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Department of Community Development
Taped and Televised

PLANNING COMMISSION
Regular Meeting
Monday, July 24, 2023
6:00 PM
Christine Nuernberg Hall

Minutes

1) Call to Order, Roll Call

Present:
Acting Chairman Alderman Brian Parrish
Commissioner Nancy Urbani
Commissioner Bruce Barnes
Commissioner Martin Choren
Commissioner Dan Gentges
Commissioner Stephanie Hawley
Commissioner Rebecca Schaefer
Commissioner John Stoker

Ald. Parrish called the meeting to order at 6:00 p.m.

a) Approval of Meeting Minutes from June 26, 2023

Action
Commissioner Schaefer made a motion to approve the meeting minutes from June 24, 2023.
Commissioner Urbani seconded the motion,
A voice vote was taken: vote passed (8-0)

RESULT:	**APPROVED [8 TO 0]**
MOVER:	Rebecca Schaefer, Commissioner
SECONDER:	Nancy Urbani, Commissioner
AYES:	Urbani, Barnes, Choren, Gentges, Hawley, Parrish, Schaefer, Stoker

2) Public Hearing

a) Amy Mars for Smiling Dragon Acupuncture, LLC. The applicant is seeking conditional use grant approval to allow for a wellness center for the property located at 1701 W. Glen Oaks Lane

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

No Public Comment

Action
Commissioner Schaefer made a motion to close the public hearing.
Commissioner Urbani seconded the motion,
A voice vote was taken: vote passed (8-0)

Asst. Dir. Zader stated this is a conditional use grant for an acupuncture business. This business will go into a small office with one person and staff recommends approval per the conditions in the staff report.

Action
Commissioner Schaefer made a motion to approve the CUG per staff recommendations.
Commissioner Choren seconded the motion,
A voice vote was taken: vote passed (8-0)

RESULT:	**APPROVED [8 TO 0]**
MOVER:	Rebecca Schaefer, Commissioner
SECONDER:	Martin Choren, Commissioner
AYES:	Urbani, Barnes, Choren, Gentges, Hawley, Parrish, Schaefer, Stoker

3) Regular Business

a) Plunkett-Rayish Architects, LLP for North Shore Bank FSB. The applicant is seeking building and site plan and sign waiver approval to allow for a proposed 2,400 sq. ft. building for the property located at 11319 N. Port Washington Road.

Commissioner Choren recused himself from this item.

Asst. Dir. Zader stated this item has been in front of the Commission several times and the project was approved in 2020, 2021 and in 2022 they received extensions. The waivers are still in effect because the last extension was approved within the past calendar year.

He commented that some modifications have been made to both the building and the site plans. Staff and the applicant have worked through most of the items but there are a few remaining minor issues to be resolved with feedback from the Commission.

The waivers are related to the front setback and the parking setback off the rear. Staff is supportive of the front setback and the location. Staff believes the setback compliance to the west can be achieved by reducing the size of the parking stalls from 10-feet to 9-feet. The other concern is the dumpster location as staff prefers it be placed closer to the building and not in public view. If the Commission approves the location selected by the applicant, staff recommends that screening to the east and the south of the enclosure be required. Regarding the frontage drive, the applicant is proposing only one lane instead of 2 lanes, reducing the width of the lane, which staff supports.

Staff is not supportive of the proposed green material on the front of the building or the large bird logo on the window. A few other issues include landscaping, a flood light on the front sign and overly bright white lights.

Asst. City Engineering Cole McCraw stated the three issues listed in the staff report are:

1. The proposed one-way loop and the suggestion that the parking lot on the north side be converted to one-way as well.
2. Narrowing of the north entry way and to be for ingress only from Port Washington Road.
3. Entry way on the south side to include more of a visual barrier.

The applicant stated:

- The trash enclosure placement is based on mobility and convenience for collection.
- They prefer there be an egress to make a right-turn from the north entry to help alleviate too much traffic at the south entrance.
- They request the seagull logo be allowed as it is part of their branding.
- The green color is part of their branding, and they request the color be allowed.

There was discussion about the green element proposed and the Planning Commission provided support for the color to be allowed. There was consensus that the seagull logo should not be allowed.

<u>Action</u>
Commissioner Stoker made a motion to approve the item per staff recommendations, staff to determine the amount of screening needed for the dumpster, the lighting should be reduced to 4000 Kelvin and the northern entry should have a right turn lane (exit to the south), the green color be allowed at the north entrance and the seagull logo not be allowed on the east windows.
Commissioner Hawley seconded the motion.
Clarification that the north parking area will remain two way and the arrows as shown on the plan remains correct.
A roll call vote was taken; vote passed (7-0) (Choren was recused)

RESULT:	**APPROVED WITH CONDITIONS [7 TO 0]**
SECONDER:	Stephanie Hawley, John Stoker
AYES:	Urbani, Barnes, Gentges, Hawley, Parrish, Schaefer, Stoker
RECUSED:	Choren

b) Perspective Design, Inc. for Ci-Dell Plastics Inc. The applicant is seeking site plan amendment approval to allow for the expansion of the parking lot and storm water basin for the property located at 6301 W. Executive Drive.

Planner Evan Hoier stated that Ci-Dell Plastics is looking to expand their operations in the next few years and the proposed parking lot and storm water pond are for future expansion plans.

He stated that there are a couple of minor issues that need to be amended such as the lighting plan has a few ratio uniformity issues showing deficiency and does not currently meet the code. The landscaping plan does not currently comply with the 10% minimum interior landscaping. Landscaping needs to be included around the base of the monument sign as well. Staff does recommend approval of this item.

The applicant stated they are working to maximize the parking lot for future expansion. They are working on modifying the landscape plan and they will review the lighting on site. They are requesting 9-ft parking stalls be approved to allow for more green space in the parking lot islands.

There was discussion about the lighting on the north side of the building and whether it is efficient enough for that location.

Action

Chairman Parrish made a motion to approve conditions #1-#12 as written, replace #3 regarding the light on the north side be revisited at the time of the proposed expansion and that the 9-ft parking spaces be allowed as long as the additional space is reallocated to green space.
Commissioner Stoker seconded the motion.
A voice vote was taken; vote passed (8-0)

RESULT:	**APPROVED WITH CONDITIONS [8 TO 0]**
MOVER:	Brian Parrish, Alternate Alderman
SECONDER:	John Stoker, Commissioner
AYES:	Urbani, Barnes, Choren, Gentges, Hawley, Parrish, Schaefer, Stoker

c) Steve & Brenda Schieble for Roots and Stems. The applicant is seeking approval to allow for a temporary roadside stand for the property located at 11627 W. Highland Road.

Planner Hoier stated that this temporary use is for a roadside stand for the sale and tour of the sunflower field and you pick field. This are also operations and workshops on site regarding hobby farming and planting. The only issue noted by staff is regarding the parking area and the recommendation for more impervious surface. The applicant provided a revised site plan in which 250 x 50 feet of gravel and then overflow of dirt area would be acceptable. The current sign should be moved back from the road to meet setback requirements. Staff recommends approval based on the conditions in the staff report.

There was a short discussion regarding materials that qualify as impervious surface; wood chips do not qualify; it needs to be gravel.

Action
Commissioner Choren made a motion to approve the temporary use request.
Commissioner Gentges seconded the motion.
A voice vote was taken; vote passed (8-0)

RESULT:	**APPROVED [8 TO 0]**
MOVER:	Martin Choren, Commissioner
SECONDER:	Dan Gentges, Commissioner
AYES:	Urbani, Barnes, Choren, Gentges, Hawley, Parrish, Schaefer, Stoker

d) Joe Woelfle for State Farm Insurance. The applicant is seeking building and site plan amendment approval for improvements to the existing building for the property located at 1714 W. Mequon Road.

Director Kim Tollefson stated that this property was rezoned earlier this year and the site plan shows the addition of 6 parking stalls. A specimen tree located near the parking lot area has caused the parking lot to be shifted to protect the tree. The building remodel design is proposed with vinyl siding (white or cream color) with red accents to match the existing barn. Staff added a condition to the landscaping plan that the parking lot does need to have screening between the public street and the parking lot. It is also recommended that the lighting be reduced.
She explained that vinyl siding is not typically approved for commercial buildings, but this is a single-family home being converted to a small scale commercial use and could be appropriate in this location. Staff recommends approval based on the conditions in the staff report.

The applicant, Joe Woelfle, stated the character of the building will not change the remodel is for aesthetic purposes. He is willing to do what is requested to get his property properly converted.

Chairman Parrish reminded the public that part of the rezoning conditions includes that no drive-thrus or restaurants are allowed on this parcel.

Additionally, the barn will not be used for personal use, it will store commercial equipment for maintenance.

The Planning Commission discussed the proposed red monument sign and that the red color exemplifies State Farm branding which is an existing known brand. Additionally, per the sign code, the color of the sign must be tied into color from the existing structure.

Action
Commissioner Stoker made a motion to approve per staff conditions.

Commissioner Gentges seconded the motion.
A voice vote was taken; vote passed (8-0)

RESULT:	**APPROVED [8 TO 0]**
MOVER:	John Stoker, Commissioner
SECONDER:	Dan Gentges, Commissioner
AYES:	Urbani, Barnes, Choren, Gentges, Hawley, Parrish, Schaefer, Stoker

4) Policy

1) SW Industrial Land Uses

Director Kim Tollefson stated that the area being considered for an industrial park is located in the southwest corner of the city bound by Wasaukee Road, County Line Road and Granville. She explained there is a large environmental corridor located in this area, otherwise most of the use is zoned B-5 (Light Industrial) or B-6 (Rural Industrial zoning district) which does not allow for anything as a permitted use. Immediately to the north is zoned R-1 (5-acre minimum) and mostly used as agricultural land. There is a small subdivision to the north, Little Menomonie and Lemke Park are nearby and Huntington Park subdivision is located to the east.

This policy discussion came from the Common Council's review of two proposed conservation subdivisions to be located south of Donges Bay Road, on the west side of Baehr Road. Although the area is currently zoned industrial, the two proposals for residential developments caused the Council to consider the merit of rezoning this area to residential. Staff were asked to review other locations in the city that could be considered for industrial zoning.

Staff contacted other entities for reactions to a proposed industrial site and the reaction was positive based what is happening in the market. The input also included that public water is critical, especially for fire protection, and that public sewer is less critical but desirable.

Staff presented this proposed rezoning to the Common Council for feedback on whether the next policy step should be taken as there is much further analysis and evaluation to be done regarding infrastructure and utilities.

The sewer analysis will need to be contracted and those services are not budgeted for 2023. It was decided that the contract will be budgeted for 2024 and staff will prepare for this endeavor to take place in the new year.

Dir. Tollefson reached out to the surrounding property owners and the feedback is supportive of this proposal.

She commented that the timing and the next steps are outlined in the report in the packet.

She concluded by stating that there is no action needed from the Planning Commission tonight, staff wanted to ensure that the Commission is informed of this initiative and any and all feedback is welcome.

5) Announcements

The next meeting is Monday, September 18, 2023, at 6:00 p.m.

6) Adjourn

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

The meeting concluded at 7:32 p.m.

Respectfully Submitted,

Jac Zader