CITY OF EDGERTON EDGERTON CITY HALL 12 ALBION STREET EDGERTON, WI

PLANNING COMMISSION

Monday, November 18, 2024 at 6:00 P.M.

NOTICE: The meeting noticed above will also be live streamed on a Zoom platform: To view the meeting, please select the link to the meeting listed on the **calendar events** on the City website's home page at www.cityofedgerton.com. Due to occasional technical difficulties, citizen participation via Zoom may not be possible.

- 1. Call to Order; Roll Call.
- 2. Confirmation of appropriate meeting notice posted Friday, November 15, 2024.
- 3. Approve October 28, 2024 Plan Commission meeting minutes.
- 4. Consider public participation activities for the 2025 Comprehensive Plan Update.
- 5. Discuss administrative approval of extraterritorial land divisions that combine lots.
- 6. Consider extraterritorial land division for Petersen for lot line adjustment on E Knutsen Road in Section 13 of the Town of Fulton.
- 7. Consider extraterritorial land division for Henning to combine lots on N Arrowhead Shores Dr in Section 16 of the Town of Fulton.
- 8. Consider extraterritorial land division for Kase and Yusi He to combine lots on Ellen Dale Dr in Section 11 of the Town of Fulton.
- 9. Consider extraterritorial land division for Bernstein to combine lots on Forest Ave in Section 36 of the Town of Albion.
- 10. Consider extraterritorial land division for Morrison to combine lots on Hwy 59 in Section 7 of the Town of Fulton.
- 11. Set next meeting date and future agenda items.
- 12. Adjourn.

cc: Commission Members

All Council Members

Department Heads

City Engineer

Newspapers

NOTICE: If a person with a disability requires that the meeting be accessible or that materials at the meeting be in an accessible format, call the City Administrator's office at least 6 hours prior to the meeting to request adequate accommodations. Telephone: 884-3341.

Notice is hereby given that a majority of the Common Council is expected to be present at the above scheduled noticed meeting to gather information about a subject over which they have decision-making responsibility. The only action to be taken at this meeting will be action by the Planning Commission."

OCTOBER 28, 2024 PLAN COMMISSION MEETING MINUTES CITY OF EDGERTON

Commission Chair Chris Lund called the meeting to order at 5:30 p.m.

Present: Chris Lund, Jim Burdick, Paul Davis, Theran Springstead, Jim Kapellen, Julie Hagemann, and Ron Webb.

Also present: City Administrator Ramona Flanigan.

Flanigan confirmed the meeting agendas were properly posted on Friday, October 25, 2024 at the Post Office, Edgerton Library, the City's website and City Hall.

MINUTES: A Jim Kapellen/Julie Hagemann motion to approve the September 18, 2024 Plan Commission meeting minutes passed, all voted in favor.

SITE PLAN APPROVAL FOR 1110 N MAIN ST: The petitioner proposes to use the property at 1110 N Main St as a chiropractic office and wishes to expand the parking lot. The proposed site plan would add 2,400 sf of pavement for 6 parking stalls on the back side of the building.

Jim Kapellen/Ron Webb moved to approve the site plan for 1110 N Main St to allow the expansion of a parking lot with the following conditions:

- 1. If site lighting is added in the future, the lights have cut-off optics.
- 2. If a dumpster is added in the future, it is screened and is not located in front of the building. The motion passed on a 7/0 roll call vote.

CONCEPT PLAN FOR A 5.3-ACRES EAST OF YORK RD AND NORTH OF PARK AVE/CHAUCER ST EXTENEDED RIGHT OF WAY: The Commission discussed the proposed development at a previous meeting. The Commission recommended this development be considered using a Planned Development process (PUD) and private streets. The process for a PUD was discussed. The next step in this process would be a public hearing to review more precise proposal of the land development. At this stage zoning changes would be discussed. The developer will need to submit a plan including a woodland evaluation plan, which would incorporate any suggestions from the Commission, for the public hearing.

CONCEPT PLAN FOR A PLANNED DEVELOPMENT FOR THE PROPERTY LOCATED ON RIVER RD EAST OF 805 E FULTON ST: This parcel is located on river Rd east of 805 E Fulton St. The petitioner wishes to construct one duplex and one 3-unit multifamily residential structure. They wish to develop this parcel as a Planned Development. This would require a rezone and a conditional use permit.

EXTRATERRITORIAL LAND DIVISION FOR OREN: A Kapellen/Springstead motion to approve an extraterritorial land division for Oren to combine lots on N Watts Spring Park Rd in Section 11 of the Town of Fulton passed on a 7/0 roll call vote.

EXTRATERRITORIAL LAND DIVISION FOR ZYCH: A Ron Webb/Jim Burdick motion to approve an extraterritorial land division for Zych to create one lot on Cnty Hwy N in Section 32 of the Town of Albion passed on a 7/0 roll call vote.

Being no other business before the Commission, a Ron Webb/Theran Springstead motion to adjourn passed, all voted in favor.

Ramona Flanigan/wjl City Administrator

FROM: Ramona Flanigan

MEETING DATE: November 18, 2024

STAFF DISCUSSION

Comprehensive Plan: The Plan Commission will be updating the Comprehensive Master Plan next year. The public input activities are a very important part of the process. Section 2.1 of the attached proposed contract with Vandewalle and Associates includes a visioning session. There are additional options for public participation activities on pages 4 and 5 of the proposal. The Commission should review the activities and recommend which of the activities should be included in the contract.

Zoning Administrator approval of Extraterritorial land divisions: Does the Plan Commission want to consider amending the subdivision chapter to allow administrative approval of extraterritorial land division that are to combine lots as opposed to requiring a Plan Commission recommendation and Council action?



City of Edgerton Comprehensive Plan Update Scope of Services

Draft: 11.8.24

BASE TASKS

Work Element One: Project Management, Plan Evaluation and Existing Conditions Analysis

Task 1.1: Progress Meetings with City Staff

V&A will facilitate up to six virtual meetings with City staff to discuss progress, report on findings, review draft documents, and receive direction.

Task 1.2: Base Mapping

V&A will coordinate with the various City departments and outside agencies to collect updated background mapping data including transportation, land use, natural resources, and community facilities.

Task 1.3: Update Data and Projections

V&A will collect and update all required data sets and rerun population, housing, and land use projections to be used in the Plan. Primary sources will be the US Census, DOA population projections, ArcGIS Business Analyst, the most recent ACS, and current zoning map, among others.

Task 1.4: Project Update Materials for Website or Social Media

Throughout the project, V&A will produce various summary materials at key milestones of the project that the City can distribute via its website or social media accounts. This information will keep interested community members informed and updated throughout the process.

Task 1.5: Review and Revise Public Participation Plan

V&A will review the City's Public Participation Plan and recommend changes as needed. If amended, the revised Public Participation Plan will be adopted by the Plan Commission and City Council.

Task 1.6: Community Site Visit

Members of the V&A project team will conduct an all-day community site visit consisting of the following:

120 East Lakeside Street • Madison, Wisconsin 53715 • 608.255.3988 • 608.255.0814 Fax 247 Freshwater Way • Milwaukee, Wisconsin 53204 • 414.988.8631 www.vandewalle.com

- **City Tour:** Members of the V&A project team will participate in a tour of the community with City staff to enhance our familiarity with the City including recent and ongoing development projects and other areas of focus.
- **Department Head Meeting:** V&A will facilitate a meeting with City department heads to discuss successes and challenges in implementing the 2015 Comprehensive Plan and solicit ideas on key issues to be addressed in the updated Plan.
- Plan Commission Kick-off Meeting: V&A will facilitate a Kickoff Meeting with the Plan Commission to approve the Public Participation Plan, review the project schedule and process, discuss successes and challenges in implementing the 2015 Comprehensive Plan, identify key areas of change, and gather other input necessary to guide the development of the updated Plan.

Work Element Two: Public Engagement

Task 2.1: Community Visioning Workshop

V&A will facilitate an in-person, interactive Community Visioning Workshop to gather feedback from the entire community on the vision for the future, what makes the City unique, and the key issues to be addressed over the next 10+ years.

For more public engagement options, refer to the menu of optional tasks below.

Work Element Three: Draft Plan Update Preparation

Task 3.1: Prepare Draft #1 Redline for Staff Review

V&A will review the text of the 2015 Comprehensive Plan and make preliminary updates using tracked changes. This "redline draft" will be provided in digital form for City staff review and comment. City project staff will be responsible for obtaining and compiling comments from all other City staff and departments. Comments also will be discussed with staff in one or more extended calls with V&A.

Task 3.2: Prepare Draft Map Changes

V&A will prepare updated Plan Maps based on the versions in the 2015 Comprehensive Plan. The updates will be provided in digital form for staff review and comment. City project staff will be responsible for obtaining and compiling comments from all other City staff and departments. Comments also will be discussed with staff at one or more extended calls with V&A.

Task 3.3: Prepare Draft #2 for Plan Commission Review

V&A will make City staff's suggested changes to the Redline Draft and Draft Map Changes and produce a "clean" version of the Plan for Plan Commission Review. To encourage greater use of the Plan, the document may be reformatted and reduced in length using techniques such as including the existing conditions and detailed data in technical appendices and including graphics, charts and tables to quickly communicate primary findings and recommendations. The draft will be provided in digital form for staff to transmit to the Plan Commission and make available to the public in either electronic or hard copy.

Task 3.4: Plan Commission Meeting to Review Draft #2

V&A will facilitate an in-person Plan Commission meeting to review and gather input on Draft #2.

Task 3.5: Prepare Draft #3 for Open House

V&A will make the appropriate changes based on Commission feedback to produce Draft #3. The changes to the draft will be discussed with City staff prior to completion and provided in digital form for staff to transmit to the Plan Commission and make available to the public in either electronic or hard copy.

Task 3.6: Prepare Draft Executive Summary

V&A will prepare a Draft Executive Summary consistent with the contents of Draft #3 of the full Comprehensive Plan. The Executive Summary will be a full-color, highly engaging piece that includes the Vision & Framework Graphic (if included in scope) and key outcomes from the Plan elements. The draft Executive Summary will be reviewed with City staff prior to completion and provided in digital form for staff to transmit to the Plan Commission and make available to the public in either electronic or hard copy.

Task 3.7: Public Open House

V&A will organize and facilitate a Public Open House to gather feedback on Draft #3 and the Draft Executive Summary. This will be a drop-in format where participants can review materials at their own pace and based on their own interests. Methods for providing input will include some combination of comment forms, survey with real time results, sticky notes, and one-on-one and small group conversations with V&A project team members and City staff and officials. The Open House will take place immediately prior to the Plan Commission meeting in Task 3.9.

Task 3.8: Public Open House - Online Version

V&A will provide a modified virtual option with a plan summary recording and virtual comment forum (Idea Board or Survey Monkey) to provide the public an opportunity to review and comment on the draft Plan at their leisure.

Task 3.9: Plan Commission Meeting to Review Draft #3

V&A will facilitate an in-person Plan Commission meeting to review and gather input on the draft Plan. At the conclusion of the meeting, the Plan Commission will be asked to consider scheduling a formal public hearing for Plan adoption

Work Element Four: Plan Adoption

Task 4.1: Prepare Draft #4 for Public Hearing

V&A will make the appropriate changes to the draft Plan based on direction from the Commission and public feedback to produce a final draft for the public hearing. The changes to the draft will be reviewed with City staff before being completed and provided in digital form for staff to transmit to the Plan Commission and make available to the public in either electronic or hard copy.

Task 4.2: Mail Minimum 30-Day Public Hearing Notice

V&A will prepare and send mailings to all neighboring and regional jurisdictions notifying them of the Public Hearing and draft Plan.

<u>Task 4.3: Joint Plan Commission and City Council Public Hearing and Plan Commission</u> <u>Recommendation</u>

V&A will facilitate an in-person Joint Plan Commission and City Council Public Hearing to gather public feedback on the draft Plan and seek a formal recommendation from the Plan Commission. At this meeting, the Plan Commission would recommend the Plan to the City Council, and the Council could consider adopting the Plan.

Task 4.4: Prepare Final Plan and Executive Summary

V&A will finalize the Plan and Executive Summary as adopted by the Plan Commission and City Council and review each with City staff prior to completion.

Task 4.5: Mail Adoption Notice

V&A will prepare and send mailings to all neighboring and regional jurisdictions notifying them of the Plan adoption as required by state statutes.

OPTIONAL PUBLIC ENGAGEMENT TASKS

Project Website \$5,000

V&A's in-house design/communications staff will develop and launch a clearinghouse project website that is continuously updated throughout the process. An example can be found here.

Focus Group Meetings (Virtual) - \$3,000

V&A will facilitate up to six virtual Focus Group Interviews with key stakeholders and experts in the community. Each Focus Group will consist of 6-8 participants with interest and expertise in topics such as development trends, community needs, the key growth areas of focus, infrastructure, intergovernmental relations. The ultimate participants and topics will be determined in consultation with City staff and Plan Commission. All feedback will be used to guide the development of the Redline Draft Plan.

Community Visioning Workshop - Online Version - \$1,400

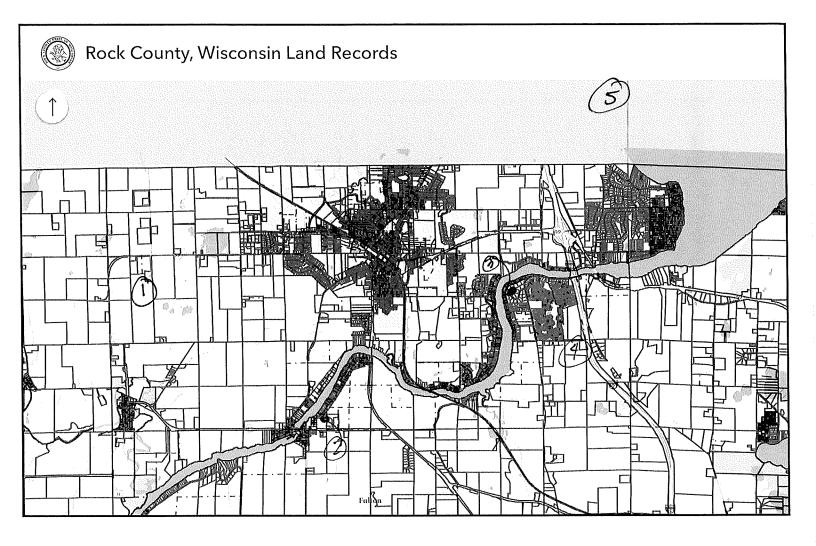
V&A will prepare materials similar to those used in Task 2.1. that can be posted on the City's website. This would include an electronic survey and/or questionnaire as well as an online mapbased survey to gather feedback from the entire community on geographic components of the Comprehensive Plan such as future growth areas, redevelopment opportunities, bike routes/trails, sidewalks, roads, crossings, parks, etc.

Vision and Framework Graphic - \$3,500

V&A will prepare an attractive and compelling one-page Vision and Framework graphic that concisely communicates the City's future and the priority issues for the next 10 years. The graphic

will be incorporated into the plan and be a centerpiece of the Executive Summary. It also can be used as a standalone piece in various hardcopy and electronic forms.

Base Tasks	\$45,000	
Optional Tasks		
Project Website	\$5,000	
Focus Group Meetings	\$3,000	
Community Visioning Workshop – Online Version	\$1,400	
Vision and Framework Graphic	\$3,500	



Tax Parcel Layer

Lot Lines

Custom

PARCEL GAP

GAP OVERLAP

1) Mourison

2 Henning

(3) Kase/Yus: He

(9) Petersen

3 Berstein

Parcel Owner Information

Tax ID: 012 01302; Parcel Number: 6-6-49

WILEMAN FARMS INC

399 COUNTY ROAD X EDGERTON WI 53534-9558

Property Details

FROM: Ramona Flanigan

MEETING DATE: November 18, 2024

GENERAL DESCRIPTION

Address: E Knudsen Rd

Applicant: Petersen

Parcel Size: 9.9 acres and 16.8 acres

Description of Request: Approval of an extraterritorial certified survey map to adjust a lot line (sale between adjoining property owners).

STAFF REVIEW COMMENTS

Staff has reviewed the petition for planning issues in accordance with the <u>Edgerton Master Plan</u> and has the following comments:

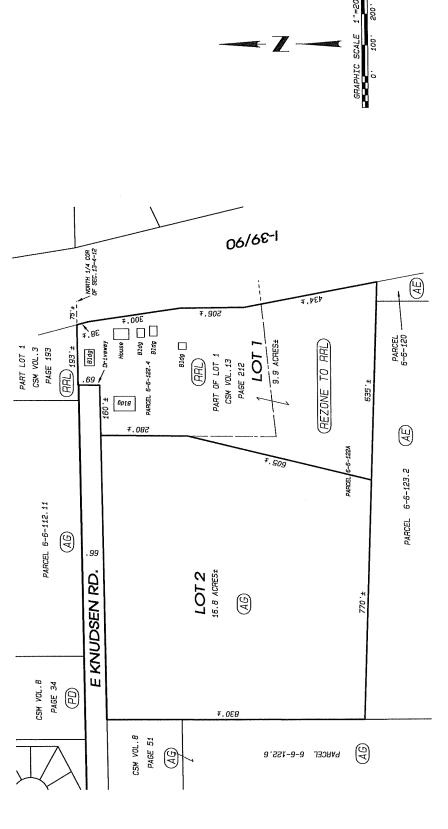
1. The proposed land division is within the City of Edgerton's extraterritorial zone. Therefore, the City has land division review authority.

STAFF RECOMMENDATION

Because the petitioner proposes to not create any additional lots with this land division, staff recommends the Plan Commission recommend the City Council approve the proposed land division.

PRELIMINARY CERTIFIED SURVEY / REZONE MAP

PART OF LOT 1 OF A CERTIFIED SURVEY MAP RECORDED IN VOLUME 13 , PAGES 212 AN 213 OF CERTIFIED SURVEY MAPS OF ROCK COUNTY, WISCONSIN AS DOCUMENT NO.1058328; ALSO PART OF THE NE 1/4 OF THE NW 1/4 OF SECTION 13, T.AN., R.12E. OF THE 4TH P.M., TOWN OF FULTON, ROCK COUNTY, WISCONSIN.



DATE: OCTOBER 25, 2024 REVISED: NOVEMBER 7, 2024



109 M. Milwaukee St. Janesville, MI 53548 WWW. Combssurvey. Com

tel: 608 752-0575 fax: 608 752-0534

Project No. 124 - 448 For: PETERSEN

NOTE: THIS MAP IS SUBJECT TO ANY AND ALL EASEMENTS AND AGREEMENTS, RECORDED AND UNRECORDED.

NOTE: THE BASIS OF BEARINGS IS ASSUMED

FROM: Ramona Flanigan

MEETING DATE: November 18, 2024

GENERAL DESCRIPTION

Address: N Arrowhead Shores Dr

Applicant: Henning

Parcel Size: 0.55 acres

Description of Request: Approval of an extraterritorial certified survey map to combine existing

lots.

STAFF REVIEW COMMENTS

Staff has reviewed the petition for planning issues in accordance with the <u>Edgerton Master Plan</u> and has the following comments:

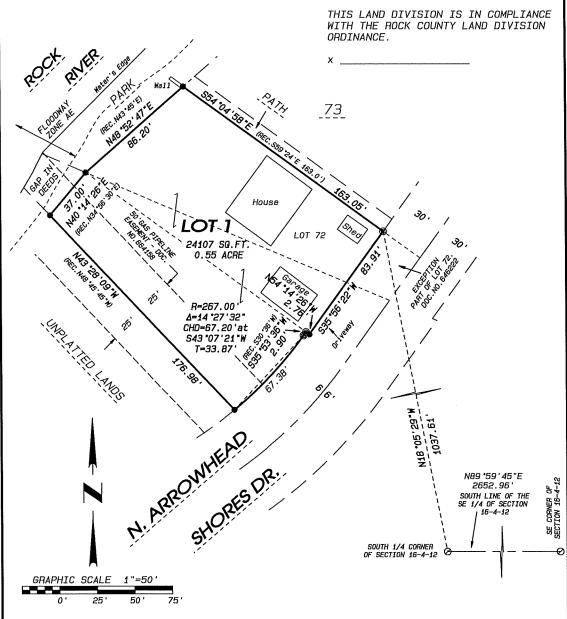
1. The proposed land division is within the City of Edgerton's extraterritorial zone. Therefore, the City has land division review authority.

STAFF RECOMMENDATION

Because the petitioner proposes to combine lots with this land division, staff recommends the Plan Commission recommend the City Council approve the proposed land division.

CERTIFIED SURVEY MAP

PART OF LOT 72, ARROWHEAD SHORES ESTATE AND PART OF THE SE 1/4 OF THE SW 1/4 OF SECTION 16, T.4N., R.12E. OF THE 4TH P.M., TOWN OF FULTON, ROCK COUNTY, WISCONSIN.



NOTE: SEE DOC.NOS.498311, 587711 AND 641161 FOR POSSIBLE ELECTRIC AND TELEPHONE EASEMENTS (AMBIGUOUS DESCRIPTIONS).

NOTE: THE LOT CONTAINS EXISTING BUILDINGS WHICH UTILIZE AN EXISTING PRIVATE SEWAGE SYSTEM. HOWEVER, SOILS ON THE LOT MAY BE RESTRICTIVE TO THE REPLACEMENT OF THE SYSTEM.

NOTE: FIELDWORK COMPLETED _____

NOTE: ASSUMED N89'59'45"E ALONG THE SOUTH LINE OF THE SE 1/4 OF SECTION 16-4-12

Project No. 124 - 450 For: HENNING

SHEET 1 OF 4 SHEETS

LEGEND:

- FOUND 3/4" IRON PIN
- FOUND 2" IRON PIPE



- LAND SURVEYING
- LAND PLANNING
 CIVIL ENGINEERING
- 109 W. Milwaukee St. Janesville, WI 53548 www.combssurvey.com

tel: 608 752-0575 fax: 608 752-0534

FROM: Ramona Flanigan

MEETING DATE: November 18, 2024

GENERAL DESCRIPTION

Address: Ellen Dale Drive

Applicant: Kase and Yusi He

Parcel Size: 0.29 acres

Description of Request: Approval of an extraterritorial certified survey map to combine existing

lots.

STAFF REVIEW COMMENTS

Staff has reviewed the petition for planning issues in accordance with the <u>Edgerton Master Plan</u> and has the following comments:

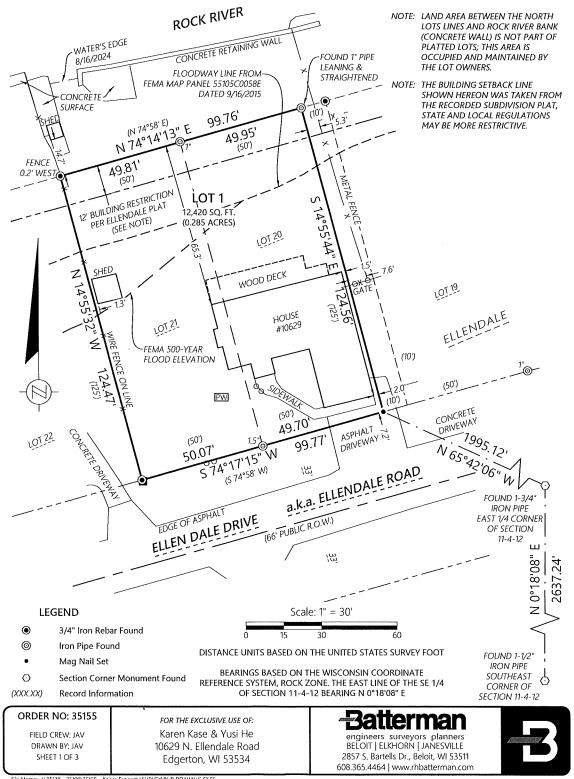
1. The proposed land division is within the City of Edgerton's extraterritorial zone. Therefore, the City has land division review authority.

STAFF RECOMMENDATION

Because the petitioner proposes to combine lots with this land division, staff recommends the Plan Commission recommend the City Council approve the proposed land division.

CERTIFIED SURVEY MAP

OF LOTS 20 AND 21 OF ELLENDALE, BEING PART OF GOVERNMENT LOT 5 OF FRACTIONAL SECTION 11, T. 4 N., R. 12 E., OF THE 4TH P.M., TOWN OF FULTON, ROCK COUNTY, WISCONSIN



TO: Plan Commission

FROM: Ramona Flanigan

MEETING DATE: November 18, 2024

GENERAL DESCRIPTION

Address: Forest Ave, Town of Albion, Dane County, Section 26

Applicant: Bernstein

Parcel Size: 8,141 sf

Description of Request: Combine lots

STAFF REVIEW COMMENTS

Staff has reviewed the petition for planning issues in accordance with the <u>Edgerton Master Plan</u> and has the following comments:

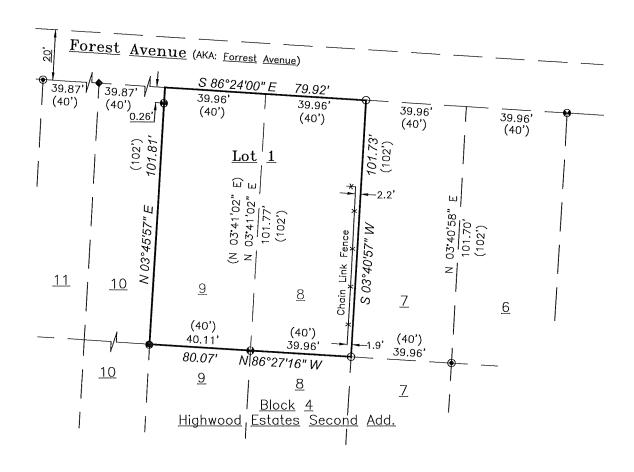
- 1. The proposed land division is within the City of Edgerton's extraterritorial zone. Therefore, the City has land division review authority.
- 2. The petitioner proposes to combine two lots.

STAFF RECOMMENDATION

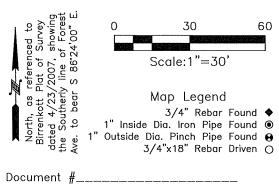
Staff recommends the City Council approve the proposed land division.

CERTIFIED SURVEY

Lots 8 and 9 of Block 2 of Highwood Estates Third Addition, being a part of the NW 1/4 of the NE 1/4 of Section 36, T5N, R12E, Town of Albion, Dane County, Wisconsin.



Timothy G. Radl S-2959 Professional Land Surveyor



C.S.M. #_____ V.___ p._

Notes:

Fieldwork performed August 14th, 2024.
Previously recorded dimensions enclosed in parenthesis.
This survey subject to all agreements and easements recorded and unrecorded.

Wetlands or flood zones, if present, have not been delineated.

No easement shown on plat, but overhead utility lines are present on and along rear lot line.
Refer to building site information in the Dane County

Soil Survey.

Red Oak Land Surveying LLC 313 Waverly Pl. Madison, WI 53705 (608)233-3142 redoakls.com			
DRAWN	DATE	Prepared for:	
TGR	9/2/2024	PAÙL BERNSTEIN 220 E HILLSIDE RD NAPERVILLE IL 60540	
APPROVED	DATE		
TGR	9/20/2024		
SCALE	SHEET	PROJECT NO.	
1"= 30'	1 of 3	2024077	

FROM: Ramona Flanigan

MEETING DATE: November 18, 2024

GENERAL DESCRIPTION

Address: Hwy 59

Applicant: Morrison

Parcel Size: 8 acres and 29 acres

Description of Request: Approval of an extraterritorial certified survey map to combine existing

lots and adjust a lot line.

STAFF REVIEW COMMENTS

Staff has reviewed the petition for planning issues in accordance with the <u>Edgerton Master Plan</u> and has the following comments:

1. The proposed land division is within the City of Edgerton's extraterritorial zone. Therefore, the City has land division review authority.

STAFF RECOMMENDATION

Because the petitioner proposes to combine lots and adjust lot lines with this land division, staff recommends the Plan Commission recommend the City Council approve the proposed land division.

PRELIMINARY CERTIFIED SURVEY \ REZONE MAP

LOT 1 OF A CERTIFIED SURVEY MAP RECORDED IN VOLUME 15, PAGES 475 AND 476 OF CERTIFIED SURVEY MAPS OF ROCK COUNTY, WISCONSIN, AS DOCUMENT NO. 1164942 AND LOCATED NE 1/4 OF THE NW 1/4 AND IN THE SE 1/4 OF THE NW 1/4 OF SECTION 7; LOT 1 OF A CERTIFIED SURVEY MAP RECORDED IN VOLUME 24, PAGES 45 THRU 48 OF CERTIFIED SURVEY MAPS OF ROCK COUNTY, WISCONSIN, AS DOCUMENT NO. 1480740 AND LOT 1 OF A CERTIFIED SURVEY MAP RECORDED IN VOLUME 35, PAGES 5 THRU 7 OF CERTIFIED SURVEY MAPS OF ROCK COUNTY, WISCONSIN, AS DOCUMENT NO. 1939773 AND LOCATED IN THE NE 1/4 OF THE NW 1/4 OF SECTION 7; ALSO PART OF THE NE 1/4 OF THE NW 1/4 OF SECTION 7; ALL BEING IN T.4N., R.12E. OF THE 4TH P.M., TOWN OF FULTON, ROCK COUNTY, WISCONSIN.

