

TOWN OF WINDSOR
PLAN COMMISSION MEETING

 APPROVED
6-16-2015

Minutes

May 19, 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, Kay Hoffman, Bill LeGore, and Beth Trotter. Commissioner David Gaustad had an excused absence. Commissioner Jeff Heisig was not present.

Others present: Planning and Development Coordinator Amy Anderson Schwappe, 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 led by Commissioner Hoffman.

4. Minutes From April 28, 2015.

Commissioner Trotter added to her comments regarding Windsor Road in connection with Lot 97 of Wolf Hollow. A motion was made by Commissioner Hoffman, seconded by Commissioner Eichinger, to approve the revised Minutes from the April 28, 2015, Plan Commission meeting. Motion carried with a 5-0 vote.

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

Supervisor Stravinski advised that the Plan Commission adopted the text amendments to the Town Comprehensive Plan. This will be before the Town Board at its May 21 meeting. The Town Board also approved the request of William Kaltenberg for approval of a conditional use permit. While the Plan Commission approved the final plat of Bear Tree Farms, this has not yet been scheduled before the Town Board. Work is being done on the development agreement. The Plan Commission approved Lot 97 in Wolf Hollow. This will be on the Town Board agenda

for its May 21 meeting. The Plan Commission also approved the Hoffman quarry which will also be on the agenda for the Town Board's May 21 meeting.

6. Appearances.

None.

7. Wolf Hollow Windsor, LLC Requests Approval Of A Two Lot Certified Survey Map In Order To Adjust Lot Lines At The Southeast Intersection Of Dusky Glen And Prairie Creek Road In The Town Of Windsor.

a. Public Hearing.

Chairperson LeGore opened the public hearing at 6:10 p.m.

A staff report was provided by Town Planner Rybarczyk. The applicant is requesting a lot line adjustment between Outlot 7 and Lot 81 of the Wolf Hollow plat. These lots will be renumbered to Lots 280 and 281. Lot 280 will be increased in size from .26 acres to .30 acres. Lot 281 will be decreased in size from .29 to .25 acres to better accommodate a residence on Lot 280. Applicant is seeking a return of Outlot 7 (previously planned parkland). Lot 112 will be dedicated to the town. The existing Grosbeak Glen Park will be increased to almost double in size.

The village of DeForest reviewed and approved the CSM. The town received a letter from Dane County approving the CSM. The town's surveyor requested a tangent bearing be shown for each end of the main curve. Town Attorney Anderson provided a Resolution with five conditions.

There were no public comments.

Chairperson LeGore closed the public hearing at 6:12 p.m.

b. Action (Plan Resolution 2015-10).

Commissioner Eichinger asked the location of the park, which was then shown on the overhead.

A motion was made by Commissioner Davis, seconded by Commissioner Eichinger, to approve Plan Resolution 2015-10 Recommending Approval Of A Certified Survey Map To Adjust Lot Lines And Reconfigure 3 Lots At The Southeast Corner Intersection Of Dusky Glen And Prairie Creek Road In The Plat Of Wolf Hollow, Town Of Windsor, Dane County. Motion carried with a 5-0 vote.

8. Susan Clack Requests Approval Of A Certified Survey Map And Rezone In Order To Adjust Property Lines Between Adjacent Property Owners. The Location Of The CSM Is 6679 Highland Drive In The Town Of Windsor.

a. Public Hearing.

Chairperson LeGore opened the public hearing at 6:14 p.m.

A staff report was provided by Town Planner Rybarczyk. The petitioner is requesting an adjustment to the rear lot line of the property to include the fence that is currently constructed. The fence was constructed beyond the residential lot line in error, and the lot line adjustment is to match the fence. The property will be rezoned from RE-1 to R-1 to match the single-family lot. Windsor's ordinance indicates that a fence should be one-foot off the property line. Everyone involved is fine with the fence being on the lot line. The village of DeForest provided a letter approving the CSM. The town's surveyor had three technical comments which were addressed.

There were no public comments.

Chairperson LeGore closed the public hearing at 6:16 p.m.

b. Action (Plan Resolution 2015-11).

Commissioner Eichinger asked if there was a letter from the golf course agreeing to the adjustment.

Town Engineer Richardson responded that the golf course is a signatory on the CSM.

It was also noted that Tim Gotzion had no problem with this rezone.

The homeowner is paying the costs for the land transfer.

A motion was made by Commissioner Eichinger, seconded by Commissioner Davis, to approve Plan Resolution 2015-11 Recommending Approval Of A Certified Survey Map And Rezone In Order To Adjust Lot Lines Between Property Owners At 6679 Highland Drive, Town Of Windsor, Dane County. Motion carried with a 5-0 vote.

9. Windsor Properties II, LLC Requests Approval Of A Certified Survey Map And A Site Plan Review For The Expansion Of The Existing Kenworth Trucking Business With New Access Off Of Pelican Bay Circle In The Town Of Windsor.

a. Public Hearing.

Chairperson LeGore opened the public hearing at 6:20 p.m.

Town Planner Rybarczyk stated that the petitioner wishes to construct a new truck sales and service facility at the end of Pelican Bay Circle. The lots would be combined as part of the proposed CSM and would result in an eight-acre expansion. The lots are zoned C-2. The current gravel parking lot will be paved and connected to the new facility. Access would be through Pelican Bay Circle as well as through the parking connecting the existing facilities to the southeast. It was unclear whether the new building would be used in tandem with the existing building. The petitioner is requesting release of the public water main easement from the Windsor Sanitary District.

Within C-2, the building coverage will be within the approved coverage. There are no open space requirements. The majority of the eight acres will have parking. Dane County ordinances were reviewed to come up with a ratio for parking with the belief that 107 stalls were needed. They are proposing 113 tractor parking spaces, 36 tractor/trailer parking spaces, and 75 automobile parking spaces, which exceeds the zoning code. Additional dedicated parking islands or lot perimeter landscaping should be planned. The petitioner is proposing high-quality building materials. Town Planner Rybarczyk questioned reorienting the building. The proposed development shows a driveway width on Pelican Bay Circle of 94 feet. The town does not have an issue with that.

The surveyor had four technical comments, which were nothing of substance.

Town Engineer Richardson stated that storm water management calculations have been submitted to Dane County and the Department of Natural Resources for review. The original design of the storm water management was to accommodate a commercial site.

Petitioner indicated they will be using both facilities. Parking will extend between both. As far as parking calculations, a lot of those calculations were based on automobile parking. A lot will be for parking for sales of tractors. The middle area will be for new trucks. There are 75 proposed stalls for parking cars. On the west elevation of the building there is an existing large berm which was taken into consideration in the placement of the building.

Chairperson LeGore closed the public hearing at 6:32 p.m.

b. Action (Plan Resolution 2015-12).

Reference was made to paragraph 3 on page 2 of the staff report regarding landscaping. The petitioner responded that one of their concerns was with trees and birds overhead. Snowplowing with islands makes things more cumbersome. They intend to put greenery around the building and the perimeter.

All customer access will be through Pelican Bay.

Chairperson LeGore questioned signage, asking whether the petitioner had any plans for signage.

Dennis Petzke responded they may possibly put a pylon sign on the northwest corner of the property.

Chairperson LeGore stated that he appreciated their expansion of their property. This is a very positive thing that they are staying in the area.

Commissioner Davis had concerns regarding truck traffic on CV. There are only two lanes and a partial third lane. Traffic can be very congested. How did the petitioner intend to address this?

Mr. Petzke responded that traffic will not turn by the car wash.

Town Engineer Richardson added that deceleration lanes are already in place. They had to get Dane County approval for access off Pelican Bay from CV. The road was built to different standards so it will take the traffic. Dane County has jurisdiction over CV.

Chairperson LeGore asked about the address.

Town Engineer Richardson responded that this is up to Dane County. The county assigns addresses.

Commissioner Davis questioned the wetland. Will it remain wetland?

Town Engineer Richardson responded that this is for storm water management. It was originally a pond that is now overgrown.

Discussion followed regarding the ability to develop lands to the north and east and west.

Commissioner Trotter was concerned where they would put plantings.

Commissioner Hoffman had comments regarding placement of the building.

Town Planner Rybarczyk added that all of his questions were addressed.

A motion was made by Commissioner Davis, seconded by Commissioner Hoffman, to approve Plan Resolution 2015-12 Recommending Approval Of A Certified Survey Map And Site Plan For Expansion Of Kenworth Trucking Facility At Pelican Bay Circle, Town Of Windsor, Dane County. Motion carried with a 5-0 vote.

10. Incorporation Update.

Town Attorney Anderson stated that an announcement is on the town's website. Motion 299 was created to allow for an additional mechanism for incorporation of towns that are adjacent to third-class cities. The town of Windsor is adjacent to the city of Sun Prairie, which is a third-class city. Some of the requirements include that the town must be a fast-growing area, have a TIF, cooperative boundary agreements, and a sanitary district. When Joint Finance concludes its session, all motions would be sent to the Legislative Reference Bureau to be turned into a bill. This will come out near the end of May or beginning of June. Windsor wants to

insure that there is language including a provision indicating that there is a continuation of the cooperative boundary agreements. This will not upset the apple cart. Drafts are sent to the floor of the Senate and Assembly and are adopted by the Senate and Assembly and will be part of this entire budget bill with a July 1 effective date. This will have to go referendum in Windsor. The Secretary of State will issue a certificate of incorporation and then Windsor will become a village. Anyone can then challenge the incorporation within usually 60 days. What is drafted by the Legislative Reference Bureau will pertain to all towns and not be specific to Windsor.

This is an opportunity for both communities to grow stronger. Windsor knows more about regulation of agricultural lands than the village of DeForest. This could harness both communities for the Windsor/DeForest community in Dane County.

Commissioner Eichinger indicated he was disappointed with DeForest's stance.

Ordinances that currently exist will continue if the town becomes a village.

11. Staff Announcements.

There were none.

Commissioner Hoffman indicated that at the last meeting which involved Lot 97 in Wolf Hollow she made the motion for approval. After that meeting, one of the people from the Wolf Hollow neighborhood came up to her and said if you think you are going to get a quarry passed, you have another think a-coming.

What prohibits political sabotage? The response was having the process run by someone who runs the meeting well.

12. Adjournment.

At 7:25 p.m., a motion was made by Commissioner Eichinger, seconded by Commissioner Davis, to adjourn the Plan Commission meeting. Motion carried with a 5-0 vote.

Respectfully submitted,



Ellen G. Teed
Recording Secretary