



Agenda
Plan Commission Meeting
Town of Lisbon, Town Hall
Thursday, December 13, 2018
6:30 PM

1. Roll Call

2. Comments from citizens present pertaining to items on the agenda. Citizens are invited to share their questions, comments, or concerns with the Plan Commission. When speaking, citizens should state their name and address for the record and limit their presentation to three minutes. If a response would involve discussion of Plan Commission policy or decisions that might be of interest to citizens not present at the meeting, the commission may place the item on a future meeting agenda.

3. Discussion and necessary action on November 8, 2018 Plan Commission Public Hearing & Meeting minutes.

4. New Business

- a. Discussion and necessary action on the request for West Shore Holdings, for the property located at N49W22900 Commerce Centre Dr., Pewaukee, LSBT 00287.985.002, (Allegis Corporation, Suite B) for a non-illuminated wall sign.
- b. Presentation by Mike Kaerek of Kaerek Homes for the conceptual subdivision development of the Pauline Haass land.

5. Town Clerk & Town Planner

- a. Overview of November and December Appointments & Current Task/Project list.
- b. Development Guide Update
- c. Discussion regarding Accessory Uses and Limited Family Businesses

6. Request from members to request items on future agendas.

7. Adjournment.

Joseph Osterman
Chairman

Jane Stadler
Secretary

Posted: 2018-12-07

Clerk: D.G.
X Website

X Town Hall Bulletin Boards (2)

X Sent to Newspapers

NOTICE: It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.

NOTE: Please notify the Town of Lisbon 72 hours in advance if you plan to attend and will need an interpreter or assistive hearing device.

MEMBERS: Please notify Town Hall at 262-246-6100 if you are unable to attend the meeting.

**Minutes of the Plan Commission and Town Board
Joint Public Hearing(s)
Town of Lisbon, Town Hall
Thursday, November 8, 2018
6:30 PM**

Public Hearings were held by the Town of Lisbon Plan Commission at the Lisbon Town Hall, W234N8676 Woodside Road, Lisbon, WI 53089 was called to order by Chairman Joseph Osterman at 6:31 P.M.

Roll Call: Present: Chairman Joseph Osterman, Supervisor Plotecher, Supervisor Beal, Plan Commission Members Ed Nelson, Mark Meyer, Chad Samanske and Jane Stadler. Also present: Planner Dan Lindstrom, Administrator Gina Gresch, Kevin Clark attorney and Dan Green Town Clerk. Excused was Bryan Oelhafen.

Chairman Osterman stated the public hearings were published in the Lake Country Now and Northwest Now papers, on the Town's website and on the Town Hall posting boards.

NOTICE IS HEREBY GIVEN that a Joint Public Hearing will be held by the Lisbon Plan Commission and Town Board of Supervisors on Thursday, November 8, 2018 beginning at 6:30 P.M. at the Lisbon Town Hall, W234N8676 Woodside Road, Lisbon, WI 53089, to solicit public comments on the rezoning from A-10 Agricultural District to A-5 Mini-Farm District, for the property owned by Jim Stolz, being represented by Axley Brynelson, LLP for the property located at N56W27476 Lisbon Road, Lisbon, WI 53089, LSBT 0264.998. SW. 1/4 AND SE. 1/4 OF THE SW. 1/4 OF SEC 30, T.8N., R.19E.

Public Hearing Comments:

Commissioner Stadler recused herself from the public hearing at this time

Lindsey Golner, W275N5840 Green Meadow Road, and her husband's property abuts the Stolz property. Ms. Golner expressed concern because all the subdivisions going up within a 2 mile radius of her home, stating 5 subdivisions specifically. She is not sure why we are adding more subdivisions to the area. People live in the town because they like the quiet and new subdivisions are pushing wildlife out of their homes. She is concerned that there are a lot of homes going up so fast.

Conor Leedam, N20W22961 Watertown Road, Waukesha, represents Jeff Stolz, the property owner. Mr. Leedam explained that this is just going to be a 5-acre parcel and besides the land division, there will not be a lot of changes to this 5 acres. He also stated that the CSM and the rezone are in line with the Town's future land use.

Mark Gall, W275N5816 Green Meadow Road, wanted clarification that they are just taking 5 acre lot and trying to sell the individual property. Mr. Gall was looking for what the intent was for the property.

Sarah Grooms, N57W25542 Fox Hollow Drive, was wondering why the rezoning went into her property and what the boundary map meant for her property.

The public hearing was closed at 6:38 PM

NOTICE IS HEREBY GIVEN that a Joint Public Hearing will be held by the Lisbon Plan Commission and Town Board of Supervisors on Thursday, November 8, 2018 following the previously scheduled hearings at the Lisbon Town Hall, W234N8676 Woodside Road, Lisbon, WI 53089, to solicit public comments on the rezoning from A-3 Agricultural/Residential Estate District to R-1 Suburban Single Family Residential District, for the property owned by Donald Schneider, located at W220N4879 Townline Road, Menomonee Falls, WI 53051, LSBT

987.001 LOT 4 CERT SURV 5824 VOL 47/234 AS REC IN DOC# 1534565 PT SE1/4 SEC 36 T8N R19E

The public hearing began at 6:38 PM. Chairman Osterman read the public hearing notice.

Public Hearing Comments:

Shane Davis N47 W22175 Weyer Road, lives across the street from the property and 1 or 2 lots over. Mr. Davis had concerns as to when the public notice went out, October 24th, and didn't have enough time to digest this. He and his neighbors would like to know what the impact is. He has a 4 year old wants to keep her safe and wants to preserve what they have. Does not want to take on City characteristics aesthetically.

Joe Moore, N48W22230 Weyer Road, explained the property has been for sale for some time and has not sold. Property owner is looking to divide the land and wants to get as much as possible. He also wants to keep the aesthetics of what Lisbon is. He stated the Konkel farm still uses his lot and other lots. This is what Lisbon is to him and he has a hard time breaking up lots just before selling house to leave.

Brian Bazile N48 W22106 Weyer Road, Is the neighbor of the Schneiders directly to the west and is the neighbor directly affected. Mr. Bazile explained he does not want to see this area change and hasn't seen any documentation as to what they are trying to do with the property.

This public hearing was closed at 6:43 PM.

NOTICE IS HEREBY GIVEN that a Public Hearing will be held by the Lisbon Plan Commission on Thursday, November 8, 2018, following the previously scheduled hearings at the Lisbon Town Hall, W234N8676 Woodside Road, Lisbon, WI 53089, to solicit public comments on an amendment to a Conditional Use Permit request for an In-Law Unit for Jeremy Rush, for the property located at N72W24740 Good Hope Road, Lisbon, WI 53089, LSBT 0203.994.005, PARCEL B CERT SURV 3433 VOL 26/77 REC AS DOC# 1068979 PT SW1/4 SEC 15 T8N R19E.

The public hearing began at 6:43 PM. Chairman Osterman read the public hearing notice.

Public Hearing Comments:

There was no one to speak for this public hearing.

This public hearing closed at 6:44 PM.

NOTICE IS HEREBY GIVEN that a Public Hearing will be held by the Lisbon Plan Commission on Thursday, November 8, 2018 beginning at 6:30 P.M. immediately following the previously scheduled public hearing at the Lisbon Town Hall, W234N8676 Woodside Road, Lisbon, WI 53089, to solicit public comments on an amendment to a Conditional Use Permit for an Automobile, Gasoline, and Service Station and Convenience Stores associated with gasoline sales in the B-4 Commercial Special Use Zoning District for Casey's General Store, submitted by Arc Design representative, for the property located at W220N5701 Townline Road, Lisbon, WI 53089, LSBT 0264.998. LOT 1 CERT SURV 4061 VOL 32/42 PT SE1/4 SEC 25 T8N R19E.

The public hearing began at 6:44 PM. Chairman Osterman read public hearing notice for this public hearing.

Public Hearing Comments:

Chairman Osterman read a letter from Ken and Kathy Heun, N56W22164 Silver Spring Drive into the record.

There was no one further to speak for this public hearing. The public hearing closed at 6:47 PM.

Adjournment

The public hearing was adjourned at 6:47 P.M.

**Minutes of the Plan Commission Meeting
Town of Lisbon, Town Hall
Thursday, November 8, 2018
Following Public Hearing(s) beginning at 6:30 PM**

Chairman Osterman called the Plan Commission meeting to order at 6:47 P.M.

Roll Call: Present: Chairman Joseph Osterman, Supervisor Plotecher, Plan Commission Members Ed Nelson, Mark Meyer, Chad Samanske and Jane Stadler. Also present: Planner Dan Lindstrom, Administrator Gina Gresch, Kevin Clark attorney and Dan Green Town Clerk. Excused was Bryan Oelhafen.

Comments from citizens present pertaining to items on the agenda. None.

Discussion and necessary action on the minutes.

Motion by Commissioner Meyer to approve the 10/11/2018 Plan Commission minutes. Seconded by Commissioner Samanske. Motion carried, 6-0.

New Business.

Discussion and necessary action on the request from Realm Trucking LLC, for the property located at W233N5639 State Hwy 74, LSBT 0248.983 and 0248.983.001 for a Site Plan/Plan of Operation to allow commercial parking.

The applicant, Steve Macsurak, 1527 Lake Drive, Hubertus, came forward with his application. Planner Dan Lindstrom gave an update to the Commission regarding this Site Plan/Plan of Operation application. He explained that the property has two different zoning districts M1 and M2. Most of the proposed use will be on M2 zoning. He explained this is a permitted use inside of this district. A few maps were also attached and there are no changes to the structure. The applicant expressed that no work would be done on vehicles on the proposed site, just a holding space. Primarily the hours of operation would be earlier in the day and the max time for hours of operation would be 8:00 PM. This fits their comprehensive plan for this area. Mr. Lindstrom also included the standard conditions of approval. This application was filed after the changes were made so the Town is making sure they are coming up to speed with current operations. The applicant has no issues with these conditions.

Chairman Osterman asked if the applicant wanted more hours than what he proposed, he did not see an issue as there is no residential areas near this property. The board agreed if the applicant wanted operation hours 24 hours, 7 days a week he could. The applicant agreed to 24 hours a day 7 days a week. He also reiterated there were no storing of loads on the property.

Motion by Commissioner Samanske to approve the Site Plan/Plan of Operation to allow commercial parking for the property located at W233N5639 State Hwy 74, LSBT 0248.983 and 0248.983.001 for Realm Trucking, LLC with modification to conditional #3 to allow 24/7 operation. Seconded by Commissioner Plotecher. Motion carried, 6-0.

Discussion and necessary action on the request from Adam Feisthammel d/b/a Warrior Warehouse for the property located at N70W25156 Indian Grass Lane Unit B, LSBT 0225.999.004 for a Site Plan/Plan of Operation for a fitness gym.

Planner Dan Lindstrom gave an introduction to this application which is on Indian Grass Lane. This is a warrior gym, obstacle course which complies with the land use for this area. This is in the Waukesha County Wetland jurisdiction and the applicant has submitted an application to the County. Planner Lindstrom reviewed the hours of operation which was less intense hours than a normal gym. He also reviewed the conditions of approval, listed standard conditions except hours of operation. Fire and building code compliance must also be followed similar to other Indian Grass applications that the Commission has had.

The Commission asked the applicant if he would consider starting earlier so the applicant would not have to bring this back to them if he ever wished to start earlier. The applicant agreed to change his hours to begin at 6:00 AM Monday through Saturday.

Motion by Commissioner Nelson to approve the request from Adam Feisthammel d/b/a Warrior Warehouse for the property located at N70W25156 Indian Grass Lane Unit B, LSBT 0225.999.004 for a Site Plan/Plan of Operation for a fitness gym, with hours changed to 6 am – 7 Pm and Saturday 6 am to 3pm and closed Sundays. Seconded by Commissioner Samanske. Motion carries 6-0.

Discussion and necessary action on the request from Ausblick Inc. for the property located at W260N6395 Mary Hill Road, LSBT 0257.999.002, for a Site Plan Amendment to construct a 30' diameter yurt structure.

Mr. Lindstrom explained the application to the board. The Town spoke to Waukesha County due to this being in the Shoreland Wetland jurisdiction. The only comment they had was they steer away from any underground sewer or septic. This does comply with land use standard. The dimensions of the yurt are 30 foot in diameter. John Seipman N60W29735 Woodfield Rd. Hartland, was present to answer any questions the Commission had. He explained this is a very simple building that is portable and would be placed on a wood or concrete base. It has canvass sides and would be maintained for housing the ski school. The proposed structure would not increase any traffic. The Commission asked Mr. Seipman about the location of the yurt, the heating mechanism, how it was assembled and the hours of operation. Mr. Seipman explained the location of the yurt would be east of deck and south of the chair lifts and that this would be a kit that comes to the location on pallets and is assembled on site. The structure will be heated using a gas unit hung up on the rafters. There were no changes to the hours of operation.

Motion by Commissioner Nelson to approve the request from Ausblick Inc. for the property located at W260N6395 Mary Hill Road, LSBT 0257.999.002, for a Site Plan Amendment to construct a 30' diameter yurt structure with comments from the planner. Seconded by Commissioner Samanske. Motion carries, 6-0.

Discussion and necessary action on the request from Donald Schneider for the property located at W220N4879 Townline Road, LSBT 0288.987.001 to adopt Ordinance 13-18, Ordinance Rezoning LSBT 0288.987.001, From A-3 Agricultural/Residential Estate District to R-1 Suburban Single-Family Residential District and recommendation to the Town Board of the same.

Planner Lindstrom explained this application is a rezone from A3 to R1. The applicant is possibly seeking a CSM but tonight is just the rezoning. The future land use calls for low density residential use and rezoning would bring it closer to its future use. The town comprehensive plan shows a future of R-1 zoning. Mr. Lindstrom recommended this application is in line with that zoning. Chairman Osterman asked the intention of the applicant in rezoning the property. Jean Schneider explained that her home faces Townline Road and that nothing has been done on her land. The intention was to downsize their lot and sell off the smaller

acreage lots once a CSM was approved. She realized they had to do a rezone in order to break up their lot. She wants to divide 2.5 acres of her lot into two 1.25 acre lots. There were some questions from the Commission concerning the proposed CSM which could not be discussed because the Town did not have an application at this time.

Chairman Osterman explained to the public that the public notice was sent out within 10 to 15 days of the meeting date and there will be further notices sent out if any other action is taken by the property owner.

Motion by Commissioner Nelson to approve the request from Donald Schneider for the property located at W220N4879 Townline Road, LSBT 0288.987.001 to adopt Ordinance 13-18, Ordinance Rezoning LSBT 0288.987.001, from A-3 Agricultural/Residential Estate District to R-1 Suburban Single-Family Residential District and recommendation to the Town Board of the same. Seconded by Supervisor Plotecher. Motion carried, 6-0.

Discussion and necessary action on the Final Plat approval for Chris Miller of Miller Marriott Construction Company, for the property located on Lake Five Road and CTH VV, known as Barnwood Conservancy, LSBT 0217.998 and recommendation to the Town Board of the same.

Planner Lindstrom explained that the final plat for Barnwood Conservancy was before them. There were a few cleanup items that needed to be addressed regarding the Final Plat. The water storage area refers to there being a fee in lieu of having storage tanks. Mr. Osterman explained we have never considered putting storage tanks in subdivisions and asked the board if they would accept getting rid of the easement on the property. The Commission agreed to take out the easement.

The applicant asked if they could make the deed restrictions and recorded plat simultaneous applications. Attorney Clark stated he had no issue with that. Commissioner Stadler questioned if the trail within the subdivision continues all the way to the north end of the property. Mr. Lindstrom explained that it is off of the property and goes into the right of way for a portion of the trail which is why it is not shown on that plat.

Motion to by Commissioner Samanske to approve the final plat for Chris Miller of Miller Marriott Construction Company, for the property located on Lake Five Road and CTH VV, known as Barnwood Conservancy, LSBT 0217.998 and recommendation to the Town Board and Merton Joint Plan Commission of the same including Planners comments. Seconded by Commissioner Stadler. Motion carried, 6-0.

Discussion and necessary action on the following requests for Jeff Stolz, for the property located at N56 W27476 Lisbon Road, LSBT 0264.998:

- a. Ordinance 12-18, An Ordinance Rezoning LSBT 0244.999.003 from A-10 Agricultural District to A-5 Mini Farm District, and recommendation to the Town Board of the same.**

Commissioner Stadler recused herself from this item and took a seat in the audience. Planner Lindstrom explained for the person inquiring at the public hearing that the area around the property is the notification boundary not the rezone boundary. He explained that the zoning for agriculture zoning numbers have a specific size reference, that the number is a minimum acreage for that lot. The rezoning to the A-5 district is directly related to the 5 acre CSM that is also on the agenda. The purpose of the rezone would be to make it in compliance if the CSM is approved. This rezone is in line with the comprehensive plan.

Some cleanup comments were included in the Planner's report which the applicant will need to address before the CSM is approved at the Town Board. The rezone will need to be approved by the Merton Joint Plan Commission meeting on November 15th as well as go to the Waukesha County Board for approval.

Chairman Osterman explained that there is concern from citizens because if the remainder of the lot is sold to a developer, it will most likely become a subdivision. He reiterated that looking at the future land use map the rezone falls meets the plan of the Town and that is how the Commission looks at these applications.

Motion by Supervisor Plotecher to approve Ordinance 12-18, An Ordinance Rezoning LSBT 0244.999.003 from A-10 Agricultural District to A-5 Mini Farm District, and recommendation to the Town Board of the same contingent on Merton Joint Plan Commission and Waukesha County approval. Seconded by Commissioner Nelson. Motion approved 5-0 with Commissioner Stadler abstaining.

b. Certified Survey Map and recommendation to the Town Board of the same.

Motion by Chairman Osterman to approve the Certified Survey Map and recommendation to the Town Board of the same contingent on Merton Joint Plan Commission and Waukesha County approval. Seconded by Commissioner Samanske. Motion carried, 5-0 with Commissioner Stadler abstaining.

Discussion and necessary action on the request for Casey's General Store, for the property located at W220N5701 Townline Road, LSBT 0244.999.003, for a Conditional Use Permit Amendment to the Plan of Operation, specifically the driveway location change and hours of operation.

Mr. Lindstrom explained there are two items coming from Casey's, one is for the hours of operation and the other is from a site plan stand point. Mr. Lindstrom also pointed out that his letter to the Commission should have said the driveway shifted to the south instead of the north. Waukesha County has approved the plans and required the driveway shift. Mr. Lindstrom also addressed the comments regarding the letter by Mr. Heun. He explained the fence plans were submitted and do comply with screening requirements. The approved landscape plan also had tree buffers besides the fence. He also stated that requirements were already more than what is required in other areas because of the residential zoning close by. Mr. Lindstrom stated the Town's condition would be to approve this change only with the previous approval. Lauren Downing from Arc Design was present to answer questions from the Commission. She explained that they went to Waukesha County and the County shifted the drives twice. Said also explained the drives had to be the furthest north and west of the intersection as they could possibly be. The right of way was extremely narrow north of the property and hardly wide enough to have a ditch. The drive had to shift south to make sure the ditch had enough room to collect water for stormwater runoff. Conditions by the Town were with Waukesha County approval which they did receive. All Commission members were okay with this.

The hours of operation was the second request by the applicant and the applicant explained the reason for requesting employees to arrive at 3:00 am having to do with adequate time to prep food. Commissioners questioned how many workers would arrive at 3:00 am, what type of work they would be doing in the building, if they would be taking out trash and what impact the inside lights would have. Ms. Downing explained there would be two employees parking close to the front doors. They would be prepping food in the kitchen on the west side of the building. The inside lights would be reflected south.

The fence issue was addressed by the Commission and the attorney explained that this was not something that was agendized and no action could be taken on. The Chairman Osterman agreed but recommended

the applicant consider taking a look to make sure that the light does not come through to the neighbor on the west.

Motion by Nelson to approve the request for Casey's General Store for the property located at W220N5701 Townline road for a conditional use permit amendment and the plan of operation. Seconded by Samanske. Motion carried, 6-0.

Discussion and necessary action on the request from Jeremy Rush, for the property located at N72W24740 Good Hope Road, LSBT 0203.994.005, for a Conditional Use Amendment to remove a condition regarding "storage upstairs" from the originally approved Conditional Use.

Planner Lindstrom explained this is a Conditional Use amendment regarding a condition from the CUP that was approved in April. The Town placed a condition that the use of the upstairs of his in-law unit could only be used for storage. The applicant was looking at using this space for his family and would like to modify his plans to integrate this portion to the rest of the unit. Mr. Lindstrom explained the condition we modified to the upstairs may be renovated and at no point may that space be divided into a separate living unit. Because there still is an in-law unit it still requires a Conditional Use Permit. The Commissioner agreed stick with revising the CUP instead of removing it.

Mr. Lindstrom reviewed the conditions added to the current Conditional Use Permit including that the upstairs may be renovated into additional living space but must be integral to the primary use and structure of the home in accordance with the revised plans submitted September 24, 2018 and at no point shall the living space be divided into a separate unit. Jeremy Rush, the applicant, explained that there is a stairway going to the upstairs but there will be no door at the top or bottom of the stairway. He also stated that there are no separate units on the home. The Commission wanted to make sure they could revisit this CUP if there were ever issues with this ever being rented out.

Mr. Lindstrom added that this application was contingent on Joint Plan Commission approval. Mr. Rush stated he will meet all of the conditions outlined.

Motion by Chairman Osterman to approve request from Jeremy Rush, for the property located at N72W24740 Good Hope Road, LSBT 0203.994.005, for a Conditional Use Amendment to remove a condition regarding "storage upstairs" from the originally approved Conditional Use contingent on the Sussex Joint Plan Commission approval. Seconded by Commissioner Nelson. Motion carried, 6-0.

Discussion and necessary action on the Twin Pine Farms Phase II-B Developer's Agreement and Related Exhibits, and recommendation to the Town Board of the same.

A revised Developers Agreement was received by the applicant's attorney. There were a lot of the comments were surface changes and all other decisions have already been made on a plat that has already been recorded. Planner Lindstrom explained that the Twin Pine Farms Phase 2-A was already approved that included a smaller version of the full plat that is now going into Phase 2-B. This is being brought forward to streamline the developer's agreement as much as possible. All of the deed restrictions are recorded and everything for the most part is done, the developer is looking to continue building.

Mr. Scardino was present and explained he was hired by the fund to manage the development. His firm is managing the homeowners association, the sale of the lots, and managing the next phase in development which is the 36 lots on the south end which will be Phase III, which will be in two or three years.

The Planner and Administrator were looking for approval from the Plan Commission based on reviewing the Developer Agreement by staff. Commissioner Meyer questioned how the Plan Commission can recommend approving a document they have not seen. The other Commission members agreed to move forward to the Town Board.

Motion by Commissioner Samanske to approve the Twin Pine Farms Phase II-B contingent on staff review and forward to the Town Board of the same. Seconded by Commissioner Nelson. Motion passed 5-1 with Meyer opposing.

Discussion and necessary action on referral from the Town Board to the Plan Commission regarding the sale of the Pauline Haass land, per Wis. Stat. §62.23(5), for their consideration and report of the same back to the Town Board.

Administrator Gresch explained the memo that was in the Plan Commission packet. This explained that statutes dictate that the Plan Commission has to give a report to the Town Board that they are giving permission to sell and they are aware of the use of the property.

Motion by Commissioner Stadler to approve the sale of the Pauline Haass land and report to the Town Board of the same per Wis. Stat. §62.23(5). Seconded by Commissioner Nelson. Motion carried, 6-0.

Town Clerk & Town Planner

Overview of October Planning Appointments & Current Task/Project list

Planner Lindstrom gave an update of October planner appointments. There have been no new applications submitted to this point. Mr. Gross did have an appointment regarding a two-lot CSM. This was an applicant who had applied for a three-lot CSM in 2008 but it was not completed through the County process. There was also a local church, Gospel Fellowship of Sussex that met to discuss possible expansion on the property as well as an individual interested in a wedding barn venue.

Discussion and update on the Plan Commission application process, including but not limited to planner's appointments, application timing, fees, forms, review reports, etc., and recommendation to Waukesha County regarding the Site Plan and Plan of Operation Process Improvement Proposal.

Mr. Lindstrom explained the memo in the packet as well as the memo from Waukesha County. This is a common process proposal from the Town Planners, Clerks, and other staff regarding simplifying processes. The memo from the County has three lists of items; the first were simpler and that should be easily approved, the second was a list of items that should be considered to have integrated standards into the ordinances, the last were larger changes needing the Board approval and or Joint Plan Commission and Waukesha County approval. This was brought forward because of a memo from a Lisbon applicant who was frustrated with how long the process was just to start a business The County is looking at this from a procedural side from the County to the Town and when you have multiple forms in different communities, things get missed and lost.

The Commission reviewed with the Planner the possibility of incorporating standards that are used over and over again into the code including conditions for a Conditional Use Permit. The Commission also reviewed possible procedural changes such as allowing staff to grant sign permits if they meet the Town Code. These smaller permits could be a simple update to the Commission so that they are still included in the minutes.

Commissioner Stadler added that ID badges may be helpful to give to the Plan Commission members and staff in the case they are doing a site inspection.

Requests from members to put future items on the agenda.

Adjournment.

Motion by Commissioner Osterman to adjourn the Thursday, November 8, 2018 Plan Commission Meeting at 9:11 P.M. Seconded by Supervisor Samanske. Motion carried, 7-0.

Respectfully submitted,

Dan Green, WCMC
Town of Lisbon Clerk



December 5, 2018

Chairperson Osterman and Members of the Town Plan Commission
Town of Lisbon
W23N8676 Woodside Road
Lisbon, WI 53089

RE: Sign Permit Application Review for Allegis Corporation (West Shore Holdings LLC Property Owner)

Introduction

This review addresses the sign permit application submitted by Innovative Signs (Applicant) for a new sign in front of the Allegis Corporation business at N49 W22900 Commerce Centre Drive in the Town. The Applicant stated that the sign will be attached to the front façade of the building above the existing awning. The Applicant's submittal materials provide the following pertinent details:

- The sign is made of plastic polymer with vinyl graphics and an aluminum frame.
- The sign is 13 feet wide by 3 feet tall.
- Gross surface area of the sign is approximately 39 square feet.
- The sign will consist of white letters and colored graphics on a black background.
- The sign will contain no lighting.
- The sign will be attached to the wall by a brace made of unspecified materials, which will hold the sign face approximately 3.25 inches from the face of the wall.

The property where the sign will be located is approximately 7 acres and is currently zoned M-2 (General Industrial). Other pertinent details with respect to this application and Town of Lisbon Ordinances are included below.

Zoning Code and Sign Code Review

After reviewing the application for compliance with Chapter 11 – Zoning Code and Chapter 13 – Sign Code of the Town of Lisbon Ordinances, we have the following comments:

1. Under Sign Code Sec. 13.03, the proposed sign fits the definitions for a wall sign.
2. Zoning Code, Sec. 32(b)5 states that the M-2 District allows signs as permitted under Zoning Code Sec. 24(b)3 (B-1 District). This section states that no sign attached to a building shall be higher than 4 feet above the top of the roof line or exceed 35 feet in height. The proposed sign complies with these limitations.
3. Sec. 13.12(c)(2) of the Sign Code specifies the requirements for wall signs. This section states that no more than one sign is permitted for each building tenant, the gross surface area shall not exceed 50 square feet or 85% of the tenant's lineal façade frontage (whichever is less), a sign may not be located closer than 4 feet to the tenant's wall line, may not project more than 10 inches from the wall to which it is affixed, and shall not project higher than the parapet line of

December 13, 2018
Page 2 of 2

the same wall. Based on the drawing and photographs provided in the submittal, the proposed sign meets all of these requirements.

4. Sign Code Sec. 13.12(c)(9) states that all signs on a lot shall exhibit uniformity in design, color(s), size, materials, lighting, and shall be so located as to prevent visual distraction and competition among signs. The proposed sign appears compatible with other existing signs on the building and meets this requirement.
5. Sign Code Sec. 13.14(a)(1) requires all signs to be designed, constructed, erected, and maintained to safely withstand wind pressure as specified by Wisconsin Statutes and applicable administrative code. In addition, Sec. 13.14(a)(3) requires wall signs to be anchored or attached in such a manner as to ensure its stability and safety. The Applicant did not comment on the wind pressure standards nor provide details on the attachment mechanism for the proposed sign in their application. While the proposed materials of the sign (aluminum/poly) and proximity to the wall (less than 4 inches) likely mean these will not be concerns, the Town may wish to confirm this conclusion with the Applicant.

Sign Fee Calculation

Town of Lisbon Sign Fee Calculation							
 Sign Application: Innovative Signs Inc (Allegis Corporation)	Fee Schedule (Fee & Per Sq Ft)	Sign - Calculated Square Feet					
		Sign 1 Building	Sign 2	Sign 3	Sign 4	Sign 5	Sign 6
Sign Sq Ft		39					
Signs Per Application	\$30	-	-	-	-	-	-
Wall and Window							
Non-Illuminated	\$0.55	21.45	0.00	0.00	0.00	0.00	0.00
Illuminated	\$1.00	0.00	0.00	0.00	0.00	0.00	0.00
Projecting							
Non-Illuminated	\$2.00	0.00	0.00	0.00	0.00	0.00	0.00
Illuminated	\$2.50	0.00	0.00	0.00	0.00	0.00	0.00
Ground Mounted							
Non-Illuminated	\$2.50	0.00	0.00	0.00	0.00	0.00	0.00
Illuminated	\$5.50	0.00	0.00	0.00	0.00	0.00	0.00
Changeable Message							
Illuminated	\$5.50	0.00	0.00	0.00	0.00	0.00	0.00
Total Calculated Cost Per Sign		\$21.45	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Sign Cost + Application Fee		\$51.45					

Information calculated by Daniel Lindstrom, AICP - Town Planner

The Applicant appears to have met all other applicable regulations of the Zoning Code and Sign Code. The issues listed above are meant to serve as a guide for your discussion of the Applicant's proposed sign plan. I will be in attendance at the December 13, 2018 Plan Commission meeting to answer any questions.

Sincerely,

Daniel Lindstrom, AICP
Town Planner

cc: Gina Gresch, Administrator, Town of Lisbon –VIA email
Daniel Green, Clerk, Town of Lisbon – Via email



W234 N8676 WOODSIDE RD. ⁰⁰⁰¹³
 LISBON, WI 53089-1545
 TEL: (262) 246-6100

Plan Commission Application

Application Type and Fee (check all that apply)

*Application fees are non-refundable. Fees cover costs associated with public notification, postage, copies, and document recording, however applicants agree to pay all additional expenses that the Town may incur by virtue of contracted plan review services including but not limited to: legal, surveying and engineering costs and studies.

Commercial
 *All commercial projects including any change of occupancy, change of use, or construction/alteration must be submitted to the Lisbon Fire Department as well for review and inspections.
 Residential - Home-Based Bus. / In-Law Unit

- Accessory Building Waiver: \$100 (Size/Location/Architectural Review)
- After the Fact Application: Double Fees
- Certified Survey Map: \$200 + \$10 Per lot
 - Dedication Fee (Per lot): \$2,658 (Paid upon receipt of signed CSM)
- Conditional Use Permit: \$350
 - Amendment / Original
 - Major Grading Permit
- Deed Restriction: \$100
- Developer's Agreement: \$250
- Groundwater Separation Waiver: \$100
- Land Use Amendment: \$300
- Conceptual: \$100
- Plat Review:
 - Final - \$200
 - Preliminary - \$500
- Re-Submittal: \$200
- Rezone: \$350
- Sign Permit Application: \$30 + Sign Fees (See Adopted Fee Schedule)
- Site Plan/Plan of Operation:
 - Amendment: \$250
 - Original: \$500
 - Temporary: \$125
- Special Meeting: \$600
- Waivers/Modification from Land Division and Development Ordinance: \$200

Property Information

N49 W22900 Commerce Central Dr. Pewaukee 53072
 Property Address City Zip
LSBT0287985002
 Tax Key/Parcel ID # Lot Size Current Zoning

Property Owner

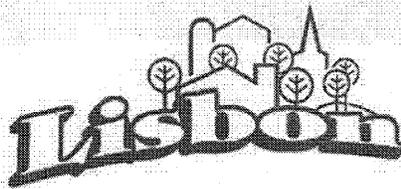
WEST SHORE HOLDINGS
 Name / Company Name
[Signature]
 Signature
2859 SCOTTS VALLEY DR.
 Address
HENDERSON NV 89052
 City State Zip
7637804333 SALESNORTHEAST@
 Phone E-mail Address

Applicant

Michelle Hunt
 Name
Innovative Signs Inc.
 Company
21795 Doral Rd
 Address
Waukesha WI 53186
 City State Zip
262-432-1330 michelle@innovative-
 Phone E-Mail Address Signs.com

A complete application along with the appropriate fees shall be submitted by the deadline stated on the meeting schedule. In order for an application to be considered complete, the application shall include the required number of site plans/maps, and all of the necessary supporting information as indicated on the Project Review Checklist. If applying for a conditional use or development agreement, a document showing vested interest in the property is required. *The Town of Lisbon reserves the right not to accept an application that is deemed incomplete.*

ALLEGIS CORP, COM



SIGN PERMIT APPLICATION

Property Information

N49 W22900 Commerce Central Dr.
Property Address

LSBT0287985002
Tax Key/Parcel ID #

Lot Size

Current Zoning

Property Owner

WEST SHORE HOLDINGS
Name

Company

2859 SCOTTS VALLEY DR.
Address

HENDERSON NV 89052
City State Zip

763 780 4333 SALES@NORTHWEST
Phone Fax E-mail Address
ALLEBISCORP.COM

Applicant / Agent

Michelle Hunt
Name

Innovative Signs Inc.
Company

21795 Doral Rd
Address

Waukesha WI 53186
City State Zip

262-432-1330 262-432-1331
Phone Fax E-Mail Address
michelle@innovative-signs.com

Description of Sign

Include the following:

- A site plan of the property showing proposed sign location (including setbacks).
- Color rendering of the sign showing dimensions.

The applicant agrees to comply with Wisconsin Uniform Dwelling Code and Municipal Ordinance and with the conditions of this permit; understands that the issuance of the permit creates no legal liability, express or implied on the Department or Municipality; and certified that all the above information is true and correct. *I understand that all fees are non-refundable.*

Michelle Hunt
Applicant Signature & Date

As the property owner, I give permission for the above sign to be installed on my property.

Sam 12-NOV-2018
Property Owner Signature & Date

INTERNAL USE ONLY

Amount Due: \$ _____ Check # _____ Date Paid: ____/____/____



PROFESSIONAL SERVICE REIMBURSEMENT FEES:

Pursuant to the Town of Lisbon Municipal Code Section 1.14, the Town of Lisbon Town Board has made a determination that whenever the services of the Town Planner, Town Engineer, Town Attorney, or any other of the Town's professional staff results in a charge to the Town for that professional's time and services, and such service is not a service supplied to the Town as a whole, the Town Treasurer shall charge one hundred and five percent of the cost of that service for the fees incurred by the Town to the property owner incurring those fees even if the request is not approved. The additional five percent cost above the cost of the service is levied to cover Town administrative charges. Also, pursuant to the Town of Lisbon Municipal Code Section 1.14, certain other fees, costs, and charges are the responsibility of the property owner even if the request is not approved. Imposition of any fees, costs, or charges, however, is subject to the property owner's appeal rights as described in the Town of Lisbon Municipal Code Section 1.14

The undersigned, have been advised that, pursuant to the Town of Lisbon Municipal Code Section 1.14, if the Town Planner, Town Engineer, Town Attorney, or any other Town professional provides services to the Town because of my/our activities, whether at my/our request or at the request of the Town, I/we shall be responsible for the fees incurred by the Town. In addition, I/we have been advised that pursuant to the Town of Lisbon Municipal Code Section 1.14, certain other fees, costs, and charges are my/our responsibility even if my/our request is not approved. By signing this document, I am not waiving my/our appeal rights that are described in the Town of Lisbon Municipal Code Section 1.14.

Statements will be sent monthly so you are kept up to date regarding your current charges.

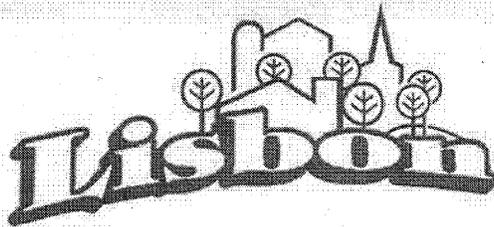
RESPONSIBLE PARTY, NAME, MAILING ADDRESS, SIGNATURE & DATE:

NAME Michelle Hunt / Innovative Signs Inc.
 ADDRESS 21795 Doral Rd Waukesha, WI 53186
 DATE 11/13/18 SIGNATURE Michelle Hunt
 PHONE 262-432-1330 EMAIL michelle@Innovative-Signs.com

PROPERTY OWNER NAME, MAILING ADDRESS, SIGNATURE & DATE:

NAME ROBERT SCANLAN (AGENT) WEST SHORE HOLDINGS
 ADDRESS N49W22900 COMMERCIAL CENTRE DR. PEWAUKEE
 DATE 12-NOV-2018 SIGNATURE R Scanlan 53072
 PHONE 262 565 6515 EMAIL RSCANLAN@ALLEGISCORP.COM

PROJECT NAME Exterior Wall Sign / Non Illuminated



SITE INSPECTION NOTIFICATION:

The Town of Lisbon Town Plan Commission and Town Board request permission of the property owner or responsible party to enter the subject property, between the hours of 9am to 5pm or upon prior 24 hour notice, for a site inspection prior to any scheduled Plan Commission or Board meeting. The site inspection will allow the Town Plan Commission and Town Board to make more informed decisions with respect to the requested application.

I, the undersigned, have been advised that my signature grants permission to members of the Town Plan Commission and Town Board to conduct site inspections of the subject property. Failure to authorize said site inspection will not be held against the property owner or responsible party in the decision of the requested application; however, the site inspection does allow the Town Plan Commission and Town Board to make more informed decisions.

RESPONSIBLE PARTY, NAME, MAILING ADDRESS, SIGNATURE & DATE:

NAME Michelle Hunt / Innovative Signs Inc.
ADDRESS 21795 Doral Rd Waukesha, WI 53186
DATE 11/13/18 SIGNATURE Michelle Hunt
PHONE 262-432-1330 EMAIL Michelle@Innovative-Signs.com

PROPERTY OWNER NAME, MAILING ADDRESS, SIGNATURE & DATE:

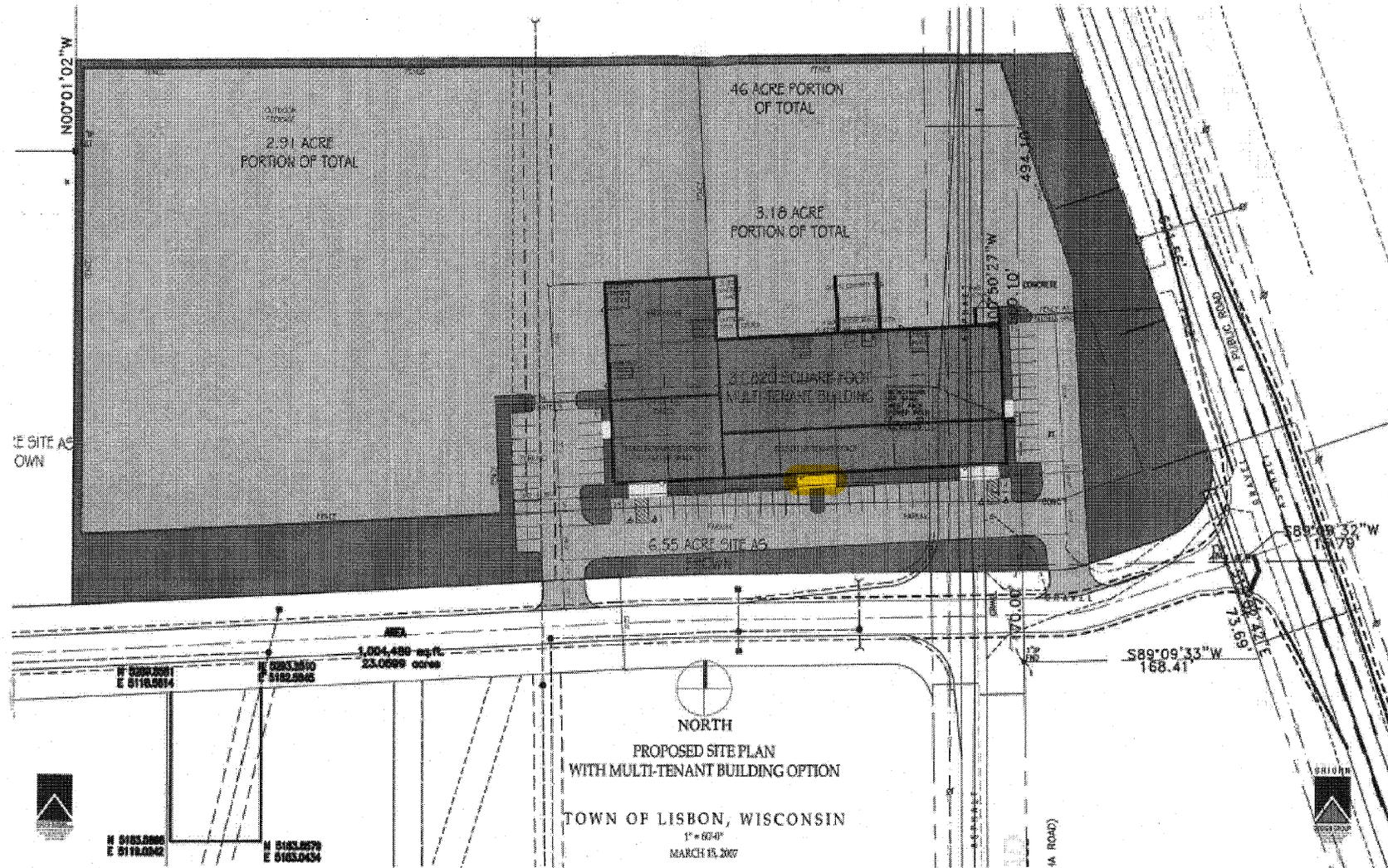
NAME ROBERT SCANLAN (AGENT) WEST SHORE HOLDINGS
ADDRESS N49W22900 COMMERCE CENTRE DR PEWAUKEE
DATE 12 NOV 2018 SIGNATURE R Scanlan 53072
PHONE 2625656575 EMAIL RSCANLAN@ALLEGISCORP.COM

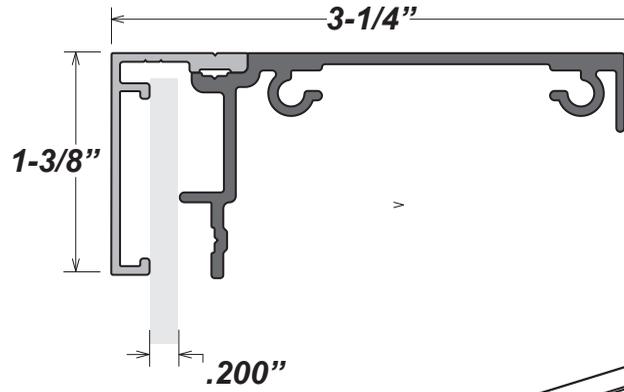
COMMENTS:

Town Official Accepting Form

Date

Highlighted Area is location of Proposed Sign
-Non-illuminated Wall Sign located above awing on front of building





www.Innovative-Signs.com

Client

Allegis Corp

EST/INV #

#EST-1529

Size

See Above

Quantity

■ 1 □ 2 □ 3 □ 4 □ 5 □ 88

Materials & Specs

Aluminum Frame

Non Illumated
Frame Painted White
Poly Face
Vinyl Graphics

Colors

■ Full CMYK

Revisions

- Black background
- REVISION
- REVISION
- REVISION
- REVISION

Representative

Michelle H.

Designer

Michelle Hunt

Date: 10-1-18

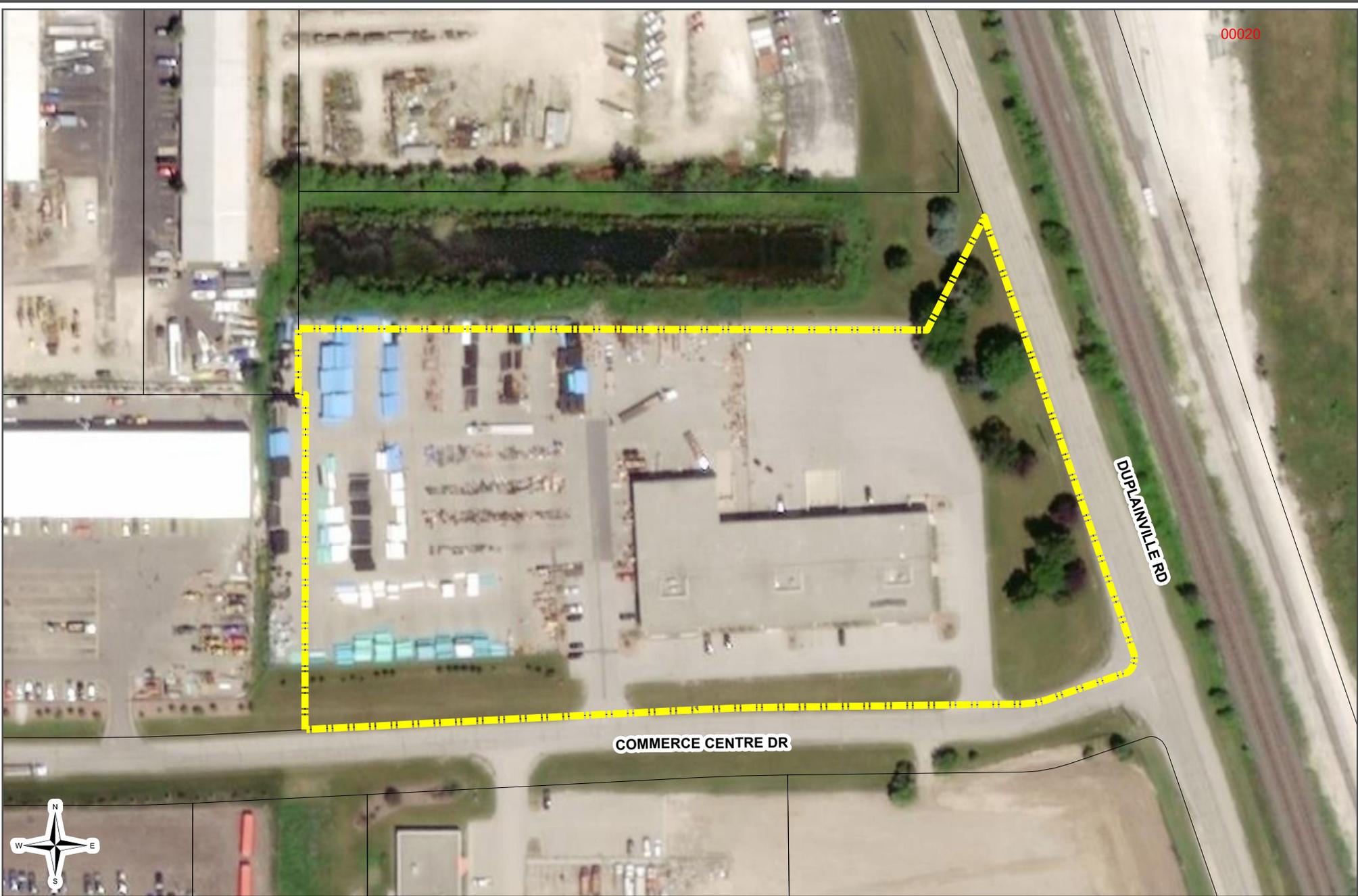
©2018 Google

©2018 Google

Sign Placement Here



00020



COMMERCE CENTRE DR

DUPLAINVILLE RD



Parcel ID: LSBT0287985002 Site Map

Town of Lisbon



Town of Lisbon Boundary 

vierbicher
planners | engineers | advisors



REEDSBURG - MADISON - PRAIRIE DU CHIEN - MILWAUKEE METRO
N27 W23957 Paul Road, Suite 105, Pewaukee, WI 53072
Phone: (262) 875-5000 Fax: (408) 826-0530

WAUKESHA COUNTY ZONING CHANGE PERMIT GUIDE INFORMATION**RECEIVED**

By Gina Gresch at 12:57 pm, Nov 16, 2018

Zoning Change

WHEN: An applicant wants to amend the zoning district classification for an area.

WHY: The intended use is not a permitted use by right in the existing zoning district classification within the jurisdictional limits of the *Waukesha County Zoning Code* or the *Waukesha County Shoreland and Floodland Protection Ordinance*, available online and in the office of the Waukesha County Clerk.

WHO: The Waukesha County Department of Parks and Land Use – Planning and Zoning Division amends the Zoning Map after County Board approval and review by the Waukesha County Executive. See *Staff Who Can Help* Section for the appropriate staff.

HOW: Applicant must submit a complete application and fee.

A COMPLETED APPLICATION SHALL INCLUDE THE FOLLOWING:

- ▶ Petition to Amend Zoning Map form.
- ▶ Names and addresses of all property owners within 300 feet of the subject property (staff can assist with this function).
- ▶ Four (4) copies of a scaled map indicating the location and dimensions of the subject parcel, existing and proposed buildings and their uses.
- ▶ A detailed description of the proposed use.
- ▶ A Site Plan and Plan of Operation form may be required.
- ▶ A “Preliminary Storm Water Review Letter” may be required from the Land Resources Division, in accordance with the *Waukesha County Storm Water Management and Erosion Control Ordinance*.

FEE

- ▶ See *Department of Parks and Land Use – Planning and Zoning Division Fee Schedule*.

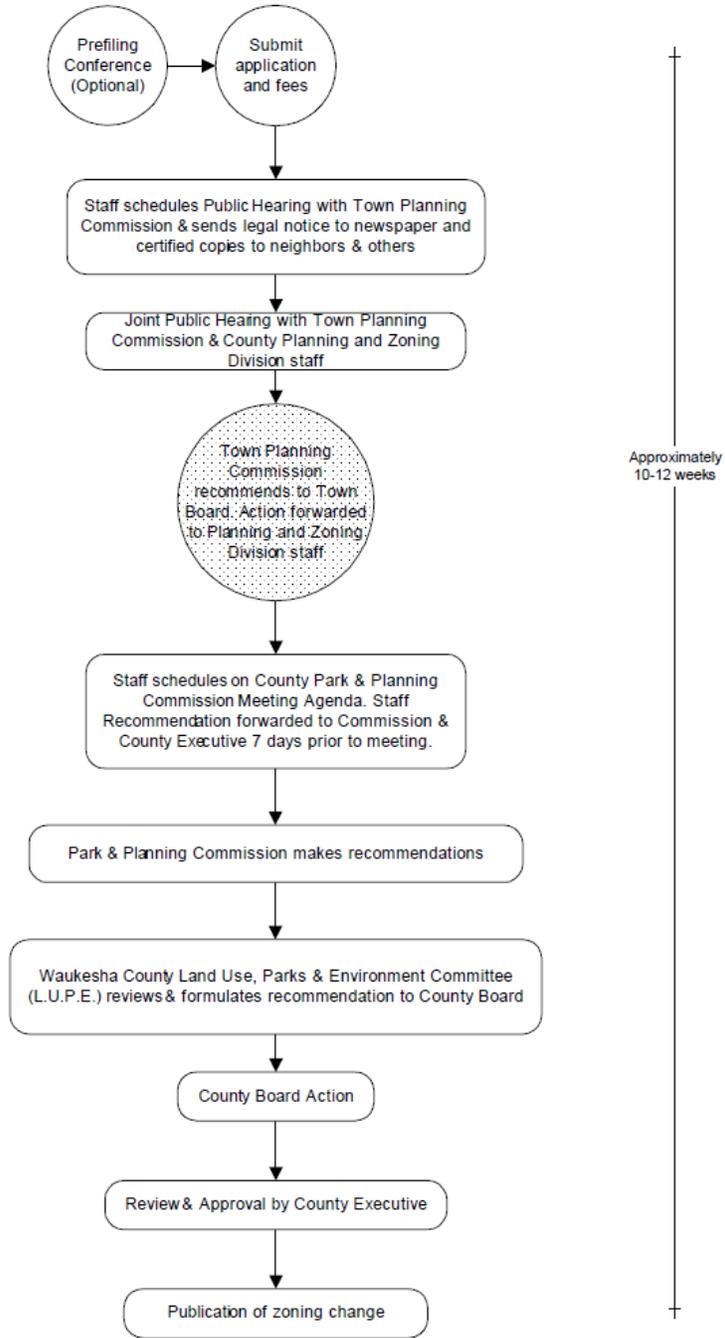
VARIANCE OR APPEAL

- ▶ An appeal of a decision of the Waukesha County Board must be made to the Circuit Court within six (6) months of the decision. Contact the Waukesha County Clerk of Courts to schedule an appeal.

TIME: ▶ An applicant can anticipate that the rezoning process will take approximately 10 to 12 weeks upon submittal of a complete application.

- NOTES:**
- ▶ A zoning amendment under the jurisdiction of the *Waukesha County Zoning Code* requires Town Board and County Board approval. Contact your Town Hall for assistance. See *Coordinating Agencies* for the appropriate contact.
 - ▶ A zoning map amendment under the jurisdiction of the *Waukesha County Shoreland and Floodland Protection Ordinance*, the Town Board is a recommending body and the Waukesha County Board of Supervisors is the approval authority.
 - ▶ In the case of an amendment of a floodplain area, Federal Emergency Management Agency (FEMA) and the Department of Natural Resources (DNR) must also concur with the change and result in the submittal of a letter of map amendment. See *Coordinating Agencies* for the appropriate contacts.
 - ▶ A Storm Water Permit may be required from the Land Resources Division in accordance with the *Waukesha County Storm Water Management and Erosion Control Ordinance*.

- - Applicant handles this step
- - County handles this step
- ▣ - Shaded square indicates another County process described elsewhere in this book
- - Shaded circle indicates an action involving another unit of government



Gina Gresch

From: Scherer, Sandra <SScherer@waukeshacounty.gov>
Sent: Thursday, November 8, 2018 11:05 AM
To: 'Gina Gresch'; Dan Green; 'dlin@vierbicher.com'; 'tony.zanon@pinnacle-engr.com'
Cc: Hauge, Leif; Radomski, Michael
Subject: Lisbon Development (former Haass property)
Attachments: Town of Lisbon Concept Plan 9-6-18.pdf; Zoning Change Permit Guide Info.pdf

Hello,

While Waukesha County has informed Tony Zanon that it is not necessary to have a DRT meeting regarding the attached development, we are providing the following list of key items that should be addressed in conjunction with the review of this development:

- A Zoning Change is required (proposing R-1) - see attached Permit Guide flowchart for the sequence (plan for 2-3 months of County review time once the petition is through the Town process). Since this is a Town rezone only (no shoreland jurisdiction), the County will not be involved in a separate application or the public hearing itself as is noted in attached flowchart (the Town only handles these steps), but the remainder of the flowchart process is accurate.
- We recommend consultation with the County LRD staff regarding stormwater (LRD should approve the preliminary stormwater plan prior to the rezoning process)
- We recommend soil tests be conducted and forwarded to the County EHD for review
- Intersection location(s) should be confirmed with the Town
- The overall density calculations must exclude the established road ROWs of both Hickory and Lake Five Roads – it appears the existing lot was surveyed to the centerlines of both roads and the established road ROW width for both roads is 66 feet. This may reduce the number of lots to approximately 41.

We hope you find this information helpful. In the event you have any questions regarding the development or rezone processes, please do not hesitate to contact our office.

Sandy Scherer
Town of Lisbon Community Assistance Planner

Senior Planner

Waukesha County Department of Parks and Land Use

Planning and Zoning Division

515 W. Moreland Blvd. **Room AC 230**

Waukesha, WI 53188

Phone 262.548.7790

Fax 262.896.8071

Email sscherer@waukeshacounty.gov

PZD Website www.waukeshacounty.gov/planningandzoning

Town of Lisbon Website <http://www.townoflisbonwi.com/>

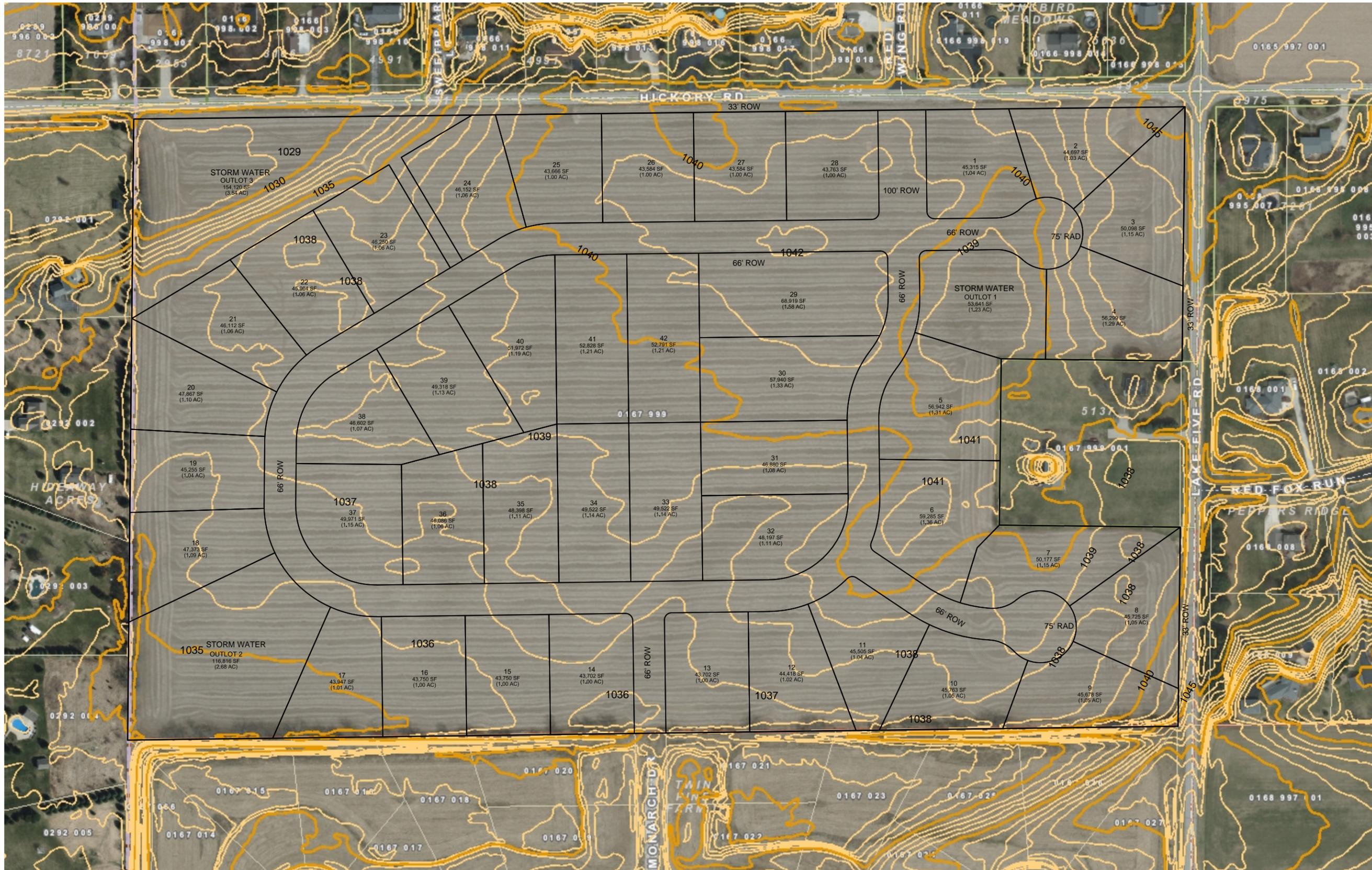
Waukesha County GIS Interactive Mapping Site www.waukeshacounty.gov/defaultwc.aspx?id=39458

County Planner of the Day Customer Service Hours 8:00 am-4:30 pm Tuesday-Friday pod@waukeshacounty.gov



Please consider your responsibility to the environment before printing this e-mail.

How did we [serve](#) you?



- Parcels**
- Plats
 - <all other values>
 - Assessor Plat
 - Condo Plat
 - CSM
 - Subdivision Plat
 - Retired Parcels
 - Retired Plats
 - Assessor Plat
 - Condo Plat
 - CSM
 - Subdivision Plat
 - FEMA Floodplain
 - 0.2% Chance Flood
 - 1% Chance Flood (Zone A No Base)
 - 1% Chance Flood Area (Zone AE w)
 - AE, Floodway
 - Other Regulatory Floodplains
 - Floodplain Studies (Other Sources)
 - Dam Failure Study Floodways
 - Floodplain Approximated
 - Contours 2015
 - Index
 - Intermediate
 - Plats
 - Assessor Plat
 - CSM
 - Condo Plat
 - Subdivision Plat

- SUMMARY**
- Pauline Haass Land Property
TKN: LSBT 0167999
Area: 65.1 acres +/-
 - Zoned : A-10
 - Land Use: Suburban Density Residential (1.5-2.9 acres/DU) therefore 22-43 lots allowed
 - Proposed Zoning: R-1
Min Lot Size: 1 AC
Setback: 50'
Offset: 20'
Min 150' Average Width
 - Per review of County & DNR LIS:
No waterways
No floodplain
No wetlands
No hydric or hydric inclusion soils
 - B soils:
Fox silt loam, Casco loam, Juneau silt loam
 - Lake Five Road and Hickory Road are local (Town) roads



0 200.00 Feet

PROPOSED NUMBER LOTS = 42
PROPOSED ROAD = 4,942 LF

The information and depictions herein are for informational purposes and Waukesha County specifically disclaims accuracy in this reproduction and specifically admonishes and advises that if specific and precise accuracy is required, the same should be determined by procurement of certified maps, surveys, plats, Flood Insurance Studies, or other official means. Waukesha County will not be responsible for any damages which result from third party use of the information and depictions herein, or for use which ignores this warning.

Notes
CONCEPT PLAN
9/6/18
PEG #1449.00-WI