VILLAGE OF THIENSVILLE
PLAN COMMISSION
MINUTES

DATE: **Tuesday, January 7, 2020**

LOCATION: **Village of Thiensville**
250 Elm Street

TIME: **6:00 PM**

I. CALL TO ORDER

Chairman Mobley called the meeting to order at 6:00 PM.

II. ROLL CALL

Chairman:	Van Mobley	
Commissioners:	Mike Dyer	Sarah Hughes (excused)
	Rick Gattoni	Ken Kucharski
	Carol Gengler	Dan Luedtke
Planner:	Jon Censky	
Director of Community Services/Public Works:	Andy LaFond	

III. BUSINESS

A. Approval of Minutes
1. December 3, 2019

Commissioner Luedtke indicated that "Chairman" had been used incorrectly instead of "Commissioner". These were identified on pages two, three and four of the Minutes.

MOTION by Commissioner Gengler, **SECONDED** by Commissioner Kucharski to approve the December 3, 2019 Minutes with the Correction to Pages Two, Three and Four Replacing the Word "Chairman" with "Commissioner". **MOTION CARRIED UNANIMOUSLY.**

B. Review and approval of Sign, Close to the Heart, Jessica Featherstone, 217 North Main Street

The proposed Close to the Heart sign is for a new business at 217 North Main Street. The sign consists of illuminated chain letters similar to the other signs on the building. The sign measures 11.8' in length and 1.5' in height for an overall size of 18 square feet.

Planner Censky indicated that the sign measurements are within the size limits allowed by code. Planner Censky did inquire about the blue color proposed noting it is somewhat inconsistent with the other sign colors on the building.

Commissioner Kucharski did indicated that each business in the building does have their own color and does believe that logo and color design are very important to a business. Commissioner Gengler did state that this business will be occupying a space that does have a darker brick front.

MOTION by Commissioner Kucharski, **SECONDED** by Commissioner Luedtke to approve Sign, Close to the Heart, Jessica Featherstone, 217 North Main Street. **MOTION CARRIED UNANIMOUSLY.**

C. Review of Preliminary Development Agreement - Orchard Street Subdivision

Director of Community Services/Public Works Andy LaFond addressed the Plan Commission informing them of a Development Agreement that will be before them for the Orchard Street Subdivision. In the Zoning Code it is the Plan Commission that recommends a Development Agreement to the Village Board for approval, the same way rezoning or land use is recommended for approval.

On January 20, 2020 there will a Public Hearing before the Village Board for land use and zoning changes that were recommended by the Plan Commission. Following this Public Hearing will be a Village Board meeting where action will be taken on this recommendation.

Planner Censky explained that this Agreement is a contract between the Village and the developer outlining the developer's responsibilities. Director LaFond indicated that with a PDO the Village has more control than if it were a normal project.

Some of the key points in the zoning ordinance are that the Plan Commission recommend and the Village Board approve a Developer's Agreement which shall include, without limitation:

(a) Timetables for performance/completion of improvements;

(b) Performance requirements and standards and assurances for all improvements and modifications;

(c) Inspection requirements;

(d) Prohibition on any division/combination of real estate lots once it is established;

(e) Provisions for lapsing of specific plan approval and automatic reversion of the zoning status;

(f) Agreements, bylaws, homeowner's associations that would become a part of this are going to be in the Agreement as well as drawings.

This document will help determine the schedule and ensure that what is agreed to is completed. If the project is not completed per the Agreement, within this negotiation will be a Letter of Credit that if they somehow go belly up or walk that they have left us with financial means to complete the project without them. Also, if they were to walk off the job or not start on time per the dates in the Agreement, the property would revert to the underlying zoning. It would not go back to Institutional, but it would go to R-2 without the special provisions i.e. 60 ft wide, not 50 ft wide lots.

Some other items in the document include the declaration, restrictions, their duties and also an agreement on phasing. With the agreement on phasing, the Village is working in negotiations for a financial contribution to make the project move forward. Phase I will be demolition and interim lot grading. A lot of the concrete from the basement of the existing church will be used to fill in the footings and void spaces under the new garages. Latest calculation on this is that this will save almost 1,000 truck trips of hauling material out and in.

Before each major step, it is required of the developer to meet with the Village for a pre-construction meeting.

Each of the new homes will be before the Plan Commission for approval as well. These lots are sold as home/lot packages.

Phase II involves connection to the sanitary sewer system, installing water facilities, storm water drainage plan, utilities, record drawings, installation of sidewalks and curbs, any road improvements or restoration, landscape plans and erosion control.

The intention for this development is to have City water. As part of the Village's negotiations with the City of Mequon and David Hoff for his condo development in Mequon on the north end of the Village, the Board negotiated for the use of the sewer capacity for the Hoff project and then the City of Mequon would completed the water main loop from Seminary Drive to Main Street. Once this is completed, a water line can then be brought north on Orchard Street. This is a voluntary utility; homeowners are not required to hook up. The developer is also responsible for environmental approvals, impact fees and park fees.

Phase I must start by 6/1/2020.

Commissioner Gengler inquired if this Agreement will be before the Board at the Public Hearing on Monday, January 20th. Director LaFond stated that the proper order is to ensure that the property is rezoned first and then to move forward with the Agreement.

Commissioner Kucharski shared that keeping the neighborhood as clean and safe as possible is important. Director LaFond shared that issues like this are addressed in the Agreement. Legally the Village cannot dictate that every single house be built within a certain timeframe, however, a timeline can be dictated all the way up until the start and part of the incentive and payback is based on completion.

Commissioner Gattoni inquired as to how the vacant lots will be maintained. Director LaFond stated that this will be addressed in an approved grading plan indicating how the lot will be stabilized and what will be planted.

The church will be used as an office building for Mr. Devorkin.

All applicants <u>or</u> their contractors must be present for any approvals.

IV. STAFF REPORT

No report.

V. BUSINESS FROM THE FLOOR

Open to any citizen who wishes to speak on items not on the agenda. Please step to the podium and give your name and address for the record.

VI. ADJOURNMENT

MOTION by Commissioner Dyer, **SECONDED** by Commissioner Luedtke to adjourn the meeting at 6:20 PM. **MOTION CARRIED UNANIMOUSLY.**

Submitted by,	Approved by,	Signed by,
Amy L. Langlois Village Clerk	Andy LaFond Director of Community Services/ Public Works	Colleen Landisch-Hansen Administrator