City of Mequon

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Department of Community Development
Taped and Televised

PLANNING COMMISSION
Regular Meeting
Monday, April 9, 2018
6:00 PM
Christine Nuernberg Hall

Minutes

1) Call to Order, Roll Call

Present:
Chairman Dan Abendroth
Commissioner Martin Choren
Commissioner Brian Parrish
Commissioner John Stoker
Commissioner James Schaefer
Alternate Alderman John Wirth
Commissioner Rick Lemke
Alternate Stephanie Hawley

a) Approval of Minutes from March 12, 2018

Action:
Commissioner Stoker made a motion to approve the March 12, 2018 meeting minutes.
Commissioner Hawley seconded the motion.
A voice vote was taken; vote passed (8-0).

2) Consent

a) Ralph & Judith Morello. The applicant is seeking certified survey map approval to reconfigure the lots for the properties located at 10050 & 10052 N. Range Line Road.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	John Wirth, Alderman
SECONDER:	Brian Parrish, Commissioner
AYES:	Abendroth, Choren, Parrish, Stoker, J. Schaefer, Wirth, Lemke, Hawley

b) Carol Krigbaum for Adam Kuhn. The applicant is seeking final condominium plat approval to allow for the conversion of a duplex to a 2-unit condominium for the property located at 10410-10412 N. Magnolia Drive.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	John Wirth, Alternate Alderman
SECONDER:	Brian Parrish, Commissioner
AYES:	Abendroth, Choren, Parrish, Stoker, J. Schaefer, Wirth, Lemke, Hawley

Action:
Ald. Wirth made a motion to approve the consent items for Morello and Kuhn.
Commissioner Parrish seconded the motion.
A voice vote was taken; vote passed (8-0).

3) Public Hearing

a) Gregory Thompson. The applicant is seeking conditional use grant, building and site plan and certified survey map approval to allow for storage uses within the storage units for a proposed development (StorageShop USA) for the property located at 5717 W. Donges Bay Road (located in the Donges Bay Corporate Park).

Action:
Commissioner Stoker made a motion to open a public hearing.
Commissioner Choren seconded the motion.
A voice vote was taken; vote passed (8-0).

A resident asked if the buildings will be used for storage and if there will be a fence.

Mayor Abendroth answered that the buildings will be duplex condominiums that can be used for offices or storage and that the staff report will give more information.

Commissioner Stoker made a motion to close the public hearing.
Ald. Wirth seconded the motion.
A voice vote was taken; vote passed (8-0).

City Planner Vang stated that this item was tabled from last month and that the applicant is seeking certified survey map, building and site plan and conditional use grant approval. The conditional use grant approve will allow for warehousing for storage for each unit. The CSM will create three lots with a total of 63.08 acres. Staff is supportive of the CSM as it meets all of the requirements of the B-5 zoning district. The revised site plan shows four buildings which is a reduction from the original plan of five buildings to avoid a requirement of a storm water management plan. Engineering is available for further questions regarding that issue. There is room and a desire from the applicant for expansion on the site if a storm water management plan is completed for the entire business park. There will be two units per building for a total of 8 units with two parking stalls per unit. Parking is determined based on use and due to the uses for each unit being unknown that will be determined on a case by case basis.

The applicant met with Commissioner Jim Schaefer regarding the design of the buildings and the revised plans were shown. Staff does have additional recommendations regarding the design that all front elevations have a different alternative material incorporated into the gable section; a full cedar shake siding to break it apart from the rest of the façade. A horizontal band to differentiate the gable from the rest of the building is also recommended. The brick is being extended to the height of the overhead doors. The elevation facing Baldev Court has a bump out added which will be brick on the exterior. Staff recommends that this gable also be an alternative material with a horizontal band. Staff recommends awnings above each door of each building. The applicant added a door on the front façade and has asked to have it also on the Baldev Court side as well. Staff is supportive of this request. Staff recommends that all the windows be the same size.

Staff had recommended cedar shake look alike or cedar pattern siding material for the gables. The applicant is requesting that the Commission consider a vertical siding instead. Planner Vang showed examples of the two options.

The lighting and landscaping plans remain the same. The applicant will need to submit an updated lighting plan to reflect the correct number of lights (8 wall packs and 8 lights). He wil also need to submit cut sheets for the proposed lighting.

As indicated on the previous landscape plan, a street tree will be removed. There is a dense landscaping buffer between the applicant's property and the residential properties to the west. Staff is requesting that the species and type be shown on a revised landscaping plan to determine if additional screening is required.

The conditional use grant (CUG) is being requested to allow for storage for all of the units. It is unknown at this time what users will be in each unit so the CUG will cover all the units for storage and the individual users will not need to apply for a CUG individually. The applicant stated that based on his other locations that about 18% of the units are used for storage. There may be other uses in the B-5 zoning district that may also require a CUG. Staff contacted other communities that have a StorageShop facility located in their communities and there were no reports of complaints or problems associated with this business.

Staff recommends approval of the CSM, the building and site plan subject to the changes in the staff report and the CUG subject to the conditions in the staff report. One of the conditions is that there will not be outdoor storage allowed.

The applicant, Gregory Thompson, stated that the parking is not an issue and 2 stalls per unit are sufficient. The landscape plan will be updated by the landscape architect. He explained that this is flex space that allows extra storage or additional office spaces. He feels this is a nice fit on a parcel that has been sitting vacant for a long time.

Commissioner Jim Schaefer stated that he did meet with the applicant and worked on the building design and staff is recommending hardiplank shingles and the applicant suggested vertical siding. He stated that he prefers shingles except he does not recommend Louisiana Pacific brand as it is staggered on the bottom and looks rustic. Another brand is preferred.
The applicant stated he prefers board and batten as it is more durable.

Commissioner Jim Schafer stated that he and Commissioner Choren did not like the idea of awnings over the doors as recommended by staff. He feels that look messy and it is not needed.

Action
Commissioner Stoker made a motion to approve per staff's recommendations excluding the awnings and allowing the applicant to use board and batten instead of hardi shingle.
Commissioner Jim Schaefer seconded the motion.
A voice vote was taken; vote passed (8-0).

4) Regular Business

a) MSI General for Charter Manufacturing Company. The applicant is seeking building and site plan approval for a 7,565 sq. ft. building for the property located at 1212 W. Glen Oaks Lane.

Planner Vang stated that the proposed building will replace the building damaged by fire. The new building will be slightly reduced in size from 7,878 sq. ft. to 7,565 sq. ft. They are removing a parking area that was directly east of the building. The parking ratio based on the use calculates to 38 stalls and with the removal of the parking area they are proposing 33 parking stalls; so a parking waiver is required. The applicant has indicated that they have approximately 12 employees at full staff with occasional events with up to 25 people. Staff is supportive of the parking waiver based on these numbers. In addition, the site does have room to expand parking if the demand changes in the future.

The proposed building replicates the previous building with similar columns, dormers and roof lines. There are aluminum clad windows on all elevations. They are proposing a second entrance on the south elevation and two doors on the north elevation. The overall building height is 32 feet which meets the requirements. They are proposing two wall mounted accent lights on the east elevation and as a condition of approval the applicant will need to submit dispersion plans and cut sheets.

There are some changes to the landscape plan including the expansion of the driveway to the north. This will require the removal of existing birch trees which will be replaced with four serviceberry trees. Ash trees on the east side of the property will be removed and replaced with four new street trees. There will be additional landscaping to cap the southeast corner of the property as well as additional landscaping at the base of the west elevation. Staff is recommending the addition of three street trees along the existing sidewalk to be placed every 30 feet apart as well as all trees on this site must have a minimum of a 3" caliber. The applicant is proposing a retaining wall to the north of the new drive which will need to approved by staff. Staff does recommend approval based on the conditions listed in the staff report.

The applicant, John Knutson and Jim Olson from MSI General, stated that they agree with all the comments from staff and they are working to address all the conditions required.

Mayor Abendroth stated that the city is glad they are rebuilding and that the proposed building looks very nice.

Action
Ald, Wirth made a motion to approve per conditions listed in the staff report.
Commissioner Choren seconded the motion.
A voice vote was taken; vote passed (8-0).

b) Shawn Kison for Kapco Park. The applicant is seeking building and site plan amendment approval to allow for extended hours from May 28th through August 20th for the baseball park located on Concordia University campus at 12800 N. Lake Shore. **CANCELLED**

c) John Franceshi for the PJL Group. The applicant is seeking building and site plan amendment approval for exterior renovations for the property located at 10620 N. Port Washington Road (Marathon building).

Planner Vang stated that this building is known as the Marathon Building and she reminded the Commission that in January the Commission gave building amendment approval for the building directly to the east for Guo Medical. The applicant is proposing replacing the existing materials with a burgundy brick. The rest of the building will be an earth tone siding (Coble Stone color) which also matches the surrounding buildings. The Guo Medical building was required to have the slope surface under the windows match the siding color and the same requirement will be made for this building. The roof will be a charcoal black color. Staff recommends approval based on the conditions in the report.

The applicant stated that the building was built in 1984 and it is somewhat dated so they wanted to update it and make it appear more classical and timeless and so that it better fits in with the surrounding area.

Commissioner Jim Schaefer stated that he likes the addition of the brick as there is not any on the existing building. He stated that Hardiplank does not hold up the slopes and suggested that the applicant use standard seam in that area.

Action
Commissioner Parrish made a motion to approve per staff's conditions.
Commissioner Stoker seconded the motion.
A voice vote was taken; vote passed (8-0).

5) Policy

a) Chapter 58 of the Zoning Code as it relates to Off Street Parking Requirements.

Asst. Dir. Zader stated that staff is in the beginning stages of looking at modifications for the off street parking requirements. The last changes made to the parking requirements was prior to 2001 and since then there has been a lot of changes to the commercial market place as well as work place patterns of behavior and automobile usage. The current code allows the Planning Commission to require less or more parking than the code dictates and staff feels that more precise land use categories would be helpful in guiding applicants and developers in the future to better understand what the code is going to require as part of the process. In addition to updating the use classifications, other metrics are being looked at such setbacks, landscaping and physical dimensions. Some examples of the different waivers (based on setbacks, offsets, number of required stalls and stall and aisle dimensions) that have been approved over the years are included in the staff report. The method in which the required parking is calculated will also be reviewed. Asst. Dir. Zader stated that staff will continue to work through the various categories and will bring updated examples to show the Commission.

Ald. Wirth stated that he feels that because the stall size of 9 ft is approved almost uniformly, the 10 ft. option should be removed. He also stated that the interior lot landscaping is a great concept when it works but in reality it does not usually work and is a cost without much benefit. He feels that it looks silly on smaller properties and that often the landscaping is not maintained in the parking lots and looks crummy when it is dead or run over.

Asst. Dir. Zader stated that staff will continue to work on this.

b) An Ordinance Amending Chapter 58 of the Mequon Municipal Code as it Relates to Filling, Excavating and Berms.

Asst. Engineer Henk stated that this is a revision to Section 673, 564 and 603 that all relate to filling, excavating and berms. The changes to all three sections essentially move the language from the ordinance into the standard specifications for land development, specifically Chapter 7. Included in the packet are the revised clean ordinance language, the marked up version of Chapter 7, the revised permit and permit instructions. This whole packet went to the Public Works Committee last month and was reviewed in depth to ensure the regulations were still in place and that they were not duplicated in multiple locations.

Ald. Wirth asked what the benefit is of taking them out of the ordinance and not maintain the regulations in the ordinance.

Asst. Eng. Henk responded that the main reason is for clarity as there were many duplications. She explained that the regulations are still in the ordinance but the specifics of the ordinance; the details, are moved to the Standard Specifications for Land Development. It is very cumbersome to have it all as an ordinance as the Standard Specifications for Land Development is almost 200 pages. Having it as a standard specification gives staff the ability to make changes as needed without going through the ordinance changing process. She explained that the policy related items are still in the ordinance. The details of what needs to be done have been moved to the land development specifications.

There was discussion regarding the fill permit process and the justification for fill permits and grading plans needing to go to Planning Commission.

Asst. Eng. Henk explained that regardless of the amount of fill that the engineering review process is the same to ensure that the drainage works and grading works.

Ald. Wirth asked if there is a way to craft the ordinance to satisfy concerns at staff level approval without making it normal procedure for approval from the Commission.

Commissioner Stoker feels that because grading plans are required that approval at the engineering staff level should be sufficient and it is not necessary for approval from the Commission.

Commissioner Parrish stated that he does not feel that it is acceptable to take away the homeowners rights to voice concern about neighbors grading plans.

Action
Ald. Wirth made a motion to table this issue.
Commissioner Parrish seconded the motion.
A voice vote was taken; vote passed (8-0).

6) Announcements

Action
Ald. Wirth made a motion to adjourn the meeting.
Commissioner Choren seconded the motion.
A voice vote was taken; vote passed (8-0).

7) Adjourn

Respectfully Submitted,

Jac Zader