

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

**February 5, 2015**

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

**ROLL CALL**

Present: Mayor Brian Olson, Alderman Jim D'Alessandro, Plan Commission Members Mike Roberts, Ken Meinel and Jason Hunter

Also Present: Administrator Sam Tapson, City Attorney Ward Phillips, Zoning Administrator Bonnie Schaeffer, City Clerk Cairie Virrueta

**Approval of Minutes**

Motion (D'Alessandro/Stotko) to approve the minutes of the January 8, 2015 Architectural Review Board/City Plan Commission Meeting. Motion carried.

**Public Hearing**

None.

**Jean Amos Trust (Owner), Jay Anderson (Applicant) – W5416 Amos Road (GSC3500008) Town of Sugar Creek, ETP CSM:**

*Motion (Roberts/Hunter) to approve the CSM for the Jean Amos Trust, W5416 Amos Road, Town of Sugar Creek, Tax Key GSC3500008. Roll call vote: Olson, yes; D'Alessandro, yes; Roberts, yes; Meinel, yes; Hunter, yes. Motion carried.*

**Gateway Technical College (Owner), Partners in Design, Michael Risselada (Agent) – 1000 E. Centralia St. (YVSE00003), Site Plan, Architectural Review and Landscape Plan**

Zoning Administrator Schaeffer said the site plan was altered with moving of the main entrance and another on the back with an extension of the access drive. There is a dog run in the back as it is being set up to be a vet tech school. It meets all site plan requirements. *Motion (D'Alessandro/Hunter) to approve the site plan, architectural review and landscape plan for Gateway Technical College (YVSE00003 subject to conditions listed in the staff report date January 29, 2015. Roll call vote: Olson, yes; D'Alessandro, yes; Roberts, yes; Meinel, yes; Hunter, yes. Motion carried.*

**General Discussion Items: Approval process necessary for minor subdivision and signage in the I-1 Institutional District**

Administrator Tapson said rather than scheduling a PC meeting, in which a residential CSM may be the only thing on the agenda, if the commission would allow staff to make a recommendation to the council. Commercial, ETZ or major type CSM's would come to the Plan Commission for review. Consensus by all that residential CSMs would go directly to the Common Council for approval per staff recommendation.

Zoning Administrator Schaeffer and the commission discussed the PC reviewing signs in the institutional district or having staff do it. Consensus to continue bringing signs in the I-1 District to the Plan Commission for review.

**Next Meeting Date**

Administrator Tapson said Michael Blue will be available on February 19<sup>th</sup> and if the he should be scheduled for before the meeting or part of it. Mayor Olson recommended having him come at 6:00 p.m. Discussion on changing future meeting times for the Plan Commission to 6:00 p.m.

**Adjournment**

Motion (Olson/Meinel) to adjourn at 7:16 p.m.

Cairie Virrueta  
City Clerk