

Minutes
Village of East Troy Plan Commission
2015 Energy Drive
January 1011, 2022
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, Trustee Renucci, Commissioners Edward Arendt, Chris Bottoni, Roger Hayes, and John Merath

Others: Zoning Administrator Schwecke, Administrator Suhm, Clerk Alexander
5. **Citizen participation**

None.
6. **Approve Plan Commission minutes of December 13, 2021**

Motion by Trustee Renucci, second by Commissioner Merath, to approve the 12/13/2021 minutes. Motion carried.
7. **Two-lot certified survey map for property generally located at 2931 Union Street (ROP 00075); Steve Lambrechts, applicant (application 2021-41)**
 - A. **Possible recommendation by Plan Commission to Village Board**

Mr. Lambrechts explained he had provided a plat of survey to the Commissioners that included the lot dimensions and that this action would split the current lot into two lots, the residential lot with a 60' width and the commercial (or Church) lot with a 75' width.

Zoning Administrator Schwecke discussed the four general conditions of the approval and the five specific conditions to the project, he stated that these are all technical conditions except the condition that the dimension lines for the location of the buildings would need to be shown, and that this proposal complies with the new standards for the TR-8 zoning.

Motion by President Seager, 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 January 6, 2022, and to ensure the CSM has the building locations shown. Motion carried.
8. **Planned Development District for an adaptive reuse for property at 2931 Union Street (ROP 00075); Steve Lambrechts, applicant (application 2021-22)**
 - A. **Public hearing**

President Seager opened the Public Hearing at 6:35 pm.

Mr. Lambrechts explained that his proposal is for the portion of the building that was used as school classrooms (5 on the upper floor and 3 on the first floor) and convert this space to office space. He has not finalized the number of offices yet due to a bathroom remodel that is needed and will impact the space available, however he anticipated about six office spaces. The church and one office space are leased through March 2022 to be used as a church and will be reevaluated after that time. The lower level was a day care and there are no plans other than cosmetic at this time. Zoning Administrator Schwecke reviewed his September 2021 report which addressed this project. The PDD only applies to the church lot as the residential is zoned TR-8. This proposal utilizes the adaptive reuse option which is a fairly new option, and the plan has been specifically tailored to this property. The attachment shows the development standards for the PPD, the nature of the principal use is for office space and the building cannot be expanded. The next step will be the precise development plan and Mr. Lambrechts will come back to the Plan Commission with exact

information on the number of offices he intends to develop and specific plans for the development of the location. Tonight, this is to provide a general overall plan approval per the process laid out in the September report.

President Seager closed the public hearing at 6:40 pm.

B. Possible recommendation by Plan Commission to Village Board

Motion by Commissioner Bottoni, second by Commissioner Merath, to recommend the Village Board approve the general development plan as set forth in the public hearing draft ordinance, second version. Motion carried.

9. Potential revisions to the comprehensive plan with regard to the Downtown Transition area

A. Possible action on a Resolution recommending changes to the comprehensive plan

Zoning Administrator Schwecke stated this revision is to change the future land use map to re-designate specific properties into the Downtown Transition area. This process will require a motion to approve the resolution, recommending the Village Board make the revisions to the comprehensive plan as set forth in the resolution, then the Village Board will hold a public hearing and additional discussion will be held.

Zoning Administrator Schwecke explained that a Class 1 public hearing is the required notification, but he suggested more notification to the affected properties as this would be a precursor to creating these new districts and rezoning of the properties. The change to the comprehensive plan would not require rezoning of property but would set the opportunity to rezone if desired with the new zoning changes.

Additional notification would allow the property owners to be more informed and Zoning Administrator Schwecke will work with staff to develop a Concise explanation of the changes for a letter that can be sent to prop owners. Discussion included the timeline of publication and when this could be brought to the Village Board.

Motion by Commissioner Bottoni, second by Trustee Renucci, to pass Resolution 2022-02 and recommend to the Village Board the adoption of the various revisions to the comprehensive plan. Motion carried.

10. Recommendations for future agendas (no packet materials)

- **Revise application requirements for rezoning petitions** – it was requested that this be presented in a format that will allow comparison of the current language and the suggested changes.
- **Revisions to floodplain regulations based on new DNR model ordinance and new flood maps -** Zoning Administrator Schwecke explained that this action is mandatory by April 2022 and must then be reviewed by the WI DNR and FEMA. The Village must accept the maps and make any text changes required to allow for future purchase of flood insurance by residents. This will be included in the February meeting for discussion.
- **Revisions to residential driveway standards**
- **Overlay standards for TID 4** – The south business park is moving forward and is currently holding to standards from the north business park but without an overlay district this could be lost in the future. It would be better to have specific standards to the south business park to be clear for the future. This will also be included in the February agenda.

11. Next meeting design: February 14, 2022, at 6:30 pm

12. Adjourn

Motion by President Seager, second by Trustee Renucci, to adjourn at 6:51 p.m. Motion carried.

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>