

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

held on Monday, September 10, 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 – EXCUSED
Jordan, Joe	YES
Kollmansberger, Tina	YES
Mumper, Roy	NO – EXCUSED
White, Loren	YES
Zeyghami, Hooshang	NO – EXCUSED

Village Staff in attendance: Higgins, Donner, Wehner, Tatro, and Parker. There was about 3 audience members present.

**3. Opportunity for citizens to be heard.**

None.

**4. Written communications received.**

None.

**5. Approval of minutes from the August 13, 2018 regular meeting.**

***Motion by Kollmansberger, second by White: to approve the minutes.***

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

**6. Request by Lamers, 3805 Concord Avenue, to revise landscape plan (Project 20180062).**

Higgins stated this is part of the reason we added Property Inspector, Roman Maguire to our staff. There are things that staff or PC approves where, following a project, we have not been able to properly follow-up to be sure the projects were done according to their site plan.

Wehner explained during the site inspection, it was found that Lamers had not installed the planned Quaking Aspen trees, and instead installed all maple. This makes their plan out of compliance, as the code states they can't have any more than 20% of the same species. Wehner stated tonight's request is an after-the-fact approval.

Wehner explained the reason for multiple species requirement is to reduce the risk of losing all trees to a disease.

Kollmansberger questioned why Lamers would have planted only the maples. Wehner is thinking it may be due to cost.

Jordan stated he does not have issues with this, as it is just trees.

Higgins stated the code requires this kind of request to be approved at Plan Commission level, and this provides a record of why we are allowing these after-the-fact changes/exceptions to their plan, so that later on, when someone questions why one business was allowed something, and they are not, we can explain how these came about. It also helps us to have the correct plans if the business or property owner requests them in the future.

Higgins discussed how there are many other projects out there that still need final inspections and the projects to be closed out, as we get time. Some of these occur when the business is requesting their surcharge refund. She explained typically the code gives 2 years for a project to be completed, but some of these projects have been going on for longer periods of time. Typically we do not get notified when a project is complete so we have to make an extra effort to watch projects or follow up on them annually to see what their status is.

White questioned if there is any penalty that could be issued to incentivize the owner. Higgins stated we are discussing adding that into the code. She explained there is a completion surcharge that is held until the project is done. Ermeling stated it would be best if we could put a time limit on issuing those surcharge reimbursements. Higgins stated that is what staff would like to add into the code.

Ermeling stated she has no issues with this because it is just trees; but, what if it were a parking lot, or something bigger.

Jordan questioned the surcharge. Higgins stated a major completion surcharge is \$5,000, and a minor completion surcharge is \$2,500. Tatro stated a residential completion surcharge is \$1,000. The purpose of the surcharge is to be used in the case where the owner does not complete the project, where we can use those funds to complete that project.

***Motion by White, second by Jordan: to recommend approval of the revised landscape plan for Lamers, 3805 Concord Avenue (Project 20180062).***

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

**7. Request by Badgerland Overhead Door, 8808 Progress Way, to 06/18/18 (Project 20180034)  
Approve revised site plan (Project 20180063)**

Higgins stated this project is still under construction. Earlier this summer she was contacted by Drewa asking about modifying the parking lot to add this extra 30' x 30' paved area in the front yard to allow more room for semi's to back into their loading areas. She explained to him at that time that this would create a change to his

site plan, and because the initial site plan was approved through Conditional Use Permit, that it would require approval by Plan Commission. She stated she had not heard anything back from him since that conversation.

Higgins stated she recently was over in that area of Business Park South, where she noticed the newly added paved section; so apparently, the owner went ahead and had it installed.

Wehner stated if PC approves this modification to the site plan, that staff recommends they remove the existing curbing between the approved asphalt section and this newly added section, along with adding curbing around the outside of the addition. Wehner stated they still have to add the 2<sup>nd</sup> layer of asphalt to the entire parking lot.

Jordan stated he drove past this location, and could see that they still need to plant their landscaping. Jordan feels the owner at least made an effort to make it look good, versus just adding gravel.

Jordan questioned why we would require the owner to remove the section of existing curb between the two asphalt sections? Wehner stated it may impact the stormwater flow. Wehner stated staff is requesting the curb around the outside of the added paved area to prevent the black top from breaking off.

White commented that whoever drew this plan up did not think about the additional space needed for the semi-trucks.

Higgins stated a lot of what has happened here has been after-the-fact. She explained that Drewa purchased this land from the Village at a discounted rate, the Board approved the sale, and as part of the discounted price required the approval of the site plan through the Board. Through these land sales in our Business Parks, the new businesses are supposed to bring in a certain amount of tax increment. There was discussion about how this particular property may not meet that expectation. Wehner stated how this building has exposed metal fasteners, and how in efforts to save on money, the owner basically has a metal building with block added to the outside.

Jordon commented on how Zuleger sold him his land pretty inexpensive, but under the impression they were going to get some money back. Higgins stated agreements made but that did not get revisited when these businesses do not do their projects to plan. Higgins stated we need a paper trail.

***Motion by Jordan, second by White: to recommend approval of the revised site plan for Badgerland Overhead Door (Project 20180063), to allow them to leave the curb within the blacktop (between existing and new pavement), but then to curb around the exterior of the new blacktop section.***

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

**8. Review and discuss Tax Incremental District No. 1 Project Plan Amendment.**

**9. Review and discuss Redevelopment Area #3 Plan.**

Higgins stated bringing these two items before the members if they have any questions. These will go before the CDA and Board via public hearing and approval on Monday, Sept. 17th. She explained the Redevelopment Area #3 fell under different notice requirements, where all residents received a certified letter.

Higgins explained we only have the one amendment opportunity, so we had to include all projects that could potentially happen in the TID Plan Amendment. That doesn't mean they will be done as the cost exceeds what the Village and TID could afford but you can't do a project if it is not listed in the TID Project Plan.

White questioned if we started a process for eminent domain. Higgins stated no. She stated this TIF Amendment project got halted last spring, which was on schedule to get approved last July. Higgins stated this redevelopment area project would be a County project too due to County Road X/Camp Phillips Road. Higgins stated any proposed projects will be driven by property owners or developers, not staff. Our efforts are concentrated now in the Camp Phillips Centre Project.

Adding this redevelopment area into the TIF plan gives us the ability if something comes up to utilize other funding mechanisms. Higgins explained the properties that were removed from the Overall TIF plan boundary, such as the Prohaska Park.

Jordan feels staff is doing a great job with this.

Higgins commented on how business owners are asking if there are TIF funds available, and she will be working on an application process and funding matrix with Ehlers. White stated any projects have to be included in the plan in order to use TIF funds.

There was discussion of the recent JRB meeting. Higgins stated this will be approved by BOT and JRB later.

Higgins stated the Redevelopment Area Project will not have action taken at the hearing, as there is a 15 day wait period (for public comment).

## 10. Project Updates

### a. Camp Phillips Centre

Higgins stated staff met with the DNR and Army Corps, and we are working through the comments received back from the DNR, and Justin Frahm and his crew are responding. The Retail Coach study is being updated. New numbers should come in in the next week or so. The updated TIA is done.

### b. Entryway/Wayfinding Signage Plan

### c. Schofield Avenue Corridor Plan

Roffers still working through these, as he had to switch gears to work on the TIF plan. This will come back before PC and CDA.

### d. Zoning Code Update – Act 67

Higgins state she will get back on this once done with the TIF Plan Amendment Project. There are multi-family projects coming in by S.C. Swiderski.

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

***Motion by White, Second by Jordan, to acknowledge the August staff approvals.***

Yes Vote: 4

No Votes: 0

Abstain: 0

Not Voting: 3

Result: PASS

Member  
Ermeling, Barb

Voting  
YES

Gau, Duane	---
Jordan, Joe	YES
Kollmansberger, Tina	YES
Mumper, Roy	---
White, Loren	YES
Zeyghami, Hooshang	---

**12. Acknowledge Report re: August 2018 Building Permits.**

White questioned the East Gate Apartment project.

***Motion by White, Second by Jordan, to acknowledge the August staff approvals.***

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

**FUTURE ITEMS**

**13. Next meeting date(s):**

**a. Monday, September 17 @ 4:30 p.m. – CDA Public Hearing on TID #1 Plan Amendment – PC Encouraged to attend**

Higgins stated PC would be in the audience. JRB and BOT was also invited.

**b. Wednesday, October 10 @ 6pm – Tentative due to Director & Assistant Planner attending WAPA Conference October 8 & 9**

Higgins is not sure if this meeting will be held as we currently have no agenda items in the works.

**c. Monday, November 12 @ 6pm**

**d. Monday, December 10 @ 6pm**

**15. Topics for future meetings:**

None.

**16. Remarks from Staff**

None.

**17. Remarks from Commission Members**

None.

**18. Announcements.**

None.

**19. Adjournment of Village Plan Commission**

**Ermeling adjourned at 6:57 p.m.**

Barb Ermeling, Plan Commission Chair & Village President

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