

MINUTES OF THE PLAN COMMISSION MEETING

Tuesday, March 11, 2025

Time: 6:30pm

Place: Mukwonago Municipal Building/Boar Room, 440 River Crest Court, Mukwonago, WI 53149

Call to Order

Meeting Called to order by President Winchowky at 6:30pm

Roll Call

Commissioners present:

Fred Winchowky, Village President
Eric Brill
Tim Rutenbeck
John Meiners
Karl Kettner
Jason Wamser

Also present:

Diana Dykstra, Clerk/ Treasurer/ Administrator
Peter Gesch, Village Planner
Shay Zervas, Deputy Clerk/ Treasurer

Comments from the Public

No Comments

Closed 6:31pm

Approval of Minutes

Meiners/Brill motion to approve minutes from January 14, 2024, regular meeting.
Unanimously carried.

Public Hearings

Public hearing on Conditional Use Permit for modifications to Brooklife Church, Located at 857 S. Rochester St, Suite 300, Parcel MUKV 2009-978-009, applicant (Brooklife Church, Inc.)

No Comments

Closed 6:33pm

New Business

Discussion and possible recommendation to approve Resolution 2025-03 Conditional Use and Prescribing Conditions for a building expansion of a religious assembly (Brooklife Church Inc.) on Parcel MUKV 2009-978-009, Mukwonago, WI

Planner Gesch explained that Brooklife Church is located in the B-2 Zoning District, which requires them to apply for a Conditional Use Permit (CUP) for the proposed building expansion and parking lot modifications.

Winchowky/Brill motioned to recommend to Village Board to approve **Resolution 2025-03** Conditional Use and Prescribing Conditions for a building expansion of a religious assembly (Brooklife Church Inc.) on Parcel MUKV 2009-978-009, Mukwonago, WI.
Unanimously Carried.

Discussion and possible action to approve PC-Resolution 2025-05 for a Site Plan and Architectural Review for Brooklife Church Expansion, Parcel MUKV 2009-978-009

Planner Gesch provided an overview of the proposed church expansion, which includes a building addition and minor site modifications to the parking lot due to the church's growth. He confirmed that the church is working toward meeting Village parking requirements. The proposed reconfiguration will increase parking capacity, bringing the church closer to compliance.

Eric Halver of Abacus Architects explained that the expansion includes a gym and several individual group rooms to support the growing youth community and outreach programs. The project also includes reconfiguration of existing office spaces and the creation of a more secure area for youth. Additionally, the revised parking layout will improve capacity and reduce conflicts with nearby businesses sharing the lot.

Joel Vanes of Abacus Architects stated that the parking lot reconfiguration will result in an increase of 55 parking spaces, and with the addition of a new side lot, the total increase will be 110 spaces.

Building Inspector Rutenbeck noted that he has never received any complaints from neighboring businesses regarding Sunday parking issues.

President Winchowky inquired about potential issues with the removal of parking lot I islands and changes to parking stall dimensions.

Planner Gesch responded that he has no concerns with the new layout. The standard stall size of 9' x 18' remains, and after discussions with the architects, it was determined there is no need to increase stall size.

Commissioner Wasmer asked about the parking calculations and how the wetland area was considered. He also inquired whether there would be lighting under the canopy, as it was not shown in the current plans.

Planner Gesch explained that while this is a unique project, it remains within the parameters of Village code. The stormwater management requirements have not been diminished; the green space and pond areas remain intact. The approach was simply an alternate interpretation within code compliance.

President Winchowky asked about the impact of the 1,800 sq. ft. of new impervious surface on the area's stormwater management.

Planner Gesch responded that he and Ron from the Department of Public Works have monitored the stormwater pond north of the site, adjacent to the Mukwonago River, and have no concerns. Additional stormwater quality devices have been incorporated into the drainage system to improve filtration from the parking lot.

Building Inspector Rutenbeck noted that as long as lighting under the canopy measures 0 foot-candles at the lot line, it is acceptable.

Trustee Meiners asked whether the lighting plan was finalized.

Planner Gesch stated that he noticed some discrepancies in the current lighting plan and is willing to work with staff and the architects to resolve those details before final staff approval.

Winchowky/Brill motion to approve PC-Resolution 2025-05 for a Site Plan and Architectural Review for Brooklife Church Expansion, Parcel MUKV 2009-978-009.
Unanimously Carried.

Discussion and possible approval of PC-Resolution 2025-06 for a Site Plan and Architectural Review for Mukwonago Area School District High School New Football Stadium Scoreboard, Located at 605 W. Veterans Way, Parcel MUKV 1960-998-001

Planner Gesch explained that the project involves replacing the existing football scoreboard sign. The proposed sign does not fall within the current parameters of the Village's sign code. It will only be illuminated during games or related usage. Due to the nature of the sign, it is difficult to conduct a standard photometric analysis, as it does not fit within the traditional framework of the sign ordinance.

Building Inspector Rutenbeck stated that the closest applicable code would be that for a monument sign, which permits a maximum screen size of 100 square feet on a 3-acre parcel. However, the proposed sign is not considered a monument sign. It is a scoreboard capable of displaying replays, located within a stadium setting and not adjacent to the roadside. The sign is approximately 800 feet from Highway NN and about 1,000 feet from the nearest subdivision across the street.

Commissioner Wamser inquired about additional signage planned within the stadium, as well as the materials to be used, noting that this information was not included in the submitted materials.

Kurt Revose, representing the school, explained that the scoreboard is being funded by donors and sponsors. The scoreboard measures 33 feet wide by 37 feet tall and will be used for multiple sports, including football, lacrosse, and track. He added that the signage associated with the scoreboard will be permanent and not temporary banners, as all sponsor and donor advertisements are on a three-year contract.

Meiners/Wamser motioned to approve PC-Resolution 2025-06 for a Site Plan and Architectural Review for Mukwonago Area School District High School New Football Stadium Scoreboard, Located at 605 W. Veterans Way, Parcel MUKV 1960-998-001
Unanimously Carried

Discussion and possible recommendation to amend Chapter 64 regarding Reader Board Signs to change the interval timing for an electronic message display change

Administrator Dykstra explained that the issue was brought to the Village Board for a possible amendment to Chapter 64 regarding electronic reader board signs. A trustee had requested the Board consider removing or amending the current regulation requiring a 1-minute interval between sign message changes. This issue came to light after Village Hall received complaints from residents regarding the frequency of message changes on the school's sign along Hwy 83, which some felt changed too frequently. Conversely, there were also complaints that the Village sign at Field Park changed messages too slowly. The matter was presented to the Village Board, which noted that the school is located within a P-1 Zoning District and therefore is not currently subject to the electronic reader sign regulations in Chapter 64, which apply only to business and manufacturing districts. The Board felt that the issue warranted further discussion by the Plan Commission before any final decisions were made. She had reached out to other municipal clerks, finding that change intervals in other communities ranged from 4 to 6 seconds, with the Wisconsin Department of Transportation (DOT) recommending no less than 6 seconds for signs along state highways. The school's sign currently changes messages at an interval of more than 6 seconds but less than 1 minute.

Trustee Brill recommended that the item come before the Plan Commission, noting that there are additional zoning considerations that can inform the decision. He further stated that the Village Attorney reviewed the current sign code and confirmed that it does not apply to the school's sign due to its zoning. He expressed interest in amending the code so that it applies uniformly to the entire community.

Trustee Meiners commented on the wide gap between the current 6-second and 1-minute intervals, and suggested 30 seconds as a reasonable middle ground. He proposed the idea of a trial run to evaluate what works best for the community.

Commissioner Wamser noted that the decision ultimately comes down to community preferences, but emphasized the importance of public safety, driver distraction, and neighboring properties. He stated that he would not recommend anything shorter than 15 seconds, and agreed that 30 seconds would be appropriate. He suggested conducting a sidewalk demonstration to assess visibility and effectiveness in real-world conditions.

Administrator Dykstra asked the Commission to provide a recommendation specifically for the business and manufacturing districts regarding the interval of message change. The

Plan Commission unanimously agreed that the electronic reader sign code should apply to all zoning districts, not just business and manufacturing. The Commission also agreed to recommend a 30-second minimum interval between message changes and to refer the matter to the Village Attorney to draft an amendment to Chapter 64 reflecting this change, ensuring uniform application across the Village.

Meiners/Brill motioned to recommend the Village Board to amend chapter 64 of sign code reader signs to change interval to 30 seconds and that it apply to all of the Village and that the attorney draft document that this will cover uniform application across the Village.

Status Update regarding Zoning Code

Building Inspector Rutenbeck provided an overview of the zoning code review process. He reported that Appendices A, C, and F have been reviewed, and that Appendix B (Land Use Summary) is currently under review. He recommended that the commentary sections for building, plumbing, and electrical be removed in order to keep the document more focused on zoning-related content. He noted that he has not yet received Chapter 7 for review. Additionally, he emphasized the need for an index to assist in locating items within the zoning code, particularly in case the Zoning Code Hub is not updated.

President Winchowky asked for a timeline for the completion of the project.

Building Inspector Rutenbeck stated that the review is a work in progress and no set dates for completion

Trustee Meiners questioned why an index has not yet been provided, despite multiple requests over several months.

Administrator Dykstra asked Inspector Rutenbeck if he would like the Planning Commission to issue a formal recommendation requesting that Tim Schwecke create an index for the zoning code.

Meiners/Wamser motion to inform Tim Schwecke that the Planning Commission would like to have an index included with the zoning code.
Unanimously Carried

Adjournment

Meeting adjourned at 7:25 pm

Respectfully Submitted,
Shay Zerfas
Deputy Clerk/Treasurer