

**Minutes**  
**Village of East Troy Plan Commission**  
**2015 Energy Drive**  
**February 14, 2022**  
**6:30 p.m.**

1. **Call to order**- Administrator Suhm 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: Trustee Renucci, Commissioners Edward Arendt, Chris Bottoni, Roger Hayes, Jacob Lederhaus, and John Merath

Excused: President Seager

Others: Zoning Administrator Schwecke, Administrator Suhm, Clerk Alexander

Administrator Suhm asked for a motion to appoint a chairperson for the meeting. Motion by

Motion by Commissioner Bottoni, second by Commissioner Merath, to nominate Trustee Renucci to chair the meeting. Motion carried.

Chairman Renucci introduced and welcomed Commissioner Lederhaus who then shared his background.
5. **Citizen participation**

None.
6. **Approve Plan Commission minutes of January 10, 2022**

Motion by Commissioner Bottoni, second by Commissioner Arendt, to approve the minutes from January 10, 2022. Motion carried.
7. **Certified survey map to merge two adjoining parcels (Lots 41 and 42 Lynndale Subdivision) located at 1876 Ridge Drive (RLS 00041); Jason and Angela Smalley, applicant (application 2021-39)**

**A. Possible recommendation by Plan Commission to Village Board**

Jason Smalley was present and explained their request. Zoning Administrator Schwecke reviewed his staff report and the conditions included in the staff report.

Motion by Commissioner Arendt, second by Commissioner Merath, to recommend the Village Board approve the CSM based on the general and specific conditions listed in the staff report dated February 10, 2022. Motion carried.
8. **Final development plan for Union Street Planned Development District located at 2931 Union Street (ROP 00075); Steve Lambrechts, applicant (application 2022-04)**

**A. Possible decision by Plan Commission**

Mr. Lambrechts was present and explained his plan for the building to create several offices in the former classrooms. The plan showed the number of offices and general sizes and he explained they are doing cosmetic upgrades and because the interior walls are concrete block all office entrances will be from the hallways. Zoning Administrator Schwecke reviewed the staff report as this is the final development plan, the proposed use is strictly offices, the building inspector will need to issue zoning/building/occupancy permits. He confirmed that the Plan Commission approval is only approving the use of the property. Mr. Lambrechts explained that there will be six leasable spaces but they may be leased as multiple spaces to one entity or there may be office-sharing offered. The

church is rented through February and at some time in the future that space may be used differently once it is no longer used as a church and that new use would need to come back to Plan Commission for approval.

Motion by Commissioner Bottoni, second by Trustee Renucci, to approve the final development plan as set forth in the floor plan layout dated February 2, 2022, provided the zoning administrator issues a zoning permit after the building inspector determines that the proposed layout complies with applicable building codes in terms of ingress/egress, fire access, restrooms, and other similar standards and the building inspector issues all necessary building permits. Motion carried.

**9. Certified survey map to create one lot (8.76 acres) on east side of South Executive Way; Village of East Troy, applicant (application 2022-03)**

**A. Possible recommendation by Plan Commission to Village Board**

Zoning Administrator Schwecke reviewed his staff report that this creates one parcel in the TID 4 business park.

Motion by Commissioner Arendt, second by Commissioner Hayes, to recommend the Village Board approve the certified survey map based on the general and specific conditions listed in the staff report dated February 10, 2022. Motion carried.

**10. Site plan for a new facility (40,000 sf) for light manufacturing and distribution located off of South Executive Way; Max Apparel USA LLC, applicant (Christopher Wenzler, agent) (application 2022-02)**

**A. Possible decision by Plan Commission**

Kyle Roadt, Project Manager, Briohn Building Corporation, reviewed the building plans for the Max Apparel project, an embroidery company and distribution hub, with the same look as the MP Systems building and a timeline to start in June 2022.

Zoning Administrator Schwecke reviewed his staff report and stated this is a good plan submittal, his comments include the brightness level of the outdoor lighting which has been taken out and submitted a revised plan, the original plan also required several additional trees for landscaping and that is in the process of being corrected, and signage plans will be submitted to the Plan Commission in the future for approvals.

Motion by Commissioner Bottoni, second by Commissioner Arendt, to approve the site plan/plan of operation for the project consisting of the 40,000- square-foot building as set forth in the submittal documents, provided: (1) the Village engineer approves the stormwater management plan; (2) the petitioner submits a revised landscape plan for street landscaping (95 points are required – 90 points are shown) to the zoning administrator and obtains approval of the same; (3) the petitioner submits a revised outdoor lighting plan to comply with the maximum lighting level at the lot line to the zoning administrator and obtains approval of the same; (4) the petitioner obtains a zoning permit from the zoning administrator prior to any land-disturbing activity related to this project. Motion carried.

**11. Adoption of updated floodplain regulations; (application 2022-05)**

**A. Public hearing**

Trustee Renucci opened the public hearing at 6:53 pm. Zoning Administrator Schwecke provided an overview of the process and the floodplain regulations. He stated that this makes a standalone ordinance for the floodplain regulations and having a floodplain regulation ordinance that meets the DNR requirements is needed for residents to purchase floodplain insurance. The DNR has issued new floodplain maps and the ordinance needs to reference those. Trustee Renucci asked if the new maps affect any established businesses and Zoning Administrator Schwecke confirmed

that there were only minor changes along the edges or the floodplain and didn't change any inclusions or exclusions of properties. Trustee Renucci closed the public hearing at 6:56 pm.

**B. Possible recommendation by Plan Commission to Village Board**

Motion by Commissioner Arendt, second by Commissioner Merath, to recommend the Village Board the approval of the proposed ordinance adopting updated floodplain regulations.

Motion carried.

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

- Revise application requirements for rezoning petitions
- Revisions to residential driveway standards
- Overlay district for the TID
- The tentative timeline for the proposed amendments to the Comprehensive Plan, Future Land Use Map and Zoning code were reviewed as the Comprehensive Plan must be amended before the Zoning Code can be amended. The Village Board will consider amending the Comprehensive Plan at their February 21 meeting which will include a Public Hearing on the proposed changes and should the amendment be approved the Plan Commission meeting on March 14 would include a discussion on the dimensional standards to be proposed for the Downtown Transition Area. The Plan Commission meeting in April 2022 could have a public hearing on any zoning district changes or details if the ordinance is ready for that.

**13. Next meeting:** March 14, 2022, at 6:30 pm, if needed

**14. Adjourn**

Motion by Commissioner Arendt, second by Commissioner Merath, to adjourn. Motion carried at 7:03p.m.

Respectfully submitted by

Lorri Alexander

Clerk

**Note:** Recordings of the meeting may be found on our YouTube Channel - Link:

<https://www.youtube.com/channel/UCGPfzVwLzE2Pqt4-g450Klg>