

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

PLANNING COMMISSION
Monday, March 17, 2025 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, March 14, 2025.
3. PUBLIC HEARING:
 - A. The Plan Commission will hold a public hearing to hear a request by Leanne Kelso for approval of a conditional use permit to allow the establishment of one commercial apartment at 123 N Henry Street (parcel 6-26-696)
 - B. Close the public hearing.
4. Consider a request by Leanne Kelso for approval of a conditional use permit to allow the establishment of one commercial apartment at 123 N Henry Street (parcel 6-26-696).
5. Approve March 5, 2025 Plan Commission meeting minutes.
6. Discuss extending the hours permitted for amplified sound or music in the B2 (downtown) zoning district.
7. Consider extraterritorial 2 lot CSM on N Kenlyn Rd for Schultz/Boyles/Kwik Trip.
8. Set next meeting date and future agenda items.
9. 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."

TO: Edgerton Plan Commission

FROM: Ramona Flanigan

MEETING DATE: March 17, 2025

GENERAL DESCRIPTION

Description of Request: Approval of conditional use permit to allow the establishment of one commercial apartment.

Location: 123 N Henry Street (6-26-696)

Applicant: Leanne Kelso

Current Zoning/Land Use: B-2 / professional services

STAFF REVIEW COMMENTS

Staff has reviewed the petition for planning issues in accordance with the Edgerton Zoning and Subdivision Ordinances and has the following comments:

1. The subject parcel is located at 123 Henry Street. The parcel is zoned B-2 Central Business District. The petitioner proposes to establish a commercial apartment on the second floor with three bedrooms. Commercial apartments require a conditional use permit.
2. The driveway provides two off street parking stalls.

STAFF RECOMMENDATION

Staff recommends the Plan Commission grant a conditional use permit to allow the establishment of one commercial apartment at 123 Henry Street with the following findings:

1. The proposed conditional use with the above conditions is in harmony with the purposes, goals, and objectives of the Master Plan or the Zoning Ordinance. 450-16(D)(3)(a).
2. The proposed conditional use, in its proposed location and as depicted on the site plan, will not result in undue adverse impact on nearby property, the character of the neighborhood, traffic factors, and public rights-of-way. 450-16(D)(3)(c).
3. The proposed conditional use maintains the desired land use intensity and land use impact as it relates to the environs of the property 450-16(D)(3)(d).
4. The proposed Conditional Use will not create major undesirable impacts on nearby properties, the environment, or the community as a whole, per Section 450-16(D)(3)(e).
5. The potential public benefits of the proposed conditional use outweigh any and all potential adverse impacts of the proposed conditional use.

1) Map of the property:



- 2) The building currently houses two businesses. The upper floor is a multi-room office, and the lower floor houses a barber and a hair stylist. I am applying to convert the upper floor into an apartment. I would live there with my adult daughter, until she goes back to college in the fall. There are no plans to change the exterior of the building, or to expand the building. Three sides of the yard are already fenced. I do plan to fence the fourth side of the yard. The barber and stylist would continue to lease the lower floor for the time being. Eventually, I may use the lower floor for a violin teaching studio.
- 3) The site plan is to leave it exactly as it is. I am not engaging any engineers or architects since the only renovations I will make are cosmetic, interior changes. I will hire a contractor to install a shower, but that will be in a room that has already been used as a bathroom.
- 4) There is value in preserving the well-built, aesthetically pleasing architecture of this community. I am looking forward to moving to the neighborhood. I hope to be a careful steward of this lovely building and to contribute to the vitality of Edgerton's downtown and cultural community.
- 5) There will be no additional burden on the area from this use of the building.
- 6) There will be no adverse effects on the area.

**MARCH 5, 2025 PLAN COMMISSION MEETING MINUTES
CITY OF EDGERTON**

Commission Chair Chris Lund called the meeting to order at 6:00 p.m.

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

Excused: Theran Springstead

Also present: City Administrator Ramona Flanigan, Municipal Services Director Zach Nelson, Jakie Mich and Kyle Estrada from Vandewalle & Associates.

Flanigan confirmed the meeting agendas were properly posted on Friday, February 28, 2025 at the Post Office, Edgerton Library, the City's website and City Hall.

MINUTES: A Jim Kapellen/Ron Webb motion to approve the February 18, 2025 Plan Commission minutes passed, all voted in favor.

PRESENTATION ON THE 2025 COMPREHENSIVE PLAN UPDATE BY VANDEWALLE AND ASSOCIATES: Mich stated the Comprehensive Plan is required to be updated every 10 years. Mich presented information outlining the purpose of the plan and the requirements and process of updating the plan. (See attached)

RESOLUTION 08-25: A Jim Kapellen/Julie Hagemann motion to adopt City of Edgerton Resolution 08-25: Adoption of a Public Participation Plan for the Update of the Comprehensive Plan, City of Edgerton, Rock and Dane Counties, Wisconsin passed on a 6/0 roll call vote.

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

Ramona Flanigan/wjl
City Administrator

PUBLIC PARTICIPATION STRATEGY AND PROCEDURES
FOR THE CITY OF EDGERTON
COMPREHENSIVE PLAN UPDATE
2025

Introduction

A key required component of Section 66.1001 of Wisconsin Statutes—the State's comprehensive planning legislation—is actively involving community stakeholders as each local comprehensive plan is being developed, updated, or amended. Public participation helps to ensure that the resulting comprehensive plan accurately reflects the vision, goals, and values of citizens of the community.

Section 66.1001(4)(a) of Wisconsin Statutes requires the City of Edgerton to adopt, by resolution, written procedures designed to foster public participation at every stage in the preparation, update, or subsequent amendment of its comprehensive plan. The written procedures must provide for wide distribution of the comprehensive plan, an opportunity for the public to submit written comments on the plan, and provisions for local response to such comments.

This document meets this statutory requirement. It serves as the procedures that will be used to guide the required ten-year update to the City's Comprehensive Plan, which was adopted on December 21, 2015.

Major Goals of Public Participation Strategy

- Provide opportunities for members of the public to participate in processes to consider and adopt a complete update to the City's Comprehensive Plan.
- Adopt an updated plan that reflects the ideas, desires, and objectives of most residents and property owners.
- Meet both the letter and spirit of Wisconsin's Comprehensive Plan legislation.
- Use the City's Plan Commission as a foundation for guiding the plan update process.
- Recognize that the goals expressed above must be balanced with the need to complete the Comprehensive Plan update within a reasonable timeframe.

Selected Public Participation Techniques

The City will, at a minimum, use the following techniques to obtain public input during the plan update process:

- Assure that all Plan Commission and City Council meetings to consider and adopt the updated plan are open to the public and are noticed as required by State open meeting regulations.
- Public comments will be solicited and responded to at every stage of planning process.
- Hold one public open house and one workshop to review the draft plan. These meetings will be open to the public and advertised in advance. Both meetings will be paired with a similar online open house and workshop as well.
- Provide an opportunity at each public meeting held on the Comprehensive Plan update for public comment. Some meetings will be particularly meant to encourage wide participation from the public. Other meetings are intended to be work sessions for the Plan Commission, City Council, or some combination. The public comment period will be provided at either the beginning or end of each public meeting, or at one or more other parts of the meeting at the discretion of the Plan Commission or City Council. This will allow the Commission or Council to

concentrate on completing tasks without interruption, while still allowing the public an appropriate chance to observe and comment.

- Hold focus groups with key stakeholders identified by the City.
- Maintain a timely and informative website regarding the planning process, plan drafts, and upcoming public meetings. The website will be housed on the City website and will include opportunities for public comment.
- Hold at least one formal public hearing on the proposed Comprehensive Plan update and the adopting ordinance prior to adoption. All members of the public will have an opportunity to present testimony and offer comments at the public hearing. The public hearing will be noticed and held per the requirements of Wisconsin Statutes, Section 66.1001.
- Any additional public input opportunities that the City wishes to pursue throughout the process.

Opportunities for Comments/Responses on Draft Comprehensive Plan

The City will have copies of draft plan materials available at City Hall and the Library during normal business hours. The City will also provide copies of the draft and final plan to adjacent and overlapping governments and non-metallic mineral interests as required by statute, and to members of the participating public as requested. The City may charge for public copies an amount equal to the costs of time and materials to produce such copies.

Public comments will be solicited and responded to at every stage of the plan update process. Written comments on the comprehensive plan update may also be delivered, mailed, or emailed to the City Clerk. The City will respond to written comments via mail, email, telephone, meeting, and/or through consideration of appropriate changes to the draft comprehensive plan.

TO: Edgerton Plan Commission

FROM: Ramona Flanigan

MEETING DATE: January 16, 2025

STAFF DISCUSSION

The Zoning Ordinance section below prohibits amplified sound or live music after 10:00 pm in the B2 (downtown) zoning district. A downtown business has requested to change an ordinance to allow live and amplified music until 11:00 pm on Saturday evenings for the months of May-September. This change would require a zoning ordinance amendment. Please note that a zoning ordinance amendment does not require a notice to any individual property owners. Many downtown residents may be interested in this discussion. Does the Plan Commission wish to voluntarily provide mailed notices to downtown residents or social media posts?

§ 450-33 E (25). Outdoor premise/beer garden

Noise from any source that is emitted from the outdoor area shall not exceed limitations provided in the City of Edgerton Code. Amplified sound or live music is not permitted after 9:00 p.m. in the B-1, B-3, and B-4 Zoning Districts and not after 10:00 p.m. in the B-2 and HMU Districts. This section shall not be construed to limit the authority of the Police Department to respond to nuisance noise complaints and to take appropriate action in response thereto during any hours. For additional noise regulations for all land uses see § 450-42 and for alcohol licensed establishments see § 167-8E.

TO: Edgerton Plan Commission

FROM: Ramona Flanigan

MEETING DATE: March 17, 2005

GENERAL DESCRIPTION

Address: Northeast corner of N Kenlyn Road and Hwy 59, Rock County, Fulton Township Sec. 1

Applicant: Boyles/Schultz

Parcel Size: 3 and 17 acres

Description of Request: divide one lot into two lots

STAFF REVIEW COMMENTS

Staff has reviewed the petition for planning issues in accordance with the Edgerton Master Plan 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 proposal is to create two lots from one. The proposed use one lot 1 is for a Kwik Trip gas station.
3. The parcel is not in the City's immediate growth area.

STAFF RECOMMENDATION

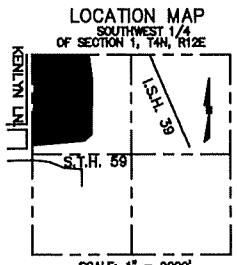
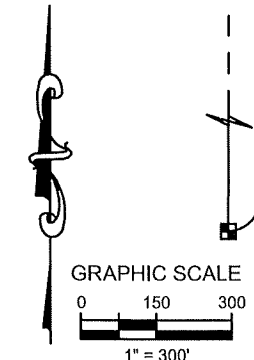
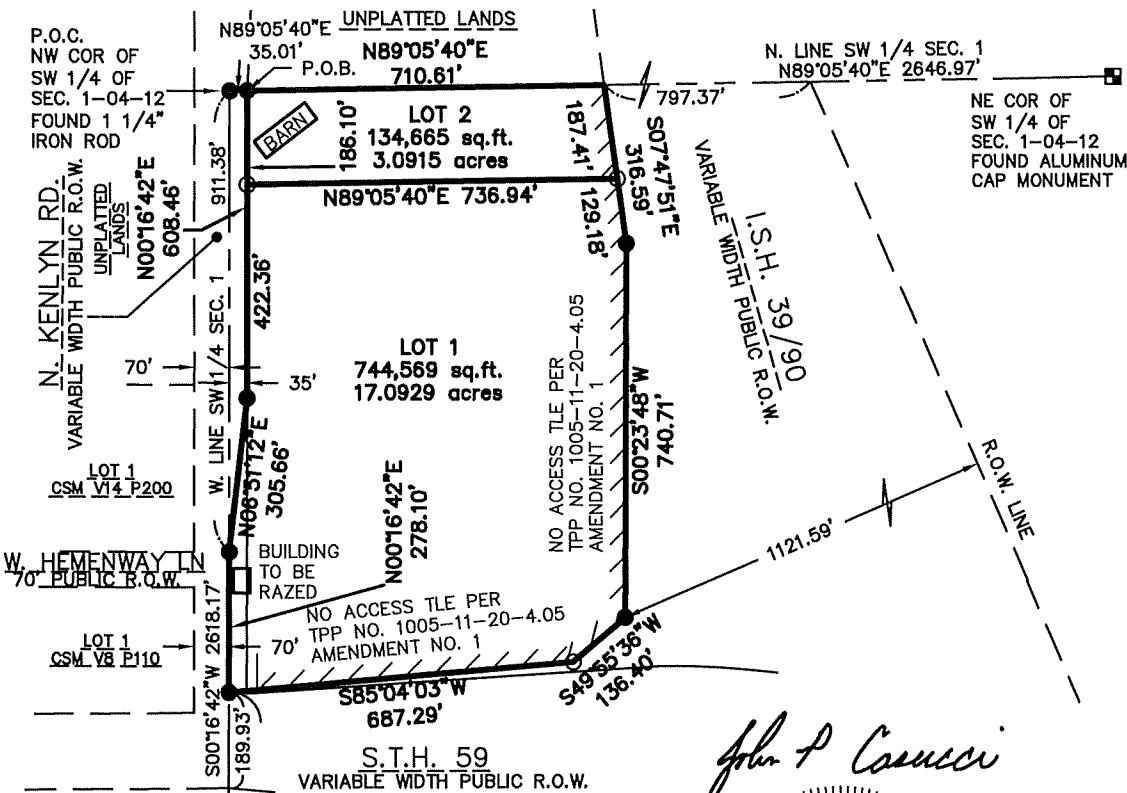
Staff recommends the Plan Commission recommend the City Council approve the CSM dividing the existing lot into two lots for Boyles/Schultz on N Kenlyn Road and Hwy 59, Rock County, Fulton Township Sec. 1.

CERTIFIED SURVEY MAP NO. _____

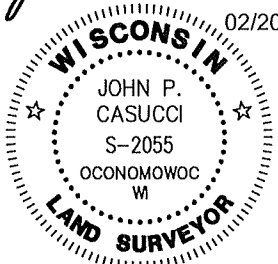
A division of a part of the Northwest 1/4 of the Southwest 1/4 of Section 1, Township 4 North, Range 12 East, in the Town of Fulton, Rock County, Wisconsin.

- INDICATES FOUND 3/4" IRON ROD, UNLESS NOTED.
- INDICATES SET 1.315" O.D. IRON PIPE AT LEAST 18" IN LENGTH, 1.68 LBS. PER LINEAL FOOT.

ALL DIMENSIONS SHOWN ARE MEASURED TO THE NEAREST HUNDREDTH OF A FOOT.
 ALL BEARINGS ARE REFERENCED TO THE W. LINE OF THE SW. 1/4 OF SECTION 1, T 4 N, R 12 E, WHICH BEARS SOUTH 00°16'42" WEST. WISCONSIN COUNTY COORDINATE SYSTEM, ROCK COUNTY.



John P. Casucci
 02/20/2025



raSmith
 CREATIVITY BEYOND ENGINEERING
 16745 W. Bluemound Road
 Brookfield, WI 53005-5938
 (262) 781-1000
 rasmith.com