

CITY OF ELKHORN
WALWORTH COUNTY, WISCONSIN

ARCHITECTURAL REVIEW BOARD & CITY PLAN COMMISSION
MEETING NOTICE

Thursday, May 2, 2024 @ 6:00 PM
Council Chambers, City Administration Offices, 311 Seymour Court, Elkhorn,
Wisconsin

AGENDA

1) Call to Order

2) Pledge of Allegiance

3) Roll Call

4) Approve Minutes

April 18, 2024

5) Plan Commission Items

- (a) Jeff Schultz, JRS Holdings (Owner), Bulk Material Trucking (Company) – 702 South Nathan Lane. (Tax Key YU SW 00047D)

(i) Conditional Use Permit-Public Hearing & Recommendation

6) General Discussion Items/Updates

- (a) Updates

7) Review Upcoming Meeting Dates & Times

May16, 2024 @ 6:00 PM

June 6, 2024 @ 6:00 PM

8) Adjournment

SHOULD YOU HAVE ANY QUESTIONS OR COMMENTS REGARDING ANY ITEMS ON THIS AGENDA, PLEASE CONTACT THE BUILDING AND ZONING OFFICE AT (262) 741-5124. UPON REASONABLE NOTICE TO THE CITY CLERK AT (262) 723-2219, EFFORTS WILL BE MADE TO ACCOMMODATE THE NEEDS OF DISABLED INDIVIDUALS THROUGH APPROPRIATE AIDS AND SERVICES.

NOTICE IS HEREBY GIVEN THAT A MAJORITY OF THE MEMBERS OF THE COMMON COUNCIL MAY ATTEND THIS MEETING TO GATHER INFORMATION ABOUT A SUBJECT OVER WHICH THEY HAVE THE DECISION MAKING RESPONSIBILITY. THE ONLY ACTION TO BE TAKEN AT THE ABOVE ANNOUNCED MEETING WILL BE ACTION OF THE PLAN COMMISSION.

CITY OF ELKHORN
ARCHITECTURAL REVIEW BOARD/CITY PLAN COMMISSION MEETING
Council Chambers, 311 Seymour Ct., Elkhorn, WI
April 18, 2024

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

ROLL CALL

Present: Meinel, Hunter, Wuttke, Stotko, Boardman, Geaslen, Shiroda
Absent: None
Also Present: Schwark, Swann, Lindstrom, Ekes
Visitors: Warren Hansen, Joe Doherty, Pat Watts, Ricardo Angeles, Other Unidentified Persons

APPROVAL OF MINUTES

Motion (Boardman/Geaslen) to approve the minutes of the Architectural Review Board and Plan Commission meetings of March 7, 2024. Motion carried unanimously.

PUBLIC HEARING -CUP/C.T.H. H & PROCTOR DR/SIRDOME MIDWEST STORAGE/DOHERTY

Public hearing convened at 6:03 p.m. for the purpose of hearing all interested parties, their attorneys or agents with respect to the proposed Conditional Use Permit to allow rentable mini warehouse storage units to be located on a vacant lot off C.T.H. "H" and Proctor Drive (Tax Key No. YA414900001) submitted by Joe Doherty, Sirdome Midwest Storage. Chairman Shiroda asked if anyone wished to be heard regarding this matter. No one wished to be heard. Chairman Shiroda asked three times if anyone wished to be heard. No one else wished to be heard. Public hearing closed at 6:04 pm.

CUP/SITE PLAN/ARCH REV./C.T.H. H & PROCTOR/SIRDOME MIDWEST STORAGE/DOHERTY

Warren Hansen, Farris, Hansen & Associates, presented the Conditional Use Permit request along with the site plan and architectural review for the Elkhorn Storage Park to be constructed by Sirdome Midwest Storage, Joe Doherty. Mr. Hansen explained they are proposing to construct storage condos on the vacant lot off C.T. H "H" and Proctor Drive in Elkhorn Industrial Park. (Tax Key No. YA414900001). He reported that he is presenting revised plans to address the comments of the City Engineer's Memorandum dated April 1, 2024. He reported that a variance is being requested a reduction of the standard rear lot setback from 25 feet to 10 feet. He addressed the drainage plan, recording a new easement for watermain, bike trail, berm, fencing, and lighting.

The Zoning Administrator provided the Staff Report dated April 10, 2024. The applicant is requesting a Site Plan and Architectural Review and Conditional Use Permit for the construction and operation of rentable mini warehouse storage units located on a vacant lot off of County Road H and Proctor Drive. The applicant is proposing the construction of 6 storage condos (Tax Key YA414900001). Improvements also include a new parking lot and internal driveway system and new stormwater pond. The parcel has a total area of 149,302 S.F. (3.43 Acres). **Staff Review Summary:** Staff recommends that Plan Commission consider the following review comments: 1) In evaluating a request for Conditional Use Permit, the City Plan Commission shall review the application in regard to the following factors in making its recommendation to the Common Council: a) Consistency with the City's Comprehensive Plan, b) Site plan layout, c) Existing and proposed structures, d) Potential impacts on surrounding properties, e) Compatibility with the nearby pattern of development, f) Design of parking areas, g) Driveway locations and access to adjacent roads/roadway system, h) Traffic generation, circulation and potential congestion, i) Infrastructure/utilities including drainage, sewerage, and water systems, j) Proposed business operations, k) Landscaping, l) Lighting, m) Type of construction, n) Construction commencement and completion dates, and o) Sureties.

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2) Area, Yard & Height Requirements: The site plan does not appear to be in compliance with Section 17.5 of the Municipal Code. The rear yard setback in the M-1 Zoning District requires a 25 foot rear yard setback. The property owner has applied for a variance on the rear yard setback, and the ZBA meeting is scheduled for April 25, 2024. 3) Traffic, Loading, Parking and Access: The site plan appears to be in compliance with requirements of Section 17.6. 3) General: City Engineer Review: See Kapur Memorandum (April 1, 2024). Holding tank is depicted on site plan which is not in compliance with Section 13.4.030-Use of the public sewers. 4) Fire Protection. Fire Hydrants do not appear to be in compliance with Section 5.26. Fire hydrants shall be freestanding and located not more than 50 feet or less than 25 feet from the main entrance. Additional hydrants shall be provided around the perimeter of the building so that no fire hydrant is more than 350 feet from another approved hydrant measured by normal access routes, if the building is not protected by a sprinkler system. If the building is protected by a sprinkler system, the maximum distance is 450 feet. See proposed fire hydrant location by Kapur. Fire Lanes do not appear to be in compliance with Section 5.30. Specifications for Fire Lanes. All fire lanes, whether required by this chapter or not, shall meet COMM 62 and NFPA 1, be at least 20' wide. Fire lanes shall be located so that the closest edge of the fire lane is at least 10' from a building but not more than 30' from the building(s) with which it is associated. All curves and turn-arounds shall be designed for a minimum 48' turning radius. Marking of Fire Lanes. Any fire lane, whether required by this chapter or not, shall be marked with approved signs within 5 feet of the beginning and within 5 feet of the end of the fire lane. Spacing between such signs shall not exceed 100 feet. Fire lane signs shall be affixed to a stationary pole or object and shall face in the direction of oncoming traffic. In addition to signage, the curb along each fire lane shall be painted yellow. Where there is no curb, a 4 inch wide stripe shall be painted the full length of the fire lane. In addition to signage and marking described above, any roadway for the exclusive use as a fire lane shall be striped with 4 inch wide yellow stripes. **Staff Recommendations:** Staff recommends that the Plan Commission **TABLE** the conditional use permit, Site Plan Review, and Architectural Review for rentable mini warehouse storage due to the following reasons: There are several items within the submittal that require additional attention and are not in compliance with our current municipal ordinances. Several Engineering comments in Kapur Memorandum (April 1, 2024) have not been addressed. Project revisions were submitted on April 10, 2024, and staff has not had adequate time to review Farris Hansen comments/revisions to Site Plan.

The City Engineer presented the April 1, 2024 Memorandum. **Comments:** Reviewed the information above and offer the following comments: **Site Plan:** 1) It is unclear if the utility easement over the existing watermain referenced on the 1980's as-built drawing was ever finalized. If no such utility easement exists, a new easement will be required based on a confirmed location of the on-site public watermain. Coordination with the City Water Utility is required for proper location of the watermain. 2) City Fire review and approval is required with respect to adequate fire protection and internal emergency vehicle movements throughout the site. The plans show turning radii that would require turning movements through proposed buildings, as well cross-slopes on drive paths that are shown at 9% between Building Nos. 1-2 and 3-4. Both situations restrict fire access. The Elkhorn Fire Department recently confirmed that the largest trucks require 45 foot to complete a right or left turn around buildings. Please clarify the fire access lanes and the 150 foot fire access limits within the development. For example, the turning radius at the SW corner of Building 6 does not accommodate a fire access lane; however, fire access may be reasonable from another route. 3) Proposed grading on the north side of the stormwater basin does not match existing grade at the property line. The topo of berm is labeled at 988.68 and the existing grade at the property line is 978.9. The entire berm of the detention basin (from top to toe) must be contained within the property.

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4) Comment No. 7 of the February 27, 2024 review has not been addressed. *“The City of Elkhorn is reconstructing the existing bike path surrounding the site in summer 2024. Grading shall be proposed to match into the new path. Any alterations deemed necessary for construction of the ingress/egress must be designed and constructed in accordance with the Wisconsin Bicycle Facility Design Handbook.”* a) Cross Slopes for the bike path shall be limited to 2% slopes (including through the proposed ingress/egress driveway). b) Longitudinal Slopes for vertical alignment adjustments for the path shall be limited to a maximum of 5% slopes.

5) Based on conversations with Farris Hansen, two storm sewer system connections are being considered: a) The outfall pipe from the proposed basin will connect to the private storm sewer system on the adjacent property. An agreement signed by both property owners agreeing to this work shall be provided to the City. b) The outfall pipe from the proposed basin will connect into the storm sewer system on Proctor Drive via the City owned parcel. The plans must be revised to include alignment and details of the connection if ultimately proposed.

6) Sheet 1 shall label the invert for the 12 inch outlet pipe at the Outlet Control Structure (OCS) and at the existing structure it connects into. The detail on Sheet 3 labels the outlet pipe as an 8-inch with an invert of 983.0. Please check for consistency.

7) The proposed basin requires a Type A Clay Liner conforming to WDNR Technical Standard 1001. The Wet Pond Cross Section shall be updated to reflect this requirement.

Storm Sewer Report: 8) Concur that the development shall meet the existing release rates from the site as opposed the peak discharge release rates of Chapter 14.05 of the Municipal Code. This parcel is a part of a larger development with a regional detention facility downstream of the proposed improvements that further reduces peak flow rates.

9) Comment No. 7 of the February 27, 2024 review has not been addressed. *“Offsite drainage area from the south, Parcel YV SE 00017E4, as well as the train tracks to the north, shall be included in the drainage area, stormwater model and spillway sizing calculations (assuming clogged condition). Flow rates from the offsite drainage area may be bypassed over an appropriately sized spillway.”* An annotated county contour map shows the estimated off-site drainage divide. We have estimated approximately 2.5 acres of off-site drainage while the calculations account for 1.03 acres.

10) Thank you for separating out the off-site drainage areas in the proposed conditions Hydro CAD model. For comparison purposes, the existing Hydro CAD model shall also include the separate off-site drainage areas.

1) Calculations shall be provided for the proposed overflow weir demonstrating that the spillway is sized to convey the 100 year peak inflow rate from the development and all offsite drainage areas without overtopping the berm.

2) The stormwater maintenance agreement shall be modified to follow the City of Elkhorn template.

Discussion regarding the proposed holding tank to be used to accommodate the office restroom. It was noted that the City does not allow holding tanks and that the applicant would have to remove it from the site plan. Per City ordinance the property would have to connect to City sewer and water to accommodate the restroom. Mr. Hansen reported that he had researched the records and there is no sanitary sewer available close enough to this parcel on C.T. H. “H” and would have to make the connection from either Koopman Lane or Proctor Drive which would be very costly. He said they would remove the restroom from the site plan.

Warren Hansen addressed the issues noted in the previously presented April 10, 2024 Staff Report and April 1, 2024 Memorandum. He also noted that the applicant is requesting a reduction in the rear setback and that the Zoning Board of Appeals will be meeting next week to make the determination. The next step would be to possibly return to the May 2, 2024 for further action.

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Motion (Boardman/Geaslen) to table the Conditional Use Permit, Site Plan and Architectural Review to allow rentable mini warehouse storage units to be located on a vacant lot off C.T.H. "H" and Proctor Drive (Tax Key No. YA414900001) based on Staff recommendations for additional information, sufficient time to review revised plans, and awaiting a variance determination for rear setback reduction. Motion carried unanimously.

PUBLIC HEARING – CUP/1 N. LINCOLN ST./MIDWEST ONE/S. CO. PROPERTIES/ANGELES

Public hearing convened at 6:29 p.m. for the purpose of hearing all interested parties, their attorneys or agents with respect to the proposed Conditional Use Permit to allow outside dining located at 1 North Lincoln Street (Tax Key No. YRW00022A) submitted by Ricardo Angeles, Ricky's Place Restaurant. Chairman Shiroda asked if anyone wished to be heard regarding this matter. No one wished to be heard. Chairman Shiroda asked three times if anyone wished to be heard. No one else wished to be heard. Public hearing closed at 6:30 pm.

CONDITIONAL USE PERMIT/1 N. LINCOLN ST./MIDWEST ONE/S. CO. PROPERTIES/ANGELES

Pat Watts, property owner, presented the Conditional Use Permit request to allow outside dining at Ricky's Place Restaurant at 1 North Lincoln Street, submitted by Ricardo Angeles, applicant. He explained that the outdoor seating would be seasonal, April/May to September/October, weather permitting.

The Zoning Administrator provided the April 18, 2024 Staff Report. The applicant is requesting a conditional use permit for outdoor dining located at 1 N. Lincoln Street from May 1 to September 30, with times of operation 10:30am-8:00pm Tuesday-Friday, 8:00am-8:00pm Saturday, and 8:00am-2:00pm Sunday. The property is already within the adequate zoning district for this operation. **Staff Recommendations:** Staff recommends that the Plan Commission **APPROVE** the conditional use for outdoor dining with the following conditions: 1) The project shall be developed in accordance with the plan of operations. Any deviation from the approved plans shall require zoning administrator and/or Plan Commission approval. 2) The total number of outdoor tables shall not exceed six (6). 3) The tables and chairs shall not be stored outdoors from November-April. 4) The times of outdoor operation shall be as follows: 10:30am-8:00pm Tuesday-Friday, 8:00am-8:00pm Saturday, and 8:00am-2:00pm Sunday. 5) Fencing material and height shall be approved by the zoning administrator. 6) Outdoor seating shall never obstruct public sidewalk or pedestrian access. Discussion.

Motion (Stotko/Meinel) to recommend to Council to approve the Conditional Use Permit request to allow outside dining at 1 North Lincoln Street (Tax Key No. YRW00022A) submitted by Ricardo Angeles, Ricky's Place Restaurant subject to the conditions of the Staff Report dated April 18, 2024. Motion carried unanimously.

GENERAL DISCUSSION

The Zoning Administrator provided a brief update on several proposed and existing projects within the City.

MEETING DATES

The next Plan Commission meeting may be scheduled for Thursday, May 2, 2024.

ADJOURNMENT

Motion (Wuttke/Geaslen) to adjourn. Motion carried unanimously. Meeting adjourned at 6:45 p.m.

Shari McKinney
Plan Commission Secretary

**CITY OF ELKHORN
NOTICE OF PUBLIC HEARING**

CONDITIONAL USE PERMIT

Notice is hereby given that a public hearing will be held before the Plan Commission of the City of Elkhorn on May 2, 2024, at 6:00 P.M. or soon thereafter as the matter may be heard in the Council Chambers, City Administration Offices, 311 Seymour Court, Elkhorn, WI for the purpose of hearing all interested parties, their attorneys or agents with respect to the application submitted by Jeff Schultz, Bulk Material Trucking for a Conditional Use Permit to allow a transportation facility with truck repair located at 702 S. Nathan Lane. The property is more precisely identified by the following tax parcel ID:

YUSW 00047D

The City of Elkhorn will attempt to accommodate anyone with special needs if requests are made a sufficient time in advance. The City Clerk can be reached at: (262) 723-2219.

Dated this 8th day of April 2024.

Allison Schwark
Zoning Administrator

Publish 2x: 04/18/24 & 04/25/24
Elkhorn Independent

CONDITIONAL USE PERMIT APPLICATION

FOR OFFICE USE ONLY

PC# E2404.008

CITY OF ELKHORN - DEPARTMENT OF BUILDING AND ZONING

311 SEYMOUR COURT, P.O. Box 920 • ELKHORN, WI 53121
PHONE: (262)741-5124 • FAX: (262) 741-5135

Notice: This document is an Official City of Elkhorn Document. All submittals must be made on Official City of Elkhorn Documents.

I, (We), the undersigned owner(s)/agent do hereby petition the Plan Commission to grant a Conditional Use Permit.

1. Address and legal description of the subject site (attach a separate sheet if necessary): _____

See attached

2. Tax Parcel number: YU SW 00047 D

3. Zoning District: M-2


4. Requested Conditional Use: See attached narrative

5. Petitioner's interest in the requested Conditional Use Permit: See attached narrative

6. List type and number of structures, proposed operation or use of the structure(s) or site, number of employees, parking, etc.: _____

See attached narrative

I, (We) hereby certify that all the above statements and attachments submitted herewith are true and correct to the best of my knowledge and belief.

PROPERTY OWNER
 (Signature)
<u>Jeff Schultz</u> Printed
Address <u>PO Box 975</u> <u>Elkhorn, WI. 53121</u>
Phone <u>262-723-7417</u>

OWNER'S AGENT
 (Signature)
<u>Phil Schultz</u> Printed
Address <u>PO Box 975</u> <u>Elkhorn, WI. 53121</u>
Phone <u>2-62-723-7417</u>

---- FOR OFFICE USE ONLY ----

Application Reviewed By: _____ Date: _____

Date Filed: _____ Date Published: _____ Date Notices Mailed: _____

Date of Public Hearing: _____

PLAN COMMISSION RECOMMENDATION: _____ DATE: _____

CITY COUNCIL ACTION: _____ DATE: _____

received
03-28-24 sm

City of Elkhorn – Plan of Operations

Building & Zoning

311 Seymour Court, Elkhorn WI 53121 Phone 262-741-5124 Fax 262-741-5135

Property Information		Tenant Information	
Property Tax Key #		Previous Business Name	
Property Address <i>7025 Nathan Lane Elkhorn</i>		Years in Operation	
Property Owner <i>JRS Holdings</i>		New Business Name <i>Bulk Material Trucking</i>	
Owner Mailing Address <i>PO Box 975</i>		Name of Operator <i>Jett Schuitz</i>	
City State Zip <i>Elkhorn, WI. 53121</i>		Operator Mailing Address <i>PO Box 975</i>	
Owner Phone # <i>262-723-7417</i>		City State Zip <i>Elkhorn, WI. 53121</i>	
Owner Fax # <i>None</i>		Operator Phone # <i>262-723-7417</i>	
New Business Use/Operation Information			
Description of Business Use or Operations <i>Trucking company</i>			
Previous use of space <i>Wholesale Warehouse distribution</i>		Hours of Operation (Weekday) <i>See narrative</i>	Hours of Operation (Weekend) <i>See narrative</i>
Total Area of Space (SQF)	# Toilet Fixtures <i>2</i>	# Full Time Employees <i>6</i>	# Part Time Employees <i>1</i>
Customer Seating Yes <input type="checkbox"/> No <input type="checkbox"/>	Seating Capacity	Total Employee Hours Per Year (include yourself if self-employed) <i>See narrative</i>	
Sprinkler System Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		Hazardous/Flammable Chemicals used/stored Yes <input type="checkbox"/> (must attach MSDS) No <input type="checkbox"/>	
Specified Use of Property and Building			
Building A <i>See narrative</i>			
Building B			
Building C			
Will be any problems resulting from this operation such as <input type="checkbox"/> Odors <input type="checkbox"/> Smoke <input type="checkbox"/> Noise <input type="checkbox"/> Light <input type="checkbox"/> Vibrations			
Parking			
Dimensions of parking lot <i>See narrative</i>		Number of spaces available <i>See narrative</i>	
Parking lot construction <input checked="" type="checkbox"/> Paved <input type="checkbox"/> Gravel <input type="checkbox"/> Grass		Type of screening <input type="checkbox"/> Fencing <input type="checkbox"/> Plantings	
Is employee parking included in "number of spaces available"? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Signage			
Type <input type="checkbox"/> Free Standing <input type="checkbox"/> Lighted <input type="checkbox"/> Single-Faced <input checked="" type="checkbox"/> Attached to Building <input type="checkbox"/> Mobile <input type="checkbox"/> Double-Faced			
Size: <i>4' x 8'</i>		Location: <i>East side - in existing sign location</i>	
Entertainment			
Is there any type of music in this proposal? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
If yes, what kind?			
<input type="checkbox"/> Juke Box When will this be offered to customers M T W Th F Sa Su What time(s) will this be offered			
<input type="checkbox"/> Live When will this be offered to customers M T W Th F Sa Su What time(s) will this be offered			

Permitted Property Uses

Please check all that apply

<input type="checkbox"/> Two Family Dwelling	<input type="checkbox"/> Restaurant
<input type="checkbox"/> Multi-Family Dwelling	<input type="checkbox"/> Shopping Center
<input type="checkbox"/> Modular home	<input type="checkbox"/> Veterinary Clinic
<input type="checkbox"/> Manufactured home	<input type="checkbox"/> Kennel
<input type="checkbox"/> Multi-Family housing for the elderly	<input type="checkbox"/> Hotel
<input type="checkbox"/> Bed & Breakfast	<input type="checkbox"/> Motel
<input type="checkbox"/> Community living arrangement	<input type="checkbox"/> Health Clinic/Office
<input type="checkbox"/> Family daycare for 8 or less children	<input type="checkbox"/> Office and professional services
<input type="checkbox"/> Dwelling units above a business on a non-ground level	<input type="checkbox"/> Construction services
<input type="checkbox"/> Foster family home	<input type="checkbox"/> Manufacturing
<input type="checkbox"/> Day care center, adult day care center and similar care services	<input type="checkbox"/> Extractive industry
<input type="checkbox"/> Zero lot line development	<input type="checkbox"/> Research and development
<input type="checkbox"/> Clubs, fraternities, lodges, and noncommercial meeting place	<input type="checkbox"/> Warehouse distribution and wholesale
<input type="checkbox"/> Indoor civic, cultural or institutional use	<input type="checkbox"/> Mini-warehouse
<input type="checkbox"/> Adult use	<input type="checkbox"/> Crematory service
<input type="checkbox"/> Automobile and truck rental services	<input type="checkbox"/> Transmitting towers, receiving towers, relay/microwave towers without broadcast facilities or studios
<input type="checkbox"/> Automobile repair	<input type="checkbox"/> Residential quarters for staff or caretaker
<input checked="" type="checkbox"/> Transportation facilities	<input type="checkbox"/> Service buildings and facilities normally accessory to the permitted uses
<input type="checkbox"/> Garages for storage of vehicles	<input type="checkbox"/> Planned unit development
<input type="checkbox"/> Private garages and carports	<input type="checkbox"/> Drive-in or drive-thru accessory to permitted use
<input type="checkbox"/> Home occupations	<input type="checkbox"/> Sheds and other accessory structures
<input type="checkbox"/> Bank, credit union or savings and loan association	<input type="checkbox"/> Off-street parking
<input type="checkbox"/> Car wash	<input type="checkbox"/> Off street parking facility on a separate zoning lot from the associated use
<input type="checkbox"/> Convenience store	
<input type="checkbox"/> Gas Station	Outdoor Uses
<input type="checkbox"/> Grocery/Food sales	<input type="checkbox"/> Active outdoor recreation and open space
<input type="checkbox"/> Indoor business sales and service	<input type="checkbox"/> Fairgrounds
<input type="checkbox"/> Indoor retail sales of goods (other than groceries)	<input type="checkbox"/> Outdoor entertainment
<input type="checkbox"/> Liquor store	<input type="checkbox"/> Outdoor sales
<input type="checkbox"/> Liquor sales	<input type="checkbox"/> Outdoor seating associated with a permitted restaurant
<input type="checkbox"/> Utilities	<input type="checkbox"/> Outdoor storage
<input type="checkbox"/> Other	<input type="checkbox"/> Composting site
<input type="checkbox"/> Two Family Dwelling	<input type="checkbox"/> Airports, airstrips and landing fields

Outdoor Lighting

Type *Existing LED fixtures*

Location *3 corners of building*

Utilities

Will you be connected to City Water Sewer Electric

Is there a private well on-site? Yes No

Approval date by the Department of Natural Resources of the well for proposed use _____ / _____ / _____

Approval date by the County Health Department for existing septic system _____ / _____ / _____

What types of sanitary facilities are to be installed for the proposed operation

Type of refuse disposal Municipal Private

Surface water drainage facilities (describe or include site plan)

Licenses/Permits

Is a highway access permit needed from the State, County, or local Municipality? Yes No

Is a liquor license or any other special license required Yes No If yes, what licenses are you applying for?

Did Wisconsin State Department of Industry Labor and Human Relations approve building plans? Yes No

Signatures

By signing below, I certify that the above information is a true and accurate account of the information requested for my business site and its operation and use. Should an inspection be required, I agree to allow the Inspector(s) reasonable access to the space to verify compliance with the Municipality's Ordinance. In addition, I fully understand that completion of this form or its approval does not preclude me from complying with all applicable State Statutes or Municipal Ordinances regarding my business and its lawful operation.

Applicant's Signature Date 3 / 28 / 24	Inspector's Signature Date _ / _ / _
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CITY USE ONLY BELOW THIS LINE

Building Inspector		Zoning Administrator		
Date Received _ / _ / _	Reviewed By	Date Received _ / _ / _	Reviewed By	
Occupancy Classification	Occupancy Classification Surrounding Units	Zoning of Property	Use Permitted	By Right By CUP PC Approval Required
APPROVED / DENIED	Date _ / _ / _	APPROVED / DENIED	Date _ / _ / _	
Public Works		City Engineer		
Date Received _ / _ / _	Reviewed By	Date Received _ / _ / _	Reviewed By	
APPROVED / DENIED	Date _ / _ / _	APPROVED / DENIED	Date _ / _ / _	
Police Department		Fire Department		
Date Received _ / _ / _	Reviewed By	Date Received _ / _ / _	Reviewed By	
APPROVED / DENIED	Date _ / _ / _	APPROVED / DENIED	Date _ / _ / _	

JRS Holdings
PO Box 975
Elkhorn, WI. 53121

Narrative

702 S. Nathan LN. Elkhorn Wisconsin 53121

The property at 720 S. Nathan Ln. Elkhorn, WI. will be owned by JRS Holdings and occupied by primary tenant Bulk Material Trucking. Both businesses are owned by the same people, Jeff and Ronda Schultz. The building will be used for daily operations of a Class 8 semi truck & trailer trucking company.

Bulk Material Trucking (throughout referenced as BMT) employs 1 full time mechanic, 1 full time office staff, and 1 part time office staff, as well as company president, Jeff Schultz, full time. Jeff's duties are primarily overseeing the shop and general operations. Also employed are 3 full time truck drivers. BMT company employed truck drivers leave for the week each Monday morning and typically do not return to the site until Friday afternoon, therefore truck traffic in and out of the terminal is minimal. BMT will have typically 3 -4 people report daily to the terminal. This will be office staff and mechanics.

BMT transports cement powder, fly ash for the concrete/construction industry. The trailers used to transport this are known as "Pneumatic Dry Bulk Tanker Trailers". Any product hauled by BMT is classified as NON hazardous and NON flammable.

BMT also contracts to 4 owner operators that own their own semi but pull BMT owned trailers. These owner operators park their semi trucks and trailers at their own homes, off site from BMT. The owner operators will report to the terminal 2-4 times per year for truck inspections or the occasional trailer swap.

Office: 1,320 square feet of office space will be occupied by BMT office staff. Typically 1 full time employee and 1 part time employee will be working in the office. Office duties such as DOT compliance, dispatch, billing/payroll, and other miscellaneous office duties pertaining to our trucking operations. Office hours are generally Monday- Friday 8:00 am - 4:30 PM. Total man hours worked in office annually is approx 2,308.

Shop: Will be occupied by 1 BMT employed, full time, mechanic daily, as well as company president, Jeff Schultz. The mechanic's duties are to maintain and repair semi trucks and semi trailers owned by BMT. Maintenance & repair work to be performed are basic preventive maintenance, oil change, grease, brake replacement, tire repair and/or replacement. Occasionally large projects such as engine overhauls or full truck or trailer refurbishing. Welding of steel and aluminum will happen frequently as part of repairs to trailers and trucks.

The shop hours of operation typically are Tuesday - Saturday 8:00 am - 4:30 PM. Total man hours worked in the shop annually are 4016.

Outdoor lot:

See attached document titled "Site Plan"

- The 5 parking spaces on the west side of the parking lot will be designated as parking for BMT office staff.
- The 2 parking spaces on the east side of the building are for mechanic parking.
- The 9 parking spaces in the southeast corner are for semi trailers.
- Truck Drivers will be required to disconnect from semi trailers and park semi trucks in 1 of the 4 parking stalls in the south side of the parking lot. BMT company truck drivers will park their personal vehicle in the space where their assigned semi truck parks once removed.
- BMT will have a garbage dumpster located in the North East corner of the building.
- No bulk diesel fuel or gasoline will be stored on property
- Winter time snow will be plowed by BMT and snow will be placed in the north east property easement. *See attached document titled "Winter Snow Plan"*
- Parking lot lighting will consist of the 3 existing lights on the 3 corners of the building.to the southwest, southeast and northeast.

Building improvements:

-

See attached document titled "Building Layout"

- JRS/BMT intends on removing the freezer in the building and all mechanical parts to the freezer unit and selling the unit.
- Concrete floor in shop to be removed and replaced.
- Permits will be applied for after occupancy and conditional use permits issued to JRS/BMT

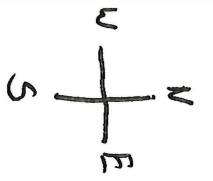
Outdoor Parking lot improvements:

See attached document titled "Parking Lot Modifications"

- Propane tank concrete saddles removed
- Propane tank filling station and fence to be removed
- Asphalt repaired to this area
- "See attached site plan"
- Permits will be applied for after occupancy and conditional use permits issued to JRS/BMT

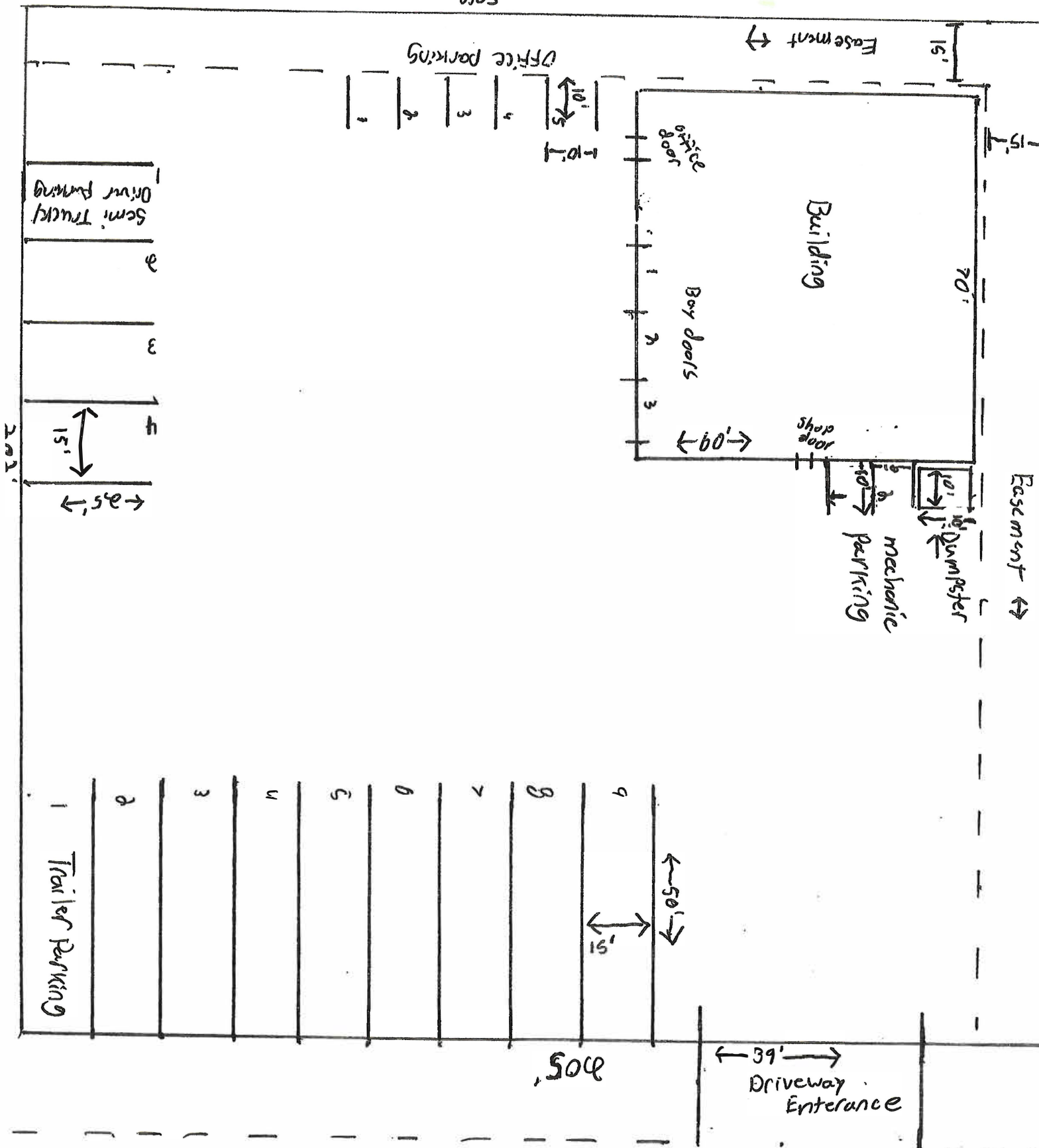
Additional Attachment:

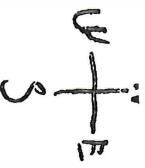
Please see attachment on Town of Lafayette letterhead which describes our character and relationship with the Town of Lafayette where BMT operates currently.



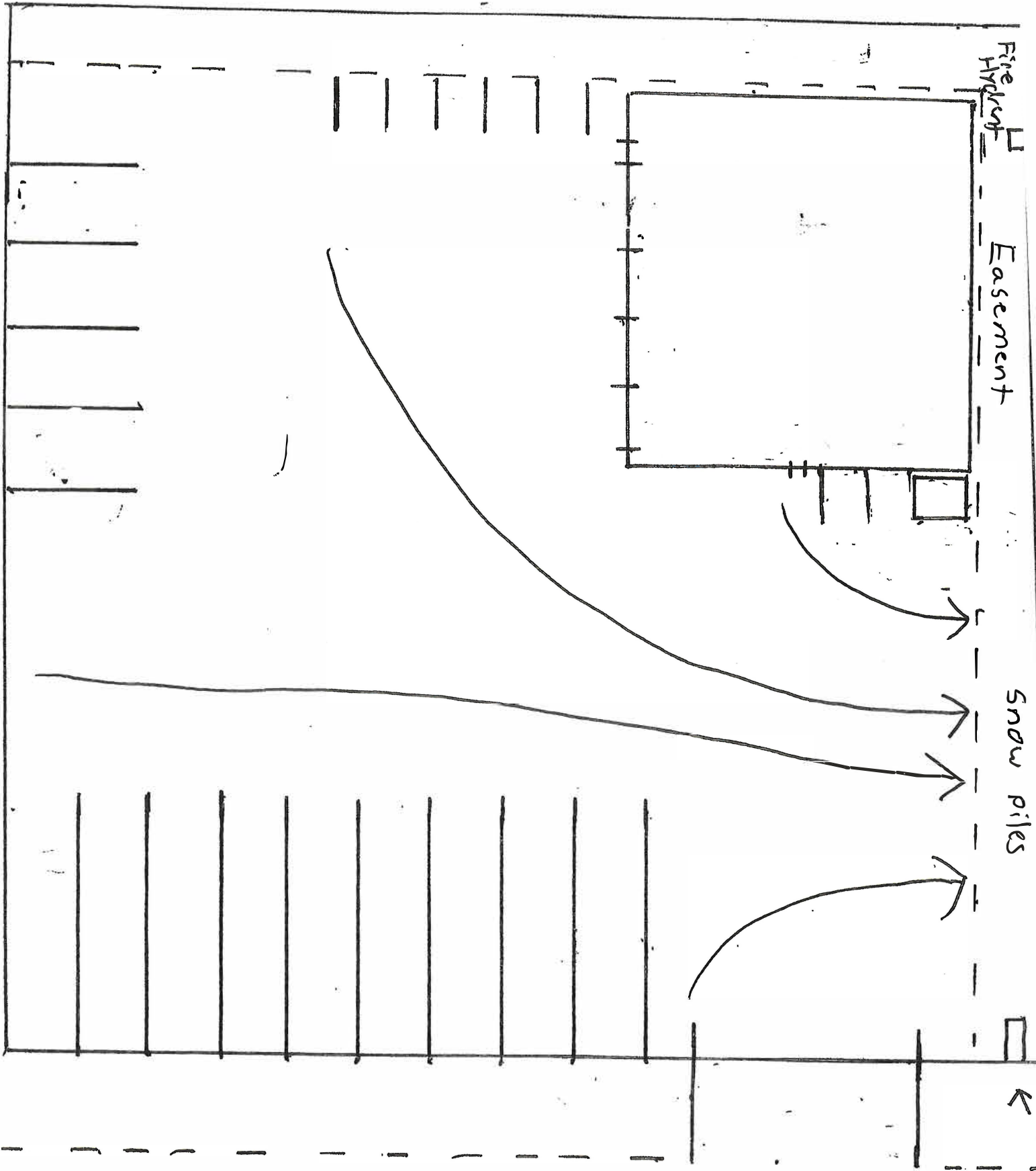
Site Plan

130'





Winter
Snow
Plan



TO: Plan Commission – City of Elkhorn **FROM:** Department of Building and Zoning
PC Meeting: Thursday, May 2, 2024 at 6:00 pm

**JRS Holdings, Bulk Material Trucking
Conditional Use Permit
PC Action: E24.04.008**

General Information:

Applicant(s): Jeff Schultz, JRS Holdings
Requested Action: Conditional Use Permit

Site Information:

Location: 702 South Nathan Lane
Tax Key: YU SW 00047D

Zoning & Land Use:

Zoning: M-2 General Manufacturing District
2040 Land Use Plan: Industrial

Project History:

The applicant is requesting a conditional use permit for a transportation facility at 702 S Nathan Lane. The tenant, Bulk Material Trucking, is owned by Jeff and Ronda Schultz. The building will be used for daily operations for a Class 8 semi-truck and trailer trucking company. The building will house office space, and a shop for daily maintenance work on the trucks and trailers owned and operated by BMT. The parking lot will be used for staff parking, and semi-truck and trailer parking. Outdoor storage in the M-2 Zoning district is a permitted use.

Staff Recommendations:

1. Staff recommends that the Plan Commission **APPROVE** the conditional use for a transportation facility with the following conditions:
 - a. The project shall be developed in accordance with the plan of operations. Any deviation from the approved plans shall require zoning administrator and/or Plan Commission approval.
 - b. Tires shall never be stored outdoors in public view.
 - c. Dumpsters shall be fully enclosed, and property owner shall apply for applicable permits pertaining to fencing or screening.
 - d. The maximum number of semi-trucks and/or trailers combined shall never exceed 10.
 - e. Outdoor storage or parking of vehicles, semi-trucks, or trailers shall always be on a hard surface, and never on grass.
 - f. Mechanical work shall be exclusive to BMT and shall not be available to the general public.