

**CITY OF ELKHORN**  
**ARCITECTUAL REVIEW BOARD/CITY PLAN COMMISSION MEETING**  
**Council Chambers, 9 S. Broad St., Elkhorn, WI**  
**December 1, 2016**

The Architectural Review Board/City Plan Commission Meeting was called to order at 7:00 p.m. by Chairman Reynolds followed by the Pledge of Allegiance and Roll Call.

**ROLL CALL**

Present: Myrin, Frazer, Meinel, Stotko, Baur, Reynolds

Absent: Hunter

Also Present: City Administrator Tapson, City Attorney Nichols, Zoning Adm. Schaeffer

Visitors: Karen Mrozinski, Bill Rubel, Ryan Joos, Alderman Kathy Bensaïd

**APPROVAL OF MINUTES**

Motion (Stotko/Meinel) to approve the minutes of the Architectural Review Board/City Plan Commission Meeting November 17, 2016. Motion carried unanimously.

**PUBLIC HEARING/REZONE-1560 N. COUNTRY CLUB PARKWAY/LARA**

Public hearing convened at 7:01 p.m. with respect to the application submitted by Lakeland Builders Association for a rezone from B-6 Commercial Business District to B-2 Community Business District for approximately 3.39 acres of land located at 1560 North Country Club Parkway more precisely identified by Tax Key No. YFE1-00005. Chairman Reynolds asked if anyone wished to be heard. It was noted for the record that Bill Rubel, LARA, and Karen Mrozinski, applicant, were in favor of the rezone. Chairman Reynolds asked three times if anyone wished to be heard. No one else wished to be heard. The public hearing was closed at 7:04 p.m. by Chairman Reynolds.

**PUBLIC HEARING/CUP-454 EAST GENEVA ST./CASEY'S GENERAL STORE**

Public hearing convened at 7:04 p.m. with respect to the application requesting an amendment to the Conditional Use Permit to allow a 576 foot addition to the existing convenience store/gas station building located at 454 East Geneva Street, more precisely identified by Tax Key No. YUNE-00029 and YUNE-00030A, on behalf of Casey's General Store. Chairman Reynolds asked if anyone wished to be heard. No one wished to be heard. Chairman Reynolds asked three times if anyone wished to be heard. No one else wished to be heard. The public hearing was closed at 7:06 p.m. by Chairman Reynolds.

**REZONE/1560 N. COUNTRY CLUB PARKWAY/LARA**

The Zoning Administrator presented the Staff Report dated November 22, 2016. The applicant is requesting the rezone of property from B-6 Commercial Business District to B-2 Community Business District for approximately 3.39 acres of land located at 1560 North Country Club Parkway and more precisely identified by Tax Key No. YFE1-00005. The purpose of the rezone request is to allow additional types of uses for the existing building which would allow a coffee shop. It was noted that the lands to the north, west, and south are currently zoned B-6 and to the east are the Evergreen Golf Course and Evergreen Condominiums. Karen Mrozinski, applicant, presented information regarding leasing this location for a new coffee shop. Bill Rubel, LARA, again noted for the record that the association was in favor of the rezone request. After some discussion, Plan Commission felt that the B-3 Neighborhood Business District zoning would better serve this property rather than the B-2 Community Business District zoning. It was recommended that applicant resubmit an application to rezone the property from B-6 Commercial Business District to B-3 Neighborhood Business District which would call for a new public hearing. Applicant agreed. No action taken.

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**CONDITIONAL USE PERMIT- 454 EAST GENEVA ST./CASEY'S GENERAL STORE**

The Zoning Administrator presented the Staff Report dated November 22, 2016. The applicant is requesting an amendment to the Conditional Use Permit to allow a 576 foot addition to the existing convenience store/gas station building located at 454 East Geneva Street, more precisely identified by Tax Key No. YUNE-00029 and YUNE-00030A, on behalf of Casey's General Store. The applicant is requesting to construct a small addition to the existing convenience store/gas station building. The exterior materials and colors will match the existing building and the project will be developed in accordance with the plan of operations. Brief discussion regarding the plan of operations. The Zoning Administrator recommended approval of the Conditional Use Permit for the existing convenience store/gas station addition.

It was noted that at the City's staff meeting held prior to this meeting to review the project, that the site plan specified the location of a beer cooler inside of the proposed addition and staff recommended that it be removed since there would be no beer, wine or alcohol sales allowed at this business location. Applicant had agreed.

Plan Commission briefly discussed the parking plan which showed a shortage of two customer parking spaces. The Zoning Administrator advised that the two parallel parking spaces marked for employee parking could be designated as customer parking to compensate for the shortage of the parking spaces and should be allowed as an exception which does not add to retail space or traffic. Plan Commission agreed.

Motion (Reynolds/Meinel) to recommend that Council approve the amendment to the Conditional Use Permit subject to Staff Recommendations that include the project be developed in accordance with the plan of operations with any deviation requiring Plan Commission approval, there shall be no beer, wine or alcohol sales allowed on the premises and an exception to the parking plan to allow the two parallel parking spaces marked as employee parking be designated as customer parking to compensate for the shortage of parking spaces which does not add to retail space or traffic. Motion carried unanimously.

**MEETING DATES**

Meeting dates: January 5, 2017 with no meeting scheduled on December 15, 2016.

**ADJOURNMENT**

Motion (Meinel/Baur) to adjourn. Motion carried. Meeting adjourned at 7:30 p.m.