

TOWN OF WINDSOR
PLAN COMMISSION MEETING

 APPROVED
05/20/2014

Minutes

April 22, 2014

1. Call Meeting To Order And Roll Call.

Meeting convened by Chairperson LeGore at 6:00 p.m. Commissioners present: Barry Eichinger, Jeff Heisig, Kay Hoffman, Bill LeGore, Beth Trotter, and Dan Wendtland. Alvin Davis had an excused absence. Others present: Planning and Development Coordinator Amy Anderson Schweppe, Town Engineer Kevin Richardson, Town Attorney Connie Anderson, and Town Planner Jamie Rybarczyk.

2. Recitation Of The Pledge Of Allegiance.

The Pledge of Allegiance was recited.

3. Minutes From March 18, 2014.

A motion was made by Commissioner Eichinger, seconded by Commissioner Heisig, to approve the Minutes of March 18, 2014, as presented. Motion carried with a 6-0 vote.

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

Supervisor Stravinski reported on the following:

- At its last meeting, the Plan Commission approved the rezone petition for the farmland preservation zoning map. That was approved by the Town Board with no changes.
- The Town Board also approved Windsor Golf Ventures' request to make a change to the Comprehensive Plan and rezone for the CSM.
- The Governor signed a TIF district bill into law that allows towns to have TIF districts. The town instructed staff to begin putting together information to see whether it will be used in the future.

5. Appearances.

None.

6. Craig Frank Of CF Investments, LLC Requests Consideration Of A Site Plan For Lot 97 Of Wolf Hollow (North Towne Homes). The Proposal Includes A Combination Of 3-Unit, 4-Unit And Row Houses for A Total Of 54 Multi-Family Units. The Project Is Located Southeast Of The Intersection Of Windsor Road And Wolf Hollow Road. The Project Is Surrounded By Existing Residential Along The Following Streets: Windsor Road To The North, Wolf Hollow To The West, And Grosbeak Glen To The South. Plan Commission Resolution (Plan Res. 2014-07).

Town Planner Rybarczyk provided a staff report. Before the Town Board is the site plan for North Towne Homes, a/k/a Lot 97, which is composed of 3.7 acres currently zoned R-4 Residence District. The developer is proposing a total of 54 home units. There will be several building types: three-unit, four-unit, six-unit, and eight-unit. The three- and four-units are more south on the property. The six- and eight-units are more northwest. Each will have a private entrance, garage, and deck, ranging in size from 1,200 to 1,700 square feet. Rent will be between \$1,200 and \$1,500. The developer is also proposing on the northeast part of the site where the mature oak trees are a walking trail with picnic tables. They want to preserve the trees. A park and gazebo will be on the south end of the development. There will be an eight-foot multi-purpose trail as a connector for the trail system. Town Planner Rybarczyk went through the six planning comments.

Town Engineer Richardson has not received any calculations on storm water management. There has always been a plan for a berm. The drawing he had did not show berms. He would also like the applicant to contact the Windsor Sanitary District regarding service for this area.

The applicant was invited to make comments. Craig Frank indicated that Jeff Groenier, his architect, was also present. He addressed the six comments. He has made changes to the site and landscaping plan that hopefully will address the comments.

Mr. Frank indicated he has not had any substantive discussions with town staff regarding naming of the roads. He would like to have the road that accesses the Windsor Crossing site to be North Towne Court or North Towne Way.

He has incorporated changes to both the landscape and site plan so they should be consistent. They both should reflect grades that allow for the berm on the south lot line. The site plan at this point shows a berm and a swale area which will eliminate runoff to the south. He discussed the fence along the lot line. The roads are pitched and there are storm basins to catch the water.

Mr. Frank will be adding a construction fence around the areas looking to preserve the trees.

The applicant discussed what was being proposed to accommodate screening. Trash enclosures will be framed structures with posts that will have three sides and two doors.

If a variance is required for building entrances, they will request a variance.

Mr. Frank showed exterior lighting on the overhead screen. He was trying to reduce the amount of typical street light that one sees. They went with a combination of types of lighting. They are dusk-to-dawn lights.

The applicant explained the color schemes of the buildings and discussed shingles, siding, and brick.

Commissioner Eichinger asked about the character of the fence.

Mr. Frank responded that it would be alternating slats. There will be zero transparency.

Town Engineer Richardson added that the fence must be one foot from the property line and the finished side of the fence must face out. Height is limited to six feet.

Commissioner Eichinger had a question regarding visitor parking.

Mr. Frank responded that there will be ten visitor parking stalls. One side of the street would be allowed for parking.

Town Engineer Richardson pointed out that this is a private development.

Commissioner Eichinger questioned snow removal and snow storage.

The applicant responded that they made accommodations in the northern area to push the snow. They have also allowed a terrace area for snow.

Commissioner Eichinger asked about the population of the development.

Mr. Frank responded that there will be a mix with this type of concept. He did not have any true projections of numbers. Traditionally there are two to three people in a three-bedroom and a couple in a two-bedroom.

Commissioner Eichinger asked if pets were allowed.

The applicant responded that pets are allowed.

Commissioner Eichinger had two comments. He felt the density is high and that this is a bold move. He could see this density in an urban setting.

Commissioner Trotter agreed. Windsor schools are overloaded. In an urban setting, this would fit.

Mr. Frank responded that this is the only multi-family site in Wolf Hollow. In 2005 there was a market study that supported this many units.

Commissioner Heisig had a question regarding EMS.

Town Engineer Richardson responded that the EMS has given its approval.

Discussion followed regarding whether there would be enough room for the emergency vehicles on the roads with road parking and parking in front of the garages.

Chairperson LeGore discussed the emergency access.

Mr. Frank responded that there will be a development agreement requiring that emergency access be maintained.

Commissioner Wendtland felt that the cart was before the horse. There needed to be resolution of Items 13 and 14 regarding traffic patterns and the private roads.

Commissioner LeGore could see a lot of pressure for vehicle parking. There needs to be access for snow removal and keeping the roads accessible. He indicated he would like to see some type of parking management plan.

Commissioner LeGore discussed the facades and asked for the reasons for considering a variance.

The applicant indicated that the impervious area is lower than other developments of this size.

Commissioner Hoffman commented regarding Item 14. This all plays into the development agreement.

Town Engineer Richardson added that the developer has to build according to the development agreement. Regarding parking, this is the time to deal with this. This has to be addressed in the development agreement. There can be attachments to the development agreement regarding parking. He also noted that this is rental property with an agent to manage the property.

Commissioner Eichinger felt this ignores some of the things that he thinks would be for a dense environment. His suggestion would be to reduce the number of units. He would like to see a community garden.

Jamie Walton, 4317 Windsor Road, was okay with the fence on the property line.

Sarah Donner, 4308 Grosbeak Glen, appreciated that there is a fence to the north and would appreciate a fence running the entire line to separate this development from Grosbeak Glen.

Mr. Frank advised that he did not like the idea of fencing in the development. It sends the wrong message.

Dan Hoffman, 4317 Grosbeak Glen, discussed the width of the driveways.

Craig Frank responded that the concept is to not allow water to go to the south.

Mr. Hoffman stated that the pond was not sized properly.

Town Engineer Richardson added that the town still has to review the storm water calculations.

Melissa Ngo, 4312 Grosbeak Glen, discussed the fence. They want division and separation.

Discussion followed regarding parking.

Chad Coogan, 4316 Grosbeak Glen, stated that his property was ten feet lower than this proposed development. Has an engineering study been done for the rain garden? There is a lot of clay in the ground. The water would go to the low land.

Mr. Frank responded that this is preliminary.

Mr. Coogan was in favor of the fence all the way down. He can see the people walking through his property to get to the park.

Greg Goke, 4320 Grosbeak Glen, had concerns with light transfer.

Jason Fredrick, 4324 Grosbeak, had concerns with parking. From where he was formerly from, there were a lot of people from an adjacent development who spilled over into his subdivision.

Attorney Mitchell R. Olson, representing Jack Waterman, spoke. He indicated that this proposal is well along. The storm water plan is of concern. It was just submitted. Density is an issue. The town should look at what is consistent with the area. There was a discussion regarding fencing.

Town Planner Rybarczyk indicated his recommendations were based on the materials with which he was provided. The proposal meets the zoning and land use criteria.

Town Engineer Richardson would like to see the storm water management plan. Fencing is an option.

Commissioner Eichinger alluded to a list of things he would like to see.

Town Attorney Anderson indicated the Plan Commission could table this and request that certain items be addressed. It is unlikely that the town will receive a complete storm water plan until there is a conceptual approval. The Plan Commission could approve subject to the list that was presented or table this and request that the developer bring certain items back to the Plan Commission.

Town Planner Rybarczyk advised that the Plan Commission would not see Items 7 through 12 prior to the development agreement.

Commissioner Wendtland felt that storm water and fencing are major concerns.

A motion was made by Commissioner Wendtland, seconded by Commissioner Eichinger, to table this item until the Plan Commission is satisfied regarding storm water management, a letter from the Fire Department regarding emergency access, fencing to the south and to the west. Commissioner Heisig added that concerns regarding parking be addressed. The motion maker amended his motion to include parking. The second concurred. Motion carried with a 6-0 vote.

7. Richard Potthast, Jr. Requests Approval Of A Certified Survey Map In Order To Combine 2 Parcels Described As Block 7, Lots 15, 16 And 17 In The Village Of Windsor Generally Located At The Intersection Of 3rd Street And Depot Street, Windsor, WI 53598. (Plan Res. 2014-08).

Town Planner Rybarczyk provided a staff report. The petitioner is proposing the combine three existing lots into two new lots. Each new lot has a tenant on it. The buildings pre-date the Dane County Code. His recommendation was for approval based on four conditions. Regarding park fees, the staff did not feel a dedication in lieu of or park fees would be applicable.

A motion was made by Commissioner Eichinger, seconded by Commissioner Hoffman, recommending approval of Resolution 2014-08 Recommending Approval Of A Certified Survey Map In Order To Combine 3 Parcels Described As Block 7, Lots 15, 16 And 17 In The Village Of Windsor And Generally Located At The Intersection Of 3rd Street And Depot Street, Into 2 Lots In Town Of Windsor, Dane County, Wisconsin. Motion carried with a 6-0 vote.

8. Aaron Amundsen Requests Approval Of A Certified Survey Map In Order To Combine 2 Parcels Located At 6562 Winding Way, DeForest, WI 53532. (Plan Res. 2014-09).

Town Planner Rybarczyk indicated that the petitioner wants to combine Lot 64 in Terrace Park with a remnant of land to put an accessory structure on the far lot line. Lot 64 is zoned as residential. The sliver is zoned AG. Sun Prairie suggested a rezone petition.

A motion was made by Commissioner Eichinger, seconded by Commissioner Trotter, recommending approval of Resolution 2014-09 Recommending Approval Of A Certified Survey Map In Order To Combine Lot 64 Of Terrace Park And A Remnant Into One Lot, And Generally Located At 6562 Winding Way, In Town Of Windsor, Dane County, Wisconsin. Motion carried with a 6-0 vote.

9. Speedway (6340 Lake Road) Represented By Site Enhancement Services, Inc. Requests Approval Of A Variance From The Height Restriction Of 16 Feet For Signs In The 36-45 Mile Per Hour Zone To Allow For A New Sign With A Height Of 19 Feet Which Will Allow For More Visibility Of The Sign. (Plan Res. 2014-10).

Town Planner Rybarczyk indicated Speedway is looking to replace its existing on-premises sign with a taller sign and with a sign that has an electric message center. It meets the setback requirements. It does not meet the height requirements of the ordinance. Dane County has already approved the variance.

Both Town Planner Rybarczyk and Town Engineer Richardson did not feel that an added three feet in height would make a difference either way.

Ty Robbins, 6001 Nimitz Parkway, South Bend, Indiana, was present representing Speedway. Speedway's request is for an additional three feet. They are addressing safety in the area. Motorists need the opportunity to see and identify the site to make proper lane changes. The shorter sign is a hardship for Speedway. He did not feel the request was extravagant or excessive. People using the services are not from the area or familiar with it.

Town Supervisor Bruce Stravinski explained the variances that DeForest has granted such as this request.

A motion was made by Commissioner Heisig, seconded by Commissioner Trotter, to approve Resolution 2014-10 Recommending Consideration Of A Variance From Height Restriction For Speedway Sign To Allow More Visibility Of Sign. Motion carried with a 5-1 vote, with Commissioner Wendtland opposing.

10. Kurt Woodburn Requests Lifting The No Vehicular Access Restrictions For Lots 1 & 2 Of CSM 7360, Located Along Gray Road, DeForest, WI 53532. (Plan Res. 2014-11)

Town Engineer Richardson indicated that this request is from a 1990s CSM. As part of that CSM, there was a restriction that the driveways would be together at the corners of the lots. What has happened since these lots were created is that Gray Road is now a cul-du-sac. The way to correct the CSM is by a document prepared by a surveyor. In the 1990s, the town did not want a series of driveways. Since Gray Road is not a through road anymore, Town Engineer Richardson stated that a couple more driveways on that road will not create a traffic problem.

A motion was made by Commissioner Eichinger, seconded by Commissioner Heisig, to approve Resolution 2014-11 Approving Filing Of Affidavit Of Correction For Lots 1 & 2, Certified Survey Map 7360, To Remove "No Vehicular Access" Restriction To Gray Road In Town Of Windsor, Dane County, Wisconsin. Motion carried with a 6-0 vote.

11. Conifer Court Mini-Warehouse Storage Units Concept Plan Review, DeForest, WI 53532.

This is a concept plan. The applicant is present to get feedback as to whether this is something the town would consider for this site.

Town Planner Rybarczyk indicated the petitioner is looking to redevelop the property. Presently there are truck and auto sales. It would change to storage. There are two properties separated by a chain-link fence. The petitioner is proposing 12 additional structures as mini-warehouses, with construction over three phases. Mini-storage is a permitted use in C-2.

Commissioner Eichinger asked about remediation.

Town Engineer Richardson responded that nothing has been reported. Present on behalf of the petitioner were Patrick O'Connor, Bill Kippley, Ryan Quam, and Attorney Michael Lawton. Overhead pictures were shown of the site.

Ryan Quam, the designer of the buildings, explained the proposed buildings and the site.

Attorney Lawton added that zoning is fine and there is no need for a CUP.

Commissioner Wendtland indicated he liked the layout of the buildings. He suggested that the petitioner talk with his neighbors to the south.

12. Adjournment.

At 9:17 p.m., a motion was made by Commissioner Eichinger, seconded by Commissioner Trotter, to adjourn the meeting. Motion carried with a 6-0 vote.

Respectfully submitted,



Ellen G. Teed
Recording Secretary