



**VILLAGE OF WHITEFISH BAY
PLAN COMMISSION AGENDA**

Tuesday, March 1, 2022 – 5:30 p.m.

**5300 N Marlborough Drive, Whitefish Bay, WI 53217
Village Hall Board Room**

1. Call to Order.
2. Approval of the Minutes of the Regular Meeting of December 13, 2021.
3. NEW BUSINESS

Approved

- a) Approval of an Access and Utility Easement at Armory Park for T-Mobile to access antenna facilities on adjacent property owned by the Whitefish Bay School District.

4. OLD BUSINESS

Approved

- a) Review and action on tabled Conditional Use Permit Amendment to allow drive-up ATM in the western most existing bank drive-through lane between the hours of 6:00 a.m. and 10:00 p.m. for Johnson Financial Group at 5600 North Lake Drive Suite 101, Whitefish Bay WI, 53217

5. Adjournment

Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. Contact Village Hall at (414) 962-6690. It is possible that members of and possibly a quorum of members of other Boards, Commissions, or Committees of the Village including in particular the Village Board may be in attendance in the above stated meeting to gather information; no action will be taken by any other Boards, Commissions, or Committees of the Village except by the Board, Commission, or Committee noticed above. Agendas and minutes are available on the Village website (www.wfbvillage.org)

Dated: February 24 – Tim Blakeslee – Assistant Village Manager

**VILLAGE OF WHITEFISH BAY
PLAN COMMISSION MINUTES**

**December 13, 2021 – 5:30 pm
GoToMeeting.**

1. Call to Order.

President Buckley called the meeting to order at 5:30 pm.

Present: President Buckley, Commissioner Wilson, Moore, Sauer, Roth, and Fuda

Also Present: Assistant Village Manager Tim Blakeslee, Village Manager Paul Boening, Village Attorney Chris Jaekels

2. Approval of the Minutes of the Regular Meeting of November 16, 2021.

Commissioner Sauer moved, seconded by Commissioner Wilson to approve the minutes of the regular meeting on November 16, 2021. Motion Carried, 5-0.

3./4. PUBLIC HEARINGS/NEW BUSINESS

[a] On Conditional Use Permit Amendment to allow drive-up ATM in the western most existing bank drive-through lane between the hours of 6:00 a.m. and 10:00 p.m. for Johnson Financial Group at 5600 North Lake Drive Suite 101, Whitefish Bay WI, 53217.

Public hearing opened by President Buckley at 5:30 p.m. Assistant Manager Blakeslee summarized the request from Johnson Bank for an ATM in the western most existing bank drive-through lane between the hours of 6:00 a.m. and 10:00 p.m. as outlined in the Staff memo. Village Attorney Chris Jaekels summarized Act 67 as outlined in the Staff memo.

Ben Pavlik with Johnson Bank summarized their request for an ATM citing the PNC bank ATM as a comparison, a goal to serve clients/improve client experience, and provide a person to person option in response to COVID-19. They noted that they haven't implemented the walk-up ATM option inside the building which they are permitted to do. They have a long-term goal to work with the community. He noted they will follow appropriate measures for safety concerns.

BEN PAVLIK (5750 N SANTA MONICA BLVD) spoke as a member of the community in favor the ATM installation.

AMANDA KONG (629 E BEAUMONT AVE) spoke against the installation of the ATM. Kids play and walk in the area and it is not safe. A truck parks in the area that narrows alley. Need to watch people coming out of garage. Installation is concerning.

TRAVIS J MYERS (629 E BEAUMONT AVE) spoke against the installation of the ATM and noted it was a bad location for an ATM. Noted it's a residential alley. PNC is not a good comparison. Also need to watch for bikes on alley.

DAVID RHEE (745 E BEAUMONT AVE) noted she has a 5 year old child and that people currently driving down the alley is dangerous. The alley is two ways and it's already narrow.

HETAL LARSON (701 E BEAUMONT AVE) noted the alley is narrow and kids play basketball. Noted the traffic at the various intersections is dangerous in this location. Neighbor who couldn't make it is also concerned.

PAMELA TWOHIG (633 E BEAUMONT AVE) Submitted written feedback opposed to the ATM citing safety, lighting, and traffic flow.

CHARLIE STALLE (Whitefish Bay Business Improvement District President) Noted that the BID Board unanimously supports the ATM. Limited access to ATM will limit usage by outsider users. Noted from his knowledge Johnson Bank has 25 transactions per day in the drive through.

MATTHEW DELANGE (749 E BEAUMONT AVE) thinks there will be safety impact to the community. Echoes concerns of neighbors.

MICHAEL GONRING (621 E BEAUMONT AVE) remembers when this was a gas station 30 years ago. Did his own traffic count of people going right on Lake Drive without stopping, noted 50% of people don't stop. Noted traffic on Lake and Beaumont is bad. Raised seven children and is worried about increased accidents from ATM traffic. People drive both ways in the alley and thinks residents should have same right to use the alley as business.

HETAL LARSON (701 E BEAUMONT AVE) noted she has seen people back into the alley/drive through of the bank which is a concern. Echoes other concerns.

Johnson Bank representatives discussed adding the ATM because drive up service is already taking place. New traffic would likely just be between 5:00 p.m. and 10:00 p.m. Would like equitable treatment with PNC and don't want to be at a competitive disadvantage.

YIN WANG (707 E BEAUMONT AVE) spoke noting they have young kids and are concerned.

Public Hearing was closed at 6:06 p.m.

Trustee Fuda asked about the number of transactions per day in drive through and what would be in the increase with an ATM. Johnson Bank representatives cite less than a 50 transactions per day maximum. Commission discussion. Johnson Bank representatives noted they don't currently have an indoor ATM but

could add one if they wanted. Noted they were 100% drive-through for much of pandemic and didn't hear any resident concerns.

There was discussion about when the 2015 traffic counts were completed. Manager Boening noted it was a result of the meeting schedule. Commissioner Moore noted she had safety concerns in 2015 and doesn't see how the proposal has changed. Commissioner Sauer does echo Jane's concerns, but did drive the area and feels like there could be additional traffic precautions that would make the proposal safer. Discussion about signage, speedbumps, and lighting. Attorney Jaekels noted that the commission is not bound by prior decisions.

Commissioner Roth noted that he hasn't seen anything that has changed from this proposal from the prior proposal. Discussion about Act 67. Discussion about if residential concerns are substantial evidence. Johnson Bank representatives noted that they don't anticipate ATM will drive up traffic count much, 50 max transactions per day. Commissioner Moore noted the residents with children and safety concerns seem like evidence. Village Attorney Chris Jaekels asked them to consider what a court would say.

Commissioner Wilson noted that the data needs to be provided by the applicant and they have not provided it in this case. She believes there is a lack of detail in the application for a sophisticated bank. Agrees with Commissioner Moore that these are valid concerns raised by neighbors. Would like to see data for health, welfare, safety including traffic counts and net-increase in traffic. Asked what's happened over last 5 years, doesn't view PNC as a direct comparable. Commission discussion about what data to collect, mirrors, lighting.

Trustee Fuda agrees we could use a little more information, however he doesn't feel like counts are going to change that much and the BID support is unanimous. Commission discussion about overall usage of ATMs in general. Commissioner Moore would like to see the data/projections and detailed figures and how they can address safety concerns, lighting, daily usage. Attorney Jaekels provides an option to approve for a period of time and then review again. Johnson Bank representatives noted they would have appropriate lighting in place for an ATM installation and would have cameras.

Commissioner Roth noted that Johnson Bank should have anticipated these issues from the last time and he did not hear any solutions from the bank. Discussion from the commission on what they want to see from the bank. Johnson Bank representatives noted that they wanted to be a good neighbor and can work on modeling the information requested. They noted that they want to be part of contributing to a solution in the area.

TRAVIS J MYERS (629 E BEAUMONT AVE) opposed to the ATM and provided additional feedback to the commission.

RICK STALLE (934 E COLFAX PL) noted it would be a disservice to not allow the bank to have an ATM. Noted it's a public alley and bank has a limited number of customers.

BRYNN GORDON (715 E BEAUMONT AVE) noted she was concerned about the ATM. While there have been no accidents she knows many people that use the alley.

HETAL LARSON (701 E BEAUMONT AVE) asked how many additional people will use the drive through with ATM.

Attorney Jaekels provided additional information on rejecting, tabling, or accepting the request. Jaekels noted the applicant has 60 days for review, unless they agree to an additional period of time. There was additional discussion from the commission on what they wanted to see in a motion.

Joseph Sauer Moved, Seconded by Julie Wilson to table the request for the bank to provide additional data within 60 days (Friday, Feb 11) for more information to be collected and meet within 90 days (Sunday, Mar 13) to reconsider the application. Bank officials agreed on the record to extend the Code deadline for action out to 90 days. Information to be collected is as follows:

- Current bank usage for the two drive through lanes and projections of the increase of drive through lane usage with an ATM
- # of cars going through parking lot daily
- # of ATM transactions at other locations and projections of the number of transactions at the ATM of this location.
- ATM usage of competitors in area (if possible)
- Police Department to review incident records in the location (if any)
- Police Department to conduct an updated traffic count of the alley
- Police Department/DPW to review possible safety improvements which could make this location safer (including speed bumps, mirrors, other options)
- Suggestion that the bank meet with neighbors directly to discuss feedback

Motion carried 6-0.

5. Adjournment

Commissioner Fuda moved, seconded by Commissioner Wilson to adjourn the meeting at 7:10 pm. Motion Carried, 6-0.

Respectfully Submitted,
Tim Blakeslee – Assistant Village Manager



PLAN COMMISSION MEETING STAFF REPORT

REPORT TO: President Kevin Buckley & Plan Commissioners

REPORT FROM: Paul Boening – Village Manager

DATE: February 24, 2022

AGENDA ITEM: Access and Utility Easement – T-Mobile

ACTION REQUESTED: ☐ Ordinance ☐ Resolution ☒ Motion

BACKGROUND

T-Mobile is seeking to obtain an Access and Utility Easement from the Village of Whitefish Bay (DRAFT copy attached). T-Mobile has an existing cellular installation on a School District owned parcel at Kimbark and Henry Clay. However, portions of the site can only be accessed from the adjacent Village owned parcel (directly east of the School District property). Therefore, an easement is necessary.

The Village Board approved the request at its meeting on February 21st. However, by Statute, Plan Commission review is also required. The Village will not be able to execute the agreement until the Commission has also reviewed.

RECOMMENDED ACTION

To approve the Access and Utility Easement agreement as drafted.

Attachment (1)

ACCESS AND UTILITY EASEMENT

This Access and Utility Easement ("**Easement**") is made and entered into as of the Effective Date defined below by and between the Village of Whitefish Bay, Wisconsin ("**Grantor**"), and T-Mobile Central LLC, a Delaware limited liability company ("**Grantee**").

RECITALS

WHEREAS, Grantor is the fee simple owner of that certain parcel of real property described in the attached Exhibit A which is incorporated herein by this reference (the "**Property**"); and

WHEREAS, in connection with a certain lease of property adjoining the Property under which lease Grantee is a tenant on real property, described in the attached Exhibit B which is incorporated herein by reference ("**Lease Property**"); and

WHEREAS, Grantor and Grantee wish to provide for Grantee's entry upon and access to the Property in connection with the operation of Grantee's Antenna Facilities on the Lease Property, together with all necessary or convenient appurtenances ("**Antenna Facilities**").

COVENANTS

NOW, THEREFORE, in consideration of these promises and the mutual promises and conditions in this Easement, the parties agree as follows:

1. **Easement Area.** Grantor hereby grants Grantee, its employees, agents and contractors an access easement providing passage upon, over, through and across certain portions of the Property sufficient for access, construction operation, maintenance, repair and the location and orientation of Antenna Facilities via such area generally described and depicted in attached Exhibit C, which is attached hereto and incorporated herein by this reference ("**Easement Area**"). After each Grantee access, Grantee shall be responsible for full restoration of any area disturbed, altered or occupied by virtue of such access.

2. **Use.** The Grantor reserves its rights to the full use of the Property provided the exercise of such rights does not substantially and unreasonably interfere with Grantee's rights of passage under this Easement.

3. **Payment.** As further consideration for the Easement and the rights granted hereunder, Grantee shall make a one-time payment of Five Thousand and 00/100 Dollars (\$5,000.00) to Grantor for the Easement. Such payment shall be made within thirty (30) days after the date this Easement is fully executed ("**Effective Date**").

4. **Term.** The Term of the Easement shall commence on the Effective Date and terminate on July 1, 2025 (the "**Term**").

5. **Access, Repair, and Restoration.** Grantee shall have the right of access through the Easement Area over and across the Property to the extent reasonably necessary for Grantee to exercise its rights under paragraph (1) above. Grantee shall provide 24-hour advance notice of each access to Easement Area (except in cases of emergency). Grantee shall repair and restore any portions of Easement Area that are impacted by Grantee's activities within forty-five (45) business days of such impact (unless Grantor agrees otherwise), failure to timely repair or restore such impacts in a timely fashion may, at Grantor's option, result in termination of this Easement or, Grantor may repair and restore the Easement Area affected and charge the cost to Grantee (including interest, administrative, and collection costs).

6. **Grantor's Use of Easement Area.** Grantor reserves the right to use the Easement Area for any purpose not inconsistent with the rights herein granted to Grantee, provided that Grantor shall not construct or maintain any

building or other structure on the Easement Area which would unreasonably interfere with the exercise of Grantee's rights hereunder.

7. **Environmental Laws.** Grantee represents, warrants and agrees that it will conduct its activities on the Easement Area in compliance with all applicable environmental laws. Grantor represents and agrees that, to the best of its knowledge, it has in the past and will in the future conduct its activities on the Property in compliance with all applicable environmental laws and that the Property is free of hazardous substances as of the date of this Easement. Without waiving any statutory or common law immunities or limitations on liability, each party agrees to indemnify and hold the other harmless from and against any and all claims and liabilities that the indemnitee may suffer due to the existence of any Hazardous Substance as defined in any applicable federal, state or local law or regulation, on the Property or released from the Property into the environment, that relate to or arise from the indemnitor's activities during or prior to the term of this Easement.

8. **Hold Harmless.** By accepting and recording this Easement, Grantee agrees to indemnify and hold harmless Grantor from any and all claims for injuries or damages (or both) suffered by any person which may be caused by Grantee's exercise of the rights granted herein, provided, and without waiving any statutory or common law immunities or limitation on liability, that Grantee shall not be responsible for any claims arising from the negligence or intentional conduct of Grantor, its employees, agents or independent contractors.

9. **Termination.** The Access Easement will automatically terminate upon the termination of the Grantee's interest in the Lease Parcel, or at the end of the Term, whichever is sooner. Grantee may terminate this Access Easement at any time upon written notice to Grantor. Grantee shall remove any property from the Easement Area.

10. **Title, Successors and Assigns.** Grantor covenants and warrants to Grantee that Grantor has full right, power and authority to execute this Easement. This Easement shall run with the Property and shall be binding upon and inure to the benefit of the parties, their respective successors, personal representative and assigns.

11. **Insurance.** During the Term, Grantee shall maintain Commercial General Liability Insurance in amounts of one million and no/100 Dollars (\$1,000,000.00) per occurrence and one million and no/100 Dollars (\$1,000,000.00) aggregate. Grantee may satisfy this requirement by obtaining the appropriate endorsement to any master insurance policy Grantee may maintain. Grantee shall each maintain "all risk" or "special causes of loss" property insurance on a replacement cost basis for its personal property. Grantee agrees to include Grantor as an additional insured on the Commercial General Liability policy and provide a certificate of insurance within thirty (30) days of full execution of this Agreement.

12. **Costs and Expenses.** Pursuant to section 17-24 of the Whitefish Bay Municipal Code, Grantee shall reimburse Grantor for all of Grantor's costs and fees, professional or otherwise, incurred in negotiating, drafting, amending, administering and enforcing this Easement.

13. **Default.** In the event of any default by Grantee of any of its obligations under this Easement where Grantee fails to cure within ten (10) business days of written notice of such default, Grantor may block the Easement from any passage by Grantee and shall be entitled to the cost of remedying such default.

14. The provisions of paragraphs (7) and (8) above shall survive the expiration or termination of this Easement.

[SIGNATURES APPEAR ON FOLLOWING PAGES]

Market: Milwaukee
Site Number: ML11073D
Site Name: Whitefish Bay HS

IN WITNESS WHEREOF, the parties have caused this Access Easement to be duly executed as of the date first above written.

GRANTOR:

Village of Whitefish Bay, Wisconsin

By: _____

Name: _____

Title: _____

Date: _____

STATE OF WISCONSIN)
) ss.
COUNTY OF _____)

I, the undersigned, a Notary Public in and for the said County and State aforesaid, do hereby certify that _____, and _____, _____ personally known to me to be the same person(s) whose name(s) is/are subscribed to the foregoing instrument, appeared before me this day in his/her/their free and voluntary act for the uses and purposes therein set forth.

Dated: _____

(Use this space for notary stamp/seal)

Notary Public
Print Name _____
My commission expires _____

GRANTEE:

Date: _____



Lois Duman

STATE OF ILLINOIS)
) ss.
COUNTY OF)

Dated: _____

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Notary Public
Print Name _____
My commission expires _____

Market: Milwaukee
Site Number: ML11073D
Site Name: Whitefish Bay HS

EXHIBIT A

Tax Key Number): 201-0175

Street Address: 1225 E Henry Clay Street

Legal Description:

Lot 2 in Block 1 in Assessor's Plat Number 247 being a part of the Southeast 1/4 of Section 33 in Township 8 North, Range 22 East in the Village of Whitefish Bay, except however the North 30 feet and the East 26.25 feet thereof, for highway Purposes, and excepting further the Westerly 50 feet thereof

Market: Milwaukee
Site Number: ML11073D
Site Name: Whitefish Bay HS

EXHIBIT B

("Lease Property")

A part of Lot Two (2), Block One (1), ASSESSOR'S PLAT NO. 247, being a part of the Southeast Quarter (SE1/4) of Section Thirty-Three (33), Township Eight (8) North, Range Twenty-Two (22) East, Village of Whitefish Bay, Milwaukee County, Wisconsin containing 1,463 square feet (0.034 acres) of land and being described by:

Commencing at the Northwest Corner of said Block 1; thence N89°-17'-52"E 324.03 feet along the North line of said Block 1 to the East line of the West 50 feet of Lot 2 of said Block 1; thence S00°-33'-42"E 235.86 feet along said East line to the point of beginning; thence continue S00°-33'-42"E 77.00 feet along said East line; thence S89°-26'-18"W 19.00 feet; thence N00°-33'-42"W 77.00 feet; thence N89°-26'-18"E 19.00 feet to the point of beginning; being subject to any and all easements and restrictions of record.

EXHIBIT C

("Easement Area")

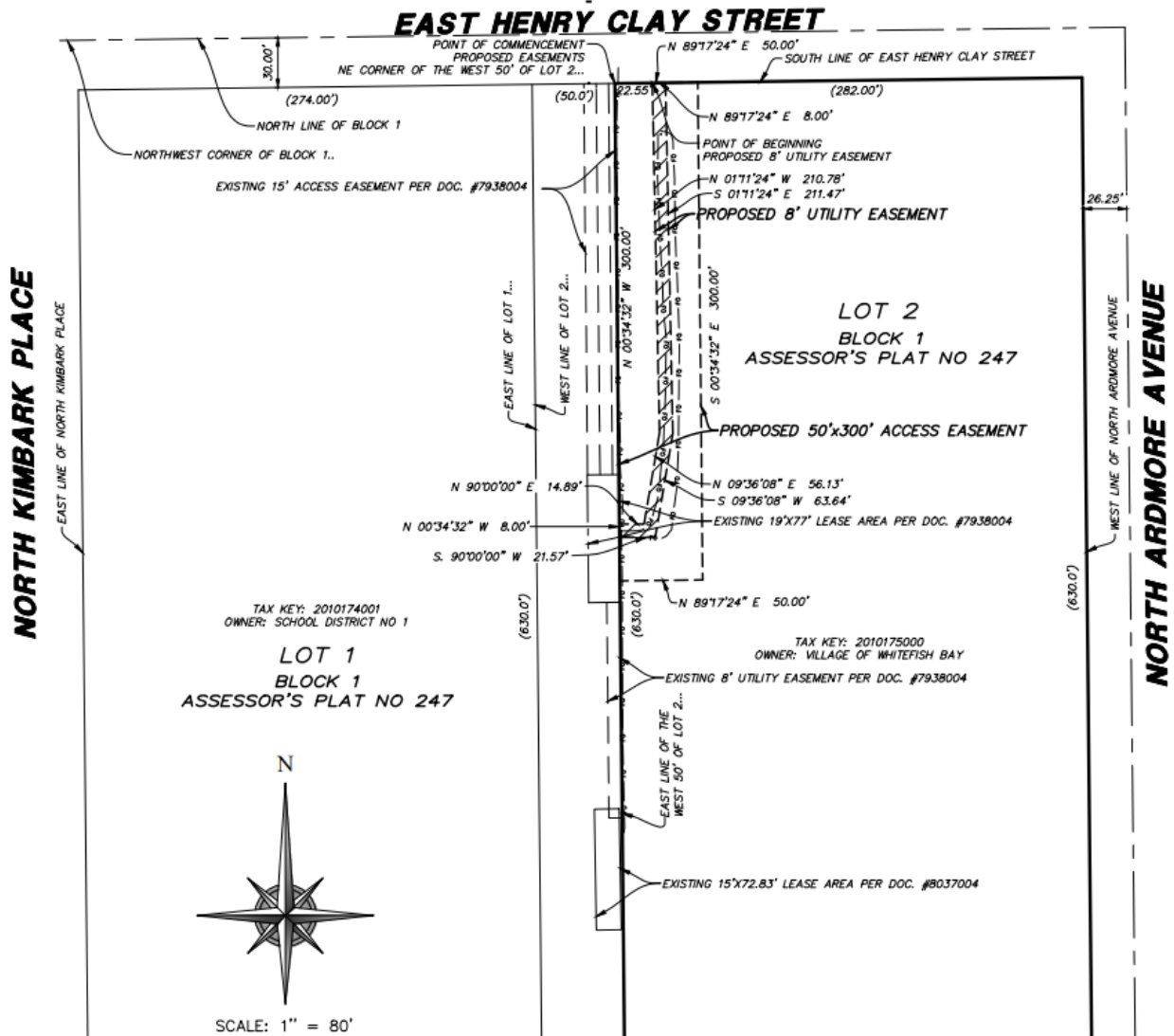
PROPOSED 50'x300' ACCESS EASEMENT DESCRIPTION:

THAT PART OF LOT 2 IN BLOCK 1 IN ASSESSOR'S PLAT NUMBER 247 BEING A PART OF THE SOUTHEAST 1/4 OF SECTION 33 IN TOWNSHIP 8 NORTH, RANGE 22 EAST, DESCRIBED AS FOLLOWS: BEGINNING AT THE NORTHEAST CORNER OF THE WEST 50.00 FEET OF LOT 2 ALSO BEING A POINT ON THE SOUTH LINE OF EAST HENRY CLAY STREET; THENCE NORTH 89 DEGREES 17 MINUTES 24 SECONDS EAST ALONG SAID SOUTH LINE OF EAST HENRY STREET, 50.00 FEET; THENCE SOUTH 00 DEGREES 34 MINUTES 32 SECONDS EAST, 300.00 FEET THENCE SOUTH 89 DEGREES 17 MINUTES 24 SECONDS WEST, 50.00 FEET TO THE EAST LINE OF THE WEST 50.00 FEET OF LOT 2; THENCE NORTH 00 DEGREES 34 MINUTES 32 SECONDS WEST ALONG SAID EAST LINE, 300.00 FEET THE POINT OF BEGINNING, CONTAINING 15,000 SQUARE FEET, IN THE VILLAGE OF WHITEFISH BAY, WISCONSIN.

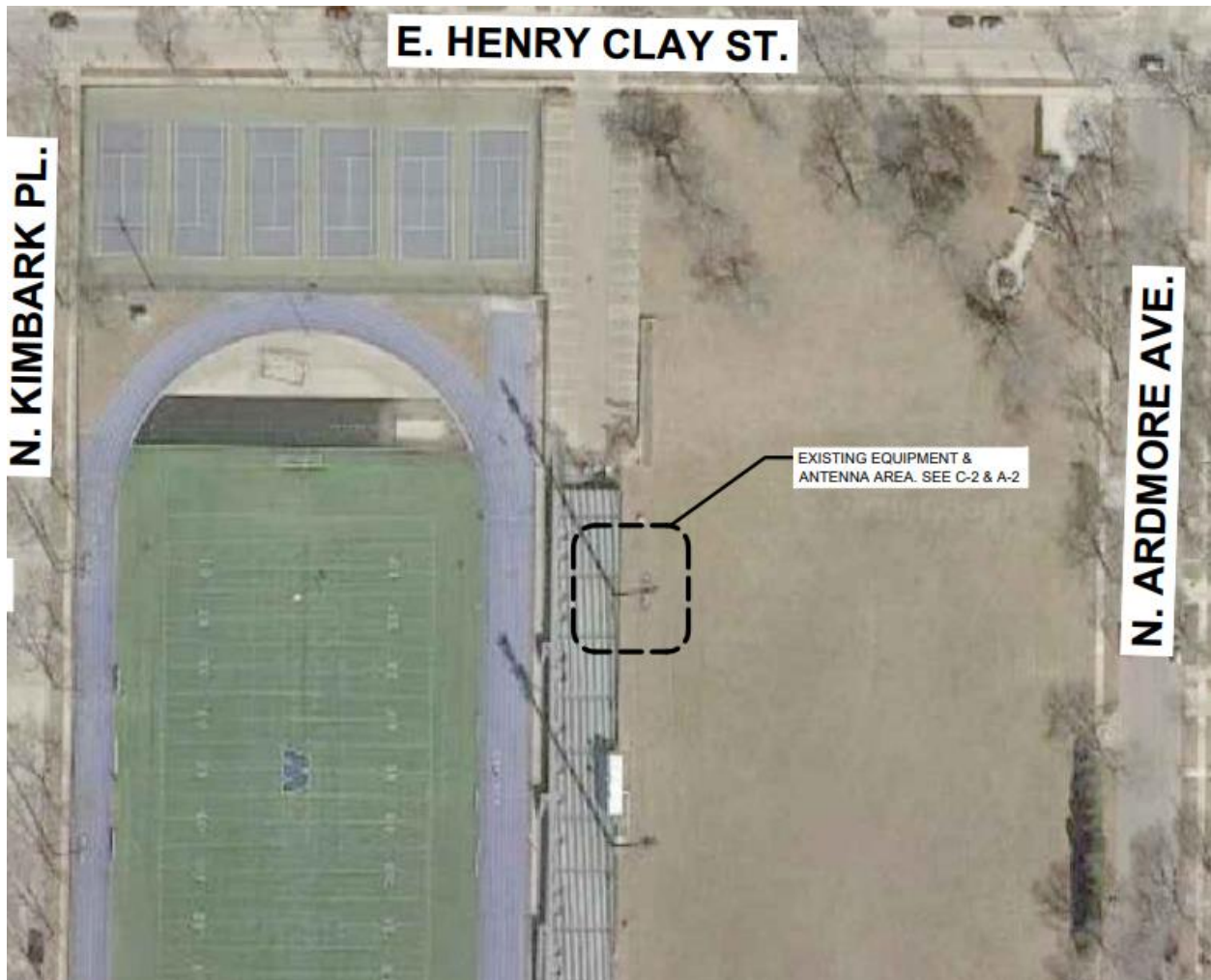
PROPOSED 8' UTILITY EASEMENT DESCRIPTION:

THAT PART OF LOT 2 IN BLOCK 1 IN ASSESSOR'S PLAT NUMBER 247 BEING A PART OF THE SOUTHEAST 1/4 OF SECTION 33 IN TOWNSHIP 8 NORTH, RANGE 22 EAST, DESCRIBED AS FOLLOWS: COMMENCING AT THE NORTHEAST CORNER OF THE WEST 50.00 FEET OF LOT 2 ALSO BEING A POINT ON THE SOUTH LINE OF EAST HENRY CLAY STREET; THENCE NORTH 89 DEGREES 17 MINUTES 24 SECONDS EAST ALONG SAID SOUTH LINE OF EAST HENRY CLAY STREET, 22.55 FEET TO THE POINT OF BEGINNING; THENCE CONTINUING NORTH 89 DEGREES 17 MINUTES 24 SECONDS EAST, 8.00 FEET; THENCE SOUTH 01 DEGREES 11 MINUTES 24 SECONDS EAST, 211.47 FEET; THENCE SOUTH 09 DEGREES 36 MINUTES 08 SECONDS WEST, 63.64 FEET; THENCE SOUTH 90 DEGREES 00 MINUTES 00 SECONDS WEST, 21.57 FEET TO THE EAST LINE OF THE WEST 50.00 FEET OF LOT 2; THENCE NORTH 00 DEGREES 34 MINUTES 32 SECONDS WEST ALONG SAID EAST LINE, 8.00 FEET; THENCE NORTH 90 DEGREES 00 MINUTES 00 SECONDS EAST, 14.89 FEET; THENCE NORTH 09 DEGREES 36 MINUTES 08 SECONDS EAST, 56.13 FEET; THENCE NORTH 01 DEGREES 11 MINUTES 24 SECONDS WEST, 210.78 FEET TO THE POINT OF BEGINNING, CONTAINING 595 SQUARE FEET, IN THE VILLAGE OF WHITEFISH BAY, WISCONSIN.

Market: Milwaukee
Site Number: ML11073D
Site Name: Whitefish Bay HS



Market: Milwaukee
Site Number: ML11073D
Site Name: Whitefish Bay HS





Village of Whitefish Bay
5300 N. Marlborough Drive
Whitefish Bay, Wisconsin 53217
Phone: 414-962-6690
Fax: 414-962-5651

Memorandum

To: Plan Commission
From: Tim Blakeslee – Assistant Village Manager
Date: February 23, 2022
Re: Review and action on tabled Conditional Use amendment from *Johnson Bank* (5600 N. Lake Drive) requesting approval to install an ATM in the first lane of the existing bank drive-through to be operational from 6:00 a.m. – 10:00 p.m.

BACKGROUND:

At the December 2021 Plan Commission meeting Johnson Bank (5600 N. Lake Drive) requested a Conditional Use amendment to install an ATM in the first lane of the existing bank drive-through to be operational from 6:00 a.m. – 10:00 p.m. The request was tabled by mutual agreement between the Plan Commission and Johnson Bank in order to provide additional information.

Included as Attachment 1 is the detailed supplemental information provided by Johnson Bank as requested by the Plan Commission. In summary, Johnson Bank indicates that an addition of an ATM at the Whitefish Bay location would equate to an incremental increase of approximately 0.75 additional bank transactions per hour, or a total of twelve (12) additional bank transactions per 16-hour day. In the memo, Johnson Bank also noted they would consider safety improvements regarding lighting, mirrors, and pavement marking to draw attention to the exit area. Village staff has provided additional recommendations as noted below.

REQUESTED INFORMATION AND RESPONSES:

- **Provide current bank usage for the two drive through lanes and projections of the increase of drive through lane usage with an ATM, # of cars going through parking lot daily, # of ATM transactions at other locations, and projections of the number of transactions at the ATM of this location:**
 - Estimated average total transactions (Teller & ATM – drive up and lobby) at WFB would be 9.75 per hour per day, assuming typical ATM usage based on comparable averages:
 - 0.75 ATM transactions per hour (assuming 16-hour access 6:00 a.m. – 10:00 p.m.)
 - Plus, nine (9) Teller Transactions per hour (access 9:00 a.m. – 5:00 p.m.)

- Page 2-3 of Attachment 1 provide further detail regarding current usage, information regarding other branches, and ATM projections.
- **ATM usage of competitors in area (if possible):** Not provided
- **Police Department to review incident records in the location (if any):** No incidents in this alley from 2016 to present.
- **Police Department to conduct an updated traffic count of the alley:** Due to Police Department staffing limitations, the 2022 and 2016 reviews were completed only during peak school drop-off and pick-up times. There was a slight increase in cars on the day counting was completed. No increase in pedestrian usage. The updated data is included as Attachment 2. The Police Department noted anecdotally that this alley has minimal usage other than during school drop-off and pick-up hours and does not have concerns with an ATM in this location.
- **Police Department/DPW to review possible safety improvements which could make this location safer (including speed bumps, mirrors, other options):** DPW Director John Edlebeck reviewed the site and made the following recommendations for Plan Commission consideration (Full report from DPW included as Attachment 3).
 - Paint pavement stop bars and install stop signs on the existing walls of the parking structure.
 - Through standard signage, restrict right turn exit (left turn only) from the parking structure / bank lanes.
 - Paint a double yellow centerline on the public alley from the east end of the parking structure running west to Lake Drive to help identify the alley as two-way traffic.
 - Paint the existing pavement drain yellow to emphasize the beginning of the alley.
 - Add two vision mirrors for use by vehicles in the parking lot exit lane as well as the bank lane exits.
 - Village enforce current “no parking” regulations along the entire length of the public alley. Add signage in the alley if needed.
- **Suggestion that the bank meet with neighbors directly to discuss feedback.** Johnson Bank conducted a survey distributed among residents and clients in the community who live near the branch location. The survey results can be found on page 4-8 of Attachment 1. In summary, per the report submitted by Johnson Bank, “Survey results provided a view into two different outlooks on the proposal. While JFG clients were largely in favor of the installation of the proposed drive-thru, non-client residents who live nearby the branch were mostly opposed to the installation of a drive-thru ATM.”

APPLICABLE LAW:

Please see Attachment 4.

STAFF RECOMMENDATION:

Village Staff recommends approval of the requested drive-through ATM, conditioned on the ATM not being operational between the hours of 10:00 p.m. and 6:00 a.m., the implementation of the safety recommendations outlined by DPW Director John Edlebeck, and conditions provided by the Plan Commission regarding ATM lighting.

ATTACHMENTS:

1. Memo provided by Johnson Bank
2. Traffic Counts 2022 and 2016
3. DPW Recommendation Memo
4. Applicable Law - Conditional Use Permits
5. Conditional use application
6. Photo/map of proposed location

To: Village of Whitefish Bay Plan Commission
From: Johnson Financial Group
Subject: Additional Information for Review and Action on Conditional Use Permit
Request from Johnson Financial Group (5600 N. Lake Drive)
Date: February 11, 2022

Johnson Financial Group ("JFG") would like to thank the Plan Commission and our Village of Whitefish Bay (the "Village") neighbors and clients for their consideration and feedback related to our proposal to install a drive-thru ATM at our 5600 N. Lake Drive location. JFG was receptive to the Plan Commission's request for cooperation and collaboration and has compiled the following memorandum and supplemental information to address current and projected drive-thru usage, safety considerations and community outreach.

Based on ATM activity at similar JFG branch locations, our projections show the installation of a drive-thru ATM at the Whitefish Bay location would equate to an incremental increase of approximately 0.75 additional bank transactions per hour, or a total of twelve (12) additional bank transactions per 16-hour day. Even assuming an unlikely 50% increase in ATM activity over JFG projections, ATM activity would only equate to an approximate nineteen (19) additional bank transactions per 16-hour day, or just over one (1) additional transaction per hour! While we understand certain neighbor's personal preference is averse to this proposal, JFG is confident the installation of a drive-thru ATM will not cause the speculated increase in traffic or safety issues related to use of the public alleyway.

JFG believes the information herein provides substantial evidence, as required by Wisconsin State Statute, to fully support its proposal for a Conditional Use Permit for the installation of a drive-thru ATM at its Whitefish Bay location. As stated in the December 10th memorandum from Assistant Village Manager, Mr. Tim Blakeslee, the Plan Commission must adhere to the following requirements in reviewing conditions under a Conditional Use Permit:

- The requirements and conditions specified in the ordinance or imposed by the Plan Commission must be reasonable, and to the extent practicable, measurable.
- Any condition imposed must relate to the purpose of the ordinance and be based on substantial evidence.
- "Substantial evidence" means facts and information, other than merely personal preferences or speculation, directly pertaining to the requirements and conditions an applicant must meet to obtain a conditional use permit and that a reasonable person would accept in support of a conclusion.
- If an applicant meets, or agrees to meet, all of the requirements and conditions specified in the ordinance or imposed by the Plan Commission, the Plan Commission must grant the conditional use permit.
- The applicant must provide substantial evidence that the application and all requirements and conditions are, or will be, satisfied.

- If an applicant does not meet one or more of the requirements (for example the application is incomplete) or conditions specified in the ordinance or imposed by the Plan Commission, the Plan Commission can deny the conditional use permit.
- A Plan Commission's decision to approve or deny a conditional use permit must be supported by substantial evidence.

Current and Projected Drive-thru Usage

- **JFG Total Branch and ATM Network**
 - Branches – 30
 - ATMs – 29
- **Average Transactions – Teller, ATM & Proposed Teller and ATM Transactions Combined**
 - Teller Transactions¹ – lobby and drive-up combined²
 - All JFG branches – average of fourteen (14) transactions per branch / hour between 2020 – 2021
 - Pre-pandemic – average is sixteen (16) transactions per branch / hour
 - Whitefish Bay Branch (“WFB”) – average of nine (9) transactions per hour over the previous three (3) years
 - ATM Transactions³
 - All JFG ATMs – approximately one (1) transaction per hour / ATM over the previous three (3) years
 - ATMs at similar branches to WFB – average of 0.5 transactions per ATM / hour
 - ATM Projections – average transactions per ATM / hour:
 - 0.6 average transactions per ATM / hour versus 0.5 if ATM transactions increased by up to 25% versus similar branch ATM activity
 - 0.8 average transactions per ATM / hour versus 0.5 if ATM transactions increased by 50% versus similar branch ATM activity
 - Teller and ATM Transactions Combined
 - Estimated average total transactions (Teller & ATM) at WFB would be approximately 9.75 per hour per day; assuming typical ATM usage based on comparable averages:
 - 0.75 ATM transactions per hour (assuming 16-hour access 6:00 a.m. - 10 p.m.)
 - Plus, nine (9) Teller Transactions per hour (access 9:00 a.m. – 5:00 p.m.)

¹ Teller transactions do not necessarily equate to the total number of clients. A single client could have a single transaction or multiple transactions. For example, three (3) Teller Transactions could come from a single client or up to three separate clients.

² Assumes 254 days per year and 8 hours per day

³ Assumes 30 days per month and 24 hours per day

- Estimated average total transactions (Teller & ATM) at WFB would be approximately 10.2 per hour per day; assuming a 50% increase in ATM usage based on comparable averages:
 - 1.2 ATM transactions per hour (assuming 16-hour access 6:00 a.m. - 10 p.m.)
 - Plus, nine (9) Teller Transactions per hour (access 9:00 a.m. - 5:00 p.m.)

Safety Concerns

- **Average Cars Per Day**

- JFG has maintained a log of the total number of vehicles using the existing WFB drive-thru lanes daily from December 17, 2021, through February 2, 2022
- Over the approximately thirty (30) business days logged, the average vehicle count through the WFB drive-thru lanes was twenty-four (24), or an average of 2.4 vehicles per hour based on a ten-hour day

- **Drive-thru Lighting**

- JFG completed a photometric survey of our existing WFB lighting
- The following statistics are widely accepted industry lighting standards:
 - General covered parking should be 1 to 10 footcandles, the entire location parking area falls within this range
 - ATM, drive-up lanes, or other secure areas should be between 10 and 40 footcandles, the current WFB drive-up area and proposed ATM location falls within this range
- Several years ago, JFG began turning off WFB parking lot lights after business hours at the request of and in consideration of its neighbors
- Upon ATM installation, JFG can keep the WFB lighting active until 10 PM, or, alternatively, install photocells so the parking lot lighting only turns on when pedestrian or vehicle traffic is present

- **Speed Bump**

- The Plan Commission requested that JFG consider installation of a speed bump to slow vehicle traffic exiting the WFB drive-thru
- JFG facility experts reviewed this plan and, rather than install a speed bump, suggested an inverted speed bump by utilizing our existing trough drain, and painting it bright yellow
- The trough drain is pitched downward, and there is a change in elevation; JFG believes drawing attention by painting the drain bright yellow will be an effective speed deterrent for vehicles exiting the drive-thru

- **Mirrors**

- JFG fully supports and is willing to work with the Village to investigate and install mirrors to aid motorists exiting the drive-thru or otherwise navigating in-and-out of the public alleyway

- **Village Traffic Reports**

- The Plan Commission was to request any police incident records and updated traffic counts related to the alleyway

Community Engagement Survey Results

Due to on-going COVID-19 concerns, and in-person feedback provided at the December 13th Plan Commission meeting, JFG determined a written survey would be the best option to obtain community and client feedback on its ATM proposal.

The survey was distributed among residents and JFG clients in the community who live near the branch location. Survey results provided a view into two different outlooks on the proposal. While JFG clients were largely in favor of the instillation of the proposed drive-thru, non-client residents who live nearby the branch were mostly opposed to the installation of a drive-thru ATM.

Looking at the benefit to JFG clients, over one-half of those who responded noted that ATM access is among their top three most important financial services when it comes to availability within their community. However, only 38.98% of those who ranked this within their top three are currently satisfied on any level with their ATM access. This proves to be a servicing gap among our current client base within the area based on what is important to them. Research shows our current client base is not currently satisfied with their ATM access options. Specific callouts to paying out of network fees and issues with finding parking to access the branch as being noted as top concerns. This is validated by over 75% of clients saying they would use the proposed ATM at least once a month.

As we dive deeper into the why behind this, some key themes rise to the top which were identified by those surveyed. A key item worth noting is around safety. Nearby residents currently opposed to the installation of the ATM call our concerns around safety/crime to their neighborhood. However, this same item is called out by clients in favor of the installation as they would no longer need to leave their vehicles to access the ATM. Another key concern around the installation of a drive-thru ATM among residents is the increased traffic this would cause, creating issues accessing the alleyway and safety concerns for those who have children who play in the alley.

As we look at the timeframes of when clients identified as likely to utilize the proposed ATM, most respondents would be using the location between the hours of 8am-5pm. This timeframe suggests that much of the traffic which would take place due to this ATM would likely be during business hours when many residents are at work and children are at school. This should alleviate some concerns around residents having access to the public alleyway as well as concerns over child safety. Additionally, the timeframe of 9pm or later was largely identified as a period when clients would be unlikely to utilize the ATM; insight which should speak to the lower possibility of this becoming an issue for crime.

Overall, the responses are split when looking at client and non-client feedback. However, data provided within the survey distributed to both clients and residents shows a drive-up ATM would be something JFG clients benefit from and is important to them. Insights around potential usage from clients suggest minimal impact based on how they intend to use the proposed ATM.

Survey Response Metrics

- With 138 total responses, we saw a survey response rate of 13.75% which still provides a statistically relevant sample size for JFG to pull insights from. The number of responses we received from the sample provides JFG with a 90% confidence level in the data.
- From the 138 responses, 128 came from email while 10 came from the version accessed on our website landing page.
 - Proven to be helpful was the reminder sent on 1/31 which led to a response lift of 43.82%

Survey Insights

Please rate the importance of access to these financial services in the community. (1 being the most important and 7 being the least important)

- As we ask our clients the important around access to various financial services in their community, ATM network and access ranks among the top three in average importance
 - In fact, over 40% of respondents identified this item as one of their top two most important items to have access to
 - On average the only items this ranks behind in importance is, Online or Mobile Banking and In-Branch experience
- Interestingly, the mailed survey which went out to non-clients so a noticeable difference when it came to their responses compared to the overall metrics
 - Among the 10 responses, these recipients identified ATM access as the least important service for them to have access to within the community
- When prompted for any other aspect of service which is important to have access to, those who responded tended to indicate the interact with our staff
 - One mail response noted "responding to neighborhood needs"

With the addition of a drive-thru ATM at our office located at 5600 N. Lake Drive, Whitefish Bay, how often would you use the ATM?

- **Email**
 - Asked about the utilization of a drive-thru ATM if it were to be installed, over $\frac{3}{4}$ of clients responding said they would use this service at least once a month
 - This includes over 30% of clients noted they would use a drive-thru ATM at this location 3+ times a month
 - The largest portion of these clients (47.66%) say they would likely be using the ATM 1 to 2 times a month

- Pairing this with the fact that only about 8% of clients said they would never use a drive-up ATM at this location, this service looks to be something our clients would be looking to utilize
- **Mail (note, mailed surveys provided as JFG did not have email addresses for these residents)**
 - Of the ten who responded to the mailed version of the survey, 80% identified as they would never use the proposed drive-thru ATM. This is almost the exact opposite to what we saw on the client side
 - 2 respondents stated they would, noting they would 3+ times a month.

Please indicate your likelihood to utilize a drive-thru ATM at our Whitefish Bay office based on the following time frames.

- **Email**
 - Proposed only to those who identified as someone who would use a drive-thru ATM at this location, the timeframe of 8am-5pm appeared to be the timeframe most respondents stated utilization of this ATM would take place
 - 53.45% of respondents saying they would be extremely likely to utilize it during this timeframe. The next closest timeframe was 5pm-9pm which had only 22.86% say they would be extremely likely to use it during this timeframe
 - In contrast, the timeframe of 9pm or later was identified as when the least utilization would take place of this ATM, with nearly 50% saying they would be extremely unlikely to utilize it during this timeframe and only 16.5% of respondents saying they would be likely at all to ever use the ATM at this time
- **Mail (note, mailed surveys provided as JFG did not have email addresses for these residents)**
 - Similar to the emailed survey this was only proposed to those who identified as those who would use the ATM
 - Both respondents from this version of the survey said they would be extremely likely to utilize it during the hours of 8am-5pm
 - They also split between 6am-8am as well as 5pm-9pm as being extremely likely to use at these times as well
 - The latest timeframe of 9pm or later was again the least likely time of utilization among these two respondents

Please rate your satisfaction with the following channels available at Johnson Financial Group.

- Interestingly, only 16.95% of respondents identify as being extremely satisfied with their current ATM access. This is a significant gap between those who identify this service as something that is important to them
 - This includes only 38.98% of respondents who are satisfied with their current ATM access on any level. It is likely the majority of the clients who rate ATM access as one of their top three important services are not currently satisfied with their ATM access. In fact, of clients who rated this within their top three

of importance, only 43.59% are currently satisfied with their ATM access on any level (15.38% extremely satisfied)

Are there any other comments you'd like to share related to adding a drive-thru ATM at the Whitefish Bay office?

- **Email**
 - Looking at these open-ended responses, JFG split them out by those who would and wouldn't utilize the proposed ATM. When looking at clients who would utilize the proposed ATM at least once a month, comments do have some reoccurring themes:
 - Adding convenience to our customers servicing needs
 - With lack of parking a drive-thru ATM would alleviate the need to park for quick withdraw transactions
 - Saving them money, by preventing the need to utilize other non-JFG drive-up ATMs in the area
 - Added layer of safety for our clients who would no longer have to leave their vehicles to utilize the ATM
 - Overall sentiment from these clients was positive and felt long overdue that a drive-thru ATM be added to this location
 - Looking at those who said they would not or rarely utilize the proposed ATM, comments shifted to a more negative tone. Some key callouts within these comments include:
 - Feeling the addition of the ATM would disrupt access to the public alleyway for those who live there and need to access it
- **Mail (note, mailed surveys provided as JFG did not have email addresses for these residents)**
 - Within the mailed version of the survey only those who said they would not use the ATM left any comments. Common themes around these responses include:
 - Neighborhood Safety/Crime concerns over the installation of a drive thru ATM
 - Traffic/Alley access concerns
 - Sentiment an ATM is not needed due to other ATMs in the area
 - Safety concerns around traffic increase and the children who play in the alley way

Is there anything else you'd like to share to improve your experience at our Whitefish Bay office?

- **Email**
 - This general open-ended question did provide some comments which maybe insightful to the topic of the drive-thru ATM:
 - Overall satisfaction with the bank as a whole
 - Personalized service received and desire for this to continue

- Another mention around safety concerns when it pertains to the night deposit
 - One additional callout from a recipient and their desire to not have the drive-thru ATM installed
- **Mail (note, mailed surveys provided as JFG did not have email addresses for these residents)**
 - No real additional callouts were provided here within the mailed responses outside of two comments reiterating that they desire not to have the drive thru ATM installed

2022 Counts:

Whitefish Bay Police Dept. - Alley Observations

Wednesday 2/23/22	Cars Using Alley	Sidewalk Use	Pedestrian In/Out Alley
3:00 – 3:15	3	0	1
3:16 – 3:30	4	9	0
Thursday 2/24/22			
7:30 – 7:45	7	2	2
7:46 – 8:00	5	1	0
8:01 – 8:15	5	0	1
8:16 – 8:30	5	2	2
TOTAL FOR DAY	29	14	6

Weather: 22 degrees during both time periods.

2016 Counts:

Wednesday 01/13/16	CARS USING ALLEY	SIDEWALK USE	PEDESTRIANS IN/OUT OF ALLEY
07:30a to 07:45a	6	0	0
07:46a to 8:00a	0	2	0
08:01a to 08:15a	2	2	0
08:16a to 8:30a	5	0	2
03:00p to 03:15p	1	3	0
03:16p to 03:30p	4	7	2
TOTAL FOR DAY	18	14	4

Weather: 2 degrees during morning, 16 degrees during afternoon

Tuesday 01/19/16	CARS USING ALLEY	SIDEWALK USE	PEDESTRIANS IN/OUT OF ALLEY
07:30 to 07:45	6	2	0
07:46 to 8:00	2	0	0
08:01 to 08:15	3	1	1
08:16 to 8:30	6	2	1
03:00 to 03:15	2	2	0
03:16 to 03:30	0	8	0
TOTAL FOR DAY	19	15	2

Weather: 1 degree during morning, 15 degrees during afternoon



February 14, 2022

Memo to: Paul Boening, Village Manager and Tim Blakeslee, Assistant Village Manager
From: John Edlebeck, P.E., Director of Public Works
Re: **Johnson Bank ATM Installation Request Review and Recommendations**

I have reviewed previous Village email correspondence dating back to December, 2021 regarding the above matter. This includes the February 11, 2022 dated email from the Johnson Financial Group to the Whitefish Bay Plan Commission. On February 14, 2022 Tim Blakeslee, Assistant Village Manager and myself visited the Johnson Bank site located at 5600 N. Lake Drive (northeast corner of Lake Drive and Silver Spring Drive). We viewed the existing Johnson Bank parking lot, drive through banking area and adjacent public alley. We also discussed the expected traffic flow related to the proposed Johnson Bank automatic teller machine (ATM) installation and its potential impacts on the adjacent public alley traffic as well as the residential neighborhood as a whole.

Recommended Actions for Village of Whitefish Bay Plan Commission consideration

- Paint pavement stop bars and install stop signs on the existing walls of the parking structure.
- Through standard signage, restrict right turn exit (left turn only) from the parking structure / bank lanes.
- Paint a double yellow centerline on the public alley from the east end of the parking structure running west to Lake Drive to help identify the alley as 2-way traffic.
- Paint the existing pavement drain yellow to emphasize the beginning of the alley.
- Add 2 vision mirrors for use by vehicles in the parking lot exit lane as well as the bank lane exits.
- Village enforce no parking regulations along the entire length of the public alley. Add signage in the alley if needed.



WHITEFISH BAY

Wisconsin

Applicable Law - Conditional Use Permits – Whitefish Bay Plan Commission:

According to the Village Attorney, State law imposes the following requirements on the Plan Commission in reviewing conditions under a Conditional Use Permit:

- The requirements and conditions specified in the ordinance or imposed by the Plan Commission must be reasonable, and to the extent practicable, measurable.
- Any condition imposed must relate to the purpose of the ordinance and be based on substantial evidence.
- “Substantial evidence” means facts and information, other than merely personal preferences or speculation, directly pertaining to the requirements and conditions an applicant must meet to obtain a conditional use permit and that a reasonable person would accept in support of a conclusion.
- If an applicant meets, or agrees to meet, all of the requirements and conditions specified in the ordinance or imposed by the Plan Commission, the Plan Commission must grant the conditional use permit.
- The applicant must provide substantial evidence that the application and all requirements and conditions are, or will be, satisfied.
- If an applicant does not meet one or more of the requirements (for example the application is incomplete) or conditions specified in the ordinance or imposed by the Plan Commission, the Plan Commission can deny the conditional use permit.
- A Plan Commission’s decision to approve or deny a conditional use permit must be supported by substantial evidence.



Village of Whitefish Bay
 5300 N. Marlborough Dr. ❖ Whitefish Bay, WI 53217
 Phone: (414) 962-6690 ❖ Fax: (414) 962-5651

CONDITIONAL USE APPLICATION AND REVIEW PROCESS

Overview: Applications for conditional use approval will be discussed by the Plan Commission following a public hearing. The Plan Commission meets on the third Tuesday of each month and has the authority to approve or deny the application.

Application Deadline: Applications must be received by the close-of-business ***at least 21 days prior to the meeting date due to publication requirements***; applications received after this date cannot be heard at the Plan Commission meeting of the following month.

Submission Requirements: The attached application form must be completed and submitted with all requested materials. Failure to submit all application materials may delay the review process described below.

Example

Applications are due at least 21 days prior to the meeting date.

The public hearing will be held by the Plan Commission on the third Tuesday of the following month.

Timeline

MONTH A application						
Su	M	Tu	W	Th	F	Sa

MONTH B action						
Su	M	Tu	W	Th	F	Sa

Staff Report: Village staff will prepare a report summarizing the application, reviewing it against Village ordinances and policies, and provide a recommendation for the Plan Commission. A copy of this report, along with the meeting agenda, will be provided to the applicant prior to the public hearing at the Plan Commission meeting.

Notice of Public Hearing: Wisconsin State Law requires notice of a public hearing to be published in a specified, legal newspaper a minimum of 7 days prior to a public hearing. Village Ordinance further requires that notices be mailed to property owners within 100 feet of the affected property. These notices are prepared and sent by Village staff.

Plan Commission Meeting: Applicants are encouraged to attend and participate in the public hearing in order to present the application and respond to questions from the Plan Commission and/or members of the public. The public hearing will be held in the Village Hall Board Room.

- At the Public Hearing: The Plan Commission Chairperson will call the meeting to order at the appointed time, and the minutes of the previous meeting will be reviewed. Items requiring public hearings are next. Members of the public will then be invited to ask questions about the application and to make comments about the proposal. Once the public comment period has concluded, the Chairperson will close the public hearing, and the Commissioners will discuss the application and make a decision.
- Plan Commission Action: The Plan Commission has the authority to approve or deny an application, no further action is needed.

Validation and Expiration: A conditional use approval must be used within 1 year of the date of the approval. A conditional use approval will automatically expire if the approval is not used or if the applicant ceases operation for a continuous period of 1 year or longer.

Please keep this sheet for your reference after you have submitted the attached application.



Village of Whitefish Bay
 5300 N. Marlborough Dr. ❖ Whitefish Bay, WI 53217
 Phone: (414) 962-6690 ❖ Fax: (414) 962-5651

CONDITIONAL USE APPLICATION

VILLAGE ORDINANCE SECTION 16
www.wfbvillage.org

APPLICATION FEE: \$100

Application fee should be made payable to Village of Whitefish Bay upon submittal of completed application.

Please complete the application by typing or printing in ink. Use additional paper if necessary.

1. Property Owner Information:

Company name: Boulder Venture LLC
 Last name: _____ First name: _____
 Address: 311 East Chicago Street Suite 210 City/State/Zip: Milwaukee WI, 53202
 Phone number: 414.271.5385 Email address: res@boulderventure.com

2. Applicant Information: (if different from above)

Company name: Johnson Financial Group
 Last name: _____ First name: _____
 Address: 555 Main Street Suite 080 City/State/Zip: Racine WI, 53185
 Phone number: 262.619.2771 Email address: bhess@johnsonfinancialgroup.com

3. Address(es) of Property Involved: (if different from above)

5600 North Lake Drive Suite 101 / Whitefish Bay WI, 53217

4. Zoning Designation: Business

5. Statement of Intent: Briefly describe what will be done on or with the property requiring the conditional use approval.

Installation of an ATM in our existing drive-through.

6. General Information:

- **Name of Proposed Business:** Business currently exists
- **Type of Business:** Financial Services
- **What other licenses, permits, etc. are required for operation, and have they been obtained?**
N/A
- **Anticipated Number of Employees:** N/A
- **Total Square Feet of Sales Area:** N/A
- **Proposed Parking Area for Customers:** N/A
- **Proposed Parking Area for Employees:** N/A
- **Control of Property (Signed Lease, Owner Occupied, etc.):** Leased
- **Frequency and Location of Deliveries:** N/A

7. Additional Required Information:

- a. **Legal Description and PIN:** Provide the Parcel Identification Number(s) and the complete legal description(s) of the property involved. 165-0286-002
- b. **Plan of Operation:** Including hours of operation, products to be sold and any other pertinent information regarding the proposed business. Open daily to close at 10 PM
- c. **Exterior/Interior Changes:** A description of any proposed changes to the exterior and/or interior of the subject property. If the application involves an entire building or if any exterior changes are planned, a plat of survey prepared by a registered land surveyor showing all of the information required for a building permit, including landscaping shall be included.
Installation of an ATM
- d. **General Layout:** A plan indicating the location of buildings, rooms, parking areas, traffic access, driveways, walkways, open spaces, landscaping and lighting. Drawings must be to scale and have the dimensions of all rooms/workspaces. Attached

8. **Signature(s):** By signing below, you attest that the information above and attached is true and correct to the best of your knowledge.

Property Owner: _____

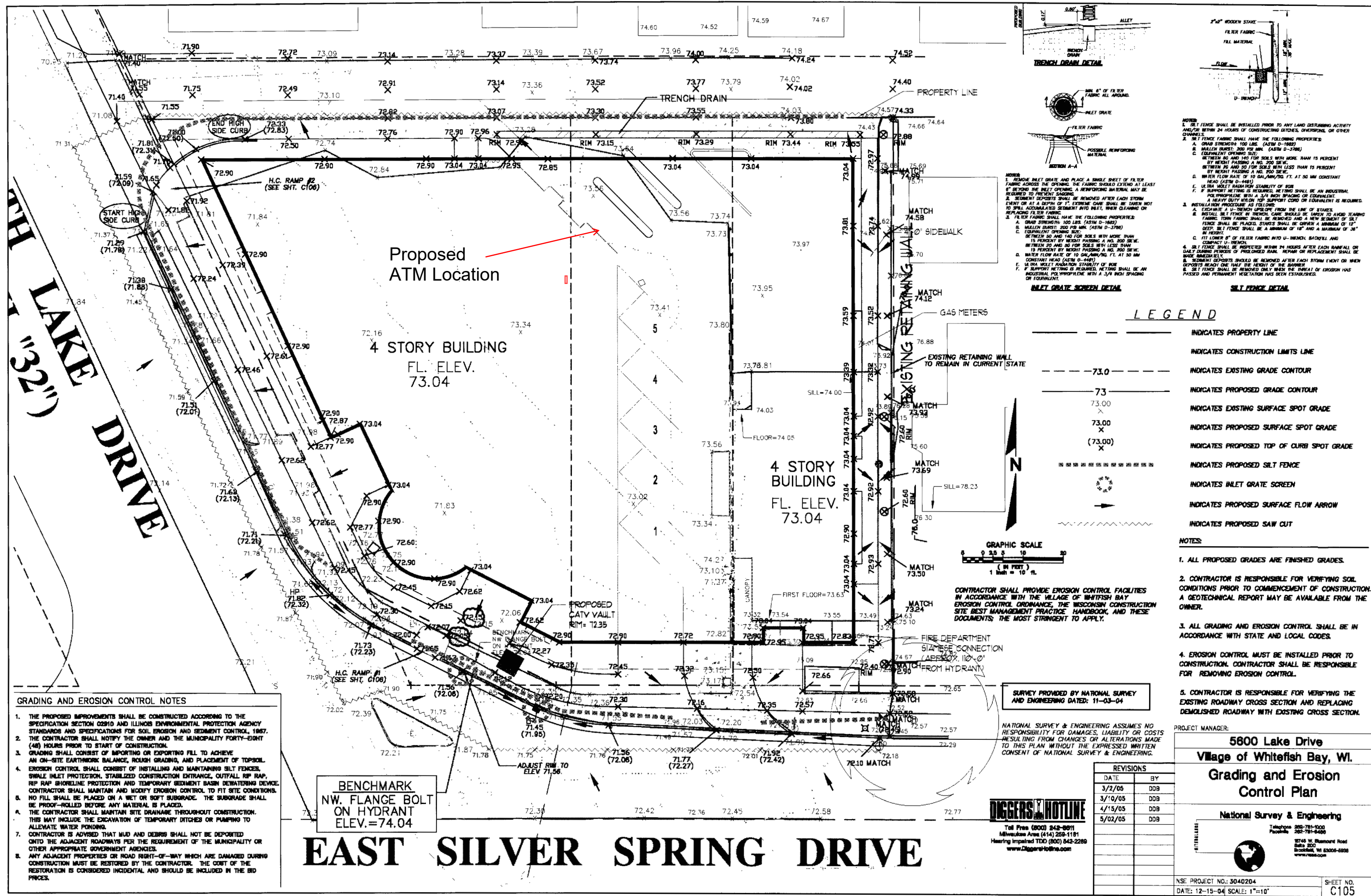
Date: _____

Applicant: Braz Hesse

Date: 10.19.2021

Fee Paid: \$100 Date: _____ Receipt # _____

Applications for conditional use approval must be received at least 21 days prior to the meeting date; applications received after this date cannot be heard at the Planning Commission meeting the following month.



Attachment 6

