

CITY OF ELKHORN
ARCHITECTURAL REVIEW BOARD/CITY PLAN COMMISSION MEETING
Council Chambers, 311 Seymour Ct., Elkhorn, WI
June 20, 2024

The Architectural Review Board/City Plan Commission Meeting was called to order at 6:00 p.m. by Chairman Shiroda followed by the Pledge of Allegiance and Roll Call.

ROLL CALL

Present: Stotko, Boardman, Geaslen, Wuttke, Shiroda
Absent: Hunter, Meinel
Also Present: Schwark, Rauch
Visitors: Lynda Wulf, Bob Lanser, Kari Lanser

APPROVAL OF MINUTES

Motion (Boardman/Geaslen) to approve the minutes of the Architectural Review Board and Plan Commission meetings of June 6, 2024. Motion carried unanimously.

SIP AMENDMENT/HARVEST POINTE VILLAS/HARVEST WAY & MARKET ST./BIELINSKI

The Zoning Administrator provided the June 12, 2024, Staff Report. The applicant is requesting a SIP Amendment for the previously approved plans for Harvest Pointe Villas located on the vacant lot off Harvest Way and Market Street. The proposed plan changes to replace one style of condominium building with another, reducing the size by 118 square feet. This will reduce the construction cost to be in line with the current market conditions. The proposed buildings are kept in the same location, orientation, and building pad driveway locations with no change to exposures and more distance between the buildings. The smaller footprint will allow for more separation between buildings and a larger rear yard. The front door is located further back with longer sidewalks. There will be no changes to the interim grading plan. **Staff Recommendations:** Staff recommends that the Plan Commission **APPROVE** the SIP Amendment with the following conditions: 1) The project shall be developed in accordance with the plan of operations. Any deviation from the approved plans shall require zoning administrator and/or Plan Commission approval. 2) All comments in Kapur memo from previous plan approval.

The City Engineer presented the Kapur Memorandum dated June 12, 2024. A Specific Implementation Plan (SIP) revision request was submitted for an 8 acres condominium development with 16 condos (32-units) and private drive with ingress/egress off of Harvest Way and Market Street. Public water and sanitary sewer utilities and 154 feet of private sanitary sewer are proposed as well as storm sewer and a stormwater basin. The request under consideration only affects the size of the structures proposed within the approved building pads and therefore the site plan, grading, and stormwater management are consistent with the previously approved SIP. The revised SIP is subject to the following conditions as stated in our recommendation for approval dated November 11, 2021: GENERAL 1) A copy of the approved construction site stormwater permit (NOI) from the WDNR must be provided to the City. 2) A performance bond is required for a total of 120 percent for the cost of the public improvements, stormwater management system, and erosion control measures. A cost estimate of the improvements shall be provided to Kapur for review. The performance bond must be executed prior to scheduling the required pre-construction meeting. 3) As-built construction plans of the underground utilities and stormwater management system is required for this development. The completed plans must be submitted to the City for review and approval. 4) An acceptable stormwater maintenance agreement was provided. The document shall be revised to be consistent with the above construction plans (including the modifications to the existing west basin) and resubmitted for attorney review. The final copy must be signed and recorded with Walworth County. 5) The development proposes an extension of the existing water and sewer mains to service the condominium structures. Water main and sanitary sewer main extension permits are required from the Wisconsin Department of Natural Resources (WDNR).

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A copy of all required county and state permits must be provided to the City prior to construction. 6) Soil boring information provided by PSI states that further investigation into the groundwater level is needed to establish final basement slab elevations. It is recommended that site-specific soil boring be required for each building pad prior to issuance of building permits. 7) Easement documents shall be provided for the stormwater and drainage easements as shown on the site plan. These documents shall be reviewed by the City prior to recording with Walworth County. 8) A pre-construction meeting is required prior to construction. The City shall be notified of the scheduled pre-construction meeting to enable attendance. **STORMWATER MANAGEMENT REPORT** 9) The stormwater management report demonstrates the development site meets the release rate and water quality requirements of the City of Elkhorn Municipal Code Chapter 14.05. **SITE AND GRADING PLAN** 10) The site plan presented appears to meet the General Development Plan previously approved allowing for a 26 foot wide pavement with 1.5 foot mountable curb and gutter (29 foot wide cross-section) with no sidewalk along the private road.

Motion (Geaslen/Boardman) to recommend to Council to approve the SIP Amendment with proposed changes for the previously approved plans for Harvest Pointe Villas located on the vacant lot off Harvest Way and Market Street subject to the conditions outlined in the Zoning Administrator's Staff Report dated June 12, 2024 and the Kapur Memorandum by the City Engineer dated June 12, 2024. Motion carried with Member Stotko voting no.

SITE PLAN & ARCH. REVIEW/ST. PATRICK'S CATHOLIC CHURCH/107 W.WALWORTH ST.

The Zoning Administrator presented the Revised Staff Report dated June 19, 2024. The applicant is requesting a site plan and architectural review for the previously approved addition to St. Patrick's Catholic Church located at 107 West Walworth Street. The proposed project changes now include demolishing the existing building located at 10 South Broad Street and building a new building addition which would connect to the current and existing Church. This would be a single floor building, 4,811 square feet consisting of 5 meeting rooms, restrooms with shower and storage space. **Staff Review Summary:** Area, Yard & Height Requirements: a) The site plan appears to be in compliance with Section 17.5 of the Municipal Code. **Staff Recommendations:** Staff recommends **APPROVAL** of the site plan an architectural review with the following conditions: 1) The project shall be developed in accordance with the plan of operations. Any deviation from the approved plans shall require zoning administrator and/or Plan Commission approval. 2) All Kapur Memo comments or conditions be addressed or included. 3) Applicant shall provide reimbursement to the City of Elkhorn, all costs incurred by the City for review of this conditional use including but not limited to engineering, legal and planning review that occurred prior to permit issuance and during the implementation of the plans and construction of the improvements. 4) Project must begin within one year of the date of approval, or applicant will be required to reapply for both Conditional Use Permit and Site Plan Review. 5) The applicant must allow any City employees, or contracted firm, or designee unlimited access to the project site at a reasonable time to investigate the project's constructions, operation, or maintenance. 6) All exterior lighting shall be in compliance with the City of Elkhorn Municipal Ordinances. 7) Any signage shall be reviewed and approved by the Zoning Administrator.

The City Engineer provided the Kapur Memorandum dated June 13, 2024. A site plan application was submitted for the demolition of approximately 5,500 square foot structure and adjoining asphalt surface followed by construction of a 4,850 square foot addition to an existing structure at 107 West Walworth Street (Tax Key No. YOP 00245). The proposed total land disturbance is approximately 0.12 acres on the 1.2 acre parcel.

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Comments: Kapur recommends approval of the site plan application for the previously proposed addition at St. Patrick's Church based on the information reviewed above. This approval is subject to the following conditions: 1) The proposed development, with a proposed land disturbance of less than 1 acre, is exempt from post-construction stormwater management according to Chapter 14.05 (4)(a)1. 2) The public right of way line along South Broad Street shall be clearly labeled. It appears that only a small amount of concrete sidewalk will be placed in the public right-of-way to connect to the existing sidewalk along Broad Street. 3) Comment No., 3 of our September 19, 2022, review correspondence states, "It is unclear how the existing building was serviced by public sewer and water utilities and what will happen with the services upon demolition. Clarification of the existing and proposed utility locations shall be provided." a) The plans now show the sanitary service to the building to be expanded but no services are shown for the existing building to be demolished. The plans shall note how abandonment of existing services will be completed. b) Plumbing plans shall be provided showing the plumbing connection of the addition to the existing structure. c) A 6-inch stormwater drainage pipe is proposed under the addition. The drain pipe shall be routed to the south around the proposed addition. Additionally, the sizing calculations shall include flow contribution from the existing 6-inch line from the West. Construction entrance shall be confined to one location where the proposed Tracking Pad is installed per the detail on Sheet 2.0. The location of the construction entrance shall be provided on the site plan. Silt fence and inlet protection as noted on the erosion control plan shall be installed prior to upland disturbance. South Church Street and South Broad Street shall remain free from sediment and construction debris. Stabilization of the site shall be completed as soon as possible after construction. A copy of all approvals/permits required from County or State regulatory agencies shall be provide to the City.

Motion (Boardman/Wuttke) to approve the site plan and architectural review for proposed project changes to the St. Patrick's Catholic Church, 107 West Walworth Street (Tax Key No. YOP00245) which includes demolishing the existing building located at 10 South Broad Street (also part of YOP00245) and building a new building addition which would connect to the current and existing Church subject to the Zoning Administrator's June 19, 2024 Staff Report and the City Engineer's June 13, 2024 Memorandum. Motion carried unanimously.

EEDA BUILDING IMPROVEMENT GRANT/325 E. COURT ST./LANSER

Bob and Kari Lanser have submitted an application for an EEDA building improvement grant for the property located at 325 East Court Street (Tax Key No. YUNE00025A) that includes interior upgrades (masonry repairs, exterior painting, roof replacement, window repair/replacement, exterior repair/replacement, other items include interior lighting and flooring, furnace, asphalt, garage door, etc.). Chairman Shiroda asked if there are any questions, comments or recommendations.

Motion (Boardman/Geaslen) to approve the EEDA building improvement grant application grant for the property located at 325 East Court Street (Tax Key No. YUNE00025A) that includes interior upgrades (masonry repairs, exterior painting, roof replacement, window repair/replacement, exterior repair/replacement, and other items that include interior lighting and flooring, furnace, asphalt, garage door, etc.). Motion carried unanimously.

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GENERAL DISCUSSION

There were no general discussion agenda items to discuss.

UPDATES

There were no new updates at this time.

MEETING DATES

The next Plan Commission meeting may be scheduled for Thursday, August 1, 2024.

ADJOURNMENT

Motion (Wuttke/Stotko) to adjourn. Motion carried unanimously. Meeting adjourned at 6:15 p.m.

Shari McKinney
Plan Commission Secretary