

MINUTES

PLAN COMMISSION OF THE TOWN OF POLK
POLK TOWN HALL 3680 Hwy 60, Slinger, WI. 53086
Washington County, Wisconsin
7:30 PM Tuesday, May 3, 2016

Approved 7-7-2016

I. The meeting was called to Order Chairman Schulteis at 7:30PM. The Pledge of Allegiance was recited.

- A. Official Meeting Notification: Chairman Schulteis reported that the notice of the meeting was sent to the West Bend Daily News, the Hartford Times Press, WBKV, WTKM, Milwaukee Journal Sentinel, and posted at the Town Hall, Roskopf RV Center, and Cedar Lake Hills bulletin boards.
- B. Roll Call. Present: Chairman Albert Schulteis, Supervisor Robert Roecker. Members Karen Reiter, Jeffrey Fehring, William Whitney, Mark Peters, and Dennis Sang. Zoning Secretary, Tracy Groth. Visiting Supervisor, Theodore Merten.
- C. Moment of Silent Prayer
- D. Approval of the Joint Town Board and Plan Commission Meeting Minutes, April 7, 2016
Theodore Merten moved to accept the Minutes as presented. William Whitney seconded the motion. All voted in favor and the motion carried.
Approval of the Plan Commission Meeting Minutes, April 7, 2016
A minor spelling error was noted. Dennis Sang recommended approval of the Minutes as presented. Mark Peters seconded the motion. All voted in favor and the motion carried.

II. Unfinished Business- NONE

III. New Business

- A. **Preliminary Site Plan Review Double J Transport to operate a trucking office and truck maintenance facility. Property located at CTY HWY P. Part of the NE ¼ of the SE ¼ of Section 24, Town of Polk, Washington County. Tax Key #T9-0762. 12.266 Acres. Zoned B-1 Business District. Jerome Fechter, Business Owner. Mark Hauser, Property Owner.**

Tony Holschbach of Horizon Construction presented the site plan: There will be a turning lane off County Road P and a common drive with the [conceptual] lot to the south. Parcel will be divided into two pieces. There will be a trucking and maintenance building and an office building. There will be a small parking lot east of the office building and semi-truck and trailer parking (68 stalls for trucks/18 for car parking). Quam engineering is doing the site engineering. The storm water pond location will be moved because the current placement of the pond is the only area on the parcel that will perk for POWTS. A common pond would be created for the two parcels. The storm water management is still being developed by Quam and will be submitted to Washington County Land Use for review and permits. The design calls for two septic systems, one for each lot. From a development standpoint, this makes sense because any new business on the south lot would only need to dig a well. The septic systems would be mound systems. The buildings are sited to accommodate future expansion and with truck turning radius' in mind. The future expansion would be for shop space. There is an underground tank for a sprinkler system and holding tank for the shop. Parking areas will be black top. There is some green space. Dennis Sang moved to recommend approval of the Preliminary Site Plan contingent upon Washington County's erosion control plan approval. Mark Peters seconded the motion. Secretary Groth noted that the applicant would be required to present building elevations and a landscaping plan. Applicant clarified that the parcel will eventually be divided into two parcels. All voted in favor and the motion carried.

- B. **Business Use Permit Glass Guard, LLC to operate a Welding/Fabrication Business at 3767 Scenic Road, Unit F, Washington County, Wisconsin. Section 15. Zoned M-1 Industrial District. 12.46 Acres. Tax Key #0587-00Z. Stephen A. Brown and Tyler Ryan Olson, Business Owners. Robert Schoenke, Property Owner.**

The Applicant addressed the Plan Commission: "We make fabrication for glass companies – racks for their pickup trucks. We also do other welding such as repairs for trailers, lawn ornaments. We will encourage walk in trade. We do work with municipalities. We do wire welding; not stick much anymore. We also do some production welding." Stephen Brown and Tyler Olson are the only full time employees. There will be occasional part time employees. The business is located in the former

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Doggy Daycare facility. Glass Guard is currently located in Grafton, but has outgrown the space. Chairman Schulteis asked about signage. The applicant commented that they will put signage on the door and perhaps a second sign. The applicant was directed to contract the Town Zoning Secretary once they have decisions regarding signage. Karen Reiter moved to recommend to the Town Board the approval of a Business Use Permit for Glass Guard as presented. Jeffrey Fehring seconded the motion. All voted in favor and the motion carried.

C. Site Plan Review for Kevin Mantz (KLM Custom Woodworks) and Joe Zignego (Richfield Self-Storage), for a Ground Sign in accordance with Section 7.03 (8) of the Town's Title X Zoning Ordinance. Sign to be located at 3683 Western Avenue, Town of Polk, Washington County, Wisconsin. Zoned B-1 Business District. Section 35. 5.0 Acres. Property Owner Kevin Mantz.

Joe Zignego offered to answer questions from the Plan Commission. Zignego clarified that the sign will be at least one foot off the road right of way and that pine trees may have to be removed for the sign to be visible. Zignego confirmed with the State of Wisconsin highway department, that when State Road 175 construction begins, the sign will be relocated by the State. There was discussion as to the height of the sign and a clarification that the sign height could not exceed twenty feet (20') in height above the mean centerline street grade. Zignego commented that the sign will meet this height requirements of the Ordinance. Zignego stated that he is not sure whether or not they will light the sign. Zignego was cautioned that lights shall not be lighted in such a way as to cause glare or impair driver visibility. Mark Peters moved to recommend to the Town Board the approval of the ground sign for Kevin Mantz and Joe Zignego. William Whitney seconded the motion. All voted in favor and the motion carried.

D. Discussion: Elements of a Multi-Family Zoning Ordinance.

Zoning Secretary Groth presented the materials submitted by the Town Consultant, Herb Wolf, regarding potential multifamily zoning in Polk [Packet attached to Minutes]. He has suggested that since we are considering the creation of a multi-zoning district in our Ordinance, the Town should look at having multifamily available to other areas in the Town [In addition to the 80 acres at Pleasant Valley and County Road P] that may have access to municipal sewer and water. Wolf provided the a synopsis of multi zoning in several townships and villages within SE Wisconsin. Nancy Anderson at SEWRPC, and Herb Wolf, steered the Plan Commission toward the multifamily ordinance developed in the Town of Addison. That Ordinance is included in the packets. Some points to consider in developing a multifamily zoning ordinance in the Town were reviewed including;

1. Develop only in areas with access to municipal sewer and water.
2. 10.9 per unit acre density is suggested
3. Multifamily should be a conditional use so the Town may place restrictions on the development.
4. CBRF's are a permitted use in the single family district. Anything beyond 8 bed CBRF is a conditional use.
5. Building Height and design.
6. Town's ability to control and place conditions on Multifamily development.

Schulteis commented that materials provided were alot to absorb and that the Commission is not prepared to make decisions regarding a multifamily zoning ordinance at this meeting. Schulteis recommended scheduling a special meeting to further discuss multifamily zoning. The Town's Consultant would be invited to address questions and provide additional information. After discussion, it was determined that the Commission needed more information regarding zoning options. There was also a consensus among the Commission that the Town needs to make some decisions with regard to multifamily zoning regardless of the concept plan currently before the Commission [by Thomas Timblin, Patriot Homes for the 80+/- acres at County Road PV and County Road P]. A Multifamily Zoning workshop will be scheduled. The Zoning Secretary will communicate with the Commission members and the Town Consultant to establish a date and time. The Zoning Secretary will gather questions from the Plan Members to be addressed by the Consultant. Tentatively, the Zoning Workshop was scheduled for May 24, 2016 at Polk Town Hall at 7:00PM.

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E. **Zoning Violations.** No additional zoning violations to report.

IV. Other Business

- A. Correspondence. None
- B. Informational Items. None.
- C. Zoning Board of Appeals Report

Karen Reiter reported that on April 28, 2016, the Zoning Board of Appeals heard a variance GCAM- CC, LLC, Kevin Zimmer, to consider a street yard setback variance to place a gazebo. The variance was granted because it was determined that there was no other appropriate place to site the gazebo on the lot. Parking on the front of the building is no longer allowed. No food or beverage is allowed in the gazebo. Reiter noted that the applicant should present the parking lot plan to the Plan Commission.

IV. Adjournment

Karen Reiter moved to adjourn the meeting. Robert Roecker seconded the motion. All voted in favor and the motion carried. The meeting adjourned at 8:41PM.

Respectfully submitted,

Tracy L. Groth
Zoning Secretary