

**CITY OF ELKHORN**  
**Architectural Review Board/City Plan Commission Meeting**  
**Council Chambers, 9 S. Broad Street, Elkhorn, Wisconsin**

**April 3, 2014**

---

The Architectural Review Board/City Plan Commission Meeting was called to order at 7:00 p.m. by Chairman Reynolds followed by roll call.

**ROLL CALL**

Present: Mayor Howie Reynolds, Alderman Brian Olson, Plan Commission Members Mike Roberts, Tom Stotko and Ray Baur, Administrator Sam Tapson, City Attorney Ward Phillips, City Engineer Gary Welsh, Zoning Administrator Bonnie Schaeffer, former Plan Commission Secretary Corrie Daly and new Plan Commission Secretary Cairie Virrueta

Also present: Sean Timmer, G & S Builders for Franks Piggly Wiggly; Duane Helwig and Heather Bartell for Wisconsin Illinois Senior Housing, Inc. dba Holton Manor

**Approval of Minutes**

Motion (Stotko/Baur) to approve the minutes of the March 6, 2014 Architectural Review Board/City Plan Commission Meeting. Motion carried.

**Certified Survey Map Approval: 644 N. Lincoln St. and 735 N. Wisconsin St., Hanson Real Estate LLC (YUNW 00001 and YMB 00016)**

Zoning Administrator Bonnie Schaeffer explained Timothy Hanson of Hanson Real Estate LLC would like to facilitate a lot line adjustment between these properties in order to make Lot 2 more useable and that he agrees to recycle or dispose of the concrete loading dock which crosses both lots within 60 days of approval by City Common Council. Motion (Olson/Stotko) to approve the CSM for 644 N. Lincoln St. and 735 N. Wisconsin St. Motion carried.

**Façade Alterations: 58 W. Market St., Elkhorn Lueptow's Real Estate Management (YA451000001)**

Sean Timmer (Agent) of G & S Builders explained that the project is to face-lift the 300 ft section of the of the strip mall on the north end of the shopping center in order to maintain a consistent elevation from one end to the other. The work consists of picture framing with 1x12 trim, with vertical dividers to section out each store front. They will use fiber cement shake siding on other areas and a 5 ft. tall red metal roof. Motion (Stotko/Baur) to approve the Façade Alterations at 58 W. Market St. Motion carried.

**Amendments to Architectural Plans: 638 N. Broad St., WI/IL Senior Housing, Inc. dba Holton Manor (YA449700002)**

Duana Helwig of Community Living Solutions, LL (Agent) explained the changes to the architectural plans involving: removing 6 dormers from the roof, removing gazebo addition to south side of building, changing concrete sill between brick and siding from 8" to 4", removing garden half-walls at building corners, removal of resident outdoor patios, A/C conditioning grilles (vents) added below resident windows, roof ridgeline brought down in height, delivery doors in middle of the building shifted to the north, and removal of window to the left of the main entry. Plan Commission would like to see the

plan changed to keep a more residential look to the building by having the middle of the building facing Church St. to have a gable added, the double doors moved back to the middle section to keep a symmetric look using more attractive doors, additional tall landscaping be included where garden half-walls were removed and landscaping added to cover grilles (vents). Motion (Olson/Roberts) that based on Plan Commission's recommendations a new plan is to be provided to Zoning Administrator Bonnie Schaeffer for approval.

**Meeting Dates**

- May 1, 2014

**Adjournment**

Motion (Olson/Roberts) to adjourn at 7:45 p.m.

Cairie Virrueta  
Plan Commission Secretary