

JOINT DR/PLAN COMMISSION MEETING MINUTES
JULY 29, 2020
VILLAGE HALL @ 6:30PM

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CALL TO ORDER – 6:30 PM /PLEDGE OF ALLEGIANCE/ROLL CALL: Destree, Diedrich, Karow, Richter and Smith -present, with Skinner presiding, Perl- absent. Tanya Fonseca, Village Planner and Julie Harms- Deputy Clerk, also present.

Review, discussion and possible recommendation to the Village Board Plans for 25-33 Lance Dr. – Parcel #'s: 85-4-119-214-2300, 85-4-119-214-2305, and 85-4-119-214-2315. Skinner stated that the list of items by the Planner and Engineer (Exhibit A & B) would need to be addressed before any more reviews or considerations for approval. Harms gave the reviews to the applicants. Skinner stated the project was not even close to approval. William Warman, 27 East Monroe St, Chicago, IL 60603, is replacing Allen Olsen as architect on the project. He was questioning if conditional approval could happen based on what was submitted. Skinner stated it would not. Zoning would most ideally need to be multi-dwelling district, but commercial would require more businesses. Fonseca stated that the renderings do not go along with the floor plans or site plans. She stated that aesthetics and parking lots needed to be addressed. Richter recommended a berm with nice landscaping be along the lot line to Lance Park as opposed to chain link fence. Fire Suppression was not included in any plans, which need to be reviewed by our Fire Inspectors. Fonseca gave Warman some information on setbacks and building height. Richter pointed out the east and west sides of the building have no detail or windows and should be considered. Skinner asked Branko Tupajnac (Property Owner) when the building was coming down; to which his response was hard to understand but did not really give a date. Skinner and Fonseca again stated that before the next meeting all items of the reviews need to be met.

MOTION BY SKINNER, SMITH CARRIED, TO ADJOURN AT 6:59PM

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MEMORANDUM

TO: Plan Commission
Village of Twin Lakes

FROM: GRAEF
Tanya Fonseca, AICP

DATE: July 23, 2020

SUBJECT: Site Plan Review & Conditional Use Permit for 25-33 Lance Drive, Twin Lakes, WI 53181

A. PURPOSE

Consider for approval a Site Plan Review & Conditional Use Permit from Brancko Tupanjac (Applicant) on three parcels for a multi-family residential and mixed-use development on three parcels located at 25-33 Lance Street, Twin Lakes, WI 53181

B. RECOMMENDATION

Based upon the review of the submitted materials, GRAEF recommends that the Plan Commission recommend to the Village Board the CONDITIONAL APPROVAL or DENIAL of the following:

The Site Plan and Conditional Use Permit Application from Brancko Tupanjac for property located 25-33 Lance Street for multi-family residential and mixed-use development subject to the following consideration and conditions:

- 1) The three parcels are to be combined into one parcel
- 2) The applicants revise the external aesthetics of the structure, per the guidance of the Plan Commission
- 3) A revised site plan to indicate property lines, relationship to sidewalks, and a revised surface parking lot
- 4) Revise the surface parking lot (show to be overlapping with the floor plan of the first floor on the site plan document) to meet code requirements – parking requirements, setbacks from lot lines, setback from the structure, and screening
- 5) Submittal of a lighting plan that meets code requirements
- 6) Submittal of a landscape plan that includes screen and meets code requirements
- 7) Commercial loading and unloading plan
- 8) Garbage and refuse plan
- 9) Conditional use permit application and required information for commercial use
- 10) Meet the required rear yard of 25 feet
- 11) Additional information about the building mechanicals and how they will be integrated and shielded from public view
- 12) Evaluation by Building Inspector, Engineer, and Fire Department (vision clearance, vision triangle, public safety, fire protection, utilities, snow removal, stormwater drainage, erosion control, and all associated site engineering requirements)
- 13) Any proposed signage, to meet requirements in §17.57 Signs.

14) Fire Suppression





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C. BACKGROUND

The applicants, Branko Tupanjac (developer), William Warman and Allen Olsen (architects) are proposing a housing development with 39 one-bedroom units in Twin Lakes at 25-33 Lance Drive. It is understood that these units would/could be 55+ senior housing units.

The proposed development is to take place on the following parcels:

- Parcel 85-4-119-214-2300 – 0.5 acres (currently has a residential structure on it)
- Parcel 85-4-119-214-2305 – 0.52 acres (currently has a commercial structure on it)
- Parcel 85-4-119-214-2315 – 0.08 acres

Existing structures will be demolished. These three parcels will need to be combined into one parcel. As part of the submittal, please review the plans and renderings of the development by the applicant.

Kenosha County Interactive GIS – yellow boundary highlights the three parcels included in this proposal.



Source: Kenosha County GIS: <http://kc-web-01.kenoshacounty.org/InteractiveMapping/>



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D. CONSIDERATIONS RE: THE PROPOSED USES

The Application indicates that the proposed development will feature 39 residential units and approximately 736 SF of first-floor commercial space. This combination of residential and commercial uses can be treated a variety of different ways within the Zoning Code:

Option A: Retain the existing zoning as a Commercial District

The property is currently zoned as a Commercial District. While commercial uses are permitted within this district, multi-family residential uses are not.¹ The Commercial District contains a provision that enables the Plan Commission and Village Board to allow for any uses that are not specifically listed as permitted uses within this district – thus, the proposed multi-family residential uses could be approved for the Commercial District.

The Residences on Main development was approved as “commercial zoning plus approval of an unlisted use.” The unlisted use was the residential use. Reviewing this development under that same zoning approach is the most prudent course of action for consistency in the downtown. Beyond this, if mixed use developments are further desired, it may be worth considering tweaking the Code at a later date when other Zoning Code updates are reviewed and adopted.

Option B: Rezone the property as a Multiple Dwelling District

The property could be rezoned to a Multiple Dwelling District. While multi-family residential uses are permitted within this district, commercial uses are not. This zoning designation would not allow for the proposed commercial use.

Option C: Apply a Planned Development District Overlay

The property could apply a Planned Development District Overlay on top of the base Commercial District. All uses under the Planned Development District Overlay would conform to the uses permitted in the underlying Commercial District, and all uses would receive discretionary review.

While it is generally not advised to have “catch-all” provisions to enable any use within a district, Option A might be the best approach to reviewing and approving this development. Option B will not allow for the proposed commercial space. Option C would still depend on the same “catch-all” provision of the base Commercial District (as the Planned District Overlay does not introduce “new” uses that can be permitted for the property); additionally, Option C would introduce additional regulatory procedures that might not be necessary for this development.

E. CONSIDERATIONS FOR THE DESIGN & CHARACTER OF THE STRUCTURE

At the December 11, 2019 Plan Commission meeting, Commissioners provided aesthetic and character guidance on the exterior design of the proposed structure. A next step was to provide examples of desired architectural styles. The examples are contained here: https://graefusa-my.sharepoint.com/:f/g/personal/tanya_fonseca_graef-usa.com/EqpM98pD90JPndTPRTMfxDIBIWmfLP01zrBkbh8xdE4dRg?e=qbygmS

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Based on the current revised submittal, it is unclear what examples were used to inspire the revision. Furthermore, the rendering of the development does not match the floor plan or elevations of the proposal. The rendering shows balconies that span the entire exterior face of each unit. The elevations of the structure and the floor plan reflect a different appearance. This difference is significant and concerning. Furthermore, in the black and white elevation and floor plans, the mechanicals for each unit is visible and will likely look fairly unattractive. More information is required to detail where the mechanicals will be and how they will be screened from view. Additional consideration will need to be given to the design of the proposed structure.





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F. REVIEW OF APPLICABLE CODE

REVIEW STANDARD	EVALUATION	CODE & COMMENTS
Compliance with §17.12. General Provisions.		
17.12.080 Regulation of Off-Street Parking for Motor Vehicles	Unmet – changes needed	<p>A. Except as provided in Section 17.12.080 (B) of this Code, in all districts and in connection with every use, there shall be provided, at such time any use or structure is erected or at any time any principal structure or structure is altered, enlarged, changed to a different use or increased in capacity by adding dwelling units, guestrooms, floor areas or seats, off-street parking area in accordance with the following:</p> <p>1. Adequate Access. Adequate access to a public street shall be provided for each parking space, and driveways shall be at least ten (10) feet wide for one, two family, and townhouse dwellings and at least twenty-four (24) feet wide for all other uses;</p> <ul style="list-style-type: none"> ▪ The applicant proposes a 24 feet wide driveway on the current site plan. <p>2. Size. The size of each parking space shall be not less than one hundred eighty (180) square feet exclusive of the space required for ingress and egress;</p> <ul style="list-style-type: none"> ▪ Parking spaces appear all appear to meet these dimensional requirements; however the surface parking lot will need to be re-addressed given overlap between the parking lot, the structure itself, and requirement setback between the structure and parking. ▪ Sidewalks should be indicated on the site plan. <p>4. Surfacing. All off-street parking areas shall be graded and surfaced as to be dust free and properly drained. Any parking area for more than five (5) vehicles shall have aisles and spaces clearly marked;</p> <ul style="list-style-type: none"> ▪ Applicant to fulfill this requirement
17.12.080 Regulation of Off-Street Parking for Motor Vehicles	Unmet – landscape plan required	<p>5. Screening. Any off-street parking area, other than that provided for a residence which abuts or faces a Residential Zoning District and where the vehicles will travel or be parked within fifty (50) feet of the Residential District line, shall provide a planting screen, landscaped earth berm, landscaped fence or wall at least three (3) feet in height at time of planting along the side abutting or fronting on a Residential District. Plans for such screen shall be submitted to the Building Inspector for approval before installation;</p> <ul style="list-style-type: none"> ▪ Screening needs to be assessed and detailed in the required landscape plan (not yet submitted)



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REVIEW STANDARD	EVALUATION	CODE & COMMENTS
17.12.080 Regulation of Off-Street Parking for Motor Vehicles	Unmet – lighting plan required	<p>6. Lighting. Exterior lighting provided in any parking area shall be shielded or directed in such a manner so as to prevent light from glaring or shining directly onto abutting properties. All exterior lighting shall be compatible with existing lighting in the area;</p> <ul style="list-style-type: none"> ▪ Applicant is to submit a lighting plan and lighting specification sheets on all exterior lighting. Lighting plan should indicate that lighting will zero out to zero footcandles at the property lines. Lighting fixtures need to be full cut off.
17.12.080 Regulation of Off-Street Parking for Motor Vehicles	Pending	<p>7. Curbs or Barriers. Curbs or barriers shall be installed so as to prevent parked vehicles from extending any closer than five (5) feet from any side and rear lot line, except where the parking space abuts a Residential District it shall be no less than ten (10) feet;</p>
17.12.080 Regulation of Off-Street Parking for Motor Vehicles	Met	<p>9. Driveways and Highway Access. All driveways installed, altered, changed, replaced or extended after the effective date of the Ordinance codified in this Section shall meet the following requirements:</p> <p>a. Openings for vehicular ingress and egress shall not exceed twenty-four (24) feet at the street line and thirty (30) feet at the roadway.</p>



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<p>B. Parking Requirements</p>	<p><i>Unmet – reconfiguration required</i></p>	<p>1. Residential Uses; <i>d. Multiple-family dwelling of over two (2) units: two (2) spaces for one (1) and two (2) bedroom units; plus one (1) space for every eight (8) units for guest parking.</i> <i>e. Housing for the elderly: one (1) space for each dwelling unit plus one (1) space for every eight (8) units for guest parking.</i></p> <p>2. Commercial Uses; <i>h. Restaurants, bars, clubs, lodges, and places of entertainment: one (1) space for each one hundred (100) square feet of floor area plus one (1) space for every two (2) employees.</i></p> <p>The submitted drawings indicates there will be 62 surface parking spaces provided on site, in addition to 23 underground parking spaces for the 39 residential units and approximately 736 SF of commercial space.</p> <p>It should be clarified that while the site drawing indicates 62 surface parking spaces, through a manual account, it appears that there will be 58 spaces. Five (5) of the spaces indicated on the site plan overlap with the proposed floor plan (west of the proposed structure), indicating that the site plan is not final and the parking needs to be further addressed. Furthermore, the parking appears to have no setback from the structure on the south side of the proposed structure.</p> <p>The current proposal shows three (3) of the 58 surface parking spaces will be ADA accessible. It appears that 81 spaces (58 surface spaces and 23 underground spaces) are proposed however this will need to be readjusted given the above findings.</p> <p>Per the drawings submitted, the proposed use for the commercial space might be food related – coffee and ice cream.</p> <p>Zoning code parking requirements:</p> <ul style="list-style-type: none"> ▪ Housing for the elderly requires 1 space for each unit + 1 space for every 8 units (guest parking) ▪ Multiple dwellings must include two spaces for one- and two- bedroom units, with an additional eight guest parking spaces. ▪ Restaurants require 1 space for each 100 SF + 1 space for every 2 employees <p>The Plan Commission has agreed to consider 1.5 spaces per dwelling unit, in addition to the eight guest parking spaces at the November 7, 2019 Plan Commission meeting. The total parking need generated by this development will likely be 66-67 spaces, without inclusion of the commercial spaces, which may require more discussion. The parking need generated by the commercial space will likely be 9-10 spaces (no information about employees was provided). This will be 75-77 spaces in total that would be required. The applicants will need to determine if this is possible given that the surface parking lot needs to be adjusted to meet the Village codes.</p>
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REVIEW STANDARD	EVALUATION	CODE & COMMENTS
B. Parking Requirements	Pending – evaluation by Building Inspector	<p>G. Vision Triangle. No obstructions, such as structures, fences, parking or vegetation shall be permitted in any commercial, industrial or Business Park District between the heights of two (2) feet and ten (10) feet above the plane through the center line of the road within the triangular space formed by any two (2) existing or proposed intersecting street or alley right-of-way lines and a line joining points on such lines located a minimum of fifteen (15) feet from their intersection. In the case of any federal, state or county highway or Village road intersection with any other federal, state or county highway or Village road, the corner cutoff distance in establishing the triangular vision clearance space shall be increased to fifty (50) feet.</p>
B. Parking Requirements	Pending	<p>H. Loading Berth Requirements:</p> <p>1. In all districts adequate loading area shall be provided so that all vehicles loading, maneuvering or unloading are completely off the public right-of-ways, including public or private alleys, and so that all vehicles need not back onto any public right-of-ways. At all times roadways and public and private alleys shall be free from loading obstructions;</p> <p>2. With the exception of properties located in the Business Park District, on every lot on which a business, trade or industrial use is hereafter established, space with access to a public street or alley shall be provided as indicated below for the loading and unloading of vehicles off the public right-of-way as follows:</p> <p>a. Business/commercial: one (1) space of at least ten by twenty-five (25) feet for each three thousand (3,000) square feet of floor area or part thereof.</p> <p>b. Wholesale and industrial: one (1) space of at least ten (10) by fifty (50) feet for each ten thousand (10,000) square feet of floor area or part thereof.</p> <p>c. Bus and truck terminals: sufficient space to accommodate the maximum number of buses or trucks to be stored or to be loaded at the terminal at any one (1) time.</p> <p>3. Loading berths shall be located to the rear of the building or in the side yard behind the front yard setback.</p> <ul style="list-style-type: none"> ▪ The applicant will need to provide a plan for commercial loading and unloading.



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Compliance with §17.32. Commercial District.		
17.32.010 Permitted Uses.	Met	A. Any use permitted in the Residential District;
17.32.015 Conditional Uses.	Met for residential Pending for commercial – information to be provided by applicant or CUP to be provided when commercial use is identified for application	<p>F. First floor residential uses are allowed as a conditional use, P. Restaurants, including coffee shops.</p> <p>Issues that will be considered when discussing conditions include:</p> <ol style="list-style-type: none"> 1. Type of business 2. Hours of operation 3. Parking 4. Traffic 5. Signage 6. Outdoor seating and other uses 7. Provisions for avoiding noise, odor, and lighting nuisances 8. Buffering and fencing; 9. Compatibility with, and impact on, the immediately surrounding properties, neighborhood, or district 10. Visual character <ul style="list-style-type: none"> ▪ A Conditional Use Permit approval will be required for the residential use on the ground floor, in addition to the proposed commercial use. Commercial occupancy will not be possible without additional information to fulfill the Conditional Use requirement.
17.32.030 Height.	Met	<p>A. Principal Structures. Principal structures hereafter erected or structurally altered shall exceed neither forty (40) feet nor three (3) stories in height.</p> <ul style="list-style-type: none"> ▪ The elevation indicates a height of the apartments as 31' 6." The height to include the gables is not included, however the total height will be less than the maximum building height for buildings in the Commercial District, which is 40'.
17.32.040 Side Yard.	Met	<p>Where the side of a lot in the Commercial District abuts upon a side of a lot in the Residential, Multiple Dwelling or Agricultural District, or on a lot upon which a building for residential purposes has been built there shall be a side yard of not less than ten (10) feet.</p> <ul style="list-style-type: none"> ▪ There is no residential property along the side yard (only along the rear yard)
17.32.050 Setback.	Met	<p>Where parts of the frontage are designated on the district map as Residential District and Commercial District, the setback regulations of the Residential District shall apply to the Commercial District; otherwise no setback shall be required.</p> <ul style="list-style-type: none"> ▪ No setback is proposed, as requested by the Plan Commission



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17.32.060 Rear Yard.	<i>Unmet – needs to be a consideration for the surface parking re-configuration and landscape plan</i>	<p><i>There shall be a rear yard having a minimum depth of twenty-five (25) feet, unless this requirement is reduced or waived by the Village Board upon recommendation of the Plan Commission.</i></p> <p>The properties in the rear yard of this proposed development are zoned Commercial, however are residential uses.</p>
17.32.080 Vision Clearance.	<i>Pending – evaluation by Building Inspector</i>	<i>There shall be a vision clearance of not less than ten (10) feet extending from the curb level to the ceiling line of the ground floor but in no case shall vision clearance be less than twelve (12) feet high.</i>
17.32.090 Public Safety.	<i>Pending – evaluation by Fire Department</i>	<i>The provisions of this Chapter shall not be construed to permit the erection of any building which will create a fire or public safety hazard.</i>
17.32.095 Screening.	<i>Pending</i>	<p><i>If the use abuts an adjoining Residential Zoning District, fifty percent (50%) screening is required along the boundary of the Residential District, subject to the discretion of the Plan Commission should such screening serve no reasonably useful purpose.</i></p> <p>Although the neighboring properties to the south are commercially zoned, they are residential uses. Consideration should be given to the proposed screening and rear yard (see above) to assess how to best minimize impact from this proposed development and parking lot.</p>
17.32.100 Park Dedication.	<i>Pending</i>	<p><i>The development of commercial sites shall be subject to Sections 16.33.030 and 16.33.040 relating to the dedicating of land or fees in lieu of open spaces and parks.</i></p> <ul style="list-style-type: none"> ▪ <i>The Application indicates that approximately 6,212 SF of land is planned to satisfy the requirements of these regulations. The proposed land for dedication currently does not have frontage along a public right-of-way, as it extends from the rear of the property to Lake Mary. One possible remedy would be to combine this parcel that is proposed for dedication with Lance Park, which is adjacent to the west.</i> ▪ <i>The Village Assessor should review the value of the proposed land to be dedicated to ensure it meets the requirements of Sections 16.33030 and 16.33040.</i>
Compliance with §17.42. Design Review Process.		
17.40.010 Objectives of Design Review Process.	<i>Met</i>	<i>The Design Review process is implemented for the purposes of guiding and accomplishing a coordinated, adjusted and harmonious development of the Village which will, in accordance with existing and future needs, best promote public health, safety, morals, order, convenience, prosperity or the general welfare, as well as the efficiency and economy in the process of development within the Village. Requirements for Design Review and approval apply to uses and developments regardless of the characterization of the use or development of this Chapter as a permitted use or conditional use.</i>



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<p>17.42.020 Applicability of Chapter.</p>	<p>Met</p>	<p>The following types of development shall be subject to the Design Review process: B. Site and structural development in all Commercial Districts in the Village; G. Any parking area, even if not accompanying an otherwise included development, if it has ten (10) or more parking spaces;</p>
<p>17.42.030 Administration of Design Review.</p>	<p>Pending</p>	<p>The following procedures shall govern the administration of this Chapter: A. The Village Building Inspector shall advise applicants when they apply for building permits or other approvals whether Design Review applies. If Design Review applies, the applicant shall be given checklists, application forms, and time tables. These documents shall have prior Village Plan Commission approval as to format and content. Applicant may request and have pre-application conference with Village staff, including the Director of Public Works and Building Inspector. B. Completed applications and supporting materials, including three sets of plans, must be reviewed by the Village staff prior to placement on the Village Plan Commission agenda. The staff must be satisfied that a complete packet of information will be available to the Plan Commission prior to the commencement of the Plan Commission meeting at which the item is set for decision review. C. The Plan Commission will review applications set for Design Review. Following such review, discussions with applicants and agents, and discussion with the Village Plan Commission and with the Village staff, the Plan Commission shall render a decision of approval, conditional approval or rejection. Decisions shall be in writing and shall identify those elements of the approved design which the Village Plan Commission intends to be mandatory. Following the Plan Commission's decision, each of the applicant's sets of plans shall be stamped "approved," "conditionally approved" or "rejected," with the plans being distributed as follows: one set to the Village Clerk, one set to the Building Inspector and one set to the applicant. The Village Building Inspector shall have applicants sign acknowledgments of receipt of written Village Plan Commission Design Review decisions prior to issuance of a Zoning Building Permit. D. A project that has had Design review and that has a building permit is approved for execution only in accord with the directives included in the Design Review approval. Construction or execution that deviates in any way from directives may not occur within the terms of this Chapter without prior written Village approval. (Ord. 96-10-1 (part); Ord. 96-8-4(part)).</p>



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<p>17.42.040 Design Review Requirements.</p>	<p>Pending</p>	<p>A. Buildings.</p> <p>1. <i>The front facade and street site facade shall be faced with concrete, brick masonry, stone, metals or other materials architecturally integrated in the building design. Unfaced concrete block, structural concrete, prefabricated metal siding and the like are not permitted on facade areas. The facing materials should extend on each side of the front of the building a minimum distance equal to one-fourth (1/4) of the side dimension.</i></p> <ul style="list-style-type: none">▪ The applicant proposes to face the structure with brick. The applicant has been asked to bring information and samples of the materials that they plan to utilize for the development. <p>2. <i>All elevations of the building shall be designed in a consistent and coherent architectural manner. Changes in material, color and/or texture shall occur at points relating to the massing, fenestration and overall design concept of the building.</i></p> <ul style="list-style-type: none">▪ Design guidance by the Plan Commission in December 2019 is still pending – it is unclear what the applicant utilized to influence the aesthetics of the development. Further adjustments may be requested by the Plan Commission. <p>3. <i>All electrical and air-conditioning structures, including towers and air-handling units, regardless of location and whether to screen roof or otherwise, shall be screened by landscaping or by decorative screening which form an integral part of the design.</i></p> <ul style="list-style-type: none">▪ To be further confirmed with the application. <p>4. <i>All buildings should be situated on the lot to present their most desirable face to the street and, where possible, should be related to buildings on adjoining lots.</i></p>
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<p>17.42.040 Design Review Requirements.</p>	<p>Pending</p>	<p>B. Landscaping.</p> <p>1. Landscape design and planting is to be an integral part of the site design concept and not an afterthought merely added onto the report.</p> <p>2. The front yard setback area shall be landscaped with an effective combination of street trees, trees, ground cover and shrubbery. All unpaved areas not utilized for parking shall be landscaped in a similar manner. The entire area between the right-of-way and the building setback line of any property shall be landscaped with a combination of landscape plantings and earth berms to interrupt or screen all of the use areas with the exception of the building facade.</p> <p>3. Side and rear yard setback areas not used for parking, drives or storage, shall be landscaped using ground cover and/or shrub and tree materials. Where a rear or side yard abuts the natural area or conservancy area, the landscape plan shall be designed to be integrated with the nature area.</p> <p>4. Undeveloped areas proposed for future expansion shall be maintained in a weed-free condition and shall be landscaped if required by the Village Plan Commission.</p> <p>5. Areas used for parking and loading shall be landscaped and/or fenced in a manner so as to interrupt said areas from view from public streets and public use areas on adjoining properties. Plant materials used for this purpose shall consist of lineal or group masses of shrubs and/or trees.</p> <p>6. Any approved outdoor storage areas and refuse collection areas shall be visually screened from view from public streets and public use areas on adjacent properties. Such screening shall conform to the requirements of Section 8.12.021, and, for properties in the Business Park District, Section 17.33.120.</p> <p>7. The front yard, any street side yard and the side yards abutting the front one-quarter (1/4) of the building shall have a minimum of an eight (8) foot strip for landscaping or walkway immediately adjacent to the building. Paved pedestrian walks to building entrances may cross or be made part of said strip. The minimum eight (8) feet strip shall be included within any other setback requirements of the Village.</p> <p>8. All existing vegetation shall be preserved wherever possible and practical. Measures shall be taken to protect existing trees in the areas of natural vegetation (including wetland and native prairie) during construction.</p> <ul style="list-style-type: none"> ▪ A full landscape plan is required and has not yet been submitted. The landscape plan and associated materials should address the code requirements.
<p>17.42.040 Design Review Requirements.</p>	<p>Pending</p>	<p>C. Signs.</p> <p>1. The provisions contained in Chapter 17.57 shall apply to all development subject to the Design Review process.</p> <p>2. Any property owner subject to the Design Review process who does not meet the provisions of Chapter 17.57 may utilize the provisions of this Chapter for sign Variance and approval. Any such approval shall be in accord with the objectives of the Design Review process.</p> <p>Signage proposal for the housing and commercial space are unknown.</p>



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<p>17.42.040 Design Review Requirements.</p>	<p>Unmet</p>	<p>D. Parking and Loading Area Standards. With the exception of the Business Park District (which is required by Chapter 17.33), the following requirements shall apply to parking and loading areas.</p> <p>1. Parking lots shall be located to the rear of the building, in the side yard behind the front yard setback or in the front yard of the building. All parking lots shall be located at least six (6) feet from any lot line and at least eight (8) feet from the building.</p> <ul style="list-style-type: none"> ▪ Although the parking lot is in the side and rear of the structure, the proposed parking area does not appear to meet the six (6) foot setback from the lot line (unclear if this is met), and eight (8) feet from the building. It actually appears that the parking spaces west of the proposed structure overlap with the footprint of the building. It appears that the parking needs to be re-adjusted accordingly to not interfere with the structure, and meet the setback requirements. Furthermore, the parking lot south of the structure does not appear to meet this setback. Parking appears to go right up to proposed unit windows and balconies. <p>2. The Village Plan Commission will require on-site parking sufficient to accommodate the needs of each respective business.</p> <p>3. All drives, parking lots, storage areas and loading berths shall be paved with asphalt or concrete and properly marked.</p> <p>4. It is intended that driveways be laid out in order to avoid a direct, unscreened view from the street to employee parking areas, loading docks, maneuvering areas and permitted outdoor storage areas. Parking shall be prohibited on entry driveways.</p>
<p>17.42.040 Design Review Requirements.</p>	<p>Pending – to be evaluated by the Village Engineer</p>	<p>E. Utilities. All utilities shall be installed underground. Electric substations and similar utility structures shall comply with the building and landscape standards specified elsewhere herein.</p>
<p>17.42.040 Design Review Requirements.</p>	<p>Pending</p>	<p>F. Snow Removal. Snow removal areas and procedures must be described in the plans. Snow removal storage areas shall not interfere with driveway intersection visibility. The intersection visibility standards contained in the Village Zoning Ordinance shall be applied. Snow storage areas shall be adequately drained so that snow melt does not drain across public roadways or sidewalks, and all stockpiling of snow shall be on-site.</p>
<p>17.42.040 Design Review Requirements.</p>	<p>Unmet – lighting plan required</p>	<p>G. Lighting. All outdoor lighting shall be controlled so as not to extend a direct light source or glare onto abutting properties. Cutoff type luminaires shall be used and all lighting sheds shall be indicated in the plans. All outdoor lighting shall be compatible with existing lighting in the area.</p>
<p>17.42.040 Design Review Requirements.</p>	<p>Pending</p>	<p>H. Fire Protection. All plans shall indicate how fire protection will be provided. Provisions shall be made for fire lanes. Larger scale projects, such as water features and ponds, may be incorporated into water supply features. Fire walls may be required on infill projects. The extension of water mains may be required through the design approval process if deemed feasible and practical by the Village Public Works Director and the Village Plan Commission.</p>
<p>17.42.040 Design Review Requirements.</p>	<p>Pending – to be evaluated by the Village Engineer</p>	<p>I. Stormwater Drainage and Erosion Control Ordinance. All sites shall be planned to provide erosion control measures and storm water drainage improvements acceptable to the Village staff.</p>



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17.42.040 Design Review Requirements.	<i>Pending – to be evaluated by the Village Engineer</i>	<i>J. Street Standards. All projects which require Design Review shall also be subject to the dedication and improvement of abutting roadways and walkways to meet the standards described in the Village's adopted plans and Ordinances.</i>
17.42.040 Design Review Requirements.	<i>Unmet</i>	<i>K. Garbage and Refuse. The storage and screening of garbage and refuse must be described in the plans. All sites shall be planned to provide screening and storage of garbage and refuse acceptable to the Plan Commission. (Ord. 98-7-3; Ord. 96-10-1 (part); Ord. 96-8-4 (part)).</i>

July 21, 2020

Ms. Julie Harms
Deputy Clerk / Building and Zoning Assistant
Village of Twin Lakes
108 E. Main Street
Twin Lakes, WI 53181

Subject: 25 & 33 Lance Drive –Site Improvement Plans for Twin Lakes Apartments

Dear Julie:

We have completed a review of the revised Site Improvement Plans submitted to the Village on June 23, 2020 for the proposed multi-family dwelling to be located on three parcels that total 1.10 acres at 25 and 33 Lance Drive. We understand that the properties are to be combined as a single address as part of the project. According to the Village of Twin Lakes Zoning Map, the parcels are currently in a commercial zoning district and will need to be rezoned as a multi-family zoning district.

Submitted with the revised drawings are stormwater calculations for the onsite storm sewer pipes and structures, along with an Inlet Area Exhibit that identifies the drainage areas for the site. Also included with this package is a response letter from Advantage Consulting Engineers addressing the previous site drawing comments.

The following comments should be considered as conditions of approval by the Village of this proposed development:

Sheet EX1 – Existing Conditions Plan: No comments

Sheet DM1 – Demolition Plan:

- Note #1. Add to the note that "The disturbed area in Lance Drive will need to be permitted with Kenosha County Highway Department for the roadway repairs."
- Note #9. Add to the note that "Trees designated for removal shall be reviewed with the Village Street Supervisor and Building Inspector prior to removal."

Sheet L1 – Geometric Plan:

- A total of 59 stalls are shown, but the architectural plans show only 23. The site is still 1 parking space short per the Village Code.
- The building appears to be located within about 2' of the parking spaces on the west side. Bollards or a guard rail should be added to protect the building in this area.
- The retaining wall added on the east side of the building appears to be approximately 7' tall. Review the Village Code for design requirements for a wall of this height and provide more information and design conditions for this wall.

Sheet G1 – Grading Plan:

- No inlet or catch basin is located at the low spot for the underground parking. Stormwater will need to be collected here prior to entering the garage.



Sheet U1 – Utility Plan:

- No roof drains are shown on this or any other plan sheet. The drain locations should be shown and the stormwater accounted for in the pipe and bio-retention design calculations.
- The proposed well location appears to be located in the bio-retention area and may not be permitted by the County.
- The method for the proposed sanitary sewer connection is not clearly shown, as both a drop manhole and pressure connection are called out. Per discussion with the Sewer Supervisor, the sanitary sewer lateral should be connected to the existing sanitary sewer with a new wye connection with Fernco flexible connections with an offset riser from the wye to the sewer lateral.
- The size of the existing pipe to be connected to with the new catch basin is not shown, nor is the invert identified. It is unclear if this pipe has capacity for additional flow; thus consideration should be given to routing the new storm sewer to the inlet at Lance Drive.
- Dry wells are shown in each of the bio-retention areas, but no overflow pipes or other emergency provisions for stormwater conveyance are made for either location. Provisions need to be added for each location for when the retention areas plug and do not allow for infiltration. Consideration may be given to utilizing the existing storm sewer located in Lance Park if needed, or a clear overland route to the lake needs to be identified.

Sheet SE1 – Soil Erosion and Sediment Control Plan: No comments.

Sheet S1 - Specifications: No comments.

Sheets D1 – D3 Details: No comments.

Please feel free to contact me with any questions or concerns you have at 262.925.3210.

Sincerely,
TOWN & COUNTRY ENGINEERING, INC.



Gregory J. Droessler, P.E.
Vice-President

CC: Advantage Consulting Engineers, 80 Main Street, Suite 17, Lemont, IL 60439