

**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
Monday, August 7, 2023**

Meeting was called to order at 6:04 P.M. by President Koleski.

1. Roll Call.

Present:

President Koleski
Trustee Stuckert
Ms. Becker
Mr. Fronberry
Mr. Cashin
Tom Harrigan, Village Manager
Katherine Gehl, Assistant Manager/Zoning & Planning Administrator
Trace Hummel, Village Attorney

Absent:

Mr. Kujawa
Ms. Wynia-Smith

2. Review and act on meeting minutes dated July 3, 2023.

**TRUSTEE STUCKERT MOTIONED TO APPROVE THE MEETING MINUTES AS REVISED.
MS. BECKER SECONDED. MOTION CARRIED 4-0.**

3. Public hearing, review and act on a request for a special exception at 700 Brinsmere Drive pursuant to §335-51B(2) to allow an addition to an existing legal nonconforming structure within the side yard setback area.

President Koleski opened the Public Hearing.

President Koleski asked if there is precedence for this process in the Village. Village Manager Harrigan stated yes and explained that a lot of homes in the Village were built before the current Code standards so this is a pretty common method to deal with those issues.

Ms. Becker inquired if there was any additional hardscape on the property that had not been captured in the survey noting that some seems to be missing. Village Manager Harrigan stated that Staff would have to verify with the applicant but said any motion made tonight would be contingent on this being verified with the land surveyor.

Mr. Cashin noted that some additional offsets should be shown on the survey as well.

President Koleski closed the public hearing, noting no attendees.

MR. CASHIN MOTIONED TO APPROVE THE REQUEST FOR A SPECIAL EXCEPTION CONTINGENT ON THE CONFIRMATION THAT IMPERVIOUS SURFACE REMAINS AT OR BELOW 30% WITH ALL PROPOSED WALKWAYS BEING SHOWN AND ADDITIONAL OFFSETS BE SHOWN ON THE SURVEY TO CONFIRM CONFORMITY. TRUSTEE STUCKERT SECONDED. MOTION CARRIED 4-0.

4. Review and act on a request by Ethos Properties, LLC for a demolition permit for a single-family residential home located at 1745 Westmoor Drive, pursuant to §106-11 to §106-14.

Mr. Jason Hennen was present before the Commission to represent the request.

Mr. Hennen explained that in February of 2023 the applicants received approval for a Certified Survey Map to reconfigure two existing lots which was contingent on the demolition of the existing home. The applicants are now before the Commission asking for approval for demolition contingent on the comments in the engineering review letter being addressed.

Village Manager Harrigan noted that this is a long time coming and believes it is a good thing for the neighborhood and the Village.

MR. CASHIN MOTIONED TO APPROVE THE DEMOLITION PERMIT SUBJECT TO THE COMMENTS IN THE ENGINEERING REVIEW LETTER DATED JULY 27TH, 2023 BEING ADDRESSED. MS. BECKER SECONDED. MOTION CARRIED 4-0.

5. Discussion and possible action regarding Downtown Master Planning.

President Koleski began the discussion and noted that following the 2023 election he had the intention to revisit the Downtown Master Plan which was begun in 2019.

Village Manager Harrigan pointed out a brochure put together by the Wisconsin Economic Development Corporation (WEDC) was given to the Plan Commission members. He explained that this is a program where a municipality can submit an application to become a member on an annual basis. This program allows the Village to have the help of WEDC to facilitate a 3-hour strategic planning session that will engage community stakeholders who are interested in participating. This process will involve a community survey sent out beforehand where people can comment and provide input. Village Manager Harrigan believes this would be a valuable starting point to begin the formal Downtown Master Planning process and will allow the Village to have an idea of where the community wants to head. Then, if the Plan Commission was interested, the Village could go out for a Request for Proposal (RFP) for a planning firm to do the work. He stated there has been big changes in environment of downtown and believes the help from WEDC would be a big benefit. He stated that if the Plan Commission is interested in pursuing this membership, he can gather more information about the process of applying and present it to the Plan Commission at the next meeting.

Trustee Stuckert noted that she felt there was an outcry from a lot of residents in 2019 when the Downtown Master Plan was last drafted because they felt it was too dense. She believes that the new development on east side of the village changes the Downtown Master Plan that was previously drafted and she would like to see that plan scrapped and started from scratch.

Trustee Stuckert also noted that if surveys are being sent out to residents, she believes the Plan Commission should review them prior. She agrees that working with WEDC seems like a good place to start.

Ms. Becker noted that she reviewed the most recent Comprehensive Plan that was done and believes it was well done and that there was a lot of collaboration with the stakeholders. She wants to make sure that people can participate in the Downtown Master Planning process.

Mr. Cashin stated that he feels you can't go wrong with more community engagement opportunities but noted that we won't have everyone agree on everything. He asked the Village Manager what kind of stakeholders would be involved.

Village Manager Harrigan explained that the Elm Grove Business Association will be one of the most critical stakeholders if they were interested in participating. Property owners and business owners are other critical stakeholders.

Trustee Stuckert asked if the Downtown Master Plan can incorporate zoning changes.

Village Manager Harrigan stated that it could but depends on how the Trustees want to do it. He explained that based on the resulting plan, the Code may have to be revised to match.

Ms. Becker noted that it will be important to have a parking discussion and explained that she has seen trends to move away from stricter parking requirements.

Rick Fronberry arrived at 6:33pm

President Koleski noted that establishing goals for this process is critical and explained that we should be looking at best practices for Downtown Master Planning. He believes the downtown is a different environment after the pandemic and feels that we need to understand the impact on services (fire, police, and public works) from increased density. He believes getting started with a strategy session will allow the Plan Commission to get an idea of where they want to head and what they want to see.

Trustee Stuckert echoes that it will be important to bring in stakeholders that represent our public services. She also asked if this process could incorporate park and open space planning.

Village Manager Harrigan explained that this would be more so a Comprehensive Plan. He noted that there have been internal staff discussions about bringing in a firm to work on a revised Comprehensive Park and Open Plan and this discussion will be coming to the Recreation Committee soon.

President Koleski stated that he wants the new plan to be sustainable and executable. He also wants something that residents support.

Village Manager Harrigan noted that if everyone is in consensus about WEDC, he can move forward with gathering more information to bring to the Plan Commission about next steps. He can also present estimated costs so the Plan Commission can know what to expect.

President Koleski noted that he feels there is consensus amongst the Plan Commission that a Downtown Master Plan should be done and believes that we should start leveraging resources available to the Village to get the process started.

Village Manager Harrigan stated that he believes the Board of Trustees may have to adopt a resolution to allow the Village to apply to become a member of WEDC.

President Koleski stated that if necessary, he is comfortable with putting it on the August Board of Trustee's agenda.

6. Other Business

None.

7. Adjournment

MR. CASHIN MOTIONED TO ADJOURN. TRUSTEE STUCKERT SECONDED. MOTION CARRIED 5-0.

Meeting adjourned at 6:43 P.M.

Respectfully Submitted,

Katherine Gehl
Assistant Village Manager/Zoning & Planning Administrator

DRAFT