



THESE ARE THE MINUTES OF THE **PLAN REVIEW BOARD** MEETING HELD ON THURSDAY, **OCTOBER 24, 2019** AT 4:30 P.M. IN THE COMMON COUNCIL CHAMBERS OF CITY HALL, 2000 NORTH CALHOUN ROAD, BROOKFIELD, WISCONSIN

ALDERMAN GARY MAHKORN PRESIDING

MEMBERS PRESENT: Alderman Rick Owen, Commissioner Lisa Chang (3 members physically present to meet quorum)

STAFF PRESENT: Building and Zoning Administrator Larry Goudy, Economic Development Coordinator Todd Willis, Administration & Licensing Clerk Mary Schulz

1. Roll Call

Alderman Gary Mahkorn called the Plan Review Board meeting to order at 4:33 p.m. A quorum was present.

2. Announcements

- a. Approval of these items must also be given at the regular Plan Commission meeting of November 11, 2019 and the Common Council meeting of November 19, 2019.
- b. The next regularly scheduled Plan Review Board meeting will be held on November 21, 2019.

3. New Business

a. Richard and Marcia Bienz: Preliminary Survey Map and Final CSM

Request of Richard C. and Marcia L. Bienz – Owners, 2665 North 130th Street, Brookfield WI 53005 for approval of a two lot preliminary survey map and final Certified Survey Map dividing 2665 North 130th Street into two lots. One new lot will be created.

Larry Goudy reported: 1. The site is zoned "R-2" Residence District with a minimum lot size of 25,000 sq. ft. The applicant received a variance from the Board of Zoning Appeals on September 12, 2019 allowing creation of a lot

with lot area of 23,740 sq. ft. subject to dedication of 15' of right of way abutting Center Street.

2. Section 16.08.030 of Ordinance No. 2221-10 requiring new lots with average lot width and area equivalent to the neighborhood is not applicable as the site is not a lot in a plat or CSM.

3. The applicant is in receipt of a missive dated October 10, 2019 by Fire Chief Charlie Myers regarding Fire Code requirements.

Staff recommends: The preliminary survey map and final Certified Survey Map depict the Center Street right-of-way dedication and lot areas approved by the Board of Zoning Appeals. Staff recommends the Plan Review Board approve the preliminary survey map and final Certified Survey Map subject to:

1. Technical corrections.
2. Compliance with Fire Code requirements per a missive dated October 10, 2019 by Fire Chief Charlie Myers.
3. Sanitary and water service to the parcels shall be provided to the lots at the time of the CSM execution or surety provided for installation of services.

Prior to recording the CSM, water and sanitary laterals (as determined) are required per City standards for new lot. If existing sanitary service lateral for Lot 2 is to be reused, it shall be televised, inspected and approved for reuse with any noted defects repaired prior to connection. If it is not to be reused, abandon at the main per City standards. New water service lateral is required per City standards for Lot 2.

- 1) Owner to have a professional engineer prepare Site Utility Plan for Engineering review and approval.
- 2) Contractor to obtain a City Street Excavation Permit and pay inspection fee from DPW – Engineering Inspection.

In order to install laterals after CSM recording:

- 1) a City standard Subdivider's Agreement is required to be executed and recorded

OR

- 2) Provide contractor's bid for lateral work with request of Street Excavation Permit and provide inspection fee and escrow amount to guarantee work is done. Once the work is installed per the

approved Site Utility Plan, inspected and approved, the escrow amount will be released.

4. Sanitary sewer service laterals shall be private from the wye connection in the main to the building and, as such, all maintenance, repair and replacement costs shall be the sole responsibility of the property owner. All existing laterals not to be reused shall be abandoned at the main per City standards.
5. Water service laterals on private property and not contained within public easement shall remain private, and as such, all maintenance, repair and replacement costs shall be the sole responsibility of the property owner. Water main and water service laterals on public property (within public right of way or easement) are public. To be owned and repaired by City including curb stop on property/ROW line.
6. Payment of fee:

\$TBD	Engineering Review Fee
\$870.00	Park and Open Space Fee
\$96.00	Wetland Fee
7. Final Certified Survey Map approval expires November 19, 2020 (12 months of after the final approval) unless recorded prior thereto.

Richard Bienz, owner, appeared before the board for comments and/or questions.

Mr. Bienz noted that the project is moving along. Someone has put in an offer on the lot right now. They are getting a bid from a contractor to put the entire lateral in from the street to the house. Mr. Bienz will be giving the buyer a credit for his responsibility of the connection of the water/sewer mains up to the lot line. This will reduce the purchase price of the home.

Alderman Mahkorn asked what prompted Mr. Bienz to divide the lot. Mr. Bienz said his parents built the house in 1964. They purchased the southernmost lot, which had two tax parcels. Within a week of the purchase, they decided to purchase the second lot to have room for Mr. Bienz and his brother to play in. They intended to sell the second lot down the road, therefore, locating the house on the property according. There has been two tax keys on the property up until 1990; when one of the tax keys was dropped and property became one tax key parcel. Mr. Bienz purchased the property from his parent's estate. He thought he would like to sell the

property in the future. He has had multiple people asking him if the lot is for sale.

Alderman Owen commented that the applicant has been before the Board of Public Works regarding this property's 15 foot right-of-way dedication and that it is being maintained. Commissioner Chang was interested in hearing the history behind the property. Alderman Mahkorn stated this community is full of professional, thoughtful people who work well with staff and produce good ideas. He noted the city is seeing more land splits in recent years. The city is concerned with maintaining the integrity of the neighborhood when splitting lots. City staff worked on criteria/guidelines regarding landsplits for the municipal code. The request at hand does not compromise the surrounding area and meets the requirements and parameters set forth by the city.

Motion by Chang, seconded by Owen to approve staff's recommendation of approval of the preliminary survey map and final Certified Survey Map at 2665 North 130th Street subject to the above stated provisions. Motion carried 3-0.

b. Village LTD: temporary use permit

Request of Village LTD, for approval of a temporary use permit to conduct a tree lighting ceremony in the Village of Brookfield area.

Larry Goudy reported: 1. The event will take place between 5:00 p.m. and 7:00 p.m. on Thursday, December 5th. The lighting ceremony has taken place in the Village area for years.

2. Projected attendance is 50-100 people.
3. Sanitary facilities will be available inside Biloba brewery, Mary Linsmeier School and Brookfield Dance Academy.
4. Approximately 100 parking spaces are available between the Pleasant and Hoffman Avenue municipal lots and on street parking.
5. No alcohol will be served
6. The only difference between past events is the inclusion of reindeers at the location. Three reindeer will be contained in a temporary pen in front of Mary Linsmeier School. Reindeer will be available for photo opportunities. No individuals other than staff are allowed in the pen or to touch the animals.
7. The applicant provided insurance information for the animal handling.

Staff recommends approval.

Todd Willis, Economic Development Coordinator, appeared before the board for comments and/or questions on behalf of the applicant.

Alderman Mahkorn stated the city likes to see these types of events in the village area. Mr. Willis stated that this event has been held in the past few years but has not been well attended, as it has been cold, rainy, etc. The Village would like to increase attendance by having other events. They considered a sleigh ride, but there may not be snow at that time. Since there will be a Santa Claus, they want to have reindeer. Since this would be a change of use, the request must appear before the Plan Review Board.

Motion by Owen, seconded by Chang to approve staff's recommendation of approval of a temporary use permit for Village LTD. Motion carried 3-0.

c. **Deer Creek Corporate Center: replacement monument sign**

Request of Deer Creek Corporate Center, for a replacement monument sign at 445 N. Moorland Road.

Larry Goudy reported: The sign dimensions are 20' x 13' = 260 sq. ft. and 16' above the roadway. The sign content is: Deer Creek Corporate Center, Old Republic, Vrakas CPAS & Advisors. The structural material and color are routed aluminum on an aluminum base. Lighting is internal.

Mr. Goudy added that the code requires the base to match the principle of the building. In this case, the building is entirely brick. A rendering of the existing brick sign base was presented to the board. The landscaping makes the current sign base invisible. The board has the authority to approve the proposed sign base, although it is not a principle material of the building. If the current landscaping remains, staff would be comfortable with that. If the landscaping is changed, the sign base should be changed back to brick.

Staff recommends approval.

Adrian VanEtten, Poblocki Signs, appeared before the board for comments and/or questions.

Mr. VanEtten stated there is an existing sign that sits on a brick base. They evaluated the sign to see if they could use the existing footing and brick base, but it has been retrofitted many times and some components are in bad shape they cannot work with it. They want to take the old cabinet off, leave the

brick that is there for the base and footing as it is landscaped in that area. This side would go in front of the old sign. Mr. Goudy stated this would greatly affect the existing landscaping. The existing hedgerow that covers up the whole base is directly in front of the sign. This would have to be removed if the applicant place the sign closer to the south. Alderman Mahkorn noted the hedgerow covers the sign; the rest of the landscape does not. New landscaping could be installed. Mr. VanEtten stated new landscaping is an option.

Alderman Owen felt that the applicant wanted to maintain the footing. Mr. VanEtten replied they had started at the existing footing; reviewing the material of the current sign and what could be salvaged for the new sign. They plan on building a new sign front and retaining the footing and base and replacing the cabinet. Mr. Goudy stated he is not concerned with the construction of the proposed sign. However, the brick base is invisible from every angle. Mr. Goudy asked what the point is in retaining the brick base. Mr. VanEtten said he thought it was a cost issue. The owners did not want the footing taken out completely and re-landscaped. Mr. Goudy said the city would not require the footing to be removed as it is below grade. The request is a little unusual.

Commissioner Chang noted the sign might look odd having this random brick ledge. However, if the sign base is not visible from any angle, does it matter? The applicant should do something that is creative that is cost effective. Alderman Owen stated concern that if the sign is there for many years. It will degrade over time.

Mr. Goudy stated the safest angle is to be consistent with what has been done everywhere else in the city when replacing a sign is to take the current sign down. Alderman Owen added that landscaping or grass could be placed behind it. This will make the sign look better. Alderman Mahkorn said people are being cautious. The product may look nice now, but eventually the sign will get worn down. He said the sign could be seen as tacky if the base was visible. Mr. VanEtten said if the brick was taken down to the footings, would this be acceptable. Mr. Goudy stated 'yes'. Alderman Mahkorn said the board would be ok with this. The sign is far from the building, therefore, you cannot tell if the base matches the building or not.

Alderman Owen asked Mr. Goudy if a skirt base would be compliant or not. Mr. Goudy stated the code states the base must implement a principle material of the building. Occasionally, the city has allowed aluminum skirts instead, depending on the circumstances. In the past, the board had encouraged masonry bases; however this is a relatively small base and

landscaping is required. The applicant may view the landscaping as an extra cost that is not necessary, as the base will not be the visible part of the sign.

Motion by Owen, seconded by Chang to approve staff's recommendation of approval subject to the previous sign being demolished at least to grade level with grass/landscaping covering most of the sign year round, similar landscaping to be installed in front of the sign and permitting a skirt at 445 N. Moorland Road. Motion carried 3-0.

Motion by Owen, seconded by Chang to adjourn the Plan Review Board meeting. Motion carried 3-0. 5:15 p.m.

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