



11333 N. Cedarburg Rd 60W  
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DEPARTMENT OF COMMUNITY DEVELOPMENT

April 7, 2004

**“Example – Action Letter”**

Lakeside Development  
1111 W Lakeside Road  
Mequon WI 53092

Mr. Lakeside;

At their April 5, 2004 meeting, the Planning Commission took the following actions regarding the building and site plan review for the property located at 11209 N Cedarburg Road:

**Approve** the building and site plan review based on the following condition(s):

1. Compliance with the landscape architect’s comments and staff review and approval of greater plant density between the road and canopy area.
2. Staff field review and approval of the proposed lighting fixtures and a determination that fixtures would not create excessive glare. Additionally, conformation of the type of lighting to be used in the pole lights.
3. Consideration of eliminating the lighting within the canopy and replacing with an indirect lighting system for the canopy.
4. The amount and location of outdoor storage is subject to staff approval. Staff approved outside storage/display shall be valid for one year. The applicant will return after one year for Planning Commission review and extension of the outside storage.
5. Outdoor storage along the building façade shall not extend beyond the height of the lower edge of the windows.
6. Compliance with the WE Energies franchise agreement for water service.
7. The applicant shall submit plans for the driveway alterations and storm sewer connection to Jeff Volz with the Department of Transportation for his review and approval.
8. The applicant shall contact Scott Daniel for an Erosion Control permit.
9. Construction access is restricted to the Mequon Road driveway.
10. The applicant shall submit the plans, specifications and manufacturers maintenance requirements for the Vortechincs Water Treatment System. Engineering staff will prepare the maintenance reporting process that shall be submitted to the City.

Official meeting minutes will be sent to you when approved by the Planning Commission. Please advise staff when you are ready to proceed. Building permits shall be issued within one year of this approval (April 5, 2005). If you have any questions please contact our office.

Sincerely,  
Kimberly Tollefson, Assistant Director  
Community Development and Planning Department