

# MINUTES OF THE PLANNING COMMISSION MEETING

March 10, 2021

The meeting of the Redevelopment Authority and Planning Commission of the Village of Slinger was called to order at 218 Slinger Road, Slinger, WI at 6:30 PM on Wednesday, March 10, 2021 in accordance with the notice of meeting delivered to the members on March 5, 2021.

## 1. Roll Call:

	<u>Present</u>	<u>Absent</u>
Chairman Brandt	x	
Commissioner Ammerman	x	
Commissioner Behrend		x (excused)
Commissioner Erovick	x	
Commissioner Fredericks	x	
Commissioner Lehn	x	
Commissioner Stuetgen	x	
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	6	1

Also Present: RDA Members – Margaret Wilber, Dean Otte, Corey Foerster, Dianne Retzlaff, Sherry Schaefer and Colette Troeller. Others: Tammy Tennes Clerk, Jim Haggerty Engineer and Mary Censky Planner/ Zoning Administrator

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 who requested same and posted in three public locations.

## 2. Approval of Minutes

### A. RDA Minutes 02-10-2021 DRAFT

Motion Otte/Schaefer to approve the RDA minutes of 2-10-2021; Passed

### B. Planning Minutes 02-10-2021 DRAFT

Motion Commissioner Lehn/Commissioner Fredericks to approve the Planning Commission minutes of 2-10-2021; Passed

## 3. Public Appearances and Action Thereon:

### A. Presentation of Draft Map and Project List for Potential TID #6 (Ehlers, Inc)

Administrator Wilber informed the members that a joint meeting of the RDA and Planning Commission was requested so that the presenters from Ehlers and VandeWalle could present this to everyone at the same time. She noted that staff has planned for a few more joint meetings like this one in the near future. Administrator Wilber informed those present that the process for determining the feasibility of establishing a Tax Increment Finance District (TID) includes estimating the costs that would be incurred through improvements planned in the district. She noted that it is also necessary to estimate the development that will be generated in the TID to offset these costs and normally a TID is started when a specific project has been identified, along its estimates for costs and improvements. Administrator Wilber informed the members that this district will be started in anticipation of those projects, cost and

development projections will have to be a little more speculative than usual. She stated that Mr. Phil Cosson of Ehlers and Ms. Jackie Mich of Vandewalle are present to discuss the draft map and project list for the potential TID #6.

Mr. Phil Cosson from Ehlers Public Finance Advisors went over the TID #6 Study Draft Map explaining how properties need to be contiguous when forming a TID and that the taxes of the property owners being proposed in a TID are not affected. He noted that there will be a public hearing regarding this matter.

Administrator Wilber commented that information to the Village residents will be explained more thoroughly than the previous public hearing regarding residents' property.

Discussion was held on TID's and how they are a valuable tool for development.

Ms. Jackie Mich also discussed the TID #6 Study Draft Map and where possible development may occur.

Mr. Cosson provided the Committee members with the development assumptions, an estimated financing plan and cash flow projection concerning TID #6.

Administrator Wilber stated that staff is providing this information to facilitate further discussion in preparation of the feasibility study needed to consider this potential TID. She stated the required feasibility study should be ready to present at the April 14<sup>th</sup> meeting, which will also be held jointly.

#### **B. Discussion of Wayfinding Signage (Vandewalle & Associates)**

Ms. Jackie Mich discussed wayfinding signage and how important it is to bring attention to the Village's many attractions and points of interest. She stated wayfinding signage system can be an effective way to direct people throughout the Village.

Discussion was held on the current welcome signs in the Village along with the other signs possibly needed to inform the public where the boundaries and attractions are in the Village.

Commissioner Lehn suggested that a committee be formed to discuss the wayfinding signage program and come up with a design.

Administrator Wilber noted that no action is needed at this time. She stated that staff is just looking to get a conversation started and collect ideas and input for developing the most effective wayfinding program.

#### **4. Public Hearing and Action Thereon**

Motion Commissioner Stuetgen/Commissioner Lehn to amend the agenda to move item 4C up for discussion prior to 4A; Passed

- C. Dhaval Patel, as applicant with consent of the underlying current property owner CHROM Properties LLC in c/o Christine Becker, requesting approval of a Conditional Use Permit to continue conducting the use "Fuel Station with Changing Message/Electronic Sign". The property is located at 104 Kettle Moraine Drive North. It is zoned VC-D Village Center-Downtown District (f/k/a B-1 Commercial District) which lists among the uses which may be considered by the Planning Commission for Conditional Use Permit "Fuel Stations". Section 550-60A (3) of the Village Code lists "changeable copy/electronic**

**message signs” among the sign types which may be considered by the Planning Commission for Conditional Use Permit.**

Clerk Tennes read the notice of public hearing and informed Chairman Brandt that no communication had been received by staff.

Planner Censky informed the Commissioners that the applicant is requesting approval of a conditional use permit (CUP) to continue the existing use at this site, "Fuel Station with Changing Message/Electronic Sign". She noted that the convenience store does not require a CUP. Planner Censky noted that the Planning Commission is permitted to require certain reasonable changes/improvements be made to an existing site/operation that is not in compliance with the current Codes when it comes up for permit review/reissue or documentation. She stated that one such incremental change for the Planning Commission to consider in this case would be to require that the on-site dumpsters be placed/screened in accordance with Section 550-95B.(4) of the Code which states that "Refuse and recycling areas shall be screened with appropriate vegetation or privacy fencing of a material compatible with the principal structure and the surrounding area." Planner Censky stated that currently the dumpsters are very conspicuous. She reviewed the conditions in the CUP with the Commissions.

Chairman Brandt opened the hearing to the public at 7:30pm.

Mr. Scott Stortz, 2000 Highland Court, Slinger, WI 53086 was present for the meeting and inquired about the changing message/electronic sign.

Planner Censky explained that the sign is existing and it displays the gasoline prices.

Ms. Chris Becker, current owner of 104 Kettle Moraine Dr. N, was present for the meeting. She explained that the dumpsters' current location is necessary for the garbage trucks to be able to get to them. She also mentioned that the hours of operation have always been 5am -10pm and that the business is frequented often at the early hours.

There being no further comments, Chairman Brandt closed the public hearing at 7:33pm.

Planner Censky went over the decision sheet with the Commissioners and the Commissioners affirmed that all substantial evidence and conditions have been met and there are no oppositions.

Motion Commissioner Stuetgen/Commissioner Fredericks to approve the conditional use permit for Dhaval Patel to continue conducting the use "Fuel Station with Changing Message/Electronic Sign", located at 104 Kettle Moraine Drive North, subject to correcting the address on the CUP;  
Passed

- A. James McNall d/b/a JM Heating & Cooling LLC, as applicant with consent of underlying property owner Coney River LLC in c/o Chad Ries, requesting approval of a Conditional Use Permit to locate his HVAC contracting business. The property is located at 122 W. Commerce Blvd. It is zoned B-2 Commercial District which lists “Contractors Shops” among the uses which may be considered by the Planning Commission for Conditional Use Permit.**

Clerk Tennes read the notice of public hearing and informed Chairman Brandt that no communication had been received.

Planner Censky informed the Commission that the applicant proposes to run his HVAC contracting business/shop at 122 W. Commerce Blvd.- Unit C, with no work being conducted outdoors and typical hours of operation between 6am - 7pm Monday through Friday. She also informed them that the applicant is requesting approval to park up to one work van and one 20' enclosed work trailer in the approved 'long term parking' area located north of this building.

Planner Censky reviewed the conditions in the CUP with the Commissioners.

Chairman Brandt opened the hearing to the public at 7:42pm and there being no comments the hearing was closed at 7:43pm.

Planner Censky went over the decision sheet with the Commissioners and the Commissioners affirmed that all substantial evidence and conditions have been met and there are no oppositions.

Motion Commissioner Fredericks/Commissioner Ammerman to approve the conditional use permit for James McNall d/b/a JM Heating & Cooling LLC; Passed

- B. Tricia Nichols d/b/a Broken Earth LLC, as property owner and applicant, requesting approval to construct/install three (3) “high tunnels” (i.e. green houses), 2,880 square feet in area/each, on her vacant ~22.5 acre parcel of land located at 455 Spur Road. The property is zoned A-1 Agricultural/Transitional District which lists “agricultural related uses” among the uses which may be considered by the Planning Commission for Conditional Use Permit.**

Clerk Tennes read the notice of public hearing and informed Chairman Brandt that no communication had been received by staff.

Planner Censky stated that the applicant is requesting to construct/install three (3) "high tunnels" (i.e. green houses), 2,880 square feet in area/each, near the north end of this site. She stated that the units will be maximum 18' tall, metal frame construction with high mil plastic sheeting exterior. Planner Censky noted that the purpose of the high tunnels is to support the existing agricultural use on the site by extending the growing season for a limited quantity of specific and seasonal types of plants. She also noted that the proposed location of the structures is code compliant as to offset/setback.

Chairman Brandt opened the hearing to the public at 7:49pm and there being no further comments the hearing was closed at 7:50pm.

Commissioner Erovick inquired if the timeframe of construction of 7 years is of concern to the Commissioners.

Planner Censky stated that if the applicant does not construct the high tunnels within 7 years, that will be her concern, not the Commission's.

Commissioner Stuetgen inquired if the high tunnels are temporary structures.

Ms. Nichols, owner of the property, informed the Commission that although the high tunnels are considered temporary structures, she plans to keep them up year round.

Planner Censky went over the decision sheet with the Commissioners and the Commissioners affirmed that all substantial evidence and conditions have been met and there are no oppositions.

Motion Commissioner Lehn/Commissioner Ammerman to approve the condition use permit for Tricia Nichols to construct/install three (3) "high tunnels", 2, 880 square feet in area/each; Passed

**D. Kunes Slinger RV Properties LLC, in c/o David Zimmerman d/b/a Prairie Builders LLC, as property owner and applicant respectively, requesting approval of a Conditional Use Permit to add a 12,000 square foot RV service/maintenance building to the existing site. The property is located at 825 Addison Road. It is zoned B-2 Commercial District which lists "vehicle sales" and "car and light truck repair and service" among the uses which may be considered by the Planning Commission for Conditional Use Permit approval.**

Clerk Tennes read the notice of public hearing and informed Chairman Brandt that no communication had been received by staff.

Chairman Brandt opened the hearing to the public at 8:02pm and there being no comments the hearing was closed at 8:03pm.

Planner Censky stated that the applicant is asking for approval to add a 12,000 square foot RV service/maintenance building to this existing, developed site. She noted that the plan depicts all metal construction of a one-story building (with a small storage area and restrooms in a mezzanine level) with a footprint dimensions 100' x 120' and overall height to the peak of approximately 22 feet. She also noted that the applicant does not meet the masonry requirements and has not provided the Commission with building plans and material samples. Planner Censky informed the Board that the CUP can be approved by the Commission if they so choose, but the applicant can not move forward on this project or receive a signed CUP until he/she presents building plans to the Commission for approval. She stated that she does recommend the CUP with the following conditions:

- 1) No further modifications to the approved building, site and/or operating plans on this lot are permitted without prior approval of the Village Planning Commission;
- 2) Full compliance with the terms and conditions to all her approvals previously granted/effective over this site except to the extent they are specifically modified by this CUP;
- 3) Applicant to provide a full colors/materials sample review board for review/approval by the Planning Commission and incorporation into the CUP;
- 4) Applicant to provide a calculation of the stone veneer as a percentage of total wall area for all four building elevations. The results must comport with: Minimum 30% of the wall area (excluding windows and doorways) is required on the street facing (i.e. east) side; minimum 20% on the north and south sides; minimum four-foot-high foundation band on the rear (i.e. west) side. Building plans must be amended to reflect this;
- 5) The existing display/parking of RVs that are displaced by this project shall not be relocated to areas of the site that are not already specifically approved for RV parking/display;
- 6) Applicant to provide evidence of approval by the easement holder along the south edge of this project that their plans/encroachment are approved for construction/installation;
- 7) Village Engineer review and approval of the grading, drainage, stormwater management, erosion control and similar plans;

- 8) Applicant to secure a building permit and sanitary permit prior to the start of construction but not sooner than the recording of the conditional use permit;
- 9) No new landscaping, lighting or signage is proposed or permitted as part of this request.

It was noted that item (f) needs to be removed from the CUP along with any other language regarding building plans.

Planner Censky went over the decision sheet with the Commissioners and the Commissioners affirmed that all substantial evidence and conditions have been met and there are no oppositions.

Motion Commissioner Fredericks/Commissioner Erovick to approve the conditional use permit (CUP) for Kunes Slinger RV Properties LLC, subject to the Planners conditions listed above; the removal of any language in the CUP related to the building plans (f) and the applicant coming back to the Planning Commission for approval of the site and architectural plans before any permits are issued for the proposed project; Passed

## **5. New Business and Action Thereon**

- A. Review, discussion and possible recommendation to the Village Board regarding the request of property owners Emery Management LLC and Emery Place LLC, both in c/o Chris Cagle, for Certified Survey Map approval to reconfigure and divide their existing ~5.5 acre and ~2.14 acre lots located at 883/895 E Commerce Blvd. and at 720/723 Industrial Drive resulting in three parcels. The property is zoned M-2 General Manufacturing District**

Planner Censky stated that the applicant is requesting to reconfigure and divide existing lots located at 883/895 E. Commerce Blvd. and 720/723 Industrial Drive. She informed the Commission that Lot 1 contains an existing light industrial type of use and Lot 2 contains the open air, screened storage area recently added for the purpose of storing material/supplies related to the Blast Craft use next door on Lot 3. Lot 2 takes a 40-foot-wide stem of land from Lot 3 (720/723 Industrial Drive) in order to comply with Section 495- 55D requiring street frontage. She also stated that Lot 3, which contains the Blast Craft industrial use is still compliant with the Code as to minimum lot size (40,000 sq. ft.) and minimum building offset to lot line (20 ft.). Planner Censky stated that she has no specific objections to this request as presented and only has a recommendation that the Village Engineer reviews and approves the map as to closure in the legal description and any/all other technical details. She reminded the Commission that this matter needs to be forwarded to the Village Board.

Motion Commissioner Stuetgen/Commissioner Fredericks to forward to the Village Board for approval the reconfiguration and division of 5.5 acre and 2.14 acre lots located at 883/895 E Commerce Blvd and at 720/723 Industrial Drive resulting in three parcels; Passed

## **6. Adjourn Meeting**

Motion Commissioner Lehn/Commissioner Ammerman to adjourn at 8:12pm; Passed

Approved By: \_\_\_\_\_  
Russell Brandt

Drafted By: Tammy Tennes, Clerk Village of Slinger