

 APPROVED  
3-17-2015

TOWN OF WINDSOR  
PLAN COMMISSION MEETING

Minutes

February 17, 2015

1. Call Meeting To Order.

Meeting convened by Chairperson LeGore at 6:00 p.m.

2. Roll Call.

Commissioners present: Al Davis, Barry Eichinger, David Gaustad, Jeff Heisig, Bill LeGore, and Kay Hoffman. Commissioner Beth Trotter had an excused absence.

Others present: Planning and Development Coordinator Amy Anderson Schweppe, Town Engineer Kevin Richardson, Town Attorney Connie Anderson, Town Planner Jamie Rybarczyk, and Town Board Liaison Bruce Stravinski.

3. Recitation Of The Pledge Of Allegiance.

The Pledge of Allegiance was recited.

4. Minutes From January 20, 2015.

A motion was made by Commissioner Hoffman, seconded by Commissioner Davis, to approve the Minutes from the January 20, 2015, Plan Commission meeting as presented. Motion carried with a 6-0 vote.

5. Report From Bruce Stravinski, Liaison To The Town Board.

Supervisor Stravinski advised, in that the last Town Board meeting was a joint meeting with the Plan Commission, he had nothing to report.

6. Appearances.

None.

Old Business

7. Review Of Draft Town Of Windsor Comprehensive Plan Amendments.

Town Planner Rybarczyk indicated he has been working on updates to the Comprehensive Plan, and it is coming to a conclusion. At the joint meeting of the Plan Commission and Town Board, he laid out an adoption schedule. This is a working meeting for the Plan Commission to ask any questions of Town Planner Rybarczyk. February 19 will be the working meeting for the Town Board. March will start the process for public comments. April will be approval by the Plan Commission followed by final approval by the Town Board.

Since the joint meeting, changes were made to the housing map. Parkside has been identified as senior housing. Changes were made to the housing policies and densities. Multi-family and senior housing have been combined based on developments that have come through the town. When the town gets to a larger multi-family development, it should look at it not being a stand-alone development.

The last big change goes to land use, Chapter 8. Language has been solidified about what the town is going to do around the Morrisonville area.

East of 51 is Farmland Preservation. West of 51 supports agriculture.

The Comprehensive Plan was updated with the 2010 census and updated maps.

April 21 is the Plan Commission public hearing.

New Business

8. Preliminary Plat Review Of Wolf Hollow At Pleasant Prairie Creek. A Re-plat Of Portions Of The Plats Of Wolf Hollow, Pleasant Hill Estates And Prairie Creek In The Town Of Windsor. The Plat Location Is Predominantly In The Southeast 1/4 Of Section 20 In The Town Of Windsor And The Northern 1/2 Of The Northeastern 1/4 Of Section 32 In The Town Of Windsor.

a. Public Hearing.

Chairperson LeGore opened the public hearing at 6:03 p.m.

A staff report was provided by Town Planner Rybarczyk. Before the Plan Commission is the preliminary plat for Wolf Hollow at Pleasant Prairie Creek. In prior months, the Plan Commission saw a conceptual replat of the area showing why the applicant is requesting the replat. They are here for a preliminary review. This was originally platted in 2005. Between 2008 and 2013, the development sat because of the recession in the economy. In 2013, Neumann Companies purchased the development and started to move forward with the remaining phases of the development. A new wetland delineation showed that the temporary basin and drainage swales constructed in 2006 have now become wetlands. As a result, it made some of the recorded lots in the original plat no longer buildable, as well as a street. They have put together a replat and provided a replat of the roads.

The town has done a review of the plat. The town's surveyor did not have any comments with what was submitted. There were a couple of comments: that the town work with the developer and take another look at the street network and make sure the naming of the streets makes sense. The original dedication of the plat for the outlots will require approval from the town of Windsor.

Phases 1 and 2 of Wolf Hollow had 60-foot rights-of-way. The replat will be 66-foot rights-of-way. The best transition will be at Autumn Fields Road.

Town Engineer Richardson indicated he would need a utility agreement with Windsor Sanitary District No. 1 for water and sewer. Preliminary plans show paths and easements. He would like a delineation for storm water easements so the property owners do not put gardens and garages in the easement.

Town Attorney Anderson noted there was an exhibit of special provisions marked Exhibit 20. This is the exhibit for Phase 3 of Wolf Hollow. This list of items will also apply to that portion of Wolf Hollow as Phase 4. There are standard conditions.

Don Esposito, representing the developers, stated they have reviewed the staff comments and have some responses to them. Most relate to 1 through 4. The street names have been discussed with the county. The county's naming ordinance is represented on the preliminary plat. Outlot 1 would be added to Pleasant Hill Estates. The transition is fine. Right-of-way abandonment was discussed.

Town Attorney Anderson indicated they did provide an exhibit which was part of their submission.

Chairperson LeGore asked that the developer again go through his comments in order to allow the town to respond.

Mr. Esposito indicated 1 through 3 under the Engineer Comments were fine. No. 4 is acceptable, but they did have a question on easement markings. Nos. 5 and 6 are fine. No. 7 is fine per the soil borings they are undertaking right now. They had no comments regarding Legal Comments or Staff Recommendation.

Chairperson LeGore asked whether the town staff had a chance to review these comments.

Town Engineer Richardson responded that this is the first time that he has heard about easements. He explained that the larger swales can be a problem.

Under the Planner Comments, street names and the addition of Outlot No. 1 were mentioned.

Town Planner Rybarczyk asked whether there has to be a release of Outlot 1. They will provide the town with documentation which will be included in the final plat.

Engineer Comment No. 4 has already been addressed. There were no comments on the Legal Comments.

There were no comments under Staff Recommendation except regarding No. 8. Mr. Esposito stated that the park development fees would be payable at the time of the building permit.

Town Attorney Anderson responded that this would be dealt with in the development agreement.

Michael Franze, 6668 Wolf Hollow Road, Windsor, indicated he was neutral. His house is the last house on Wolf Hollow Road. Now the platting indicates four houses across the street from him. He has some concerns with the new platting and has shared them with Mr. Esposito. The new Lot 1 is right on his property line. With each spring thaw, that lot floods 4-inches deep and runs off onto his yard. He would like to see that taken care of. He would also like to see that the road and mailways are not blocked with construction equipment. There has been limited resident input on this project. Notices only went to those within 500 feet of the project. However, this will affect most of the residents of Wolf Hollow. He is most concerned about the safety of the children in Wolf Hollow. They are used to this road as being a dead end. He felt there would be more concern as more people find out about the project. He also had concerns about speeds of the trucks that will be using Wolf Hollow Road. This is the main road for the children going to Windsor Elementary School. There are no posted speed limits on Wolf Hollow Road. There are no stop signs. He would recommend posting at 25 miles per hour with two stop signs at Memorial Circle and Wolf Hollow Road. Mr. Franze indicated he will speak with the Windsor deputies and ask for additional patrols. His main concern with the project is the traffic on Wolf Hollow Road.

Mr. Esposito added that the problem is that the undeveloped phase was left in an undeveloped state. The lot next to Mr. Franze is low. Any grading will have to take that into account. He will work with the engineer regarding posting signs and would encourage some traffic stops.

The public hearing was closed at 6:33 p.m.

Commissioner Hoffman had some questions. She had concerns about the road excavating equipment coming from the north for the first phase. Could there be more stop signs put up?

Town Engineer Richardson responded that stop signs going north and south would be a nuisance. He indicated there could be extra stop signs when there is the heavy traffic. Stop signs waste gas and cause more trouble than they are worth. He said that getting the deputies there would have more of an effect. With the next phase, the developers will have to provide access from the south.

Town Planner Rybarczyk suggested using the neighborhood association to disseminate information or have a mailer.

Mr. Franze indicated Wolf Hollow has nothing by which to communicate with the neighbors.

Town Planner Rybarczyk responded that some responsibility has to go to the neighbors.

Don Hoffmann suggested putting in speed bumps.

Commissioner Hoffman stated there could be temporary speed bumps.

Commissioner Gaustad indicated the School District sends out mailers. Information could be put in the mailers.

Mr. Esposito indicated they did have a community meeting on October 14, and the replat was presented at that time. There was not much of a turnout.

b. Action (Plan Resolution 2015-01).

Town Attorney Anderson added that the town did receive confirmation that Neumann Companies can also represent the other two owners of the other plats.

A motion was made by Commissioner Eichinger, seconded by Commissioner Davis, to approve Resolution 2015-01 Recommending Conditional Approval Of The Preliminary Plat Of Wolf Hollow At Pleasant Prairie Creek, A Replat Of Portions Of The Plats Of Wolf Hollow, Pleasant Hill Estates And Prairie Creek In The Town Of Windsor, Dane County, WI. Motion carried with a 6-0 vote.

9. Staff Comments.

The Plan Commission was advised that the Blue Addition to Lake Windsor (formerly Windsor Blue) would be coming before it, along with the Bear Tree development. The last phase of Holland Fields will be done this summer. The town has been invited to look at Windsor Elementary School and the proposed new access.

Town Attorney Anderson noted that each of the adjacent towns have all signed statements that are supporting the town of Windsor moving forward toward incorporation.

10. Adjournment.

At 7:03 p.m., a motion was made by Commissioner Davis, seconded by Commissioner Gaustad, to adjourn the Plan Commission meeting. Motion carried with a 6-0 vote.

Respectfully submitted,

A handwritten signature in blue ink that reads "Ellen G. Teed". The signature is written in a cursive style with a large initial 'E' and a long, sweeping tail on the 'd'.

Ellen G. Teed  
Recording Secretary