

PLAN COMMISSION MEETING
MARCH 1, 2016 - 5:00 P.M.

Members Present: Fred Horne, Ron Volkert, Kyle Hinrichs, MaryKay Rice, David Wilford, Mike Kastens, and Sarah Skinner (ex-officio)

Members Absent: Jane Hansen

Others Present: Beth Thompson, Tanya Reigel, Dan Licht, Noah Wiedenfeld, Ray Rivard, Steve Massey, Tom Nirmaier, Chad Derrick, Jim & Sharron Beebe, and Brian & Jody Young.

Fred Horne called the meeting to order and roll call was taken.

MaryKay Rice moved to adopt the agenda as presented, seconded by Kyle Hinrichs and carried.

Kyle Hinrichs moved to approve the minutes of the previous meeting on February 4, 2016, seconded by David Wilford and carried.

Public Hearing

Fred Horne declared the Public Hearing open to discuss the following:

- a) Application for a Conditional Use Permit from Westfield's Hospital and Clinic to allow expansion of an existing hospital within a Z3 District. Property is located at 535 Hospital Road and described as SEC 3 T30N R18W PT SW NW; BEING PT CSM 12/3486; NKA CSM 25-5788 LOT 1 (23.188AC)

Dan Licht, City Planning Consultant, explained that Westfield's will begin a remodeling project that includes revising 4,000 square feet, revising the MRI center and adding 1,500 square feet where they had a little garden previously. They may also enclose the ambulance bay. The Comprehensive Plan shows this area as hospital use. The use is allowed but requires a Conditional Use Permit. There is no additional impact to surrounding properties. Any changes to the exterior of the building must be similar to the existing exterior including exterior lighting and landscaping. Discussion followed.

- b) Text Amendments to Chapter 121 of the City Zoning Ordinance, copies of which are on file and available in the office of the City Clerk

Dan Licht, City Planning Consultant, explained the following text amendments that staff is recommending approving at this time:

- 1) Driveways – Administrative approvals for more than one driveway per property or increase in width. Also, increase allowed driveway for commercial uses from 24 to 26 feet.
- 2) Lot line adjustments - transfer land between abutting properties where no new lots are created and there is an exemption per State Statute 236.45(2)(am)3 will require administrative review for conformance with minimum lot requirements
- 3) Zoning ordinance definitions – include columbarium with definition of cemeteries (allowed in Z1, Z2, Z3, Z4 and Z6 districts; and include crematoriums within definition of funeral home as a related and incidental use (allowed in Z1, Z2, Z3, Z4 and Z6 districts)
- 4) Create administrative process for approval of minor expansions/modifications limited to modifications that do not expand traffic, employees, building area by more than 20 percent such as WITC and Westfield's Hospital applications
- 5) Add "Public Park" to Table 3; City Parks allowed as a permitted use and parks for other governmental jurisdictions as a conditional use.
- 6) Trash enclosure – specify that a gate is required
- 7) Wastewater Treatment Facility buffer zone – Wisconsin Statutes establishes a 500 foot setback for all lots and buildings from the Wastewater Treatment Facility
- 8) Residential dwellings – prohibit use of garages, tents, accessory buildings or motor homes as a residential dwelling

- 9) Temporary Structures – allow use of temporary structures as construction office or interim space during construction, a building permit must be issued for the permanent principal use or expansion, the use is limited to nine months from approval or 30 days after Certificate of Occupancy is issued, must comply with applicable setbacks and provide access/off-street parking.
- 10) Landscaping – eliminate the requirement for either a hedge row or decorative fence between public right-of-way and off-street parking since inconsistent installation of plantings and/or walls creates undesirable streetscape and could interfere with snow storage or removal.

Considerable discussion followed. David Wilford suggested having a limit for item #4 so businesses would not be able to increase by 20% more than once every two years.

The Public Hearing was declared closed.

Action on Public Hearing Agenda

Kyle Hinrichs moved to approve a conditional use permit amendment for Westfields Hospital, subject to the following conditions:

1. Any changes to the exterior of the building will need to have an exterior finish consistent with that of the existing principal building and the building materials must comply with Section 121-49.G.3 of the Zoning Ordinance.
2. The developer will need to provide additional information as to the total number of hospital beds and medical exam rooms and offices to allow for a review of the off-street parking provided on site, which is to be subject to review and approval by the Zoning Administrator.
3. All grading, drainage and erosion control issues are subject to review and approval of the Public Works Director.
4. Any utility issues are subject to review and approval of the Public Works Director.

Motion was seconded by Fred Horne and carried.

Kyle Hinrichs moved to recommend adoption of the draft ordinance amending the City Code, Subdivision Ordinance and Zoning Ordinance with the additional language “administrative approvals of an expansion would only be allowed once every two years”, seconded by David Wilford and carried.

Certified Survey Map from Dorset Investments, Inc.

Dan Licht explained the location of this CSM on the corner of West Richmond Way and Knowles Avenue. The CSM is shifting the lot lines a little to allow reasonable development.

Ron Volkert moved to recommend City Council approval of a CSM for Dorset Investments II, LLC subject to the following conditions:

- 1 All public right-of-way, trail, sidewalk and drainage and utility easement are subject to review and approval of the Public Works Director.
2. All grading, drainage and erosion control issues are subject to review and approval of the Public Works Director.
3. All utility issues are subject to review and approval of the Public Works Director.
4. Installation of street trees required by Section 117-40.B of the Subdivision Ordinance shall be deferred and is to be made a condition of the site plan review approval.

Motion was seconded by David Wilford and carried.

Review Board of Appeals Decisions From 2015

One of the Plan Commission members requested to review the Board of Appeals decisions from 2015. Nick Vivian, City Attorney, drafted a memo stating that by statute, the Plan Commission and Board of Appeals serve vastly different functions and neither body has review authority over the other. There was no further discussion.

Sign Ordinance Update

Noah Wiedenfeld, Management Analyst, explained that three meetings are scheduled in the Civic Center Council Chambers for public input on the sign ordinance update as follows:

March 8th from 7:30 to 8:30 a.m.

March 9th from 12:00 to 1:00 p.m.

March 10th from 5:00 to 6:00 p.m.

There will also be an online form for the public to submit written comments. Comments will be presented to the Plan Commission at a future meeting.

Willow River Bluffs

City Staff created a map of the Willow River Bluffs Subdivision designating approximately 29 acres as a conservation easement with a trail easement around the entire property. There is still 35 acres of developable land. Nick Vivian will create a legal document for the Conservation and Trail Easement after City Council approval. If the Plan Commission approves this easement, then it will go to City Council for approval. Kyle Hinrichs moved to approve the Conservation and Trail Easement and proceed to the City Council, seconded by MaryKay Rice and carried.

Communications & Miscellaneous

Fred Horne welcomed Mike Kastens as a new Plan Commission member.

Kyle Hinrichs moved to adjourn the meeting, seconded by MaryKay Rice and carried.

Meeting adjourned at 5:37 p.m.

Tanya Reigel
City Clerk