

PLAN COMMISSION MEETING

Monday, February 8, 2016 at 4:30 p.m.

Council Chambers in the Municipal Building

AGENDA:

- 1) N8287 Hwy Y – Preliminary CSM
- 2) N8276 & N8280 County Road E – Preliminary CSM
- 3) Public Participation Plan for the Comprehensive Plan Amendment
- 4) Plan Commission Minutes – January 25, 2016

N8287 C.T.H. Y CSM

Background:

Robin Schroepfer is looking to create a 1 acre parcel from a 22 acre parent parcel. This new parcel will be rezoned from A-1 to A-3. A house is to be built on the 1 acre parcel.

Issues:

The following issues have been identified by the City of Watertown Zoning Administrator:

1. C.T.H. Y is identified in the 2009 City of Watertown Comprehensive Plan as having a Right-of-Way of 120 feet (60 feet from centerline)
 - a. The Preliminary CSM provides the proper Right-of-Way width of 60 feet from centerline.
2. Airport Approach Protection Zone elevation limits development at this newly combined parcel at 968 feet above mean sea level. The City of Watertown is looking to maintain the proper height restrictions within the Airport Approach Protection Zone under Wisconsin Statute Section 114.136(1)(a) which states:

POWERS OF MUNICIPALITIES. (a) Any county, city, village or town that is the owner of a site for an airport or spaceport which has been approved for such purpose by the appropriate agencies of the state and the federal government may protect the aerial approaches to such site by ordinance regulating, restricting and determining the use, location, height, number of stories and size of buildings and structures and object of natural growth in the vicinity of such site and may divide the territory to be protected into several areas and impose different regulations and restrictions with respect to each area. The provisions of such ordinance shall be effective whether the site and the lands affected by such ordinance are located within or without the limits of such county, city, village or town, and whether or not such buildings, structures and object of natural growth are in existence on the effective date of the ordinance. Such regulations, restrictions and determinations are declared to be for the purpose of promoting the public safety, welfare and convenience, and may be adopted, enforced and administered without the consent of any other governing body. Any ordinance adopted under this section may be amended from time to time in the same manner as is provided for the adoption of the original ordinance in sub. (2). The authority granted in this section shall be independent and exclusive of any other authority granted in the statutes.

- a. The CSM states: No Structure shall be constructed on this lot extending above elevation – 968.
 - i. Should State: Lot 1 has an Airport Approach Protection Zone elevation limit of 968 feet above mean sea level for all building, structures and object of natural growth; whether or not such buildings, structures and object of natural growth are in existence.

Options:

These are the following options, but not limited to, for the Plan Commission based on the information received by the City of Watertown Zoning Administrator:

1. Denial of the Preliminary CSM
2. Approval of the Preliminary CSM without conditions
3. Approval of the Preliminary CSM with conditions, as identified by the Plan Commission
 - a. Rewrite Airport Approach Protection Zone note on CSM to: Lot 1 has an Airport Approach Protection Zone elevation limit of 968 feet above mean sea level for all building, structures and object of natural growth; whether or not such buildings, structures and object of natural growth are in existence.

N8287 Hwy Y Watertown WI

Owners - Robin + Joyce Schroepfer

We would like to rezone 1 acre of
the 34 acres from A-1 to A-3 so
we can build a home on proposed lot.

JEFFERSON COUNTY PRELIMINARY REVIEW FOR CERTIFIED SURVEY

A Division of land located in Government Lot 3 of Section 19, Township 8N, Range 15E
Town of Watertown, Jefferson County, Wisconsin, on Parcel Number 032-0815-1941-002

Owner: Robin & Joyce Schroeppfer
Address: N9398 Beulah Park Road
East Troy, WI 53120
Phone: 262-215-6695

Surveyor: KW SURVEYING INC.
Address: P.O. BOX 32
SULLIVAN, WI 53178
Phone: 262-593-5800

Date Submitted: _____
Revised: _____

- Rezoning
- Allowed Division within Existing Zone
- Form Consolidation in an existing A-1 Zone
- 35+ Acre Lot in A-1 Zone
- Survey of Existing Parcel

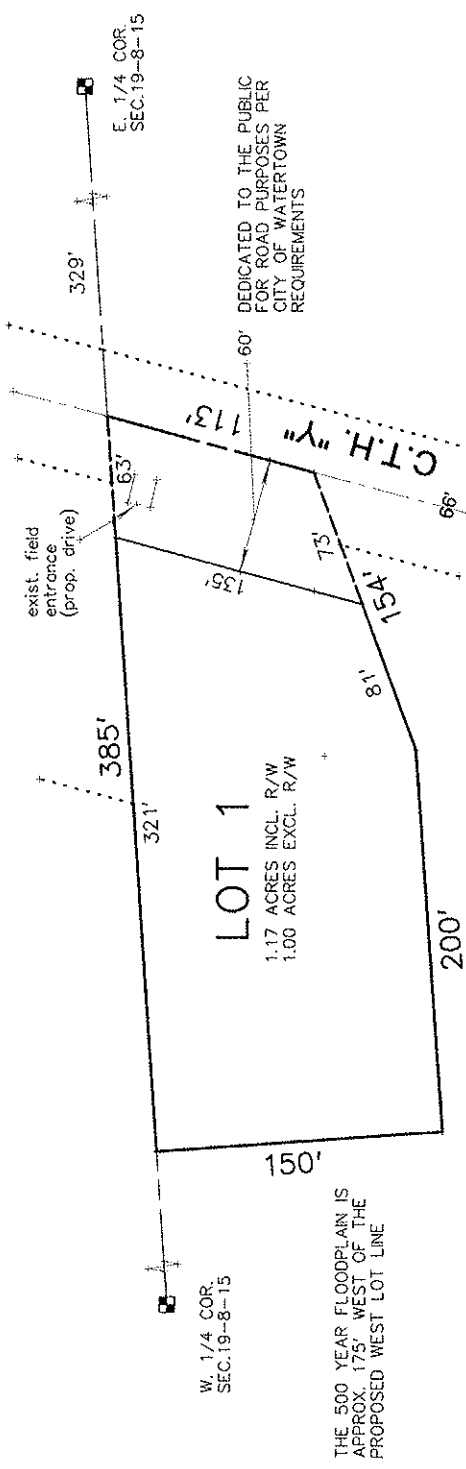
Note to Be Placed on Final CSM

Petition # _____	Zoning _____
Check for subsequent zoning changes with Jefferson County Zoning Department.	

Intent and Description of Parcel to be Divided:
Create a 1 acre parcel for construction of a home

- In addition to the info required by Sec. 236.34 of State Statutes, Sec. 15.04(f) of the Jefferson County Land Division/Subdivision Ordinance requires that the following be shown:
- Existing buildings, watercourses, drainage ditches and other features pertinent to the proper division.
 - Location of access to a public road approved by the agency having jurisdiction over the road.
 - All lands reserved for future public acquisition.
 - Date of the map.
 - Graphic Scale.

NO STRUCTURE SHALL BE CONSTRUCTED ON THIS LOT
EXTENDING ABOVE ELEVATION - 968



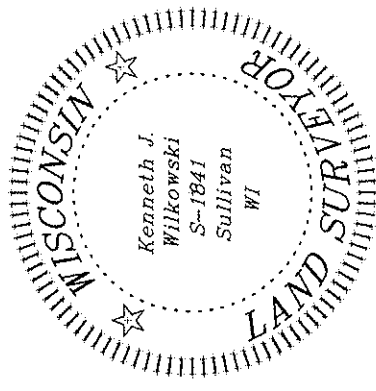
County Surveyor Approval _____ Date: _____

Town Board Approval _____ Date: _____
(Includes Access Approval if Applicable)

County Highway Approval _____ Date: _____
(if Applicable)

Extraterritorial Approval _____ Date: _____
(if Applicable)

Zoning Office Approval _____ Date: _____



Please submit four copies to Jefferson County Zoning, Room 201, Courthouse, 230 S. Main St. Jefferson Wisconsin 53549

1/20/16

JOB NO: 1692

N8276 & N8280 C.T.H. E CSM

Background:

Robin Schroeffer is looking to create a 2 acre lot and a 3 acre lot from a 29 acre parent parcel. The 2 acre lot has a pre-1978 house and the 3 acre lot is a farm consolidation lot with existing house and buildings.

Issues:

The following issues have been identified by the City of Watertown Zoning Administrator:

1. C.T.H. E is identified in the 2009 City of Watertown Comprehensive Plan as having a Right-of-Way of 120 feet (60 feet from centerline)
 - a. The Preliminary CSM provides the proper Right-of-Way width of 60 feet from centerline.
2. There is no Airport Approach Protection Zone elevation limit for these two parcels.

Options:

These are the following options, but not limited to, for the Plan Commission based on the information received by the City of Watertown Zoning Administrator:

1. Denial of the Preliminary CSM
2. Approval of the Preliminary CSM without conditions
3. Approval of the Preliminary CSM with conditions, as identified by the Plan Commission

JEFFERSON COUNTY

PRELIMINARY REVIEW FOR CERTIFIED SURVEY

A division of land located in G.L. 4 & 5 in Section 19, Town 8 N, Range 16 E, Town of Ixonia, Jefferson County, Wisconsin, on Parcel Number(s) 012-0816-1923-000

Date Submitted: January 13, 2016

Revised: _____

Owner: Herman & Patricia Zastrow

Address: N8276 County Road E

City, ST Zip: Watertown, WI 53094

Phone: 920-261-5899

Surveyor: Anderson Land Surveying LLC

Address: W6141 Star School Road

City, ST Zip: Fort Atkinson, WI 53538

Phone: 920-563-8162

Note to be placed on final CSM

Petition # _____ Zoning _____

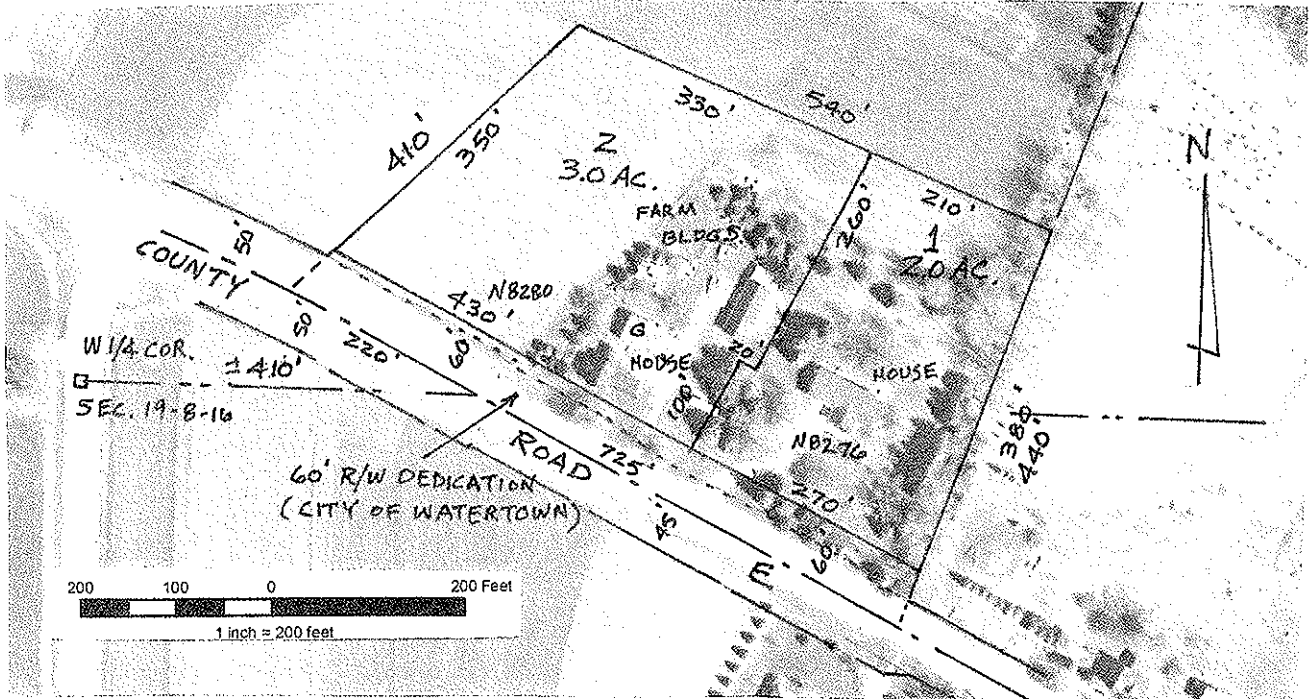
Check for subsequent zoning changes with Jefferson County Planning and Zoning Department.

In addition to the info required by Section 236.34 of State statutes, Sec. 15.04(f) of the Jefferson County Land division/Subdivision Ordinance requires that the following be shown:

- Existing buildings, watercourses, drainage ditches and other features pertinent to the proper division.
- Location of access to a public road, approved by the agency having jurisdiction over the road.
- All lands reserved for future public acquisition.
- Date of the map
- Graphic Scale

- Rezoning
- Allowed Division within an existing Zoning District
- Survey of Existing Parcel

Intent and Description of Parcel to be Divided: Lot 1- create a 2 acre A-3 lot with an existing pre 1978 house for estate purposes.
Lot 2 - create a 3 acre Farm Consolidation Lot to be sold to their Grandson. He would like to raise a few farm animals and grow crops for feed.



NOTE: Areas and dimensions on this Preliminary are approximate only and in most cases will vary from the Final survey data.

Town Board Approval _____ Date _____

(Includes Access approval if applicable) Town wishes to sign Final Certified Survey Map Yes No

County Highway Approval _____ Date _____

(If applicable)

Extraterritorial Approval _____ Date _____

(if applicable)

County Surveyor Approval _____ Date _____

Zoning Office Approval _____ Date _____

Please submit four copies to Jefferson County Planning & Zoning, 311 S Center Ave. Room 201, Jefferson, WI 53549

Public Participation Plan

Background:

The City of Watertown is looking to amend the 2009 City of Watertown Comprehensive Plan as part of the creation of Tax Increment District #7. This process is being guided by Section 66.1001 of Wisconsin Statutes.

Issues:

The City of Watertown Zoning Administrator has identified the following issues:

1. There are no issues identified

Options:

These are the following options, but not limited to, for the Plan Commission based on the information received by the City of Watertown Zoning Administrator:

1. Denial of the resolution for a Public Participation Plan within the 2009 City of Watertown Comprehensive Plan.
2. Approval of the resolution for a Public Participation Plan within the 2009 City of Watertown Comprehensive Plan.
3. Approval of the resolution for a Public Participation Plan within the 2009 City of Watertown Comprehensive Plan with conditions.

CITY OF WATERTOWN COMPREHENSIVE PLAN AMENDMENTS PUBLIC PARTICIPATION PLAN

Section 1: Introduction

In 2009, the City of Watertown adopted its most recent comprehensive plan. The City is now undergoing a process to amend the comprehensive plan. In order to comply with Wisconsin's comprehensive planning law, the City has prepared the following public participation plan and timeline. Public participation helps ensure that the comprehensive plan accurately reflects the vision of the community.

Section 2: Purpose

Pursuant to Section 66.1001(4)(a), Wisconsin Statutes, the purpose of a Public Participation Plan is to outline the procedures that will be used in the planning process to foster public participation, including open discussions and public meetings, to ensure that there are opportunities for participation in the comprehensive plan amendment process. This Public Participation Plan specifies procedures to involve the public in reviewing proposed amendments to the comprehensive plan.

Section 3: Policy Guidelines for Public Participation

To foster public participation in the planning process, the following guidelines will be followed:

- All Plan Commission meetings devoted to the comprehensive plan amendment process will be publicized in advance and open to the public.
- City staff and its consultants will prepare and disseminate information to the public on the participation efforts for the comprehensive plan amendment. Interested citizens should contact Zoning Administrator Jacob Maas at (920) 262-4041 for more information.
- The City's Plan Commission will provide policy guidance during the amendment process.
- The City will work with local media and utilize other existing sources of communication as a tool to reach out to the public and gather input.
- The Plan Commission will recommend adoption of the amended comprehensive plan to the City Council. A Class I hearing notice in the City's official newspaper of record will be published prior to the public hearing.
- The City will establish a timeline outlining the process for plan preparation and review. The City intends to follow the established timeline, although the timeline may be adjusted as project requirements and the needs of the City evolve.

PLAN COMMISSION RESOLUTION 2016-_____
RECOMMENDING THE ADOPTION OF A PUBLIC PARTICIPATION PLAN
FOR THE CITY OF WATERTOWN, WISCONSIN

WHEREAS, the City of Watertown on November 17, 2009, adopted the City of Watertown Comprehensive Plan, under the authority of and procedures established by §66.1001(4), Wisconsin Statutes; and

WHEREAS, that 2009 Comprehensive Plan document advises both the regular Plan Commission review of the Comprehensive Plan, as well as the ability to respond to unique circumstances which arise in relation to the Comprehensive Plan which are distinct from the regular plan review process, and to enable the City's consideration of potential amendments where the Plan becomes irrelevant or contradictory to emerging policy or trends; and

WHEREAS, §66.1001(4)(a), Wisconsin Statutes, requires that the governing body of the local governmental unit adopt written procedures designed to foster public participation at every stage of the comprehensive plan preparation or amendment process, and that such written procedures shall provide for wide distribution of draft plan materials, an opportunity for the public to submit written comments on the plan materials, and a process for the governing body to respond to such comments; and

WHEREAS, the City of Watertown believes that meaningful public involvement in processes designed to periodically consider and adopt amendments to its Comprehensive Plan is important to assure that the resulting Plan and adopted amendments meet the wishes and expectations of the public; and

WHEREAS, the attached "City of Watertown Comprehensive Plan Amendment Public Participation Plan" includes procedures to foster public participation, ensure distribution of draft plan materials, provide opportunities for written comments on such materials, and provide mechanisms to respond to such comments.

NOW, THEREFORE, BE IT RESOLVED that the Plan Commission of the City of Watertown hereby recommends that the Common Council adopt a resolution to constitute official City approval of the attached "City of Watertown Comprehensive Plan Amendment Public Participation Plan" as required under §66.1001(4)(a), Wisconsin Statutes.

Adopted this 8th day of February, 2016.

Insert name, Plan Commission Chair

Cindy Rupprecht, City Clerk/Treasurer

RESOLUTION ____-____

ESTABLISHING PUBLIC PARTICIPATION PROCEDURES
FOR THE 2016 AMENDMENTS TO THE CITY OF WATERTOWN COMPREHENSIVE PLAN

WHEREAS, the City of Watertown on November 17, 2009, adopted the City of Watertown Comprehensive Plan, under the authority of and procedures established by §66.1001(4), Wisconsin Statutes; and

WHEREAS, that 2009 Comprehensive Plan document advises both the regular Plan Commission review of the Comprehensive Plan, as well as the ability to respond to unique circumstances which arise in relation to the Comprehensive Plan which are distinct from the regular plan review process, and to enable the City's consideration of potential amendments where the Plan becomes irrelevant or contradictory to emerging policy or trends; and

WHEREAS, §66.1001(4)(a), Wisconsin Statutes, requires that the governing body of the local governmental unit adopt written procedures designed to foster public participation at every stage of the comprehensive plan preparation or amendment process, and that such written procedures shall provide for wide distribution of draft plan materials, an opportunity for the public to submit written comments on the plan materials, and a process for the governing body to respond to such comments; and

WHEREAS, the City of Watertown believes that meaningful public involvement in processes designed to periodically consider and adopt amendments to its Comprehensive Plan is important to assure that the resulting Plan and adopted amendments meet the wishes and expectations of the public; and

WHEREAS, the attached "City of Watertown Comprehensive Plan Amendment Public Participation Plan" includes procedures to foster public participation, ensure distribution of draft plan materials, provide opportunities for written comments on such materials, and provide mechanisms to respond to such comments.

WHEREAS, at a duly noticed public meeting held on February 8, 2016, the City of Watertown Plan Commission adopted resolution 2016-____ recommending that the Watertown Common Council adopt the attached "City of Watertown Comprehensive Plan Amendment Public Participation Plan" as its public participation procedures for amendments to the City's 2009 Comprehensive Plan.

NOW, THEREFORE, BE IT RESOLVED that the Common Council of the City of Watertown hereby adopts the procedures included in the "City of Watertown Comprehensive Plan Amendment Public Participation Plan" as its public participation procedures for periodic amendments to the City's Comprehensive Plan, meeting the requirements of §66.1001(4)(a), Wisconsin Statutes.

Approved this 15th day of February, 2016.

John David, Mayor

ATTEST:

Cindy Rupprecht, City Clerk/Treasurer

Plan Commission Minutes
Monday, January 25th, 2016

The Plan Commission met on the above date at 4:30pm in Council Chambers of Municipal Building with the following members present: Mayor John David, Ken Berg, Augie Tietz, Tony Arnett, Sherry Cira, City Engineer Jaynellen Holloway, and Zoning Administrator Jacob Maas. Also in attendance were Staff Engineer Andrew Beyer, Steve Wurster of Ruekert Mielke Engineering, Alderperson Emily McFarland, James & Barb Bilgrien, Susan Schultz, Victor Miller, David & Judith Frohling, Shawn Stangler, Jim Freres, Ed Walsh, Peter Kelm, Doug Zwieg, Joe Heiden, Shannon O’Gorman, Andrea Turke, Robert & Diane Zwieg, Kap Peter and Jake Batterman of the Watertown Daily Times.

1: 1184 N 4th Street—PH—Kwik Trip—CUP request for in-vehicle sales & service: Mayor David opened the Public Hearing for Kwik Trip’s request for a CUP to do in-vehicle sales & service. He then asked Jacob Maas to provide some basic features of their proposal. It would include a proposed 6,000 sq foot convenience store, car wash and fueling canopy with allowance for outdoor display and an electronic messaging center onsite. Jacob noted there are citizen concerns w/ the canopy being proposed, the hours of operation that neighbors would like reduced and the amount of lighting at this proposed store. Several residents in the surrounding area spoke up against Kwik Trip’s proposal, including Victor Miller, Susan Schultz, Bob Zwieg, Andrea Turke, Shawn Stangler, Kasper Peter, Peter Kelm, hitting on its incompatibility with numerous residential properties on the northeast side of our City. They cited the radical change it would result in for the rural look presently at 1184 N 4th Street, the many traffic problems and safety concerns it would pose if approved, the increased noise that would result, the lighting pollution that would occur from a this gas station, convenience store and car wash. Shannon O’Gorman spoke of the adverse impact it would have on his gas station/convenience store on Hwy 16, just northwest of Kwik Trip’s new proposed store, if this CUP request was approved. He pointed out the concerns he had should we approve this proposal, stating that 600 to 800 cars per day in and out of this site would pose a lot traffic and safety problems, that he could not compete with Kwik Trip on the services they offer vs what his store provides for customers visiting it. He also raised issues about Ken Berg as a real estate broker and Plan Commission member having a conflict of interest due to his previous dealings with Kwik Trip. Mayor David closed the PH once all residents present had received an opportunity to speak.

Steve Wurster of Ruekert Mielke Engineering was asked by Mayor David to speak on the storm water runoff and water related concerns of those present and who are opposed to this project. He stated that Watertown has adopted standards for allowed storm water runoff that are higher than state requirements and that any new development in the city must comply with numerous state and local guidelines. He noted there will be a large detention pond installed on the north side of the property as part of this proposal and that the rates for allowed runoff will be less than if the Kwik Trip project were not in place. Steve stated that several pipes and drains will collect the water during rains and move it to their detention pond where it will be released at rates reducing the likelihood of flooding. He also stated that Kwik Trip was required to do an updated wetland delineation study to replace the one they had from years ago. This newer study shows that no flood plain areas are present for their site at 1184 N 4th Street. Jacob Maas then went over some other points he wanted to provide to Commissioners. He read a letter from our City Planner Mike Slavney stating that a convenience store/gas station is the highest & best use for this site, that the use is consistent with our Comprehensive Plan

& fully conforms to our Zoning Ordinance, that Kwik Trip has been very open to city staff & neighborhood concerns & have modified their plan in a number of significant ways including the elimination of a driveway onto Carl Schurz Drive, which neighborhood residents insisted on. Jacob stated that everything addressed at Site Plan Review has been satisfied. Watertown resident Jim Freres raised concerns about the proposed driveway closest to Highway 16 being a safety hazard if vehicles leaving Kwik Trip are allowed to turn north since he feels it will contribute to the likelihood of vehicle accidents and traffic congestion.

Ken Berg commented on statements by Mr O’Gorman that he had a conflict of interest in that matter before the Commission. Ken stated he sold this land at 1184 N 4th Street in 2005 for Charles Bennidt and that Mr Bennidt had owned this property for 25 years with the intent of building a Red Owl Grocery Store. It was sold in 2005 to two developers with the intent of building a commercial plaza at this site. However, in 2007, these owners sold it to Kwik Trip after giving up on the idea of a Plaza. Ken’s point was that he never worked for Kwik Trip or received a nickel in compensation from them and that the consistent uses for this site have been commercial, related to its zoning of General Business. Ken pointed out that similar Kwik Trip stores like the one proposed for Watertown have assessed values of \$3-4 million which result in property tax revenues approaching up to \$100,000 per year once fully assessed. He feels it may help generate some momentum on more commercial development in the city since Kwik Trip is viewed favorably as a business and that other businesses may follow suit. He pointed out that solid commercial development can add to the quality of life for those using these businesses for the personal needs and that Kwik Trip is known as one of the most highly respected employers in the state for how they treat their employees, customers and conduct business. Lastly, he commented on Kwik Trip’s willingness to compromise when constructing new stores so as to create good relationships are formed with the neighborhood.

Augie Tietz moved to approve the Kwik Trip request for a CUP for in-vehicle sales & service at 1184 N 4th Street, on the condition that they install a green canopy similar to color they are proposing for the shingles on their roofs, that the strength of lighting at this store be limited to 25’ candles in brightness, that the columns proposed at this store be brick in appearance and that restrictive hours be in place at this site, which was then seconded by Tony Arnett. John David moved to amend this motion on the stipulation that hours of operation for this convenience store be no earlier than 5am and no later than 11pm daily, which was seconded by Ken Berg and approved unanimously. John David then moved to further amend the main motion to restrict the driveway closest to Hwy 16 so that vehicles leaving this store would not be allowed to turn left and go north onto 4th Street, which was seconded by Jaynellen Holloway and approved unanimously. The motion to grant the CUP to Kwik Trip as twice amended was then adopted unanimously.

2: 1184 N 4th Street PH Kwik Trip CUP request for group development: Mayor David opened the PH for a CUP request by Kwik Trip for a group development at 1184 N 4th Street. No public comments were made so the PH was closed. Jacob Maas provided a summary of reasons why a group development CUP was needed by Kwik Trip. They are proposing to build a gas station and carwash at 1184 N 4th Street with the carwash being unattached from the gas station, as two separate structures. Since the gas station and carwash are considered primary structures a group development is required on this site which is zoned General Business. Sherry Cira

moved to grant a CUP for a group development at 1184 N 4th Street, as long as the hours of operation at the carwash are consistent with the convenience store of no earlier than 5am and no later than 11pm daily, along with the other conditions set forth in the CUP for in-vehicle sales and service, seconded by Augie Tietz and approved unanimously.

3: 1184 N 4th Street PH Kwik Trip CUP request for electronic message center: Mayor David opened the PH for a CUP request by Kwik Trip for a electronic message center at 1184 N 4th Street. No public comments were made so the PH was closed. Jacob commented that the message can only change at a rate of not more than once every minute and that it cannot be a flashing or chasing lights type of display. Also, it must be 12' or more off the right of way from Hwy 16 and that it will be facing the highway and not the residential neighborhood. Augie Tietz moved to approve a CUP for Kwik Trip at 1184 N 4th Street for an electronic message center, which was seconded by Sherry Cira and approved unanimously.

4: 1184 N 4th Street PH Kwik Trip CUP request for outdoor display: Mayor David opened the PH for a CUP request by Kwik Trip for outdoor display at 1184 N 4th Street. No public comments were made so this PH was closed. Jacob again summarized the issues related to this request stating the outdoor display of items is consistent with items related to a convenience store, gas station, carwash and as allowed by our City Code: Section 18.105(3)(e)(2)(b) and 18.206(4)(d). Sherry Cira moved to approve a CUP for Kwik Trip at 1184 N 4th Street for outdoor display, seconded by Augie Tietz and approved unanimously.

5: Site Plan Review Minutes—January 11th, 2016: A motion was made by Sherry Cira to approve the minutes of the Site Plan Review of January 11th, 2016 as written, seconded by Augie Tietz and approved unanimously.

6: Plan Commission Minutes-January 11th, 2016: A motion was made by Augie Tietz to approve minutes of the January 11th, 2016 Plan Commission meeting as written, seconded by John David and approved unanimously.

There being no further business to come before the Commission, a motion to adjourn at 5:25pm was made by Augie Tietz and was seconded by John David. So ordered.

Respectfully Submitted,
Ken Berg Alderperson