

Village of Weston, Wisconsin
OFFICIAL PROCEEDINGS OF THE VILLAGE PLAN COMMISSION AND
JOINT TOWN & VILLAGE EXTRATERRITORIAL ZONING COMMITTEE MEETING
held on Monday, May 8, 2023, at 6:00 p.m., in the Board Room, at 4747 Camp Phillips Road

AGENDA ITEMS.

1. Meeting called to order by Plan Commission Chair and Village Trustee Steve Cronin at approximately 6:08 p.m.

2. Roll Call of Village Plan Commission (PC) by Secretary Parker.

Roll call indicated 7 PC members present.

<u>Member</u>	<u>Present</u>
Cronin, Steve {Chair}	YES
Pinsonneault, Jim {Vice Chair-1}	YES
Diesen, Dave	YES
Guerndt, Gary	YES
Hoffman, Travis	ARRIVED AT 6:18 P.M.
Jordan, Joe	YES
Mumper, Roy	YES

3. Roll Call of Joint Village & Town of Weston Extraterritorial Zoning Committee (ETZ) by Secretary Parker.

Roll call indicated 4 ETZ members present.

<u>Member</u>	<u>Present</u>
Olson, Milt {Chair}	YES
Cronin, Steve {Vice Chair}	YES
Christiansen, Randy	EXCUSED
Guerndt, Gary	YES
Hull, Mark	YES
Mumper, Roy	YES

Village Staff in attendance, in-person: Higgins, Wodalski, Anklam, and Parker.

Village Staff in attendance, via Zoom: Donner

Audience Members in attendance, in-person: There were 3 audience members present, in-person.

Audience Members in attendance, via Zoom: There were 0 audience members present, via Zoom.

4. Welcome New Commissioners and Introductions

Cronin welcomed Hoffman to the Plan Commission, and pointed out Diesen is now a regular member and Pinsonneault is now a Trustee serving as Vice Chair of this Commission.

PUBLIC COMMENT

No public comment.

MINUTES FROM PREVIOUS MEETINGS [0:01:53 Zoom Meeting Recording]

5. Approve minutes from the April 10, 2023, Joint PC & ETZ Meeting. (PC & ETZ)

(PC) Motion by Diesen, second by Jordan: To approve the April 10, 2023, Joint PC & ETZ meeting minutes.

Yes Vote: 6 No Votes: 0 Abstain: 0 Not Voting: 1 Result: PASS

<u>Member (PC)</u>	<u>Voting</u>
Cronin, Steve {Chair}	YES
Pinsonneault, Jim {Vice Chair-1}	YES
Diesen, Dave	YES
Guerndt, Gary	YES
Hoffman, Travis	-----
Jordan, Joe	YES
Mumper, Roy	YES

(ETZ) Motion by Guerndt, second by Cronin: To approve the April 10, 2023, Joint PC & ETZ meeting minutes.

Yes Vote: 5 No Votes: 0 Abstain: 0 Not Voting: 1 Result: PASS

<u>Member (ETZ)</u>	<u>Voting</u>
Olson, Milt {Chair}	YES
Cronin, Steve {Vice Chair}	YES
Christiansen, Randy	-----
Guerndt, Gary	YES
Hull, Mark	YES
Mumper, Roy	YES

COMMUNICATIONS, DISCLOSURES, AND RECUSALS

6. Written Communications Received.

None.

PUBLIC HEARINGS [0:03:00 Zoom Meeting Recording]

Zoning Map Amendments, Conditional Uses & Related Requests

7. Ordinance 23-011: An Ordinance to Amend Provisions within Chapter 94 of the Municipal Code, Affecting Rural, Open Space, and Residential District Lot Dimension and Intensity Standards, Non-Residential District Density and Intensity Standards, and Building Orientation. Design Standards for Multi-Family and Non-Residential Buildings (PC & ETZ) [0:03:10 Zoom Meeting Recording]

a. Open Public Hearing.

Cronin opened the hearing at 6:12 p.m.

b. Presentation by Applicant and/or Staff.

Higgins stated the first amendment pertains to zero-lot line structures and townhouses. She explained the Village revised its ordinances to allow these to be built going forward; however, it was found when Denyon came in with the 2F zoning that we missed amending the minimum square footage for the lot within the 2F zoning district.

Higgins stated the second amendment is for the area along Business Highway 51 and Schofield Avenue where we have redevelopment of smaller lots, which had small homes or businesses on them. She explained our previous code did not have a minimum lot size and how our current code does (B-1 = 20,000 sq. ft. min., which we do not use often). Most uses on Schofield Avenue and Business Highway 51, have a B-2 Zoning District, which requires a minimum 30,000 sq. ft. lot size. She explained how as sites are being redeveloped, developers are combining lots, but are finding the combined lots are still below the 30,000 sq. ft. Staff is requesting to lower the minimum lot size to 20,000 sq. ft. She stated setbacks should not be an issue.

Higgins stated the third amendment should take care of allowing decorative garage doors facing the street, in commercial areas.

c. Public Comment Period [0:08:00 Zoom Recording]

None.

d. Close Public Hearing.

Cronin closed the public hearing at 6:16 p.m.

e. Recommendation from Staff.

Higgins stated staff recommends approval of the amendments as presented.

f. Discussion & Recommendation to the Board of Trustees by the PC. [0:08:25 Zoom Recording]

Pinsonneault stated he would like to see the decorative garage doors facing the road allowed, and is in support of the drafted amendments.

Jordan questioned the definition of a decorative garage door. Higgins stated will not be just plain solid doors, and having materials like glass, similar to what Tine and Cellar has. Jordan pointed out there are other materials like raised panel. Higgins stated materials are ever changing so if there are questions on planned street facing doors, staff can always bring to Plan Commission for clarification.

Hoffman arrived at 6:18 p.m.

Motion by Guerndt, second by Mumper: To recommend approval to the Board of Trustees on the ordinance amendments as proposed. Question - Pinsonneault questioned if the first amendment allows a duplex to be a zero-lot line to the street. Higgins gave examples of zero-lot line structures in the Village. She stated the setbacks to the outside property lines are still the same, and this is just changing the minimum lot square footage. Pinsonneault questioned, with the second amendment, on what can be done in B-1. Pinsonneault is concerned if we rezoned a property to and from B-1 or B-2, on if this will cause issues. Higgins explained the B-1 is more restrictive than the B-2, and will require Conditional Uses permits. She gave examples of what is not allowed in the B-1. Pinsonneault voted nay. [0:20:30 Zoom Recording]

Yes Vote: 6 No Votes: 1 Abstain: 0 Not Voting: 2 Result: PASS

<u>Member (PC)</u>	<u>Voting</u>
Cronin, Steve {Chair}	YES
Pinsonneault, Jim {Vice Chair-1}	NO
Diesen, Dave	YES
Guerndt, Gary	YES
Hoffman, Travis	YES
Jordan, Joe	YES
Mumper, Roy	YES

Discussion & Recommendation to the Board of Trustees by the ETZ. [0:20:42 Zoom Recording]

Motion by Hull, second by Guerndt: To recommend approval to the Board of Trustees on the ordinance amendments as proposed.

Yes Vote: 5 No Votes: 0 Abstain: 0 Not Voting: 1 Result: PASS

<u>Member (ETZ)</u>	<u>Voting</u>
Olson, Milt {Chair}	YES
Cronin, Steve {Vice Chair}	YES
Christiansen, Randy	-----
Guerndt, Gary	YES
Hull, Mark	YES
Mumper, Roy	YES

ADJOURNMENT OF ETZ

Motion by Guerndt, second by Hull, to adjourn the ETZ meeting at 6:29 p.m.

NEW BUSINESS [0:21:35 Zoom Recording]

8. Project #20220443 – Specific Implementation Plan (SIP) Approval for 2900 Schofield Avenue, Intercity State Bank [0:21:35 Zoom Recording]

Higgins stated in January the rezone to Planned Development (PD) and the General Development Plan (GDP) were approved, and now they are back with the Specific Implementation Plan (SIP) for the bank building. She stated there are a few things to point out, we are still waiting on photometrics, signed stormwater management agreement, and then the signed development agreement after it is approved by PC.

Higgins pointed out they are requesting 41 parking stalls, where they are only required to have 20 parking stalls, which then exceeds the minimum 125% of the required spots. However, some of those parking stalls can be used towards the second phase of this development. She pointed out with this being a planned development site, this is basically an agreement between the Village, Plan Commission, and the applicant to meet certain requirements. Higgins pointed out this will be a nice addition to the Schofield Avenue corridor.

Guerndt questioned if the existing sewer and water connections are adequately sized. Wodalski stated they will have new connections. Guerndt asked if there is something we can do to prevent a second opening in the roadway for the future building connections. Wodalski pointed out the sewer

connection comes from Mount View Avenue, and the water line comes from Schofield Avenue, under the sidewalk. He stated it is up to the applicant on if they know where they may need those future connections. He stated the new sewer connection for the bank will come off from Fox Street.

Vern Nystrom, of Keller, 5605 Lilac Avenue, Wausau, explained the photometric plan, stating it is ready, just need to obtain from electrician who is out of town.

Chris Pfender, of Intercity State Bank, 3838 Woodland Ridge Road, Wausau, explained to Diesen the last two sections of the new bank building (about 1,500 sq. ft.) will be unoccupied initially. This space will be used for future build-out or possible subletting to another business.

Pinsonneault questioned the rooftop HVAC, in the middle of the building, if it will be fully visible from the street. There was discussion that there will be a 2-foot high parapet that should cover most of the unit.

Mumper commented on the backside of this lot, between Mount View and Fox Street, where if it goes residential, will there be adequate lighting on that corner for apartment people to walk to the store. It was confirmed there is a light coming out of the Pick'n Save parking lot.

Motion by Pinsonneault, second by Guerndt: To approve the Specific Implementation Plan (SIP) for Intercity State Bank, including the 41 parking spaces, and contingent on the photometric plan, signed stormwater management agreement, and an executed Development Agreement being submitted. Diesen abstains.

Yes Vote: 6 No Votes: 0 Abstain: 1 Not Voting: 0 Result: PASS

<u>Member (PC)</u>	<u>Voting</u>
Cronin, Steve {Chair}	YES
Pinsonneault, Jim {Vice Chair-1}	YES
Diesen, Dave	ABSTAIN
Guerndt, Gary	YES
Hoffman, Travis	YES
Jordan, Joe	YES
Mumper, Roy	YES

STAFF REPORTS [0:40:55 Zoom Recording]

9. Report re: April 2023 Staff-Approved Certified Survey Maps and Site Plans.

10. Report re: April 2023 Building Permits.

Motion by Pinsonneault, second by Diesen: To acknowledge Items #9 and #10.

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

<u>Member (PC)</u>	<u>Voting</u>
Cronin, Steve {Chair}	YES
Pinsonneault, Jim {Vice Chair-1}	YES
Diesen, Dave	YES
Guerndt, Gary	YES
Hoffman, Travis	YES
Jordan, Joe	YES
Mumper, Roy	YES

11. Report: 2023 Village of Weston New Housing Fee Report

Pinsonneault questioned the document being a 2022 document, when we are approving a 2023 document. Higgins explained the way the State Statutes requires, we call this a 2023 document, while the data is based on 2022. She stated this is just historical data that we are required to put together and post on our website per state statutes.

Higgins stated the Fee Schedule needs to be updated; however, PC is only approving the report, not the Fee Schedule. She explained some of the permit fees listed in there.

Mumper questioned the dangerous animal permit. Higgins explained the reasoning and purpose behind that, and how that is part of the animal ordinance.

Jordan questioned the WUBP permits and the fees associated. Higgins stated she will send a sample building permit to show the members what all the fees are.

Motion by Diesen, second by Pinsonneault: To acknowledge Item #11.

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

<u>Member (PC)</u>	<u>Voting</u>
Cronin, Steve {Chair}	YES
Pinsonneault, Jim {Vice Chair-1}	YES
Diesen, Dave	YES
Guerndt, Gary	YES
Hoffman, Travis	YES
Jordan, Joe	YES
Mumper, Roy	YES

MISCELLANEOUS [0:53:12 Zoom Recording]

12. Project Updates

Higgins gave an overview and update of all the current projects she and her staff are working on, which includes:

- *Comprehensive Outdoor Recreation Plan (CORP)
- *Comprehensive Plan Update
- *TIF #1 – Project Timberwolf Development

- *TIF #1 – Storage Units on Progress Way
- *TIF #2 – Fuzzy Taco Shop
- *TIF #2 – ABC Weston
- *TIF #2 – Intercity State Bank
- *TIF #2 – Steve Stehr/Lokre Development
- *Greenheck Turner Community Center Building
- *Tidal Wave Auto Spa Building
- *Mount Olive Funeral Home and Crematorium Building
- *Badgerland Industries Building Addition
- *Beyond the Office Door Building Addition
- *Scooter’s Coffee Building
- *T.A. Hoffman Warehouse Suites
- *Working with Town of Weston on a Conditional Use Permit for Dan Higginbotham’s Bed and Breakfast

Donner explained, with regards to the old Municipal Center, that we received the Asbestos Containing Materials report from REI. They identified an estimated 5,000 square feet of ceiling tile in shop area and about 200 square feet of floor tile in the original area of building. He stated the Board will need to determine if we want to mitigate that or not, before we market the property. He stated this will be discussed at the next Board meeting. Donner stated to Guerndt that he will try to get some cost estimates on asbestos abatement before the Board meeting.

Donner explained that Kristin Fish is working with the Village on Development Agreements in TID #1 and TID #2. He pointed out the projects that are requesting TIF assistance (Project Timberwolf, Lokre Development, Intercity State Bank, etc.).

Donner pointed out to the Commission Higgins celebrating her 20th anniversary of working with the Village and complimented her on her contributions, work, and leadership in her department.

Pinsonneault asked if there are any updates on staff contacting businesses within TIF #1 and TIF #2 about the Façade Update Program. Higgins stated the Board wanted to see the letter first, which will be on their agenda this coming Monday.

Higgins then explained the situation with the land just west of Pinsonneault’s shop, which is owned by the people who own the apartment complex there. She explained how when those owners purchased the apartment complex along with the vacant land next door, which may be an old burial site. She stated the owners are now working with the State Archeologist to see what they can do with that property, and they may be looking for some assistance from the Village.

13. Commissioner Training [1:12:20 Zoom Recording]

Higgins pointed out the access to trainings available for PC members to watch and review on their time.

14. Guidance Regarding What Materials Should be Included in Packet for Site Plan Reviews.

[1:14:00 Zoom Recording]

Higgins asked, when site plans come before Plan Commission for review, what all they would like to see, as some of the plans get pretty lengthy. She stated the goal is that the Plan Commission don’t get overwhelmed by a 500+ page packet. She stated typically, we include a general site plan, building elevations, color renderings, landscaping, lighting, etc.

There was discussion on saving site plans out on a cloud drive for PC members to access, possibly being the initial submitted plans and final plans.

Jordan pointed out that when the update to the Zoning Ordinance was put in place, it was set up to empower the staff to make most of these decisions on their own, without the intervention of the Plan Commission. He feels staff has done a great job at only bringing the items that they have questions on. Jordan stated he is fine with what the staff has been providing to date. Guerndt agrees and added that he has heard positive comments from the business community how Weston has changed a lot over the last 4 years. Guerndt feels as long as we are informing the applicants if they are requesting a waiver from the code on something that they have the option to bring it before Plan Commission.

After further discussion, Jordan stated he feels staff does not need to provide any more than what we are currently providing them. He feels staff is doing a good job, and does not want staff to have to take on the burden of trying to remember what versions of revised plans were already shared with them. Pinsonneault stated he is just trying to get more of a global look at what all is going on with the projects.

Donner stated if there is a situation where staff is expected to look at details and if there is grey area things on a plan, staff will bring those before PC.

Diesen stated with he would prefer to receive the reader's digest version of plans and reports.

15. Announcements & Commissioner Remarks. [1:27:20 Zoom Recording]

a. Municipal Center Open House – Saturday, May 13, 2023, 10am – 2pm

Donner commented on the open house that is taking place this weekend. He pointed out how developers of Project Timberwolf, have recognized our new facility and the design of it, and have indicated they felt we are good working with developers and through our type of facility, which indicates to them the commitment and expectations we have to the community. He pointed out their plans for a precast building. He pointed out some of the other new buildings that are taking on a similar appearance.

Pinsonneault welcomed the new Plan Commissioner and congratulated Higgins for her years of service and Anklam on joining the department.

b. Next Regular Meeting Date – Monday, Jun 12, 2023, at 6pm

ADJOURNMENT

Motion by Diesen, second by Mumper, to adjourn the PC meeting at 7:38 p.m.

Steve Cronin, Village Trustee and Plan Commission Chair
Jennifer Higgins, Director of Planning & Development
Valerie Parker, Recording Secretary