

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

**PLANNING COMMISSION**

Wednesday, March 5, 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](http://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 February 28, 2025.
3. Approve February 18, 2025 Plan Commission meeting minutes:
4. Hear presentation by Vandewalle and Associates on the 2025 Comprehensive Plan Update
5. Consideration of a resolution to recommend the Public Participation Plan for the 2025 Comprehensive Plan Update
6. Set next meeting date and future agenda items.
7. 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."

**FEBRUARY 18, 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, Jim Burdick, Paul Davis, Theran Springstead, Jim Kapellen, Julie Hagemann, and Ron Webb.

Also present: City Administrator Ramona Flanigan, Erik Samuelson from Foursight Development Group and many citizens.

Flanigan confirmed the meeting agendas were properly posted on Friday, February 14, 2025 at the Post Office, Edgerton Library, the City's website and City Hall.

**PUBLIC HEARING:** The Plan Commission held a public hearing to hear comments regarding a request by the City of Edgerton to amend Section 450-35 M to exclude the use of pavers as an acceptable material for a driveway apron.

Hearing no comments, Mayor Chris Lund closed the public hearing.

**AMENDMENT TO SECTION 450-35M:** A Jim Kapellen/Jim Burdick motion to approve the amendment to Section 450-35 M to exclude the use of pavers and an acceptable material for a driveway apron passed on a 7/0 roll call vote.

**PUBLIC HEARING:** The Plan Commission held a public hearing to hear comments regarding a request by Foursight Development Group to rezone 9.9 acres located south of Newville Street from A-1 Agriculture to R-2 Residential District Two.

Flanigan stated the parcel is currently zoned A-1 Agriculture. The petitioner is requesting a rezone of this parcel to R-2 Residential Two. The developer wishes to create 14 residential lots.

Huberr Hanson, 35 Highway St said he was concerned about the increase in traffic. He also inquired on the cost to the city for this subdivision. Flanigan explained subdivisions are paid for by the developer not the city. Mr. Hanson was also concerned with the increase in demand for services.

Stacey Solomon, 504 Newville St stated she has 2 special needs children and wanted to inquire about an alternative to the access road. She also inquired if there was going to be sidewalks or parks required and how long the project would take.

Katie Hanson, 35 Highway St, wanted to know about the process of creating a subdivision. Flanigan stated any development requires the permission of the city. Hanson also stated she does not want to lose the "small town" feel. She is also concerned about the increase in traffic.

Hearing no further comments, Mayor Chris Lund closed the public hearing.

**REZONE FOR 9.9 ACRES LOCATED SOUTH OF NEWVILLE ST FROM A-1 AGRICULTURE TO R-2 RESIDENTIAL DISTRICT TWO:** Jim Kapellen/Paul Davis moved to approve the request by Foursight Development Group to rezone 9.9 acres located south of Newville St from A-1 Agriculture to R-2 Residential District two with the following conditions:

- The petitioner is granted approval of a final plat and that the actual boundary of the rezoned area coincides with the final plat boundary.

The motion passed on a 7/0 roll call vote.

**PUBLIC HEARING:** The Plan Commission held a public hearing to hear comments regarding a request by Foursight Development Group for a conditional use permit to allow the establishment of three duplexes in the parcel located south of Newville St (Parcel 6-26-1192)

Hearing no comments, Mayor Chris Lund closed the public hearing.

**CONDITIONAL USE PERMIT REQUEST BY FOURSIGHT DEVELOPMENT FOR PARCEL LOCATED SOUTH OF NEWVILLE ST:** Jim Burdick/Theran Springstead moved to approve a request by Foursight Development for a conditional use permit to allow the establishment of three duplexes in the parcel located south of Newville St with the following recommendations.

- The City approve the land division to create lots as well as the rezoning to R-2.
- The Building Inspector approve erosion control plans prior to the issuance of the building permits.
- No building permits are issued for duplexes until the conditions of the Development Agreement are met.

The motion passed on a 7/0 roll call vote.

**PUBLIC HEARING:** The Plan Commission held a public hearing to hear comments regarding a request Todd Nelson for the approval of a zoning change from R-3 Residential District Three to Planned Development/General Development Plan to allow the establishment of a residential duplex and a residential three-unit structure at the vacant parcel located east of 805 E Fulton St.

Flanigan stated the petitioner wishes to rezone the property to Planned Development-General Development plan to allow construction of one duplex and one 3-unit multifamily residential building. This property would also require a conditional use permit to allow more than one structure on the same lot.

Bryce Henkel, 805 E Fulton St inquired about the area for stormwater collection and where excess stormwater would be routed to.

Shelby Hess, 805 E Fulton St was concerned with the screened area. She is concerned about pedestrian safety with the entrance of the driveways right at the curve. She does not think this is the best use of the land.

Todd Nelson, the Developer stated the landscaping plan includes a privacy fence along the east and west property lines. He currently has no plans to install sidewalks.

Scott Sagan, 16 Mildred Ave is concerned with the elimination of the wildlife that goes through the property. He is also concerned with the amount of development and feels the multifamily units would be a disruption of the peace of the neighborhood.

Lori Teubert, 23 Mildred Ave inquired about the size of the garages for each unit. Nelson stated, each unit will have a 2-car garage.

Hearing no further comments, Mayor Chris Lund closed the public hearing.

**ZONING CHANGE FROM R-3 RESIDENTIAL DISTRICT THREE TO PLANNED DEVELOPMENT/GENERAL DEVELOPMENT PLAN FOR THE PARCEL LOCATED EAST OF 805 E FULTON ST:** A Jim Burdick/Theran Springstead moved to approve the request by Todd Nelson for the approval of a zoning change from R-3 Residential District Three to a Planned Development/General Development Plan to allow the establishment of a residential duplex and a residential three-unit structure at the vacant parcel located east of 805 E Fulton St with the following conditions:

1. The buildings are constructed to allow for division by a condominium plat.
2. The condominium documents address the maintenance of the private street.
3. The entire development is included in one condominium association.
4. The developer provides a document to be recorded for any utility easements.
5. Provide a landscape plan that meets or exceeds the ordinance requirement, including regulations for bufferyards as well as appropriate plantings in the bioretention basins.
6. Provide information about site lighting.
7. A walking path is installed on the east side of the development.
8. A maintenance agreement is included in the condo documents requiring the maintenance (prohibiting the filling in) of the basins.
9. The developer either pays parkland fees with each building permit or dedicates land, and makes park related improvements.
10. The petitioners comply with the conditions of the City engineer.

The motion passed on a 7/0 roll call vote.

**PUBLIC HEARING:** The Plan Commission held a public hearing to hear comments regarding a request by Heather Alexander for approval of a conditional use permit for a home occupation land use at 1106 North Pass to allow the establishment of a cleaning business.

Hearing no comments, Mayor Chris Lund closed the public Hearing.

**CONDITIONAL USE PERMIT FOR HOME OCCUPATION ESTABLISHMENT OF A CLEANING SERVICE:** Jim Kapellen/Ron Webb moved to approve a request by Heather Alexander for a conditional use permit for a home occupation land use at 1106 North Pass to allow the establishment of a cleaning business with the following conditions.

- The business complies with the conditions listed in Section 450-33 E(14) of the Code of Ordinances.
- The number of employees is limited to six.
- Hours of operation are limited to 7:00am – 6:00pm Monday – Friday.
- Only 2 cars related to business are allowed to be parked on the street.

The motion passed on a 7/0 roll call vote.

**MINUTES:** A Ron Webb/Paul Davis motion to approve the January 16, 2025 Plan Commission minutes passed, all voted in favor.

**PRELIMINARY PLAT TO CREATE 14 RESIDENTIAL LOTS FROM THE PARCEL SOUTH OF NEWVILLE ST FOR FOURSIGHT DEVELOPMENT.** Paul Davis/Jim Burdick moved to approve a preliminary plat to create 14 residential lots from the parcel south of Newville St for Foursight Development with the following conditions:

- The City Engineer approves utility extension, stormwater control, and erosion control plans.
- The zoning is approved.
- The final plat indicates all easements.
- The developer enters into a development agreement with the City before signing the final plat.
- The final plat dedicates lot #9 for parkland.
- The developer pays a platting fee of \$10/lot
- The developer grants a trail easement as generally depicted in the CORP.
- A note should appear on the final plat requiring driveway access on corner lots be as far from the intersection as possible.

The motion passed on a 7/0 roll call vote.

**FINAL CSM TO CREATE ONE RESIDENTIAL LOT FROM THE PARCEL WEST OF DIANE DR FOR FOURSIGHT DEVELOPMENT GROUP:** Ron Webb/Theran Springstead moved to approve the final CSM to create one residential lot from the parcel west of Diane Dr for Foursight Development Group with the following conditions:

- The final CSM indicates all easements.
- The petitioner pays the \$10 platting fee.
- The Plan Commission finds that the provision listed in item 4, addressing the sidewalk requirement, exist [thus no sidewalk will be required]. In any event, the sidewalks through the driveway aprons should be built per the plan.
- The developer pays the park impact fees when building permits are issued.
- Street trees, as approved by the Municipal Services Director, are installed prior to occupancy permits being issued.

The motion passed on a 7/0 roll call vote.

**PRELIMINARY CONFERENCE FOR A PLANNED DEVELOPMENT TO CREATE 36 RESIDENTIAL UNITS IN SIX BUILDINGS AT 407 N MAIN ST:** The second step for a Planned Unit Development is the Concept Plan Review. The concept plan for 407 N Main St was discussed and reviewed. The petitioner wishes to construct 34 multifamily residential units in 6 buildings on a 6.6-acre parcel.

The Commission asked for a rendering that would show the buildings as they would appear in the N Main St corridor. The Commission expressed concern for the size of the building and the lack of visual interest in the facades. An explanation was given about the need to fill the site due to the floodplain. The Commission asked about the proposed trail and would like more information at the next meeting.

Being no other business before the Commission, a Jim Kapellen/Julie Hagemann 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.



**CITY OF EDGERTON  
RESOLUTION No. 08-25**

**PLAN COMMISSION RESOLUTION  
RECOMMENDING THE ADOPTION OF A PUBLIC PARTICIPATION PLAN  
FOR THE UPDATE OF THE COMPREHENSIVE PLAN  
CITY OF EDGERTON, ROCK AND DANE COUNTIES, WISCONSIN.**

WHEREAS, the City of Edgerton on December 21, 2015, adopted the City of Edgerton Comprehensive Plan, under the authority of and procedures established by §66.1001(4), Wisconsin Statutes; and

WHEREAS, that 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 and updates 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 update 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 Edgerton believes that meaningful public involvement in processes designed to consider and update its Comprehensive Plan is important to assure that the resulting Plan meets the wishes and expectations of the public; and

WHEREAS, the attached "Public Participation Strategy and Procedures for the City Edgerton Comprehensive Plan Update" 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 Edgerton hereby recommends that the City Council adopt a resolution to constitute official City approval of the attached "Public Participation Strategy and Procedures for the City of Edgerton Comprehensive Plan Update" as required under §66.1001(4)(a), Wisconsin Statutes.

Adopted this 5<sup>th</sup> day of March, 2025.

Motion by:

Seconded by:

Roll Call: Yeas: Noes:

Dated: March 5, 2025

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Christopher W. Lund, Mayor

ATTEST

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Wendy Loveland, City Clerk