

**PLANNING COMMISSION MINUTES
5500 SCHOFIELD AVENUE
WESTON, WI 54476
MONDAY, JUNE 11, 2007 - 6:00 P.M.**

I. CALL TO ORDER

Trustee Mark Maloney called the meeting to order at 6:00 p.m. Members present were DPW Keith Donner, George Oberlander, Mary Hancock, Kim Fischer, and Mike Stenstrom. Village President Vilas Machmueller was excused. Village Administrator, Dean Zuleger, Community Development Director, Jennifer Higgins, and Recording Secretary, Valerie Parker were present. Trustees Loren White and Fred Schuster were present. About 10 audience members were also present.

Maloney read the notice and opened the hearing.

A. OPEN HEARING – (RZ2007-004) PDM CONSTRUCTION/HPI PROPERTIES REZONING REQUEST FROM R2 TO B3: THE WESTERN 4,466 SQUARE FEET OF 5402 PINE PARK STREET

Marv Anderson, PDM Construction, 5705 Memorial Court, was present in support of the rezone. He stated that they were looking for more land behind this building for a property. They plan to remove the building currently on 5403 Normandy Street and put a new building up there that would look similar to the Normandy Park Plaza. Zuleger & Higgins stated that this piece of land being rezoned is being combined to 5403 Normandy Street, which then they will combine with 1711 Schofield Avenue (Normandy Park Plaza), therefore, it will be included within the TIF 2. The entire new building will be for a day care.

Russ Forbess, 5417 Pine Park Street, was present in opposition. He is not in favor because of what will happen. Higgins clarified that the properties have already been connected via CSM. Forbess is concerned for his neighbor and what his neighbor's view will be like looking towards this property. He is concerned with what will happen to the trees on that property. He is also concerned of a possible chain reaction where his neighbors will all want to rezone to commercial. Higgins stated that the rest of the neighborhood is shown on the future land use map as residential. She also pointed out that HPI owns all three lots. Anderson stated that 5402 Pine Park Street will remain as residential. The entire lot will be fenced. Zuleger questioned Forbess on what he would like to see occur in Alpine Mobile Home Court, if it were to be redeveloped: residential or commercial (since his home is adjacent to the mobile home park)? He would be more in favor of residential.

No one else spoke up.

**II. CONSIDERATION OF PLANNING COMMISSION MINUTES
A. MAY 14, 2007 MINUTES**

**M/S/P Hancock/Fischer: to approve the Planning Commission Minutes of May 14, 2007.*

III. VISITORS

A. DEAN PROHASKA, FORESIGHT DEVELOPMENT – MIXED USE CONCEPT PLAN FOR FERNWOOD SUBDIVISION PROPERTY

Dean Prohaska, Foresight Development, PO Box 557, was present. Prohaska discussed how the previous owner, Terry Thirion, originally developed this as residential, which he then purchased from Thirion. Prohaska stated that after some time and looking at need and demand, he does not think that residential is the best way right now. Prohaska stated looking long term and what is going on with our business parks, he is looking at a business park with multi-family buffer, rather than all single family. Prohaska described the location of this property. Higgins stated the zoning on this property is further down on this agenda. She stated that this was provisionally rezoned three years ago by Thirion for residential use. She stated that she spoke with Thirion who is not excited about this newly proposed mixed-use development. Higgins stated that this property will now revert back to AG. The comprehensive plan shows this property to be future residential. She stated that Prohaska will have to get the comprehensive plan land use map changed and then go to rezone this property. Higgins stated that the comprehensive plan was based on future growth.

Zuleger stated the DOT is projecting a ramp on Ryan Street about 8 years out. Zuleger stated that the Village Board's consensus was not to add any additional multi-family zoning. That Prohaska most likely will run into opposition from the Board. It was stated that Planning Commission had the same opinion. Zuleger stated this plan would make a lot of sense if the Radtke's (to the east) converted their property to BP and if the ramp was going in sooner. Donner commented that they would need better access to the business area. His proposed plan shows the business traffic going through the residential area. There was discussion on the grade drop of this property and it was stated that this would work best for 2-5 acre parcels.

B. RENEE HODELL, VILLAGE TAXPAYER RELATIONS COORDINATOR – NUISANCE UPDATE

Renee Hodell, Village Taxpayer Relations Coordinator, introduced herself to the committee and explained her role with the Village. She explained that she is the central person for residents to contact with any comments, questions, and/or complaints. She stated that she works with the other departments on the issues that are more departmental related. She stated the goal is for a 24-hour turn-around to residents along with a prompt follow-up. She commented that with property maintenance issues, she goes to properties and meets the residents in person, and follows-up with letters. She commented that our approach is to see how we can help the residents to fix their issues versus pointing out their problems. She stated that she keeps up the website as a way to keep residents informed. She works with the farmer's market and Westofest. She gave a brief schedule of events to occur with both of those venues.

Zuleger stated how she has helped us out and how things have improved. He stated that most of the time it is neighbors complaining about each other, junk car issues, and snow plowing. Hodell stated that there have been over 300 issues that she has worked on this year. She stated that she has found that some properties are being more proactive now.

IV. SITE PLAN REVIEW

A. FTF, LLC/UNITED STRUCTURES – FTF, LLC SITE PLAN – PROGRESS WAY

Susan Lang, FTF, LLC, 500 3rd Street, Wausau, and John Morache, United Structures, PO Box 527, Weston, were present. Zuleger stated that FTF, LLC, will be our first tenant in the new business park. Zuleger stated that we are fast-tracking our business park and this plan so they can get their building going and be up and running by September 15th. Morache explained the building and stated this building will be facing STH-29. The entire building will have a masonry façade, with the exception of the expansion side. Loading docks will be to the south of the building. There will be some parking that wraps to front side, and there will be curb all around the front. The front of the building will be the office with manufacturing in the back. Morache stated that CWEA is still working on the drainage for the business park. They still need lighting and landscaping. Most landscaping will be towards STH 29. The dust collectors will be on the southeast & southwest sides. Lang said the dust collectors will be painted to match the building and they will be fully gated. Donner questioned if the drainage plan is contingent on not having the Village infrastructure preliminary plans. Donner commented that there is not a lot of elevation change there and that the street will be built up from existing grade, so ditches will probably be required along the edge of the property. He stated there is an area north of the right-of-way where parking is planned and where a drainage easement might be needed (within the 50' setback area). As part of drainage review we want to be sure everything is above flood elevation. The first floor elevation should be 18 inches above the street centerline, per Village ordinance. Bid opening for the Village infrastructure for this business park is July 5th. Donner stated that everything is moving quickly and that he just wants to make sure that everything is coordinated with everyone. Zuleger discussed the greenspace, because of the uniqueness of this park, that we are taking the entire wetland area as common greenspace for all business park tenants. Zuleger stated that this will be more of a conservation reserve where there will be common greenspace. Oberlander questioned the trash enclosures. Higgins stated we will require this information before we issue the building permit. Zuleger stated that pallet management is a big issue in the original business park, and he & Hodell are sending out letters.

****M/S/P Oberlander/Hancock: to approve the FTF, LLC/United Structures – FTF, LLC Site Plan on Progress Way, subject to [as written in the updated staff report, dated June 11, 2007] 1) lighting plan, 2) landscaping plan, 3) grading plan, 4) utility plan, 5) drainage plan, 6) details on trash***

enclosure, 7) ratio of impervious to greenspace, 8) table showing number and square footage of parking areas proposed, 9) plans meeting the curb requirement, 10) the 8" water line must be cable bonded ductile iron per utility specs, and 11) the sewer lines need a 14-gage solid copper tracer wire. Q: Stenstrom stated that 7 & 8 have been taken care of already.

**M/S/P Hancock/Oberlander: to approve as amended in the motion for 7 & 8 being fixed already. Motion carried.*

B. GREENHECK FAN/UNITED STRUCTURES – GREENHECK FAN SITE PLAN – 8405 ENTERPRISE WAY

Zuleger stated this is another site plan being fast-tracked and we are doing a 1031 exchange with Greenheck Fan and another local company. Zuleger described the site plan and commented that this will be the last lot available in the park.

Morache described the building plans and stated that this can be seen from STH 29 and the masonry wrap all around except for the north side. There will be enough parking for 100 employees. This will be strictly manufacturing and no outside storage, no fumes, and no noise. Landscaping plans are complete but the drainage plan is not. Currently, this will bring in 80 jobs and adding up to 45 jobs.

Higgins stated landscaping had some minor areas to work out. Zuleger stated we are working with Morache and the owner on this. Zuleger stated to be real specific on the drainage, landscaping, & lighting on this.

**M/S/P Stenstrom/Hancock: to approve the Greenheck Fan/United Structures – Greenheck Fan Site Plan – 8405 Enterprise Way, contingent on their submitting landscaping, drainage, and lighting.*

C. DC EVEREST/VIERBICHER – SENIOR HIGH SOFTBALL FIELD, PARKING LOT & PAVING PLAN – 6300, 6400, & 6500 ALDERSON STREET

Zuleger stated we asked the DC Everest School District to formally engineer the JV softball field for the large field complex and the high school. Currently, the JV play on an unsuitable field, which makes up part of the football practice field. There is poor drainage on this site. If we did not engineer the water to flow to the pond back behind the Greenheck Fieldhouse, it would have caused flooding along the western border by Alta Verde Street. The original softball boosters put the varsity field in without getting any approval, which basically ruined the drainage and caused some flooding on the Zastrow property (south of Lawndale Street). Joe Dorava and Chris Heller worked on this plan to run this water from the site to that pond, which is used by the Science Department. Zuleger stated that Dorava may be able to, through some piping, pick up some of the water that puddles near the home plate on the varsity field and keep the water from going over to the properties on Alta Verde Street. Stenstrom questioned if it would be possible to move the field. Zuleger stated no and explained that they put in two drains and some storm sewer along the 3rd base line, and we may run a pipe that comes back down the 1st baseline to pick up the overflow. Zuleger commented that there are natural springs in the woods behind the school. Zuleger stated that the Village had an easement here and they built their softball diamond over the easement.

**M/S/P Donner/Fischer: to approve the DC Everest/Vierbicher – Senior High Softball Field, Parking Lot and Paving Plan – 6300, 6400, & 6500 Alderson Street, as submitted (with the drainage flow as projected on the map). Hancock abstained.*

V. CLOSE HEARING

A. CLOSE HEARING – (RZ2007-004) PDM CONSTRUCTION/HPI PROPERTIES REZONING REQUEST FROM R2 TO B3: THE WESTERN 4,466 SQUARE FEET OF 5402 PINE PARK STREET

Zuleger stated that staff feels this will be removing a blighted property and this project will be a nice buffer to the neighborhood.

Maloney closed the hearing at 7:00 p.m.

VI. NEW BUSINESS

A. DISCUSSION AND ACTION ON HEARING – (RZ2007-004) PDM CONSTRUCTION/HPI PROPERTIES REZONING REQUEST FROM R2 TO B3: THE WESTERN 4,466 SQUARE FEET OF 5402 PINE PARK STREET

****M/S/P Hancock/Fischer: to approve the (RZ2007-004) PDM Construction/HPI Properties Rezoning Request from R2 to B3: The Western 4,466 Square Feet of 5402 Pine Park Street.***

Donner commented that this strip and the old building is shown as future residential, but is currently zoned B3. He stated the question was more for the property to the east. He pointed out that Forbess' concern was on a possible chain reaction of commercial rezones to this neighborhood. Donner does not see this as harming the neighborhood. Higgins stated this will be a re-development. Hancock feels this will be a good use here.

Findings of Fact: 1) The request is consistent with the Village Comp. Plan. 2) The request is consistent with the current conditions and character of structures & uses in each zoning district, that this will improve the aesthetic of the neighborhood. 3) The request is consistent with the most desirable use for which the land in each district is adapted and will have less traffic. 4) The request is consistent with the conservation of property values throughout the jurisdiction. 5) The request is consistent with responsible growth and development. 6) The request is in compliance with the intent and purposes of Chapter 94 as set forth in sections 94.104 and 94.105. 7) The proposed rezone is in the public's interest, and is not solely for the benefit of the applicant.

B. HPI PROPERTIES LLC/PDM CONSTRUCTION, INC. – NOMANDY II (WONDERFULLY MADE DAYCARE CENTER) SITE PLAN – 5403 NORMANDY STREET

Zuleger stated this will be a nice building.

****M/S/P Hancock/Oberlander: to approve HPI Properties, LLC/PDM Construction, Inc. – Normandy II (Wonderfully Made Daycare) site plan – 5403 Normandy Street. Q: Stenstrom questioned how tall the fence will be. Anderson answered it will be a 6-foot fence. The pond or ditch on the other side of the fence will only be about 2-3 feet. This will run to the storm sewer there. Zuleger stated this will match the IRET property. Stenstrom is concerned about kids climbing the fence to get into the pond. He questioned if it will stay full or drain. Anderson stated that it will drain down through the soils. Fischer questioned the type of fence. Higgins stated this will be a solid wood fence and that there will be daycare staff watching the children. Motion carried.***

Zuleger commented that we are probably the only Village (in this area) taking NR216 seriously. We will be far advanced when things come to a head.

C. KARL MATTHEWS/MTS CONSULTANTS – LINDEN GROVE FINAL PLAT REVIEW: 5807 WESTON AVENUE

Higgins stated this is back for the third time. There are statutes that require the final plat to be recorded within 6 months of Board approval. Matthews has figured out what they now want and wanted to come back on the agenda for final approval. The letter of credit and development agreement need to be signed and parkland dedication fees will need to be paid. She clarified that the parkland dedication fees need to be paid prior to the Village signing off on the final plat for recording

Donner stated the plat hold up was on the desire of the developer to piggyback on public services with the proposed Fernwood subdivision. The plans and timing did not work out for this to occur.

****M/S/P Donner/Hancock: to approve the Karl Matthews/MTS Consultants – Linden Grove Final Plat Review: 5807 Weston Avenue, contingent on an executed development agreement, letter of credit or other suitable security, and the collection of parkland dedication fees (\$2,928.00).***

D. DAVE & CINDY VESELAK – PROPOSED ONE OR TWO CAR ATTACHED GARAGE ADDITION OFF OF WALLEYE DRIVE – 6402 CREEL DRIVE, LOT 185 SANDY MEADOW NORTH FIRST ADDITION

Higgins stated that the Veselaks originally talked to Building Inspector Scott Tatro on this inquiry. They are on the corner of Creel Drive & Walleye Drive. They have a single family ranch with the original garage & drive coming off of Creel Drive. They want to put a 12' x 25' addition where the deck is (on the north side of the house). They also want to add an additional 2-car garage there (which would then create the need for a second drive for this property, but onto Walleye Drive). Higgins and Tatro feel this would appear to be a duplex. She read section 94.154(b)(6) of the Village code. Higgins stated this would create a garage that dominates and would take away the single-family residential appearance. There may be covenant issues also. She said that they may not even be able to make the setbacks with their proposed addition/garage. Their other option is to put up a detached garage. Donner questioned if they are pushing greenspace issues. Zuleger warned that if we approve this, we will most likely receive a lot more similar requests. Stenstrom questioned what we do when people have not enough room for their vehicles, recreational vehicles, etc. Zuleger stated we are allowing residents to put in an impervious surface next to their garage or home to store those. A separate garage would need to meet the 60% requirement, (not to exceed 60% of the floor area of home or footprint). They want to build this addition so that the wife's mother could move in with them. Higgins is concerned that they may turn this into a duplex. Higgins stated they could do the addition through staff, but the garage needs to come through Planning Commission (being over 3 parking spaces). Zuleger stated that we could table to find out what their intentions are for this addition – just expansion or a potential "apartment".

****M/S/P Hancock/Stenstrom: to table this issue until we can get more information from Dave & Cindy Veselak on their future intentions for their proposed one or two car attached garage addition off of Walleye Drive – 6402 Creel Drive, Lot 185 Sandy Meadow North First Addition.***

E. CWEA/VILLAGE OF WESTON – WESTON BUSINESS & TECHNOLOGY PARK SOUTH FINAL PLAT REVIEW: WESTON AVENUE

Zuleger stated we want final plat approval from Planning Commission tonight for this addition for nine developable lots in the new Weston Business & Technology Park South, located off of Weston Avenue, south of STH-29. Zuleger described the layout of this plat and the upcoming land sales to occur. Outlot 1 is the conservation reserve. Outlots 1 & 2 will include detention ponds. All future buildings will face the highway. This is being fast-tracked with Central Wisconsin Engineers & Architects since there are upcoming land sales to be made. There will be walking paths. Zuleger stated Central Wisconsin Engineers & Architects has deadlines to meet. Another nearby 40-acre parcel is in question. We want to start title work as soon as possible. Zuleger stated the build-out is predicted to occur in 6 years, hopefully sooner. There are some existing buildings coming down.

Donner pointed out the drainage swales necessary to drain the building sites. He commented that we should reserve a drainage easement along the north right-of-way. It was stated that we could draw up a separate easement documents, so that Zuleger can do title right away. Zuleger stated that he needs to be able to provide a clear title in order to close right away. Mark Hull, PCM, stated the plat could be final and an easement would be recorded at the time of sale. Donner is not sure if the easement is even needed, but wants the option. Donner stated that he would like the approval contingent on a separate easement document per lot. Donner stated that the water has to get from the north to the south side of the road. We need to keep this in mind for each site plan.

****M/S/P Fischer/Hancock: to approve the CWEA/Village of Weston – Weston Business & Technology Park South Final Plat: Weston Avenue as presented.***

F. EXPIRATION OF R1 PROVISIONAL ZONING – FORESIGHT DEVELOPMENT PROPOSED FERNWOOD SUBDIVISION/THIRION PROPERTY

Higgins stated that the proposed Fernwood Subdivision and Thirion property were provisionally zoned to R1 in 2004. Higgins stated that nothing has occurred and the provisional zoning has now expired. The Board will be asked to adopt an ordinance to bring the zoning on this property back to AG.

****M/S/P Oberlander/Hancock: to accept the expiration of the R1 provisional zoning – Foresight Development Proposed Fernwood Subdivision/Thirion Property and recommend to the Board that they revert the zoning on this property and the Thirion property to the original zoning designation of AG.***

G. RESIDENTIAL SUBDIVISION/DEVELOPMENTS UPDATE

Higgins stated that she put this map and document together a few years ago to show the new developments in Weston. She needed to update this map for our Finance Director John Jacobs and wanted to give this to the Planning Commission just as an update on what is going on.

H. STAFF APPROVED CSMS: #12-07

****M/S/P Fischer/Oberlander: to acknowledge the Staff Approved CSM #12-07.***

I. STAFF APPROVED SIGN PERMITS: #2007-023 TO #2007-031

Oberlander questioned the portable sign in front of Anytime Fitness. Higgins stated that they come in and request these for special events. He questioned the realty sign that is still up in front of the Normandy Park Plaza building, which Higgins stated realty signs are exempt.

****M/S/P Fischer/Oberlander: to acknowledge the Staff Approved Sign Permits #2007-023 to #2007-031.***

VII. UNFINISHED BUSINESS

A. TABLED FORESIGHT DEVELOPMENT/REI – WHITETAIL RIDGE PRELIMINARY PLAT REVIEW: 2 40-ACRE PARCELS ON NICK AVENUE

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

Higgins stated Prohaska agreed to a 90-day extension to allow him time to take care of issues needing to be fixed (from the March 12th PC Mtg.). Items taken care of since the March 12th meeting: Lot 58 was revised to meet the 25,000 sq. ft. minimum; lot line drawn between lots 37 & 38; Whitetail Ridge Lane was aligned with Pine Road; and evidence was furnished on easements acquired.

Higgins stated Prohaska still needs to acquire right-of-way by fee for the road. One requirement was to receive a stormwater management plan, which Donner stated we received the calculations but no explanation or summary report for them. We have had discussion on how this subdivision would impact the neighborhood, in regard to drainage, but have not reviewed it with the developer yet. Donner stated with regard to the street alignment issue, Prohaska needs a longer tangent (straight line) distance to allow a vehicle to line up straight (at the Pine Road/Nick Avenue intersection). The right-of-way easement needs to be owned by the developer. We have talked with Kronenwetter on this development. Prohaska's intentions and timetable are so he can submit his plat to ATC. Prohaska wants to start this fall or next spring in phases. They are not sure about their phases yet, because of power line coming in along the north side of his development. Prohaska stated the proposed road to the north would eventually line up with Stankowski's plan to the north. Hancock questioned if we knew when that road would go through.

It was discussed that the stormwater plan was not received. Higgins read the March, 2007 PC minutes and what was supposed to be fixed. Higgins stated the parkland dedication fees will need to be paid at the time of final plat review, or before the Village will sign off on the final plat for recording. The offset of the street still needs to be fixed, Donner wants to see a revised engineering plan. Zuleger asked Prohaska to have REI send Donner the plans. Zuleger questioned the outlot and buffer area going in to satisfy the neighbors. Donner questioned where the farmers' water gets recharged. It was discussed that the appraisal for the power line is already occurring. There will be a 120-foot easement for the powerline (60-feet on Prohaska's property).

It was clarified that the contingences are on Prohaska fixing the road alignment, (resolution of) surface water issue, summary of drainage calculations, & acquisition of right-of-way from Jim Easker in fee rather than as an easement. Higgins stated these would be contingencies for the final plat. Zuleger stated that he will meet with Easker & Prohaska on the water issues.

****M/S/P Donner/Hancock: to approve the Foresight Development/REI – Whitetail Ridge Preliminary Plat: 2 40-acre parcels on Nick Avenue, contingent on review of necessary right-of-way at Pine Road & Nick Avenue, acquisition of right-of-way by fee, and review of surface water impact to property to the east of this development.***

VIII. ADMINISTRATOR'S REPORT

A. GREEN ACRES MOBILE HOME PARK UPDATE

Zuleger stated Tatro is finishing up his inspections at Green Acres Mobile Home Park. We are helping with some tenant issues (theft of utilities from their neighbors). We put a large Veolia dumpster on the property there for residents to use. Green Acres has agreed to put in the proper hydrants to do maintenance flushing and will do road repairs. There are talks about possible new owners. Zuleger explained how this all came about (tenant complaints, house fire, etc.).

B. PROPOSED ADDITION TO THE WESTON BUSINESS & TECHNOLOGY PARK – WESTON BUSINESS & TECHNOLOGY PARK SOUTH

Zuleger stated that there are people interested in purchasing land here. He stated the south side of the road will serve as a dike.

C. MOUNT OLIVE BUILDING ADDITION LANDSCAPING ISSUES

Zuleger explained the e-mails received from a neighbor of Mount Olive Church (Mark Berg). The arguments all started with a driveway that was put in without proper planning and permits. Berg is not happy with the spacing & size of the trees. Zuleger feels what Mount Olive is putting in will be fine, but Berg wants instant screening. Zuleger stated that he feels Mount Olive has done a good job on trying to meet our requests. This is more of a civil issue.

D. ECONOMIC DEVELOPMENT UPDATE

Zuleger stated we are picking up on commercial buildings. There will be three new projects started soon: vacant lot next to Walgreens, CWEA's lots between Brokaw Credit Union & Draeger Chiropractic, and the block that includes Layne Northwest, Shultz's bar, bakery outlet, etc. Another large national developer is interested in the SE quadrant of Camp Phillips Road and STH-29. We have permission from Wausau to relocate a Wausau business here. There will be new businesses coming in the business park.

Zuleger stated he will do this report quarterly.

IX. FUTURE MEETING TOPICS

A. NONE

XI. ADJOURN

****M/S/P Stenstrom/Fischer: to adjourn at 8:25 p.m.***

Respectfully,

Valerie R. Parker
Recording Secretary