



THESE ARE THE MINUTES OF THE **PLAN REVIEW BOARD** MEETING HELD ON THURSDAY, **APRIL 18, 2019** AT 4:30 P.M. IN THE COMMON COUNCIL CHAMBERS OF CITY HALL, 2000 NORTH CALHOUN ROAD, BROOKFIELD, WISCONSIN

MAYOR STEVE PONTO PRESIDING

MEMBERS PRESENT: Alderman Gary Mahkorn, Alderman Mark Nelson (3 members physically present to meet quorum)

STAFF PRESENT: Planning Administrator Mike Theis, Building & Zoning Administrator Larry Goudy, Administration & Licensing Clerk Mary Schulz

1. Roll Call

Mayor Ponto called the Plan Review Board meeting to order at 4:35 p.m. A quorum was present.

2. Announcements

a. Approval of these items must also be given at the regular Plan Commission meeting of April 8m 2019 and the Common Council meeting of April 16, 2019.

b. The next regularly scheduled Plan Review Board meeting will be held on April 18, 2019.

3. New Business

a. Tom Knopp: preliminary survey map and final certified survey map

Request of Tom Knopp – Owner, 20995 Bradford Lane, Brookfield, WI 53045 for approval of a preliminary survey map and final certified survey map dividing 21730 West North Avenue into two (2) single-family residential lots. One new lot will be created.

Mike Theis reported: 1. The site is zoned "R-3" Residence District. The applicant received approval of a two-lot landsplit at the December 20, 2018

Plan Review Board subject to submittal of a certified survey map (CSM) and other conditions. The division was depicted with a new lot line parallel to the boundary lot lines (not radial to the right of way), as are the lot lines of abutting parcels. An existing home was to be razed. Although the depiction appeared orderly when viewed on paper, the city subdivision code specifies lot lines are to be radial to the right of way, i.e. perpendicular to the right of way - as if originating from a common center. The applicant's CSM is technically compliant with the city subdivision code as well as the lot requirements of the base-zoning district. As depicted, the existing home has a conforming offset to the new lot line and will be retained.

2. A streetyard landscape plan consistent with city standards as well as installation and maintenance sureties in the amounts of \$23,040.00 and \$3,840.00 respectively with three-year landscape maintenance easement is required of the applicant but has not been received.

3. Parks, Recreation and Forestry Director Bill Kolstad acting on behalf of the Park and Recreation Commission has recommended fee in lieu of park and open space dedication.

4. Water/sanitary sewer laterals are required.

Staff's recommendation: The lots in the proposed CSM comply with the base zoning district and subdivision code regulations. Staff recommends the Plan Commission approve the preliminary survey map and final certified survey map subject to:

1. Technical corrections to the CSM.
2. Driveway access is permitted under Waukesha County jurisdiction.
3. Water/sanitary laterals required from main to ROW/lot line per City standards.

- Install laterals prior to CSM recording with a Street Excavation Permit (includes inspection fee)

OR

- Provide Site Utility Plan prepared by Professional Engineer for Engineering review and approval. Upon approval, provide contractor's bid for such utility work with request of Street Excavation Permit (includes inspection fee and escrow amount) to guarantee work will be completed. Upon determination that laterals are installed per the approved Site Utility Plan, inspected and approved, the escrow amount will be released.
4. Receipt of a Residential Development Landscape Standards compliant landscape plan revised per comments by the city contract landscape plan reviewer with security by letter-of-credit, bond or escrow (City

forms available from the Community Development Department) equal to \$23,040.00 (\$2,400 per 1,000 sq. ft. street yard) for Streetyard installation, \$3,840.00 for three (3) years of Streetyard maintenance (\$400 per 1,000 sq. ft. of street yard) and a three (3) year temporary landscape easement for street yard maintenance (using forms available from the Community Development Department 9,600 sq. ft. of street yard) all deposited with the Department of Community Development prior to execution of the CSM.

a. A recertification "as-built" survey must be performed by a licensed landscape architect indicating that all elements of the approved Streetyard Landscape Plan has been completed within tolerance as approved by staff per the approved plan. The recertification documents must be wet stamped and signed by said professional.

b. The letter-of-credit, bond or escrow will be released after the recertification documents are submitted to and approved by the City of Brookfield Department of Inspection Services.

5. Payment of applicable fees prior to recording of the CSM

Preliminary Survey Map Fee \$420

Certified Survey Map Fee \$360

Certified Survey Map Recording Fee \$30

Engineering Review Fee TBD

Wetland Fee \$96

Bikeway Fee \$200

Parkland Fee of \$747

Landscape Plan Review Fee \$350

Outstanding Assessments TBD

6. Landsplit approval expires on May 21, 2022 unless the conditions listed above are satisfied prior to recording the CSM.

The Plan Review Board had a lengthy discussion regarding the applicant's desire to eliminate the landscape requirements and the board's desire to modify but retain the landscape requirements.

Motion by Alderman Nelson, seconded by Alderman Mahkorn to postpone the item to the Plan Commission subject to receipt of a landscape plan prepared by a Registered Landscape Architect with estimated landscape installation cost and amend the item for the Plan Commission agenda to include approval of a subdivider agreement. Motion carried 3-0.

Larry Goudy indicated that items 3b and 3d be removed from the agenda per the applicants request.

c. **Heartis Brookfield Partners: monument sign**

Request of Heartis Brookfield Partners at 16040 W. Greenfield Avenue for a monument sign.

Larry Goudy reported the sign dimensions are 9'6" x 4'6" = 43 sq. ft. on an overall structure of 75 sq. ft. Height above the roadway is 6'4". Sign content is: Heartis Village, Senior Living, address. The structural material and color are EIFS background with architectural stone base and column to match building. Green and orange copy. Lighting will be internal.

Staff recommends approval.

Alderman Mahkorn noted this is a routine request. Alderman Nelson liked the stone materials; nice sign.

Motion by Alderman Nelson, seconded by Alderman Mahkorn to approve staff's recommendation of approval of a monument sign at 16040 W. Greenfield Avenue. Motion carried 3-0.

Motion by Alderman Nelson, seconded by Alderman Mahkorn to adjourn the Plan Review Board meeting. Motion carried 3-0. 5:40 p.m.

Minutes respectfully submitted by Mary Schulz CAP, Administration & Licensing Clerk