

**VILLAGE OF THIENSVILLE
PLAN COMMISSION
MINUTES**

DATE: Tuesday, July 7, 2015

**LOCATION: Village of Thiensville
250 Elm Street**

TIME: 6:00 PM

I. CALL TO ORDER

Chairman Mobley called the meeting to order at 6:00PM.

II. ROLL CALL

Chairman:	Van Mobley	
Commissioners:	John Cabaniss	Carol Gengler (excused)
	Mike Dyer	Ken Kucharski
	Rick Gattoni	Dan Luedtke
Administrator:	Dianne Robertson	
Assist. Administrator:	Colleen Landisch-Hansen	
Planner:	Jon Censky	

III. BUSINESS

- A. Approval of Minutes**
1. June 2, 2015

MOTION by Commissioner Luedtke, **SECONDED** by Commissioner Dyer to approve the June 2, 2015 Minutes. **MOTION CARRIED UNANIMOUSLY.**

- B. Review and approval of Sunroom Addition for John Rosing**
512 Alta Loma Drive

Mrs. Mimi Rosing was in attendance. This project involves a sunroom addition on the back of the residence at 512 Alta Loma Drive on the existing patio. The existing patio concrete will be removed. The lot has some nice trees, and they are looking to build this to enjoy the outdoors.

Planner Jon Censky reported that from a planning concept, this fully complies with all the dimensional requirements. Planner Censky expressed that the siding and shingles must match the existing home and that a Building Permit must be secured before the project starts.

The residence has recently been re-shingled and extra shingles were purchased to be used for this addition. Mimi shared that she has spoken to her neighbors and reported that everyone she spoke with is fine with their project.

MOTION by Commissioner Gattoni, **SECONDED** by Commissioner Luedtke to approve a Building Permit for a Sunroom Addition for John Rosing, 512 Alta Loma Drive. **MOTION CARRIED UNANIMOUSLY.**

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C. Review and approval of Core Consulting, LLC sign
107 Buntrock Avenue

Mr. Matthew Buerosse and Mr. Jesse Daily from Core Consulting, LLC were in attendance. Mr. Daily reported that they would like to cover up the current sign with a sign similar to the one at The Cheel. Core will use the existing structure, take down the current plastic sign and replace with vinyl. This will not be lit from behind. This sign has been approved by the Historic Preservation Commission.

Planner Censky reported that this request does meet the Sign Code.

Commissioner Kucharski questioned as to the background color. Mr. Daily reported that it is a metallic vinyl similar to The Cheel sign.

Chairman Mobley questioned when the eagle was going to be installed at The Cheel. Mr. Daily shared that he is hoping that by the second week in August it will be installed.

MOTION by Commissioner Luedtke, **SECONDED** by Commissioner Dyer to approve the Core Consulting, LLC sign, 107 Buntrock Avenue. **MOTION CARRIED UNANIMOUSLY.**

D. Review and approval of Certified Survey Map to Divide 12-050-08-18-000
for Lumen Christi Church, 101 Ellenbecker Road

Mr. Richard Wagner from JSD Professional Services, Inc. reported that JSD Professional Services, Inc. prepared the certified survey map based off of the old assessor's plat which takes the church property that was made up of several parcels. Ms. Jane Bartlett from Lumen Christi Congregation was also in attendance.

Planner Censky reported that this request fully complies and shared that the rectory is zoned Residential and the church is zoned Institutional so there is no need to have this property re-zoned.

Chairman Mobley shared that it is his understanding that the church's intent is to sell the rectory as a home. Ms. Bartlett reported that there is already an offer for the home.

Mr. Wagner will bring in the original certified survey to be signed.

MOTION by Commissioner Gattoni, **SECONDED** by Commissioner Cabaniss to approve the Certified Survey Map to Divide 12-050-08-18-000 for Lumen Christi Church, 101 Ellenbecker Road. **MOTION CARRIED UNANIMOUSLY.**

E. Discussion about Sign Application for Schramka Funeral Home,
423 Main Street

Assistant Administrator Colleen Landisch-Hansen reported that a second notice was sent to Schramka Funeral Home and did receive a call from Mr. John Klein. Mr. Klein was unable to meet the deadline for a design change for this July 7th meeting and is hoping to be on the August Agenda.

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- F.** Review and approval of Certified Survey Map to Divide 12-050-04-19-000 for Thiensville Apartments, LLC, 200 Green Bay Road and recommendation of acceptance of outlot to Village Board

Chairman Mobley shared that there is an area on this parcel that is on the floodplain and that removing this makes the property more developable if this floodplain is not included in the parcel. Mr. David Hoff's request is to take this portion off and donate it to the Village for a small seating area.

Mr. Hoff reported that is in the context of a larger redevelopment plan and that it is hard to develop property that is in a floodplain. This is a very small corner, about 400 square feet, where the floodplain just clips the corner of the 200 Green Bay Road project and is requesting to eliminate this from the parcel.

MOTION by Commissioner Dyer, **SECONDED** by Commissioner Gattoni to approve the Certified Survey Map to Divide 12-050-04-19-000 for Thiensville Apartments, LLC, 200 Green Bay Road and recommend acceptance of outlot to the Village Board. **MOTION CARRIED UNANIMOUSLY.**

- G.** Review and recommendation to amend the Planned Development Overlay (PDO) Ordinance

Planner Censky explained that this is an amendment to the existing Planned Development Overlay (PDO) Ordinance and may be used in conjunction with this project. The PDO District is a district that is placed over and used in conjunction with development of the underlying base zoning district. In the Village for Residential property there is R-1 through R-5; base zoning for Business is B-1 through B4 or B5, and so on. This type of development includes one or more principal uses or structures and all the regulations and standards for development under the PDO are based on the underlying base zoning district. The intent with this change is to provide flexibility in overall design for the PDO projects. It allows for modification to the underlying standard requirements such as lot size, lot width requirements, building location, setback, offsets, building height and density. Under this change, those modifications would be considered on a case-by-case basis and would be allowed where it can be justified based on the quality of the project and whether or not it meets this Commission's standards as well as the Village Board's standards. This change also includes a requirement for a Development Agreement which is basically a contract between the Village and the developer that spells out the terms and conditions for approval, among other things. So, basically the intent is to allow the Village to approve projects based on their merits and how they benefit the community. The intent and the schedule for this evening are for a recommendation to the Village Board and then a Public Hearing would be scheduled. Final action would be from the Village Board for consideration.

Chairman Mobley questioned as to if we recommend this to the Village Board this evening, will this come back to the Plan Commission. Planner Censky clarified that if this is approved as proposed this evening, it will go to the Village Board for final action and then a Public Hearing will be scheduled. This is the last chance for the Plan Commission for review. To use it, this is a zoning district that basically ties the zoning to a project. In the future, if a project is approved and there is an amendment or a change to the project, then we will need to go through the rezoning process. Any particular case in which this is used will come back to the Plan Commission and the Village Board.

It was shared by Administrator Robertson and Planner Censky that Cedarburg and Elm Grove follow this process as well. What this does is it puts the burden on the quality of the project both on the Plan Commission as well as the Village Board so it gives flexibility as well as control. The intent is to secure quality projects. This amends the current code and allows some flexibility that the code currently does not allow. Right now there is no flexibility on where that building is located or how it is going to look.

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In reference to Section C. 1) Pre-Petition Conference. a) Procedural Requirements, it states "Prior to the official submission of the petition for the approval of a Planned Development Overlay District, the owner or his agent making such petition shall meet with the Village Plan Commission or its staff and provide sufficient written details and drawings concerning to discuss the scope and proposed nature of the contemplated development as necessary to permit an adequate staff review. It was suggested to change "or" to "and" and to change "Pre-Petition Conference" to "Concept Review."

Pre-Petition was explained as a developer coming in with an idea and presenting it to staff and the President to decide if the project meets the standards and is worth pursuing.

Chairman Mobley shared that, in the Village, there has to be some level of trust so that the staff and Village President can work with people to get it in a situation where the topic is broached to the Plan Commission and then move forward.

The change to "Concept Review" better defines this section as the developer is presenting a concept to inquire if it is acceptable and/or if there is any input.

Chairman Mobley believes that the pre-meeting should be between the staff, Village President and the developer. As the Plan Commission, one of the first questions asked is if the applicant owns the property or has control of it; and then it is suggested that the applicant talk to neighbors and then the Plan Commission.

Planner Censky believes it is critical for the Plan Commission to be involved in the concept review to make the developer comfortable with the request.

Administrator Robertson reported that a PDO public hearing is scheduled for August 17th.

Chairman Mobley inquired as to if this new ordinance is required for this project. Administrator Robertson confirmed.

MOTION by Commissioner Luedkte, **SECONDED** by Commissioner Dyer to approve as amended the Planned Development Overlay (PDO) Ordinance. **MOTION CARRIED UNANIMOUSLY.**

**H. Review and recommendation to change the Land Use Plan for the
Property at 200 Green Bay Road from Commercial Classification
To Multi-Family Residential Classification**

Planner Censky explained that the site at 200 Green Bay Road needs to be reclassified from "Commercial" to "Multi-Family." Administrator Robertson referred to the Smart Growth Comprehensive Land Use Plan that was approved in 2008. This does not rezone the property but it does state that the plan of the community would be for Residential to be there. The parcel cannot be rezoned without it being in the Smart Growth Plan. The zoning and the Comprehensive Plan need to be consistent for any zoning decision to be made. This is a two-step process with the Land Use Plan being first and then if approved, rezoning will occur to be consistent. Administrator Robertson shared that the Board will need to have a Public Hearing and then all people of authority will need to be notified: the Southeastern Regional Planning Commission, the County, Mequon and the Department of Administration.

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If approved, a Public Hearing will be scheduled in 30 days.

MOTION by Commissioner Luedtke, **SECONDED** by Commissioner Dyer to approve the change to the Land Use Plan for the Property at 200 Green Bay Road from Commercial Classification to Multi-Family Residential Classification. **MOTION CARRIED UNANIMOUSLY.**

All applicants or their contractors must be present for any approvals.

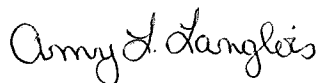
IV. BUSINESS FROM THE FLOOR

Open to any citizen who wishes to speak on items not on the agenda. Please step to the podium and give your name and address for the record.

V. ADJOURNMENT

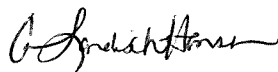
MOTION by Commissioner Dyer, **SECONDED** by Commissioner Luedtke to adjourn the meeting at 6:45PM. **MOTION CARRIED UNANIMOUSLY.**

Submitted by,



Amy L. Langlois
Village Clerk

Approved by,



Colleen Landisch-Hansen
Assistant Administrator

Signed by,



Dianne S. Robertson
Administrator