



11333 N. Cedarburg Road  
Mequon, WI 53092  
Phone: 262-236-2904  
Fax: 262-242-9655

[www.ci.mequon.wi.us](http://www.ci.mequon.wi.us)

Department of Community Development  
Taped and Televised

**PLANNING COMMISSION  
Regular Meeting  
Monday, June 22, 2020  
6:00 PM  
Teleconference**

**Minutes**

**1) Call to Order, Roll Call**

**Present:**

Chair John Wirth  
Alderman Andrew Nerbun - **Late**  
Commissioner Martin Choren  
Commissioner Rebecca Schaefer  
Commissioner John Stoker  
Commissioner James Schaefer  
Alternate Dan Gentges  
Alternate Stephanie Hawley  
Commissioner James Baka - **Absent**  
Commissioner Rick Lemke - **Absent**

a) Approval of Minutes

|                     |                                                                  |
|---------------------|------------------------------------------------------------------|
| <b>RESULT:</b>      | <b>APPROVED BY VOICE ACCLAMATION [7 TO 0]</b>                    |
| <b>AYES:</b>        | Wirth, Choren, Gentges, Hawley, J. Schaefer, R. Schaefer, Stoker |
| <b>ABSENT:</b>      | Baka, Lemke                                                      |
| <b>NOT PRESENT:</b> | Nerbun                                                           |

b) Minutes from May 11, 2020

**Action**

Commissioner Stoker made a motion to approve the minutes from May 11, 2020.  
Commissioner Choren seconded the motion.  
*A voice vote was taken; vote passed (7-0)*

**2) Regular Business**

- a) William & Catherine Chavez. The applicant is seeking a 1-lot certified survey map approval to update the property description for the parcel located at 8549 Highland Road.

**Action**

Commissioner Jim Schaefer made a motion to approve the CSM.

Commissioner Stoker seconded the motion.

*A voice vote was taken; vote passed (7-0)*

|                     |                                                                  |
|---------------------|------------------------------------------------------------------|
| <b>RESULT:</b>      | <b>APPROVED [7 TO 0]</b>                                         |
| <b>MOVER:</b>       | James Schaefer, John Stoker                                      |
| <b>AYES:</b>        | Wirth, Choren, Gentges, Hawley, J. Schaefer, R. Schaefer, Stoker |
| <b>ABSENT:</b>      | Baka, Lemke                                                      |
| <b>NOT PRESENT:</b> | Nerbun                                                           |

- b) Athlete Performance. The applicant is seeking landscape plan approval for a new 35, 526 sq. ft. athletic facility with accessory business tenants for the property located northwest of Executive Drive.

Planner Vang stated that this applicant was at the previous meeting and is seeking landscape approval at this meeting. Staff gave the applicant some recommendations from the landscape consultant and the applicant submitted a revised landscape plan addressing all of staff recommendations prior to this meeting (included in the packet). Based on the resubmitted plan, staff recommends approval.

The applicant, Mark Hertzfeldt, the architect with Design 2 Construct, stated that regarding the recommendation for additional screening along the northern property line; he explained that he submitted photographs to staff that show the entire northern and western edges are completely screened with mature trees. He believes it is excessive to request additional trees for screening there. He agrees with all the other recommendations from staff except for this request and he would like it to be removed from the approval conditions.

Planner Vang stated that the recommendation was based on the report from the landscape consultant based on the original plan submittal which only showed screening on the east side of the northern property line. The consultant recommended that the applicant add 7 trees to the west to balance the northern property line; there is buffering on the other side of the property line there as well. Staff supports the recommendation from the consultant. She stated that the Commission has the final vote on whether the recommendation for the additional trees should be included in the approval.

Mayor Wirth stated that he has concerns regarding the buffer in the case that many of the trees could die. He feels that it is important to have good screening of trees when putting a commercial building next to residential properties. He believes that good screening on both sides of the property line makes the most sense.

### **Action**

Commissioner Choren made a motion to approve item as presented.

Commissioner Jim Schaefer seconded the motion.

*A voice vote was taken; vote passed (7-0)*

|                     |                                                                  |
|---------------------|------------------------------------------------------------------|
| <b>RESULT:</b>      | <b>APPROVED [7 TO 0]</b>                                         |
| <b>MOVER:</b>       | Martin Choren, Commissioner                                      |
| <b>SECONDER:</b>    | James Schaefer, Commissioner                                     |
| <b>AYES:</b>        | Wirth, Choren, Gentges, Hawley, J. Schaefer, R. Schaefer, Stoker |
| <b>ABSENT:</b>      | Baka, Lemke                                                      |
| <b>NOT PRESENT:</b> | Nerbun                                                           |

### **3) Policy**

- a) RESOLUTION 3695. A Resolution Amending the City of Mequon's Standard Specifications for Land Development to Update Figure 5 (Acceleration/Deceleration & Bypass Lanes) and Include a Template Development Agreement

Eng. Dir. Lundeen stated that several months ago there was policy discussion regarding the many standards in the Development Agreement (“DA”). She explained that staff has always used a template as a starting point with developers but based on different conversations from the Commission regarding waivers that have been granted and the desire to make some of those elements standard specifics of the development agreement, staff took the opportunity to go through the development agreement to make some amendments. The main issues were the number of model homes allowed prior to final plat, whether final pavement is required prior to final plat and whether the model home could be installed prior to the installation on the binder course.

She explained that the language suggested from the Commission was put together and several attorneys reviewed it to update and refresh the language. Staff also worked to simplify the document as there were historically many different documents used depending on the type of project and whether there were public utilities or private utilities. Approval of the template would then become an exhibit to the Standard Specifications of Land Development. If there is a consideration to allow a reduced acceleration/deceleration lane and/or bypass lane, then an approval of Exhibit 5 is also requested.

There was discussion regarding the table, on page 44 of the packet, representing the number of model homes allowed and it was noted that this allowance is per phase of developments. Exceptions for a Parade of Homes situation was also mentioned. The newly proposed DA would require a developer to request a wavier for that situation.

### **Action**

Commissioner Stoker made a motion to approve the item.

Commissioner Hawley seconded the motion.

*A voice vote was taken; vote passed (8-0)*

|                  |                                                                             |
|------------------|-----------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>                                                 |
| <b>MOVER:</b>    | John Stoker, Commissioner                                                   |
| <b>SECONDER:</b> | Stephanie Hawley, Alternate                                                 |
| <b>AYES:</b>     | Wirth, Nerbun, Choren, Gentges, Hawley, J. Schaefer, R. Schaefer,<br>Stoker |
| <b>ABSENT:</b>   | Baka, Lemke                                                                 |

#### 4) **Announcements**

The next meeting is Monday July 27, 2020 at 6:00 p.m.

#### 5) **Adjourn**

##### **Action**

Commissioner Stoker made a motion to adjourn the meeting.

Commissioner Choren seconded the motion.

*A voice vote was taken; vote passed (8-0)*

Respectfully Submitted,

*Jac Zader*