

**PLAN COMMISSION MEETING  
TUESDAY, JULY 15, 2025  
4:30 P.M., DENMARK VILLAGE HALL  
100 N WALL STREET**

Call to Order

Chairperson Selner called the meeting to order at 4:30 p.m.

Roll Call

Present: Jeff Leiterman, Dale Schlies, Joan Roberts, Tim Schroeder, Susan Selner  
Excused: Robert Sekora

Other staff present: Clerk-Treasurer Sherri Konkol, Public Works Director Erika Thronson,  
Zoning Administrator Jeffrey Sanders

Approval of Minutes from May 20, 2025

**Schlies/Leiterman moved to approve the minutes from May 20, 2025 as presented.  
Motion carried.**

Zoning Administrator Report

Sanders stated there is really nothing new to report

Discussion/action on a submittal for an Application for Site Plan Review-Nonresidential for VD-138 located on Hager Road in the Village of Denmark, the owner proposes a “Trucking Company/Office with shop and storage” for the site

Dave O’Brien was here representing Bayland Buildings for C&J Holdings stated they are planning on putting up a warehouse and an office building

Sanders went over his report stating the owner submitted an application for Site Plan Review-Nonresidential for Tax Key Number VD-138 located on Hager Road, the owner proposes a “trucking company/office with shop and storage” for the site. Sanders shared VD-138 is an undeveloped lot under agricultural use, the land is bisected by a navigable stream and associated 75 -foot setback from the Ordinary High Water Mark with approximately 55% of the parcel located within a Shoreland Zone. Sanders shared the application was complete but missing significant required information and noted issues with outside storage areas not being shown, bicycle rack specifications missing, and

landscaping plan not meeting requirements. Sanders stated VD-138 is 17.342 acres in size and is zoned RD-1 Rural Residential District. The Village Board tentatively approved a zoning change to I-1 Limited Industrial contingent upon approval of a required amendment to Village of Denmark Comprehensive Plan (approved at its March 2025 meeting), approval of required Conditional Use Permit (application not yet submitted), and approval of the site plan review application. Sanders shared because of the considerable amount of required information missing from the submittal he declines to recommend approval or denial of the submitted Site Plan. Terms of eventual approval are as follows:

- A. Final approval of site plan contingent upon approval by Department of Public Works
- B. Village of Denmark Fire Department approval of proposed site plan
- C. Submittal of amended site Plan drawing showing:
  - 1. Removal of contours from all drawings except for grading/erosion control plan
  - 2. Required setback from environmentally sensitive areas
  - 3. Location of outside storage area(s)
- D. Parking
  - 1. Plan Commission approval of the 12 proposed vehicle parking places, one of which is ADA vehicle/van accessible
  - 2. Revised Parking Plan showing:
    - a. Number of bicycles accommodated by bicycle rack
    - b. Exterior lighting associated with bike racks
  - 3. All parking areas and appurtenant passageways and driveways serving commercial uses shall be illuminated adequately from the hours of sunset to sunrise when the use is in operation
  - 4. Parking areas shall be maintained free of weeds, invasive species, dust, trash, and debris
  - 5. Required parking and loading spaces and the driveways providing access to them shall not be used for storage, display, sales, rental, or repair of motor vehicles or other goods
  - 6. Required parking and loading spaces and the driveways providing access to them shall not be used for storage of inoperable vehicles or snow
  - 7. Driveways shall not be used for parking purposes
- E. Submittal of illustration and specifications, including brand and model number, of proposed bicycle rack(s)
- F. DPW approval of proposed utilities
- G. Submittal of amended exterior elevations
  - 1. Articulated front façade and/or varied rooflines as required in the I-1 District
  - 2. Digital samples of all exterior materials
  - 3. Confirmation mechanical equipment, including HVAC, will be contained within the structure
- H. Submittal of amended Landscape Plan showing:

1. Location and general description of vegetation to be retained
  2. Proposed plantings appropriately spaced and distributed in a more natural setting through street, rear, and side yards, not concentrated within or immediately adjacent to rights-of-way and property lines unless otherwise specifically required for screening purposes. Landscaping should frame views of the Principal Structure from the exterior of the site, not block it from view
  3. Amended table specifically identifying all native, ornamental, and salt tolerant proposed species by street yards, side yard and rear yard
  4. Common Latin name of proposed ground cover
- I. Signage shall not be installed prior to issuance of a sign permit by the Zoning Administrator
  - J. Exterior walls and roofs of buildings shall be maintained in a clean, orderly, and attractive condition, free of cracks, dents, punctures, breakage, or other forms of visible marring. Materials that become excessively faded, chalked, cracked, chipped, damaged, or otherwise deteriorated shall be replaced, refinished, repaired or repainted
  - K. Development, including site clearing, grading, and similar site preparations, shall not commence prior to issuance of a Site Plan Permit
  - L. Construction shall not commence prior to the issuance of a Building Permit by the Village of Denmark Building Inspector
  - M. Construction shall not commence prior to the Village Clerk receiving confirmation of all required state and federal permits and approvals
  - N. Construction shall not commence prior to the issuance of any required state or county approvals
  - O. Proposed development shall conform substantially to the submitted Site Plan, and the documents, drawings, and images included therein
  - P. Any substantive deviation from the approved Site Plan, including but not necessarily limited to a change in the use of the parcel or its structures or the addition of a new use or structure, shall require Plan Commission approval of an amended Site Plan. Non-substantive changes shall be approved by the Zoning Administrator
  - Q. Failure to comply with the terms presented herein may result in revocation of the authorized site plan

Sanders asked Thronson if she had anything to add regarding the review of water, sewer, and storm utilities. Thronson stated the plan was sent to the Village engineers at McMahon to review the utilities and the plan was lacking detail. It appeared to be a preliminary plan as several construction details were missing from the plan. The proposed sewer lateral and water service are labeled but that is the extent of the details. No valve on the 8" water, no slope or invert elev. for the sewer at the main, no details on the connection, no reference to the Village Standard Specifications, etc.

The note on the plan shows “Repair full depth road and curb”, again insufficient detail provided. Saw cuts, pavement and base section, curb and gutter, all details missing. Storm sewer text is shown along with a single line but no details. No storm water management plan. The proposed west driveway shows 50’ of curb cut and the east driveway only shows a 50’ dimension. Is there a plan to cut the curb head for this? 50’ is beyond the Village typical width for a driveway opening. For the intended use, this should not be an issue however it should be mentioned. The driveway to Schleis Lane is shown but no details are provided except for a 40’ dimension east of the R/W. Bayland was asked to update the plan and it was received late in the afternoon the day before the Plan Commission meeting, it was sent to the engineers, but they were not given enough time for review so Thronson cannot recommend denial or approval of the site plan until the plan is reviewed and approved by the engineers.

### **Discussion**

O’Brien expressed concerns about the extensive landscaping (778 plantings) and asked if there is any way that number can be decreased by 25% to 30% of required trees, noting that trees scattered throughout the property would interfere with truck operations. Sanders explained 50% of the plantings must be native species and the current plan shows only 41%. Sanders suggested dividing the property via Certified Survey Map to reduce the landscaping requirements

Sanders recommends postponing a decision until September, and if everything is submitted prior to the August meeting, this item can be on the August agenda.

**Schlies/Roberts moved to postpone a decision on this item until September, and if everything is submitted prior to the August meeting, this item can be on the August agenda. Motion carried.**

Discussion/action on a submittal for an application for Site Plan Review-Nonresidential for VD-79-4 located at 550 Woodrow Street in the Village of Denmark, the owner proposes an 11,952-square foot “warehouse/assembly” addition to the principal structure

Terry Brusda here representing Professional Fabrications stated they need the addition because they are behind schedule and need to hire 20 more people. Brusda shared they will be adding 11,952 square feet to the principal structure

Sanders went over his report stating that the owner has submitted an application for Site Plan Review-Nonresidential for Tax Parcel Number VD-79-4, located at 550 Woodrow Street and proposed an 11,952-square foot “warehouse/assembly” addition to the principal structure. Sanders shared VD-79-4 hosts potential Environmentally Sensitive Areas along its southern border and within its interior. Approximately 75% of the parcel lies within a Shoreland Zoning Area. Sanders stated VD-9 is currently 5.479 acres in size and is zoned I-2

Heavy Industrial District, as per Section 315-52.C(3), of the Village of Denmark Zoning Ordinance “Metal stamping” is a permitted use in the I-2 District. Sanders stated he received a series of applications with missing items, and the latest updated application received was sufficiently compliant with what is needed for approval. Sanders recommends approval of the proposed site plan contingent upon the following:

- A. Submittal of amended Site Plan drawing showing:
  - 1. The distance from proposed addition to northern lot line and Kronborg Court right-of-way
  - 2. Safe and accessible pedestrian path to Principal structure from proposed parking spaces
  - 3. Confirmation of total current and proposed parking spaces
    - a. Sheet C5.0 of the Site Plan shows 35 existing parking spaces, two of which are accessible
    - b. Sheet C4.0 shows 32 existing spaces (two accessible) and 36 proposed spaces (two accessible) for a post construction total of 72 (four accessible)
    - c. The submitted application form indicates 36 current and 24 proposed for a total of 70, four of which are accessible
  - 4. Plan Commission determination of proposed number of parking spaces sufficient to serve the proposed addition
    - a. Current employees/parking spaces: 56/36
    - b. Proposed employees/parking space: 70
- B. Parking areas and Driveways
  - 1. All parking areas and appurtenant passageways and driveways serving commercial uses shall be illuminated adequately from the hours of sunset to sunrise when the use is in operation
  - 2. Parking areas shall be maintained free of weeds, invasive species, dust, trash and debris
  - 3. Required parking and loading spaces and the driveways providing access to the shall not be used for storage, display, sales, rental or repair of motor vehicles other goods
  - 4. Required parking and loading spaces and the driveways providing access to them shall not be used for the storage of inoperable vehicles or snow
  - 5. Driveways shall not be used for parking purposes
- C. Signage shall not be installed prior to issuance of a Sign Permit by the Zoning Administrator
- D. Exterior walls and roofs of buildings shall be maintained in a clean, orderly and attractive condition, free of cracks, dents, punctures, breakage, or other forms of visible marring. Materials that become excessively faded, chalked, cracked, chipped, damaged or otherwise deteriorated shall be replaced, refinished, repaired or repainted.

- E. Development, including site clearing, grading, and similar site preparations, shall not commence prior to issuance of a Site Plan Permit
- F. Construction shall not commence prior to the issuance of a building permit by the Village of Denmark Building Inspector
- G. Construction shall not commence prior to the Village Clerk receiving confirmation of all required state and federal permits and approvals
- H. Construction shall not commence prior to the issuance of any required state or county approvals
- I. Proposed development shall conform substantially to the submitted Site Plan, and the documents, drawings, and images included therein
- J. Any deviation from the approved site plan, including but not necessarily limited to a change in the use of the parcel or its structures or the addition of a new use or structure, shall require Plan Commission approval of an amended site plan. Non-substantive changes shall be approved by the Zoning Administrator
- K. Failure to comply with the terms presented herein may result in revocation of the authorized site plan

Sanders asked Thronson if she had anything to add regarding the review of water, sewer, and storm utilities. Thronson stated she had no recommendation for approval or denial due to the Stormwater Plan having several missing pieces, and would recommend approval contingent upon providing the following:

SUBJECT: Professional Fabrications Stormwater Plan Review Provided by Andy Schmidt, WI P.E. McMahon Associates, Inc.

- A. Stormwater Plan Review:
  - a. In the report, the permanent pool elevation is shown listed as 868.00, which should be listed as 867.00.
  - b. The post development Tc's are greater than the pre-development Tc's. This is very uncommon. Typically, at best, post-development Tc's equal to pre-development Tc's. (*according to my review, using pre-Tc's does not impact pond size results*).
  - c. The HydroCAD (H&H) model, the SLAMM (WQ) model, and the plans, the spillway is modeled/shown as 869.00 and 869.30. Please update those necessary so that this is consistent with the intended elevation.
  - d. The SLAMM input lists a 1.5-foot diameter standpipe at stage 9.5 (*elevation 870.50*). Is this intended to be the top of the outlet structure box? If so, revise to illustrate the designed size and elevation, if not, provide what this is modeling.
  - e. The SLAMM schematic sheet does not show the "control practice 2 - other device" which is listed in the SLAMM input data. Please indicate or show how the "other device" is modeled in the schematic.
- B. Plans:
  - a. Sheet C6.1 has two details listing the spillway elevation at different elevations; one at 869.00 and the other at 869.30.
  - b. Sheet C6.1, how elevation of the outlet pipe invert at the outlet structure on the outlet structure detail.

- c. Add a note or detail on the plans indicating that a seal shall be placed around outlet structure or outlet storm sewer where it would pass through the clay at the pond to create a seal so that the pond does not leak through the pipe bedding and backfill. This could include listing clay bedding and backfill for a section of pipe, an anti-seep collar or other “sealing” option.
- C. Operation & Maintenance (O&M) Agreement:
  - a. Have the owner sign the document, provide it to the Village for their signature, and then the owner shall record at Brown County and provide the Village with the recorded document copy. (Village Agreement Form has been provided)
- D. Other:
  - a. Provide US Army Corps of Engineers (USACE) jurisdiction and/or USACE permit for filling the wetlands as shown.
  - b. Show existing lateral locations (and proposed lateral locations if any).
  - c. Show the sanitary sewer easement on the south side of the site on the plans.

Discussion/action on potential amendment to Chapter 315: Zoning, creating the P-1 Park District

This would be creating a new Zoning District to allow zero setbacks in all public parks in the Village. Will schedule a public hearing for this in September

Discussion/action on a sign that Denmark Youth Baseball and Softball would like to hang on the scorer's booth for the 5th state softball championship to go along with the other 4 state championship signs

**Leiterman/Schlies moved to approve a sign that Denmark Youth Baseball and Softball would like to hang on the scorer's booth for the 5<sup>th</sup> state softball championship to go along with the other 4 state championship signs. Motion carried.**

Adjourn

**Roberts/Schroeder moved to adjourn at 6:20 p.m. Motion carried.**