

City Plan Commission Agenda
March 12, 2024
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 FEBRUARY 13, 2024:

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 ORD 1968-24 recommending rezone of parcels from B-1 to B-3 Business. – 148 & 156 Vine Street; Parcel 276-1005-00000 & 276-1005-10000 – 3LL, LLC
- B. Consider recommending final Subdivision Plat and site plan for new duplexes with zero lot lines – 1351 8th St (Armida Court), Parcel 276-2031-08000– Third Act Development, LLC
- C. Update on Great Sauk State Trail

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

February 13, 2024



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

Present: Alder Mike Gargano, Alder Sonny Hyde, Steve Zibell, Derek Horkan

Absent: Beth DeForge, Dan DeBaets

Staff: Tim Becker, Brian Duvalle

Approval of Plan Commission Minutes: Motion by Hyde, seconded by Zibell to approve the 11/14/23 meeting minutes.

Motion approved

Consider ORD 1966-24 recommending rezone of entire parcel to R-2 Residential. Currently the parcel is zoned both R-2 and Agricultural – Vacant SW lot on Eagle Ridge Ct; Parcel # 030-0505-00000 – Shea Geffert

Motion by Gargano, seconded by Horkan to recommend approval to Council.

Motion approved

Consider ORD 1967-24 recommending rezone of property from B-1 Business to B-3 Business to allow for residential use. – 340 East Main Street; Parcel 276-0958-00000 – Ramon Vallejo

Motion by Zibell, seconded by Hyde to recommend approval to Council with the addition of the adjacent vacant lot (338 E Main) pending owner agreement.

Motion approved

Consider vacating portion of South Ave – 410 South Ave

The entirety of the vacated area would go to the Riffey property. There is a blanket easement for all utilities.

Motion by Horkan, seconded by Zibell to recommend approval to Council.

Motion approved

Consider Conditional Use Permit for new housing development that would include duplexes, 8-plexes and a clubhouse. – 851 S Albert Ave & 1001 Bindl Dr; Parcel # 276-2537-00000 & 276-2563-30000– JNB Reedsburg Family LP

Consider Site Plan Review for new housing development that would include duplexes, 8-plexes and a clubhouse. – 851 S Albert Ave & 1001 Bindl Dr; Parcel # 276-2537-00000 & 276-2563-30000– JNB Reedsburg Family LP

This development has two reviews because each parcel has a different zoning district. Developer Kent Paulson stated that the housing would transition from the existing single-family to duplexes and then multi-family.

Neighbor Laura Gruber questioned additional lighting, increased traffic, and a public park. RUC has been replacing existing street lights with LEDs and could look at additional lights. There would also be turn lanes and a pedestrian crossing on the Hwy.

Amy Pendowski questioned if there would be any single-family houses and low-income housing. Paulson stated that there would be duplexes and the housing would be affordable – 30/50/60% of the area medium income. Pioneer Property Management would take care of all mowing and plowing and have an onsite

leasing office. Discussion held on the use of the clubhouse by the residents and possible rental use to the general public.

Amy Treptow expressed concerns about traffic speeds and installing speed bumps. Speed bumps are not practical for emergency vehicles and snow plowing. Discussion held on the existing stormwater pond, which is sized to handle the proposed development. A DNR stormwater permit is required.

Discussion held on a sidewalk along the Hwy, which will be looked at further with the school district as there is a sidewalk gap along the RAHS parking lot. Discussion held on parking. There are more off-street spots proposed than required. Gargano stated that we can't anticipate all negative aspects if a proposal meets the city codes. 851 S Albert Ave will need Council review as a PDG because the proposed number of units exceeds the eight allowed in the B-3 zone.

Motion by Horkan, seconded by Zibell to approve the site plan as presented for 1001 Bindl Dr.

Motion approved

Motion by Gargano, seconded by Hyde to recommend approval to Council of the Conditional Use for 851 S Albert Ave as presented and for 34 housing units. The next Common Council meeting will be February 26, 2024, at 5:30 PM, 134 S Locust St, Reedsburg, WI.

Motion approved

Consider Great Sauk Trail bike routes

Discussion held on proposed routes along the railroad and Ski Hill/Old Loganville roads. Zibell stated that the upcoming Viking Dr extension will connect Mian St to Lucky St, which are marked and signed as an on-street route. The on-street route would align with existing business. The consensus is to recommend the on-street route with the Old Loganville route as second choice.

Motion by Horkan, seconded by Zibell to adjourn at 7:05 PM.

Motion approved

Respectfully submitted,

Brian Duvalle
Planner/Building Inspector

Staff Report

DATE: 3/12/24

APPLICANT: 3LL, LLC

LOCATION: 148 & 156 Vine Street; Parcel 276-1005-00000 & 276-1005-10000

PROPOSED LAND USE CHANGE: Rezoning

DESCRIPTION OF PROPERTY/IMPROVEMENTS: Consider rezoning of properties from B-1 to B-3 to allow for additional residential use.

General Findings

SURROUNDING LAND USES:

- North – Commercial
- West – Residential
- South – Commercial
- East – Residential

ZONING:

- North – Government
- West – B-3
- South – B-1, I-1
- East – B-3, B-1

TOPOGRAPHY: Flat slopes

STREET R.O.W./TRAFFIC/ACCESS: Vine & Railroad Street; 66' ROW

ENVIRONMENTAL HAZARDS/CONDITIONS: None known

COMPREHENSIVE PLAN DESIGNATION: Redevelopment; Downtown Focus

COMMENTS

POLICE:

FIRE:

PUBLIC WORKS:

UTILITIES:

AMBULANCE:

ADMINISTRATOR:

SCHOOL:

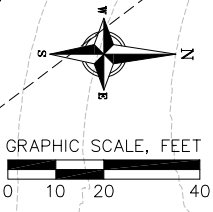
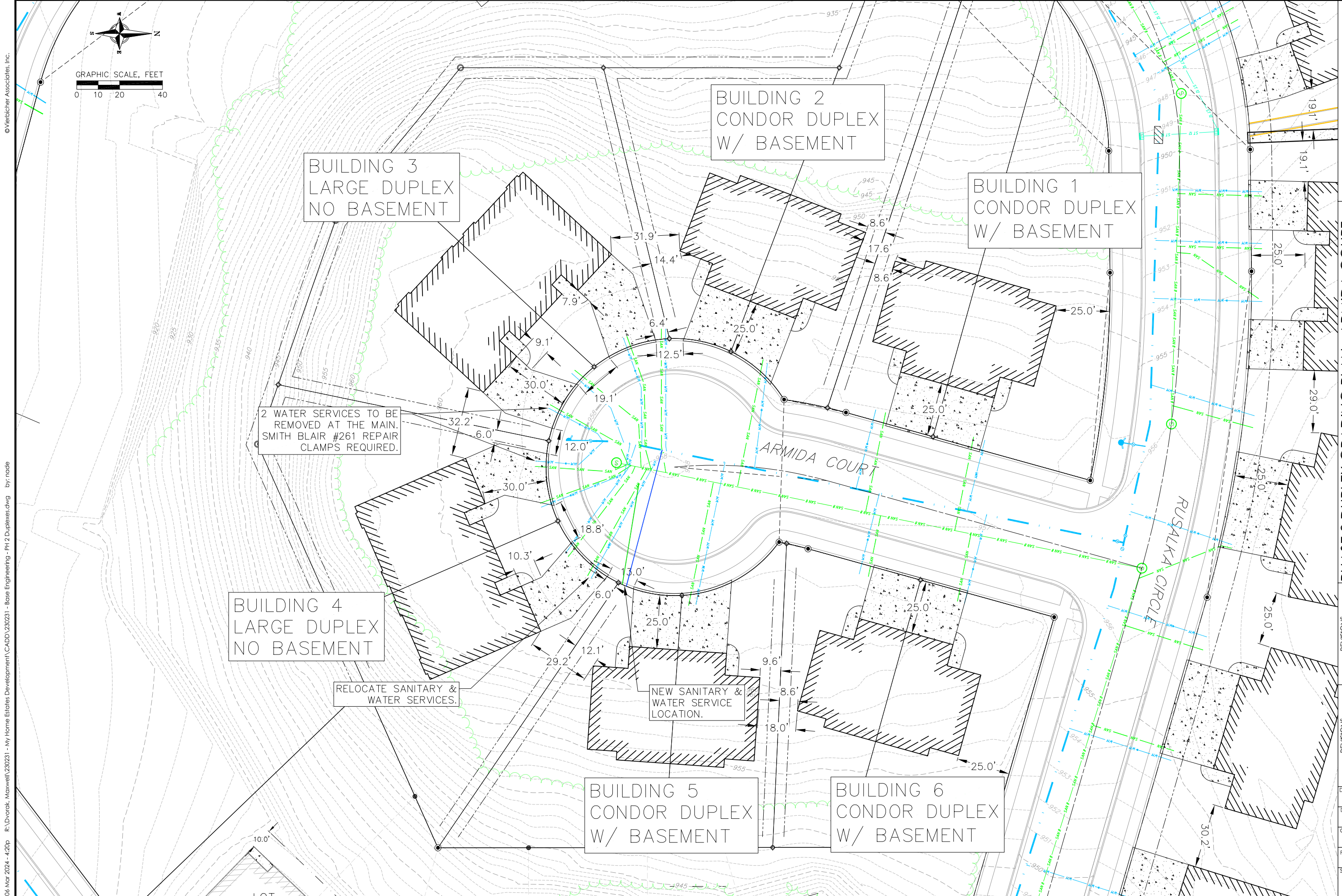
Staff Comments

The owner has offers to buy the properties for use as solely residential.

Exhibit List

- A. City of Reedsburg Comprehensive Plan
- B. Zoning Ordinance, City of Reedsburg, Wisconsin
- C. Tuesday, March 12, 2024, Plan Commission Agenda
- D. Land Use Change Application
- E. Staff Report
- F. Notice of Public Meeting

06 Mar 2024 - 4:20p R:\Dvorak, Maxwell\230231 - My Home Estates Development\CA00\230231 - Base Engineering - PH 2 Duplexes.dwg by: nade





vierbicher
planners engineers advisors

PHASE 2 DUPLEX GRADING PLAN - ARMIDA COURT

MY HOME ESTATES DUPLEXES
CITY OF REEDSBURG
SAUK COUNTY, WISCONSIN

REVISIONS		REVISIONS	
NO.	DATE	NO.	DATE

DATE
NOVEMBER 2023

DRAFTER
NADE

CHECKED
MMUC

PROJECT NO.
230231

SHEET
1 OF 2

R:\Reedsburg_City\230214 - My Home Estates\CADD\Concept Plan\2023-11-09 Gavin Property - Reedsburg Senior Village Concept Layout Option 4.dwg by: nade 06 Mar 2024 - 1:28p

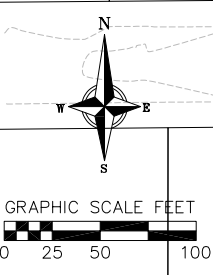
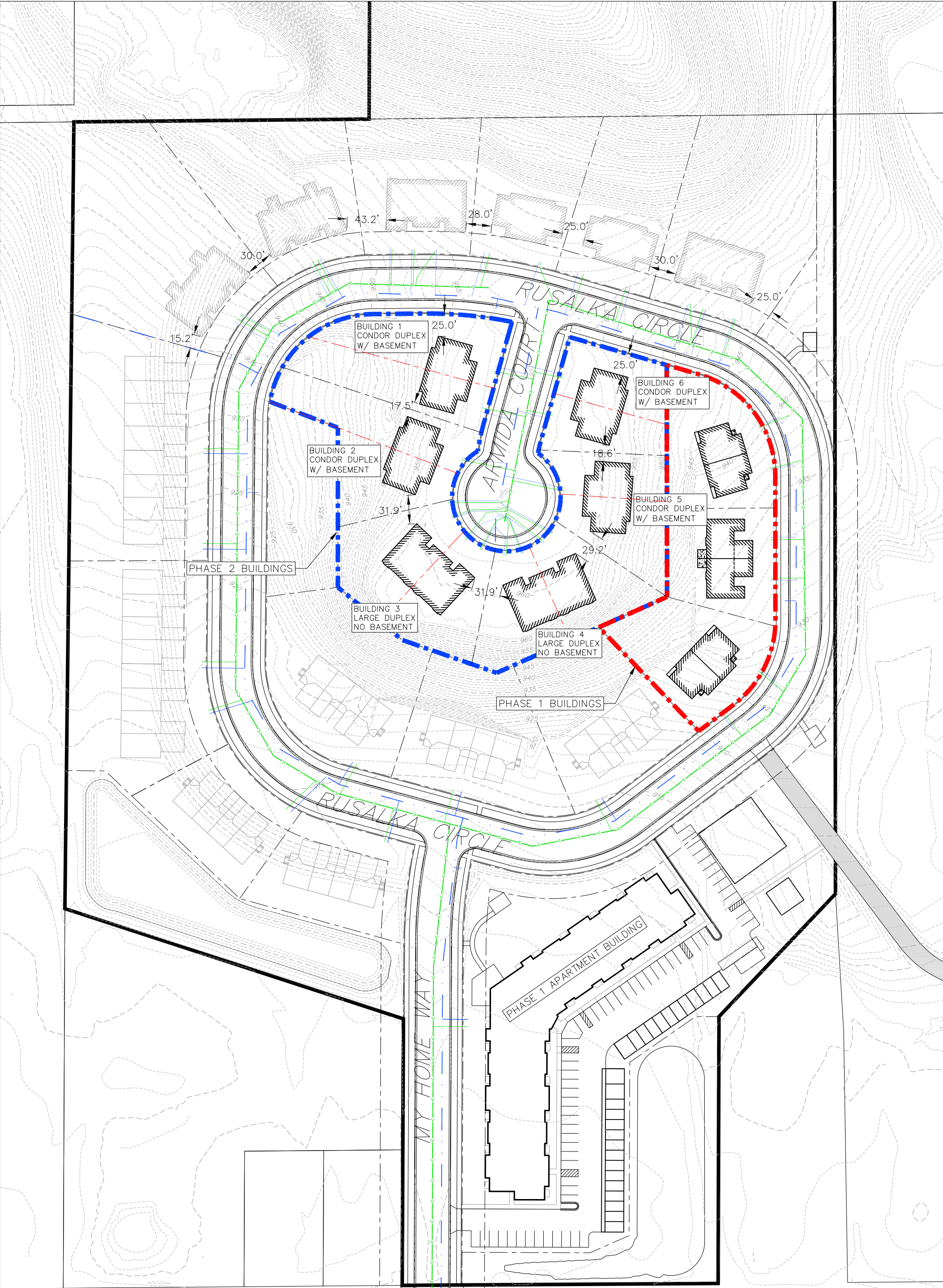


EXHIBIT A - MY HOME ESTATES
REEDSBURG, WISCONSIN
02/07/2024



06 Mar 2024 - 3:11p R:\Reedsburg, City of\230214 - My Home Estates\Phase II Subdivision Plat.dwg by: mlon

© Vierbicher Associates, Inc.

MY HOME ESTATES, PHASE II

ALL OF LOT 8 OF MY HOME ESTATES RECORDED AS DOCUMENT NO. 1257587, LOCATED IN AND PART OF THE SOUTHEAST QUARTER OF THE SOUTHWEST QUARTER AND PART OF THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 2, T12N, R4E, CITY OF REEDSBURG, SAUK COUNTY, WISCONSIN

SURVEYOR'S CERTIFICATE

I, Marc A. Londo, Wisconsin Professional Land Surveyor No. 2696, hereby certify, That in full compliance with the provisions of Chapter 236 of the Wisconsin Statutes, Chapter A-E7 of the Wisconsin Administrative Codes and the subdivision regulations of the City of Reedsburg, and under the direction of Max Dvorak, owner of KMD Enterprises, I have surveyed, divided, mapped and monumented this subdivision plat named My Home Estates, Phase II, being Lot 8 of My Home Estates, located in part of the Southeast Quarter of the Southwest Quarter and part of the Southwest Quarter of the Southwest Quarter of Section 2 T12N, R4E, City of Reedsburg, Sauk County, Wisconsin, more particularly described as follows:

All of Lot 8 of My Home Estates recorded as Document No. 1257587 in Volume D, Page 2039 of Subdivision Plats and located in part of the Southeast Quarter of the Southwest Quarter and Southwest Quarter of the Southwest Quarter of Section 2, T12N, R4E, City of Reedsburg, Sauk County, Wisconsin:

Described lands contain 4.53 Ac., 197,246 Sq. Ft., and is subject to all other easements and rights-of-way of record.

That such plat is a correct representation of all exterior boundaries of the land surveyed and the subdivision of it.

That I have fully complied with the requirements of Chapter 236 of the Wisconsin Statutes Chapter A-E7 of the Wisconsin Administrative Code and the subdivision regulations of the City of Reedsburg.



Marc A. Londo, WI PLS-2696 Date
Vierbicher Associates, Inc.

SAUK COUNTY REGISTER OF DEEDS CERTIFICATE

Received for recording this _____ day of _____, 2024,

at _____ o'clock _____m. and recorded in Volume _____ of Plats on
pages _____, as Doc. No. _____

Brent Bailey
Sauk County Register of Deeds

KMD DEVELOPMENT, LLC OWNER'S CERTIFICATE

KMD Development, a limited liability company duly organized and existing under and by virtue of the laws of the State of Wisconsin, I, Max Dvorak, as owner do hereby certify that said corporation caused the land described on this plat to be surveyed, divided and mapped as represented on this plat of subdivision. I, Max Dvorak, owner of KMD Development, LLC, further certify that this plat is required by s.236.10 or s.236.12 of the Wisconsin Statutes, to be submitted to the following for approval or objection:

The City of Reedsburg Board
The State of Wisconsin Department of Administration

IN WITNESS WHEREOF, the said KMD Development, LLC, has caused these presents to be signed by Max Dvorak, its President, at Reedsburg Wisconsin, and its corporate seal to be

hereunto affixed on this _____ day of _____, 2024,
In the presence of:

Max Dvorak, Owner
KMD Development, LLC
STATE OF WISCONSIN
SAUK COUNTY) SS

Personally came before me this _____ day of _____, 2024, Max Dvorak, Owner, of the above named corporation, to me known to be the persons who executed the foregoing instrument, and to me known to be such owner of said corporation, and acknowledged that they executed the foregoing instrument as such officers as the deed of said corporation, by its authority.

_____, Notary Public,
Wisconsin
My commission expires _____

THE CITY OF REEDSBURG APPROVAL CERTIFICATE

Resolved, that the plat of My Home Estates, Phase II, KMD Development, LLC owner, is hereby approved by the The City of Reedsburg.

David G. Estes, Mayor Date
City of Reedsburg Wisconsin

CITY CLERK/TREASURER'S CERTIFICATE

STATE OF WISCONSIN
SAUK COUNTY) SS

I, Jacob Crossetto, being the duly appointed qualified and acting city clerk/treasurer of the City of Reedsburg, do hereby certify that in accordance with the records in my office, there are no unpaid taxes or unpaid special assessments as of

_____, 2024 on any of the land included in the My Home Estates, Phase II.

Jacob Crossetto, Clerk/Treasurer Date
City of Reedsburg

CERTIFICATE OF COUNTY TREASURER

I, Jessica Machovec, being the duly elected, qualified and acting Treasurer of the County of Sauk, do hereby certify that the records in my tax office show no unredeemed tax sales and no unpaid taxes or special assessments as of

_____, 2024 affecting the lands
included in My Home Estates, Phase III.

Jessica Machovec, County Treasurer Date

SOUTH 1/4 COR. SEC. 2, T12N, R4E
MONUMENT FALLS IN ROAD INTERSECTION.
NO MONUMENT SET
LOCATION FOR SAUK CO. SECTION CORNER NO. 719 DETERMINED FROM RECOVERY TIES.

1848.13' 801.18'
S89°27'36"W 2649.31'

Curve Table						
Curve #	Arc Len.	Radius	Delta	Ch. Len.	Ch. Dir.	Tangent In Tangent Out
C1	106.83'	117.00'	52°18'56"	103.16'	S78°58'34"W	S52°49'06"W N74°51'58"W
C2	154.07'	117.00'	75°26'50"	143.17'	N37°08'33"W	N74°51'58"W N00°34'52"E
C3	181.40'	117.00'	88°50'01"	163.77'	N44°59'53"E	N00°34'52"E N89°24'53"E
C4	97.54'	464.00'	12°02'40"	97.36'	S84°33'47"E	N89°24'53"E S78°32'27"E
C5	29.51'	230.00'	7°21'08"	29.49'	S11°51'23"W	S15°31'57"W S08°10'49"W
C6	306.45'	60.00'	29°23'38"	66.54'	S88°00'20"E	S58°18'56"W N54°19'37"W
C7	13.87'	164.00'	4°50'46"	13.87'	N13°06'34"E	N10°41'11"E N15°31'57"E
C8	18.89'	117.00'	9°14'55"	18.87'	N05°12'19"E	N00°34'52"E N09°49'47"E
C9	40.85'	117.00'	20°00'24"	40.65'	N19°49'59"E	N09°49'47"E N29°50'11"E
C10	44.78'	117.00'	21°55'40"	44.50'	N40°48'01"E	N29°50'11"E N51°45'51"E
C11	76.88'	117.00'	37°39'02"	75.51'	N70°35'22"E	N51°45'51"E N89°24'53"E
C12	8.88'	230.00'	2°12'41"	8.88'	S14°25'37"W	S15°31'57"W S13°19'16"W
C13	20.63'	230.00'	5°08'22"	20.62'	S10°45'00"W	S13°19'11"W S08°10'49"W
C14	33.87'	60.00'	32°20'25"	33.42'	S42°08'44"W	S58°18'56"W S25°58'31"W
C15	29.65'	60.00'	28°18'53"	29.35'	S11°48'44"W	S25°58'10"W S02°20'42"E
C16	38.12'	60.00'	36°24'10"	37.48'	S20°32'47"E	S02°20'42"E S38°44'52"E
C17	41.37'	60.00'	39°30'10"	40.55'	S58°29'57"E	S38°44'52"E S78°15'02"E
C18	38.30'	60.00'	36°34'14"	37.65'	N83°27'51"E	S78°15'02"E N65°10'44"E
C19	41.12'	60.00'	39°16'06"	40.32'	N45°32'41"E	N65°10'44"E N25°54'39"E
C20	30.53'	60.00'	29°09'09"	30.20'	N11°20'04"E	N25°54'39"E N03°14'30"W
C21	53.49'	60.00'	51°04'57"	51.74'	N28°47'09"W	N03°14'40"W N54°19'37"W
C22	3.56'	164.00'	1°14'32"	3.56'	N11°18'27"E	N10°41'11"E N11°55'43"E
C23	10.31'	164.00'	3°36'11"	10.31'	S13°43'52"W	S15°31'57"W S11°55'46"W

There are no objections to this plat with respect to
Secs. 236.15, 236.16, 236.20 and 236.21(1) and (2),
Wis. Stats. as provided by s. 236.12, Wis. Stats.

Certified _____, 20____

Department of Administration



MY HOME ESTATES, PHASE II

LOT 8, MY HOME ESTATES
PART OF THE SE & SW 1/4s OF THE SW1/4, SECTION 2, T12N, R4E
CITY OF REEDSBURG, SAUK COUNTY, WISCONSIN

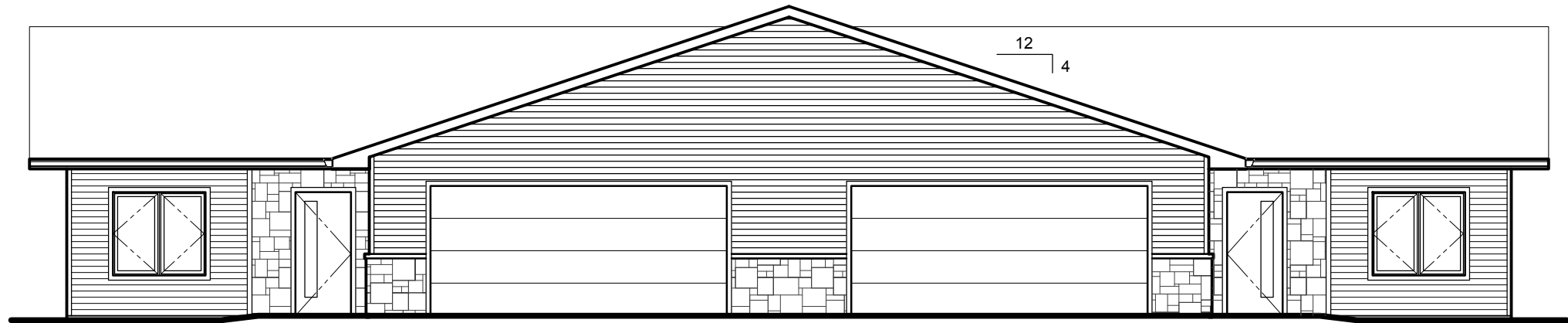
vierbicher
planners | engineers | advisors

Phone: (800) 261-3898





Blowfish Architects, llc
752 S. Grove St.
Ripon, WI 54971
920-810-5561
William F Hoch, AIA

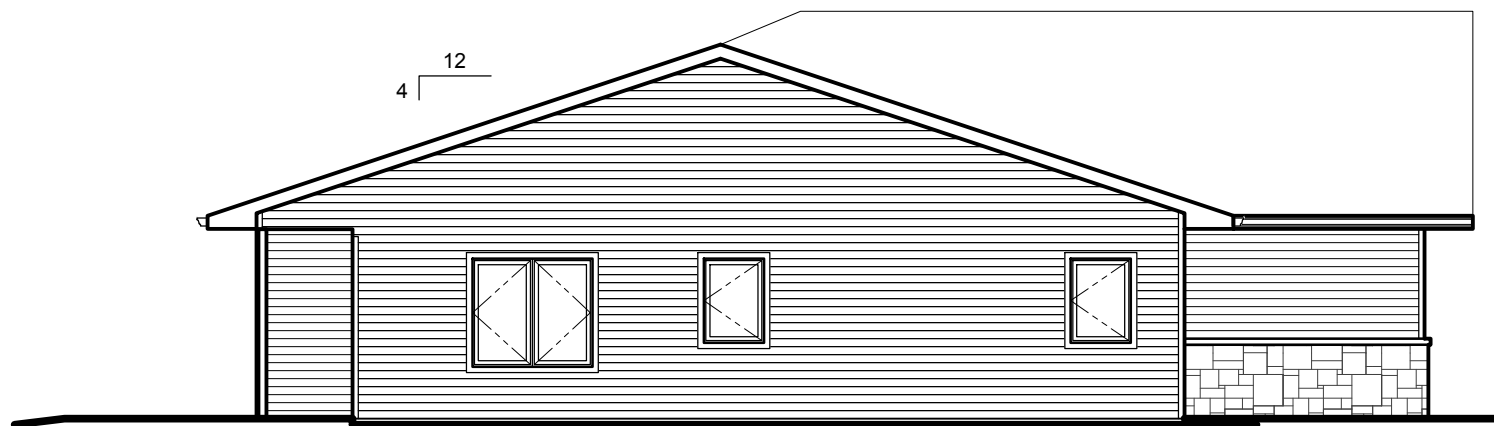


TRUSS BRG.
EL. = 108'-1 1/8"

FIRST FLOOR
EL. = 100'-0"

FRONT ELEVATION

SCALE: 1/8" = 1'-0"

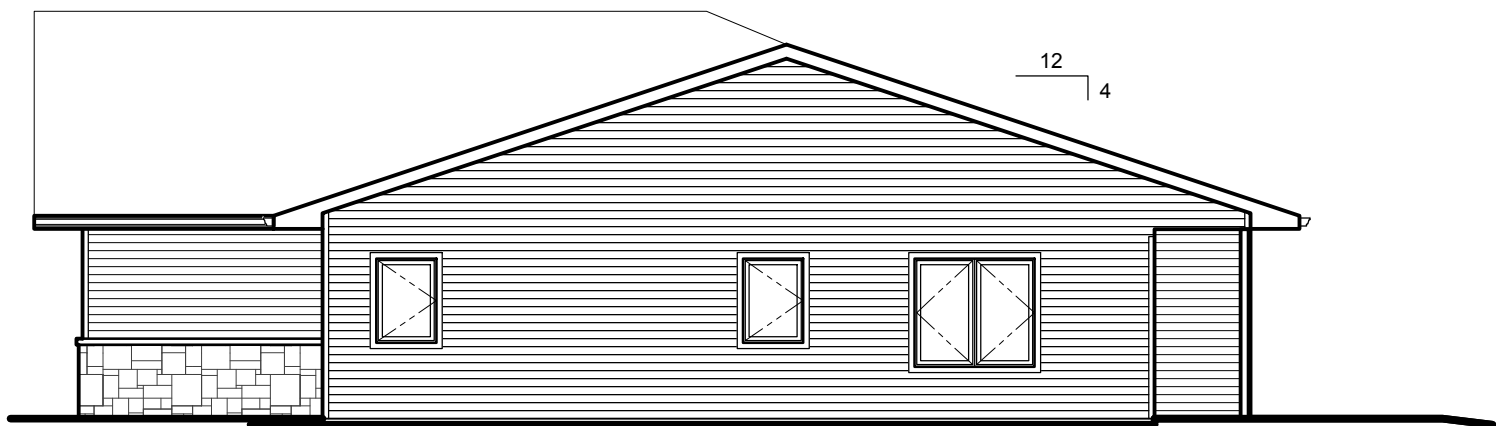


TRUSS BRG.
EL. = 108'-1 1/8"

FIRST FLOOR
EL. = 100'-0"

LEFT SIDE ELEVATION

SCALE: 1/8" = 1'-0"

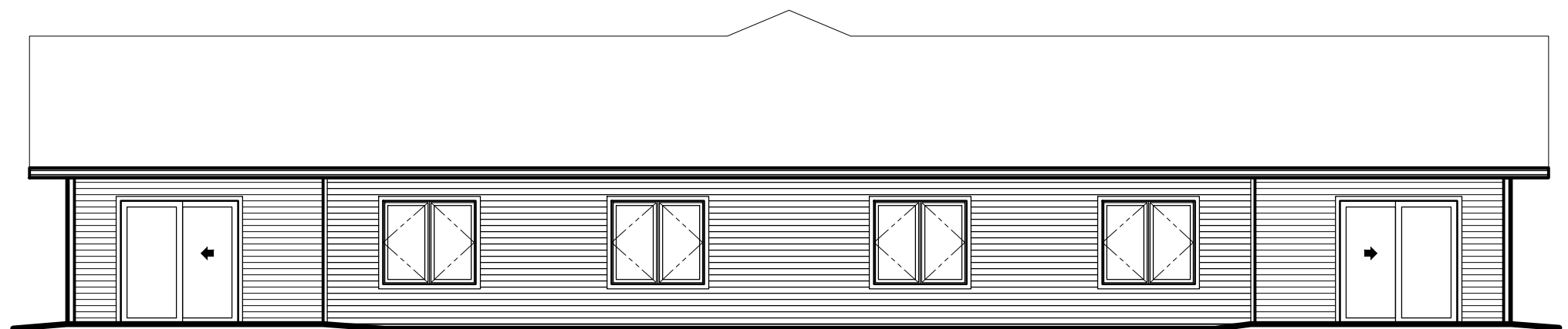


TRUSS BRG.
EL. = 108'-1 1/8"

FIRST FLOOR
EL. = 100'-0"

RIGHT SIDE ELEVATION

SCALE: 1/8" = 1'-0"



TRUSS BRG.
EL. = 108'-1 1/8"

FIRST FLOOR
EL. = 100'-0"

REAR ELEVATION

SCALE: 1/8" = 1'-0"

PRELIMINARY DRAWING - NOT FOR CONSTRUCTION

Apartment Plans

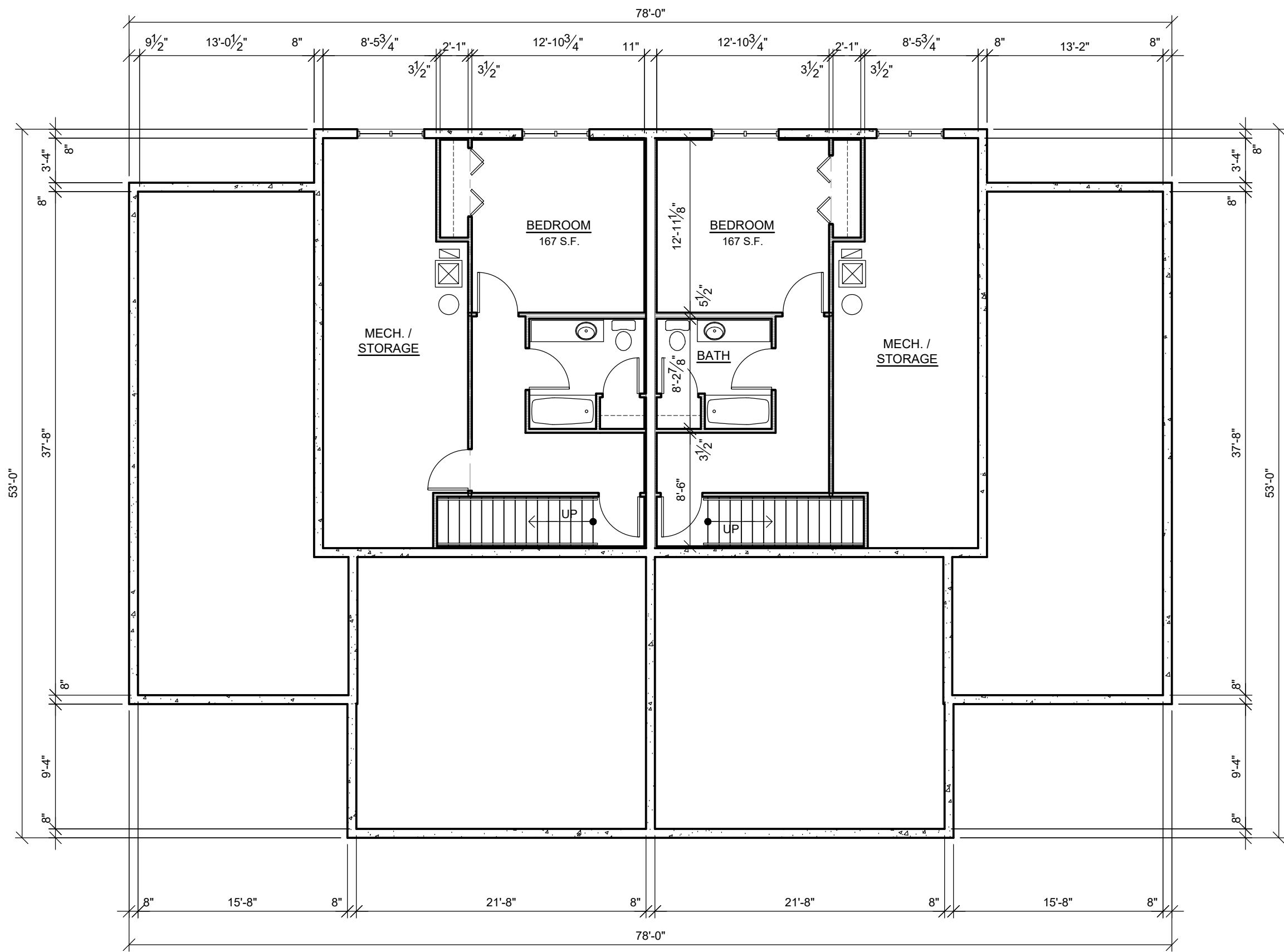
Max Dvorak

PRELIMINARY
FEBRUARY 23, 2024

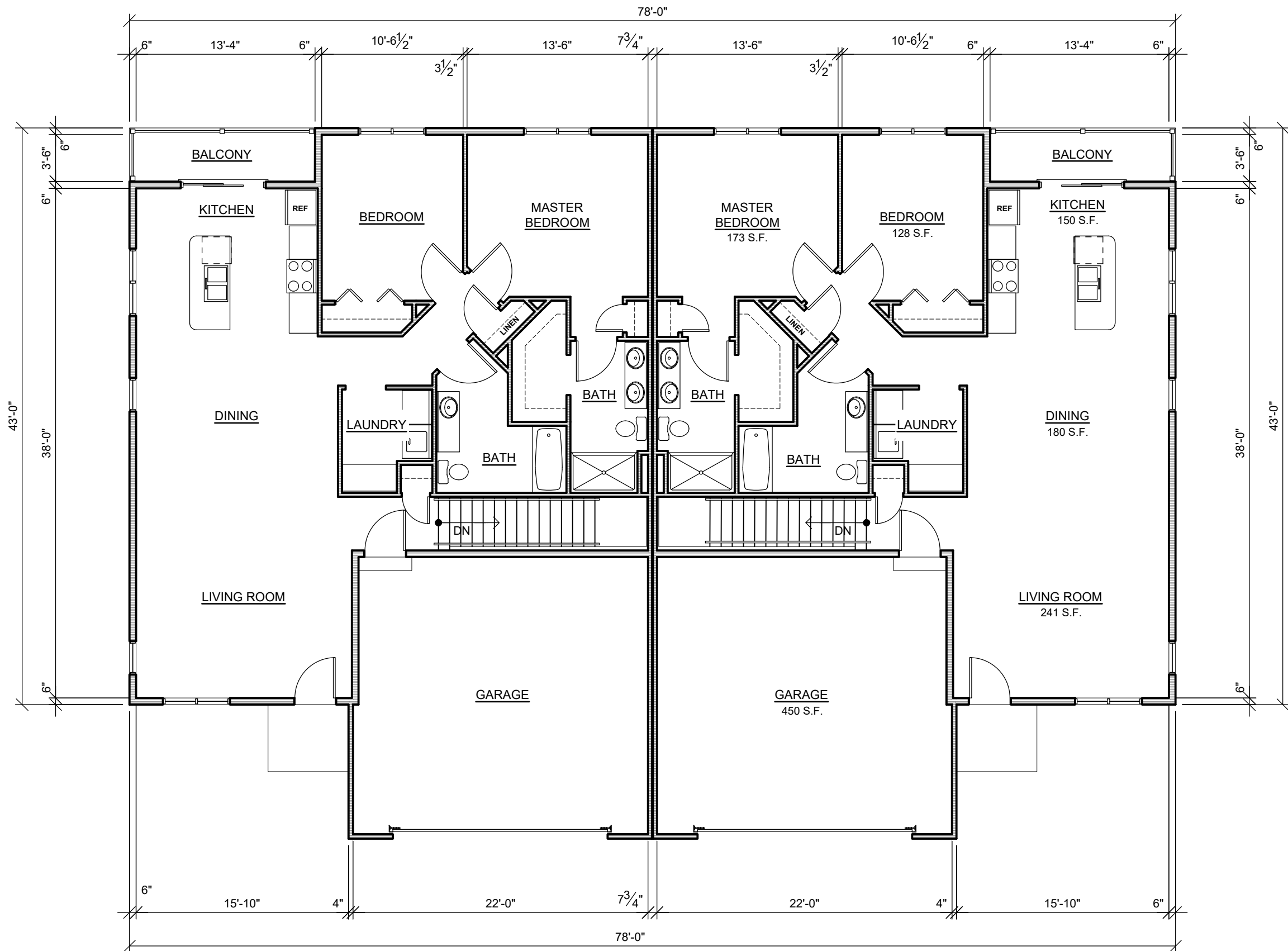
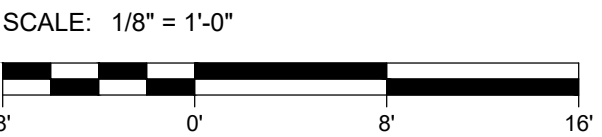
240110

SHEET

A2.0



3-BED / 3 BATH
BASEMENT FLOOR PLAN



3-BED / 3-BATH
FIRST FLOOR PLAN



UNIT AREA - BASEMENT FLOOR:	1,381 S.F.
UNIT AREA - FIRST FLOOR:	1,848 S.F.
TOTAL AREA:	3,696 S.F.
THE TOTAL AREA IS BASED UPON EXTERIOR FACE OF THE BUILDING FOOTPRINT	

CONDOR DUPLEX
- THREE BEDROOM
- TWO LEVEL



Blowfish Architects, llc

752 S. Grove St.
Ripon, WI 54971
920-810-5561
William F Hoch, AIA

PRELIMINARY DRAWING - NOT FOR CONSTRUCTION

Apartment Plans

Max Dvorak

PRELIMINARY
JANUARY 19, 2024
FEBRUARY 7, 2024

240110

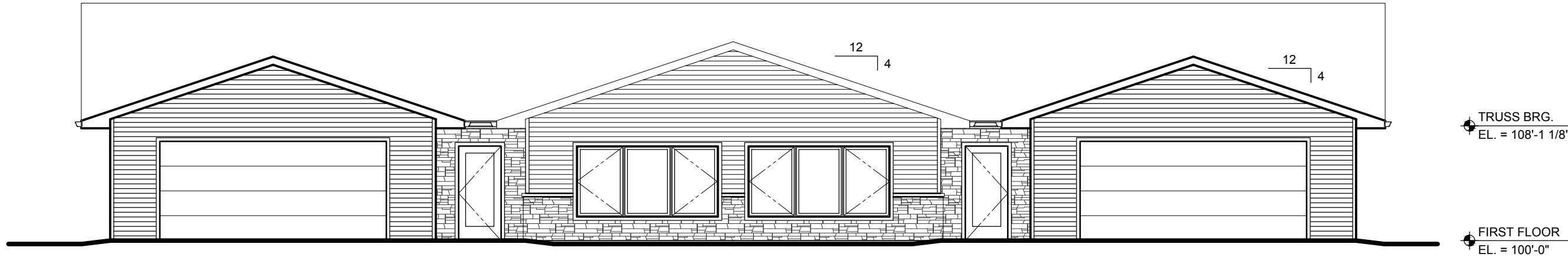
SHEET

A1.1

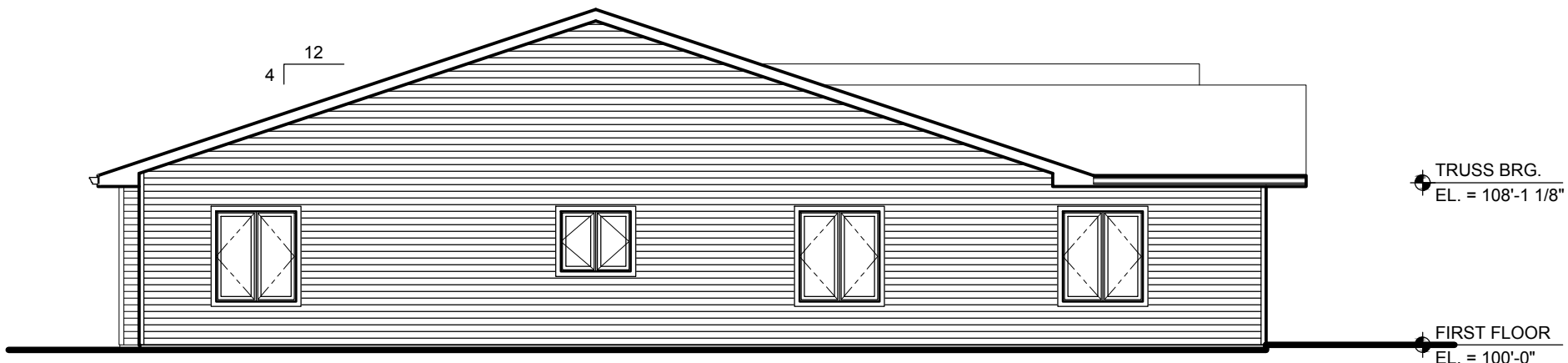


BlowfishH Architects, llc

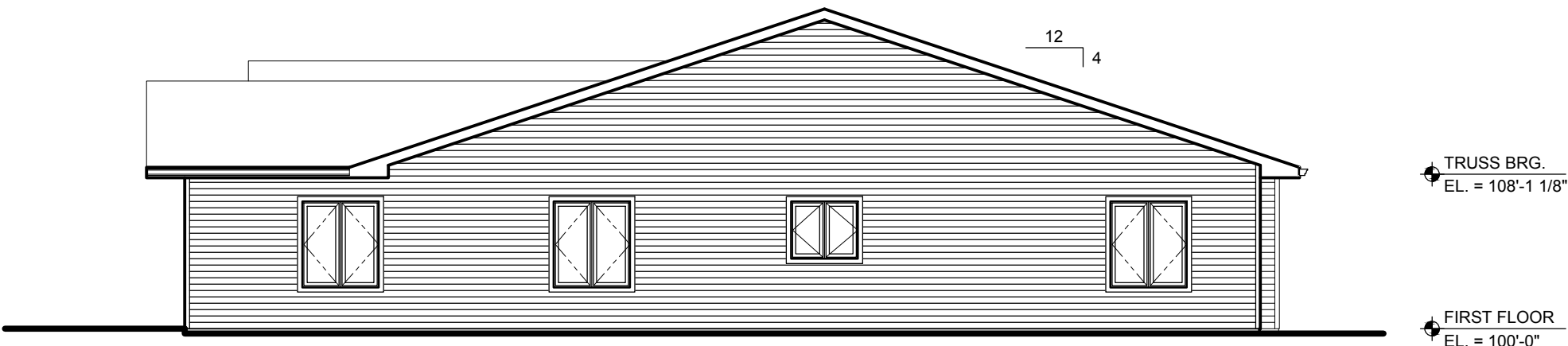
752 S. Grove St.
Ripon, WI 54971
920-810-5561
William F Hoch, AIA



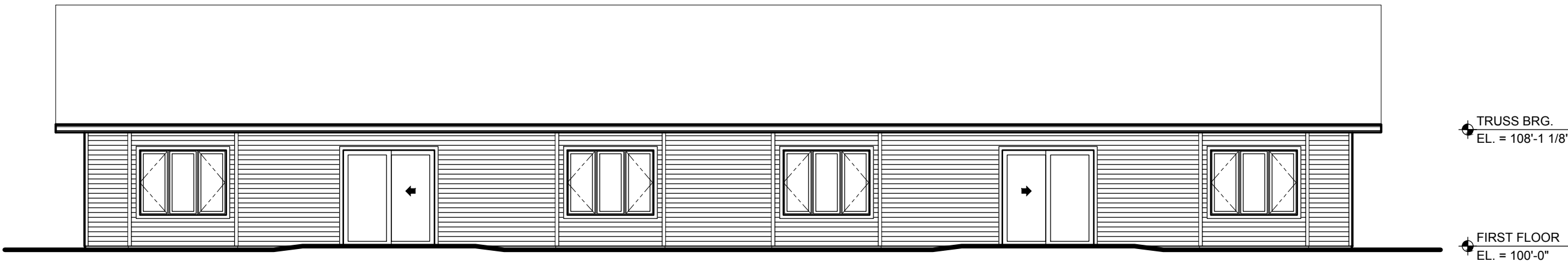
FRONT ELEVATION
SCALE: 1/8" = 1'-0"



LEFT SIDE ELEVATION
SCALE: 1/8" = 1'-0"



RIGHT SIDE ELEVATION
SCALE: 1/8" = 1'-0"



REAR ELEVATION
SCALE: 1/8" = 1'-0"

PRELIMINARY DRAWING - NOT FOR CONSTRUCTION

Apartment Plans

Max Dvorak

PRELIMINARY
FEBRUARY 23, 2024

240110

SHEET

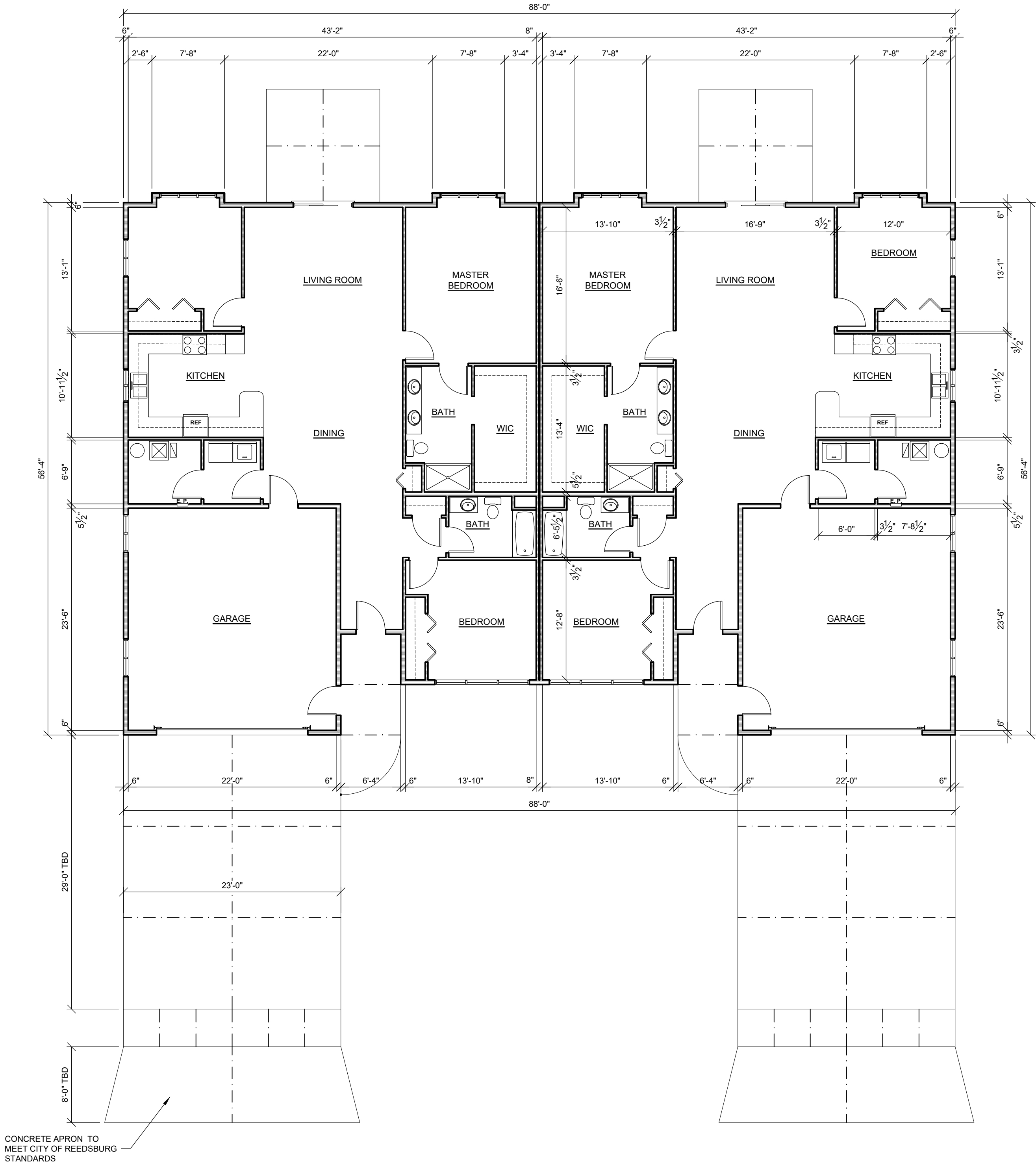
A2.0

LARGE DUPLEX
- THREE BEDROOM
- SINGLE LEVEL

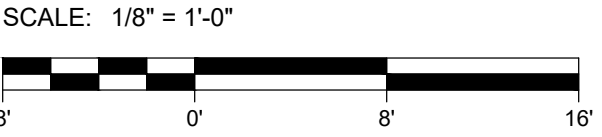


Blowfish Architects, llc

752 S. Grove St.
Ripon, WI 54971
920-810-5561
William F Hoch, AIA



3-BED / 2- BATH
FIRST FLOOR PLAN



UNIT AREA:	2,575 S.F.
TOTAL AREA:	5,150 S.F.
THE TOTAL AREA IS BASED UPON EXTERIOR FACE OF THE BUILDING FOOTPRINT	

PRELIMINARY DRAWING - NOT FOR CONSTRUCTION

Apartment Plans

Max Dvorak

PRELIMINARY

JANUARY 19, 2024
FEBRUARY 7, 2024
FEBRUARY 23, 2024

240110

SHEET

A1.1

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: Third Act Development, LLC

ADDRESS: E9290 Hogsback Rd **CITY:** Baraboo **STATE:** WI

ZIP: 53913 **PHONE:** 608-345-1905 **PARCEL #:** 276-2031-00 & 276-1380-00

E-MAIL: truemusicmax@gmail.com

PROPERTY OWNER: (if different from Applicant) _____

LOCATION: (if different from address above) 276-2031-0800

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 & C” on back page.

☐ **Preliminary Plat:** _____ **Final Plat:** X **Name of Plat:** My Home Estates - Phase 2

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

☐ **Site Plan Review:** (See “B & C” on back page) 6 Zero Lot Line Duplex Units

☐ **Zoning Appeal / Interpretation:** _____

☐ **Zoning Variance:** _____

For *VARIANCE* requests, also answer “D” 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

Owner Signature / Date

Account #10-461500-00

***The applicant or representative
MUST ATTEND the meeting(s).***

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

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

A. Please describe how your request meets each of the following Conditional Use standards, as applicable.

- A. 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 chapter and will not place demands on fire, police, or other public resources in excess of current capacity.
- B. 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.
- C. Utilities. The proposed conditional land use will be adequately served by electric, water & sewer facilities and refuse collection & disposal services.

B. Please describe how your request meets each of the following Site Plan standards, as applicable.

- A. Topography and vegetation. 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 chapter.
- B. Stormwater. Special attention shall be given to proper site drainage so that removal of stormwaters will not adversely affect neighboring properties.
- C. Emergency Services. All buildings shall be so arranged as to permit emergency vehicle access by some practical means.
- D. 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.
- E. 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.
- F. Architectural plans; existing and proposed structures. The proposed conditional land use shall be designed, constructed, operated, and maintained so to complement the surrounding area. Physical buffers shall be added as needed for neighboring conformance.
- G. Consistency with other plans and statutes. 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.

C. Site Plan Requirements, as applicable.

- (A) North arrow
- (B) Location of property lines, dimensions, and setbacks.
- (C) Location of existing and proposed public roads, rights-of-way and private easements of record.
- (D) Location of existing water bodies, surface drainage ways, stormwater controls, floodplains, and wetlands.
- (E) Location of existing and proposed buildings.
- (F) Location of parking areas and all exterior lighting.
- (G) Location of all loading / unloading areas.
- (H) Location of all sidewalks, walkways, bicycle paths and areas for public use.
- (I) Location of all utilities on the site.
- (J) Location and specifications for all fences, walls, and other screening features.
- (K) Location and specifications for all existing and proposed perimeter and internal landscaping.
- (L) Location and specifications for screening of all trash receptacles and other solid waste disposal facilities.
- (M) Location and specifications for proposed signs.
- (N) Elevation drawings for proposed commercial structures.
- (P) Floor plans, when needed to determine the number of parking spaces required.

D. Please describe how your request meets each of the following Variance standards. Attach additional pages if needed.

To grant a variance, the Board of Appeals must find four things:

- 1) The variance will not be contrary to the public interest.
- 2) Substantial justice will be done by granting the variance. _____
- 3) The variance is needed so that the spirit of the ordinance is observed.
- 4) Due to special conditions, a literal enforcement of the provisions of the zoning ordinance will result in unnecessary hardship.

Variance Hardship. A property owner bears the burden of proving "unnecessary hardship" by demonstrating either of the following:

- 1) For an area variance, that strict compliance with a zoning ordinance would unreasonably prevent the property owner from using the property for a permitted purpose or would render conformity with the zoning ordinance unnecessarily burdensome.
- 2) For a use variance, that strict compliance with a zoning ordinance would leave the property owner with no reasonable use of the property in the absence of a variance. In both situations, the property owner bears the burden of proving that the unnecessary hardship is based on conditions unique to the property, rather than personal considerations, and that the unnecessary hardship was not created by the property owner.

Staff Report

DATES: March 12, 2024

APPLICANT: Third Act Development, LLC

LOCATION: 1351 8th St (Armida Court), Parcel 276-2031-08000–

PROPOSED LAND USE CHANGE: Final Plat and duplex site plan

DESCRIPTION OF PROPERTY/IMPROVEMENTS: Consider recommending final Subdivision Plat for new duplexes with zero lot lines

General Findings

SURROUNDING LAND USES:

- North – Single-family residential; RUC water
- West – School; Church
- South – Single-family residential
- East – Townhouse residential; Nishan Park

ZONING:

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

TOPOGRAPHY: Slopes up to north

STREET R.O.W./TRAFFIC/ACCESS: 8th St; 66' ROW

ENVIRONMENTAL HAZARDS/CONDITIONS: None known

COMP PLAN DESIGNATION: Medium & High Density Residential

COMMENTS

ADMINISTRATOR:

AMBULANCE:

FIRE:

POLICE:

PUBLIC WORKS:

SCHOOL:

UTILITIES: RUC Water Dept will require changes to several water laterals – relocation and capping.

OTHER:

STAFF COMMENTS:

Zero lot line agreements will need to be recorded as part of the Plat. The plat appears to meet zoning for lot sizes, frontages, driveways, and building setbacks.

Exhibit List

- A. City of Reedsburg Comprehensive Plan
- B. Zoning Ordinance, City of Reedsburg, Wisconsin
- C. March 12, 2024, Plan Commission Agenda
- D. Land Use Change Application
- E. Staff Report
- F. Request for Review and Comment
- G. Notice of Public Meeting