

**PLANNING COMMISSION MINUTES  
5500 SCHOFIELD AVENUE  
WESTON, WI 54476  
MONDAY, MAY 14, 2007 - 6:00 P.M.**

**I. CALL TO ORDER**

Village President Vilas Machmueller called the meeting to order at 6:00 p.m. Members present were DPW Keith Donner, Trustee Mark Maloney, George Oberlander, Mary Hancock, Kim Fischer, and Mike Stenstrom. Village Administrator, Dean Zuleger, Community Development Director, Jennifer Higgins, Building Inspector, Scott Tatro, and Recording Secretary, Valerie Parker were present. Trustees Loren White and Fred Schuster were present. About 15 audience members were also present.

Machmueller read the notice and opened the hearing.

**A. OPEN HEARING – (RZ2007-003) HERBERT KING REZONING REQUEST FROM R1 TO M1: NE CORNER OF 6303 VON KANEL STREET**

No one was present to speak in support or opposition.

**II. CONSIDERATION OF PLANNING COMMISSION MINUTES**

**A. APRIL 9, 2007 MINUTES**

*\*M/S/P Oberlander/Hancock: to approve the Planning Commission Minutes of April 9, 2007.*

**III. VISITORS**

**A. NONE**

**IV. RESIDENTIAL BUSINESS/HOME OCCUPATION PERMITS**

**A. NONE**

**V. SITE PLAN REVIEW**

**A. THE HERON GROUP/STS CONSULTANTS – RETAIL CENTER SITE PLAN: 6615 COUNTY RD J**

Bob Skulan, 614 Plumer Street, Wausau, representing the Heron Group, H14284 Mile Road, Wausau, and Bill Meyer, STS Consultants, 3909 Concord Avenue, Weston, were present in support.

Skulan stated that they are planning a small strip mall on this 7.5-acre parcel, with the first building (phase) consisting of about 16,000 square feet. This first building will hold an assembly area for rental purposes (auditorium), deli/restaurant, and a Montessori school. The Montessori school is the main tenant that they are proposing. He pointed out that the site plan shows a possibility for future development. There is a possibility for three other buildings along with the parking, adequate water & sewer, and fire protection on this property.

Meyer went through all the different pages of their site plan. He described the existing site as being mostly gravel and pretty flat. He described the parking plans and how phase 1 parking will be enough to hold a combination of office and retail. He stated that the site survey was done by LHM Surveying. He then went through other pages of the site plan which showed the phase 1 proposed parking lot and building. He stated there will be two driveways – one from Ringle Avenue (Schofield Avenue) and one on CTH-J. They feel the County will be okay with the access on CTH-J. He stated the water & sewer line will come from CTH-J. They are proposing one main detention pond on the northwest corner of this property, near the intersection of Schofield Avenue & CTH-J. They are doing an onsite borrow pit by using the soil from the pond for the fill on the property and will bring in clay. They would be applying for a storm water utility credit. The east parking area will have a small detention area that will infiltrate. There is one stormwater inlet from the parking lot. There will be a huge greenspace area in the first phase. He discussed the utility plans which show sewer & water being brought in from CTH-J. They plan to put in the laterals for the future buildings now. There will be a storm sewer outlet from the main pond under CTH-J, and going to the storm sewer. He pointed out the layout for the possible future buildings & parking locations. He commented that they do not have curb & gutter all around the property for future construction reasons.

Donner questioned if they received any feedback from the County with regard to the planned detention pond to be located right up to the right-of-way line. Meyer stated that they have not talked with the County yet, the County Highway Commissioner has been out of the office. Donner is thinking about right-of-way that may be acquired for future roadwork. Donner explained that there have been some discussions on Schofield Avenue becoming a 4-lane road from Ryan Street all the way out to CTH-J ( $\pm 500$  feet past that intersection). The utility plan here has been revised based on staff's comments. Donner questioned the possibility of the water main being Village-owned versus private owned. Meyer stated that although it is labeled on the plans as being Village-owned, he does not think it has been decided by the owner yet. They would have to have a set of plans for DNR if it is Village owned. Skulan stated that they are planning for an 8" main put in and a fire hydrant, right off the corner of the parking lot, and if the Village desired, they would give us a right-of-way easement for that line. Donner commented about the laterals planned in parking lot. Meyer stated they will be insulated and buried deep. Donner questioned their crossing of the sanitary sewer and water with the storm sewer with that line that extends from the pond. It was explained that the storm sewer is very shallow and the sanitary sewer and water is deep. It was stated that they will be insulated. Donner just wants to be sure that the lines do not freeze.

It was explained to Fischer that there is currently a 4-way stop at that intersection now. Stenstrom questioned an area in the parking lot, which Skulan stated would be used for a turn-around area for delivery trucks. Skulan went into detail on the building elevation materials and how it will look. It was explained to Maloney that there will be enough parking available with the site having a mix of retail and office. Zuleger explained Schofield Avenue becoming 4 lanes in about 2009.

Higgins stated that staff requested additional lighting to go in on this property. She questioned the members if they would like to see a time-frame for finishing the parking lot (putting in curb & gutter), if the other buildings do not go in.

***\*M/S/P Fischer/Hancock: to approve the site plan for The Heron Group/STS Consultants – Retail Center: 6615 County Road J, contingent on additional lighting going in and a possible timetable to complete the curb. Q: Donner questioned the timetable for completion of curb, which the members agreed to no more than 3 years following Village Board approval. Motion carried.***

**B. ANNA GILBERTSON/LARRY MEYER CONSTRUCTION CO. – GILBERTSON DANCE STUDIO SITE PLAN: 6307 SCHOFIELD AVENUE**

Bill Burton and Larry Meyer, of Larry Meyer Construction, 3901 Business Park Drive, Wausau, and Anna Gilbertson, 4509 Hansen Road, Antigo, were present in support. This is the property at 6307 Schofield Avenue, just east of the Veterinary Clinic. Burton described the surrounding zoning. This will be a one-story structure for a dance studio with attached lease space area. They have ample parking here, with 36 spaces required and they have 38 spaces planned. Burton explained the exterior appearance and how it will have a residential appeal to it. He then discussed the layout of the building. They have a landscape plan to dress up the east elevation, where there will be no windows. This side is for leasehold space for future tenants, who can decide what kind of windows they would want. Burton showed the canopy lighting and lighting calculations. He stated that the landscape plan is a partial plan, but that LandArt will be the landscaper. The Stormwater management is being done by REI. Test drilling was occurring today. There will be additional parking available if a future expansion occurs.

Donner questioned the location of utilities. Donner questioned if Higgins was missing any information yet. Higgins stated the setbacks are fine. She stated that Tim Vergara, Village Stormwater Utility Manager/Project Engineer, is looking at drainage plan yet. The lighting plan looks okay. Higgins stated we still need the cut sheets for the lights and a copy of the full landscape plan. Higgins commented that we are still waiting to find out about a driveway easement. Gilbertson plans to share the driveway with the Vet clinic & the Surveying company. Higgins stated that she has talked with Stan Budleski (who owns the west  $\frac{1}{2}$  of the driveway), and that Budleski said there is an easement, but he was not sure if there was anything as far as a maintenance agreement built into the easement. They have not had a chance to finalize the driveway easement with Budleski yet. Donner wants to be sure there are no misunderstandings later.

Stenstrom questioned why they are having two exits onto Kelly Place and none for Schofield Avenue. He pointed out that Kelly Place is a busy residential neighborhood. Burton discussed that most traffic will most likely be coming from the west to east and could pose a congestion problem for people pulling in. Donner commented that staff probably would not want additional access off of Schofield Avenue. Stenstrom questioned the existing driveways that Budleski has. Zuleger questioned if there will be any noise issues for the neighborhood. Gilbertson said the building should be insulated well.

***\*M/S/P Maloney/Stenstrom: to approve the site plan for Anna Gilbertson/Larry Meyer Construction Co. – Gilbertson Dance Studio: 6307 Schofield Avenue, contingent on allowing staff to work with them through drainage, lighting, landscaping, driveway easement & maintenance, and that there should be a separate sign permit taken out later. Motion carried.***

Zuleger announced that he had another meeting to attend but that at the next Planning Commission meeting he will give an update on the Green Acres issue and the Business Park South purchase. He said that Renee Hodell, Village Taxpayer Relations Coordinator will attend a future meeting to present activities for nuisance, and that a dirty dozen list will be coming out in an upcoming Focus newsletter.

**C. AMERICAN INTERNATIONAL DEVELOPMENT/CENTRAL WISCONSIN ENGINEERS & ARCHITECTS – SCHOFIELD AVENUE RETAIL CENTER SITE PLAN: 2102 & 2108 SCHOFIELD AVENUE**

Dave Kjelstrom and Jeremy Berkely, of Central Wisconsin Engineers & Architects, 5707 Schofield Avenue, Weston, were present in support. They stated that this consists of the two properties (2102 & 2108 Schofield Avenue) located between Brokaw Credit Union and Draeger Chiropractic. Of the two homes to be demolished, one is still currently occupied. They plan to build a 16,000 square foot retail center with 93 parking spaces planned. Water & sewer will come from the existing line on Schofield Avenue. The entrance will be aligned with an opening in the median on Schofield Avenue. A fence is proposed to be placed along the rear lot line to shield from other properties. The building will be 1-story. They discussed building elevations. Jeremy discussed the grading plan and the handling of stormwater. He said that a detention pond will be in back. This will be piped to the catch basin in the front. Side yards are an infiltration area. Detention will be in the front yard. As far as landscaping, they wanted to keep as many of the trees as they could, but a lot of the trees will have to be cut down for the building. They will keep the trees located in the boulevard and along with some of the mature trees on the property. Plans for the rip-rap and retention at the back of pond area in the rear are now shown. They are hoping to go out for bid soon. Lighting plans are here. Sign details are not in yet.

Higgins commented that they did extend the curb and we received revisions to the drainage plan today, which Vergara is reviewing yet. Higgins stated the drainage appears to be okay.

***\*M/S/P Hancock/Maloney: to approve the site plan for American International Development/Central Wisconsin Engineers & Architects – Schofield Avenue Retail Center: 2102 & 2108 Schofield Avenue, contingent on drainage to be worked out with staff. Motion carried.***

**D. WESTON BUILDING PARTNERS/TESCH CONSTRUCTION & MANAGEMENT, INC.: NORTH AMERICAN HYDRO BUILDING ADDITION SITE PLAN: 8310 TECHNOLOGY DRIVE**

Lynn Lentz, of North American Hydro, 8310 Technology Drive, Weston, and Lon Tesch, of TCM, N1610 Midway Road, Hortonville, were present in support. Lentz stated this is an addition to an existing building, which previously was Preventive Dental. The concept of the building addition is to stay within the line of the existing building. This addition requires either a firewall or a sprinkler system, which they will put in a firewall. He discussed the building plans. He pointed out the drainage plan that is within the site plan submittal. They are relocating the loading docks from north side to the east. There will be an overhead door so that they can drive a semi into the building. They also show a potential exit in their building for trucks, but they are not sure yet. This would create a drive-thru within the building. With the drainage, there will be a swale taking water away from the north of the building. He described the elevations. They are adding additional windows for natural lighting. There will be no windows in

the back. He described the landscaping proposed and stated that they are waiting for WPS to replace a transformer.

Donner questioned the drainage plan. Higgins stated that a revision to Drawing 3 is being made, which Vergara requested the swale start at the corner of the drive and go up from there. She should get the revision by tomorrow. She said that Vergara wants e-mat to go in also. Donner questioned directing drainage to the back. Donner thinks that we may have had issues with neighbors on this in the past. Lentz stated that there is a ditch along the utility line, where the power poles are.

Lentz stated what they are looking at doing with the runoff from the roof is geothermal heating (in-floor heating) of this addition. They would have a horizontal bed on the west side of the building for the pipes to go into the ground, which would direct the rainwater coming off the roof into the ground, at that area, which would give them a better geothermal transfer, whereas if the soil is dry, it is not as effective. The bed would range anywhere from 8 to 10 feet below the surface. The Storm water would be directed into soaker tubes to keep the ground moist. He stated that the bed would be shallower than the detention pond on the corner of Technology Drive and Zinser Street. Fischer questioned water freezing? Lentz stated it would be circulated through the ground and changes the temperature that keeps it warm. He stated that it works in reverse of an air conditioner.

Tesch stated there is a swale cut back to that shallow ditch. He said that there is some runoff in the front, but most is in back. Donner was just concerned on what higher rate of drainage would be directed to the back, and he would like to review this with Vergara. There was discussion on the auxiliary driveway being a one-way drive.

***\*M/S/P Stenstrom/Fischer: to approve the site plan for Weston Building Partners/Tesch Construction & Management, Inc.: North American Hydro Building Addition: 8310 Technology Drive, contingent on drainage being worked out with staff. Motion carried.***

## **VI. CLOSE HEARING**

### **A. CLOSE HEARING – (RZ2007-003) HERBERT KING REZONING REQUEST FROM R1 TO M1: NE CORNER OF 6303 VON KANEL STREET**

Rich Wilkosz, 6205 Von Kanel Street, was present in support. This is the lot next to Becker Communications. Wilkosz stated that they are providing an easement to the Village for snow removal. This rezone will allow them to build an art gallery. Higgins stated this is consistent with the future land use map. Stenstrom questioned the wetland area and space available. Wilkosz stated 75% is un-useable. They will have their building as close to northeast corner as possible. It was stated that this will be a small building.

Machmueller closed the hearing at 7:08 p.m.

## **VII. NEW BUSINESS**

### **A. DISCUSSION AND ACTION ON HEARING – (RZ2007-003) HERBERT KING REZONING REQUEST FROM R1 TO M1: NE CORNER OF 6303 VON KANEL STREET**

Machmueller stated that this request fits the future land use plans. He had Donner lead off the Finding of Fact & Recommendation questionnaire. 1) It was stated that this request is consistent with the Comprehensive Plan, and that the wetland is a natural boundary between commercial & residential. 2) with this being a small site and not suitable for a larger structure, this planned art studio is consistent with the uses. 3) This request is consistent with the most desirable use. 4) The members were neutral on this. 5) Because it takes away the adjacent residential. 6) This is in compliance with the intent and purposes of Ch. 94. 7) The access created for this is in the best public interest.

***\*M/S/P Hancock/Fischer: to approve the rezoning request for (RZ2007-003) Herbert King from R1 to M1: NE corner of 6303 Von Kanel Street.***

### **B. STAFF APPROVED CSM'S: #05-07, #06-07, #07-07, #09-07, & #10-07**

***\*M/S/P Maloney/Hancock: to acknowledge by consent the staff-approved CSM's.***

**C. STAFF APPROVED SIGNS PERMITS – #SP2007-0015 to SP2007-022**

*\*M/S/P Maloney/Stenstrom: to acknowledge by consent the staff-approved sign permits.*

**D. DISCUSSION OF COMPREHENSIVE PLAN/FUTURE LAND USE MAP**

Higgins is looking for guidance from the Commission. The Comprehensive Plan has been around for about 1 year now and we have gone through one amendment cycle. The process takes about three months. She is getting inquiries from fringe-zoned properties. Should the process continue the way it has or how should she handle the fringe properties. She gave some examples of these “fringe properties”. Machmueller stated to get something out to the Commission to look at and for staff bring this topic back at the next meeting. Oberlander commented that we have enough commercial property in the Village and we should not change the uses just because people decide at a whim to change them. Oberlander stated that we should use up the existing commercial that we have. She questioned if the Commission is okay with just the one-time per year change. Maloney suggested to have R1 people look first changing to multi-family uses, before asking for commercial.

Stenstrom questioned the process. Higgins stated that residents are allowed one time per year, whereas Village can initiate the amendment process at any time. Higgins stated to Hancock that we have not received any complaints on this yet.

**VIII. UNFINISHED BUSINESS****A. TABLED DISCUSSION & ACTION ON HEARING (#CU2007-001) NATHAN WINCENTSEN, RIVERSIDE LAND SURVEYING, & STAN BUDLESKI CONDITIONAL USE PERMIT REQUEST TO ALLOW AN OFF-PREMISE SIGN: 6307 SCHOFIELD AVENUE**

*\*M/S/P Hancock/Oberlander: to take this item off the table.*

Machmueller read Higgins' staff memo on this topic, which pointed out that due to Stan Budleski's sale of 6307 Schofield Avenue to Anna Gilbertson, that we cannot approve a Conditional Use Permit for Riverside Land Surveying to put their sign up on the requested property.

*\*M/S/P Maloney/Hancock/: to deny the Conditional Use Permit request (#CU2007-001) Nathan Wincentsen, Riverside Land Surveying, & Stan Budleski to allow an off-premise sign: 6307 Schofield Avenue (due to Stan Budleski's selling that property).*

**IX. FUTURE MEETING TOPICS**

Machmueller announced that we closed today on the Dale Smith property, for the Village's newest Business Park. The conservancy will be called the Dale Smith Conservancy. He stated that Zuleger will most likely give an update at a later meeting.

**XI. ADJOURN**

*\*M/S/P Maloney/Fischer: to adjourn at 7:25 p.m.*

Respectfully,

Valerie R. Parker  
Recording Secretary