



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  
December 10, 2019  
Reedsburg City Hall Council Chambers  
**6:00 PM**

*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 OCTOBER 28, 2019:**

**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 Conditional Use Permit for a Community Based Residential Facility for up to eight residents. 1395 Pineview Dr; parcel#1457 - David & Rebecca Knoll.
- B. Consider recommendation for rezoning property from R-2 Residential to R-3 Residential. 152 8th St; parcel#1585 - Alex Bergenske.
- C. Discuss possible rezoning of residential use properties on E Main St.

**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**  
**October 28, 2019**



Mayor Dave Estes called the meeting of the Reedsburg Plan Commission to order at 6:15 PM in Reedsburg City Hall.

**Present:** Alder Dave Knudsen, Alder Mike Gargano, Steve Zibell, Richard Braun, Greg Finkel

**Absent:** Dan DeBaets

**Staff:** Tim Becker, Brian Duvalle

**Approval of Minutes:** Motion by Zibell, seconded by Gargano to approve the 10/8/19 meeting minutes.  
Motion approved

**Consider rezoning recommendation of the South School property from Government to R-3 Residential. The R-3 zone would permit the possible development of multi-family housing on the property. – 420 Plum St; parcel #1640 – City of Reedsburg.**

There is interest from developers to convert the former school to apartments. Discussion was held on considering B-3 zone instead to allow for additional commercial uses. However one potential developer needs multi-family zoning for a tax credit application deadline.

Motion by Estes, seconded by Braun to recommend approval to Council for R-3 Residential zoning.  
Motion approved (5-1, Knudsen)

**Consider annexation recommendation for Town of Winfield parcel #s 042-0753-00000 and 042-0758-00000 – City of Reedsburg.**

This area is located between the City's dumpsite and County V and is owned by the City.

Motion by Gargano, seconded by Braun to recommend approval to Council.  
Motion approved

Motion by Knudsen, seconded by Zibell to adjourn at 6:22 PM.  
Motion approved

Respectfully submitted,

Brian Duvalle  
Planner/Building Inspector

## **Plan Commission** **Staff Report**

**DATE:** 12/10/19

**APPLICANT:** David & Rebecca Knull

**LOCATION:** 1395 Pineview Dr; parcel #1457

**ZONING:** R-2 Residential

**PROPOSED LAND USE REQUEST:** Conditional Use Permit (CUP)

**DESCRIPTION OF PROPERTY/IMPROVEMENTS:** Consider CUP for a Community Based Residential Facility for up to eight residents. The Knulls, who own Casa de Oakes, would move the existing residents from their Baraboo home to this location.

### **General Findings**

#### **SURROUNDING LAND USES:**

- North – Single-family Residential
- West – Single-family Residential
- South – Single-family Residential
- East – Single-family Residential

#### **ZONING:**

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

**TOPOGRAPHY:** Down slope to east/front yard

**STREET R.O.W./TRAFFIC/ACCESS:** Pineview Dr; 66' ROW

**ENVIRONMENTAL HAZARDS/CONDITIONS:** None known

**COMPREHENSIVE PLAN DESIGNATION:** Residential

#### **COMMENTS**

ADMINISTRATOR:

AMBULANCE:

FIRE:

POLICE:

PUBLIC WORKS:

SCHOOL:

UTILITIES:

OTHER:

**Conditional Use Permit Findings of Fact for Section 17.13(1)(A-F)**

**Proposed operation** - No Conditional Use shall be approved by the Plan Commission unless it finds that the use for which such permit is sought will not be injurious to the neighborhood or otherwise detrimental to the public welfare and will be in harmony with the general purpose of this ordinance and will not place demands on fire, police, or other public resources in excess of current capacity.

1. The Board finds that the existing parcel has a 2300+ SF single-family dwelling.
2. The Board finds that a CBRF with up to eight residents is proposed.
3. The Board finds that the parcel is zoned R-2.
4. The Board finds that section 690-20 allows CBRFs as a conditional use.
5. The Board finds that the parcel is 0.448 acres in size.
6. The Board finds that the surrounding area contains single-family dwellings.

**Architectural plans; existing and proposed structures** - The proposed conditional land use shall be designed, constructed, operated, and maintained so as not to diminish the opportunity for surrounding properties to be used and developed as zoned.

1. The Board finds that the existing parcel has a single-family dwelling.
2. The Board finds that no new structures are proposed.
3. The Board finds that the house currently has 4 bedrooms and 3.5 bathrooms.

**Character and use of adjoining buildings and those in the vicinity** - The proposed conditional land use shall not involve uses, activities, processes, materials, or equipment that would create a substantially negative impact on other conforming properties in the area by reason of traffic, noise, smoke, fumes, glare, and odors.

1. The Board finds that the existing parcel has a single-family dwelling.
2. The Board finds that the surrounding area contains single-family dwellings.
3. The Board finds that the area is zoned R-2.

**Traffic generation, circulation and parking areas** - The arrangement of public or common ways for vehicular and pedestrian circulation shall respect the pattern of existing or planned streets and pedestrian or bicycle pathways in the area.

1. The Board finds that there is an existing driveway.
2. The Board finds that the property is located on Pineview Dr.
3. The Board finds that there is an existing two-car garage.

**Traffic generation and circulation, highway access and driveway locations** - The proposed conditional land use shall be adequately served by public or private streets.

1. The Board finds that the property is located on Pineview Dr.
2. The Board finds that a CBRF with up to eight residents is proposed.

**Sewerage and water systems** - The proposed conditional land use will be adequately served by water and sewer facilities, and refuse collection and disposal services.

1. The Board finds that no changes are proposed.

**Site Plan Review Findings of Fact for Section 17.14(5)(A-F)**

**The site plan shall be designed so that there is a limited amount of change in the overall natural contours of the site and shall minimize reshaping in favor of designing the project to respect existing features of the site in relation to topography, the size and type of the lot, the character of adjoining property, the minimization of tree and soil removal and the type and size of buildings. The site shall be developed so as not to impede the normal and orderly development or improvement of surrounding property for uses permitted in this Ordinance.**

1. The Board finds that the existing parcel has a single-family dwelling.
2. The Board finds that a CBRF with up to eight residents is proposed.
3. The Board finds that the parcel is zoned R-2.
4. The Board finds that section 690-20 allows CBRFs as a conditional use.
5. The Board finds that the parcel is 0.448 acres in size.
6. The Board finds that the surrounding area contains single-family dwellings.

**Special attention shall be given to proper site drainage so that removal of storm waters will not adversely affect neighboring properties.**

1. The Board finds that the existing parcel has a single-family dwelling.
2. The Board finds that no new addition or impervious surface is proposed.

**All buildings or groups of buildings should be so arranged as to permit emergency vehicle access by some practical means.**

1. The Board finds that the existing parcel has a single-family dwelling.
2. The Board finds that a CBRF with up to eight residents is proposed.

**Exterior lighting shall be arranged as follows:**

1. It is deflected away from adjacent properties.
2. It does not impede the vision of traffic along adjacent streets.
3. It does not unnecessarily illuminate night skies.
7. The Board finds that the existing parcel has a single-family dwelling.
8. The Board finds that no new lighting is proposed.

**The arrangement of public or common ways for vehicular and pedestrian circulation shall respect the pattern of existing or planned streets and pedestrian or bicycle pathways in the area. Streets and drives which are part of an existing or planned street pattern which serves adjacent development shall be of a width appropriate to the traffic volume they will carry.**

1. The Board finds that the existing parcel has a single-family dwelling.
2. The Board finds that a CBRF with up to eight residents is proposed.
1. The Board finds that there is an existing driveway.
2. The Board finds that the property is located on Pineview Dr.

**Site plans shall conform to all applicable requirements of City, State and Federal statutes and the City of Reedsburg Comprehensive Plan, and approval may be conditioned on the applicant receiving necessary City, State and Federal permits.**

1. The Board finds that the future use map indicates Residential.

**§ 690-20 Public and semipublic uses.**

*The following public and semipublic uses shall be conditional uses and may be permitted as specified.*

**I. All adult day-care centers and community and other living arrangements as defined by state statute, provided that:**

- (1) Prior to issuance of a permit, a public hearing on that issuance is held and notification of all property owners within 150 feet of the exterior boundaries of the proposed site is provided to the property owners by first class mail and a Class 1 notice.*
- (2) The proposed center is properly certified pursuant to state law.*
- (3) The center proposes to locate in an area permitted within its state certification.*

**62.23 City planning.**

**(7) Zoning.**

**(i) Community and other living arrangements.** *For purposes of this section, the location of a community living arrangement for adults, as defined in s. 46.03 (22), a community living arrangement for children, as defined in s. 48.743 (1), a foster home, as defined in s. 48.02 (6), or an adult family home, as defined in s. 50.01 (1), in any city shall be subject to the following criteria:*

- 1. No community living arrangement may be established after March 28, 1978 within 2,500 feet, or any lesser distance established by an ordinance of the city, of any other such facility. Agents of a facility may apply for an exception to this requirement, and such exceptions may be granted at the discretion of the city. Two community living arrangements may be adjacent if the city authorizes that arrangement and if both facilities comprise essential components of a single program.*
- 2. Community living arrangements shall be permitted in each city without restriction as to the number of facilities, so long as the total capacity of such community living arrangements does not exceed 25 or one percent of the city's population, whichever is greater. When the capacity of the community living arrangements in the city reaches that total, the city may prohibit additional community living arrangements from locating in the city. In any city of the 1st, 2nd, 3rd or 4th class, when the capacity of community living arrangements in an aldermanic district reaches 25 or one percent of the population, whichever is greater, of the district, the city may prohibit additional community living arrangements from being located within the district. Agents of a facility may apply for an exception to the requirements of this subdivision, and such exceptions may be granted at the discretion of the city.*

**STAFF COMMENTS:**

As shown above, a CUP is required once the community living facility population exceeds 1% of the overall population. According to the Division of Quality Assurance Public Directory dated 10/28/19, there are currently 118 residents living in a community living arrangement facility (CBRF, adult family home, etc) within Reedsburg city limits. Plus this location is within 2500' of another facility (Our House Reedsburg Memory Care on 17<sup>th</sup> Ct).

An expiration could be added if approved, such as if the CBRF use is ever discontinued for a certain period of time or the property is sold to a new owner.

**Exhibit List**

- A. City of Reedsburg Comprehensive Plan
- B. Zoning Ordinance, City of Reedsburg, Wisconsin
- C. Tuesday, December 10, 2019, Plan Commission Agenda
- D. Land Use Change Application
- E. Staff Report
- F. Request for Review and Comment
- 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:** David + Rebecca Knull

**ADDRESS:** E6850 Fawn Valley Dr **CITY:** Reedsburg **STATE:** WI

**ZIP:** 53959 **PHONE:** 608-768-9237 **FAX:** 608-524-8527

**E-MAIL:** becky @ casadeoakes.com

**PROPERTY OWNER:** (if different from Applicant) Property owner currently Todd Sauey  
Sale pending conditional use permit granted.

**LOCATION:** 1395 Pineview Reedsburg WI **PARCEL #:** 1457

**LAND USE CHANGE REQUESTED**

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

☒ **Conditional Use Permit:** Use home as CBRF

For **CONDITIONAL USE PERMIT** requests, also answer "A" on the opposite side.

☐ **Zoning Variance:** \_\_\_\_\_

For **VARIANCE** requests, also answer "B" on the opposite side.

☐ **Zone Change (Rezoning) - From:** \_\_\_\_\_ **To:** \_\_\_\_\_

☐ **Certified Survey Map (C.S.M.):** \_\_\_\_\_

☐ **Preliminary Plat:** \_\_\_\_\_ **Final Plat:** \_\_\_\_\_ **Name of Plat:** \_\_\_\_\_

☐ **Flood Plain Zone Change: From:** \_\_\_\_\_ **To:** \_\_\_\_\_

☐ **Comprehensive Plan Amendment:** \_\_\_\_\_

☐ **Other:** \_\_\_\_\_

**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.

Rebecca J. Knull 10-15-19

**Applicant Signature / Date**

Rebecca J. Knull 10-15-19

**Owner Signature / Date**

**Extraterritorial Committee Date:** \_\_\_\_\_

**Plan Commission Date:** \_\_\_\_\_

**Board of Zoning Appeals Date:** \_\_\_\_\_

**City Council Action & Date:** \_\_\_\_\_

Account #10-461500-00

Amanda Armstrong + Erik Knull

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

Will attend meeting for us.

C:\Users\kwitt.CITYHALL\Desktop\Land Use Appl.doc

|                             |                                     |
|-----------------------------|-------------------------------------|
| Conditional Use \$153       | <input checked="" type="checkbox"/> |
| Cond. Use-Agriculture \$400 | _____                               |
| Variance \$112              | _____                               |
| Zone Change \$200           | _____                               |
| C.S.M. \$171                | _____                               |
| Subdivision Plat \$610      | _____                               |
| - w/ Stormwater Plan \$100  | _____                               |
| Flood Plain Zone \$189      | _____                               |
| Mapping Fee \$61/parcel     | _____                               |
| in C.S.M./plat              | _____                               |
| Comp Plan Amend \$200       | _____                               |
| Date Paid                   | _____                               |
| Receipt #                   | _____                               |

October 15, 2019

David and Rebecca Knull are requesting a conditional use permit for the property currently owned by Todd Sauey at 1395 Pineview Drive Reedsburg Wisconsin. David and Rebecca Knull plan to lease the property to Casa de Oakes, Inc. Casa de Oakes, Inc is wholly owned by Rebecca Knull. Casa de Oakes, Inc currently manages a group home for 8 mild to moderately developmentally delayed individuals in Baraboo, Wisconsin and would like to relocate those individuals to Reedsburg where the rest of the Casa de Oakes homes are.

Rebecca has operated the Baraboo group home since July, 2008. Five of the current residents have been with Casa de Oakes since Rebecca took over the property in 2008. The final 3 residents have either lived at Casa de Oakes or been known by Rebecca in excess of 5 years each. It is anticipated that most of the residents would move to Reedsburg following Casa de Oakes as resident and family satisfaction is high. None of these residents have any violent tendencies. While all of the residents living at Casa - Baraboo have attended VARC (the sheltered workshop located in Reedsburg) at some point in their life, currently 4 attend the workshop on a limited basis. Three of the residents currently have outside employment at industries such as Pizza Hut, Walgreens, Festival Foods and Seneca.

Rebecca has been a part of the Reedsburg community her entire life and although Baraboo is close she feels she could better serve her residents in Reedsburg. The other reason Rebecca is wishing to move her residents to Reedsburg is that the house on Pineview Drive is all one level and can easily be modified to be handicapped accessible for any of her residents who might age to the point of needing a walker or a wheelchair. The house in Baraboo would be impossible to convert to handicapped accessible for 8 residents meaning some of her residents would have to leave.

Although the front of the Pineview Drive property is fairly unusable for most of our residents it has a screened in porch which our residents will enjoy along with a nice flat backyard to play yard games, etc. At this time the age of the residents are from 30 - 80.

Casa de Oakes has operated group homes for nearly 20 years and has never taken residents which were problems to the community. None of our residents have criminal records. Casa's residents are in fact positive community members attending many community functions.

Please consider our Conditional Use permit as a positive for the Reedsburg community.

**Brian Duvalle**

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**Subject:** FW: Conditional Use Permit  
**Attachments:** 1125 Commercial Ave.pdf

Hello Brian,

I can't tell you anything definitive about the 8 unit CBRF. We have not done this type of study. Eight units isn't many but perhaps could be precedent setting or pave the way for additional CBRF development. I would assume there is ample onsite parking. There may be marginally higher traffic volume. There is probably more first responder calls and sirens but that is true anytime development expands in a city. I personally would rather a CBRF than an apartment building with noise and trash containment issues. If what is being replaced is a blighted property it may be appreciative to the surrounding property values. Bottom line is that I don't think the CBRF would be measurably detrimental to surrounding property values.

Parcel 1699-4 is assessed as a light manufacturing warehouse with 4,560 total square feet and 19% office. I attached the DOR property record card we received when the facility came out of manufacturing.

Thank you.

Craig Olson  
Project Manager  
Associated Appraisal Consultants, Inc.  
Office: 920.749.1995  
Desk: 920.224.8808

## **Plan Commission** **Staff Report**

**DATE:** 12/10/19

**APPLICANT:** Alex Bergenske

**LOCATION:** 152 8<sup>th</sup> St; parcel #1585

**ZONING:** R-2 Residential

**DESCRIPTION:** Consider recommendation for rezoning property from R-2 Residential (One- and two-family) to R-3 Residential (multi-family). The current structure has three dwelling units.

### **General Findings**

#### **SURROUNDING LAND USES:**

- North – Single-family Residential
- West – Single-family Residential
- South – Single-family Residential
- East – Single-family Residential

#### **ZONING:**

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

**TOPOGRAPHY:** Flat slopes

**STREET R.O.W./TRAFFIC/ACCESS:** Eighth St; 66' ROW

**ENVIRONMENTAL HAZARDS/CONDITIONS:** None known

**COMPREHENSIVE PLAN DESIGNATION:** Residential

#### **COMMENTS**

ADMINISTRATOR:

AMBULANCE:

FIRE:

POLICE:

PUBLIC WORKS:

SCHOOL:

UTILITIES:

OTHER:

**STAFF COMMENTS:**

The current building has three apartments and is legal non-conforming. The prospective owner (Bergenske) would like to add a fourth unit to the basement as it has two exits.

The property is just over 18,000 square feet so there is room for a fourth unit. Parking would presumably need to be addressed but there is a second driveway and additional open space on the east side of the lot.

According to past assessment records, the building was constructed in 1953 and has included three units since at least 1968.

**Exhibit List**

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- E. Staff Report
- F. Request for Review and Comment
- 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: Alex Bergenshae AAB properties LLC  
ADDRESS: 152 8th Street CITY: Reedsburg STATE: WI  
ZIP: 53959 PHONE: 608-669-5869 FAX: \_\_\_\_\_  
E-MAIL: aabproperty1@gmail.com  
PROPERTY OWNER: (if different from Applicant) AAB properties LLC  
LOCATION: \_\_\_\_\_ PARCEL #: 1585

### LAND USE REQUEST

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

☐ **Certified Survey Map (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:** R2 **To:** R3 **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.

 11/22/19  
Applicant Signature / Date

 11/22/19  
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; Site Plan \$153  | _____           |
| Cond Use-Agriculture \$400 | _____           |
| Variance \$112             | _____           |
| Rezoning \$200             | <u>X</u>        |
| C.S.M. \$171               | _____           |
| Subdivision Plat \$610     | _____           |
| - w/ Stormwater Plan \$100 | _____           |
| Flood Plain Zone \$189     | _____           |
| Annexation \$200           | _____           |
| Plan Amend \$200           | _____           |
| Date Paid                  | <u>11-27-19</u> |
| Receipt #                  | <u>1003748</u>  |
|                            | <u>3</u>        |



## 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.

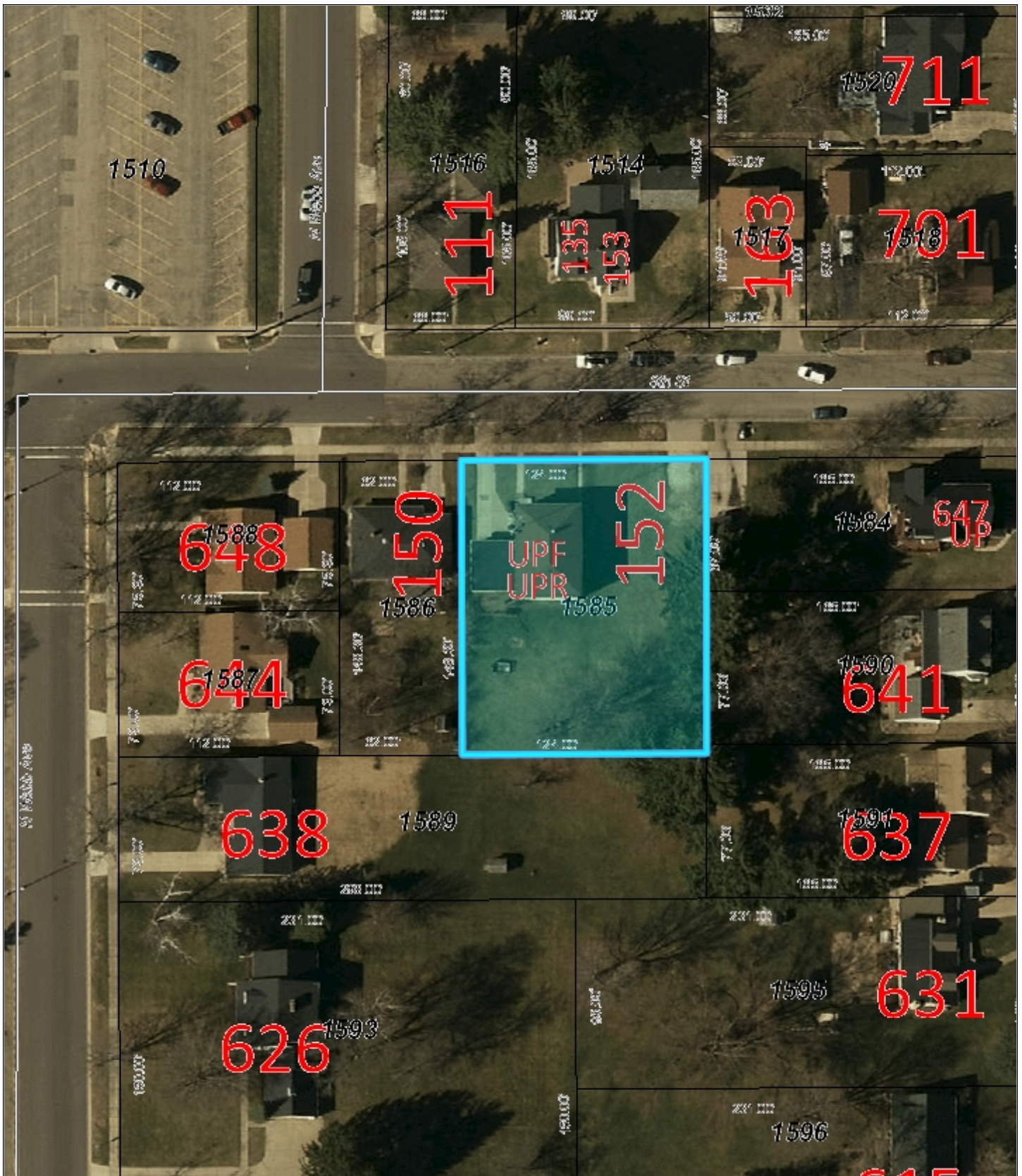


SCALE: 1" = 69'

## CITY OF REEDSBURG

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

Print Date: 11/27/2019



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SCALE: 1" = 69'

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## City of Reedsburg GIS

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SCALE: 1" = 139'

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

Print Date: 11/19/2019