

**Village of Weston, Wisconsin**  
**OFFICIAL PROCEEDINGS OF THE PLAN COMMISSION**

held on Monday, May 14, 2018, at 6:00 p.m., in the Board Room, at the Municipal Center

**AGENDA ITEMS.**

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- 1. Meeting called to order by Plan Commission Chair & Village President Barb Ermeling.**
- 2. Roll Call of Village Plan Commission by Secretary Parker.**

Roll call indicated 4 Plan Commission members present.

<u>Member</u>	<u>Present</u>
Ermeling, Barb	YES
Gau, Duane	NO
Jordan, Joe	YES
Kollmansberger, Tina	NO - EXCUSED
Mumper, Roy	YES
White, Loren	NO - EXCUSED
Zeyghami, Hooshang	YES

Village Staff in attendance: Higgins, Guild, Donner, Wehner, Tatro, Maguire, and Parker

- 3. Welcome, introductions, and acknowledgement of guests.**  
Ermeling and Jordan introduced themselves.

- 4. Opportunity for citizens to be heard.**  
None.

**CONSENT ITEMS.**

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- 5. Request to pull items out of consent consideration.**  
None.
- 6. Plan Commission Approval of minutes from the previous regular meeting: April 9, 2018.**
- 7. Approve Refuse & Recycling Exceptions from 5+ Unit Apartment Compliance Project.**
- 8. Action on consent agenda items.**

***Motion by Zeyghami, second by Mumper: to acknowledge Consent Items #6 and #7.***

Yes Vote: 4      No Votes: 0      Abstain: 0      Not Voting: 3      Result: PASS

<u>Member</u>	<u>Voting</u>
Ermeling, Barb	YES
Gau, Duane	---
Jordan, Joe	YES
Kollmansberger, Tina	---
Mumper, Roy	YES
White, Loren	---
Zeyghami, Hooshang	YES

- 9. Action on items pulled from Consent.**  
None.

**NEW BUSINESS.**

**10. Thomas Jatnieks, Weston Veterinary Hospital, request for waiver of Sec. 94.12.08(10) Provisions for sidewalk, for new building construction on a vacant lot on the SE corner of Schofield Avenue and Amir Drive.**

Thomas Jatnieks, owner of Weston Veterinary Hospital, and Mark Thompson, of MTS Consultants were, present.

Wehner stated Weston Veterinary Hospital is looking to relocate their site further west on Schofield Avenue. The applicant is asking for a waiver from the requirement to construct a sidewalk on Amir Drive, fronting his entire property.

It was then discussed that originally their driveway was planned off of Amir Drive, and now they have adjusted their site plan to place their driveway off of Schofield Avenue. Staff is recommending approval to the waiver, but only if they go back to having the driveway off of Amir Drive, rather than Schofield Avenue.

Zeyghami stated the driveway on Schofield Avenue was there when the subdivision went in. Higgins stated this property is addressed off of Amir Drive. Higgins stated the applicant did not realize, until during the staff meeting, that the driveway was on Schofield Avenue. Higgins stated we have a complete streets policy which requires sidewalk on Amir Drive as it develops. Staff would prefer the driveway off of Amir Drive. The code requires PC to approve waivers.

Jordan asked if the Village could install and assess them later for a sidewalk to go in. Higgins stated that the applicant has expressed his support in paying an assessment towards the installation of a sidewalk by the Village at a later time. It was pointed out this road was constructed in 2002.

Ermeling prefers the driveway be on Amir Drive, not Schofield Avenue, due to the amount of traffic on Schofield Avenue.

Thompson pointed out when they realized the driveway was off Schofield Avenue, they changed their plans to utilize that, but are willing to change the driveway back to Amir Drive. Thompson commented the Village indicated if the driveway goes off of Amir Drive, that the driveway cut off of Schofield Avenue would have to be filled in. Thompson stated they would object to having to pay the cost to fill that driveway cut in, when it would have been special assesses years ago during reconstruction. Donner stated back then there would have been no assessments charged.

Higgins pointed out there is precedent here, as when the Briq's project occurred, they were required to close the unused access off on the vacant parcel they expanded into at their Schofield Avenue location.

***Motion by Mumper, second by Jordan: to approve the request for a waiver on of Sec. 94.12.08(10) Provisions for sidewalk, for new building construction on a vacant lot on the SE corner of Schofield Avenue and Amir Drive, along with the requirement to move the driveway access to this property to Amir Drive and close the unused access off on Schofield Avenue. Zeyghami abstains.***

Yes Vote: 3      No Votes: 0      Abstain: 1      Not Voting: 3      Result: PASS

<u>Member</u>	<u>Voting</u>
Ermeling, Barb	YES
Gau, Duane	---
Jordan, Joe	YES
Kollmansberger, Tina	---
Mumper, Roy	YES
White, Loren	---
Zeyghami, Hooshang	ABSTAIN

**11. Approve First Amendment to the Declaration of Restrictions and Protective Covenants for Misty Pines per Sec. 94.10.02(2).**

Higgins stated it came to our attention when new home plans came in for the Misty Pines Subdivision, there were amendments to the restrictions and covenants document previously approved by the Plan Commission and Village Board. Prior the sale from G&S Investments to Denyon Homes, Denyon Homes asked for some changes to the restrictions and covenants document. Higgins stated she talked to Heath Tappe who informed her the new covenants were recorded. Higgins explained the code states amendments to restrictions placed on the final plat are required to come back to the Village for approval. The original and revised restriction and covenants included restrictions on building sizes which exceed our minimum requirement of 1,000 sq. ft., as the smallest are 1,450 and using 30% natural material. Since the amended covenants were already recorded, this is an after-the-fact approval. Higgins stated the current residents in this subdivision have been made aware of the changes and have signed off on the new restrictions and covenants document.

Guild stated at some point in the process there was a filing at the Register of Deeds, at Marathon County. He explained how the County will record anything you send them. We are going through legislature to change this. The County does not have a process to confirm the documents have been approved by incorporated municipalities.

Guild stated this Wednesday, the six County representatives will be here for a meeting, and this is a topic he plans to bring up.

Higgins stated the County has a requirement where they allow a larger parcel to be split by deed. Which is how they ended up creating a non-conforming lot down on Nick Avenue, a few years ago, and were not aware of it until time of building permit application.

Guild stated there are all sorts of transactions at the County, and there is no procedure that requires the County to check with a municipality to make sure it is compliant. Mumper commented about handing these restrictions and covenants off to a homeowner’s association, which will allow the Village to stay out of it.

***Motion by Zeyghami, and second by Mumper: to approve to approve the First Amendment to the Declaration of Restrictions and Protective Covenants for Misty Pines per Sec 94.10.02(2).***

Yes Vote: 4      No Votes: 0      Abstain: 0      Not Voting: 3      Result: PASS

<u>Member</u>	<u>Voting</u>
Ermeling, Barb	YES
Gau, Duane	---
Jordan, Joe	YES
Kollmansberger, Tina	---
Mumper, Roy	YES
White, Loren	---
Zeyghami, Hooshang	YES

**ACKNOWLEDGE VILLAGE WORK PRODUCT TRANSMITTALS.**

- 12. Acknowledge Report re: Staff-approved CSM’s, Site Plans, Sign Permits, Commercial Zoning Permits, and Certificate of Occupancies.**
- 13. Acknowledge Report re: April 2018 Building Permits.**
- 14. Acknowledge Report re: Final Land Development Review Services Audit.**

***Motion by Zeyghami, second by Jordan: to acknowledge Village Work Product Transmittals #12, 13, & 14.***

Yes Vote: 4      No Votes: 0      Abstain: 0      Not Voting: 3      Result: PASS

<u>Member</u>	<u>Voting</u>
Ermeling, Barb	YES
Gau, Duane	---
Jordan, Joe	YES
Kollmansberger, Tina	---
Mumper, Roy	YES
White, Loren	---
Zeyghami, Hooshang	YES

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## **EDUCATIONAL PRESENTATIONS & REPORTS.**

### **15. Review Plan Commission Roles and Responsibilities.**

- a. Discussion on the Role of the Plan Commission (Chapter 1 of the Plan Commission Handbook, 2<sup>nd</sup> Edition, 2012).**
- b. Introduction to the Plan Commission Rules of Procedure.**
- c. Introduction to the Plan Commission Code of Conduct.**

Higgins pointed out Chapter 62 – Planning Commission. The Plan Commission has its own Chapter in the Municipal Code of Ordinances. The Chapter makes lots of references back to State Statutes. She also included Chapter 1 out of the CLUE developed Plan Commissioner Handbook, which goes through the roles. As part of this handbook, we created the rules and procedure and code of conduct, which each of the members will sign. Each year the commission adopts or recommends changes to these documents. A link was also provided to the entire handbook.

Tonight she is introducing these roles and responsibilities, and we'll approve at the next meeting. They can let us know now if there are any questions.

Jordan stated he read it all and is comfortable approving tonight.

Ermeling questioned if she can vote on an issue here and then at the Board level. Guild explained if they are acting as a quasi-judicial (acting as a judge) in a case before Plan Commission, where the decision ends at PC (such as a Conditional Use), and if it gets appealed and goes before the Board of Trustees, this is where if they voted at PC, they would have to abstain at Village Board. Guild stated we can alert the Board members if they are acting in a quasi judicial matter.

***Motion by Zeyghami, second by Mumper: to acknowledge the Plan Commission Roles and Responsibilities.***

Yes Vote: 4      No Votes: 0      Abstain: 0      Not Voting: 3      Result: PASS

<u>Member</u>	<u>Voting</u>
Ermeling, Barb	YES
Gau, Duane	---
Jordan, Joe	YES
Kollmansberger, Tina	---
Mumper, Roy	YES
White, Loren	---
Zeyghami, Hooshang	YES

## **16. Review of projects/tasks for Plan Commission and Planning & Development Department for the next six months.**

Guild stated with new members it is good to put this outline before the Plan Commission so that they see the projects and tasks our Department is working on.

Guild stated we need to look at a new strategic plan for the Village, as new members have joined the Commission, since the last passing of a strategic plan in 2013. He explained how our Comprehensive Plan gets updated every 10 years by Plan Commission. Guild displayed a Village Map which showed some of the most recent residential developments, along with potential new developments coming in. He said the housing market is very desirable right now, and with our good schools and low taxes, people are looking to develop here.

Guild brought up the Board's view on single-family homes, versus multi-family. He stated that he is hearing from the business community that their concern is finding workforce, and how we need more affordable housing to draw more workforce here.

Guild brought up a document which showed in the next 20 years there will be 30-40% residential growth here in Weston. We need policy guidance from PC and Board on how we want to tackle these things, and what projects we want to focus on, as we have limited resources.

Jordon is interested to see some research on what the attraction is bringing people here to Weston. Guild feels there is a number of things we are doing better than our neighbors to attract people here.

There was discussion on the Camp Phillips Centre project.

Zeyghami questioned if sewer and water services will be sufficient to handle more development. Donner stated we have engaged consultants on our water system. Donner stated there is a wellsite on Camp Phillips Road. The DNR feels we should develop sooner than later. As we grow the geology in this region is not suited, as there is shallow bedrock, and pockets of groundwater that will not support population. Looking at the long-term water supply for the urban area, not looked at by County. Rib mountain Metro is planning an expansion when growth happens. Zeyghami stated Wausau is currently pumping out of the WI River.

## **17. Next meeting date(s):**

- a. Monday, June 11 @ 6pm**
- b. Monday, July 9 @ 6pm**
- c. Monday, August 13 @ 6pm**
- d. Monday, September 10 @ 6pm**

## **18. Topics for future meetings:**

### **a. Camp Phillips Centre Subdivision Plat**

Guild stated we are now going into subdivision process of this project. We had a meeting last week with the DNR and ACOE. JSD and FDG are working on the permit for the DNR. We are still strategizing the permit application. We'll be using a combination of wetland tools. We will redevelop higher quality wetlands, and will be purchasing some of the wetlands through a wetland bank. We are moving forward with the wetland permit.

### **b. Planning & Development Department Audit Implementation**

The Planning & Development Department when through an audit, there is now an implementation report.

**c. TID #1 & TID #2 Project Plans**

In order for the Village to expend money through the TIF, we need a plan. Last update for TIF 1 was in the early 2000's, and there has not been an update to TIF 2 yet.

**d. Adoption of new FEMA Maps**

**e. Tourism Plan**

We are working on a tourism plan

**f. Wayfinding Plan**

We are working on a wayfinding plan.

**19. Remarks from Staff**

None.

**20. Remarks from Commission Members**

Mumper commented on the Kluz text amendment request, and how it got referred to the Zoning Steering Committee. He was approached by people in that area who asked him to sign a petition. He abstained from signing that petition since he is on PC. Higgins stated this was taken to the Zoning Steering Committee, and they recommended not allowing this in those districts. Some changes are needed to the tourist rooming house land use due to state law changes, and will update those with the other changes needed. Roffers will give some suggestions on changes to our zoning code. Once we get a document for the steering committee to react to, we will bring it back to them. The Zoning Steering Committee may not meet again until June and the amendments may not come back to Plan Commission until July or end of summer.

Higgins explained the East Gate Apartment project is coming back. They resubmitted their applications, they will have a public hearing in June. Mumper questioned the neighborhood. Higgins stated the buildings were moved farther away, so it may help lessen some of the concerns that the neighbors had last time. Higgins stated the developer is now willing to work with us on the items Plan Commission was requesting last year.

**a. Updates to PC Member Contact Information Sheet.**

Higgins asked the members to let us know of any updated contact information in case we need to reach them.

**21. Announcements.**

**a. Friday, June 8, 2018 @ 6pm, All Officials/Employees Spring Picnic**

This is tentatively planned for Machmueller Park. Attendees are to bring a dish to pass, families are invited. Please RSVP to Wehner.

**22. Adjournment of Village Plan Commission**

**Motion by Zeyghami, second by Jordan, to adjourn at 7:15 p.m.**

Barb Ermeling, Plan Commission Chair & Village President  
Jennifer Higgins, Director of Planning & Development  
Valerie Parker, Recording Secretary