

**MINUTES OF THE VILLAGE PLANNING COMMISSION MEETING
December 16, 2015**

The meeting of the Planning Commission of the Village of Slinger was called to order by Chairman Brandt at 300 Slinger Road, Slinger, WI, at 6:30 p.m. on Wednesday, December 16, 2015 in accordance with the Notice of Meeting delivered to the members on Friday, December 11, 2015.

1. Roll Call & Notice of Meeting:

Planning Commission Members	<u>Present</u>	<u>Absent</u>
Russell Brandt, Chairman	x	
Elida Erovick	x	
Lee Fredericks	x	
Bruce Hassler	x	
Robert Stuetgen	x	
Bryant Moritz	x	
Lisa Brux		x (excused)
	6	1

Also Present: Jessi Balcom, Village Administrator
Marty Marchek, Village Planner
Jim Haggerty, Village Engineer
Margaret Wilber, Village Treasurer
Tammy Tennes, Village Clerk

Chairman Brandt informed the members present that the open meeting law had been complied with in connection with the meeting. Notice of the meeting was sent to all that requested same and posted in three public locations.

2. Approval or Correction of Minutes:

A. Planning Commission Minutes From 11-11-2015

Motion Fredericks/Stuetgen to approve Planning Commission minutes from 11-11-2015.
Motion passed.

3. Public Hearing & Possible Action Thereon: Consider Two Requests from Kevin Dittmar Agent for Property Owner Hillside Terrace, LLC for Zoning Actions Related to the Hillside Terrace Apartment Development South of the Proposed Extension of Cedar Bluffs Way. The Requested Actions are as follows:

- A. Public Hearing A – Request to Amend the General Development Plan for Future Phases of the Hillside Terrace Apartment Development for the 10.6 Acre Area South of the Extension of Cedar Bluffs Way to Allow Six 8-Unit Buildings (48 Units) to Replace the Previously Approved Plan for Five 8-Unit Buildings (40 Units)**

Chairman Brandt announced the reason for the public hearing and Clerk Tennes read the notice. She informed the Commission that all posting requirements had been met.

Chairman Brandt opened the hearing for public comment at 6:34pm and there being no comments closed the public comment portion of the hearing.

Planner Marchek stated that this request was discussed in concept at the November 11, 2015 Planning Commission meeting and that Commissioners were favorable to the proposal to allow six 8-unit buildings (48 units) to replace the previously approved plan for five 8-unit buildings (40 units). He noted that because the subject property is part of a previous zoning action which included a General Site Development Plan, this action is necessary to amend that plan.

Administrator Balcom reiterated to the Commission that according to the Phase 2 developer's agreement the road needs to be completed by July of 2016 and stormwater agreement has to be recorded before occupancy of the building.

Mr. Kevin Dittmar discussed the changes he would like to make to Phase 3.

Motion Hassler/Fredericks to amend the General Development Plan for future phases of the Hillside Terrace Apartment Development for the 10.6 acre area south of the extension of Cedar Bluffs Way to allow six 8-unit buildings (48 units) to replace the previously approved plan for five 8-unit buildings (40 units) as presented. Motion passed.

B. Public Hearing B – Request to Recommend the Planned Unit Development Overlay District and a Conditional Use Permit to Construct Two 8-Unit Buildings (16-Units) as Phase 3 of Hillside Terrace Apartments on a 1.3 Acre Site to be Lot 1 of Proposed CSM Along the South Side of the Extension of Cedar Bluffs Way. Also Requested is Approval of Site Plan for the Phase 3 Project.

Planner Marchek stated that this request relates to Lot 1 of the enclosed CSM which would contain the two 8-unit buildings (16 units) which will be Phase 3 of Hillside Terrace Apartments. He stated that this action includes consideration and recommendation of the enclosed ordinance which would grant the Planned Unit Development (PUD) Overlay District to the subject property along with approval of the site plan for the two 8-unit buildings. Planner Marchek stated that the Phase 3 site plan provides no guest parking areas and some guest parking should be required as part of the site plan approval process because that portion of the extension of Cedar Bluffs Way along the Phase 3 site will have a narrow pavement (24 ft. wide) and on-street parking for guests will not be available between November 1st and April 15th.

Discussion was held on the additional parking spaces necessary. It was agreed upon by the Commission members that a minimum of 4 additional guest parking spaces are required.

Planner Marchek noted that at a future date the Architectural and Landscaping Plans and Development Agreement for the Phase 3 development will be submitted to the Commission for review.

Motion Fredericks/Moritz to recommend to the Village Board for approval the Planned Unit Development Overlay District to construct two 8-unit buildings (16-Units) as Phase 3 of Hillside Terrace Apartments on a 1.3 acre site to be Lot 1 of proposed CSM along the south side of the extension of Cedar Bluffs Way and the Site Plan for the Phase 3 project with the following conditions:

1. That a minimum of 4 additional off-street guest parking for Phase 3 is added.
2. That the Development Agreement, architectural and landscaping plans and a stormwater agreement are submitted and approved for Phase 3
3. That any requirements of the Fire Department are met.

Motion passed.

C. Consider Repealing and Recreating Section 5.03 F. of the Village Zoning Code to Clarify the Minimum Width of Off-Street Parking Rows & Aisles in Parking Lots.

Chairman Brandt announced the reason for the public hearing and read the notice. He informed the Commission that all posting requirements had been met.

Chairman Brandt opened the hearing for public comment at 6:51pm and there being no comments closed the public comment portion of the hearing.

Planner Marchek stated that this proposed change to the Village Zoning Code was a referral from the Zoning Board of Appeals in response to the proposal by St. Peter's Church for their expansion project.

He provided the Commission with the research done to clarify that the need for a change in the code regarding this matter.

Motion Moritz/Fredericks to recommend to the Village Board for approval the repealing and recreating Section 5.03 F. of the Village Zoning Code to clarify the minimum width of off-street parking rows & aisles in parking lots as presented. Motion passed.

D. Consider Repealing and Recreating Section 6.03 C. of the Village's Zoning Code Which Regulates Signs for Public, Charitable or Religious Institutions.

Chairman Brandt announced the reason for the public hearing and read the notice. He informed the Commission that all posting requirements had been met.

Chairman Brandt opened the hearing for public comment at 6:57pm and there being no comments closed the public comment portion of the hearing.

Chairman Brandt stated that this matter has been discussed thoroughly at previous meetings.

Motion Stuetgen/Erovick to recommend to the Village Board for approval the repealing and recreating Section 6.03 C. of the Village's Zoning Code which regulates signs for public, charitable or religious institutions as presented. Motion passed.

3. Unfinished Business, Review & Action Thereon: None

4. New Business, Review & Action Thereon:

- A. CSM Submitted by Kevin Dittmar d/b/a Dittmar Realty Inc to Divide a 10.5 Acre Area South of the Extension of Cedar Bluffs Way Into a 1.28acre Lot, a 5.89 Acre Lot and a 3.3 Acre Outlot for Stormwater Ponds.**

Planner Marchek stated that this land division creates the parcels that Mr. Dittmar discussed earlier in this meeting. He informed Mr. Dittmar that prior to going to the Village Board, a Developer's Agreement and stormwater maintenance agreement need to be submitted to the Commission.

It was noted that no technical corrections are necessary.

Motion Hassler/Stuettgen to recommend to the Village Board for approval the certified survey map submitted by Kevin Dittmar d/b/a Dittmar Realty Inc. to divide a 10.5 acre area south of the extension of Cedar Bluffs Way into a 1.28acre lot, a 5.89 acre lot and a 3.3 acre outlot for stormwater ponds as presented. Motion passed.

B. Concept Review of Site and Architectural Plans for a 27,551 Sq. Ft. Addition to St. Peter Catholic Church at 208 E Washington St. (Plunkett Raysich Architects, LLP)

Planner Marchek stated that plans for this major expansion of the church building and parking areas were reviewed in concept at the Oct 14, 2015 meeting and that the review was preceded by 4 public hearings held by the Zoning Board of Appeals at which time they granted the necessary variances to allow the project to proceed. He noted that no zoning actions are required for this expansion because the Institutional Zoning District allows churches as a permitted use.

Mr. Pat Griffin, representing Plunkett Raysich Architects, appeared before the Commission. Mr. Griffin presented to the Commission the exterior material and color samples that are being proposed for the St. Peter Church addition. He informed the Commission that exterior insulation and finish systems (EIFS) is the proposed material to use on the upper portions of the exterior of the new addition due to the weight constraints.

Discussion was held on the proposed materials to be used on the project.

It was noted that approval of the plans is valid for a 1-year period during which the necessary building permits must be issued and that the proposed timeline for the project is to start right after Easter 2016 and be done for Christmas 2016.

Motion Stuettgen/Hassler to approve the site and architectural plans for a 27,551 sq. ft. addition to St. Peter Catholic Church at 208 E Washington St. with the following conditions:

1. That any requirements of the Fire Dept. are met.
2. That any requirements of the State are complied with.

Motion passed.

C. Site Plan and Lighting Plan to construct a 32 Space Off-Street parking Lot Behind Lombardi's Bar & Grill at 112 W. Washington St. (Kelly Henrickson Agent for Property Owner the Hilbert Co.)

Planner Marchek stated that the new parking spaces proposed are intended primarily to satisfy the parking needed for the expanded Slinger House and to provide additional parking for Lombardi's Bar & Grill. He stated that the subject site has a grade change of about 30 feet from

its easterly boundary to the westerly edge along Washington St./STH 175 and this grade change requires a retaining wall along the easterly edge of the paved parking lot. Planner Marchek stated that the wall was under construction at the time of preparation of his report. He noted that the wall will extend about 4 feet above the parking lot surface grade and be constructed of decorative concrete block. Planner Marchek stated that Mr. Henrickson submitted revised plans for the parking lot that now show the retaining wall.

Planner Marchek stated that the grade change across the subject site will discharge stormwater (from east to west) along the driveway into Washington St./STH 175 and the Village Engineer has concerns that this discharge would, at certain times of high flows, flow into the travel lanes of Washington St./STH 175. He stated that no interior stormwater inlets are shown on the site plan to collect this stormwater and that no curb and gutter shown along the edges of the parking lot which is approvable because the parking lot is in a rear yard. He noted that curb and gutter is required in street/front yards of new parking lots.

Engineer Haggerty stated his concern regarding the discharge of stormwater into Washington St./STH 175. He stated that the water would have to flow from the parking lot into the curb along STH 175 and along the street to reach a stormwater inlet located 70-80 away. Engineer Haggerty stated that he was not aware of any past stormwater problems from this parking lot. He stated that he does not know if the additional asphalt will create a problem when the work is completed as shown.

Mr. Kelly Henrickson, owner 112 W. Washington St. Slinger, appeared before the Commission to discuss the site and lighting plans for his property.

Discussion was held on the retaining wall that was recently completed and that holes were drilled through it for water to pass through it. Planner Marchek noted that he had received an updated site plan including the retaining wall.

Discussion was held on whether the storm water run-off into the street could be an issue in the future and if it was found to be a problem that the property owner would be responsible to fix the problem. It was noted that language stating the property owner is financially responsible could be a condition of approval.

It was noted that the Commission will grant an exception to the requirement for curb and gutter along edges of the parking lot and its driveway to match the existing grades on all sides.

Mr. Henrickson stated that he knows he has one year to asphalt the parking lot, but anticipates paving the parking lot as soon as the asphalt plants open in the spring of 2016. He also stated that signs are being purchased that comply with WISDOT requirements for handicap parking space signage as directed by the Village Building Inspector.

Planner Marchek confirmed that a minimum width for the easterly movement aisle of 10 ft. has been established and that the light pole height will not to exceed 20 feet.

Planner Marchek stated that Mr. Henrickson will not be landscaping the steep slope area eastward of the retaining wall with turf or ground cover as Mr. Henrickson indicates that there is already enough vegetation there.

Motion Fredericks/Moritz to approve the site plan and lighting plan to construct a 32 space off-street parking lot behind Lombardi's Bar & Grill at 112 W. Washington St. with the following conditions:

1. That an exception is granted to the requirement for curb and gutter along edges of the parking lot and its driveway.
2. That the deadline for asphalt surfacing of the lot is December 16, 2016.
3. That WISDOT requirements for handicap parking space signage is complied with.

Motion passed.

Commissioner Hassler left the meeting at 7:49p.m.

5. Status Reports –

6. Adjourn Meeting -

Motion Moritz/Erovick to adjourn at 7:54 pm. Motion passed.

Approved By:

Russell E. Brandt, Chairperson

Drafted by: Tammy Tennies