



MEETING MINUTES – SITE REVIEW COMMITTEE

Date/Time: Wednesday, February 21st, 2018 – 5:30 P.M.

Location: Village Office

ROUTINE ITEMS TO BE ACTED UPON:

1. **Call to order/Roll Call** – meeting was called to order by Debbie Schumacher at 5:30pm. Roll call: Debbie Schumacher, Mike Ambrosius, Dave Baranczyk, Tom Tengowski present. David Dillenburg, Rick Nuetzel, Merlin Zimmer excused.
2. **Verify/Modify/Approve Agenda.** Motion made by D. Baranczyk, second by M. Ambrosius, to approve the agenda. The motion passed unanimously.
3. **Approve September 20th, 2017 Meeting Minutes.** Motion made by D. Baranczyk, second by M. Ambrosius, to approve the minutes of September 20, 2017, with the correction to the spelling of D. Baranczyk’s name. The motion passed unanimously.
4. **Public Comment on Non-Agenda Items.** No comments were given.

ACTION ITEMS

5. **3380 S. Pine Tree Rd., HB-857, Bulk Materials Storage Yard and Equipment Storage:**

Discussion and Action: Proposed Storage Yard for Excavating and Trucking Contractor. Allyn Dannhoff, Director of Neighborhood Services, presented the project for Mr. Roffers. Ms. Wagner was present to answer questions from the committee.

- Owner/Applicant: Roffers Properties LLC, Chad Roffers
- Agent: Tonya Wagner, Mau & Associates, LLP
- Location: 3380 S. Pine Tree Rd., HB-857
- Zoning: I1 - Limited Industrial
- Area Uses:
 - West (across S. Pine Tree Rd.) – Undeveloped lands of a Residence
 - North (across W. Mason St.) - Residences
 - Northeast (corner of Haven Pl. and W. Mason St.) – Residence (zoned I1-Limited Industrial.)
 - East (wooded, undeveloped) – zoned I1- Limited Industrial
 - South - Mini-storage warehouse complex (zoned I1-Limited Industrial)

PROPOSAL

Chad Roffers initially secured Site Review approval in 2014 to prepare this site for a Contractor Office/Shop/Yard for his excavating and hauling contractor operations. Since 2014, his plan has changed. Mr. Roffers no longer desires to build his office and shop at this site. Rather he desires to use the property for bulk materials and equipment storage until the property is sold for a higher and better use in the future. This use plan was presented to the Planning and Zoning Commission and Village Board, which has approved a Conditional Use Permit for Bulk Soils and Landscaping

Materials Storage including Storage of Occupant Owned Equipment. The approved Conditional Use Permit requires compliance with Site Review Committee conditions of approval.

SITE REVIEW DEVELOPMENT AND DESIGN STANDARDS CHECKLIST

Section 3, Site Plan Approval, sheet 1.0

- A. Green Space** – The 8.97 acre (9.018 acres per County Land Records) site will provide 56.6% green space exceeding the 25% minimum. An enhanced plan sheet will be provided at the meeting that will provide a clearer distinction between the green spaces and the use spaces. For now, staff has colored the green space to allow committee members to readily identify green space from use space.
- C. Setbacks** – The Storage uses will maintain the required setbacks of 40' front, 15' side and 20' rear yard setback requirements. Sheet 2.0
- D. Parking** – Parking of equipment is proposed to be done in an orderly fashion at the SE corner of the site, so as to be less visible from the public roads.
- H. Streets and Fire Lanes** – The overall site plan poses no concerns with emergency response and access.
- I. Storm Drainage, sheet 2.0** – A conceptual plan has been provided. Final design and plan approval is required to be secured from both the Village engineer and the State DNR prior to permit issuance. The general concept is to sheet drain the site to the retention pond at the northeast corner of the property. Any overflow would follow the existing grade contours into the Hwy 54 ditch. Due to elevation differences, there will be no surface waters flowing onto adjacent properties.
- J. Driveway** – The driveway onto S. Pine Tree Rd. is proposed to be paved as required by the Conditional Use Permit.

Section 5, Landscaping, sheet 1.0 and 2.0.

A berm is proposed along both public road frontages and will be planted with a variety of deciduous and evergreen trees. Total street frontage is 1,162 feet, requiring a total of 23.2 trees. Rounding up would require 24 trees, 28 are provided on the plan. Tree species and size are identified on the plan.

Section 7, Signage.

No Signage is proposed. Staff recommends requiring the address to be posted at the driveway. A Fire Number type sign would suffice.

Motion made by Tom Tengowski, second by Dave Baranczyk to approve the materials storage yard and equipment storage lot plans, conditioned upon the following:

1. Required – height of stockpiles not to exceed 15' on the piles of materials to avoid the blowing of the materials off of the site/across the roads.
2. Storm water management and erosion control plan approval shall be obtained from the Village Engineer and the Wisconsin DNR by May 1, 2018.
3. The approved storm water management and erosion control plan shall be implemented and completed by June 15, 2018.
4. Deadline for completion of the berm, and installation of seeding, mulch, trees on the berm is June 15, 2018. If a written purchase agreement/active negotiation for the sale of the property is presented to the Village, the deadline for planting the trees on the berm may be extended to September 15, 2018 if Village Administration finds the purchase agreement/negotiations support said extension.
5. Deadline of June 15, 2018 for all paving, gravel/crushed asphalt surfaces to be completed.
6. Fire Number to be placed to identify the parcel in case of any EMS purposes.
7. Secure inspection approval by deadlines shown for the various sections above by June 15, 2018.

The motion passed unanimously.

6. Tenantable Buildings, Condominium Storage and Mini-Warehouse Storage Complex, HB-658, 4000 Block N. Overland Rd.:

Discussion and Action: Proposed Private Warehousing Development.

GENERAL INFORMATION

1. Applicants: Chad Reader, Lance VandenHuevel (Hobart Storage LLC)
2. Parcel: HB-658
3. Zoning: I1-Limited Industrial upon securing approvals and land.

BACKGROUND

Chad Reader and Lance VandenHuevel are proposing a development plan for parcel HB-658, 24.351 acres. This plan includes mini-storage warehousing, private condominium storage, and leased business spaces for small business. The purchase agreement hinges on three criteria: securing rezoning, securing a Conditional Use Permit for the Warehousing uses, and securing Site Review Committee approval for this development. At this point rezoning and CUP approvals have been secured.

The development project has support of the Village Board while recognizing the Site Review Committee will review for compliance with the intents of the Village Zoning Ordinance. The owners want to make the project aesthetically pleasing and make certain the police and fire departments have full access to the site if necessary. The gates will be black coated vinyl fencing with key pad entry. The condo association will enforce the regulations of the association. The project will be phased in. As the first buildings are built and rented out / sold, they will start the next set of buildings.

SITE REVIEW DEVELOPMENT AND DESIGN STANDARDS CHECKLIST

Section 3, Site Plan Approval (Robert E. Lee Sheets 3, 4, 6)

- A. Zoning:** I1-Limited Industrial
Erosion Control: Under development
Green Space: 40.7% (25% required)
- C. Setbacks:** Compliant with district requirements. Additionally, the development as a whole exceed the minimum setbacks to perimeter property lines, including the pavement, to provide enhanced green space in recognition of existing and future residential developments in the area.
- H. Fire Dept. (and Police Dept.):** The plans presented have been reviewed and accepted by the Police Chief and Fire Chief.
- I. Storm Water:** Plans are under development. Sheets 4 and 6 provides insight on the conceptual plan being developed.
- M. Refuse Collection:** Refuse will be stored internally, in recognition of the Conditional Use Permit prohibiting outdoor storage.

Section 4, Architectural Plan Approval (Bayland Buildings Sheets A-A through G-A)

- A. Exterior Construction Information:**
 1. **Materials:** Wood Frame Construction.
 2. **Exterior Materials:** Metal wall and roof panels, split face concrete masonry. Masonry meets required 35% for the facades facing either road. Semi-concealed fasteners will be used.
 3. **Height:** Tallest building is 27' to ridgeline.

Section 5, Landscaping Plan (Robert E. Lee sheets 3 and 6)

Plan proposes berms with tree plantings on street frontages and along north property line. A total of 43 trees are required based on frontage. The plan proposes 53 trees, which include the trees proposed along the north property line to further buffer the development from the abutting residences.

Section 6, Lighting (Robert E. Lee Sheet 3)

Dark sky compliant lighting is proposed (reference lighting fixture sheet.) Lighting is placed facing internal aisles to minimize light spillage beyond the development.

Section 7, Signage

No signage proposed at this time. Sign size was discussed 10'height max 50 sq. ft. per side and materials used are to be similar to the buildings for the stonework. Permit will be required when a sign is proposed.

Section 8, Driveway-Curb Cut

The proposed driveway accesses comply with Village ordinance.

Motion made by Debbie Schumacher, second by Mike Ambrosius to approve the storage complex on HB658, 4000 block of N. Overland rd. with the conditions listed.

1. Secure Village Engineer and DNR approval of Erosion and Storm Water Management Control Plans prior to permit issuance;
2. Add a shrub group at the west side of the western most Trout Creek Rd. entrance;
3. Install address Fire Numbers at respective driveway addresses as the addressing scheme develops.
4. Masonry on all buildings to have the same height of materials. Height recommended is 5' 4" for all required masonry sides.
5. Plantings to be completed in the fall of 2018

The motion passed unanimously.

7. **ADJOURN:** Motion made by Tom Tengowski, second by Mike Ambrosius, to adjourn. The motion passed unanimously. Meeting adjourned at 6:35pm.