

CITY OF ELKHORN
ARCHITECTURAL REVIEW BOARD/CITY PLAN COMMISSION MEETING
Council Chambers, 311 Seymour Ct., Elkhorn, WI
January 4, 2024

The Architectural Review Board/City Plan Commission Meeting was called to order at 6:00 p.m. by Vice-Chairman Meinel followed by the Pledge of Allegiance and Roll Call.

ROLL CALL

Present: Lechner, Meinel, Geaslen, Boardman, Stotko, Hunter, Wuttke
Absent: None
Also Present: Schwark, Swann, Rauch, Phillips
Visitors: Warren Hansen

APPROVAL OF MINUTES

Motion (Stotko/Boardman) to approve the minutes of the Architectural Review Board and Plan Commission meetings of November 16, 2023. Motion carried unanimously.

CONCEPTUAL PROJECT PLAN REVIEW/WEST MARKET ST./HARTLAND HOLDINGS LLC

Chairman Lechner announced that the Conceptual Project Plan Review for a proposed development on West Market Street has been withdrawn by Hartland Holdings LLC, applicant. No discussion. No action taken.

SITE PLAN/ARCHITECTURAL REVIEW/251 EAST O'CONNOR DR./JCR HOLDINGS LLC

Warren Hansen, Farris, Hansen & Associates, presented the site plan and architectural review for the proposed project that includes a 90 foot by 94.5 foot building addition located at 251 East O'Connor Drive (Tax Key No. YA289800001). The original building was built for Fastenal by Magill Construction and is 100 feet by 200 feet for a total of 20,000 square feet. This building addition will be for warehousing, a small office and a separate business on the site. An additional 17 parking spaces is being provided to make a total 24 parking spaces for the site. Portable small trailers are used in the new business and up to 8 parking stalls are provided for off season use. There will be a three hour firewall built to separate the building with no cross connection. The building will be steel framed with siding to match the existing building with one new 12 foot by 12 foot OHD and 2 walk doors. A total of 6, 4 foot by 4 foot, windows will be put in for natural lighting 15 feet above the floor level as noted on the site plan. The parking lot work was done this past summer to expand the parking serving the site and this new business. There is a separate water and sewer service which will be provided extended through the present building. There will be separate gas and electric services planned.

The Zoning Administrator provided the Staff Report dated December 27, 2023. The applicant is requesting to construct an 8,648 square foot addition to the south end of the existing 20,000 square foot building for use of warehousing, a small office, and a separate business on the site at 251 East O'Connor Drive (Tax Key No. YA289800001). It will be steel frame construction with siding to match the existing building. A three-hour firewall will be built to separate the building with no cross connection. A separate water and sewer service which will be provided extended through the present building and a separate gas and electric service planned. An additional 17 parking stalls are being provided for a total of 24 stalls. 8 additional parking stalls will be designated for portable small trailers for off-season use for the new business. **Staff Review Summary:** Area, Yard & Height Requirements: The site plan appears to be in compliance with Section 17.5 of the Municipal Code. Traffic, Loading, Parking and Access: The site plan does not appear to be in full compliance with Section 17.6 of the Municipal Code.

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All public and private off-street parking areas which serve 5 vehicles or more and are created or redesigned and rebuilt subsequent to the adoption of the ordinance codified in this chapter shall be provided with accessory landscape areas not less than 5% of the surfaced area. Every 10 parking stalls shall be broken up by a landscape island. The minimum size of each landscape area shall be at least 100 square feet. Location of landscape areas and plant materials including curbing and provision for maintenance shall be subject to approval by the Zoning Administrator. However, the parking lot has already been re-paved and improved. Parking requirements for M-2 districts with manufacturing is as follows: 0.66 per employee on peak shift, plus 1 per 500 square feet GFA open to public. General: City Engineer Review: See the Kapur Memo. Elkhorn Electric has confirmed that there are cables buried on the back half of the site that may need to be re-located at the owner's expense. **Staff Recommendations:** Staff recommends that Plan Commission **APPROVE** the Site Plan and Architectural Review with the following conditions: 1) Applicant is responsible for planning, design, and implementation of the grading plan for the site. The City of Elkhorn shall not be held responsible for any deficiency in the grading plan. 2) The project shall be developed in accordance with the approved site plan and architecture. Any deviation from the approved plans shall require zoning administrator and/or Plan Commission approval. 3) Subject to the conditions listed in the Kapur memo dated December 22, 2023. 4) The applicant is responsible for relocating all utility lines running through the back of the site and contacting Diggers Hotline. 5) Applicant is responsible for obtaining all applicable building permits with State and local authorities.

The City Engineer presented the Memorandum dated December 22, 2023. **Comments:** Kapur recommends approval of the site plan application for 251 East O'Connor Drive based on the information reviewed above. This approval is subject to the following conditions: 1) The proposed parking lot expansion, paved in 2023, does not meet the landscape requirements of Article 17.6. All public and private off-street parking areas which serve 5 vehicles or more and are created or redesigned and rebuilt subsequent to the adoption of the ordinance codified in this chapter shall be provided with accessory landscape areas not less than 5% of the surfaced area. Every 10 parking stalls shall be broken up by a landscape island. The minimum size of each landscape area shall be at least 100 square feet. Location of landscape areas and plant materials including curbing and provision for maintenance shall be subject to approval by the Zoning Administrator. 2) The proposed construction proposes an area of disturbance of less than 1-acre and therefore is not required to meet the stormwater requirements specified in Chapter 14 of the municipal code. 3) Sediment and erosion control measures must be properly installed prior to upland disturbance and maintained throughout construction. 4) All disturbed areas shall be appropriately stabilized as soon as possible after construction. Erosion control measures shall remain in place until final stabilization is achieved. 5) Construction debris and sediment shall not be tracked onto East O'Connor Drive. Should tracking occur it is the applicants' responsibility to remove sediment and debris in a timely manner. The City Attorney said easements are needed. Discussion regarding required easements.

Motion (Hunter/Geaslen) to approve the site plan to construct an 8,648 square foot addition to the south end of the existing 20,000 square foot building for use of warehousing, a small office, and a separate business on the site at 251 East O'Connor Drive (Tax Key No. YA289800001) submitted by JCR Holdings LLC subject to the Zoning Administrator's Staff Report dated December 27, 2023, the City Engineer's Memorandum dated December 22, 2023 and required easements. Roll Call Vote: Wuttke-Yes; Hunter-Yes; Stotko-Yes; Boardman-Yes; Geaslen-Yes; Meinel-Yes; Lechner-Yes. Motion carried unanimously.

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Motion (Wuttke/Stotko) to approve the architectural review for the construction of an 8,648 square foot addition to the south end of the existing 20,000 square foot building for use of warehousing, a small office, and a separate business on the site at 251 East O'Connor Drive (Tax Key No. YA289800001) submitted by JCR Holdings LLC subject to the Zoning Administrator's Staff Report dated December 27, 2023, the City Engineer's Memorandum dated December 22, 2023 and required easements. Roll Call Vote: Wuttke-Yes; Hunter-Yes; Stotko-Yes; Boardman-Yes; Geaslen-Yes; Meinel-Yes; Lechner-Yes. Motion carried unanimously.

MEETING DATES

Meeting dates: The next Plan Commission meeting may be scheduled for Thursday, February 1, 2024.

ADJOURNMENT

Motion (Wuttke/Meinel) to adjourn. Motion carried unanimously. Meeting adjourned at 6:15 p.m.