

**TOWN OF GENESEE PLAN COMMISSION MEETING
MINUTES
JUNE 27, 2022**

Chairman Leair called the meeting to order at 6:00 p.m.

Present were: Town Chairman Sharon Leair and Supervisor Buck Houston. Also present were Plan Commission Members Bob Christiansen, Brett Engelking, Jeff Lightfoot, Mike Toole, and Joe Turzynski. Also present were Planner Jeff Herrmann and Deputy Clerk Cindy Zignego.

Discussion/Action – Request for Accessory Building exceeding 1,600 square feet for Chad Sievers, W324 S4023 Bartell Court, Waukesha, WI 53189. (Tax Key GNT 1517-998-007)

Herrmann talked about Sievers adding on to his existing detached garage. The addition will be 16 ft. x 30 ft. and his existing garage is 40 ft. x 30 ft.

Engelking made a motion to approve the request. Christiansen seconded the motion. Motion carried unanimously.

Discussion/Action – Site Plan/Plan of Operation, CEB Inc., S34 W29937 Little John Dr., Waukesha, WI 53189. (Tax Key GNT 1494-997-025)

CEB is planning on moving existing business from Commercial Drive to the location on Little John Dr. and occupy two tenant spaces.

Engelking made a motion to approve subject to Herrmann's conditions in the June 20, 2022 Planner's Report. Toole seconded the motion. Motion carried unanimously.

**TOWN OF GENESEE PLAN COMMISSION
PLANNER'S REPORT & RECOMMENDATION
SITE PLAN/PLAN OF OPERATION**

<u>NAME:</u>	CEB Inc.
<u>DATE:</u>	June 20, 2022
<u>TAX KEY NO.:</u>	GNT 1494.997.025
<u>OWNER:</u>	Wincrest Farms LLC 860 Brinsmere Dr. Elm Grove, WI 53122-2101
<u>PETITIONER:</u>	Warren Weiland d/b/a CEB Inc. PO Box 206 North Prairie, WI 53153-0206

LOCATION OF PROPERTY: Lot 6 Certified Survey Map No. 9660, being a part of the NW ¼ and the SW ¼ of Section 14, T6N, R17E, in the Town of Genesee, Waukesha County,

Wisconsin. More specifically, the property is located at S34 W29939 Little John Drive.

ZONING CLASSIFICATION: M-1 Limited Industrial District.

PROPOSED REQUEST:

The property is approximately 3.25 acres. In 2020, the Town Plan Commission approved a request by the petitioner to construct two (2) Commercial Condominium buildings. Each building will contain six (6) units with each unit (40' x 60') consisting of 2,400 square feet and one (1) toilet, one (1) sink and one (1) floor drain. Each unit will be individually owned with the Condominium Association owning and controlling the common areas of the site. The Condominium Association will be responsible for maintenance of the common areas and shared well. Each unit will contain an individual holding tank and a shared private well. The owner has received approval from the Town of Genesee Town Board for the holding tanks.

The buildings are currently under construction with a steel frame interior and the outside consists of steel siding and roof with a three (3) foot high decorative wainscot fascia along all elevations of the building. The walls are an ash gray color with the roof and wainscoting being a terratone color. All units will contain a three (3) foot wide door and three (3) windows in front of the building. The rear of the building will contain a 12' x 14' overhead door and a service door.

The petitioner is proposing to move his existing business from Commercial Drive to the proposed location to operate a building contractor company. The petitioner will be combining two (2) tenant spaces into one larger space for his business. The interior of the space will contain two (2) offices, a conference room, restroom, equipment room, storage room and a large open area that is not designated on the plans for any particular use.

The business will employ ten four (4) full-time employees. The days and hours of operation will be Monday thru Friday from 7:00 a.m. to 6:00 p.m. However, there may be employees working hours outside of the normal business hours, but the business will not be open for the general public. The site contains thirty-nine (39) standard parking stalls and two (2) handicap stalls. Based on this proposed use, four (4) parking spaces are required, therefore adequate parking is available on site. The petitioner is not proposing any signage at this time.

No changes to the landscaping or lighting are proposed at this time. Lastly, no proposed refuse disposal has been provided. Each individual tenant is responsible for the disposal of his/her refuse and waste.

PLANNER'S RECOMMENDATIONS:

Based on the information provided, the Town Planner recommends **approval** of this request subject to the following conditions:

1. This approval is for CEB, Inc. to occupy two (2) tenant spaces in the south building as proposed for a building contractor's office only. Any other use shall require the petitioner apply for a new Site Plan/Plan of Operation to be reviewed and approved by the Town of Genesee Plan Commission.
2. All previously imposed conditions by the Town of Genesee for the construction of the buildings shall be adhered to and complied with, unless specifically modified by the Town Plan Commission.
3. A detailed colored sign rendering shall be submitted to the Town Plan Commission for review and approval prior to erecting any signs. A Zoning Permit and/or Building Permit will be required for said signage.
4. No outside storage shall be allowed unless specifically approved by the Town of Genesee Plan Commission.

5. A waste disposal plan for the removal of all waste shall be provided to the Town Planner for review and approval prior to the issuance of any permits.
6. The Fire Chief shall review the building plans to ensure that all fire codes are being complied with and that a Knox Box has been installed in conformance with the Town of Genesee Knox Box Ordinance.
7. The Town of Genesee Building Inspector shall inspect the tenant space of the building to determine compliance with all applicable building codes. All compliance violations shall be corrected to the Building Inspector's satisfaction.
8. Documentation shall be submitted to the Town Planner that all required local, county, state and federal licenses and permits have been obtained.
9. The Town reserves the right to review any condition imposed as part of this Plan of Operation, if said use becomes a problem in the area. The Town Plan Commission may modify, change, delete, add, etc. any conditions, which they feel may be reasonable in order to allow this use, and to ensure that it does not become detrimental to the surrounding area.
10. Subject to the property being in compliance with all Federal, State, County and local laws, ordinances, codes, rules and regulations.
11. An up-to-date Plan of Operation must be on file at all times with the Town of Genesee Plan Commission.
12. The applicant shall allow the premises to be available for inspection by the Town of Genesee officials at any reasonable time and upon reasonable notice.
13. All activities on the subject property herein may not in any way become a nuisance by reason of appearance, noise, dust, smoke, illumination, odor or any other similar factor.
14. Professional fees. Applicant shall, on demand, reimburse the Town for all costs and expenses of any type that the Town incurs in connection with this Plan of Operation, including the cost of professional services incurred by the Town (including engineering, legal, planning and other consulting fees) for the review and preparation of required documents or attendance at meetings or other related professional services for this application, as well as to enforce the conditions in this conditional approval due to a violation of these conditions.
15. Payment of Charges. Any unpaid bills owed to the Town by the subject Property Owner or his or her tenants, operators or occupants, for reimbursement of professional fees (as described above); or for personal property taxes; or for real property taxes; or for licenses, permit fees or any other fees owed to the Town; shall be placed upon the tax roll for the subject property if not paid within thirty (30) days of the billing by the Town, pursuant to Section 66.0627, Wisconsin Statutes. Such unpaid bills also constitute a breach of the requirements of this conditional approval that is subject to all remedies available to the Town, including possible cause for termination of the conditional approval.

Respectfully submitted,

Jeffrey Herrmann, AICP
Administrator-Planner

cc: Town of Genesee Clerk
Town of Genesee Building Inspector
LCFR Fire Chief
Warren Weiland
Windcrest Farms LLC

Discussion/Action – Extension of Waukesha County Gravel Pit Reclamation Plan, W339 S1742 CTH C, Dousman, WI. (Tax Key GNT 1463-998)

Herrmann explained the wet weather this spring delayed work. They have a contract with Waukesha County that expires on September 15, 2022. The Town Board approved the extension to September 15, 2022.

Engelking made a motion to approve the request to extend to September 15, 2022. Christiansen seconded the motion. Motion carried unanimously.

Discussion/Action – Approval of May 23, 2022 and June 13, 2022 Plan Commission Minutes.

Lightfoot made a motion to approve the May 23, 2022 Minutes. Toole seconded the motion. Engelking abstained. Motion carried with one abstention.

Engelking made a motion to approve the June 13, 2022 Minutes. Toole seconded the motion. Lightfoot and Turzynski abstained. Motion carried with two abstentions.

Review Pending

There were violation letters sent out by Herrmann in the last month.
On July 11, 2022, the DNR will conduct an audit of the three non-metallic mining sites.

Correspondence

None.

Adjourn

Engelking made a motion to adjourn. Lightfoot seconded the motion. Motion carried unanimously.
Meeting adjourned at 6:10 p.m.

Cindy Zignego
Deputy Clerk
June 29, 2022