



City of Reedsburg
134 South Locust Street, P.O. Box 490
Reedsburg, WI 53959
Ph. 608-524-6404 Fax. 608-524-8458
www.reedsburgwi.gov

City Plan Commission Agenda
October 12, 2021
Reedsburg City Hall Council Chambers
6:00 PM

DUE TO THE RESTRICTIONS CAUSED BY THE COVID-19 PANDEMIC, SOME VOTING MEMBERS MAY BE PRESENT VIA TELECONFERENCE OR VIDEO CONFERENCE, AS PROVIDED BY THE RECOMMENDATIONS OF THE WISCONSIN DEPARTMENT OF JUSTICE. [HTTPS://WWW.DOJ.STATE.WI.US/NEWS-RELEASES/OFFICE-OPEN-GOVERNMENT-ADVISORY-CORONAVIRUS-DISEASE-2019-COVID-19-AND-OPEN-MEETINGS](https://www.doj.state.wi.us/news-releases/office-open-government-advisory-coronavirus-disease-2019-covid-19-and-open-meetings)

NOTICE IS HEREBY GIVEN THAT A MAJORITY OF THE MEMBERS OF THE COMMON COUNCIL MAY ATTEND THIS MEETING TO GATHER INFORMATION ABOUT A SUBJECT OVER WHICH THE COMMON COUNCIL HAS DECISION-MAKING AUTHORITY. IF A QUORUM OF THE COMMON COUNCIL ATTENDS THIS MEETING, NO ACTION WILL BE TAKEN BY THE COMMON COUNCIL AT THIS MEETING.

CALL TO ORDER

APPROVAL OF MINUTES

I. APPROVE MINUTES FOR THE MEETING HELD ON SEPTEMBER 14, 2021:

THE COMMITTEE WILL RECEIVE INFORMATION ON NON-AGENDA TOPICS BROUGHT BEFORE THE COMMITTEE BY MEMBERS OF THE PUBLIC. THE COMMITTEE WILL NOT DISCUSS THESE TOPICS, AND WILL NOT TAKE ACTION ON ANY OF THEM AT THIS MEETING

I. GENERAL BUSINESS:

- A. Consider recommending Certified Survey Map to divide existing tax parcel into two parcels. – E7264 Junction Rd; Parcel #030-0531-00000 – Sandra Phillips
- B. Discuss the 2022 Comprehensive Plan.

II. ADJOURN:



The City of Reedsburg does not discriminate on the basis of disability in the admissions or access to, or treatment of or employment in, its programs or activities. Disability-related aids or services, including printed information in alternate formats, to enable persons with disabilities to participate in public meetings and programs are available by calling (608) 524-6404. To be able to meet the needs of a request for a different format contact the City Clerk-Treasurer at 134 S. Locust Street, Reedsburg, WI at least 48 hours prior to the commencement of the meeting so that any necessary arrangements can be made to accommodate each request.

Reedsburg Plan Commission

September 14, 2021



Mayor Dave Estes called the meeting of the Reedsburg Plan Commission to order at 6:00 PM in Reedsburg City Hall.

Present: Alder Dave Knudsen, Alder Mike Gargano, Steve Zibell, Dan DeBaets

Absent: Sonny Hyde, Jay Brunken

Staff: Tim Becker, Brian Duvalle

Approval of Minutes: Motion by Knudsen, seconded by DeBaets to approve the 8/12/21 meeting minutes.

Motion approved

Consider Conditional Use Permit for a new tattoo business per § 690 Attachment 2 – 216 E Main St; parcel #0970 – Martha Olivares.

Olivares stated she does tattooing for eyebrows and will be located with Blades and Fades.

Motion by Gargano, seconded by Knudsen to approve the CUP as presented and with condition that the CUP expires upon the applicant no longer running or owning the business.

Motion approved

Consider site plan review for a pollinator garden – 745 Seymour St; Parcel #1078 – Erika Fernandez

Fernandez proposes to remove her entire lawn and replace with a pollinator garden. Such a land use is not covered in City ordinance so it is reviewed under § 690-42(D).

Motion by Estes, seconded by Knudsen to approve the site plan as presented.

Motion approved

Consider Site Plan Review for six 12-unit apartment buildings. – E5857 County RD K; Parcel #030-0627-00000 – Aaron J. Breitenfeldt, P.E. – Robert E. Lee & Associates, Inc

Discussion held on the emergency access driveway across RASD property. The drive to it would be steep as the west side will be cut into the hill and then filled on the east side of the property. Breitenfeldt stated there are additional bedrock and water pressures to resolve. Discussion held on widening the main driveway. Breitenfeldt stated other sites of theirs do not have second exits. Discussion held on Reedsburg not allowing cul-de-sacs for the most part anymore and willing to pay half the drive's cost. Discussion held on difficulty in obtaining easement from RASD and not compromising on the safety of the site.

Motion by Knudsen, seconded by Zibell to approve the site plan as presented and with condition that the second driveway be included for emergency access.

Motion approved

Consider site plan review to replace the Sauk County Highway shop. – 537 K St, Parcel #2100-01030 – Sauk County

Bill Devine, Pat Gavinski and Michael Maas presented the site plan and building elevations. Sauk County now has larger vehicles and additional needs that do not work as well with existing site. The County committee reviewed sites including land swap in Business Park but couldn't come to agreement. Discussion held on façade of main building, which will be pre-cast concrete with an earth-tone aggregate finish. Discussion held on landscaping, color of gutters and salt shed (similar to City's).

Motion by Knudsen, seconded by DeBaets to approve the site plan as presented.

Motion approved

Consider recommendation of Ordinance No. 1926-21. If adopted this ordinance will annex the Labansky Road Subdivision from the Town of Reedsburg to the City of Reedsburg.

Motion by Knudsen, seconded by Gargano to recommend approval of Ordinance No. 1926-21.

Motion approved

Consider recommendation of Ordinance No. 1928-21. If adopted this ordinance will annex a portion of Parcel 030-0355-00000 from the Town of Reedsburg to the City of Reedsburg to accommodate sewer and water extension.

Motion by Knudsen, seconded by Zibell to recommend approval of Ordinance No. 1928-21.

Motion approved

Discuss upcoming Comprehensive Plan

Duvalle will send out stakeholder interview responses. Booth will be set up at Harvest Fest. Draft of survey questions will be done soon.

Motion by Gargano, seconded by Zibell to adjourn at 6:52 PM.

Motion approved

Respectfully submitted,

Brian Duvalle
Planner/Building Inspector

RESOLUTION
(CSM – Town of Reedsburg; E7264 Junction Rd; Parcel #030-0531-00000)

File No. 4454-21

Resolved, that this Certified Survey located in the Town of Reedsburg and Reedsburg's extraterritorial zoning area is hereby approved by the Common Council of the City of Reedsburg.

STATE OF WISCONSIN)

COUNTY OF SAUK)

I hereby certify that the foregoing resolution is a true, correct and complete copy of a resolution duly and regularly passed by the Common Council of the City of Reedsburg on the 25th day of October, 2021, and that said resolution has not been repealed or amended, and is now in full force and effect.

Dated this 25th day of October, 2021.

Jacob Crosetto
City Clerk

Staff Report

DATE: 10/12/21

APPLICANT: Sandra Phillips

LOCATION: E7264 Junction Rd; Parcel #030-0531-00000

ZONING: Ag

PROPOSED LAND USE CHANGE: Certified Survey Map

DESCRIPTION OF PROPERTY/IMPROVEMENTS: Consider recommending Certified Survey Map to divide existing tax parcel into two parcels.

General Findings

SURROUNDING LAND USES:

- North – Residential
- West – Agricultural, Residential
- South – Agricultural, Residential
- East – Residential, Cemetery

ZONING:

- North- Agricultural
- West- Agricultural
- South- Agricultural
- East- R-2 Residential

TOPOGRAPHY: None known

STREET R.O.W./TRAFFIC/ACCESS: Junction Rd; 66' ROW

ENVIRONMENTAL HAZARDS/CONDITIONS: None known

COMPREHENSIVE PLAN DESIGNATION: Ag

Exhibit List

- A. City of Reedsburg Comprehensive Plan
- B. Zoning Ordinance, City of Reedsburg, Wisconsin
- C. Tuesday, Sept 28, 2021, RADC Agenda
- D. Land Use Change Application
- E. Staff Report
- F. Request for Review
- G. Notice of Public Meeting

City of Reedsburg Land Use Application

134 S. Locust St.
PO Box 490
Reedsburg, WI 53959

Ph: 608-524-6404
Fax: 608-524-8458
bduvalle@ci.reedsburg.wi.us

APPLICANT: Sandra Phillips

ADDRESS: E7264 Junction Road **CITY:** Reedsburg **STATE:** WI

ZIP: 53959 **PHONE:** _____ **FAX:** _____

E-MAIL: _____

PROPERTY OWNER: (if different from Applicant) Surveyor (Richard Blakeslee)

LOCATION: E7264 Junction Road **PARCEL #:** 030-0531-00000

LAND USE REQUEST

(Please describe one or more as applicable – attach extra pages/maps if necessary)

☒ **Certified Survey Map (CSM):** 2 Lot CSM

☐ **Conditional Use Permit:** _____

For *CONDITIONAL USE PERMIT* requests, also answer "A & B" on back page.

☐ **Preliminary Plat:** _____ **Final Plat:** _____ **Name of Plat:** _____

☐ **Rezoning - From:** _____ **To:** _____ **TID #** _____

☐ **Site Plan Review:** (See "B" on back page) _____

☐ **Zoning Appeal / Interpretation:** _____

☐ **Zoning Variance:** _____

For *VARIANCE* requests, also answer "C" on back page.

☐ **Other or Annexation:** _____

AFFIDAVIT

I certify that the information and plans submitted are true and accurate to the best of my knowledge. I also give permission to City zoning officials to enter my property for inspection purposes and for a temporary Zoning sign to be placed in my yard prior to the meeting.

Applicant Signature / Date

Sandra Phillips 7-22-21
Owner Signature / Date

Extraterritorial Committee Date: _____
Plan Commission Date: _____
Board of Zoning Appeals Date: _____
City Council Action & Date: _____

Account #10-461500-00

**The applicant or representative MUST
ATTEND the meeting.**

G:\wpnet\Zoning - Planning\Land Use Appl.doc

Cond Use Permit	\$200	_____
Cond Use-Agriculture	\$400	_____
Variance	\$125	_____
Rezoning	\$200	_____
C.S.M.	\$175	<u>\$175</u>
Subdivision Plat	\$610	_____
- w/ Stormwater Plan	\$100	_____
Site Plan Review	\$175	_____
Annexation	\$200	_____
Plan Amend	\$200	_____
Date Paid		_____
Receipt #		_____

SAUK COUNTY CERTIFIED SURVEY MAP NO.

A PARCEL OF LAND LOCATED IN THE SE1/4-NE1/4 OF SECTION 13,
T12N, R4E, TOWN OF REEDSBURG, SAUK COUNTY, WISCONSIN.

CLIENT:
SANDRA RAE PHILLIPS
E7264 JUNCTION ROAD
REEDSBURG, WI 53959

UTILITY EASEMENTS

THE LOTS BEING CREATED ON THIS C.S.M. WILL
HAVE UTILITY EASEMENTS AS DEDICATED AND
SHOWN. THE UTILITY EASEMENTS SHOWN ON THIS
CERTIFIED SURVEY MAP ARE BEING DEDICATED
BY THIS INSTRUMENT AND ARE GRANTED TO
THE CITY OF REEDSBURG AS HOLDER AND BENEFICIARY.

NE CORNER OF
SECTION 13
(3/4" IRON ROD FOUND)



ZONED: E.T.

BEARINGS ARE REFERENCED TO THE EAST
LINE OF THE NE1/4 OF SECTION 13, COMPUTED
TO BEAR S00°16'53"W USING THE SAUK COUNTY
COORDINATE SYSTEM. (NAD 83/2011)

A SOUTHERLY CORNER OF
LOT 1 OF C.S.M. NO. 2786
CORNER FALLS 6'4"
SOUTH OF FENCE CORNER

LOT 1 OF C.S.M. NO. 2786

A SOUTHEASTERLY CORNER OF
LOT 1 OF C.S.M. NO. 2786

LOT 3 OF C.S.M. NO. 2077

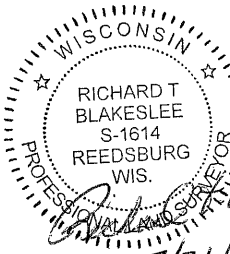
EXISTING BURIED UTILITIES

UNPLATTED LANDS

NOTE:
THE RECORDED DATA SHOWN ON THIS SURVEY
ARE FROM A PLAT OF SURVEY DONE BY JOHN
BREY IN 1979. SAID SURVEY HAS A REFERENCE
NUMBER OF 2389.

LEGEND

- SECTION CORNER MONUMENT FOUND
AS NOTED (TIES FD & VERIFIED)
- 3/4" X 18" REBAR SET WEIGHING
1.50 LBS./LIN. FT.
- COMPUTED POSITION
- 3/4" REBAR FOUND
- (REC) RECORDED DATA
- FENCE LINE



GRAPHIC 1" = 150' SCALE
0' 75' 150' 300' 450'

FIELD WORK COMPLETED ON
JULY 20, 2021

RICHARD T. BLAKESLEE
PROFESSIONAL LAND SURVEYOR S-1614

THROUGH WIS. STAT. 823.08, THE WISCONSIN LEGISLATURE HAS
ADOPTED A RIGHT TO FARM LAW. THIS STATUTE LIMITS THE
REMEDIES OF OWNERS OF LATER ESTABLISHED RESIDENTIAL
PROPERTY TO SEEK CHANGES TO NEARBY PRE-EXISTING
AGRICULTURAL PRACTICES. ACTIVE AGRICULTURAL OPERATIONS
ARE NOW TAKING PLACE AND ARE PLANNED TO CONTINUE ON
LANDS IN THE VICINITY OF THIS C.S.M. THESE ACTIVE
AGRICULTURAL OPERATIONS MAY PRODUCE NOISES, DUSTS, DIRT,
MACHINERY TRAFFIC OR OTHER CONDITIONS DURING DAYTIME AND
EVENING HOURS.

SURVEYOR'S CERTIFICATE

I, Richard T. Blakeslee, Professional Land Surveyor, hereby certify that I have surveyed, divided and mapped a parcel of land located in the SE1/4-NE1/4 of Section 13, T12N, R4E, Town of Reedsburg, Sauk County, Wisconsin; being more fully described as follows:

Commencing at the East ¼ corner of Section 13; thence N00°16'53"E, 929.78 feet along the East line of the Northeast ¼ of Section 13 to the point of beginning; thence N60°36'48"W, 235.97 feet; thence S00°20'01"W, 257.63 feet to a point on the centerline of Junction Road; thence N60°39'20"W, 760.98 feet along said centerline to a Southeasterly corner of Lot 1 of Sauk County Certified Survey Map Number 2786; thence N00°21'14"W, 157.79 feet along an Easterly line of the aforesaid Lot 1 to a Southerly corner thereof; thence N89°14'20"E, 873.46 feet along a line being the Southerly lines of Lot 1 of Sauk County Certified Survey Map Number 2786 and Lot 1 of Sauk County Certified Survey Map Number 2226 to the Southeast corner thereof, said point being located on the East line of the Northeast ¼ of Section 13 and also being located on the Westerly line of Lot 6 of Burnamwood Estates; thence S00°16'53"W, 400.48 feet along the East line of the Northeast ¼ of Section 13 and also being the Westerly lines of Lots 6, 7 and 11 of Burnamwood Estates to the point of beginning.

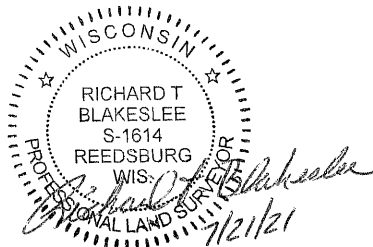
Said parcel contains 6.94 acres, more or less, and is subject to the rights-of-way of Junction Road, an easement granted to General Telephone Company of Wisconsin recorded in Volume 375, Page 404, an easement to gas company recorded in Volume 312, Page 360 and the utility easements dedicated on this survey.

That I have complied with the provisions of Chapter 236.34 of the Wisconsin State Statutes, City and Township of Reedsburg Subdivision regulations and the Sauk County Land Resources and Environment Department regulations. Also that this map is in compliance with Chapter A.E. 7 of the Administrative Code of the State of Wisconsin to the best of my knowledge and belief in surveying, dividing and mapping the same.

That such plat is a true and correct representation of the exterior boundaries of the land surveyed and the subdivision thereof made.

That I have performed such Certified Survey under the direction of Sandra Rae Phillips, E7264 Junction Road, Reedsburg, WI 53959; owner of said lands.

Richard T. Blakeslee
Professional Land Surveyor S-1614



Soil Certificate

Lot 1 of this Certified Survey Map has not had a Soil's Evaluation done. No construction for human habitation will be allowed on Lot 1 until an approved sanitary septic site has been approved by the office of Sauk County Land Resources and Environment Department. Lot 2 of this Certified Survey Map has an existing septic system.

Reedsburg Town Board Approval

Resolved, that this Certified Survey in the Town of Reedsburg, be and is hereby approved. I hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Reedsburg Town Board and made effective this _____ day of _____, 2021.

Town Board Chairman

Sauk County Land Resources and Environment Department Approval

Resolved, that this Certified Survey in the Town of Reedsburg, be and is hereby approved in compliance with Chapter 236 of the Wisconsin Statutes, and the zoning requirements of the Sauk County Land Resources and Environment Department regulations.

I hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Sauk County Land Resources and Environment Department and made effective this _____ day of _____, 2021.

Date

Administrator

COMMON COUNCIL RESOLUTION

Resolved, that this Certified Survey located in the Town of Reedsburg be and is hereby approved.

Date

Approved _____
Mayor

Date

Approved _____
Clerk

OWNERS CERTIFICATE OF DEDICATION

Sandra Rae Phillips as owner does hereby certify that she has caused the lands described on this Certified Survey Map to be surveyed, divided, mapped and dedicated as represented on this map. Sandra Rae Phillips does further certify that the Certified Survey is required by s.236.10 or 236.12 to be submitted to the following for approval or rejection: The City of Reedsburg, The Town of Reedsburg and the Sauk County Land Resources and Environment Department.

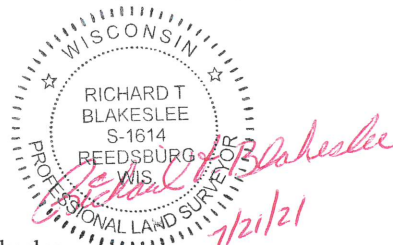
Sandra Rae Phillips

State of Wisconsin:
Sauk County:

Personally came before me this _____ day of _____, 2021, Sandra Rae Phillips, to me known to be the person who executed the foregoing instrument and acknowledged that they have executed the foregoing instrument.

Notary Public; Sauk County, Wisconsin.

My commission expires _____.



Richard T. Blakeslee
Professional Land Surveyor S-1614



City of Reedsburg GIS

DISCLAIMER: The City of Reedsburg Does not guarantee the accuracy of the material contained here in and is not responsible for any misuse or misrepresentation of this information or its derivatives.



SCALE: 1" = 139'

CITY OF REEDSBURG
134 S. Locust Street
PO Box 490
Reedsburg, WI 53959
608-524-6404

Print Date: 9/13/2021