

DESIGN REVIEW MEETING MINUTES  
DECEMBER 12, 2007  
VILLAGE HALL @ 7:00PM

\*tape available indefinitely\*  
\*\*\*unapproved minutes subject to board approval\*\*\*

**CALL TO ORDER – 7:03PM/PLEDGE OF ALLEGIANCE/ROLL CALL:** Beyer, Deeter, Diedrich and Skinner Present. Also in attendance were David Cox, Village Administrator, and Dusti Miller, Village Deputy Clerk/Treasurer. Trustee Karow and Commissioner Destree were absent.

*MOTION BY SKINNER, DIEDRICH, CARRIED TO APPROVE MINUTES FROM SEPTEMBER 12, 2007 JOINT DESIGN REVIEW AND SPECIAL PLAN COMMISSION MEETING*

**TWIN LAKES MOBIL (GAS STATION, CONVENIENCE STORE, CAFÉ, CAR WASH) BIRENDER SINGH – 000 LANCE DRIVE – PARCEL #85-4-119-213-1222.**

Joe Kopecky stated that the issues from the punch list created at the 9/12/07 meeting have now been addressed. The plans that were submitted now cover all of the outstanding issues. Some of the specifics are that there will be a cyclone fence along the East property line with evergreen vines planted. There will also be cyclone fencing installed on top of the retaining wall located at the rear of the property. The roof over the canopy and the covered walkway will be mansard style with green or gray colored shingles. They have removed the Mobil signage from the canopy. The support posts for the canopy will be brick. A detailed landscaping plan has been included in the most recent submittal.

Deeter asked what the fence heights would be.

Kopecky indicated that the fence on the east property line would be 5' in height and the fence on top of the retaining wall would be 40" in height.

Lon Wienke stated that the plans had been submitted to Bruce Haase at the Fire Department.

Deeter asked if there were any additional concerns from the building inspector.

Kopecky stated that the concerns from the building inspector had been addressed and he was not aware of there being any additional issues.

Beyer stated that the landscape plan looks good.

Skinner added that these plans now had the detail that the Design Review Board was looking for.

*MOTION BY SKINNER, DEETER, CARRIED TO ACCEPT THE DETAIL PLANS FOR TWIN LAKES MOBIL WITH THE CONDITIONS SET FORTH.*

**REVIEW OF PROPOSED LIBRARY SITE LAYOUT (POLICE DEPARTMENT LOCATION) – 920 LANCE DRIVE – PARCEL #85-4-119-204-1006 IN JOINT SESSION WITH RANDALL PLAN COMMISSION**

Darren Schretter explained that they took the comments made by the Design Review Board at the last meeting and used that information to come up with the latest proposal. They then took that plan to the Library Board for their review. Schretter then explained that the new proposal does not utilize the entrance to the police department. At this time, Dale Racer, Twin Lakes Chief of Police, is hesitant with regards to having a shared access. Schretter also stated that this current proposal would also allow the construction of an addition to the Police Department should the need arise in the future.

Randall Plan Commission Member asked what the distance is between the road and the front of the proposed library.

Schretter indicated that it is approximately 220'.

Randall Plan Commission Member asked what the purpose of the turn around was.

Schretter explained that the turn around serves two purposes. The first being an area for emergency vehicles to turn around if necessary and the second being a deterrent for people to use this road as a cut through between Lance Drive and West Main Street.

Randall Plan Commission Member asked if speed bumps could be used to further prohibit using this road as a cut through.

Schretter said that it is possible and is something that would need to be discussed with the Village.

Randall Plan Commission Member asked if the Village was going to allow people to use this as a cut through or if it would be a situation where tickets would be issued to people.

Skinner indicated the current Village Planner feels there is a need for a connection between Lance Drive and West Main Street, however, if the Village feels it is necessary to adopt an ordinance which prohibits that type of use, it can be done.

Matt Ostrander asked if the turn around would be one-way.

Schretter stated that it would be one way. However, if the Village decides that a four way stop would be better, it could be changed.

Ostrander then asked if the elevation of the parking lot would be below the front of the library.

Schretter stated that final elevations are not available but feels that the parking would sit lower than the building while still providing the required handicapped access. He added that the presence of the building would not be hindered by the parking spaces located in front of it.

Diedrich asked if approval of this site plan would be misleading to the public.

Schretter stated that the current approval is really just to allow BCA to move forward with more detailed plans for the building, parking, street and detention designs. At this point, all that is being approved is the general layout of these items.

Skinner explained that the concern is making sure that the public understands that the Village has only said yes to the concept plan. This is not an approval for construction of the Library. The actual construction approval will go to a public referendum.

Diedrich questioned if BCA should be looking at how much money is available before they start planning the building.

Schretter said that before they can design a building and everything that goes with it, they need to know how things are going to be laid out on the property. If they get approval for this concept plan, they can then move to the next step which will be to go to their cost estimator.

Deeter asked if the site plan was approved right now, would that give them the starting point where they could come up with a number from this point on?

Schretter replied that, that is what they are hoping for. They don't want to design the floor plan and elevations of the building and then come back and have the Design Review Board say that they don't like the building location. It would be a waste of time and money to pay BCA to do that without approval of the site plan.

Skinner stated that as far as approval of the site plan goes, he doesn't feel that it's a very large issue for the Design Review Board. The large issue comes when you take that site plan and put a building on it. When the price tag of the construction is presented to the public that is when the problems will start. The Design Review Board can work through the approval of the site plan. Skinner feels the current site plan is good.

Schretter added that there are a number of other steps they will have to go through in order to accomplish that. They will go to a cost estimator and then take all of their generated drawings and put a number to them and take it all back to the Library and present it. They will then start the process of cutting or adding depending on where that number falls based on their budget.

Deeter stated that the basic site plan is going to change once the engineers are done with it.

Schretter indicated that was correct. There is nothing set in stone yet. They are just trying to get everyone on the same page with the general locations of the various items on the site plan.

Ostrander asked if the size of the building, based on the site plan, size of parking, etc, are things that could change. Right now the library is spending their money from the Friends of the Library to employ BCA to produce this plan. If this site plan is approved, what pieces of this are now cast in stone as far as BCA moving forward?

Schretter replied that the general location of the building, parking, detention and road are set.

Ostrander then asked about the open space shown for future development or addition.

Schretter indicated that the open space is being shown to create some flexibility with what could be done in the future.

Randall Plan Commission Member (name not stated) asked if the property is owned by the Village.

Skinner replied that it is currently owned by the Village of Twin Lakes.

Randall Plan Commission Member then asked if the property would be sold to the Library at market price or if the Village would donate the land to the Library.

Skinner replied that he believes it may be set up as a long term lease.

Randall Plan Commission Member then asked how much property there is.

Skinner said that including the existing Police Department, there is approximately 11 acres.

Randall Plan Commission Member (name not stated) asked if a building/site design is presented to the Library and they determine that the cost is too high, where would BCA begin with shaving costs?

Schretter replied that they would probably look at the building first. The road and parking are very standardized and they can't really look to those items for a cost reduction. The things that they can look at are building size, construction materials and the mechanical systems.

Ostrander asked if the Village had intent for any additional use of this property. Is the Village looking to use the property for anything else such as a park or a skateboard park?

Skinner replied that the open space is reserved for possible future development of something. What that use is or when it may happen is unknown at this time. The Village just wants to keep the possibilities open for the future.

MOTION BY SKINNER, DIEDRICH, CARRIED TO APPROVE THE PROPOSED LIBRARY SITE LAYOUT PLAN.

Motion by Skinner, Diedrich, carried to adjourn at 7:55pm.



Dusti Miller  
Deputy Clerk/Treasurer

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