

CITY OF ELKHORN
ARCHITECTURAL REVIEW BOARD/CITY PLAN COMMISSION MEETING
Council Chambers, 311 Seymour Ct., Elkhorn, WI
February 1, 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: Geaslen, Boardman, Stotko, Hunter, Wuttke, Meinel
Absent: Lechner
Also Present: Schwark, Rauch, Phillips, Ekes, Lindstrom
Visitors: Warren Hansen, Joe Koepecky, Other Unidentified Persons

APPROVAL OF MINUTES

Motion (Stotko/Hunter) to approve the minutes of the Architectural Review Board and Plan Commission meetings of January 4, 2024. Motion carried unanimously.

SITE PLAN/ARCHITECTURAL REVIEW/195 COMMERCE DR./ELKHORN TRAVEL CENTER

Warren Hansen, Farris, Hansen & Associates, presented the site plan and architectural review for the proposed 3,106 square foot addition to the existing 2,394 square foot building to incorporate a drive-thru lane and fast service restaurant, parking lot improvements, and reconfiguration of landscape beds for property located at 195 Commerce Drive (Tax Key No. YA238500003). Joe Koepecky, Architect, representing the applicant explained this project was discussed two years ago with the Plan Commission but now there are some slight alterations to the original site plan for the gas station remodel. Members wondered if the gas station will continue to be open during the construction and Mr. Koepecky responded that it would. Discussion on traffic, parking, and sidewalks.

The Zoning Administrator provided the Staff Report dated January 26, 2024. The applicant is requesting site plan, and architectural review of a proposed 3,106 square feet addition to the existing 2394 square foot building to incorporate a drive-thru lane and fast service restaurant, parking lot improvements, and reconfiguration of landscape beds. **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 is in compliance with Section 17.6 of the Municipal Code. The schedule of parking requirements calls for 4 parking spaces per 1,000 square feet of gross floor area. Based on a total of 5,500 square feet, 21 parking spaces meet the requirements with 1 minimum accessible parking space required. City Engineer Review: See Kapur memo dated January 22, 2024 regarding concerns with traffic flow including queuing, ingress and egress, and trip generation estimates. **Staff Recommendations:** 1) Staff recommends that the Plan Commission **approve** the Site Plan and Architectural Review at this time with the following conditions: a) The project shall be developed in accordance with the approved site plan. Any deviation from the approved plans shall require zoning administrator and/or Plan Commission approval. b) Subject to the conditions listed in the Kapur memo dated January 22, 2024. c) Subject to the Conditional Use Permit for the property being heard on February 15, 2024 and approved.

The City Engineer presented the Memorandum dated January 22, 2024. Kapur has reviewed the site plan application materials for an addition and parking lot improvements to the Mobil Station. Based on the information reviewed, we **recommend approval** conditional upon the following: 1) Dunkin has provided the following information with respect to the addition of the donut store to the existing convenience store / gas station based on actual data from nearby comparable stores: a) The average car staking during the AM (busiest) is 3.5 cars with an average time of 127 seconds (34 seconds at menu board +57 seconds in line +36 seconds at the window).

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b) During the peak hour 7am-8am the average service is 31 cars with a total of 146 cars during 5 am to 10 am. A Kapur traffic engineer has reviewed the data provided by the applicant and concurs that the que storage length provided on-site would accommodate the estimated vehicle and service times provided by the applicant. 2) The site plan has been revised to include ingress only at the western access. This revision allows for cars to bypass the queuing at the order window and park. Appropriate signage and pavement markings must be provided to restrict access as proposed. The striping arrows at the north parking directing traffic west shall be removed and the right “turn in” arrow should be removed at the East entrance. 3) At a minimum, sidewalk, with ADA ramp on East side of Tasch Drive, shall be provided from Tasch Drive into the site. 4) Comments from our previous correspondence have not been addressed. The plans shall be revised to address the following: a) City Ordinance requires handicap accessible spaces shall be at least 12-ft wide. The site plan shows one handicap stall less than 12-ft. This handicap stall must be van accessible and thus an 8-ft wide access aisle is required. b) Details for silt fence installation shall be included on the construction plans.

Motion (Geaslen/Boardman) to approve the site plan to construct a 3,106 square foot addition to the existing 2,394 square foot building to incorporate a drive-thru lane and fast service restaurant, parking lot improvements, and reconfiguration of landscape beds for property located at 195 Commerce Drive (Tax Key No. YA238500003) submitted by Elkhorn Travel Center subject to the Zoning Administrator’s Staff Report of January 26, 2024, the City Engineer’s Memorandum dated January 22, 2024, and the approval of the Conditional Use Permit to be presented at the February 15, 2024 Plan Commission meeting. Roll Call Vote: Wuttke-Yes; Hunter-Yes; Stotko-Yes; Boardman-Yes; Geaslen-Yes; Meinel-Yes. Motion carried unanimously.

Motion (Boardman./Geaslen) to approve the architectural review for the construction of a 3,106 square foot addition to the existing 2,394 square foot building to incorporate a drive-thru lane and fast service restaurant, parking lot improvements, and reconfiguration of landscape beds for property located at 195 Commerce Drive (Tax Key No. YA238500003) submitted by Elkhorn Travel Center subject to the Zoning Administrator’s Staff Report of January 26, 2024, the City Engineer’s Memorandum dated January 22, 2024, and the approval of the Conditional Use Permit to be presented at the February 15, 2024 Plan Commission meeting. Roll Call Vote: Wuttke-Yes; Hunter-Yes; Stotko-Yes; Boardman-Yes; Geaslen-Yes; Meinel-Yes. Motion carried unanimously.

GENERAL DISCUSSION

Members suggested researching how other municipalities address residential solar installation in order to create and/or adopt an ordinance to permit same.

MEETING DATES

The next Plan Commission meeting may be scheduled for Thursday, February 15, 2024.

ADJOURNMENT

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

Shari McKinney
Plan Commission Secretary