

TO: Village of East Troy Plan Commission
CC: Eileen Suhm, Jason Equitz, Tim Lynch
FROM: Orrin Sumwalt, Planning Consultant
RPT DATE: June 17, 2026
MTG DATE: June 23, 2026
FOTH FILE: 26E020.01/15
RE: East Troy Transportation Facility –
Site Plan Amendment Request

BACKGROUND:

1. Petitioner: East Troy Community School District
2. Agent: Sean Bekx (raSmith)
3. Property Owner: East Troy Community School District
4. Location/Address: 3128 Graydon Avenue
5. Tax Key Number: RXUP00202
6. Area: 47.39 AC
7. Existing Zoning: SR-4 Suburban Residential District
8. Proposed Zoning: NA
9. Future Land Use: Institutional and Public Service

OVERVIEW:

The Petitioner and Agent are requesting approval of a Site Plan and Plan of Operation Amendment to replace the school district's transportation building and bus parking area on the High School property located at 3128 Graydon Avenue. The site encompasses approximately 47.95 acres. The proposed site plan includes:

- Remove existing ~ 7,800 SF Transportation Building



- Construct a new 50' x 120' (~ 6,000 SF) Transportation Building
- Reconfigure the parking lot to include:
 - Twenty-two (22) 12' x 40' parking spaces
 - One (1) standard space (inside fence)
 - Six (6) standard spaces (outside fence)
- 6' Chain link fence enclosure with brown privacy slats and two (2) automatic gates.

PLANNER COMMENTS:

1. **Comprehensive Plan.** Future Land Use is Institutional and Public Service, which is consistent with the existing zoning of SR-4 Suburban Residential District.
2. **Zoning District Requirements.** The subject property is zoned SR-4 Suburban Residential District, in which indoor institutional uses such as a high school are permitted as conditional uses pursuant to Section 510-20B and the Table of Land Uses of the Village Zoning Code.

The school district's transportation facility, which is located on the northeast side of the High School property, has frontage and access from West Street. For non-residential uses in the SR-4 District, Section 510-20H requires a minimum street yard setback of 25 feet. However, the submitted Site Plan shows the proposed transportation building located approximately 5 feet from the east lot line, which does not comply with this requirement.

In addition, Section 510-20H requires a minimum pavement setback of 5 feet. The Site Plan indicates that pavement is located at or within 5 feet of the lot line, which also does not meet the required standard.

Due to these noncompliant setbacks, the Plan Commission is unable to approve the proposed building location as currently designed.

Foth recommends the petitioner submit a revised site plan demonstrating that the building and pavement comply with the minimum district setback requirements for review and approval by the Zoning Administrator, prior to issuance of a Building Permit.

3. **Buildings:** New 50' x 120' (~ 6,000 SF) Transportation Building.
4. **Parking.** The proposed site plan includes a parking lot reconfiguration for the school district's transportation facility. The site plan shows twenty-two (22) 12' x 40' parking spaces. Twenty-one of these are intended for buses and one (1) is intended for two (2) Suburbans/vans to be parked in tandem. There is also One (1) standard space (inside fence) intended for a suburban and six (6) standard spaces (outside fence) also intended for Suburbans.

However, the site plan does not identify any parking spaces designated for employees. Per Village code, parking must be provided at a ratio of one (1) space per employee on the largest work shift.

Foth recommends the petitioner submit a revised site plan demonstrating that the site complies with the Village's minimum parking requirements for review and approval by the Zoning Administrator, prior to issuance of a Building Permit.

5. **Architecture:** The submittal does not include the necessary architectural documentation. Specifically, architectural building plans, floor plans, and elevation drawings have not been provided. Elevation drawings should clearly depict the proposed finished exterior treatment, including materials, textures, colors, and overall building appearance, with adequate labeling.

Foth recommends the petitioner submit a complete set of architectural plans demonstrating compliance with the exterior site and building design standards per Section 510-90 of the Village Zoning Code for review and approval by the Zoning Administrator, prior to issuance of a Building Permit.

6. **Landscaping:** The submittal does not include any proposed landscaping. At a minimum, the new building requires foundation landscaping in accordance with Section 510-116(A) of the Village Zoning Code.

Foth recommends the petitioner submit a Landscape Plan demonstrating that the site complies with the Village's minimum landscaping requirements for review and approval by the Zoning Administrator, prior to issuance of a Building Permit.

7. **Exterior Lighting:** The submittal doesn't include any proposed lighting. If new or modified lighting is proposed, then full cut-off fixtures are required, subject to the exterior lighting standards per Section 510.95 of the Village Zoning Code. If new or modified lighting is proposed, then Foth recommends the petitioner submit a lighting plan including a photometric report for review and approval by the Zoning Administrator prior to issuance of a building permit.
8. **Signage:** There is no new signage being proposed. Any signage shall be required to obtain signage approval through the Village of East Troy's sign application process.
9. **Trash/Recycle Impacts:** No proposed change.
10. **Stormwater Management and Erosion Control.** Stormwater and erosion control measures are subject to review and approval of the Village Engineer.
11. **Traffic, Circulation and Access.** The property is currently accessible via two (2) existing driveways on Graydon Avenue. The proposed civil plans depict the removal of the northern driveway with one (1) driveway on Graydon Avenue remaining.

ENGINEER COMMENTS:

Tim Lynch, Village of East Troy Village Engineer has provided separate correspondence regarding technical review of the civil plans.

STAFF RECOMMENDATION:

Depending on confirmation by the Village of East Troy Plan Commission of the above-described comments, the Village of East Troy Plan Commission may take the following actions:

Site Plan and Plan of Operation

The Village of East Troy Plan Commission **Approves** the Site Plan/Plan of Operation Request for East Troy Community School District for the property located at 3128 Graydon Avenue, subject to the following conditions:

1. The Site Plan/Plan of Operation approval is limited to East Troy Community School District on the existing parcel known as RXUP00202. Use of the property by any other entity, for any purpose, is not permitted. The approval shall reflect the following Plan of Operation:
 - a. The existing site plan/plan of operation shall remain in effect, except as further restricted or modified herein.
 - b. Uses and activities: Use is limited to an "indoor institutional" use for East Troy High School, which entails classroom instruction and outdoor activities normally associated with a school environment and the school district's transportation facility.

2. This Site Plan/Plan of Operation approval is subject to the Petitioner complying at all times with the plans and documents presented to the Village of East Troy Plan Commission on June 23, 2026.
3. Prior to any land disturbing activities, the developer must obtain approval of a conditional use amendment from the Village to incorporate the school district's transportation facility into the "indoor institutional" land use for East Troy High School and comply with all applicable terms and conditions.
4. The petitioner shall submit a revised site plan demonstrating that the building and pavement comply with the minimum district setback requirements for review and approval by the Zoning Administrator, prior to issuance of a Building Permit.
5. The petitioner shall submit a revised site plan demonstrating that the site complies with the Village's minimum parking requirements for review and approval by the Zoning Administrator, prior to issuance of a Building Permit.
6. The petitioner shall submit a complete set of architectural plans demonstrating compliance with the exterior site and building design standards for review and approval by the Zoning Administrator, prior to issuance of a Building Permit.
7. The petitioner shall submit a Landscape Plan demonstrating that the site complies with the Village's minimum landscaping requirements for review and approval by the Zoning Administrator, prior to issuance of a Building Permit.
8. If the project scope includes new or modified lighting, then the petitioner shall submit a lighting plan including a photometric report for review and approval by the Zoning Administrator prior to the issuance of a building permit.
9. The developer must obtain all required building permits within 9 months of this date and start construction within 6 months of the date of building permit issuance and continue in good faith to completion. The zoning administrator may allow a one-time extension of 12 months provided the developer submits the request in writing before the above-mentioned time periods and the project still complies with all applicable zoning requirements.
10. The developer is solely responsible for ensuring the proposed project complies with any private restrictions (e.g., covenants) and easements that may apply to the subject property.
11. Prior to any land disturbing activities, a pre-construction meeting must be held with the applicant's representatives and primary contractors, and Village department heads and representatives.
12. Prior to any land disturbing activities, the developer must submit an erosion control plan and permit application to the Building Inspector and obtain approval of the same.
13. Prior to final occupancy, the zoning administrator must determine that all site improvements and required landscaping have been completed consistent with approved plans.
14. The facility shall be operated in a manner that complies with all applicable performance standards in Article J of the Village's zoning code.
15. Any signage shall be required to obtain signage approval through the Village of East Troy's sign application process.
16. The developer must comply with all parts of the municipal code as it relates to this project.
17. The Petitioner shall satisfy all comments, conditions, and concerns of the Village of East Troy Plan Commission, Village Engineer and Village Planner for the site plan, and other documentation.
18. If the approved plans need to be revised to address any of the conditions of approval or to conform to Building and Fire Safety Codes, the zoning administrator is authorized to approve minor modifications so long as the overall project elements remain unchanged. If the proposed revisions are substantial as

determined by the zoning administrator, the plans must be submitted to the Plan Commission for review and approval.

19. Building Inspection. The Petitioner and/or Property Owner shall comply with any and all recommendations by the Village Building Inspector (or designee) prior to the issuance of an occupancy & use permit for the subject property. Approval by the Village Building Inspector, if granted, shall be solely for the benefit of the Village of East Troy, and shall not be relied upon by the petitioner or others as proof of structural integrity or safety of any structure on the property, or as proof of compliance with any particular construction standard that would apply to new construction. The petitioner shall independently determine the suitability of all structures on the property for the petitioner's intended uses.
20. Fire Inspection. The Petitioner and/or Property Owner shall comply with any and all recommendations by the Village of East Troy Fire Department Chief (or designee) prior to the issuance of an occupancy & use permit for the subject property. Approval by the Village of East Troy Fire Department Chief (or designee), if granted, shall be solely for the benefit of the Village of East Troy, and shall not be relied upon by the petitioner or others as proof of fire safety of any structure on the property, or as proof of compliance with any particular fire safety standard that would apply to new construction. The petitioner shall independently determine the fire safety and suitability of all structures on the property for the petitioner's intended uses.
21. This approval is granted for the express conditions stated herein. Changes or alterations including, but not limited to, a change in use, premises, lands, or ownership of the property in question shall require a new Site Plan/Plan of Operation permit with all the zoning procedures at the time being followed. The allowed uses of the property must at no time be hazardous, harmful, obnoxious, offensive, or a nuisance by reasons of appearance, noise, dust, smoke, odor, or other similar factors. Any use not specifically listed, as permitted, shall be considered to be prohibited, except as may be otherwise specified herein.
22. The Property Owner shall keep the exterior condition of the premises in a neat and orderly condition at all times so the premises will not detract from neighboring premises. There shall be no outside storage of junk, debris, construction material, or other refuse materials within the property and all such materials shall be disposed of promptly and properly.
23. The Property Owner shall allow Village of East Troy representatives to inspect the premises following a 24-hour notice for the purposes of determining compliance with this approval.
24. The Petitioner and/or Property Owner shall obtain the appropriate permits from the Village of East Troy.
25. The Petitioner and/or Property Owner shall, on demand, reimburse the Village of East Troy for all costs and expenses of any type incurred by the Village in connection with the review and approval of this application, including, but not limited to, the cost of professional services incurred by the Village for the review and preparation of required documents, attendance at meetings or other related professional services as well as to enforce the conditions in this approval due to a violation of these conditions. Additionally, any unpaid bills owed to the Village of East Troy by the Subject Property Owner and/or Agent, for reimbursement of professional fees (as described above); or for personal property taxes; or for real property taxes; or for licenses, permit fees or any other fees or forfeitures owed to the Village of East Troy must be paid on demand and prior to issuance of any permits and shall be placed upon the tax roll for the Subject Property if not paid within thirty (30) days of the billing by the Village of East Troy, pursuant to Section 66.0627, Wisconsin Statutes. Such unpaid bills also constitute a breach of the requirements of this conditional approval that is subject to all remedies available to the Village of East Troy, including possible cause for termination of the conditional approval.

EXHIBIT:

A. Petitioner Application