

**CITY OF ELKHORN**  
**ARCITECTUAL REVIEW BOARD/CITY PLAN COMMISSION MEETING**  
**Council Chambers, 9 S. Broad St., Elkhorn, WI**  
**June 16, 2016**

The Architectural Review Board/City Plan Commission Meeting was called to order at 7:00 p.m. by Chairman Reynolds followed by the Pledge of Allegiance and Roll Call.

**ROLL CALL**

Present: Chairman Reynolds, Meinel, Myrin, Baur, Hunter, Frazer

Absent: Stotko

Also Present: Zoning Adm. Schaeffer, City Engineer Vanhenkelum, City Attny. Phillips

Visitors: Jason Tadlock, Warren Hansen

**APPROVAL OF MINUTES**

Motion (Meinel/Hunter) to approve the minutes of the Architectural Review Board/City Plan Commission Meeting of June 2, 2016. Motion carried unanimously.

**SITE PLAN AMENDMENT/EASD-WEST SIDE ELEMENTARY**

Jason Tadlock, representing Elkhorn Area School District, presented a site plan amendment for West Side Elementary School located at 222 Sunset Drive (YUNW-00062). The district would like to add an additional exit drive for the newly constructed Gym entrance. Discussion regarding the three (3) conditions requested by the City Engineer. Motion (Hunter/Frazer) moved to approve the site plan amendment for the additional exit drive for Gym entrance at Westside Elementary School located at 222 Sunset Drive (YUNW-00062 subject to the following conditions: 1) new drive being used for pickup from the Gym entrance and to be an exit only, 2) the exit drive to Hazel Ridge road is shown on attached plans; and 3) during peak drop off and pickup hours the school will have traffic control devices (cones, personnel) in place to direct traffic through the parking lot and then past the current pickup/drop off areas of the school. Motion carried unanimously 7-0.

**CERITIFED SURVEY MAP/461 E. GENEVA ST./CMD PARTNERS-HOWARTH**

The Zoning Administrator reported that that Certified Survey Map for the two (2) properties located at 461 East Geneva Street (Tax Key No. YVSE-00005 and YVSE-00006) has expired. The CSM was originally approved in 2010 but was not recorded within the time limit specified by Wisconsin State Statutes. The applicant is now requesting approval of a CSM to consolidate the two (2) properties. Motion (Frazer/Baur) moved to recommend to Council to approve the CSM for 461 East Geneva Street (Tax Key No. YVSE-00005 and YVSE-00006). Motion carried unanimously 7-0.

**MEETING DATES**

Meeting dates: July 21, 2016 (only one meeting date scheduled due to 4<sup>th</sup> of July).

**ADJOURNMENT**

Motion (Meinel/Baur) to adjourn. Motion carried. Meeting adjourned at 7:15 p.m.

Shari McKinney  
Plan Commission Secretary