

Village of Weston, Wisconsin
OFFICIAL PROCEEDINGS OF THE PLAN COMMISSION
held on Monday, July 9, 2018, at 6:00 p.m., in the Board Room, at the Municipal Center

AGENDA ITEMS.

- 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 - EXCUSED
Jordan, Joe	NO - ABSENT
Kollmansberger, Tina	YES
Mumper, Roy	YES
White, Loren	YES
Zeyghami, Hooshang	NO - EXCUSED

Village Staff in attendance: Higgins, Donner, Wehner, Tatro, Maguire, and Parker. There was about 5 audience members present.

3. Opportunity for citizens to be heard.

None.

4. Written communications received.

None.

5. Approval of minutes from the previous regular meeting: June 11, 2018.

Motion by Mumper, second by White: to approve the minutes from the June 11, 2018, meeting.

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	---
Kollmansberger, Tina	YES
Mumper, Roy	YES
White, Loren	YES
Zeyghami, Hooshang	---

6. Public Hearing – Discussion and possible action on approving a rezone request filed by Dan MacDonald, of Highland Community Church, 1005 N 28th Avenue, Wausau, WI 54401, requesting a rezone from B-3 (General Business) to INT (Institutional) and, on property addressed as 6505 County Road J (PIN 192-2808-242-0964), described as Lot 2 of CSM#16134, Vol. 74, Pg. 88, Document #1603397. This parcel consists of 3.063 acres. The purpose of this rezone is to allow this parcel to be combined with 6615 County Road J (REZN-6-18-1696)

a. Open Public Hearing.

Ermeling opened the hearing at 6:04 p.m.

b. Presentation by Applicant.

Dan MacDonald, representing Highland Community Church, 4713 Mesker Street, Weston, was present in support. MacDonald explained how the church has owned 6615 County Road J, since 2011. They just recently purchased the vacant parcel, 6505 County Road J, and are requesting to rezone it to INT to allow them to attach it to their 6615 County Road J parcel. He stated that while they had not owned 6505 County Road J, they have been maintaining it as if it were theirs. There is a detention pond on this property. He said they will probably want to change the "Callon Corner" sign someday in the future, with the church's name.

White commented on the pond, Donner stated they can make the pond bigger, but not smaller. Higgins stated there is a maintenance agreement for the pond.

c. Public Hearing/Public Comment Period.

None.

d. Close Public Hearing.

Ermeling closed the public hearing at 6:08 p.m.

e. Discussion by Plan Commission.

White sees no problems with this request. This is a nice location for the Church and it is well maintained.

f. Recommendation from staff.

Higgins stated staff recommended approval.

g. Determination and Action by Plan Commission.

Motion by White, second by Kollmansberger: to recommend approval of REZN-6-18-1696 to the Board of Trustees.

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	---
Kollmansberger, Tina	YES
Mumper, Roy	YES
White, Loren	YES
Zeyghami, Hooshang	---

7. Public Hearing – Discussion and possible action on approving a rezone request filed by Bill Aubrey, of Bayland Buildings, Inc., 3323 Bay Ridge Street, Oneida, WI 54155, for Scott and Carmen Sauer, of Sauer Properties, LLC, 8510 Enterprise Way, Weston, requesting a rezone from B-3 (General Business) to GI (General Industrial), on property addressed as 8503 Schofield Avenue (192-2808-231-0958), described as Parcel 1 of CSM#11966, Vol. 51, Pg. 54, Document#1243783. This parcel consists of 1.194 acres. The purpose of this rezone is to allow this parcel to be combined with 8510 Enterprise Way (REZN-6-18-1698)

a. Open Public Hearing.

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

b. Presentation by Applicant.

Carmen and Scott Sauer, 3738 Riverview Drive, Wausau, and owners of Cenflex (8510 Enterprise Way), were present in support. They explained how they are requesting to combine 8503 Schofield Avenue to 8510

Enterprise Way, to allow for the expansion of their business. They explained how the house at 8503 Schofield Avenue was raised. Their plans are being finalized for their expansion project, which could potentially start this fall.

White questioned the existing access onto Schofield Avenue. Sauer stated they do not intend any vehicles to use that access, as all employees and deliveries will be coming from Enterprise Way. Wehner pointed out he believes Fire Marshal Christiansen requested one of those access points to remain for fire protection purposes. There would be no vehicle access on the Schofield Avenue side, as all traffic would come from Enterprise Way and it would only be used for a fire access.

c. Public Hearing/Public Comment Period.

None.

d. Close Public Hearing.

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

e. Discussion by Plan Commission.

White questioned landscaping along the Schofield Avenue side, as the backside of the building will be visible to Schofield Avenue. Sauer stated they want this expansion to look good too, and that it will be screened. They are planning to have large windows along this side of the building.

f. Recommendation from staff.

Higgins stated staff recommends approval.

g. Determination and Action by Plan Commission.

Motion by Kollmansberger, second by Mumper: to recommend approval of REZN-6-18-1698 to the Board of Trustees.

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	---
Kollmansberger, Tina	YES
Mumper, Roy	YES
White, Loren	YES
Zeyghami, Hooshang	---

8. Public Hearing – Discussion and possible action on approving a conditional use permit request file by Mike Masgay, of Tine & Cellar, 3806 Schofield Avenue, Weston, WI 54476, and Victor Anderson, of Lokre Development, PO Box 3044, Plover, WI 54467, to allow for the Outdoor Alcohol Area land use (as described in 94.4.09(16)) within the B-2 (Highway Business) and D-WM (Weston Marketplace Overlay) Districts, addressed as 3806 Schofield Avenue (192-2808-174-0894), described as Lot 1 of CSM#11806, Vol. 50, Pg. 94, Document #1234452. This parcel consists of 8.278 acres (Project 20180035).

a. Open Public Hearing.

Ermeling opened the hearing at 6:20 p.m.

b. Presentation by Applicant.

Mike Masgay, 1806 Fern Lane, Wausau, owner of Tine & Cellar (to locate at 3806 Schofield Avenue), was present in support. He stated this request is to allow for a small outdoor patio to complement their dining space.

White confirmed this follows what came in last month regarding the early start permit. Higgins stated yes, and following this approval tonight, the overall site plan and all other approvals will have been met.

Higgins stated a number of conditions on the Conditional Grant Determination. Higgins stated one of the conditions is that the owner maintain's the Class B liquor license to have alcohol outside.

Wehner commented on the Zastrow house next door (3802 Schofield Avenue), but that it has been vacant for several years, and now considered non-conforming and could not be used as a single-family home again.

c. Public Hearing/Public Comment Period.

Ermeling read the letter submitted from Irene Drake, the owner of 3802 Schofield Avenue, where she indicates her opposition to this CUP.

d. Close Public Hearing.

Ermeling closed the public hearing at 6:24 p.m.

e. Discussion by Plan Commission.

None.

f. Recommendation from staff.

Higgins stated staff approves, based on the provided conditions.

g. Determination and Action by Plan Commission.

Motion by White, second by Kollmansberger: to approve Conditional Use Permit, Project 20180035, per conditions as listed by staff.

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	---
Kollmansberger, Tina	YES
Mumper, Roy	YES
White, Loren	YES
Zeyghami, Hooshang	---

9. Approval of Amendment to Weston Marketplace Masterplan per Sec. 94.6.03(3)(d) to add building #4 (Tine & Cellar) and complete associated parking lot revisions. (Project 20180035)

Higgins stated staff had listed some conditions in the staff report, as part of this approval, which will need to be met prior to occupancy. She explained there will be two other suites in the new building. There is an insurance agent wanting to move into one space as soon as it is finished.

Higgins stated there is a mezzanine and overhead doors in Tine and Cellar that lift to open making it feel like dinners are outside.

Motion by White, second by Mumper: to approve the Amendment to Weston Marketplace Masterplan (Project 20180035), per staff recommendation.

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	---
Kollmansberger, Tina	YES
Mumper, Roy	YES
White, Loren	YES
Zeyghami, Hooshang	---

10. Request to Rescind the 06/11/18 Action and Restart the Approval Process on the Structural Moving Permit per Sec. 14.318 to relocate a manufactured home from outside the Village to Lot 207 of Colonial Gardens Manufactured Home Park, 6300 Birch Street, due to proper approval procedures not being followed per Ordinance (Permit 16478).

Maguire stated today the owner of this manufactured home has decided to withdraw their application to move from the City of Schofield to Colonial Gardens, here in Weston.

Higgins stated Attorney Yde had informed her that she, as the Zoning Administrator, would have to file an appeal on PC's June 11th action. Higgins stated the way our code is written, normally there would be a public hearing for structures to move into the Village. Higgins stated this even includes those pre-built sheds that people add to their back yard. She explained the reasoning and stated Chapter 14 needs to be revised to refer to homes and large garages moving into the Village, not sheds.

White commented how staff found out that this home was constructed in 1980, not 1970.

Motion by White, second by Mumper: to rescind the 06/11/18 Action to relocate a manufactured home to Lot 207 of Colonial Gardens (Permit 16478).

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	---
Kollmansberger, Tina	YES
Mumper, Roy	YES
White, Loren	YES
Zeyghami, Hooshang	---

11. Acknowledge Zoning Administrator approved waiver for height and gate requirement to refuse/recycling enclosures, per Sec. 94.12.06(2) Exterior Storage Standards for Multi-Family Dwellings and Non-Residential Facilities and Properties at the Aspen Street Apartments, 4911, 5003, 5007, 5011, 5103, 5107 Aspen Street.

Parker explained the situation how she has been working with the owner of these properties for some time now, and how the owner is now planning to take steps to bring the properties into compliance with the Village's

Exterior Storage Standards (94.12.06(2)), to the best that he can. She explained he is requesting a waiver to the gate requirements, as these enclosures are right in line with the tenant parking, and could create a liability of the gates hitting vehicles. He is also requesting a waiver to the 8-foot height requirement, to allow for a 6-foot tall enclosure. Parker stated that as long as the containers are shorter than the height of the enclosure, we have been flexible on that requirement.

White confirmed the owner is planning the fabric screening, which he questioned how long that will hold up, as he has seen properties where the fabric screening has fallen apart due to high winds. Parker commented on how the fabric screening is allowed in our code, and how the owner liked the way the Village's enclosure, at the Municipal Center, looked with the fabric screening.

A comment was made to the pictured dumpsters being pretty tall. Parker commented how the owner is planning to have shorter containers for the tenants to use.

Higgins stated she is not in support of the fabric screening use. We are seeing that it does not hold up to wind very well.

Ermeling commented on how her sister-in-law lives across from these apartments and is always complaining, and how something here will be better than nothing.

Motion by Mumper, second by Kollmansberger: to acknowledge the waiver for the height and gate requirement to proposed refuse/recycling enclosures at the Aspen Street Apartment properties.

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	---
Kollmansberger, Tina	YES
Mumper, Roy	YES
White, Loren	YES
Zeyghami, Hooshang	---

12. Acknowledge Report re: Staff-approved CSM's, Site Plans, Sign Permits, Commercial Zoning Permits, and Certificate of Occupancies.

Motion by Kollmansberger, Second by White to acknowledge the staff-approved CSM's, Site Plans, Sign Permits, Commercial Zoning Permits, and Certificate of Occupancies.

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	---
Kollmansberger, Tina	YES
Mumper, Roy	YES
White, Loren	YES
Zeyghami, Hooshang	---

12. Acknowledge Report re: June 2018 Building Permits.

Motion by Mumper, Second by White to acknowledge the June 2018 Building Permits.

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	---
Kollmansberger, Tina	YES
Mumper, Roy	YES
White, Loren	YES
Zeyghami, Hooshang	---

FUTURE ITEMS

14. Next meeting date(s):

a. Monday, July 16 @ 4:30pm – Joint Meeting with Village Board & CDA – Camp Phillips Centre Presentation and TIF 1 Project Plan Amendment Presentation.

b. Tuesday, July 17 @ 6pm – Joint Meeting with CDA

Higgins explained the two meetings coming up on the 16th and 17th.

Mumper questioned if there is any reading to be done before the Monday meeting. Higgins stated there will be a packet, but she is not sure if materials will be included in the packet, or if they will be just presented. The packet should be ready by Thursday afternoon.

c. Monday, August 13 @ 6pm

d. Monday, September 10 @ 6pm

e. Monday, October 8 @ 6pm

f. Monday, November 12 @ 6pm

g. Monday, December 10 @ 6pm

15. Topics for future meetings:

a. Amendments to Article 7 Floodplain Overlay Zoning District.

Higgins stated there will be a hearing next month for this.

b. Camp Phillips Centre Subdivision Plat

Staff will meet early Monday, July 17th to discuss this process with the developer.

c. Planning & Development Department Audit Implementation

Higgins stated she has not been able to look at this over the past several months. Currently, staff is placing a priority on the TIF Plan Amendment and Camp Phillips Centre project. Donner concurred placing a priority on TIF Plan and Camp Phillips Centre.

d. TID #1 Project Plan Amendment.

e. Schofield Avenue Corridor Plan.

a. TID #2 Project Plan Amendment/Schofield Avenue Corridor Plan.

d. Entryway/Wayfinding Signage Plan.

16. Remarks from Staff

Higgins stated a consensus has been made to hold a Budget Retreat on August 17th, and PC is welcome to attend. [Clerk note: This may be now held on the 24th]

17. Remarks from Commission Members

None.

18. Announcements.

- a. Friday, August 17, 2018, 8:00 a.m. – Board of Trustees Budget Retreat [Clerk note: moved to 24th]
- b. Monday, October 29, 2018, 6:00 p.m. – Special Budget Meeting

19. Adjournment of Village Plan Commission

Motion by White, second by Mumper, to adjourn at 6:47 p.m.

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

July 5-2018

Valerie—

Time & Cells— NO

Highland Community Church
yes

Baylord Builders O
don't know
them

Thank you

Irene Drake

920-499-8194