

**Minutes**  
**Village of East Troy Plan Commission**  
**2015 Energy Drive**  
**December 14, 2020**  
**6:30 p.m.**

1. **Call to order**- President Seager called the meeting to order at 6:30 p.m.
2. **Pledge of Allegiance**
3. **Verification of open meeting notice** – Clerk Alexander verified the meeting had been posted according to open meetings laws.
4. **Roll call**
  - Present: President Seager, Commissioners Edward Arendt, Chris Bottoni, Roger Hayes, Benny Stichmann and Joe Wisniewski
  - Excused: Trustee Renucci
  - Others: Zoning Administrator Schwecke, Administrator Suhm, Clerk Alexander
5. **Citizen participation**

No citizen participation.
6. **Approve Plan Commission minutes of November 9, 2020**

Motion by Commissioner Stichmann, second by Commissioner Arendt, to approve the minutes of 11/9/2020. Motion carried.
7. **Two-lot certified survey map (CSM) for extraterritorial review for land in Town of East Troy located in Section 26, Town of East Troy (P ET2600003); Middleton Family Revocable Trust (Juli Markham, agent) (application 2020-20)**
  - A. **Potential recommendation by Plan Commission to Village Board**

Zoning Administrator Schwecke explained that this application was tabled at last month’s meeting and the applicant has revised the proposed CSM to include two lots instead of the original three lots. The Village Attorney has also reviewed the application and advised that the Village may not require a road to access the proposed lots. Therefore, the Plan Commission may consider the application.

Motion by Commissioner Arendt, second by President Seager, to recommend the Village Board approve the proposed certified survey provided the location map on Sheet 1 is revised to correspond to the new layout. Motion carried.
8. **Site plan amendment for Good Shepherd Lutheran Church and School located at 1936 Emery Street (RXUP 00205) for a covered entry for school/office doors and steeple on church roof; Good Shepherd Lutheran Church and School, applicant (Karl Sattler, agent) (application 2020-25)**
  - A. **Potential action by Plan Commission**

Zoning Administrator Schwecke reviewed the design and features of the application which includes a covered entry and the addition of a church steeple, possibly with internal illumination, and the playing of pre-recorded bells from the steeple on Sunday mornings and other special events. As a church the plans for the steeple are exempt from height requirements. This is an amendment to their site plan and falls within scope of the zoning requirements.

Motion by Commissioner Stichmann, second by Commissioner Arendt, to approve the proposed work provided (1) the owner obtains a building permit within 9 months of this date and start the work within 14 months of this date, and (2) the playing of church bells must comply with any applicable noise regulations established by the Village. Motion carried.
9. **Potential revisions to the Village’s zoning code with regard to cottage housing**
  - A. **Review and discussion**
  - B. **Potential action by Plan Commission**

Zoning Administrator Schwecke discussed the consideration of cottage housing being added to the zoning code. This may create more housing options and offer additional affordable housing. The basic idea would be for a unified development plan proposed by one developer as a plan for a specific number of stand-alone homes, either owned or rented, with parking as a secondary issue (may be on-site, a covered parking area, shared garages, etc.). He shared a sample ordinance from Wisconsin Rapids for the Commission's review and suggested consideration of the number of units and the desired density. Zoning Administrator Schwecke discussed that this is a niche development and very specific, it is not for everyone and is very market driven.

Discussion included that this was an interesting idea; not wanting to force this idea but may be a good way to develop some of the in-fill lots that are smaller; would this work best within the core or older areas of the village; may not be acceptable in the out edges of the village where newer development is happening; defining the core, or old village, boundaries; should the language of the ordinance specify this option only be for Planned Unit Developments; possible to allow narrower roads; preference for owner occupied/condo type developments; areas of the village this may be applicable; allowable to all developers; consider combining this with traditional development provided other properties were not adversely affected and that this may be an interesting and unique housing option for the right developer/buyer/location.

Zoning Administrator Schwecke explained that if this development option were handled like a Planned Unit Development the Plan Commission has full legislative powers to determine if the proposed plans are in an area that fits this use.

President Seager would like to check with Wisconsin Rapids to discover if this option was used by developers after the Board had adopted it.

Consensus of the Commission was to have Zoning Administrator Schwecke bring back a draft ordinance that included language to target the in-fill parcels for the Commission to review. At that review the Commission will focus discussion on specific base points such as where this option can be applied or if it would be allowed throughout the village, minimum size of units, density, property size and common open space requirements.

## **10. Potential tree protection ordinance**

### **A. Review and discussion**

### **B. Potential action by Plan Commission**

Zoning Administrator Schwecke discussed the history of this issue and explained that the protection should not only be for specific large trees but wooded lots as well, as all trees work to preserve the tree canopy of the Village. He provided a sample ordinance from Mukwonago. The language in Article 2 addresses tree protection and discusses trees that are 8" or larger in diameter, identifies what percentage of trees less than 8" in diameter can be removed based on the size of the property and the option to allow a developer to repopulate trees within the community if not able to replant on the property they were removed from.

Discussion included the allowance of a credit for smaller trees; enforcement; exempt industrial zoning district properties due to the nature of development and grading needs; industrial development is required to provide a landscaping plan to be approved by the Plan Commission; if lots less than a quarter acre should be exempt; consider set-backs from corners and if the

regulations would be for future plantings only and the appropriate amount for penalties.

Zoning Administrator Schwecke will prepare a draft ordinance and bring back to the Commission for review incorporating comments including the possibility for a credit for smaller trees, eliminating the quarter acre lot restrictions and exempting industrial zoning district property. This possible ordinance revision would be a recommendation to the Village Board and no public hearing would be required.

11. **Recommendations for future agendas** (no packet materials)

Zoning Administrator Schwecke suggested reviewing the role the Village plays in review of CSMs/ETZs. The Village has the authority to review and consider these when they are within 1.5 mile from the boundary of the Village however, for those properties that are not in the projected future growth area or are on the outer edge of the review zone, he questioned if it makes sense for the Plan Commission to consider them and cause the property owner to go through the review steps when the Village typically allows the application or finds they do not have the authority to deny the application. Perhaps it should be considered that the Plan Commission only review CSMs/ETZs within a more defined area that could be delineated by a map that includes the future growth area and then do not consider applications outside that area. This change could be accomplished by adopting a resolution recognizing the Village's authority of 1.5 miles from the Village boundary but outlining the Village's decision to only exercise that authority within the newly defined area, create a map of the newly defined area and then notify surrounding towns by sending them a copy of the resolution.

Consensus was to have Zoning Administrator Schwecke work with the Village Engineer to identify the properties and draft a map and resolution for consideration by the Plan Commission.

12. **Next meeting:** January 11, 2021 (if needed)

13. **Adjourn**

Motion by President Seager, second by Commissioner Arendt, to adjourn at 7:39 p.m. Motion carried.

Respectfully submitted by

Lorri Alexander  
Village Clerk