

VILLAGE OF LANNON
MINUTES OF THE PLAN COMMISSION MEETING FROM 3/28/24

1. Call to order by presiding officer. President Yates called the meeting to order at 6:30 p.m.
2. Pledge of Allegiance was recited.
3. Roll Call: Grim, Lake, Newman, Janas, Payleitner, and Yates were present. Nellis absent.
4. Statement of Public Notice was confirmed.
5. Discussion and possible approval of Plan Commission meeting minutes from 2/29/24. Mike Janas stated that he was representing the Whispering Ridge Cono Association with respect to the comments made by Mr.Sommers. Grim/Newman motioned to approve meeting minutes from 2/29/24 with corrections made. Motion carried unanimously.
6. Citizen Comments. None
7. Discussion and possible action on Sign Permit Application for The Pink Flamingo Studio + Boutique at 20316 W Main St. Lannon WI 53046. Engineer Ben Wood summarized his comments. Multi-tenant building can have a wall sign and then one sign in the tenant directory sign. It was questioned how the sign will be attached to the building. Concrete anchors with caps that close over them. External lighting possible later on. Grim/Janas motioned to approve the sign application for the Pink Flamingo. Motion carried unanimously. Yates abstained.
8. Discussion and possible action on Lakeshore Burial Vault's lack of compliance for Sign Permit. A letter was sent to them back in January. We could send the Police Chief down there with a citation or send another letter. Put on notice with a 10- or 20-day time frame and \$100/day after that. Enforcement letter from attorney's office. Send that letter out and copy to Attorney so that they can issue a complaint. Grim/Newman motioned to have the Clerk send a letter to Lakeshore and copy Von Briesen to have sign permit application submitted by next Plan Commission meeting deadline of April 19, 2024. Motion carried unanimously.
9. Discussion and possible action regarding parking lot construction at 7291 N. Lannon Rd. relative to the plan of operation site plan. Engineer Ben Wood summarized what was in the packet the last time it was before the Commission. They still need to obtain permits. Ben leaned on the GIS lot lines and the applicant provided a written legal description and not a plat of survey. The neighbor is disputing lot lines, etc. Closer to property line and concrete will drain to the neighboring property. A stop work order has been issued by the Building Inspector. The discrepancy is within 6 to 8 feet not just talking a foot. Survey should be done, and irons should be installed. Drain over sidewalk? Should go into storm sewer before sidewalk. What about the garage? Ordinance requires residence to have a 2-car garage. This is ROP Business, but it is business and residence on top. Step protrudes onto the sidewalk. ADA guidelines and property line, setback, etc. They need to be aware of the processes. Hector suggested the discussion with the owner be documented so that the owner has a list of steps to demonstrate that they were aware. Provide future steps, etc. Newman should abstain from voting on this matter. Grim/Janas motioned to have the Building Inspector and Village Engineer keep tabs on it and make sure this gets moving in the right direction by educating the owner with future requirements. Motion carried by majority vote. Newman abstained.
10. Discussion and possible action on code enforcement issues. President Yates stated he put this on here to put together a working group to look at this stuff, put a process in place and another opportunity that came up. We lost some steam, got a procedure in place and a spreadsheet to start updating and copying everyone for updates. The next step needs formal approval from the Board. He did receive an email that offers enforcement services and meet with them to just get a cost structure of what that looks like. He would welcome anyone to attend. He is looking at April 22nd and will confirm when it is scheduled. They are used by other communities and their services are in line with what we are looking at.
11. Adjournment. Newman/Janas motioned to adjourn at 7:34 p.m. Motion carried unanimously.

April 10, 2024
Respectfully submitted,
Brenda Klemmer
Village of Lannon Clerk/Treasurer

*Notice is hereby given that the Municipal Building is accessible to elderly and disabled persons.**Notice is also hereby given that members of other governmental bodies from the Village of Lannon may be present at this meeting to gather information about a subject on which they may have decision making responsibility and may constitute a quorum of that governmental body. No action by any of those governmental bodies, except the Village Board of Lannon, will be taken at this meeting.