



**Village of Weston, Wisconsin**  
**OFFICIAL MEETING AGENDA OF THE**  
**PLAN COMMISSION**

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This meeting of the Plan Commission, composed of seven (7) members, will convene at the Weston Municipal Center, Board Room, 5500 Schofield Avenue, Weston, on **Monday, February 8, 2016, at 6:00 p.m.**, to consider the following matters:

- A. Opening of Session at 6:00 p.m.**
  - 1. Plan Commission meeting called to order PC Chairman White.
  - 2. Clerk will take attendance and roll call.
  - 3. Request for silencing of cellphones and other electronic devices.
  
- B. New Business.**
  - 4. Discussion and Action by Plan Commission on Director's recommendation to approve the adoption of Official Map for the Village of Weston, per the specifications, conditions, and limitations of the submitted staff report, and forward to the Board of Trustees for their consideration and approval.
  
- C. Public Comment.**
  - 5. Comments from the public on issues, which the Plan Commission has oversight, or on business items that might be recommended to the Board of Trustees.
  
- D. Consent Items – Plan Commission.**
  - 6. Approve previous meeting(s) minutes from the Plan Commission, January 11, 2016, regular meeting.
  
- E. Discussion and Review of Comprehensive Plan Draft Chapters.**
  - 7. Chapter 6 Housing and Neighborhoods.
  - 8. Chapter 7 Natural, Agricultural and Cultural Resources.
  - 9. Chapter 11 Transportation.
  
- F. Reports from Staff.**
  - 10. Report from Planning and Development Director.
  - 11. Staff Report on staff-approved CSM's, Site Plans, Sign Permits, Commercial Zoning Permits, and Certificate of Occupancies issued since last report of 10/10/2015.
  
- G. Remarks from Commissioners.**
  
- H. Discuss items to be included for next agenda (No motions will be made, and no action will be taken related to policy affecting the Village of Weston as a result of this agenda item).**

**I. Set next regular meeting date for Monday, March 14, 2016, at 6:00 P.M.**

- 20th Anniversary Celebration @ Dales Weston Lanes on Friday, March 11, 2016.
- SE Quadrant Open House on Monday, March 14, 2016.
  - Formal Presentation by JSD to CDA & PC from 4:30 – 5pm
  - Public Engagement Session and Open House from 5-6pm

**J. Adjourn.**

WITNESS: My signature this 5<sup>th</sup> day of February, 2016.

Valerie Parker  
Recording Secretary

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**This notice was posted at the Municipal Center, and on the Village's website at [www.westonwi.gov](http://www.westonwi.gov), and was emailed to local media outlets (Print, TV, and Radio) on 02/05/2016 @ 2:30 p.m.** A quorum of members from other Village governmental bodies (boards, commissions, and committees) may attend the above-noticed meeting in order to gather information. Should a quorum of other government bodies be present, this would constitute a meeting pursuant to State ex rel. Badke v. Greendale Village Bd., 173 Wis.2d 553,494 N.W.2d 408 (1993). Wisconsin State Statutes require all agendas for Committee, Commission, or Board meetings be posted in final form, 24 hours prior to the meeting. Any posted agenda is subject to change up until 24 hours prior to the date and time of the meeting. Any person who has a qualifying disability, as defined by the Americans with Disabilities Act, requiring that meeting or material to be in an accessible location or format, must contact the Weston Municipal Center at 715-359-6114, so any necessary arrangements can be made to accommodate each request.

Village of Weston, Wisconsin  
**REGULAR MEETING OF THE PLAN COMMISSION**

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February 8, 2016

**MEETING PACKET COVER SHEET  
AGENDA ITEM – B.4.**

*Discussion and Action by PC on Director's Recommendation to approve the adoption of Official Map for the Village of Weston, per the specifications, conditions, and limitations of the submitted staff report, and forward to the Board of Trustees for their consideration and approval.*



**Village of Weston, Wisconsin  
AGENDA ITEM COVERSHEET  
Requested for Official Consideration and Review**

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REQUEST FROM: **KEITH DONNER, DIRECTOR OF PUBLIC WORKS  
JENNIFER HIGGINS, DIRECTOR OF PLANNING AND DEVELOPMENT**

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ITEM DESCRIPTION: **ADOPTION OF OFFICIAL MAP FOR THE VILLAGE OF WESTON.**

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DATE/MTG: **PIC; MONDAY, FEBRUARY 1, 2016  
PLAN COMMISSION; MONDAY, FEBRUARY 8, 2016**

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POLICY QUESTION: Should the Board of Trustees approve an ordinance to adopt an Official Map for the Village of Weston?

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RECOMMENDATION TO: I make a motion to endorse approval of the Official map as proposed, and recommend it to the Trustees for adoption.

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LEGISLATIVE ACTION:

- |   |                                    |                                       |
|---|------------------------------------|---------------------------------------|
| <input checked="" type="checkbox"/> Acknowledge/Approve | <input type="checkbox"/> Ordinance | <input type="checkbox"/> Proclamation |
| <input type="checkbox"/> Administrative Order           | <input type="checkbox"/> Policy    | <input type="checkbox"/> Reports      |
| <input type="checkbox"/> Expenditure                    | <input type="checkbox"/> Procedure | <input type="checkbox"/> Resolution   |
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FISCAL IMPACT ANALYSIS:

- Budget Line Item: \_\_\_\_\_
- Budget Line Item: \_\_\_\_\_
- Budgeted Expenditure: \_\_\_\_\_
- Budgeted Revenue: \_\_\_\_\_
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STATUTORY / RULEMAKING / POLICY REFERENCES:

- WI Statute: 62.23 (6)
- WI Administrative Code: \_\_\_\_\_
- Case Law / Legal: \_\_\_\_\_
- Municipal Code: \_\_\_\_\_
- Municipal Rules: \_\_\_\_\_
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PRIOR REVIEW: None

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BACKGROUND:

As part of the Comprehensive Plan Update the Village has created a Future Transportation Map which would also serve as the Official Map for the Village, recommended in the original 2006 Comprehensive Plan. It has been decided to approve this Future Transportation Map, in advance of the adoption of the new Transportation Chapter of the Comprehensive Plan as we want to ensure that the appropriate right of way widths are being reserved for areas where we are working on plans for economic development projects. Staff are asking the PIC and Plan Commission to review and recommend the Official Map for adoption prior to the 2/15/16 required public hearing before the Village Board. The Board will be asked to adopt the Official Map for the Village via Ordinance No 16-002. The draft of this ordinance is attached.

- Supplemental Briefer for Agenda Items under Consideration?
- Attachments?
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**Village of Weston, Wisconsin**  
**AGENDA ITEM LEGISLATIVE ANALYSIS**  
**Supplemental Briefer for Agenda Items under Consideration**

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From: Keith Donner, Director of Public Works & Jennifer Higgins, Planning and Development Director  
Date/Mtg: Monday, February 1, 2016/PIC Meeting and Monday, February 8, 2016/PC Meeting  
Re: Official Map of the Village of Weston

1. Policy Question:

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Should the Board of Trustees approve an ordinance to adopt an Official Map for the Village of Weston?

2. Purpose:

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The purpose of asking this question is to receive guidance and feedback from the PIC and PC members on whether the Village Board should adopt an Official Map.

3. Background:

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Per Section 62.23(6)(b) of Wisconsin Statutes, the Village may by ordinance establish an official map of the village or any part thereof showing the streets, highways, historic districts, parkways, parks and playgrounds laid out, adopted and established by law. The village may also include the location of railroad rights-of-way, waterways and public transit facilities on its map. A city may include a waterway on its map only if the waterway is included in a comprehensive surface water drainage plan. The map is conclusive with respect to the location and width of streets, highways, waterways and parkways, and the location and extent of railroad rights-of-way, public transit facilities, parks and playgrounds shown on the map. The official map is declared to be established to conserve and promote the public health, safety, convenience or general welfare. The ordinance shall require the village clerk at once to record with the register of deeds of the county in which the village is situated a certificate showing that the village has established an official map.

No permit may be issued to construct or enlarge any building within the limits of any street, highway, waterway, railroad right-of-way, public transit facility or parkway, shown or laid out on the map except as provided in Sec. 62.23(6). The street, highway, waterway, railroad right-of-way, public transit facility or parkway system shown on the official map may be shown on the official map as extending beyond the boundaries of a city or village a distance equal to that within which the approval of land subdivision plats by the village board is required as provided by s. [236.10 \(1\) \(b\) 2](#). Any person desiring to construct or enlarge a building within the limits of a street, highway, railroad right-of-way, public transit facility or parkway so shown as extended may apply to the authorized official of the village for a building permit. Any person desiring to construct or enlarge a building within the limits of a street, highway, waterway, railroad right-of-way, public transit facility or parkway shown on the official map within the incorporated limits of the municipality shall apply to the authorized official of the village for a building permit. Unless an application is made, and the building permit granted or not denied within 30 days, the person is not entitled to compensation for damage to the building in the course of construction of the street, highway, railroad right-of-way, public transit facility or parkway shown on the official map. Unless an application is made, and the building permit granted or not denied within 30 days, the person is not entitled to compensation for damage to the building in the course of construction or alteration of the waterway shown on the official map within the incorporated limits of the municipality. If the land within the mapped street, highway, waterway, railroad right-of-way, public transit facility or parkway is not yielding a fair return, the board of appeals in any municipality which has established such a board having power to make variances or exceptions in zoning regulations may, by the vote of a majority of its members, grant a permit for a building or addition in the path of the street, highway, waterway, railroad right-of-way, public transit facility or parkway, which will as little as practicable increase the cost of opening the street, highway, waterway, railroad right-of-way, public transit facility or parkway or tend to cause a change of the official map. The

board may impose reasonable requirements as a condition of granting the permit to promote the health, convenience, safety or general welfare of the community. The board shall refuse a permit where the applicant will not be substantially affected by not constructing the addition or by placing the building outside the mapped street, highway, waterway, railroad right-of-way, public transit facility or parkway.

4. Issue Analysis:

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As part of the Comprehensive Plan Update the Village has created a Future Transportation Map which would also serve as the Official Map for the Village. The Official Map was originally recommended in the 2006 Comprehensive Plan but until now, it had been worked on. It was decided to have the Comp Plan Future Transportation Map also serve as the Official Map for the Village but due to the adoption of this Comp Plan document still being a few months out from adoption, we are moving forward with adopting the Map as the Official Map for the Village. We are doing this to ensure that the appropriate road widths be reserved prior to any economic development projects we are working on be approved or constructed.

5. Fiscal Impact:

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No real fiscal impacts at this time. In the future, there could be costs to acquire some of the road right of way.

6. Statutory References:

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Per Sec. 62.23(6) of Wisconsin Statutes, the Village is authorized to

7. Prior Review:

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This item has been reviewed by the PIC, PC and Village Service Division staff as part of the Transportation Chapter of the Comprehensive Plan Update.

8. Policy Choices:

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1. Recommend approval of the Official Map as presented to the Board of Trustees.
2. Recommend approval of the Official Map with changes specified by the Committee/Commission to be made before the Village Board approves.
3. Recommend denial.

9. Recommendation:

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I recommend that the Committee/Commission recommend approval of the Official Map to the Village Board as presented.

10. Legislative Action:

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I move that the Board of Trustees approve the Official Map for the Village of Weston by adopting Ordinance No. 16-002.

11. Attachments:

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Draft Ordinance No. 16-002 Official Map  
Public Hearing Notice for 2/15/16 Village Board Meeting  
Map 11-1: Future Transportation (Official) Map - Draft



**VILLAGE OF WESTON, MARATHON COUNTY, WISCONSIN**

**ORDINANCE NO. 16-002**

**AN ORDINANCE ADOPTING THE VILLAGE OF WESTON OFFICIAL MAP**

**WHEREAS**, §62.23(6), Wis. Stats. authorizes each local government to adopt an official map to conserve and promote the public health, safety, convenience or general welfare by designating land for expanded and future highways, parkways, waterways, and other public facilities; and

**WHEREAS**, the Weston Comprehensive Plan has, since 2006, advised that the village adopt an official map to identify and preserve right-of-way and provide for efficient movement of the traffic throughout the village; and

**WHEREAS**, through the Comprehensive Plan update project, the village has worked together to establish the Future Transportation (Official) Map (“Official Map”); and,

**WHEREAS**, on February 8, 2016, the Village Plan Commission recommended adoption of the Official Map, substantially in the form attached hereto as Exhibit A; and,

**WHEREAS**, the Village Board accepts the recommendation of the Plan Commission and has conducted a public hearing preceded by a Class 2 notice, and following such hearing determined that establishment of the Official Map will promote the public health, safety, convenience, general welfare, and orderly development of the Village of Weston.

**NOW, THEREFORE, BE IT RESOLVED THAT**, the Village Board of Weston, Wisconsin, does ordain as follows:

1. The map attached hereto as Exhibit A is established as the Official Map of the Village of Weston, pursuant to §62.23(6), Wis. Stats.
2. No permit may be issued to construct or enlarge any building within the limits of any street, highway, waterway, railroad right-of-way, public transit facility or parkway, shown or laid out on the Official Map except as provided in Section 62.23(6) of the Wisconsin Statutes.
3. The Village Clerk is directed to record with the Marathon County Register of Deeds a certificate showing that the Village has established an official map, along with the adopted Official Map.

Adopted this 15<sup>th</sup> day of February, 2016.

VILLAGE BOARD OF WESTON

By: \_\_\_\_\_  
Barbara Ermeling, President

Attest: \_\_\_\_\_  
Sherry Weinkauff, Village Clerk

EXHIBIT A: WESTON OFFICIAL MAP

APPROVED: \_\_\_\_\_

PUBLISHED: \_\_\_\_\_

DRAFT

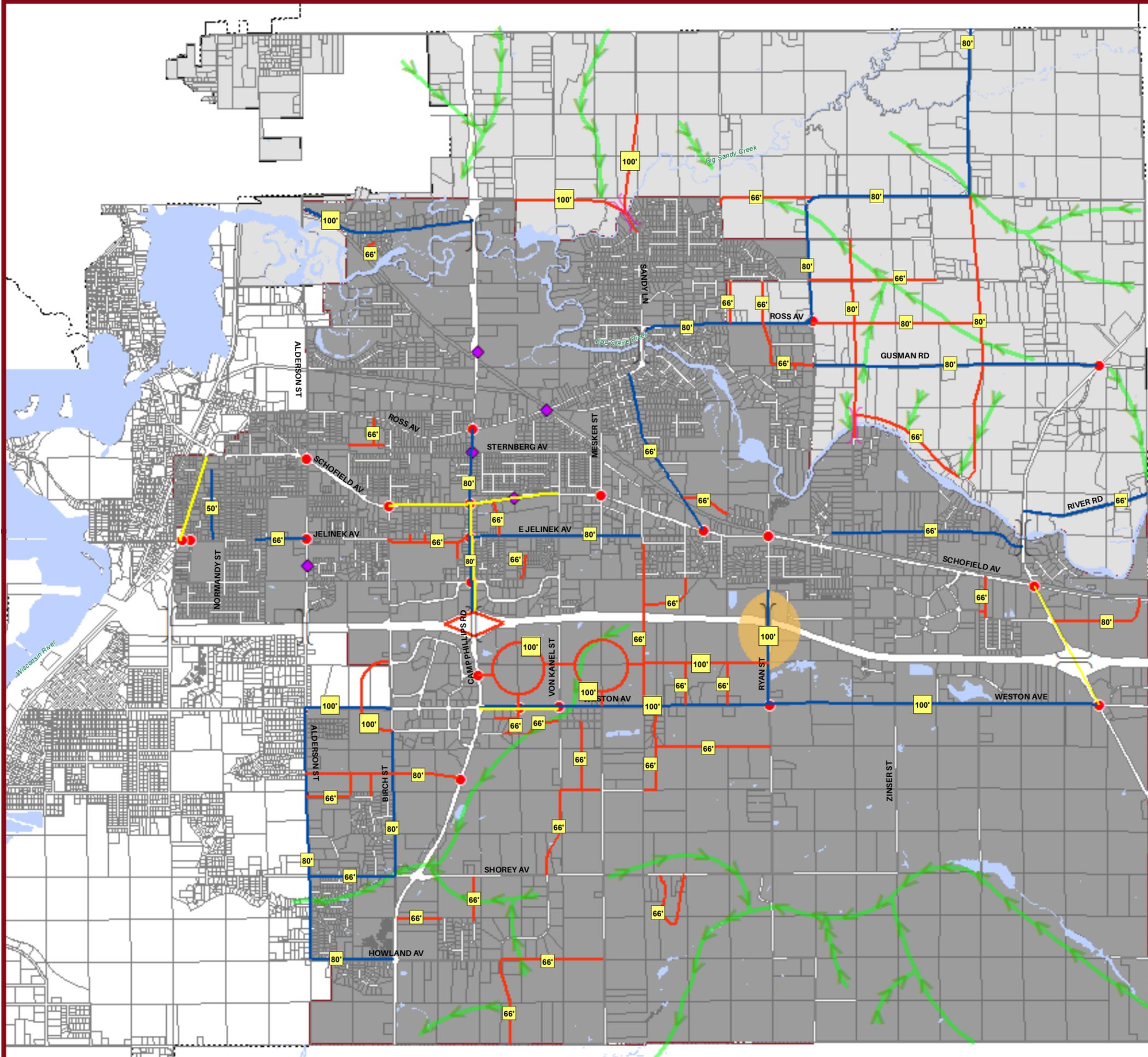
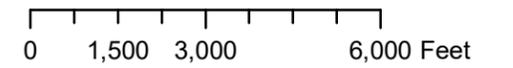
# Village of Weston Comprehensive Plan

# 11-1

## Future Transportation (Official) Map - DRAFT



Date: January 28, 2016  
Created by the Village of Weston  
Tech. Services Department



### Legend

- Future Overpass
- Existing Overpass
- Future Major Road (with right-of-way width)
- Planned Road Construction (with right-of-way width)
- Planned Streetscaping
- Drainage Corridor
- Future Intersection Improvement
- Future Pedestrian Crossing Enhancement
- Existing Roads (No construction recommendation)
- Future Interchange Study Area
- Surface Water
- Village of Weston
- Town of Weston

**Village of Weston, Wisconsin**  
**REGULAR MEETING OF THE PLAN COMMISSION**

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**February 8, 2016**

**MEETING PACKET COVER SHEET**  
**AGENDA ITEM – D.6.**

*Plan Commission Meeting Minutes of*  
*January 11, 2016*



**Village of Weston, Wisconsin**  
**OFFICIAL PROCEEDINGS OF THE PLAN COMMISSION**  
held on Monday, January 11, 2016 at 6:00 p.m., in the Board Room, at the Municipal Center  
Chairman White Presiding.

**A. OPENING OF SESSION AT 6:00 P.M.**

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1. **Plan Commission meeting called to order PC Chairman White.**
2. **Clerk will take attendance and roll call.**

Roll call indicated 7 Plan Commission members present.

<u>Member</u>	<u>Present</u>
Diesen, Dave	YES
Johnson, Marty	YES
Kollmansberger, Tina	YES
Schuster, Fred	YES
Stenstrom, Mike	YES
White, Loren	YES
Zeyghami, Hooshang	YES

Village Staff in attendance: Higgins, Donner, Wehner, and Parker. There were also 5 people in the audience.

3. **Requests for Silencing of cellphones and other electronic devices.**

**B. NEW BUSINESS**

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4. **Public Hearing before Plan Commission CU-12-15-1560 Travis Novotny, of Statewide Development, Inc., requesting a Conditional Use Permit, on property addressed as 5302 Schofield Avenue (PIN 192-2808-164-0977), to allow for uses such as Indoor Storage or Wholesaling within the B-3 (General Business) Zoning District.**

White opened the public hearing at 6:01 p.m.

Ark Rhowmine, Commercial Real Estate Advisor, of Newmark Grubb Pfefferle, 200 Washington Street, Ste. 100, Wausau, was present in support, representing Statewide Development, Inc., as well as Red Bull Distribution Company.

Stenstrom questioned if there will be any outdoor storage. Rhowmine explained there will be no outside storage, that even the business vehicles will be stored inside the building.

No one spoke in opposition.

White closed the hearing at 6:02 p.m.

5. **Discussion and Action by Plan Commission on Director's recommendation to approve the Conditional Use Request CU-12-15-1560, per the specifications, conditions, and limitations of the submitted staff report.**

Stenstrom questioned the staff recommendation, where it states "*Outdoor storage shall only occur at a 30-day temporary basis and shall be screened from the view of the right-of-way and neighboring parcels;*". *Stenstrom feels this should be stricken from the approval, since no outdoor storage is planned.*

White questioned about the restoration of the greenspace. It was stated it just became an area vehicles drove on, that will be restored to greenspace.

*Motion by Stenstrom, second by Schuster to approve the Conditional Use Permit request (CU-12-15-1560), per the specifications, conditions, and limitations of the submitted staff report, along with striking the outdoor storage statement as discussed.*

Yes Vote: 7      No Votes: 0      Abstain: 0      Not Voting: 0      Result: PASS

<u>Member</u>	<u>Voting</u>
Diesen, Dave	YES
Johnson, Marty	YES
Kollmansberger, Tina	YES
Schuster, Fred	YES
Stenstrom, Mike	YES
White, Loren	YES
Zeyghami, Hooshang	YES

**6. Public hearing before Plan Commission REZN-12-15-1558 Mark Thompson, MTS, LLC, for Katie Ripp, requesting a rezoning from SF-S (Single-Family Residential – Small Lot) to B-3 (General Business), with D-CC (Commercial Corridor Overlay), on vacant land being split from 5410 Pine Park Street and proposed to be attached to 5403 Normandy Street for the purpose of an expanded parking lot.**

Katie Ripp, 5410 Pine Park Street, Weston, was present in the audience.

Pat Vanderwerf, MTS, LLC, 404 Franklin Street, Wausau, was present representing Katie Ripp and Family Foot & Ankle Clinic. He explained how the Family Foot & Ankle business is doing well, where they are in need of expanding their parking lot for all the customers and additional doctors.

Stenstrom questioned the topography of the land they propose to be a parking lot, as far as drainage is concerned, that this area typically is flooded in the spring. Higgins explained we are aware of the flooding issues in this area, and how Michael Wodalski, Deputy Public Works Director, has worked closely with MTS to plan the parking lot out so that it would not negatively impact the surrounding properties with flooding. She explained how the way the plans will work, these will not make the site any better for drainage, but it will not make the site any worse for drainage either. Higgins pointed out how the plans have been modified, per Wodalski's recommendation to aid in this, where two parking spaces were removed to make more room for drainage.

Russ Forbess, 5417 Pine Park Street, was present with questions and concerns. It was clarified to Forbess that only the western 85 feet of Ripp's property will become the additional parking lot for Family Foot & Ankle – not her entire lot. Higgins also explained how all of Ripp's buildings will remain as they are. Higgins explained how this parking lot will be entered through the existing parking lot, only using the existing access drives (no new driveways being constructed). It was explained the grading will be set so that the drainage drains to Normandy Street. It was also explained to Forbess that there will be a 6-foot tall wooden privacy fence constructed around the east and south sides of this parking lot, along with landscaping. Forbess was concerned about the erosion. White explained there will be silt fence and landscaping to control that.

Parker explained the e-mail correspondence (attached) she had with Kat Savyannah, who was e-mailing on behalf of her mother, Nora Shulta, of 5416 Pine Park Street, whose property is just south of Ripp's.

No one spoke in opposition.

White closed the hearing at 6:25 p.m.

**7. Discussion and Action by Plan Commission on Director's recommendation to approve the Rezone Request (REZN-12-15-1558), per the specifications, conditions, and limitations of the submitted staff report, and forward to the Board of Trustees for their consideration and approval.**

*Motion by Schuster, second by Kollmansberger to approve the Rezone Request (REZN-12-15-1558), per the specifications, conditions and limitation of the submitted staff report, and forward to the Board of Trustees for their consideration and approval. Q: Diesen requested that it be noted for the record that he has concerns about potential storm water issues. Motion carried.*

Yes Vote: 7      No Votes: 0      Abstain: 0      Not Voting: 0      Result: PASS

<u>Member</u>	<u>Voting</u>
Diesen, Dave	YES
Johnson, Marty	YES
Kollmansberger, Tina	YES
Schuster, Fred	YES
Stenstrom, Mike	YES
White, Loren	YES
Zeyghami, Hooshang	YES

**8. Discussion and Action by Plan Commission on Director’s recommendation to approve Commercial Site Plan CSIT-12-15-1558 (MTS/Family Foot & Ankle), Parking Lot Expansion, at 5403 Normandy Street, per the specifications, conditions, and limitations of the submitted staff report.**

Wehner commented on the reduced parking spaces for the drainage. The site plan meets zoning code; however, staff is requesting an updated lighting plan to show the actual lighting fixtures on the lot. He said the lighting plan currently only shows the photometrics. Forbess expressed concern about the lighting from this parking lot potentially shining onto his property. Higgins assured him the lighting should not be a problem as the lights will be down lit. She said that yard lights from the residential properties will be more intrusive than this.

*Motion by Diesen, second by Zeyghami to approve the Commercial Site CSIT-12-15-1558 (MTS/Family Foot & Ankle), Parking Lot Expansion, at 5403 Normandy Street, per the specifications, conditions and limitation of the submitted staff report. Q: Diesen requested that it be noted for the record that he has concerns about potential storm water issues. Motion carried.*

Yes Vote: 7      No Votes: 0      Abstain: 0      Not Voting: 0      Result: PASS

<u>Member</u>	<u>Voting</u>
Diesen, Dave	YES
Johnson, Marty	YES
Kollmansberger, Tina	YES
Schuster, Fred	YES
Stenstrom, Mike	YES
White, Loren	YES
Zeyghami, Hooshang	YES

**C. PUBLIC COMMENT**

**9. Comments from the public on issues, which the Plan Commission has oversight or on business items that might be recommended to the Board of Trustees.**

There were no comments from the public.

**D. CONSENT ITEMS – PLAN COMMISSION**

**10. Approve previous meeting(s) minutes from the Plan Commission December 14, 2015, regular meeting.**

**Motion by Schuster, second by Stenstrom to approve the December 14, 2015, PC meeting minutes.**

Yes Vote: 7      No Votes: 0      Abstain: 0      Not Voting: 0      Result: PASS

<u>Member</u>	<u>Voting</u>
Diesen, Dave	YES
Johnson, Marty	YES
Kollmansberger, Tina	YES
Schuster, Fred	YES
Stenstrom, Mike	YES
White, Loren	YES
Zeyghami, Hooshang	YES

**E. REPORTS FROM STAFF**

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**11. Report from Planning and Development Director.**

Higgins reported that this Wednesday staff will be meeting to go over economic development projects. She stated how Mark Roffers, MDROffers, is working on updating our TIF #1 plan. She explained how the updated copy will be brought before both Plan Commission and Community Development Authority for their review in the near future. She announced that Scott Tatro, Building Inspector, will be returning from medical leave to work on Monday, January 18<sup>th</sup>. She explained how staff is in the process of interviewing four candidates for the new Assistant Building Inspector/Code Enforcement Officer this week, with the position starting in April. She explained some of the duties this person will be performing.

Diesen questioned the status of the Randow site, on Transport Way. Higgins stated Randow had resumed the construction, but it appears he has stopped once again. She would have Tatro follow up with this next week after he returns to work.

Stenstrom questioned how many more joint meetings will be occurring (such as the last two). He stated when there are Plan Commission specific items (such as rezones, conditional uses, and site plans), how those should not be part of a joint meeting, as he feels Plan Commission is not being given the appropriate amount of time for discussion, as they are being rushed from the other committees to get on to the next topic. Kollmansberger, Johnson, and Diesen expressed their concurrence with Stenstrom's request.

**F. REMARKS FROM OFFICIALS.**

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**12. Remarks from the Plan Commission to set the next meeting date, as well as discuss items for next committee agenda – February 8, 2016, at 6:00 p.m.**

**G. ADJOURN.**

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**13. Adjourn Plan Commission,**

White adjourned the Plan Commission meeting at 6:41 p.m.

Loren White, Chairman  
Jennifer Higgins, Director of Planning & Development  
Valerie Parker, Recording Secretary

## Valerie Parker

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**Subject:** FW: REZN-12-15-1558 Property Rezoning - Public Hearing

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**From:** Valerie Parker

**Sent:** Monday, January 11, 2016 2:56 PM

**To:** 'Kat Savannah' <katsavy@gmail.com>

**Cc:** 'Jennifer Higgins (jhiggins@westonwi.gov)' <jhiggins@westonwi.gov>; Jared Wehner <jwehner@westonwi.gov>; Scott Tatro <statro@westonwi.gov>; Michael Wodalski <mwodalski@westonwi.gov>

**Subject:** RE: REZN-12-15-1558 Property Rezoning - Public Hearing

01/11/2016

Hi Kat,

To answer your questions in the order written:

1. The owner of the residential lot (Katie Ripp) is having that western section of land (along Normandy Street) divided off from her residential lot (zoned SF-S). The section along Normandy that is being divided is planned to be combined to the Family Foot & Ankle property (zoned B-3). This is being combined solely to give them more parking areas for customers and doctors. Prior to attaching that section of land to Family Foot & Ankle's property, that section along Normandy, needs to be rezoned from SF-S to B-3 to match the Family Foot & Ankle property. It may have been clearer if we would have only marked that section to be divided, rather than the whole property.
2. Family Foot & Ankle is working with an engineer (MTS, LLC) on the their site plan design, which includes the storm water. Our Deputy Public Works Director, Michael Wodalski, who is a storm water engineer, has reviewed the plans with MTS, and through his review, there were modifications made to the site plan to reduce the original number of parking stalls to ensure there will be adequate room to allow for storm water storage. Michael informed me that there may still be storm water back-up, but that is should be at existing conditions, and not create any additional issues (it won't get better, but it will not be worse either).
3. With regard to your concerns of the potential impacts to the existing mature trees on the neighboring properties, unfortunately, anytime there is construction work on a property, there is always a risk of inadvertently affecting trees on neighboring properties, depending on how far out their roots extend. The only control there is would be that the construction work cannot occur beyond the property lines and there are setback requirements, which will keeps buildings and parking lots within a certain distance from neighboring property lines. Unfortunately, if the construction work does harm the mature trees, it would become an issue between the two property owners – the Village of Weston would not get involved. Hopefully this is a topic that Katie Ripp and the owners of Family Foot & Ankle will discuss when finalizing their plans. It sounds as though there is not an actual "retaining wall" being constructed. Though the proposed parking lot area will be approximately 2 feet above the current grades, this will be strictly from fill being added.
4. There are plans for a 6' cedar dog-eared fence to be installed around the south and eastern sides of the parking lot (similar to what is there now), along with required landscaping.

I saved a copy of the complete site plan on the following OneDrive link (<http://1drv.ms/1ndCTIB>), this includes a copy of their landscaping plan. Please take a look at these, and if you have further questions, do not hesitate to ask.

Also, if Plan Commission approves the rezone and site plan tonight, these will still need to go before the Village Board at their January 18<sup>th</sup> (6pm) meeting for final action.

Take care and stay warm!

Sincerely,

Valerie

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Valerie Parker  
Planning Technician  
Planning & Development Department  
Village of Weston  
5500 Schofield Avenue  
Weston, WI 54476  
PH: [\(715\) 241-2607](tel:7152412607)  
FX: [\(715\) 359-6117](tel:7153596117)  
[vparker@westonwi.gov](mailto:vparker@westonwi.gov)  
[www.westonwisconsin.org](http://www.westonwisconsin.org)

**From:** Kat Savyannah [mailto:[katsavy@gmail.com](mailto:katsavy@gmail.com)]  
**Sent:** Sunday, January 10, 2016 6:22 PM  
**To:** Valerie Parker <[vparker@westonwi.gov](mailto:vparker@westonwi.gov)>  
**Cc:** Jaye & Gordon Rine <[jaye.rine@cummins.com](mailto:jaye.rine@cummins.com)>  
**Subject:** REZN-12-15-1558 Property Rezoning - Public Hearing

Village of Weston Plan Commission

Valerie Parker, Plan Commission Secretary

5500 Schofield Avenue

Weston, WI 54476

RE: REZN-12-15-1558.

To the Plan Commission:

Thank you for the opportunity to respond to this rezoning request even though I am unable to be at this meeting personally. I live at 5416 Pine Park Street in Weston, which is next to the rezoning property at 5410 Pine Park going back to 5403 Normandy Street. I am not particularly concerned about a parking lot on the Normandy Street portion but do have a few questions and/or concerns listed below.

- \* When comparing the property description and boundaries with the zoning map I see the entire lot going from Normandy to Pine Park is marked. Please clarify whether the entire stretch is being considered for the rezoning, or just the portion facing Normandy Street.
  - If the entire stretch is rezoned and paved, it likely will become an unofficial through-way for vehicle traffic, causing a number of potential concerns and hazards. Does the petitioner or Village have a plan to circumvent that?

\* • \* The south side of the proposed rezoned property line is geographically low and typically floods each spring. If this lot is to be used for parking, I must assume the lot will be leveled to some extent and probably held with a retaining wall.

○ Will an engineer be hired to address the flooding issue before any work begins? Will the adjacent property owners be notified?

○ If the flooding is not addressed, will the adjacent property owners be compensated for anticipated additional flooding of their property each spring, or for the potential loss of property value?

\*• \* If a retaining wall is built, the required footing could damage the root systems of the mature trees on adjacent properties. As we know, the full results of this damage could take a few years to show. Will those property owners be compensated for that potential loss?

• \* Will the petitioner build and maintain a fence to visually block the parking lot from the residences abutting it?

Thank you for hearing my questions and concerns. I look forward to learning of your decisions.

Nora Shulta

*This correspondence is being sent on behalf of Nora Shulta by Kathryn Savyannah.*

***Kat Savyannah***

*There are 4 sentences that lead to wisdom:*

*I'm sorry.*

*I was wrong.*

*I don't know.*

*I need help.*

*from "Chief Inspector Gamache" series by Louise Penny*

**Village of Weston, Wisconsin**  
**REGULAR MEETING OF THE PLAN COMMISSION**

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**February 8, 2016**

**MEETING PACKET COVER SHEET**  
**AGENDA ITEM – E.7.**

*Comprehensive Plan Draft Chapters*  
*Chapter 6 Housing and Neighborhoods*



**Village of Weston, Wisconsin  
AGENDA ITEM COVERSHEET  
Requested for Official Consideration and Review**

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REQUEST FROM: **JENNIFER HIGGINS; DIRECTOR OF PLANNING AND DEVELOPMENT**

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ITEM DESCRIPTION: **DISCUSSION AND REVIEW OF FINAL DRAFT COMPREHENSIVE PLAN CHAPTER 6 HOUSING AND NEIGHBORHOODS.**

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DATE/MTG: **PLAN COMMISSION; MONDAY, FEBRUARY 8, 2016**

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POLICY QUESTION: Does the Draft Chapter 6 *Housing and Neighborhoods* Plan document, and specifically the 3 *Priority Initiatives* outlined in the Draft properly illustrate the direction the Commission & the Village should take in regards to future housing and neighborhood planning and development in the Village?

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RECOMMENDATION TO: To direct staff to schedule Chapter for the final approval process.

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LEGISLATIVE ACTION:

- |   |                                    |                                       |
|---|------------------------------------|---------------------------------------|
| <input checked="" type="checkbox"/> Acknowledge/Approve | <input type="checkbox"/> Ordinance | <input type="checkbox"/> Proclamation |
| <input type="checkbox"/> Administrative Order           | <input type="checkbox"/> Policy    | <input type="checkbox"/> Reports      |
| <input type="checkbox"/> Expenditure                    | <input type="checkbox"/> Procedure | <input type="checkbox"/> Resolution   |
- 
- 

FISCAL IMPACT ANALYSIS:

- Budget Line Item: \_\_\_\_\_
- Budget Line Item: \_\_\_\_\_
- Budgeted Expenditure: \_\_\_\_\_
- Budgeted Revenue: \_\_\_\_\_
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STATUTORY / RULEMAKING / POLICY REFERENCES:

- WI Statute: §66.1001, 62.23 \_\_\_\_\_
- WI Administrative Code: \_\_\_\_\_
- Case Law / Legal: \_\_\_\_\_
- Municipal Code: \_\_\_\_\_
- Municipal Rules: \_\_\_\_\_
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PRIOR REVIEW: **PLAN COMMISSION; MONDAY, AUGUST 10, 2015**

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BACKGROUND:

In 2013, the Village began a 3 year planning process with consultant MDROffers to completely update our current Comprehensive Plan (adopted 2006) within the 10 year Comprehensive Planning Statute deadline. To date, the Village has approved updated Chapters on current Conditions and Issues, Land Use, Broadband and Parks & Recreation. The first draft of this document was provided to the Plan Commission and Village Board in July. Comments received back in August from staff and officials have been incorporated into the new document. Please review the document one last time. At the meeting on Monday, we will go over the Priority Initiatives listed on the front page of the Plan document and also take any comments/corrections/additions members have to date.

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## Chapter 6: Housing and Neighborhoods

- Guide new housing and neighborhood development
- Enhance identity of and guide improvements to existing housing and neighborhoods

Weston has been a desirable location for families to take root, grow, and thrive. Its attributes include affordable housing, natural amenities, and quality education, employment, and shopping. The Village will work to maintain and enhance its existing neighborhoods and housing. The Village will also promote new housing development—particularly single-family homes—in planned neighborhoods designed to connect residents to each other and the broader community.



### Priority Housing and Neighborhood Initiatives

Initiative (Follow links for further details)	Description	Funding/ Partnerships	Responsibility
<a href="#"><u>Emphasize Weston as a Place to Build and Buy Single-Family Homes</u></a>	The Village will promote itself as a place to build and buy single-family housing, and advance a new housing mix that prioritizes single-family residences, while providing other housing options for residents at different life stages and incomes.	General fund; development and impact fees; partnerships with the real estate community, the School District, and others	Director of Planning & Development
<a href="#"><u>Prepare or Require Neighborhood Development Plans</u></a>	Neighborhood development plans are the recommended bridge between the policies and land use recommendations in this Plan and subdivision platting. The Village promotes neighborhood development planning to create neighborhoods that are functional and attractive, and that connect residents to each other and the community.	Partnerships with large land owners and developers; Plans may be coordinated by Village with financial contributions from benefitting land owners, or by developers controlling large areas	Director of Planning & Development, with collaboration from other departments such as Administration; Public Works; and Parks, Recreation, and Forestry
<a href="#"><u>Encourage Higher Quality Mobile Home, Multiple Family, and Rental Housing</u></a>	Providing a high-quality rental housing stock for Weston’s young professionals, workforce, and seniors is a priority. This should occur through a combination of reinvestment and redevelopment of older housing areas, and development of new, higher-end multiple family housing in mixed use neighborhoods and close to services.	Interactions with existing mobile home park and apartment owners; recruitment of regional multiple family developers; possibly Tax Incremental Financing (TIF)	Director of Planning & Development, Assistant Building Inspector/Code Enforcement Officer

## 6.1. Purpose

The Village is home to nearly 6,000 households, with two-thirds living in single-family homes in neighborhoods of different age and character. There has been little housing development in Weston since the late 2000s crash. The State of Wisconsin projects 44% growth in the number of Village households by 2040. This chapter describes how Weston will accommodate new housing and neighborhoods, while maintaining existing homes and neighborhood value.

## 6.2. Goal

Weston will accommodate quality and affordable housing choices and attractive neighborhoods that support families, older residents, and our local workforce and contribute to a welcoming and interactive community.

## 6.3. Objectives

1. Promote a housing mix that:
  - a. Reflects the Village's desire to continue to be a family-oriented community.
  - b. Emphasizes owner-occupancy and single-family housing.
  - c. Provides housing for the Weston workforce, elderly, and young adult populations.
  - d. Supports desired employment and business growth.
  - e. Includes owner-occupied housing types and sizes for moderate income residents.
  - f. Achieves high and lasting quality for all housing types.
  - g. Integrates multiple-family housing into the fabric of the community and neighborhoods.
  - h. Does not overburden the Village and School District to provide services and facilities.
2. Promote and maintain neighborhoods that: 
  - a. Provide attractive living environments for the residents they are intended to serve.
  - b. Are built around, preserve, and celebrate natural assets, such as the Eau Claire River.
  - c. Are oriented towards pedestrians and children.
  - d. Have interconnected road, trail, and sidewalk networks.
  - e. Are well-connected to nearby neighborhoods, parks, schools, and other activity areas.

## 6.4. Policies

1. Encourage the public, private, and non-profit sectors to work together to increase the number of homes and improve the existing housing stock.
2. Guide new housing to areas with convenient access to commercial and recreational facilities, transportation, schools, shopping, and jobs.
3. Encourage new neighborhoods that protect environmental resources, achieve design creativity, include resident amenities, manage density and transitions, and follow the "Planned Neighborhood" design guidelines in Chapter 3: Land Use. 
4. Promote reinvestment in multiple-family and mobile home areas, moving these towards higher-end residential and mixed uses serving young professionals, families, and seniors.
5. Plan for new multiple-family development in locations, densities, and designs consistent with Chapter 3: Land Use and zoning rules. In general, integrate such developments into the fabric of neighborhoods and the community, rather than isolating and concentrating them.
6. Emphasize home and property maintenance. Engage in and support programs to help maintain and rehabilitate the Village's existing housing stock and older neighborhoods.

## 6.5. Initiatives

The following pages further describe the priorities included on the cover page of this chapter, and other initiatives the Village may undertake or promote.

### 6.5.1. Emphasize Weston as a Place to Build and Buy Single-Family Homes

Weston is a desirable location for homeownership in Central Wisconsin. In 2014, NerdWallet, a consumer advocacy website, ranked the Village 16th of 85 Wisconsin communities as a preferred place for buying a house. Still, there have only been a handful of new single-family homes and no new neighborhoods in the Village since the late 2000s. The Village intends to engage in an effort to spark and maintain a healthy new single-family housing market in Weston.

The Village will pursue further engagement with large land owners, residential developers, and others in the real estate community to create new neighborhoods (and new phases to existing neighborhoods). There appear to be impediments to developing new residential subdivisions, which the Village will investigate in collaboration with developers. One may be the cost and risk of development versus current lot prices. The Village may reduce development costs for single-family neighborhoods without burdening the taxpayer or compromising function or quality. For example, modestly sized lots and streets, as allowed by recent ordinance amendments, can lower costs and enable amenities like sidewalks and street trees. Where more modestly sized lots are permitted, careful attention to home quality, variety, design, setbacks, and garage placement are critical. Many suburban-style house plans do not fit well on smaller lots.



**Modestly dimensioned lots and streets help create a neighborhood atmosphere that promotes connectedness, while managing development costs and lot prices. This provides an opportunity for owner-occupancy for a range of income levels, which contributes to neighborhood and community stability.**

The Village will also undertake various efforts to increase the demand for quality new single-family housing and lots in Weston. The Village does not wish to support single-family housing that is substandard, plain, or designed for the rental market. Village efforts may include:

- Utilizing marketing materials highlighting available lots to builders, and emphasizing Village assets aimed towards future residents and regional realtors.

- Continuing deliberate implementation of the Village’s planned park and trail network, in Chapter 9: Parks and Recreation.
- Continuing placemaking and wayfinding efforts, including signage and community entry treatments along main entry roads into the community and at neighborhood edges.
- Developing memorable places, services, and events to enhance the sense of community and residential environment in Weston, including those described in other chapters.
- Enhancing schools, education, arts, and athletics, in partnership with the D.C. Everest Area School District and other area groups.

### **6.5.2. Achieve a Desirable Mix of New Housing**

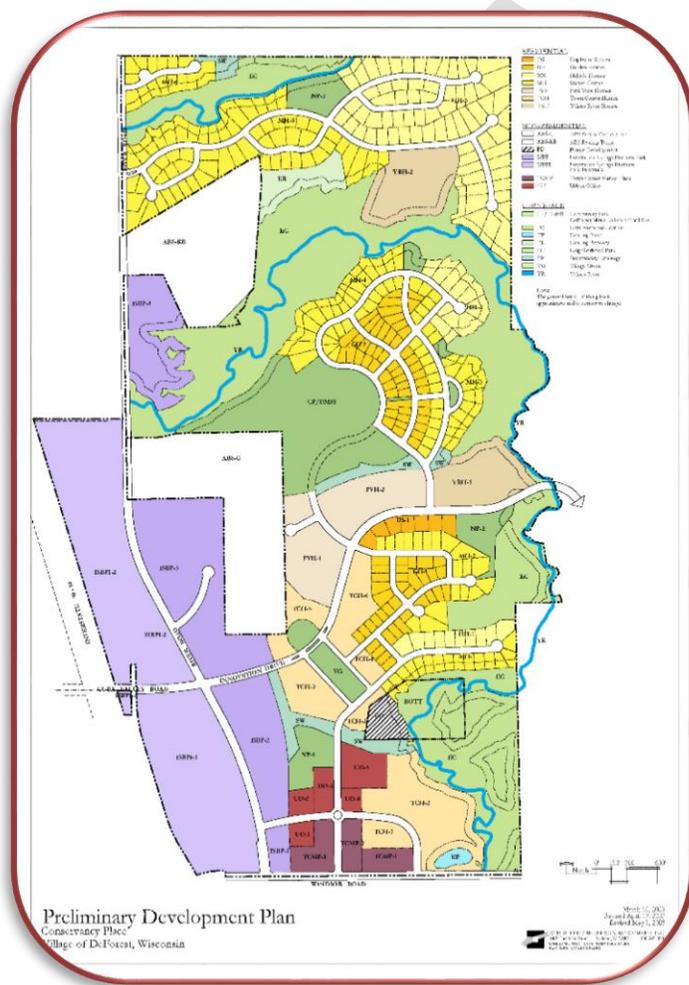
A sustainable housing mix provides both owner-occupied and rental housing, varieties of single-family residences, and affordable options for lower-income residents. The Village will pursue a future housing mix that emphasizes these values, generally reflects the Village’s historic housing mix, and supports Weston as a predominantly single-family community.

Specifically, the Village intends to require that single-family units comprise a minimum of 65% of all new housing units within each “Planned Neighborhood” area shown on Map 3-1: Future Land Use. The Village also intends to limit multiple family housing to a maximum of 35% of the *land area* of each “Mixed Use” area depicted on Map 3-1. Arterial and collector roads will separate each “planned neighborhood” and “mixed use” area from others.

As the Baby Boom generation ages into retirement, and given the Village’s strong health care sector, it is likely that Weston will continue to receive proposals for senior-oriented housing. These may include senior-restricted condominiums, independent living apartments, assisted living apartments, memory care facilities, and community based living arrangements. Such living options are important to retain long-time Weston residents, provide a safe and welcoming environment for seniors, and increase community activity and tax base. At the same time, as part of rezoning and conditional use permit approval processes, the Village will take care to understand the near-term and long-term community and fiscal impacts of each proposed senior living option. Near-term impacts often include increased ambulance calls, the total cost of which are not always covered by health care reimbursements. Potential long-term impacts relate to a potential over-supply of such housing, once the Baby Boom generation passes or changes in market tastes prevail (e.g., easier in-home care or monitoring through technology).

### 6.5.3. Prepare or Require Neighborhood Development Plans

The Village desires that new neighborhoods serve a variety of functions, connect with one another and the broader community, provide amenities like parks in appropriate locations, and most importantly provide appealing places for residents to raise their families and enjoy their lives. To meet this desire, the Village endeavors to prepare, facilitate, and/or require neighborhood development plans for future neighborhoods. These include “Planned Neighborhood” areas depicted on Map 3-1, even though some of these are currently in the Town of Weston. Completing such plans in advance of zoning, platting, and utility and road expansion will help the Village, developers, land owners, and the Town make wiser decisions.



#### What are the recommended contents of a neighborhood development plan?

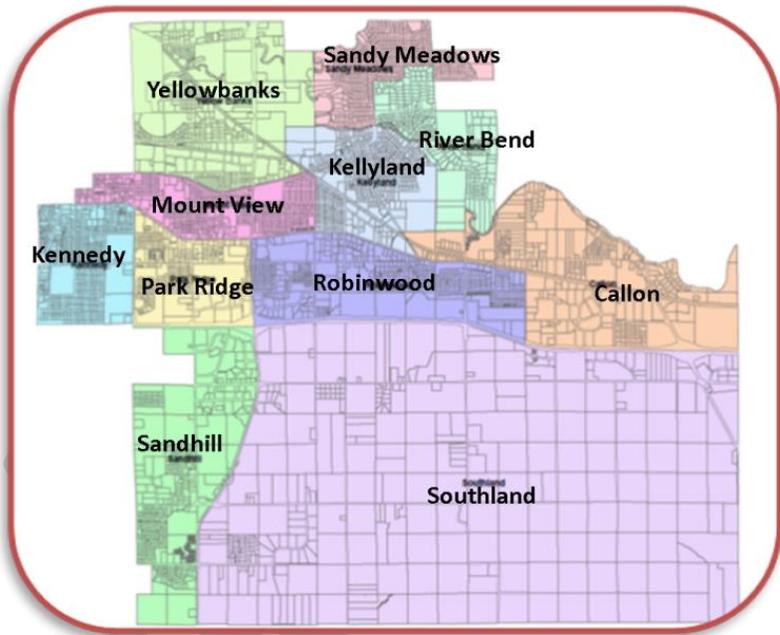
- An inventory and analysis, including an investigation of opportunities given the neighborhood’s position in Weston and the greater Wausau Area.
- A development plan map and text including residential, commercial, and institutional use areas (see example to left).
- Locations for single-family housing consistent with the Village’s housing mix policy, and techniques to validate and enhance the market for single-family housing.
- Recommended areas and themes for parks, environmental corridors, other natural areas, and stormwater management.
- A layout for interconnected arterial, collector, and other important future streets.
- Bicycle/pedestrian trails and routes, including connections to adjacent neighborhoods and regional trails and routes.
- Housing and neighborhood design concepts for an attractive, functional place integrated within the larger community.
- Recommendations for public utility system and stormwater management improvements, such as conveyance routes and logical regional basin locations.
- An implementation strategy with zoning and subdivision approaches, capital improvement programming, and grants.

#### 6.5.4. Invest in and Maintain Existing Village Neighborhoods

Weston's neighborhoods vary in location, age, and style, reflecting Weston's growth pattern through the past several decades. The Village's neighborhoods form the basis for resident attachment, unique identity, and focused efforts as needed within the community.

The Village intends to invest in its existing neighborhoods, with reference to the unique character and needs of each one. The purpose is to maintain and where necessary enhance quality of life, identity, property values. The components of such a neighborhood investment strategy may include:

- Encouraging and activating neighborhood/property owner associations as leaders of grass roots efforts for neighborhood betterment, which will vary by neighborhood. The Village will also explore interest among neighborhood residents in local planning, resident participation through social media websites such as NextDoor, and grassroots involvement with other initiatives such as the Village's Capital Improvement Plan.



**For purposes of the social media site NextDoor, Weston currently has eleven named neighborhoods. The Village advised NextDoor on these neighborhoods based on that Web site's criteria, such as a limited maximum number of houses per neighborhood. Many in Weston identify themselves as part of neighborhoods that are different than those on this map.**

- Investing in new and improved roadway, sidewalk, trail, stormwater management, and landscape improvements. Many of Weston's older neighborhoods developed according to rural or spotty public improvement standards, and in some cases existing infrastructure is approaching the end of its useful life.
- Identifying and pursuing catalytic projects in each neighborhood. This might involve addressing a particularly troublesome house or two in one neighborhood or improving a neighborhood park in another. As a key area of a neighborhood improves, the benefits can reverberate through the entire neighborhood.
- Seeking ways to enhance neighborhood identity and definition, such as through neighborhood entryway signs, neighborhood events, and neighborhood-based newsletters or listservs.

- Seeking partnerships wherever possible, including with private for-profit and non-profit entities and programs, such as the North Central Community Action Program, Inc.'s weatherization program.
- Engaging in proactive code enforcement coupled with professional building, housing, zoning, and property maintenance code enforcement under a policy of active monitoring, in addition to responding to complaints.
- Encouraging community-based public safety initiatives, such as neighborhood watches.

### **6.5.5. Encourage Higher Quality Mobile Home, Multiple Family, and Rental Housing**

The Village intends to work with property owners within areas specifically targeted for housing rehabilitation, such as mapped “Residential Reinvestment Areas” in the Camp Phillips Corridor Plan and other areas the Village may similarly designate. These contacts would communicate issues and potential solutions, and connect property owners with resources to upgrade properties. Such “Residential Reinvestment Areas” often coincide with or include older duplexes, rental apartments, and mobile home parks. Here, the Village intends to pursue a strategy of assertive code enforcement and potentially increased fees based on service demands. The Village may also pursue improved access, visibility, and patrolling of these areas. Amenities to support family living, such as parks and playgrounds, should be introduced by the owners. The Village also encourages redevelopment of mobile home parks, older rental apartment projects, and older duplex areas, such as for market rate replacement housing for young professionals and/or families.

Beyond this, the Village promotes new and redeveloped multiple family and rental housing communities that will provide higher end housing for young professionals, the Village’s workforce, and seniors. The Village, through its zoning ordinance and Comprehensive Plan, has adopted design standards to ensure higher-quality living environments for renters going forward. For example:

- A licensed architect’s stamp is required for building design.
- At least 60% of building exterior materials must be some combination of brick, native stone, tinted and/or textured concrete masonry units, glass, copper panels, stainless steel, brushed nickel, or stained natural wood.
- Architectural and trim details--such as frieze board, vertical corner trim, drip caps, gable vents, shingles and shakes—along with variation in building form and an emphasis on building entry are required.
- Each multiple family unit must have at least one parking space under the building or enclosed in garage, and detached garages must meet similar design standards as the main building.
- Minimum square footages per unit are required—500 square feet for studio and one-bedroom units and 700 square feet for 2+ bedroom units.

- Generous landscape plantings based on a professionally-prepared plan, dark sky lighting, screened dumpsters and mechanicals, and other higher-end site design features are required.

New multiple family residential developments with nine or more units must obtain a conditional use permit. Through the conditional use permit process, the Village may also consider applying standards like the following:

- The project may be required to be serviced by a management company with an office no greater than, say, 30 miles away.
- Larger complexes may be required to have an on-site manager or maintenance person to deal with minor problems before they become major.
- Long building facades (e.g., 100+ feet) may be required to employ variations in wall setbacks, wall heights, roof lines, and other features to break up mass.
- Outdoor living spaces may be required for each unit, such as a patio, porch, deck, or balcony.
- An on-site recreational amenity geared to the target market may be required.
- Care in site planning should be expected, so that the development has safe and convenient connection to parking areas, recreational facilities, and/or bicycle and pedestrian facilities.
- Visual impact of parking from public streets should be minimized by means of setbacks, separation with buildings, landscape berms, all-season landscape plantings, parking divided into smaller lots, or some combination.
- If the project location is near a highway, buffering excessive noise should be a design component, such as through berming or even thicker walls and windows.

- The review might consider interior cabinets, countertops, flooring, trim, appliances, and other interior finishes for quality, durability, attractiveness, and timelessness. Requiring an interior material palette, such as the example to the right, could be an option as part of the conditional use permit process.

### 4-Unit Interior Selections

Cabinet door style/color

Kitchen Countertop

Kitchen Flooring

Bath Countertop

Bath Flooring

Cabinets			
Make	Countryside Cabinets	Style	Flat Panel
Species	Maple	Color	Espresso
Details	Dove tail construction, full overlay, full extension drawers		

Countertops	
Kitchen	HD Laminate –Spring Carnival
Master Bath	Granite Prefab
Baths	Granite Prefab

Tile			
Area 1	Kitchen	Size	6x24
Area 1	Details: Havana Tan-staggered, grout Light Buff		
Area 2	Bathrooms	Size	
Area 2	Details: Spa Stone Bianco-Staggered, grout Light Buff		

**Village of Weston, Wisconsin**  
**REGULAR MEETING OF THE PLAN COMMISSION**

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**February 8, 2016**

**MEETING PACKET COVER SHEET**  
**AGENDA ITEM – E.8.**

*Comprehensive Plan Draft Chapters*  
*Chapter 7 Natural, Agricultural and Cultural Resources*



**Village of Weston, Wisconsin  
AGENDA ITEM COVERSHEET  
Requested for Official Consideration and Review**

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REQUEST FROM: **JENNIFER HIGGINS; DIRECTOR OF PLANNING AND DEVELOPMENT**

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ITEM DESCRIPTION: **DISCUSSION AND REVIEW OF DRAFT COMPREHENSIVE PLAN CHAPTER 7 NATURAL, AGRICULTURAL AND CULTURAL RESOURCES.**

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DATE/MTG: **PLAN COMMISSION; MONDAY, FEBRUARY 8, 2016**

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POLICY QUESTION: Does the Draft Chapter 7 *Natural, Agricultural and Cultural Resources* Plan document, and specifically the 3 *Priority Initiatives* outlined in the Draft properly illustrate the direction the Commission & the Village should take in regards to future Natural Resource Management in the Village?

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RECOMMENDATION TO: To direct staff to schedule Chapter for the final approval process.

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LEGISLATIVE ACTION:

- |   |                                    |                                       |
|---|------------------------------------|---------------------------------------|
| <input checked="" type="checkbox"/> Acknowledge/Approve | <input type="checkbox"/> Ordinance | <input type="checkbox"/> Proclamation |
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- 
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FISCAL IMPACT ANALYSIS:

- Budget Line Item: \_\_\_\_\_
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PRIOR REVIEW: **PLAN COMMISSION; MONDAY, AUGUST 10, 2015**

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BACKGROUND:

In 2013, the Village began a 3 year planning process with consultant MDRoffers to completely update our current Comprehensive Plan (adopted 2006) within the 10 year Comprehensive Planning Statute deadline. To date, the Village has approved updated Chapters on current Conditions and Issues, Land Use, Broadband and Parks & Recreation. The first draft of this document was provided to the Plan Commission and Village Board in July. Comments received back in August from staff and officials have been incorporated into the new document. Please review the document one last time. At the meeting on Monday, we will go over the Priority Initiatives listed on the front page of the Plan document and also take any comments/corrections/additions members have to date.

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## Chapter 7: Natural, Agricultural, and Cultural Resources

- Describe environmental protection efforts
- Enhance community image and vitality
- Link resource protection to other Village goals

Weston’s natural resources provided its early settlers with tools to grow the community. In the 21<sup>st</sup> century, Weston still understands the importance of preserving and celebrating natural features. Weston will continue to be a steward of its land and water resources for their multiple benefits to human well-being, community image, and environmental health. The Village will also work to create memorable spaces from its natural areas and its developments.



### Priority Natural and Cultural Resource Initiatives

<b>Initiative</b> <small>(Follow links for further details)</small>	<b>Description</b>	<b>Funding/ Partnerships</b>	<b>Responsibility</b>
<a href="#"><u>Increase the Visibility, Quality, and Use of the Eau Claire River</u></a>	The Eau Claire River is an undervalued resource with great potential. The Village intends to encourage greater river use through development of the Eau Claire River Water Trail, attempt to establish an advocacy group for river protection and recreation, and engage in other efforts to improve the environment and activity around the River.	Foundations, stakeholder groups, riverfront landowners, County Environmental Impact Fund, Wisconsin Stewardship and Federal LAWCON programs, donations, Village utility, partnerships with other local governments, taxes	Director of Parks, Recreation and Forestry
<a href="#"><u>Create Memorable Places and Experiences</u></a>	Memorable places and experiences enhance Weston’s sense of place and resident satisfaction. The Village will partner to establish more “Third Places,” parks and trails, community events, and educational opportunities.	National Endowment for the Arts, Chamber of Commerce, builders and developers, local businesses, tax incremental financing, taxes	Village Administrator, Director of Planning and Development, Director of Parks, Recreation and Forestry, and others
<a href="#"><u>Improve the Appearance and Function of Weston’s Commercial Corridors</u></a>	Camp Phillips Road, Schofield Avenue, and Business Highway 51 are Weston’s primary commercial routes. They also form a first impression and lasting image. The Village will work on public efforts with builders, developers, and businesses to improve the image of these critical corridors.	Builders and developers, local businesses, tax incremental financing, revolving loan fund	Director of Planning and Development and Director of Public Works

## 7.1. Purpose

Weston's significant natural and agricultural resource base provides the Village with opportunities for clean water and air, recreation, local food protection, beauty, and respite. Through this chapter, the Village seeks to advance its vision for natural resource preservation.

## 7.2. Goal

Weston will protect, enhance, and celebrate natural amenities such as the riverway and wetlands, and will grow its sense of place through a network of attractive spaces, buildings, and activities.

## 7.3. Objectives

1. Preserve environmental corridors given their multiple benefits to scenic beauty, recreation, public health, and wildlife habitat.
2. Manage quality and quantity of water entering waterways, especially the Eau Claire River.
3. Engage in “placemaking”—a multi-faceted approach to the planning, design, and management of spaces, through which visitors, customers, and/or the public are indirectly invited and welcomed to utilize. 

## 7.4. Policies

1. Cooperate on the protection of regional natural resources and systems, such as the corridors including the Eau Claire River, Sandy Creek, Cedar Creek, and Bull Junior Creek.
2. Progressively manage stormwater, including via local ordinances, public projects, and continued participation with the North Central Wisconsin Stormwater Coalition.
3. Maintain and renew “Green Tier Legacy Community” and “Water Star Community” status (if continued by the State), and better articulate what it means for Weston to participate in these State programs, in part through the initiatives in this chapter.
4. Maintain “Tree City USA” status for the Village, by maintaining trees in the public right-of-way and on public lands, managing common tree diseases that threaten urban forest health, and serving as a resource for landowners to manage other mature trees and woodlands. 
5. Promote high-quality public and private building and site development, including incentives for use of green and sustainable technology.
6. Create memorable places in Village parks, public buildings, major roadway corridors, and private development projects to build community interaction and pride. 
7. Promote farming as a long-term use in the Town of Weston, south of Weston Avenue in the Village, and regionally on prime agricultural soils; allow farming elsewhere until land is ready for development in other areas (see Map 3-1: Future Land Use and zoning ordinance).
8. Protect and celebrate remaining vestiges of the Village's historic character and buildings.

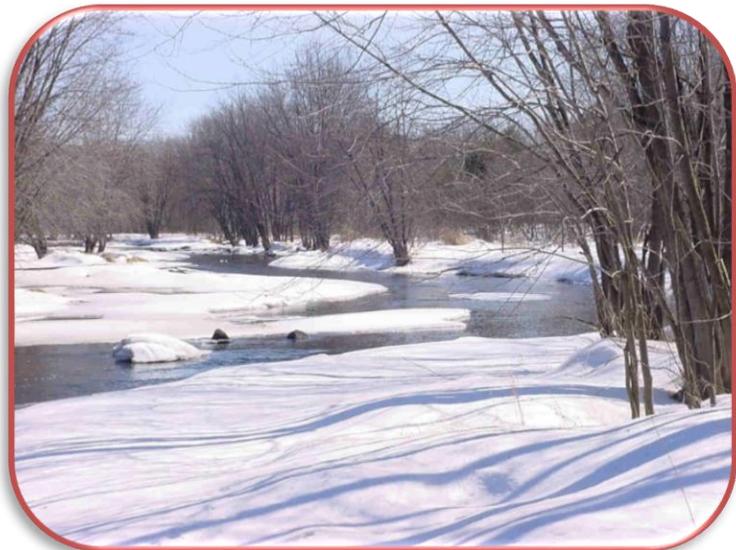
## 7.5. Initiatives

The following pages further describe the implementation priorities included on the cover page of this chapter, and other initiatives the Village may undertake or promote.

### 7.5.1. Increase the Visibility, Quality, and Use of the Eau Claire River

The Eau Claire River flows through the northern part of the Village of Weston. In a previous era, it was used as a method of transportation for logs felled from local forests, taking them to mills that supported the community. With the mills gone, the River is now an undervalued community asset, providing new opportunities for Weston and the surrounding area. The Village intends to undertake the following efforts associated with bringing new purpose to the Eau Claire River:

- **Establish Advocacy Group for River Protection and Recreation.** The Village could partner with other stakeholders to form an advocacy group to assist in the promotion, development, and maintenance of the Riverway. Such a group, perhaps called the “Friends of the Eau Claire River,” would work to increase the number and visibility of River-based activities, advocate for River-based improvements such as new launches to adjacent park enhancements, and educate the public about River-related issues. Partners may include other municipalities through which the River flows, the D.C. Everest Area School District, YMCA Camp Sturtevant, the Girl Scouts of the Northwestern Lakes, and the Camp Phillips Boy Scout Camp.



The Eau Claire River during a quieter time of the year.

- **Organize River Clean-Up Day.** The Village, in conjunction with nationally recognized days such as Earth Day or other appropriate community events, may organize a River clean-up day to remove debris and litter that prevents safe passage and dampens full enjoyment of the River experience. Local construction companies may be engaged in the effort, to deal with more significant blockages. This effort could instead be organized by the “Friends” group, if formed.
- **Encourage River Use Through Development of the Eau Claire River Water Trail.** The Eau Claire River boasts the potential for a number of different recreational opportunities, such as a more formal and maintained water trail. The Village intends to create a series of kayak and canoe launches that are connected through wayfinding signage, enhancing paddler access to and experience on the water. This initiative is discussed in further detail in Section 9.5.4 of Chapter 9: Parks and Recreation. The Village may create visioning materials to help the public,

regional partners, key stakeholders, foundations, and other potential funders see the potential of the Water Trail.

- **Partner on Joint Park and Recreational Development Along the River.** Partnerships may include the County, nearby communities, the D.C. Everest School District, and other public, non-profit, and private organizations. For example, the City of Wausau has recently established a master plan for its Eau Claire River Conservancy—City-owned land on the northern shore of the River. The land is comprised of a series of oxbow lakes, making it an ideal place to kayak and canoe. The Eau Claire River Conservancy is close to Weston’s Yellowbanks Park, where the Village has its own plans for enhancing River access (see Chapter 9: Parks and Recreation). Reaching out to the City for partnership could enhance user experience, perhaps provide collaborative services, and better both communities’ chances for outside grant support.

### 7.5.2. Create Memorable Places and Experiences

Memorable places and experiences define a community’s image and increase resident attraction. Existing memorable places in Weston include Kennedy Park (especially its Aquatic Center) and the Greenheck Fieldhouse. The Village and partners have also sought to establish and grow community events.

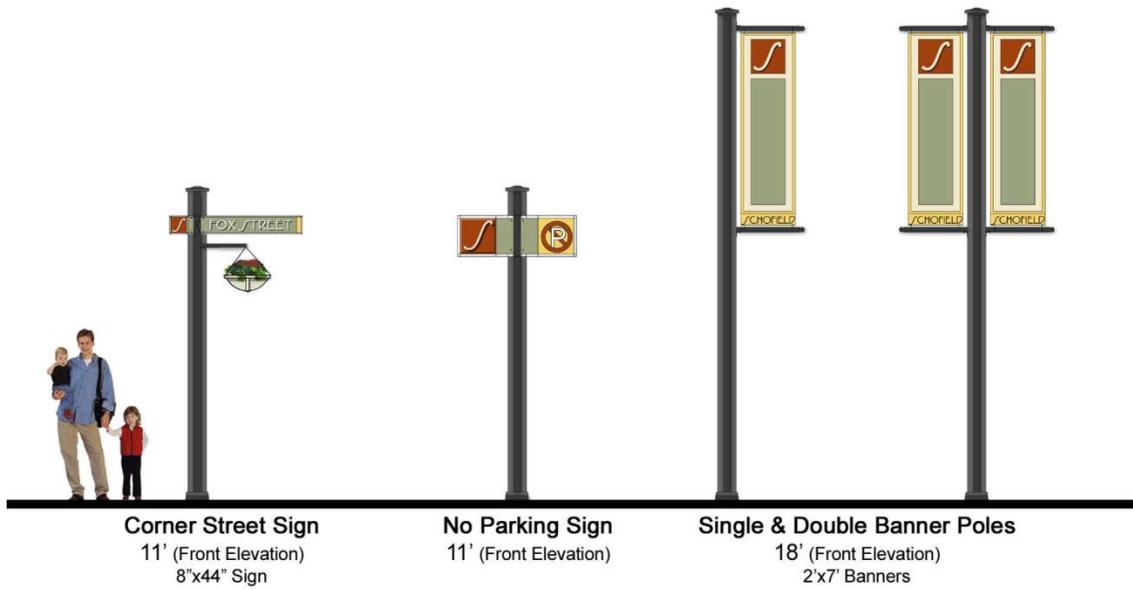


**Irishfest is an annual community celebration that brings Weston residents together.**

Beyond these and a few other commercial and recreational facilities and events, memorable places and experiences within the Village are in relatively short supply. The Village will work to enhance these, guide residents and visitors to them, and collaborate on new memorable places as opportunities present. Specific efforts may include:

- **Partner to Establish More “Third Places”.** Third places are community spaces that provide a social outlet beyond one’s home and work. These exist in Weston in the form of public spaces like the Aquatic Center and in private spaces like courtyards and cafés, such as the new Vino Latte. While many third places are private establishments, they provide an accessible, welcoming atmosphere that fosters community engagement and creative expression. The Village will seek opportunities to create more third places, and retain and expand the ones already present. This is a specific objective within the Camp Phillips Corridor Chapter, for example, as described in Chapter 4: Camp Phillips Corridor.

- **Continue and Expand Community Celebrations.** Events such as Irishfest, Hmong New Year, and Forrest’s Run celebrate and promote community life, health, and cultural heritage. These types of events should be continued and expanded, where possible.
- **Grow Weston’s Park and Trail Network.** The Village has an array of parks and public places for a variety of active and passive recreational activities. The Village and Wausau Area’s emerging trail network opens up memorable places like Kellyland Community Park, provides better connections to other communities, and is a recreational and community-building attraction in its own right. The Village intentions for its parks and trails are detailed in Chapter 9: Parks and Recreation, and on Map 9-2 Future Parks and Recreation Facilities.
- **Partner to Increase Educational and Interpretative Opportunities.** The Eau Claire River and other natural areas in Weston serve as natural laboratories and classrooms for lifelong education. The Village will continue to use these memorable places as educational opportunities, such as through interpretive signage, maps, and clean-up activities. The Village also encourages the D.C. Everest Area School District to continue its incorporation of the river and habitat protection issues into school curriculum at its Eau Claire River Nature Center, located in its Riverside school forest.
- **Enhance Community Entryway and Wayfinding Experience.** Weston’s community borders can be difficult to identify and often do not provide an attractive first impression, with the exception of Schofield Avenue from the west. Better marking the Village’s edges with distinctive entryway treatments will instill community pride and unity, and assist visitors in understanding the community and finding key destinations. Primary Village entryways, such as the Highway 29/Camp Phillips Road interchange area, should be marked by major gateway treatments—including entry and wayfinding signs, landscaping, and “signature” buildings. In 2003, Damon Farber Associates developed a complete “Schofield Avenue Streetscape” concept for the Village. While some of these ideas have been implemented, others have not. These could be carried forward and adapted for Schofield Avenue or other key corridors. The following graphics show both the initial 2003 concept and more recent banner design updates that the Village commissioned.



Top graphic: Schofield Avenue street sign and banner concepts, prepared by Damon Farber Associates for the Villages of Weston and Schofield in 2003.

Bottom graphic: Updated banner design, prepared by Northern Lights Display for the Village of Weston in 2015.

### 7.5.3. Improve the Appearance and Function of Weston's Commercial Corridors

The Village established the “D-CC Commercial Corridor Overlay” zoning district via Section 94.6.02(3)(c) of its 2015 zoning ordinance update. The purpose of the D-CC overlay district is to establish greater development design requirements along the most highly traveled, utilized, and visited roadway corridors in the Village. That district is mapped along the Camp Phillips Road, Schofield Avenue, and Business Highway 51 corridors. The objectives are to achieve a more unified vision and development form along these corridors, promote orderly and comprehensive development proposals, direct site and building designs that will stand the test of time, enhance the image of and entryway experiences in the Village, facilitate motor vehicle, bike, and pedestrian movement, enhance the surrounding neighborhoods, and create a unique sense of place.

The zoning ordinance includes building and site design standards applicable to non-residential and multiple family residential buildings Village-wide. There are also specific, (mainly quantitative) standards applicable solely in the D-CC district. The regulations applicable to the D-CC district also state that “if specified in an adopted element of the Village’s Comprehensive Plan for the particular geographic area in which the development is proposed, building, site, landscaping and other design components of the proposed development shall conform to the standards in that Comprehensive Plan element.” The following are intended as Comprehensive Plan standards for D-CC zoned areas:

- **Architectural Design.**

Architectural design should express a theme and character that is both progressive and enduring. Individual creativity and identity are encouraged, but care must be taken to maintain design integrity and compatibility among projects to establish a clear, unified image along the corridor and in Weston. Regionally appropriate architectural styles are encouraged, with clean, smooth, efficient lines, and subtle character. Architectural choices must be respectful of neighboring development. All buildings on secondary lots or sites within each project should be of architectural quality comparable to or exceeding that of the primary building.



- **Building Form and Massing.** Buildings should employ clean and simple forms that produce overall unity, scale compatibility, and visual interest. Design should have an elegant composition, straightforward geometry, and expression of different floor levels. Larger buildings should employ varying setbacks, heights, roof treatments, doorways, window

openings, and other structural or decorative elements to reduce apparent building size and scale.

- **Building Facades.** Facades should reflect a coordinated design concept, and be an expression of building function, structure and scale. Blank, flat walls should be avoided—the use of balance and symmetry, reveals, recesses and rhythm will make the fronts of buildings interesting to look at. Details should reinforce overall design unity, interest and scale and be appropriate to architectural style. Glass should be clean and functional, delineated by mullions and structure, with energy-efficient tinting or lightly-reflective glazing.
- **Roofs.** Rooflines may take on any variety of forms and arrangements, but roofs with particular slopes may be required to complement existing buildings or otherwise establish a particular aesthetic objective. For example, pitched rather than flat roofs may be appropriate where the surroundings are predominantly residential.
- **Entrances.** Public building entryways shall be clearly defined, inviting, and highly visible on the building's exterior design, and shall be emphasized by on-site traffic flow patterns. A light, open, inviting aspect and color for identity and interest should be integrated with overall building form.
- **Equipment.** All exterior equipment, including mechanical equipment, electrical equipment, storage tanks, risers, electrical conduit, gas lines, cellular micro cell facilities, and satellite dishes, should be screened. All roof-mounted equipment should be positioned or screened to not be visible from the public street or ground surface of nearby properties.
- **Exterior Colors.** Exterior building colors are to be selected from a palette of traditional colors that evoke and reflect the natural landscape. Complimentary feature colors may be applied in deep shades to accent recesses, details or other features of the building.
- **Lighting.** The color and design of pole lighting standards should be compatible with the building and the public lighting in the area, and shall be uniform throughout the entire development site. Wall mounted light fixtures to illuminate parking lots or that cause off-site glare are not permitted. Pedestrian walkways, courtyards, arcades, and seating areas should be lit to promote pedestrian use and safety. Architectural lighting effects are encouraged to promote nighttime identity and character.
- **Building Location.** Where buildings are proposed to be distant from a public street, as the overall development design should include smaller buildings on pads or secondary lots closer to the street. Placement and orientation should facilitate appropriate land use transitions and appropriate traffic flow to adjoining roads, and neighboring commercial areas and neighborhoods,
- **Outdoor Display, Storage, and Loading.** Outdoor display of merchandise for sale or lease may be restricted or limited to certain areas of a property. Any permitted outdoor storage or loading area should be screened per zoning ordinance requirements. Outdoor storage areas and loading areas shall be hard surface and dust free.

- **Gathering Place or Focal Point.** Each commercial or residential project should provide a gathering place or focal point such as a patio/seating area, pedestrian plaza with benches, playground, art installation, water feature, decorative wall, and/or other deliberately designated areas. All such areas should be openly accessible to the public, connected to the public and private sidewalk system, and designed with materials compatible with the building and remainder of the site.



- **Signage and Miscellaneous.** All signage should be unified throughout each project, and should be designed and scaled to be compatible with the principal building(s) on the lot. No billboard or advertising media such as signs, shades, awnings, searchlights, loudspeakers, or similar devices are permitted.

#### 7.5.4. Maintain the Urban Forest, Terrace, and Boulevard Areas

Weston's Parks, Recreation and Forestry Department is responsible for addressing the Village's urban forestry needs. The Department will continue to maintain trees in the public right-of-way and on public lands, manage common tree diseases that threaten urban forest health, and serve as a resource for landowners to manage other mature trees and woodlands.

The Village also intends to maintain its Tree City USA status, and to undertake the following efforts:

- Provide services and resources to develop and maintain its urban forest, such as service to private property owners regarding potential invasive or

#### Tree City USA

The signs in the Village proclaiming its status as Tree City USA mean that Weston has committed to the protection and enhancement of its urban forests. Trees provide a means of cleaning the air and water, as well as adding a visual aesthetic to Village life. Tree City USA status provides the Village the opportunity to educate and generate publicity for its urban forestry program.

The four core standards for becoming a Tree City USA include having a tree board or department, developing and implementing a tree care ordinance, having a community forestry program with an annual budget of at least \$2 per capita, and having an Arbor Day observance and proclamation.

*Source: National Arbor Day Foundation*

diseased vegetation.

- Work to eliminate nuisance vegetation in public parks, such as buckthorn, poison ivy, and sumac.
- Regulate “public nuisance” trees on private property, per Chapter 90 of the Municipal Code, to the extent staff resources allow.
- Stress the benefits of urban forestry to the public, including via a greater Web mention on Tree City USA and urban forestry issues.
- Utilize all available resources to develop and maintain the quality of the Village’s urban forest, including continuing to obtain urban forestry grants from WisDNR.
- Require street terrace trees in new developments and street reconstruction projects, per the Village’s Complete Streets policy and zoning and subdivision regulations.

### 7.5.5. Encourage and Articulate Efforts as a Green Tier Legacy Community and Water Star Community

The Village is one of several “Green Tier Legacy Communities” and “Water Star Communities” in Wisconsin. The mission of a Green Tier Legacy Community is to move continuously toward a sustainable future through initiatives that promote environmental stewardship, economic growth, public health, and social equity. The purpose of the Water Star Community program is to guide, inspire, and recognize communities that take exemplary actions to protect, improve and enhance their local waters. The Village seeks to better develop and communicate what specifically it means for Weston to be a Green Tier Legacy Community and a Water Star Community. At time of writing, the Water Star Community Program had been suspended indefinitely while the UW-Extension Natural Resources Education program evaluates its program priorities following recent cuts to the University of Wisconsin System. The other initiatives in this chapter help advance the Village’s stance. Other ideas include refining the Village’s recycling program and providing incentives for “green building” techniques.

The Village seeks to expand awareness and appropriate

#### Green Building Case Study

As a method of encouraging sustainable building practices, municipalities throughout the country have developed programs to incentivize construction and remodeling of housing units to promote the use of green or sustainable technology.

For example, Boulder, Colorado’s Green Building and Green Points Program includes a combination of requirements and incentives for builders to:

- Recycle excess construction materials.
- Preserve mature trees.
- Use geothermal, solar, or other renewable energy technologies.
- Include ventilation techniques that involve open spaces and natural airflow.
- Install Energy Star rated appliances.
- Use environmentally preferred or locally sourced building materials.

*Source: Green Building and Green Points*

use of its single-stream recycling program, introduced in 2014. While the program has proven a success, one challenge occurs when garbage mistakenly is added to the new recycling cart—contamination that can slow down the recycling process. Continued observance of November’s America Recycles Day provides an annual opportunity to increase resident knowledge and understanding of the importance and impact of the Village’s recycling program. In 2014, this included a contest that addressed the contamination issue by providing prizes for households that demonstrated perfect execution of the new sorting system. Future contests may expand effective resident participation in the recycling program.

The Village supports legislative changes to enable local communities to require “green” building techniques as part of building permit issuance. The Village will also explore incentives, such as building permit fee reductions, for builders and developers who utilize green or sustainable building techniques that go beyond building code minimums, such as green/vegetative roofs. Some ideas are provided in the sidebar to the right. This style of building appeals to many homeowners and building managers who seek healthier, more energy-efficient buildings. Builders who utilize these techniques can benefit by reducing their exposure to certain harmful building materials, as well as creating a niche in the building market for their expertise.

#### **7.5.6. Communicate and Uniformly Implement Environmental Regulations**

The Village is responsible for administering an array of regulations designed to protect the environment and private property from flooding and other natural disasters. The Village is mandated under state law to regulate development in floodplains, shoreland areas, wetlands in shoreland areas, and wellhead areas within the Village limits.

Village-administered environmental regulations, summarized as follows, are also available for further review as parts of the Village’s Municipal Code of Ordinances at [www.westonwi.gov/zoningcode](http://www.westonwi.gov/zoningcode). The Village Planning and Development Department is responsible for administering these regulations. Department staff can identify on a site-by-site basis whether any unique review processes or standards apply.

- **Erosion Control and Stormwater Management.** The Village’s stormwater management and erosion control regulations are within Chapter 86, Article 5 of the Municipal Code. These regulations are designed to reduce the impacts of new development on the area’s waterways, particularly during storm events. Marathon County enforces its own erosion control and stormwater management regulations in the Village’s extraterritorial jurisdiction and in other town areas. Depending on size and geographic area, development projects may also be subject to WisDNR erosion control and stormwater management plan review and standards—regardless of whether the project is within the Village or its extraterritorial jurisdiction.
- **Floodplain.** The Village’s floodplain regulations are within Chapter 94, Article 7 of the Municipal Code. The intent of the regulations is to limit development and filling in floodplain areas within the Village limits to minimize the effects of flooding on private property. Weston must maintain floodplain regulations within its Village limits to enable property owners in the floodplain to be eligible for flood insurance. Marathon County enforces its own floodplain regulations in the Village’s extraterritorial jurisdiction and in other town areas.

- **Shoreland.** The Village’s shoreland zoning regulations are in Chapter 94, Article 8 of the Village’s Municipal Code, which applies to all shoreland areas within the Village. These regulations include a 75 foot building setback from waterways and minimum lot dimensions within the shoreland area. The shoreland area is comprised of all lands within 1,000 feet of all lakes and ponds, and 300 feet from all rivers and streams (or from their floodplain, if greater). Marathon County enforces its own shoreland regulations in the Village’s extraterritorial jurisdiction and in other town areas.
- **Shoreland-wetland.** The Village is required by State law to limit the alteration of wetlands of five acres or greater within the designated shoreland area in the Village limits. The Village’s shoreland-wetland regulations are within Chapter 94, Article 9 of the Municipal Code. Marathon County enforces its own shoreland-wetland regulations in the Village’s extraterritorial jurisdiction and in other town areas. State and federal regulation of wetlands, administered by the WisDNR and the U.S. Army Corps of Engineers, is stricter and more inclusive of all wetlands throughout the Village and its extraterritorial jurisdiction.
- **Wellhead Protection.** To implement the Village’s State-mandated wellhead protection plan, the Village adopted into Section 94.6.03 of its zoning ordinance the WHP Wellhead Protection Overlay district. This district is applicable to municipal well recharge areas within the Village limits and the extraterritorial zoning area. The WHP district is intended to protect groundwater quality and promote the health, safety, and general welfare of municipal water users through land use regulation.
- **Other Village Environmental Regulations.** There are other provisions of Village zoning (Chapter 94), subdivision (Chapter 74), and other ordinances that are designed to preserve different elements of the environment.

The Village will work to communicate these regulations to property owners, developers, and its town zoning partners early in the development review process, and to apply them uniformly. This will enable decisions and adjustments to be made before significant expense is made.

**Village of Weston, Wisconsin**  
**REGULAR MEETING OF THE PLAN COMMISSION**

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**February 8, 2016**

**MEETING PACKET COVER SHEET**  
**AGENDA ITEM – E.9.**

*Comprehensive Plan Draft Chapters*  
*Chapter 11 Transportation*



**Village of Weston, Wisconsin  
AGENDA ITEM COVERSHEET  
Requested for Official Consideration and Review**

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REQUEST FROM: **JENNIFER HIGGINS; DIRECTOR OF PLANNING AND DEVELOPMENT**

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ITEM DESCRIPTION: **DISCUSSION AND REVIEW OF DRAFT COMPREHENSIVE PLAN CHAPTER 11 TRANSPORTATION.**

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DATE/MTG: **PLAN COMMISSION; MONDAY, FEBRUARY 8, 2016**

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POLICY QUESTION: Does the Draft Chapter 11 *Transportation* Plan document, and specifically the 3 *Priority Initiatives* outlined in the Draft and the Official Map shown on page 4, properly illustrate the direction this Committee & the Village should take in regards to future transportation planning in the Village?

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RECOMMENDATION TO: To direct staff to schedule Chapter for the final approval process.

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LEGISLATIVE ACTION:

- |   |                                    |                                       |
|---|------------------------------------|---------------------------------------|
| <input checked="" type="checkbox"/> Acknowledge/Approve | <input type="checkbox"/> Ordinance | <input type="checkbox"/> Proclamation |
| <input type="checkbox"/> Administrative Order           | <input type="checkbox"/> Policy    | <input type="checkbox"/> Reports      |
| <input type="checkbox"/> Expenditure                    | <input type="checkbox"/> Procedure | <input type="checkbox"/> Resolution   |
- 
- 

FISCAL IMPACT ANALYSIS:

- Budget Line Item: \_\_\_\_\_
- Budget Line Item: \_\_\_\_\_
- Budgeted Expenditure: \_\_\_\_\_
- Budgeted Revenue: \_\_\_\_\_
- 
- 

STATUTORY / RULEMAKING / POLICY REFERENCES:

- WI Statute: §66.1001, 62.23 \_\_\_\_\_
- WI Administrative Code: \_\_\_\_\_
- Case Law / Legal: \_\_\_\_\_
- Municipal Code: \_\_\_\_\_
- Municipal Rules: \_\_\_\_\_
- 
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PRIOR REVIEW: **PLAN COMMISSION; MONDAY, AUGUST 10, 2015**

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BACKGROUND:

In 2013, the Village began a 3 year planning process with consultant MDRoffers to completely update our current Comprehensive Plan (adopted 2006) within the 10 year Comprehensive Planning Statute deadline. To date, the Village has approved updated Chapters on current Conditions and Issues, Land Use, Broadband and Parks & Recreation. The first draft of this document was provided to the Plan Commission and Village Board in July. Comments received back in August from staff and officials have been incorporated into the new document. Please review the document one last time. At the meeting on Monday, we will go over the Priority Initiatives listed on the front page of the Plan document and also take any comments/corrections/additions members have to date.

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## Chapter 11: Transportation

- Direct future transportation investments
- Link neighborhoods with jobs, shopping, and recreation
- Connect Weston with the metro area and beyond
- Support community and economic development via a dependable transportation network

The Village will continue to develop and maintain its transportation network, collaborating with state, regional, county, and developer partners. Weston will maintain its roads and intersections to safe and functional standards. Improvements to existing roads and new roads will be focused on areas of greatest need and benefit. Connections to, from, and via Highway 29 are a priority for the Village’s economic benefits. New and improved roads will be built as Complete Streets meeting motor vehicle, bike, and pedestrian needs.



### Priority Transportation Initiatives

Initiative	Description	Funding	Responsibility
<p><b><u>Maintain the Function and Condition of the Village’s Roadways</u></b></p> <p>(Follow links for further details)</p>	<p>The Village spent the past two decades building a sizeable inventory of roadways. Maintaining these roads is essential for commerce and daily transportation needs. Keeping existing roads in good condition and engaging in strategic improvements will take priority over new construction projects.</p>	<p>Bonding; Taxes; State Municipal Street Improvement Program; Participation with Marathon County on Camp Phillips Road, CTH J; Special Assessments; possible resort or wheel taxes</p>	<p>Public Works Director and Deputy Director, under the guidance of the Property and Infrastructure Committee, and with construction approval of the Village Board</p>
<p><b><u>Strategically Prioritize Transportation Facility Expansion Projects</u></b></p>	<p>The Village will have limited resources for the foreseeable future to undertake major roadway projects. The Village will prioritize projects based on need, economic impact, and funding. Such investments will be undertaken in a manner that builds Weston’s transportation system, in accordance with Map 11-1, the Future Transportation Map.</p>	<p>Bonding; Developer installation; State and federal construction funding, such as STP/Urban Funding and TIGER (for large projects); Taxes; Special Assessments; possible resort or wheel taxes</p>	<p>Staff team led by the Public Works Director, under the guidance of the Property and Infrastructure Committee, and with construction approval of the Village Board</p>
<p><b><u>Design the Village’s Transportation Network for Different Users and Purposes</u></b></p>	<p>The Village plans to design new and improved roadways as Complete Streets serving motorists, pedestrians, bicyclists, and adjoining neighborhoods. The Village will also promote interconnected streets.</p>	<p>WisDOT Highway Safety Improvement Program; Developers; Taxes; TAP-21 Transportation Alternatives Program</p>	<p>Staff team led by the Public Works Director, under the guidance of the Property and Infrastructure Committee, and with construction approval of the Village Board</p>

## 11.1. Purpose

The Village of Weston's transportation network provides safe and efficient linkages to and from its homes and businesses. Maintaining and improving highways, roads, sidewalks, and paths is critical for the area's economic health.

Weston's transportation challenge in the past 30 years has been a swift change from a quiet rural area to a growing suburban community. Roads were originally designed to service rural residential uses, but are now expected to do a lot more. This has created safety, congestion, and community appearance issues that this chapter seeks to address.

## 11.2. Goal

Weston will work with other units of government to develop and maintain a safe, efficient, and interconnected transportation network serving motorists, businesses, pedestrians, and bicyclists.

## 11.3. Objectives

1. Maintain the Village's road network in a way that prioritizes fiscal responsibility and safety.
2. Provide connections between Village neighborhoods, job and shopping centers, schools, parks, and adjacent communities.
3. Collaborate with regional, county, state, and federal partners to connect Weston to the broader region.
4. Accommodate pedestrian and bicycle access in all transportation improvement and land development projects.

## 11.4. Policies

1. Provide and require Complete Streets with new and reconstructed roadways, per the discussion of Complete Streets later in this Chapter and the Village Board's Complete Streets policy.
2. Identify improvements to arterial and collector streets to allow better access from local streets to Highway 29, other communities, and the region.
3. Maintain a capital improvement program to prioritize major road and other public projects in the Village, and contribute projects to the regional transportation improvement program.
4. Access state and federal transportation funding and partnerships to support the Village's priority transportation projects.
5. Participate in and encourage state, regional, county and intergovernmental transportation planning efforts that benefit the Village.
6. Encourage and advance long-range planning for major highway improvements and interchanges.
7. Seek multiple purposes and benefits for transportation projects with each other, and with other initiatives the Village is undertaking (e.g., path project that provides both transportation and recreation benefits, and provides access for maintenance of underground utilities).
8. Advocate for a "dig once" policy for roadway improvement projects, as described further in Chapter 13: Broadband Technology.

## 11.5. Initiatives

The following pages further describe the implementation priorities included on the cover page of this Chapter, and other initiatives the Village may undertake or promote. Under Wisconsin's comprehensive planning statute, these are referred to as "programs."

### 11.5.1 Maintain the Function and Condition of the Village's Roadways



Weston residents and businesses depend on local roadways for trips in cars, trucks, bikes, and on foot. In this era of diminishing fiscal resources for roads, the Village will prioritize maintaining and, where necessary, rebuilding its existing roadways, based on objective measures and considering the needs of all users. Through timely maintenance and an appropriate level of reconstruction, existing roads can be maintained with modest investment. Conversely, deferring maintenance will be more costly to the Village over the long term.

As part of this effort, the Village will work with Marathon County and the Wisconsin Department of Transportation (WisDOT) to control access along arterial and collector roadways, applying adopted zoning and subdivision ordinance standards where there is local jurisdiction.

The Village will continue to use its Pavement Surface Evaluation and Rating (PASER) system to help decide which of the existing roadways in the community should be resurfaced or reconstructed, as part of its annual budgeting and capital improvement programming process. Through PASER, the Village assigns a condition rating between 1 (worst) and 10 (best) to each road in the Village. The Village's latest PASER ratings are included in Chapter 11 of the Conditions and Issues volume.

The Village will consider a road for reconstruction once it has a PASER rating of 5 or lower. Other factors will include traffic volumes, safety issues, and economic development impact. PASER allows citizens and business leaders to understand the relative condition of "their road" compared to other roads in the Village. Equally important, simply knowing the Village has a fair and objective process for inventorying and programming needed road improvements helps minimize public criticism and opposition to needed investments.

### 11.5.2 Strategically Prioritize Transportation Expansion Projects

Map 11-1 is both the long-range Future Transportation Map and the Official Map for the Village. Improvements suggested on this map will provide a more interconnected and efficient transportation network. Some projects identified on Map 11-1

#### What is an "Official Map"?

Villages are authorized under Wisconsin Statutes to adopt "official maps." Official maps have significant value beyond a Chamber of Commerce-type road map.

Cities and villages use Official Maps to show future highways and bypasses, other future arterial and collector streets, and suggested wider rights-of-way for some existing major streets. Official maps may also show other future public facilities where their location is known or critical, such as major components of the planned regional stormwater management system.

Official Maps provide unique authority. For example, a village may require that no building permits be issued within land shown for a future public facility on its Official Map. Additionally, a village may require that no land division may be recorded unless it conforms to the Official Map. When land development is proposed in an area of a facility shown on its adopted Official Map, a village may obtain or reserve land for that future facility through public dedication, public purchase, or reservation for future purchase. These provisions may apply within both the village limits and its extraterritorial jurisdiction.

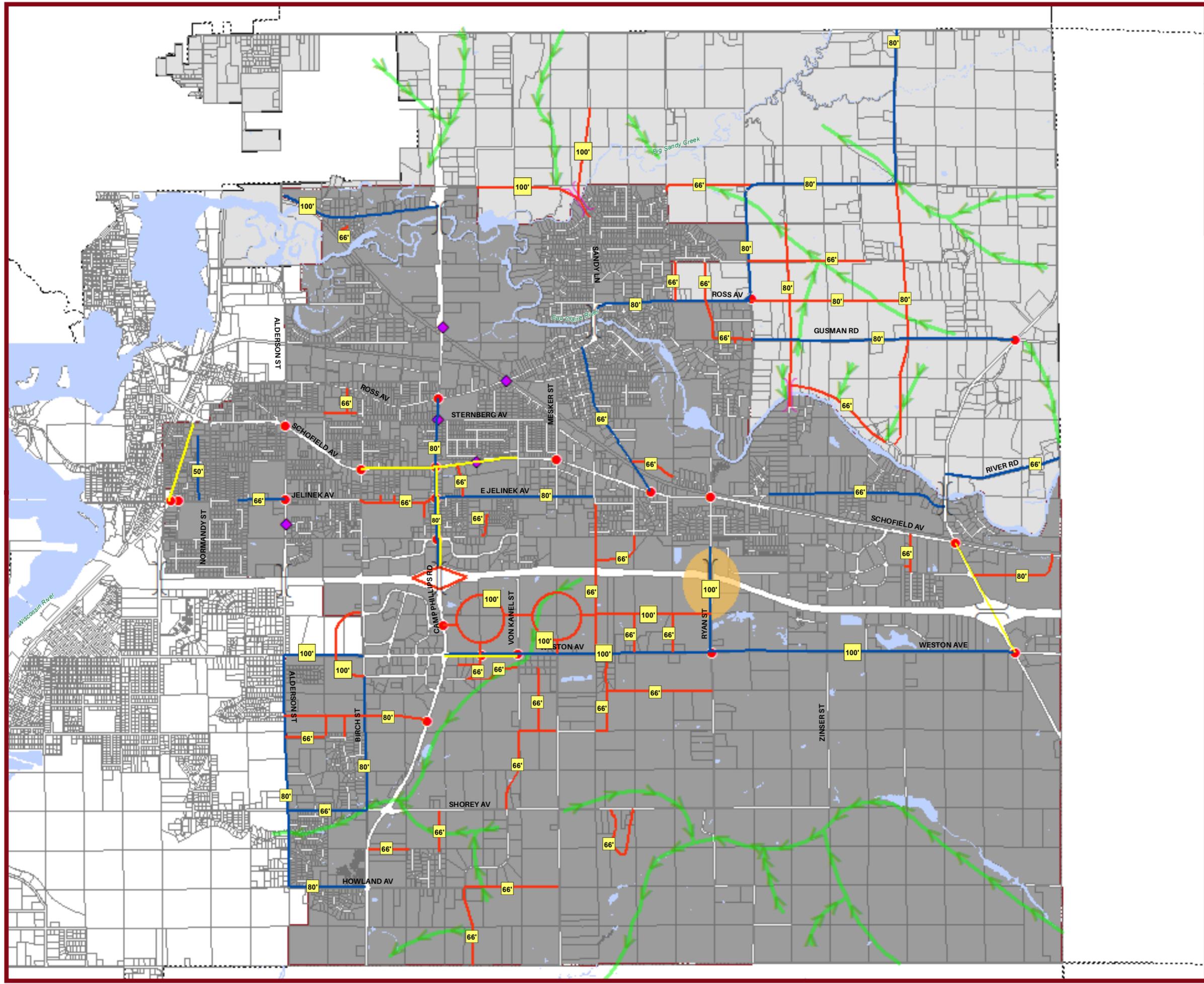
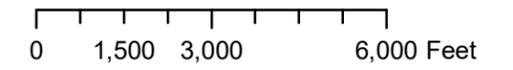
# Village of Weston Comprehensive Plan

# 11-1

## Future Transportation (Official) Map - DRAFT



Date: January 28, 2016  
Created by the Village of Weston  
Tech. Services Department



### Legend

- Future Overpass
- Existing Overpass
- Future Major Road (with right-of-way width)
- Planned Road Construction (with right-of-way width)
- Planned Streetscaping
- Drainage Corridor
- Future Intersection Improvement
- Future Pedestrian Crossing Enhancement
- Existing Roads (No construction recommendation)
- Future Interchange Study Area
- Surface Water
- Village of Weston
- Town of Weston

will take years to realize, and in many cases timing is linked to development of adjacent land. This includes the suggested road network northeast of the current Village limits.

The following are the most significant future projects suggested on this map. The Village will work with the Wausau Metropolitan Planning Organization (MPO) to list these projects on the regional Long Range Transportation Plan.

- **Camp Phillips Road.** Improvements to Camp Phillips Road and the adjacent “corridor” are discussed in greater detail in Chapter 4: Camp Phillips Corridor Strategy. Since Camp Phillips Road is also County Highway X that intersects State Highway 29, the Village will engage with the Marathon County Highway Department and WisDOT to improve the highway to serve both regional and local needs. Priorities include the intersection with Schofield Avenue, interchange ramps at Highway 29, and safety and streetscape improvements throughout. In the longer-term, Camp Phillips Road will warrant reconstruction. The Village intends to obtain a wider road right-of-way when adjacent redevelopment occurs, in accordance with the recommendations on Map 11-1.
- **Weston Avenue.** Most of Weston Avenue, from CTH J to Camp Phillips Road, still has a rural cross-section that doesn’t differ much from when it served as a low volume town road. Eventual reconstruction of Weston Avenue as an urban roadway will connect growing economic development areas near the Highway 29/X and Highway 29/J interchanges, and serve emerging residential and recreational areas. The Village intends to obtain a wider road right-of-way when adjacent development occurs here as well, in accordance with the recommendations on Map 11-1. The recommended right-of-way width would accommodate a divided roadway.
- **Ross Avenue and Kramer Lane.** Near the Village’s northeastern edge, Ross Avenue and Kramer Lane currently provide access to the Sandy Meadows neighborhood and Machmueller Park. In the future, as presented in Chapter 3: Land Use, additional residential development is expected to the east and north. The intersection of these two roads is in need of nearer-term safety and community entryway improvements. These two roads will also require future expansion to address increasing vehicular, bike, and pedestrian traffic. Roadway projects here (and elsewhere) should coordinate the laying of conduit to encourage broadband expansion.
- **Possible Future Highway 29 Interchange at Ryan Street.** A new interchange would relieve growing congestion along Camp Phillips Road and elsewhere, facilitate redevelopment of older industrial and commercial areas between Highway 29 and Schofield Avenue, and promote recreational/tourism development south of Highway 29. The Village intends to ask State and County officials to study the potential for a future interchange in this vicinity as a first step to its eventual development. As part of any study for a new interchange in this location, the Village should implement streetscaping and work with area property owners to improve the appearance of the Ryan Street corridor.

Figure 11-1 lists the priority projects the Village hopes to accomplish in the next ten years, typically with state, federal, and/or county assistance.

Some projects in Figure 11-1 have been in the Wausau MPO’s Transportation Improvement Program (TIP), while others are new initiatives identified in this comprehensive planning process. The Village should advocate MPO listing of all projects in the TIP, which makes them eligible for state and federal funding support. The Village should use Figure 11-2 as a basis for listing projects in its own five-year Capital Improvement Program (CIP). The CIP has been suspended in recent years due to economic conditions. When implemented, the Village spends \$300,000 to \$400,000 annually on road maintenance. The CIP also covers street reconstruction.

**Figure 11-1: Village of Weston Priority Roadway Projects**

<b>Number</b>	<b>Description of Project</b>	<b>Recognized in Other Plans?</b>
1	Camp Phillips Road, focused initially on intersection, safety, resurfacing, and streetscape improvements	Not yet
2	Replace westbound on-ramp and eastbound off-ramp at the Camp Phillips Road/STH 29 interchange	Marathon County L RTP
3	Improve safety at major intersections, particularly along Camp Phillips Road and Schofield Avenue	Generally not yet
4	Improve bike and pedestrian facilities (e.g., bike lane, shared-use path) to Birch and Alderson Streets, with connections between the two along Weston Avenue	Wausau MPO Bike & Pedestrian Plan, TIP
5	Create or improve pedestrian infrastructure at Sternberg Avenue and Camp Phillips Road (near Weston Elementary), Alderson Street at Park Ridge Drive, Eau Claire Avenue at Camp Phillips Road, and Ross Avenue at Corozalla Drive	Wausau MPO Bicycle and Pedestrian Plan
6	Encourage WisDOT or Wausau MPO to study possible interchange at Ryan Street and STH 29	Not yet
7	Reconstruct Ross Avenue, from River Bend Road to Kramer Lane (including Kramer intersection)	Town of Weston, TIP
8	Construct Northwestern Avenue extension to Sandy Meadow neighborhood	TIP
9	Construct road network within southeast quadrant of STH 29 and Camp Phillips Road for retail development	TIP
10	Reconstruct Weston Avenue from Camp Phillips Road to Von Kanel Street, including streetscaping	TIP
11	Reconstruct Ryan Street from Weston Avenue to Commerce Drive	TIP
12	Reconstruct Weston Avenue from Birch Street to Alderson Street	Rothschild, TIP
13	Reconstruct Birch Street from Weston Avenue to Shorey Avenue	TIP
14	Reconstruct Jelinek Avenue from Alderson Street to Coronado Drive	TIP
15	Reconstruct Fuller Street from Ross Avenue to Schofield Avenue	TIP
16	Reconstruct Weston Avenue from Von Kanel to Ryan Streets, including streetscaping where appropriate	TIP
17	Reconstruct Weston Avenue from Ryan Street to CTH J, including modest streetscaping where appropriate	TIP
18	Install streetscaping along Schofield Avenue from Birch Street to Von Kanel Street	Not yet

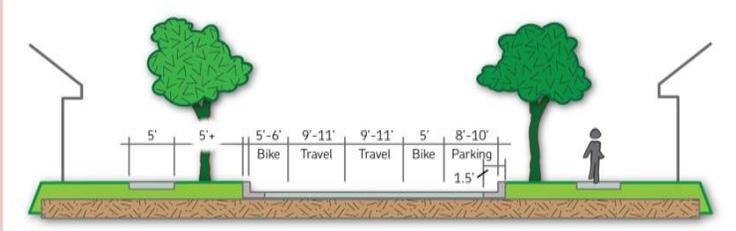
### 11.5.3 Design Village Transportation Network for Different Users & Purposes

Linked, multi-purpose streets create tangible and money-saving benefits for the public and municipal government. Efficient routes for snow plowing, garbage collection, bussing, and other public services mean fewer costs in fuel and time, reduce redundancy when driving prescribed routes, and create more livable places.

Weston will undertake the following efforts to grow its transportation network:

- **Design and Build New and Reconstructed Roads as Complete Streets.** As described to the right, Complete Streets is both a philosophy and method of designing roadways to serve cars, cyclists, and pedestrians. Complete Streets help manage traffic to the function of the roadway, for example by ensuring that neighborhood streets do not facilitate speeding. In June 2015, the Weston Village Board adopted a Complete Streets policy and directed Village staff to develop implementation strategies to increase the usability of all streets for all modes of travel for citizens of all ages and abilities in the Village, via Resolution VW-15-14. The policy will be implemented through inclusion of Complete Streets improvements in roadway projects listed in Figure 11-1, and through an update to the Village's subdivision ordinance in 2016.

**What are Complete Streets?**



This graphic illustrates just one example of a Complete Street—for a collector road in a neighborhood setting. In general, Complete Streets are roadways designed and operated to enable safe, convenient, and comfortable access and travel for all users. Pedestrians, bicyclists, motorists, and other transportation users of all ages and abilities are able to safely and comfortably move along and across a complete street. In addition to providing a sound local transportation policy option, adherence with Complete Streets policies has been required in Wisconsin for any highway project involving state or federal funding. In addition, state and federal transportation grant programs favor communities that have Complete Streets policies, like Weston.

- **Create More Linkages Where Practical.** Weston's current inventory of roads reflects a rural residential community that grew in a short period of time. As it grew, its roads did too, but not always in the most interconnected way. Better road linkages make it easier for emergency access and maintenance. Shorter routes also reduce vehicle miles travelled and air pollution. Connections between neighborhoods that are otherwise adjacent enhance community connectivity, both physically and socially. Where full road connections are not practical, the Village will pursue walkway or path connections.
- **Discourage New Dead-End Streets.** Closed cul-de-sacs are an example of a street design that inhibits connections. The Village will strongly discourage future road designs that feature cul-de-sacs and other streets with only one outlet.
- **Install Traffic Calming Devices Where Appropriate.** Another way to mitigate congestion and reduce speeds on roadways is to implement devices that work to physically impede the rate but

not the flow of traffic. This may include the narrowing of roadways (curb extensions) or refuge medians at pedestrian crossings, speed humps, and other devices or techniques appropriate to the particular street and need.

#### 11.5.4 Support Additional Bicycle and Pedestrian Transportation Options

The Village, along with the Wausau MPO, has made great strides in the past few years supporting bicycling as a commuting option. For example, Weston now has on-street bike routes that connect to other communities in the Wausau metro area. When performing improvements on roads along the bike routes, Weston intends to provide bike lanes or similar space to accommodate riders.

The Village maintains a number of off-street, shared-use paths for bicyclists and pedestrians, and a comprehensive plan for additional paths. These are depicted on Map 9-2 and discussed further in Chapter 9: Parks and Recreation. Many serve both recreation and transportation purposes for both cyclists and pedestrians.

Due to the rural origins of the Village, many collector roads and subdivisions lack sidewalks. Where they do exist, sidewalks and terraces are often narrow. These conditions make transportation on foot difficult and sometimes dangerous.

The Village recognizes the importance of building a more developed network of pedestrian facilities, via the following and other approaches:

- **Prioritize completion of key shared-use path and/or sidewalk projects.** A strong emphasis will be placed on filling gaps and completing projects in areas near schools and parks and along arterial and collector roads. Filling gaps in the sidewalk or shared-use path network may happen as part of new subdivisions, with street reconstruction projects, or as stand-alone projects where need dictates.
- **Require pedestrian facilities at the front end of new development projects.** The Village will work to ensure, through new development approvals, that planned sidewalks and paths are built with the initial road, sewer, water and other infrastructure for the development wherever possible. Also, with the approval of new commercial, industrial, multiple family residential, and institutional development projects, the Village will ensure that private pedestrian facilities are designed into the development, connecting existing and planned public sidewalks and paths to building entrances; that pedestrian access from all sides is facilitated; and that pedestrians have comfortable routes to and within the property.
- **Establish by ordinance a unified policy on sidewalk placement.** In general, good pedestrian system planning supports sidewalks and/or shared-use paths on both sides of all new and reconstructed arterial and collector streets (except for freeways), and at least one side of all new neighborhood and other minor streets. Two-sided walks are generally warranted on all streets near schools and other major pedestrian generators.
- **Lead by example.** The Village will consider the needs of pedestrians in all road projects, such as through promoting safe crossing opportunities, intersection designs, and street widths, and in all other public projects like parks and other community facilities. The Village will also continually educate and communicate with the public on pedestrian access and safety issues.

**Village of Weston, Wisconsin**  
**REGULAR MEETING OF THE PLAN COMMISSION**

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**February 8, 2016**

**MEETING PACKET COVER SHEET**  
**AGENDA ITEM – F.10.**

*Report from Planning and Development Director*



**Village of Weston, Wisconsin**  
**Report for the month of January 2016**  
**MONTHLY DEPARTMENT REPORT FROM PLANNING AND DEVELOPMENT DIRECTOR**

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**Monthly Department Briefer #2016-01**

**Jennifer Higgins, Planning and Development Director/Zoning Administrator**

**Tuesday, February 2, 2016, 4:17 PM**

**1. FOR YOUR IMMEDIATE ATTENTION -- TRUSTEES.**

- Public Hearing on Official Map – A public hearing has been scheduled for the Monday, February 15<sup>th</sup> Board Meeting to take public testimony on and consider adopting an Official Map for the Village of Weston.
- Ordinance No. 16-002 Adoption of the Official Map for the Village of Weston – I anticipate this being on the 2/15/16 meeting as it was approved by the PIC on 2/1/16 and will be reviewed by the PC at their 2/8/16 meeting. It has been seen by both committees/commissions previously as the map has been a part of the Transportation Chapter of the Comp Plan for some time.
- On Monday, February 29, 2016, the Village will be hosting the quarterly Green Tier Steering Committee Meeting here at the Weston Municipal Center from 10am to 3:30pm. Valerie and Michael are working on the agenda for the meeting with Green Tier Staff. Trustees and Committee/Commission members are welcome to attend. If you are interested in attending for part or all of the meeting, please contact Valerie so that she can plan lunch and seating accordingly.

**2. STRATEGIC PLAN PROJECT STATUS.**

**Department Development**

- **Project 1 - Comprehensive Plan Update – In progress.**
  - **Volume 1 – Conditions and Issues** (adopted 3/4/15) – Amend in 2016 to correct any incorrect information from 2015 adopted version. Also consider relocating “Broadband Technology” background information to Volume 3.
  - **Volume 2 – Visions and Directions** (Statutory Plan Elements) – Scheduled for adoption Spring 2016
    - **Chapter 1 – introduction** – draft to be prepared by MDROffers by March 2016
    - **Chapter 2 – Community Vision** – draft forwarded to the Board for comments in Fall 2015; amend by March 2016
    - **Chapter 3 – Land Use** (adopted 4/8/15) plan to be amended as necessary as part of complete volume
    - **Chapter 4 – Economic Development** – to be amended in March 2016, once progress on certain initiatives is clearer
    - **Chapter 5 – Housing and Neighborhoods** – (revised draft delivered by MDROffers on 1/28/16)- Provided to PC and Board in 2/8/16 PC Packet.
    - **Chapter 6 – Natural, Agricultural, and Cultural Resources** - (revised draft delivered by MDROffers on 1/28/16) -Provided to PC and Board in 2/8/16 PC Packet.

- **Chapter 7 – Parks and Recreation** - (adopted 1/10/15 as CORP for Village) plan to be amended as necessary as part of complete volume
  - **Chapter 8 – Transportation (Official Map)** (revised draft delivered by MDRoffers on 1/28/16) - Provided to PC and Board in 2/8/16 PC Packet. Official map is working its way through PIC and PC in February and a Public Hearing on the map is scheduled to be held at the 2/15/16 Board meeting.
  - **Chapter 9 –Community Facilities and Utilities** (waiting on mapping decision from staff which was resolved via changes made by DPW on Official Map; expected to receive revised draft 2/16)
  - **Chapter 10 – Intergovernmental Cooperation** – (Mark is waiting on comments from staff; expects to have revised draft complete 2/16) – Staff comments were sent on 2/2/16
  - **Chapter 11 – Implementation** – draft to be prepared by March 2016
- **Volume 3 – Vision and Directions** (Supplemental Plan Elements)
    - **Chapter 1 – Introduction** (to be prepared in 2016 when Camp Phillips Corridor Plan adopted)
    - **Chapter 2 – Bike and Pedestrian System Plan** (future, post 2016)
    - **Chapter 3 – Broadband Technology Plan** (adopted 3/4/15, considering bringing in background info from Vol. 1)
    - **Chapter 4 – Camp Phillips Corridor Plan** (schedule for adoption in 2016, shortly after Vol. 2 adoption)
    - **Chapter 5 – Park and Public Facilities Master Plans** (include recent plans when Camp Phillips Plan adopted)
    - **Chapter 6 – Retail Recruitment Strategy** (include when Camp Phillips Plan Adopted)
    - **Chapter 7 – Schofield Avenue Corridor Plan** (future, post 2016)
    - **Chapter 8 – TID 1 Amended Project and Redevelopment Plans** (scheduled adoption in summer 2016)
    - **Chapter 9 – TID 2 Amended Project Plan** (future, post 2016)
    - **Chapter 10 – Tourism Plan** (scheduled for adoption by early fall 2016)
- **Project 2 – Chapter 50 Nuisance Ordinance Update** – No progress has been made since last month. Scott and I have made updates to this ordinance in regards to zoning code consistency, statute reference updates and to include standards from the International Code Compliance especially for rental property. Hodell is currently reviewing the ordinance to make sure it adequately addresses the nuisance issues she deals with. I feel this would be a good project for the new Assistant Building Inspector/Code Enforcement Officer to work on.
  - **Project 5 - Beehive Software System implementation** – In progress. Jared and Nate continue to work on this project. The software program went live on 12/1/15. Public Works has had better success with this software than Planning and Development has. As of the writing of this memo Planning & Development Staff are still unable to use the software. Unfortunately, Beehive has not been as successful for planning, permitting, code enforcement, and licensing. Beehive provides similar functionality to our prior solution, Energov. However, during the implementation process, we have noticed many shortfalls with the software. We are in need of a solution that is more process oriented and assists with project management. Beehive documents events that occur, which is useful for us, however, we are looking for a solution that is more involved with the building process from beginning to end. As Nate reported a few weeks ago, we have long looked for a solution that would include

multiple departments and the hope was that Beehive would do this for us. We are aware that the software we utilize needs to make us better and more efficient. If Beehive is not going to achieve this goal for us, then we need to find a solution that does. The Department is reviewing other software options at this time and will work with Nate to ensure the software solution fits within the capabilities of the Village technology architecture and works with our budget.

- **Project 6 - Update Subdivision Ordinance** – In progress. I received the draft document from MDRoffers on 1/28/16. I am in the process of reviewing this document and will be forwarding it on to staff for comments before we bring before the Plan Commission for public hearing.
- **Project 8 – Audit of Multi-family and commercial properties for Refuse and Recycling Compliance** – Ongoing. Audit was completed for multi-family properties in the summer of 2014 by our Refuse and Recycling Intern. Parker continues to work with these multi-family properties when time allows. We have not started on the commercial audit yet to date. Staff continues to address this at change of use, new construction, or change of owner for both multi-family and commercial at time of approvals and/or permitting. Staff is in the process of hiring the summer intern to help with this project. The intern was approved for 12 weeks this coming summer in the 2016 budget. Valerie and I also met with Meleesa Johnson from MC Solid Waste in January 2016 to discuss how to address the results of the America Recycles Day Event held in November 2015. We have decided to do an entire audit of the Village in the spring to see how we are doing and then begin an educational campaign.

### **Staff Development**

- **Project 1 – American Planning Association (APA) membership** – This item is complete and will be removed during the next update to the Strategic Plan. Jared and I are both members of APA and WAPA.
- **Project 2 – Planning Technician Position** – This item is complete and will be removed during the next update to the Strategic Plan.
- **Project 4 – Assistant Building Inspector Position (Code Enforcement/Property Inspector)** – Recruitment process was completed and the position was offered to applicant, Roman Maguire, in late January 2016. Roman was approved to be hired by the Village Board at your 2/1/16 meeting. He will start employment with the Village on 4/4/16. This item is complete and will be removed during the next update to the Strategic Plan.
- **Project 5 – Plan Commission bylaws, policies and procedures** – Ongoing. Plan Commission Code of Conduct and Rules of Procedures were adopted by the Plan Commission in June. All commissioners have signed the Code of Conduct. We continue to work on policies for the Commission. I am offering Commissioners the ability to attend the 2/16/16 Plan Commissioners workshop offered at the Portage County Annex building in Stevens Point. So far Commissioners White, Zeyghami and Kollmansberger have agreed to attend.

### **3. BUDGET AND FINANCIAL PLAN STATUS.**

- Unknown at this time. Waiting for Budget Status Reports from Finance following the Deputy Finance Director starting on 2/10/16.
- Also still waiting for access to the Clarity software so that I can see the Budget reports in real time.
- Also in need of a 2016 Budget Book.

#### **4. EMPLOYEE DEVELOPMENT & ENGAGEMENT.**

- In January, significant time was spent on the hiring of the Property Inspector position. We had a total of 10 applicants. Tatro, Parker and myself interviewed 4 candidates. The job was offered and accepted by Roman Maguire. Roman was approved by the Board on 2/1/16. His first day is 4/4/16. I have begun working on an onboarding plan for him for his first month.
- Higgins attended the 1/20/16 Women's Leadership Conference sponsored by the Chamber.
- Higgins attended the 1/20/16 Training Session with other Directors and Jenna Bidwell from Carlson Dettman regarding Employee Reviews.
- Higgins attendance at Weekly C Team Meetings.
- Higgins attendance at Weekly ED Team Meetings
- Higgins and Parker attend monthly Wellness Committee Meetings.
- Parker and Wehner attend monthly Staff Social Committee Meetings.
- Parker is currently working with UWSP Solid Waste professors to find our summer refuse and recycling intern.

#### **5. PERFORMANCE AND METRICS.**

- I participated in the 1/20/16 Training Session with Carlson Dettman regarding Employee Reviews.

#### **6. COMMUNITY FEEDBACK**

- Received a voicemail from resident, John Lorge thanking staff for our work on cleaning up the King property.

#### **7. IDENTIFIED NEEDS.**

- Project Management software. It has recently come to our attention that the Beehive software will not be able to meet the Department's needs without some major time and effort. For more details, please look at the write up above under the Beehive Strategic Planning Goal.

#### **8. NEW IDEAS & OPPORTUNITIES.**

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#### **9. MISCELLANEOUS COMMENTS / ISSUES.**

- On 2/16/16, the Center for Land Use Education (CLUE) is offering a Plan Commissioners Workshop at the Portage County Annex in Stevens Point. The workshop is from 6:30 to 8:30pm. I have offered to send any of my PC members who wish to attend. So far Loren, Hooshang and Tina plan to attend.
- The Refuse and Recycling newsletter was sent out to residents on January 21<sup>st</sup>. Parker coordinated Christmas Tree pickup with Advanced during the month of January. Advanced notified her with addresses

where the trees were incorrectly placed and she sent follow-up letters explaining why the tree was not picked up.

- The Town of Weston’s new zoning ordinance was approved by the Town on 12/1/15. It was approved by the County Board on 1/19/16. The ordinance was published on 1/23/16.
- 2016 Animal Fancier License Renewal for JCDREAMDACHS has been issued.
- Tatro, Hodell and Trustee White toured Alpine Mobile Home Park on 1/21/16 in advance of the 1/25/16 CLPS meeting. Jared updated the original Alpine Report for the re-licensing meeting. The report was on the agenda for the 1/25/16 CLPS and 2/1/16 VB meetings with a recommendation to re-issue the license for the remainder of the license period. Staff has scheduled re-inspection of all the parks for the week of May 16<sup>th</sup>.
- Economic Development/Plan Commission Update
  - Zoning Permits have been issued for the following new businesses:
    - Wasabi Tepanyakki and Sushi Bar – going into the old Pine Ridge Restaurant (Alimi) building on Schofield Avenue
    - Shamrock Lawn Care, LLC., 5807 Prairie Street, #A (ZONE-12-15-6480)
  - Staff completed the following site plan reviews in January:
    - Completed Site plan architectural review and issued building permit for overhead door addition at 5207 Westfair Ave (CSIT-11-15-1556 and CBLD-12-15-6482)
    - Parking lot addition at Family Foot and Ankle
  - Staff is working on the following site plan reviews:
    - New Kwik Trip, 7605 Schofield Avenue (old Callon Quik Mart)- adding additional diesel storage tank
    - New garage at Samoset Council
    - Site Plan Review for parking lot addition at Mount Olive. Initial site plan was denied. Wehner and Wodalski met with Mount Olive’s team and they are now in the process of revising the plans.

**2016 Building Permits Issued to Date**

Date:	Single Family	Duplex	Multi-Family				Commercial	Total All Permits Issued
			4	6	8	12		
January	1	-	-	-	-	-	23	29
<b>Total</b>	<b>1</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>23</b>	<b>29</b>
<b>Totals from January of each year</b>								
2015	-	-	-	-	-	-	17	24
2014	-	-	-	-	-	-	16	24
2013	1	-	-	-	-	-	18	33
2012	1	-	-	-	-	-	25	28
2011	-	-	-	-	-	-	6	13
2010	2	-	-	-	-	-	-	20
2009	-	1	-	-	-	-	1	9
2008	-	-	-	-	-	-	7	14

## Permits Issued (By Work Class)

Permits Issued From Friday, January 1, 2016 through Sunday, January 31, 2016

Permit	Location Address	Issued	Valuation	Square Feet
<b>Commercial Building Local Business, Institutional &amp; Office</b>				
CBLD-1-16-6507	5600 STERNBERG AVE	01/26/2016	41,500.00	0
CBLD-1-16-6508	5302 SCHOFIELD Avenue	01/27/2016	3,000.00	220
CBLD-2-16-6522	3301 CRANBERRY BLVD	01/19/2016	30,000.00	380
<b>Totals For Commercial Building Local Business, Institutional &amp; Office</b>			<b>74,500.00</b>	<b>600</b>
<b>Electrical Commercial</b>				
ELEC-1-16-6500	7605 Schofield Avenue	01/25/2016	0.00	5,265
<b>Totals For Electrical Commercial : 1 Permit(s)</b>			<b>0.00</b>	<b>5,265</b>
<b>Electrical Local Business, Institutional &amp; Office</b>				
ELEC-1-16-6504	3703 SCHOFIELD AVE	01/26/2016	6,590.00	1,200
<b>Totals For Electrical Local Business, Institutional &amp; Office</b>			<b>6,590.00</b>	<b>1,200</b>
<b>Electrical Manufacturing and Industrial</b>				
ELEC-1-16-6505	9902 WESTON Avenue	01/26/2016	0.00	22,270
<b>Totals For Electrical Manufacturing and Industrial : 3 Perm</b>			<b>0.00</b>	<b>22,270</b>
<b>Electrical Residential</b>				
ELEC-1-16-6513	4707 KELLYLAND ST	01/28/2016	900.00	0
<b>Totals For Electrical Residential : 4 Permit(s)</b>			<b>900.00</b>	<b>0</b>
<b>Fence Residential</b>				
FENC-1-16-6496	5609 PINE PARK ST	01/04/2016	2,000.00	0
FENC-12-15-6485	5406 JACOB ST	01/04/2016	2,891.00	0
<b>Totals For Fence Residential : 2 Permit(s)</b>			<b>4,891.00</b>	<b>0</b>
<b>HVAC HVAC Commercial Remodel</b>				
HVAC-1-16-6506	7605 SCHOFIELD AVE	01/26/2016	85,949.00	5,034
HVAC-1-16-6509	5304 SCHOFIELD AVE	01/27/2016	2,000.00	0
<b>Totals For HVAC HVAC Commercial Remodel : 2 Permit(s)</b>			<b>87,949.00</b>	<b>5,034</b>
<b>Plumbing Commercial</b>				
PLUM-1-16-6499	7605 Schofield Avenue	01/22/2016	0.00	0
PLUM-1-16-6503	7203 RICKYVAL Street	01/25/2016	0.00	0
<b>Totals For Plumbing Commercial : 2 Permit(s)</b>			<b>0.00</b>	<b>0</b>
<b>Plumbing Multi Family (3+Units)</b>				
PLUM-2-16-6520	6903 RIVER TRAIL DR	01/19/2016	30,000.00	0
<b>Totals For Plumbing Multi Family (3+Units) : 3 Permit(s)</b>			<b>30,000.00</b>	<b>0</b>
<b>Residential Building Exterior Remodel</b>				
RBLD-1-16-6501	5307 SCOTT Street	01/25/2016	10,000.00	0
<b>Totals For Residential Building Exterior Remodel : 1 Perm</b>			<b>10,000.00</b>	<b>0</b>
<b>Residential Building Interior Remodel</b>				
RBLD-1-16-6502	3209 Ross Avenue	01/25/2016	1,500.00	676

Permit	Location Address	Issued	Valuation	Square Feet
RBLD-1-16-6515	6111 ALTA VERDE Street	01/29/2016	5,000.00	44
<b>Totals For Residential Building Interior Remodel : 3 Permi</b>			<b>6,500.00</b>	<b>720</b>
<b>Residential Building New Single Family</b>				
RBLD-1-16-6516	7407 Compass Circle	01/29/2016	250,000.00	2,897
<b>Totals For Residential Building New Single Family : 4 Perm</b>			<b>250,000.00</b>	<b>2,897</b>
<b>Sign Face Replacement New Business</b>				
SIGN-1-16-6497	3703 SCHOFIELD AVE	01/20/2016	1,645.80	160
<b>Totals For Sign Face Replacement New Business : 1 Perm</b>			<b>1,645.80</b>	<b>160</b>
<b>Sign New</b>				
SIGN-1-16-6510	5512 BUSINESS HIGHWAY 51	01/27/2016	400.00	13
SIGN-1-16-6511	5512 BUSINESS HIGHWAY 51	01/27/2016	400.00	13
SIGN-1-16-6512	5512 BUSINESS HIGHWAY 51	01/27/2016	1,000.00	35
<b>Totals For Sign New : 4 Permit(s)</b>			<b>1,800.00</b>	<b>60</b>
<b>Sign Special Event</b>				
SIGN-1-16-6494	8101 SCHOFIELD AVE	01/15/2016	0.00	24
SIGN-1-16-6495	3704 WESTON AVE	01/06/2016	0.00	24
SIGN-1-16-6498	5902 SCHOFIELD AVE	01/20/2016	0.00	48
SIGN-1-16-6514	6001 ALDERSON ST	01/28/2016	0.00	31
<b>Totals For Sign Special Event : 8 Permit(s)</b>			<b>0.00</b>	<b>127</b>
<b>Zoning Commercial</b>				
ZONE-12-15-6480	5807 Prairie Street	01/14/2016	0.00	2,000
ZONE-12-15-6481	2106 Schofield Avenue	01/07/2016	0.00	1,300
ZONE-12-15-6482	7605 Schofield Avenue	01/25/2016	0.00	19,613
<b>Totals For Zoning Commercial : 3 Permit(s)</b>			<b>0.00</b>	<b>22,913</b>

Village of Weston, Wisconsin  
**REGULAR MEETING OF THE PLAN COMMISSION**

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February 8, 2016

**MEETING PACKET COVER SHEET  
AGENDA ITEM – F.11.**

*Staff Report on Staff-Approved CSM's, Site Plans, Sign Permits,  
Commercial Zoning Permits, and Certificate of Occupancies  
Issued Since Last Report (10/10/2015)*

