

VILLAGE OF ELM GROVE

13600 Juneau Boulevard
Elm Grove, WI 53122

PLAN COMMISSION MEETING

Wednesday, July 28, 2021 * 5:30PM * Court Room

AGENDA

1. Roll Call.
2. Review and act on meeting minutes dated 6/30/21 and 7/08/21.

Documents:

[pc063021md.pdf](#)

[pc070821md.pdf](#)

3. **Public Comment Session - Related to the proposed School Sisters of Notre Dame Campus Redevelopment. More specifically, the Mandel Group request for approval of a Certified Survey Map, Comprehensive Plan Amendment, Rezoning, Conditional Use Permit and Redevelopment Plans.**

The purpose of this meeting is to hear comments on the proposed redevelopment project plans as they exist to date. Those who wish to participate in the public comment portion of the meeting may pre-register online, or sign-up for public comment the day of the meeting.

[public comment pre-registration form](#)

4. Other Business
5. Adjournment.

Any person who has a qualifying disability as defined by the Americans with Disabilities Act who requires that the meeting or materials for the meeting has to be in an accessible location or format must contact the Village Clerk, Michelle Luedtke, at 262-782-6700 or 13600 Juneau Boulevard by 3:00 PM Friday prior to the meeting so that any necessary arrangements can be made to accommodate your request.

NOTICE: It is possible that members of, and possibly a quorum of, other governmental bodies of the Village may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to in the above notice.

DISCLAIMER – THE FOLLOWING ARE DRAFT MINUTES FROM THE PLAN COMMISSION AND ARE SUBJECT TO CHANGE UPON APPROVAL FROM THE PLAN COMMISSION

**PLAN COMMISSION
MEETING MINUTES
Wednesday, June 30th 2021**

Meeting was called to order at 6:00 p.m. by President Palmer

1. Roll Call.

Present: President Palmer, Mr. Michalski, Mr. Long, Mr. Cashin, Mr. Jodie

Absent: Mr. Reineke, Mr. Kujawa

Also: Thomas Harrigan - Zoning and Planning Administrator/Assistant to the Village Manager, David De Angelis - Village Manager, Hector de la Mora – Village Attorney, and applicants.

2. Review and act on meeting minutes dated 5/27/21.

Mr. Long motioned to approve the minutes as submitted, Mr. Cashin seconded. Motion carried 5-0.

3. Continued review of the School Sister of Notre Dame Campus redevelopment proposal. More specifically, review of revised single-family lot site plans and a conditional use permit application for continued cemetery use pursuant to §335-30 and §335-26C(2)

Chris Miller, of Miller Marriott Construction, and Philip Aiello, of the Mandel Group, were present before the Commission.

President Palmer asked if anything within the meeting material packets has been changed since it was submitted to the Village.

Mr. Miller stated that nothing has changed. However, the revised single family home lot configurations have been modified on Stephan Place and Red Barn lane to reflect the comments made at the May 3rd, 2021 Commission meeting. Specifically, a single family lot has been removed from Stephen Place and Red Barn Lane, which allows for Lot 1 to become larger, and for the driveway configurations to be modified for more effective ingress and egress.

Mr. Miller noted the southern single family lots on Green Meadow remain unchanged. In discussions with the Mandel Group, it has been determined that the Mandel Group will be responsible for maintenance and management of all the storm water facilities servicing the propose redevelopment. A onetime storm water management fee would be assessed to the single family lots, most likely at the time of purchase, and that would be allocated for future maintenance of the storm water facilities.

President Palmer stated this proposed arrangement would certainly make it easier for all parties involved, and inquired if this maintenance arrangement would become part of the Development Agreement.

Mr. Aiello confirmed the description of this arrangement will be specified in the Development Agreement.

Mr. Jodie asked if consideration has been given to the proposed location of the driveways servicing the single family lots. Specifically as it relates to vision triangles and line of sight.

President Palmer noted the driveway configurations will be determined at such time the new homes are proposed for construction, acknowledging the location of the new driveways will need to be compliant with Village Ordinances.

Attorney de la Mora asked Mr. Miller who will own the out lots.

Mr. Miller stated the Mandel Group will own and maintain the out lots.

Mr. Aiello presented the proposed Conditional Use Permit materials to the Commission. This relates to the continued cemetery use of Lot 3, as identified on the proposed Certified Survey Map. The cemetery will continue to maintain the exact same boundaries.

Mr. Long asked where the existing grape arbor will be relocated in the redevelopment.

Mr. Aiello indicated it will be located between the swimming pool and Maria Hall.

President Palmer commented that it would be helpful to have an exhibit of the cemetery which identifies where the existing graves are located currently.

Mr. Michalski asked who will own and maintain the cemetery.

Mr. Aiello stated the St. Mary's cemetery association will manage the cemetery.

4. Other Business

President Palmer informed the Commission that that Village Building Board will convene on July 22nd at which time, it is anticipated action will be taken to make a recommendation to the Plan Commission on the architectural and landscaping plans for the redevelopment. Also, a public comment session will be held on Wednesday, July 28th at 5:30 P.M. in the Court Room of Village Hall.

5. Adjournment

Mr. Long motioned to adjourn, seconded by Mr. Cashin, Motion carried 5-0.
Meeting adjourned at 7:15 P.M.

Respectfully Submitted,

Thomas Harrigan
Zoning and Planning Administrator/Assistant to the Village Manager

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**PLAN COMMISSION
MEETING MINUTES
Thursday, July 8th, 2021**

Meeting was called to order at 6:00 p.m. by President Palmer

1. Roll Call.

Present: President Palmer, Mr. Michalski, Mr. Long, Mr. Reineke, Mr. Cashin, Mr. Kujawa

Absent: Mr. Jodie,

Also: Thomas Harrigan - Zoning and Planning Administrator/Assistant to the Village Manager, Hector de la Mora – Village Attorney and applicants

2. Review and act on meeting minutes dated 6/30/21.

Mr. Long motioned to approve the minutes as submitted. Mr. Kujawa seconded. Motion carried 6-0.

3. Review and act on a request for approval of a plan of operation for Elevate Beauty Studio pursuant to §335-85 for a Beauty Shop pursuant to §335-23A(3) located in the B-2 Office Business District at 850 Elm Grove Road.

Gabriella Azzarello, owner operator of Elevate Beauty Studio, was present before the Commission.

President Palmer asked if anything within the Plan of Operation has changed since it was submitted.

Ms. Azzarello indicated that nothing has changed.

Mr. Michalski motioned to approve the plan of operation and Mr. Kujawa seconded. Motion carried 6-0.

4. Review and act on a request for approval of a plan of operation for Grace the Beauty Loft pursuant to §335-85 for a Beauty Shop pursuant to §335-23A(3) located in the B-2 Office Business District at 850 Elm Grove Road.

Jeana Perszyk, owner operator of Grace the Beauty Loft, was present before the Commission.

President Palmer asked if anything within the Plan of Operation has changed since it was submitted.

Ms. Perszyk stated that nothing has changed.

Mr. Michalski motioned to approve the Plan of Operation as submitted and Mr. Long seconded. Motion carried 6-0.

5. Review and act on a request for a demolition permit for a single family residential home located at 13450 Braemar Drive pursuant to §106-11 to §106-14.

Rob Miller, of Rob Miller Homes, was present before the Commission.

President Palmer asked Mr. Miller when he intends to begin construction on the new home.

Mr. Miller stated the intention is to begin construction of the new home immediately following demolition.

Mr. Reineke opined that based on the demolition permit application submission, it appears the principals required for approval of a demolition permit pursuant to §106-15 have been adequately addressed.

Mr. Long motioned to approve the demolition permit application and Mr. Kujawa seconded. Motion carried 6-0.

6. Review and provide preliminary consultation on a draft Certified Survey Map pursuant to §305-6 for the property located at 14625 Watertown Plank Road.

Attorney Steven Schmuki, was present before the Commission representing the property owner of 14625 Watertown Plank Road.

Mr. Schmuki provided the Commission with a summary of what is being requested, approval of the Certified Survey Map (CSM), amendment to the Village Comprehensive Plan and the rezoning from Institutional to single-family residential.

Mr. Schmuki indicated the proposed CSM reflects the parsonage being located on a new Rs-1 single-family residential lot.

President Palmer questioned if the single family zoning designation could be Rs-2, Rs-3 or Rs-4, instead of the proposed Rs-1.

Attorney de la Mora stated he would look into this question as it related to potential spot zoning.

President Palmer asked Attorney Schmuki if he is aware that once the existing lots are combined, they cannot be redivided in the future,

Attorney Schmuki confirmed his understanding of this.

President Palmer stated the proposed access easement on the single family lot is of concern, questioning what the access easement would do to the usable space for the single family lot, potentially impacting the impervious surfacing on the property as well. Additionally, the access easement could make it more difficult to resell the property.

The Commission discussed alternatives to the proposed single family lot configuration, other than Rs-1 base zoning requirements.

President Palmer suggested squaring the proposed southern lot line of the single family lot evenly with the existing single family lot to the west, this would create a new lot with less than 25,000 square feet. As there are other Rs-1 single family lots in this neighborhood with less than 25,000 square feet, this could make sense.

Attorney Schmuki summarized the Plan Commission's comments:

1. The proposed access easement on the single family lot is a major concern.
2. There is opportunity to discuss meeting the requirements of Rs-2 and Rs-3 zoning.

7. Other Business

President Palmer informed the Commission there will be a Public Comment Session for the proposed SSND redevelopment on Wednesday, July 28th at 5:30 P.M. in the Court Room of Village Hall. The option to sign up for comment in advance of the meeting will be available on the Village Website.

8. Adjournment

Mr. Kujawa motioned to adjourn, seconded by Mr. Cashin, Motion carried 6-0.
Meeting adjourned at 6:23 P.M.

Respectfully Submitted,

Thomas Harrigan
Zoning and Planning Administrator/Assistant to the Village Manager

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