

**PLAN COMMISSION MINUTES  
5500 SCHOFIELD AVENUE  
WESTON, WI 54476  
MONDAY, DECEMBER 13, 2010 – 6:00 P.M.**

**I. CALL TO ORDER**

Village President, Fred Schuster called the meeting to order at 6:00 p.m. Members present were DPW Keith Donner, Dan Froelich, Dave Diesen, Mike Stenstrom, John Evans, and Mark Maloney. Village Trustee Loren White was present. Community Development Director, Jennifer Higgins, and Recording Secretary, Valerie Parker were present. There were 4 audience members present.

**II. PUBLIC HEARINGS**

**A. PUBLIC HEARING – APPLICATION REZN-11-10-1171 REQUEST TO AMEND THE 2005 OVERLAY PLANNED DEVELOPMENT (OPD) PROJECT FOR THE PROPERTY KNOWN AS 5855 AND 5905 DELIKOWSKI STREET TO ALLOW FOR A 20-UNIT CBRF (COMMUNITY BASED RESIDENTIAL FACILITY) BUILDING TO BE BUILT INSTEAD OF THE APPROVED 16-UNIT (CORNERSTONE ARCHITECTS/WESTON VILLAS, LLC)**

**1. OPEN HEARING AND SOLICIT PUBLIC COMMENT**

Brad Kortbein, Cornerstone Architects, 201 W. Veterans Street, Tomah, WI, explained that since they have had good success in our area, that instead of just needing a 16-unit building, they need a 20-unit building. He stated that this is the only change and that they are still complying with the layout for setbacks on the property and the exterior of the building and landscaping will match.

Stenstrom questioned if the number of parking spots needs to be revised. Higgins stated that the parking already exists and is fine with this change. Diesen questioned stormwater and lighting. Higgins stated that this is the same layout as before, just a change in number of units.

No one spoke in opposition.

**2. CLOSE HEARING**

Schuster closed the hearing at 6:05 p.m.

**3. DISCUSSION AND ACTION ON APPLICATION REZN-11-10-1171**

***\*M/S/P Diesen/Maloney: to approve the application REZN-11-10-1171 request to amend the 2005 Overlay Planned Development (OPD) project for property known as 5855 and 5905 Delikowski Street to allow for a 20-unit CBRF (community based residential facility) building to be built instead of the approved 16-unit (Cornerstone Architects/Weston Villas, LLC).***

**III. PUBLIC COMMENT**

None.

**IV. CONSIDERATION OF PLAN COMMISSION MINUTES**

**A. NOVEMBER 8, 2010 (REGULAR MEETING)**

**B. NOVEMBER 15, 2010 (SPECIAL MEETING)**

***\*M/S/P Diesen/Stenstrom: to approve Plan Commission Minutes of both November 8, 2010 and November 15, 2010.***

**V. CONSENT AGENDA ITEMS**

- A. STAFF APPROVED SIGN PERMITS**
- B. STAFF APPROVED CERTIFIED SURVEY MAPS**
- C. CERTIFICATES OF OCCUPANCY ISSUED**

*\*M/S/P Diesen/Stenstrom: to acknowledge the staff-approved sign permits, certified survey maps, and certificates of occupancy issued by staff.*

**VI. NEW BUSINESS**

- A. MUFS-12-10-1172 REVISED SITE PLAN FOR 5905 DELIKOWSKI STREET CBRF (CORNERSTONE ARCHITECTS/WESTON VILLAS, LLC)**

Higgins stated that staff recommends approval.

*\*M/S/P Maloney/Froelich: to approve MUFS-12-10-1172 revised site plan for 5905 Delikowski Street CBRF (Cornerstone Architects/Weston Villas, LLC).*

- B. CSIT-11-10-1170 SITE PLAN FOR MOUNTAIN BAY ELEMENTARY PICNIC SHELTER/OUTDOOR CLASSROOM, 8602 SCHOFIELD AVENUE (DC EVEREST/JAS CONSTRUCTION, LLC).**

Higgins stated this is just a small picnic shelter to be used as an outdoor classroom. She stated that initially the School District planned this area for a soccer field, but now does not need that, so they chose to put this building here.

*\*M/S/P Evans/Maloney: to approve CSIT-11-10-1170 site plan for Mountain Bay Elementary Picnic Shelter/Outdoor Classroom, 8602 Schofield Avenue (DC Everest/JAS Construction, LLC).*

- C. PROPOSED CHANGES TO CHAPTER 94 ZONING ARTICLE VIII. OFF-STREET PARKING AND LOADING**

Higgins stated that this started out when the Town of Weston was looking to revise the garage section of their code. She and Tatro then also started to review this and decided to make some updates to this whole ordinance because they had had some issues when it comes to parking lot situations, especially in the strip malls. She started looking for parking requirements in different communities to see how the Village of Weston rated. She did find a community who had recently did a revision to their entire zoning code, in particular their parking section. They had a lot of things that were more specific than us in their parking standards.

Higgins is also looking to get in more plain language on the Plan Commission policy for upgrades to parking lots and the fact that we require curb and gutter, etc. in there. She stated that she and Tatro had been discussing possibly requiring paved driveways in subdivision areas, that there really is not a need for gravel driveways anymore. Tatro has talked to Michael Wodalski, Village Storm Water/Project Engineer, about taking gravel driveways out of the driveway options, with the exception of the rural areas, which would be defined by the zoning district or SR, AG, or RR, and has a driveway at a minimum of 50 feet in length. She stated that all of these changes will need to be acted on at a public hearing. Evans questioned if there property owners still have 10-years to comply with their parking lots. Higgins stated it would be 10 years from the date of the passage of the ordinance. Schuster questioned how about residential driveways. Higgins stated the ordinance discusses parking lots not driveways. Higgins stated that Tatro is looking to expand on the driveway permit. Higgins stated this will be on the January 2011 agenda.

**D. PROPOSED CHANGES TO SCHEDULE OF FEES****1. DRIVEWAYS**

- i. **Commercial Driveway/Parking Lot New or Resurface – Requires Approval by Plan Commission - \$100.00**
- ii. **Residential**
  - a. **New Residential Driveway - \$75.00**
  - b. **Expansion or Surfacing (Asphalt Paving, Concrete, or Paver Brick) (Not Seal Coating) - \$30.00**

Higgins stated that right now driveways are just at a \$75.00 fee. Currently we have been bringing parking lots to Plan Commission, which driveways should go through Plan Commission also. She stated these are all existing fees, but we are expanding on the permits and fees.

*\*M/S/P Maloney/Evans: to approve the proposed changes on the schedule of fees for driveways.*

**2. CSM REVIEW**

- i. **Residential (No Street Dedication) - \$50.00 (New)**
- ii. **Residential (Road Right-of-Way Dedication) - \$150.00 (Existing)**
- iii. **Commercial (No Street Dedication) - \$100.00 (New)**
- iv. **Commercial (Road Right-of-Way Dedication) - \$250.00 – (Existing)**
- v. **Boundary Survey - \$50.00 (Existing)**
- vi. **Extraterritorial - \$50.00 (Existing)**

Higgins stated that most CSM's now do not go through Plan Commission. She would like to drop the price down, as noted above. She said sometimes the fees can cost more than the survey itself. If there is no road dedication, the review is quick and simple. She explained the differences in procedure to the different types of CSM reviews.

Diesen feels commercial CSM's should be \$250.00. Higgins commented that there is work involved, but not as much if road dedication was needed. Evans supports the proposed fees.

*\*M/S/P Maloney/Evans: to approve the proposed changes to the schedule of fees for CSM review.*

**E. 2011 PLAN COMMISSION MEETING AND AGENDA ITEM SUBMITTAL DEADLINE SCHEDULE**

Higgins stated this is brought to the Plan Commission each year, just to make them aware of deadlines followed.

No action was taken.

**VII. FUTURE MEETING TOPICS**

Higgins stated that we are going to start approving the official zoning map on an annual basis. She explained that by approving the zoning map, we are not actually changing anything, just adopting the zoning map as it stands at that particular time, and gives us something to refer back to each year if needed.

**VIII. ADJOURN**

***\*M/S/P Diesen/Maloney: to adjourn at 6:25 p.m.***

Respectfully submitted,

*Valerie Parker*

Valerie R. Parker  
Recording Secretary