

Village of Weston, Wisconsin
OFFICIAL PROCEEDINGS OF THE VILLAGE PLAN COMMISSION MEETING

held on Monday, January 8, 2024, 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 6:00 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	YES
Jordan, Joe	YES
Mumper, Roy	YES

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

Village Staff in attendance, via Zoom: None

Other Village Representatives in attendance, in-person: President Maloney and Trustees Zeyghami, Ermeling, Weiland, and Hartinger. Clerk Brehm, Finance Director Trautman, Village Attorney Yde, Fire Marshal Christiansen, and Consultant Kristin Fish-Peterson

Audience Members in attendance, in-person: There were 8 audience members present, in-person.

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

PUBLIC COMMENT

No public comment.

MINUTES FROM PREVIOUS MEETINGS [0:00:30] Zoom Meeting Recording]

3. Approve minutes from the December 11, 2023, Joint PC & ETZ Meeting.

Motion by Diesen, second by Mumper: To approve the December 11, 2023, PC meeting minutes.

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
Mumper, Roy

YES
YES

COMMUNICATIONS, DISCLOSURES, AND RECUSALS

4. Written Communications Received. [0:00:31 Zoom Meeting Recording]

None.

PUBLIC HEARINGS – NONE

NEW BUSINESS

5. Preliminary Plat Review & Approval for Green Tree Acres [0:00:32 Zoom Meeting Recording]

Higgins pointed out this is the property that was recently annexed into the Village from the Town, and this is their preliminary plat for this subdivision. She explained the way this works is the Village lays everything out that they have to meet, prior to bringing this in for final plat approval.

Higgins brought up the discussion points listed within her report. The first being Outlot 1, which will be used for a full stormwater pond. Wodalski stated that a portion of the outlot will be used as an option to extend public utilities to the west. Wodalski is open to not requiring this outlot, if Plan Commission does not feel there is a need. Wodalski stated he is more interested in seeing a future connection point (outlot) that goes out to the east. Cronin agreed there should be plans for a future access point to the east (when considering what happened with the Dominika Street issue), such as at Perch Drive and Muskie Drive. Wodalski stated that gravity sewer service would need to be at Muskie Drive, with Perch Drive being at the top of the hill. Wodalski agreed with Cronin that Lot 9 would be an ideal location for an outlot for future street connection and utilities. By making that an outlot, some of the other lots can be reconfigured.

Dustin Vreeland, 6103 Dawn Street, stated they could rework the lots to adjust for the extra outlot. Wodalski stated he is okay with just this easterly outlot

Vreeland stated they can add a stormwater pond on north side of outlot 1. Wodalski stated that they would still have room to run future utilities through that outlot. Vreeland stated the house on west (Pat Street) would wind up with not enough setback if we brought a road through there. Wodalski stated to Mumper that he is in support of all and any roadway connections. He feels we should have a utility easement called out on the plat, unless that lot is designated as an outlot.

Mumper commented when you have subdivisions that are not interconnected, how those should not be required to have sidewalks. It is when they are connected, where a lot of people would start walking more that the sidewalk need is there. He used his street, Babl Lane, as an example of where sidewalks should not be required.

Higgins pointed out that right now they are not showing any sidewalks. She and Wodalski are suggesting they at least have sidewalks on Moose Drive. She pointed out that in Sandy Meadows, there are no sidewalks, just curb and gutter. However, the Village will be upgrading Ross Avenue, which there is a planned path.

Pinsonneault feels sidewalks should be required throughout this proposed subdivision. He brought up the Sandy Meadows Subdivision and how that should have had sidewalks. Higgins stated how we receive comments from residents in the Sandy Meadows Subdivision periodically, asking about getting sidewalks, as a lot of the families out there are younger with children, and how there is a lot of traffic that flows through that subdivision.

Cronin confirmed the Village ordinance requires sidewalks, and in his opinion they should have sidewalks there. There was discussion on the subdivisions that now have sidewalks. It was discussed that there is enough right-of-way width (66-feet) planned for this plat that they can have sidewalks. Cronin stated when the roads get reconstructed in Sandy Meadows, sidewalks should get added. Wodalski stated we would add them where it makes sense and at connecting points. Wodalski stated once the streets and sidewalks are added in this plat, the Village would then extend the sidewalk along Moose Drive, Creel Drive, and along Quentin Street to extend it to Machmueller Park.

Gary suggested versus requiring sidewalks on both sides, to instead use the extra money and have the developer carry the sidewalk to Machmueller Park or to another existing pedestrian way. Wodalski suggested it could be like a sidewalk, or pedestrian way, impact fee, in lieu of sidewalks on both sides.

Higgins stated the next step is a resolution gets put together for the Board, which includes everything the developer needs to include, before bringing to the Board for final plat.

Higgins pointed out we now have a Park and Recreation impact fee (per lot), which now is not required to be paid until building permits are issued (versus up front).

Wodalski pointed out to Guernndt that the sizing for sewer and water lines here are fine.

It was discussed that the overflow for stormwater pond 2 (outlot 2) will run to the wetlands to the west.

Wodalski stated if the roadway is going to be 24 feet, then he recommends a mountable curb.

Pinsonneault questioned the mail services. Higgins stated she has not received a response from the Post Office, so we are not sure yet. She stated how currently the Sandy Meadow Subdivision has individual mailboxes at each parcel, so she is not sure if the Post Office will allow that here, or require the CBUs. Technically, it is on the developer to obtain this information.

Guernndt brought up the sidewalks, asking if Plan Commission has the ability to recommend a compromise, to allow for sidewalks on just one side, and utilizing the rest of the funds (that would have been used for sidewalks in here) to extend other sidewalks.

Wodalski stated the subdivision ordinance would need to be modified, and how PC could approve the plan, while concurrently working to modify the ordinance.

Tom Umlauf stated they are open to either option (1 or 2-sides).

Cronin commented to leave this plat with sidewalks required on both sides, and then leave it up to Public Works to visit bringing the sidewalk to the park. Guernndt suggested the ordinance be modified to give the option to Plan Commission and Board of Trustees to give waivers on sidewalk requirements and to instead extend the sidewalks elsewhere in the Village. Wodalski commented on how that ordinance was recently revised to give exceptions for some of the short, dead-end roads, where there will not be much traffic.

Maloney commented that if we make any decisions to add or not add sidewalks to certain areas that we need to keep in mind and list why we are making those decisions. He commented throughout the years, the Board has been up and down with their sidewalk requirement amendments.

Higginbotham suggested we should base sidewalks on potential traffic, and how certain areas will not have quite the traffic as others could. Wodalski stated rural areas have different regulations.

Higgins commented on her experiences when she lived in the Sandy Meadow area, with her young children. She stated on these smaller lots, there will be a lot of younger families, and feels there should at least be sidewalk on both sides of Moose Drive.

Motion by Mumper, second by Pinsonneault: to recommend approval to the Board of Trustees, contingent on Conditions #1 – 5 in the (attached) staff report, along with including adding the continued right-of-way of Muskie drive to the east (at Lot 9) for future water and sewer connections, and, as per our current Code, including sidewalks on both sides of all streets. Question – Wodalski stated the developer will adjust the lots to the east for the outlot. Guernndt commented with the driveways, in order for them to get their sidewalks in, they will have to make the concrete thicker. He stated they will have to bust the sidewalks out later. Guernndt recommended to the developer to stub the sewer and water laterals in past the utilities, and past where the sidewalk will go so that they don't have to tear up the sidewalk. Tom Umlauf questioned if it would be allowed for him to install the sidewalks as the lots get built out, to prevent them from damaging the sidewalk and having to repour it. Wodalski questioned if they could do the sidewalks in phases. The Plan Commission is fine. Pinsonneault stated as long as there aren't all these gaps for long periods of time.

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
Guernndt, Gary	YES
Hoffman, Travis	YES
Jordan, Joe	YES
Mumper, Roy	YES

6. Conceptual Plat Review for Arrowhead Estates First Addition [0:44:00 Zoom Meeting Recording]

Higgins stated they did not have time to get construction design plans in time for Wodalski to review them (for preliminary plat), so instead they asked for just the concept plan review. She explained this subdivision will be accessed through the Town of Ringle’s Arrowhead Estates. She stated there was a preliminary plat that came in for review back in 2022. She stated the south parcel is no longer part of this proposed subdivision and is owned by a different party, who is using it for farming. She stated there will be a stub to access the south property in the future.

Guerndt confirmed the road will end with the temporary 60-foot radius cul-de-sac. Higgins stated the road will reconnect in the future with Chippewa Trail, which runs back through Ringle. Higgins will reach out to public safety to verify no access issues. Wodalski stated they will reconnect with Ringle on a maintenance agreement of the roads.

Higginbotham stated they are ready to spend the money on the street and stormwater drainage designs, and wanted to make sure there were no issues with the proposed cul-de-sac and platting the right-of-way to the south, dedicating it to the Village.

Guerndt suggested to Higginbotham that there be something in the deed, for lots 31 and 32 stating the road in front of their lots will not be paved.

It was pointed out the property to the north of this is mostly flood plain, and owned by a landowner from the north side of the river. It was explained the outlot is not connected to anything else, and is being held to use as a potential bargaining point for anyone wanting river front access from the south. Higginbotham stated developer wants to start advertising their lots, but State law requires the preliminary plat to be approved first. He discussed the stormwater easement will be between lots 27 and 28.

Motion by Jordan, second by Diesen: to recommend the concept plat for Arrowhead Estates, and for them to move forward to preliminary plat review.

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

STAFF REPORTS [0:52:00 Zoom Recording]

7. Report re: December 2023 Staff-Approved Certified Survey Maps and Site Plans.

8. Report re: December 2023 Building Permits.

Motion by Pinsonneault, second by Guerndt: To acknowledge Items #7 and #8.

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

9. Acknowledge Quarterly Development Agreements Report

Motion by Pinsonneault, second by Mumper: To Defer acknowledgement of Item #9 until next month.

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 [0:54:00 Zoom Recording]

10.2024 Meeting Schedule

Higgins stated this is just so everyone knows the schedule for 2024.

11. Project Updates

a. Comprehensive Plan/CORP

Higgins emailed out her report last Friday. She stated some projects are still under construction. She stated there are a few things percolating, such as Lokre's 2 lots next to Caribou Coffee, where he is now looking to do a 1-story building (versus 2 story). She met with Mark Roffers today on the Comp Plan, where they went through the future land use map. She stated she needs to work with Nate Crowe on getting the future land use map updated and the official map created. She got Mark Roffers the CORP plan in a Word Doc today so that he can begin updating the Comp Plan docs with the recently approved CORP. The Plan Commission should hopefully see the draft future land use map next month.

b. Building Permit Process Review & Improvement Plan (Strategic Plan Priority Item)

Higgins stated this is the service the Department chose as their item for the Strategic Plan Priority Item.

12. Announcements & Committee/Commissioner Remarks/Staff Referrals

None

a. Next Regular Meeting Date – Monday, January 8, 2024, at 6pm.

ADJOURNMENT

Motion by Guerndt, second by Diesen: to adjourn at 7:00 p.m.

Steve Cronin, Village Trustee and Plan Commission Chair

Jennifer Higgins, Director of Planning & Development

Valerie Parker, Recording Secretary