumpster:** Garbage pick-up will be roadside bins. - not central collection.

**Fire Protection:**

1. Detailed plans are to be prepared and submitted to the Village of approval. Additional hydrants will be added as required to meet Fire Protection requirements.

**Storm Water Management:**

1. This Development will drain to the regional storm water facility, but will require reduction in peak discharge, and storm sewer conveyance to the municipal storm sewer system.

**Landscaping:**

1. Detailed landscaping plan is needed for the berms and public spaces. Each home will have their individual landscaping.
2. Berm landscaping adjacent to N. Overland Round-a-Bout is required to reflect the features of the Centennial Centre development features.

**Signage:**

1. If signs are requested the Signage plan must be submitted for approval.

**Motion made by T. Tengowski, second by D. Schumacher to approve the development for Wyld Berry Condominium as presented with the sign plans to come back to staff for approval. The motion passed unanimously.**

**7. DISCUSSION AND ACTION – Madiara Place (Stella Court – HB-2774)**

Staff presented the site plan for this development (70-unit, 5-building residential development) in Tax Increment District #1. This development will use the regional storm water pond. A DOT Permit is required for the storm water discharge. The final utility configuration and detailed grading and storm water plan need to be approved by staff, or brought back to site plan review for additional consideration prior to issuance of a building permit.

**Architecture:**

1. Buildings will be clad with a mixture of stone, siding and shake. Earth tones will be used on all buildings. Consistent with the product constructed by Lexington Homes at Encore Estates.

**Setbacks:**

1. Development complies with all setbacks per R. E. Lee

**Green Space:**

1. 64.8% green space which exceeds the 25% requirement.

**Driveway – Curb cut:**

1. 35' wide curb cut accessing Stella Court. Consistent with Code.

**Parking:**

1. Total of 180 parking stalls with 100 of those stalls being enclosed/garage stalls. Greater number than required.

**Lighting:**

1. No pole mounted lights in this development. Wall mounted lights shall be “dark sky” style fixtures.

**Dumpster:**

1. Trash enclosure on southwest corner. Well shielded by proposed berm.

**Fire Protection:**

1. Final Hydrant location to be confirmed with Fire Chief Lancelle prior to issuance of building permits. 5-hydrants illustrated.

**Utilities:** the development is to be serviced for water by a Master Meter located on the south side of building 1. This is consistent with other multi-family developments within the village.

**Storm Water Management:** this site must provide full storm water treatment. It does not flow to the Regional Pond system. Final approval is required on the storm water plan prior to issuance to any building permits. WDNr and WisDOT approval is required prior to start of work.

**Landscaping:** No concerns with the proposed landscape plan.

**Mechanical Equipment:** PTAC units will be used for heating and cooling.

**Motion made by D. Schumacher, second by M. Ambrosius to approve the development with the 8 conditions as listed.**

- 1. Developers Agreement must be approved.**
- 2. Recorded CSM must be approved by Village of Hobart**
- 3. Detailed grading / utility plan.**
- 4. Turning radius for driveways for fire apparatus & hydrant spacing must be approved by Fire Chief.**
- 5. DOT and WDNR approval for storm water discharge is required.**
- 6. PTAC units are limited in the distance they project away from the building.**
- 7. Grilles must be color matched to the exterior façade of each unit.**
- 8. PTAC sleeves are to be professionally color matched to exterior façade of each unit.**

**The motion passed unanimously.**

#### **8. DISCUSSION AND ACTION – Mulliner Place (Centerline Drive – HB-2774, et al)**

Staff presented the site plan for this development (60-unit, 6-building residential development) in Tax Increment District #1. Sign is required to have address shown. There will be 4 8-unit buildings and 2 14-unit buildings. Attached garages will be used for all buildings.

**Architecture:** 8-unit structures will be visible from Centerline Drive and will not have a berm. All 8-unit buildings will be the same model. shake, shingles and stone will be used for enhanced dwelling entry doors and overhead garage doors. 46% stone, 23% shake and 31% siding.

**Setbacks:** complies with all setbacks

**Green Space:** 49.9% green space which exceeds the requirement.

**Driveway & Curb Cut:** 52' curb cut accessing Centerline Drive is proposed. This will be a boulevard type entrance which is consistent with other developments.

**Parking:** 120 required stalls 60 of them enclosed are required. The development provides a total of 195 spaces with 104 of them being enclosed, this is more than is required.

**Parking Lot Lighting:** No pole mounted lights in this development. Wall mounted lights will be on walls facing the parking areas and will consist of "dark sky" style fixtures

**Dumpster Location:** trash enclosure on southeast corner. Shielded by proposed development and wetland. Landscaping will further shield the enclosure.

**Fire Protection:** Hydrant location was approved by Fire Chief, Jerry Lancelle.

**Storm Water management:** Proposed site drains to villages regional storm water management system. Dry ponds are provided to further reduce peak discharges. **Required NOI must be secured prior to work.**

**Landscaping:** plans submitted meet the requirements. No concerns.

**Mechanical Equipment:** PTAC units for the 14-unit buildings. The 8-unit buildings will have internal HVAC systems with external air conditioning units. The air conditioners and PTAC units are to be shielded with landscaping.

**Signage:** Sign detail was provided at the meeting and must have address listed on the signs.

**Motion made by D. Schumacher, second by T. Tengowski to approve the development as presented with the conditions listed.**

- 1. Secure storm water management approvals, NOI/DNR approvals.**
- 2. CSM must be approved combining the parcels.**
- 3. Fire Chief must approve the curb-cuts**
- 4. Developers agreement must be approved.**
- 5. Projection of PTAC units no further than 7" on any building**
- 6. PTAC sleeves must be color matched to the surrounding exterior of the building.**
- 7. PTAC units & grilles color matched for each façade.**

**The motion passed unanimously.**

**9. ADJOURN:** Motion made by D. Schumacher, second by D. Dillenburg to adjourn. The motion passed unanimously. The meeting adjourned at 7:15pm.