

Approved
2/22/2016

VILLAGE OF WINDSOR
PLAN COMMISSION MEETING

Minutes

January 19, 2016

1. Call Meeting To Order And Roll Call.

Meeting convened by Chairperson Wipperfurth at 6:00 p.m. Commissioners present: Al Davis, Barry Eichinger, Dave Gaustad, Kay Hoffman, Bill LeGore, Bruce Stravinski, and Bob Wipperfurth.

Others present: Planning and Development Coordinator Amy Anderson Schweppe, Village Engineer Kevin Richardson, and Village Planner Jamie Rybarczyk.

2. Recitation Of The Pledge Of Allegiance.

The Pledge of Allegiance was led by Commissioner Davis.

3. Minutes From December 17, 2015.

A motion was made by Commissioner Eichinger, seconded by Commissioner Davis, to approve the Minutes of the December 17, 2015, meeting as presented. Motion carried with a 7-0 vote.

4. Announcements.

Chairperson Wipperfurth advised that Windsor and the village of Bristol have reached a settlement agreement, and the lawsuit which the town of Bristol filed was dismissed.

5. Appearances.

None.

6. Windsor Elementary School Site Plan Review – Plan Commission Resolution 2016-01.

Village Planner Rybarczyk indicated that improvements have been proposed for the Windsor Elementary School. The improvements include a building expansion to the north and east, interior improvements to the existing building, demolition of the southwest corner of the existing

building for an outdoor plaza, improved parking layout to the existing south lot, an additional parking lot on the east side of the building, an additional vehicular access point on Windsor Road to allow for separate bus and parent drop off and pick up, connections to neighborhood paths, and an improved playground area. Construction is to begin at the end of March and will be completed in approximately 15 months.

Numerous plans have been submitted to the village. This is a large parcel consisting of 36 acres. None of the additions or demolition is being proposed any closer to the property lines. There will be 211 parking spaces, while they are only required to have 80 parking spaces. The site utility plan did not show any of the easements. With regard to landscaping requirements, they are required to have a total of 22 canopy trees with the parking. They have provided for 23 trees. There will be landscaping around the plaza and foundation of the building and by the residences to the south. The building will be primarily brick with fiber cement panels. The exterior is within the village's design standards. The parking lot to the south will be reconfigured. There should not be any congestion on Windsor Road. Busses will be in a separate parking lot. There will be connections made to the neighborhoods. The path will be moved for a safer connection.

Village Engineer Richardson indicated he was interested in the storm water management plan. The applicant will be putting in storm water management facilities. The village would like to have them approved by Dane County Land Conservation. There are no concerns with sanitary sewer capacity at this time.

Village Planner Rybarczyk stated this is consistent with Windsor's Comprehensive Plan and within the parameters of Windsor's Code of Ordinances. A recommendation has been put together to go to the Village Board with 12 conditions.

Nathan Loehrke, the project engineer, indicated the staff gave an accurate presentation.

Chairperson Wipperfurth indicated it would be beneficial to have access to the school off of North Towne Road.

Commissioner Eichinger asked what happens to the walkway between Lots 2 and 3.

Village Engineer Richardson responded the sidewalk will be removed and the property vacated.

Commissioner Davis had concerns about the playground areas. It is indicated that this is a hard surface area. Is it asphalt? The answer was "yes." Commissioner Davis felt this seemed like a small area. Is it sufficient for the kids?

The project engineer responded that there are additional areas to the north and east.

It was indicated that the existing playground equipment will be removed and stored.

Commissioner Davis stated he was still trying to visualize the playground.

Village Planner Rybarczyk pointed out on the overhead where the storm water management area will be located.

Butch Gollither had a question regarding cars. Will it be only a one-way turn out?

Village Engineer Richardson responded that vehicles will be able to make either a right or left turn out.

There will be a turn lane coming out from the new drive. No changes will be made to Windsor Road.

Chairperson Wipperfurth again indicated that they should look at an access onto North Towne Road.

Bill Vincent had a question regarding the new walkway on Sequoia. There are water problems.

Jeff Betthausen asked for a comparison of 0.5 foot-candles and to what is there now.

A foot-candle is how you see a candle one foot away.

Commissioner Stravinski had a question regarding Sequoia Drive.

Village Engineer Richardson responded that he has not seen any storm water detention plans.

Merlin Dorman asked if there will be any fencing around the retention pond with it being so close to the school.

Fencing is being discussed. They have done it at other areas where there are drainage problems.

A motion was made by Commissioner LeGore, seconded by Commissioner Gaustad, to approve Plan Commission Resolution 2016-01 Recommending Approval Of Site Plan For Windsor Elementary School. Motion carried with a 7-0 vote.

7. Windsor Crossing Development – Concept Plan Review.

Village Planner Rybarczyk indicated that a plan has been submitted for the Windsor Crossing Development. He provided an overview.

In conjunction with the CSM, the developer is requesting a rezone based on revised lot line locations and the addition of Outlot 2 of the Wolf Hollow Plat.

The petitioner is requesting a preliminary review of the conceptual development plan, two certified survey maps, and a replat. The current condominium plat will be replaced by two certified survey maps for the commercial, senior housing, multi-family, and conservancy uses and a replat for the proposed single-family and multi-family uses.

The conceptual development plan follows the Windsor Crossing Master Plan. Twenty acres will be a conservancy area. North Towne Road has been constructed by the village of Windsor, including the sidewalk and multi-use path.

Village Planner Rybarczyk pointed out that the Windsor Crossing Development Plan was also part of the Town of Windsor/Village of DeForest Cooperative Agreement.

The conceptual plan shows a convenience center/gas station/car wash.

According to the village of Windsor Comprehensive Plan, minimum lot size is 12,000 square feet for traditional single-family. Is the developer still meeting the intent of the Windsor Crossing Master Plan with a 10,000 square foot lot?

Regarding the CSM, it is the intent of the developer to remove the condo plat. Waivers were mentioned. Windsor will have to discuss whether it is appropriate to allow for a variance from the zoning or do a PUD.

The developer will pay park impact fees and not a fee in lieu.

Village Engineer Richardson indicated the applicant has submitted preliminary construction plans which he has reviewed. They have not been entirely reviewed by the utility engineer. There are three access points in the layout. It is consistent with the Comprehensive Plan and Windsor's ordinances. The plans are up for conceptual review and discussion.

Applicant, represented by Ron Henshue, gave an abbreviated presentation. He introduced the team members that were present at the meeting. Bill Dunlop was the lead engineer.

He explained that requirements allow for 392 units. They have 379 units at this point in time. He explained the layout of the development. They are requesting a CSM and modification to the single-family section of the replat. Mr. Henshue provided general information.

There is a strong demand for senior housing. There will be multi-family units with the goal of 65 percent being owner-occupied and 35 percent rental. They are having a challenge meeting this. Condos are not strong. The single-family was changed from the original concept. One reason was traffic flow. The original design would not tie into the path. Phasing was discussed. They are expecting a 3-, 4-, 5-year build out. The average lot size did increase. They have 74 lots vs. the original 80 lots. There has been a lot of activity.

Chairperson Wipperfurth indicated the village would have to look at a variance for square footage. The developer can work with village staff on minimum square footages for senior housing close to retail.

Village Engineer Richardson noted there was an issue where water comes across the property. They will have to divert it.

Commissioner Eichinger indicated he would like to see a lot of pedestrian accessibility. There are only two routes to the conservancy area. Is there any way to have other access points?

It was noted that Jim Bricker has been working on the amenities for the area.

Commissioner Stravinski asked about the type of curb.

Village Engineer Richardson responded it would be a standard curb.

Planning and Development Coordinator Anderson Schweppe advised that this development is close to the Wolf Hollow park.

Commissioner Stravinski asked about the change in setbacks.

Bill Dunlop responded it was to give an urban feel.

Village Engineer Richardson advised that Windsor has a 10-foot setback on one side and 15 feet on the other, for a total of 25 feet.

The developer's proposal is to reduce the 10-foot setback to 8 feet between structures.

Commissioner Hoffman asked about getting equipment into backyards if the setbacks are decreased.

The developer responded that it has been done elsewhere.

Village Engineer Richardson indicated the setbacks will need to be staggered.

Commissioner Stravinski added that he does not like narrow setbacks.

Village Planner Rybarczyk suggested that it may be better to write the plat as a PUD.

Commissioner Davis asked about the 11 lots facing North Towne Road and the interior drive. Will the front of the houses be on the interior drive?

The response was there will be no access from North Towne Road, and there will be a berm and landscaping.

It was noted that Ron Henshue will be the face of FDG.

8. Review Of Draft Amendments To The Windsor Code Of Ordinances For Chapter 52 – Zoning Districts C1 (Commercial), C2 (Commercial), RE (Recreational) And CO (Conservancy).

Village Planner Rybarczyk indicated that before the Village Board members were the recreational and conservancy districts.

Commissioner Stravinski noted that conditional uses are discussed on page 15. There is nothing in there that talks about paths or trails.

In RE-1, utility services is a permitted use.

Village Planner Rybarczyk explained that it is not dealing with wetlands. In a conservancy area, it is a conditional use.

Discussion followed regarding utility services and communication towers.

Village Planner Rybarczyk explained the more intensive changes made. There had been A-B Agriculture Business District, L-C 1 Limited Commercial, B-1 Local Business, C-1 Limited Commercial, C- 2 General Commercial, and NC Neighborhood Commercial. They have been consolidated to two districts.

Twelve properties were affected, and the owners received certified letters explaining the zoning they presently had and what they were being moved into. Village Planner Rybarczyk explained the zoning change for each property.

There was discussion regarding a commercial property with multi-family on top in an unsewered area.

Commissioner Stravinski asked whether the village wanted communication towers in C-1.

Chairperson Wipperfurth thought that is where they should go. They could be a conditional use in C-1 and C-2

Commissioner Stravinski disagreed with paragraph (5)(b)2 on page 19, wherein it states that any conditional use permit found to be in violation of this section may be revoked by the Zoning Administrator. The Village Board grants the conditional use permit. The Board should revoke it, not the Zoning Administrator.

Chairperson Wipperfurth disagreed. If there are clear violations, the conditional use permit can be revoked by the Zoning Administrator. He did not want the procedure to become bureaucratic.

9. Review Draft Amendments To The Windsor Code Of Ordinances For Chapter 38 – Article V Standards And Specifications.

This was overlooked by staff when the improvements were done. This was the town's code. It was not brought over from the city of Sun Prairie or Dane County. It was updated regarding a "village." No other modifications were made. This is more of a cleanup. No substantial modifications have been made.

Chairperson Wipperfurth noted that Alan Harvey requested to meet with staff to provide insight and comments on nonmetallic mining, zero-lot-line residential, stacking of wood, wood burning fire places, pools, and fences. He could be a resource to the village moving forward. There was value to the meeting.

This matter goes before the Village Board for draft comment on January 21.

10. Adjournment.

At 8:35 p.m., a motion was made by Commissioner Stravinski, seconded by Commissioner Davis, to adjourn the Plan Commission meeting. Motion carried with a 7-0 vote.

Respectfully submitted,



Ellen G. Teed
Recording Secretary