

City Plan Commission Agenda
June 11, 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 MAY 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 Conditional Use Permit / Planned Development Group for a 4-unit townhouse per §690-28.2 – 17 Lois Dr; parcel #s 2554 – Scott & Kevin Looye
- B. Discuss fence at 81 W Main St
- C. Review updates

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

May 13, 2024



Mayor Dave Estes called the meeting of the Reedsburg Plan Commission to order at 5:15 PM in Reedsburg City Hall.

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

Absent: Dan DeBaets, Beth DeForge, Derek Horkan

Staff: Tim Becker, Brian Duvalle

Approval of Plan Commission Minutes: Motion by Gargano, seconded by Zibell to approve the 4/9/24 meeting minutes.

Motion approved

Consider Certified Survey Map to divide property and duplex into two lots. – 805 Hay Creek Trail; Parcel #276-2772-00000 – Vierbicher Associates, Inc

Motion by Gargano, seconded by Hyde to recommend approval.

Motion approved

Review Code of Ethics

Ethics formed were signed.

Motion by Gargano, seconded by Hyde to adjourn at 5:17 PM.

Motion approved

Respectfully submitted,

Brian Duvalle
Planner/Building Inspector

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: Looye Buildings LLC (Scott & Kevin Looye)

ADDRESS: 17 Lois Dr **CITY:** Reedsburg **STATE:** Wisconsin

ZIP: 53959 **PHONE:** (608) 415-9933 **PARCEL #:** 276 2554-00000

E-MAIL: Looyebuildings@gmail.com

PROPERTY OWNER: (if different from Applicant) **N/A**

LOCATION: (if different from address above) **N/A**

LAND USE REQUEST

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

☐ **Certified Survey Map (CSM):** _____

☒ **Conditional Use Permit:** 4 unit Townhome Building

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

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

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

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

☐ **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.

Scott Jr 15/6/2024
Applicant Signature / Date

Scott Jr 15/6/2024
Owner Signature / Date

Kevin Looye 15/6/2024
Applicant Signature / Date

Kevin Looye 15/6/2024
Owner Signature / Date

Conditional Use Application

Looye Buildings LLC

A.

A. Proposed operation. Our proposed operation will not be injurious to the neighborhood or detrimental to the public welfare. It will only be adding 4 units to the neighborhood. They will be on the far side of the Southridge subdivision, out of the way of other single family homes next to all existing duplexes of the neighborhood. The structure will be located less than 5 minutes from police, fire, and paramedic services, not putting any unnecessary difficulty to local responders.

B. Character and use of adjoining buildings and those in the vicinity. The conditional use will not affect the adjoining buildings or those in the vicinity. There will be adequate parking for all residents. Noise will not have a significant impact because of the small number of units, as well as being on the side of the subdivision with an adequate backyard for recreation. Smoke, fumes, glare, and odors will have little to no effect as the conditional use will be dwelling units.

C. Utilities. The conditional use of the land will be adequately served by electric and water through Reedsburg Utility. For wastewater, it will be served through Reedsburg's wastewater department. A new waterline will be added to service additional duplex as required by Reedsburg Utility. The Electric service will be underground supplied by Reedsburg utility from the transformer. The wastewater is already in place and will need no alteration. Garbage collection and disposal services will be serviced through Peterson Sanitation and outlets for each individual unit.

B.

A. Topography and vegetation. There will be a limited amount of change in the overall natural contour of the lot. Adjoining buildings' character will not be affected in any significant way because of the average size of the proposed building. The building being a slab foundation will result in little soil removal. There are no trees that will need to be cut down. The site will not impede on the normal and orderly development or improvements. It will be a simple multi family on the far side of the subdivision next to other existing rental properties.

B. Stormwater. The building is planning on having a declined perimeter on all sides for natural drainage away from itself and other buildings. Gutters will also be put into use for stormwater collected on the house to be removed from itself and other adjacent buildings.

C. Emergency Services. The buildings will be arranged with no complication for emergency services. They will have access from the street or driveway for all units.

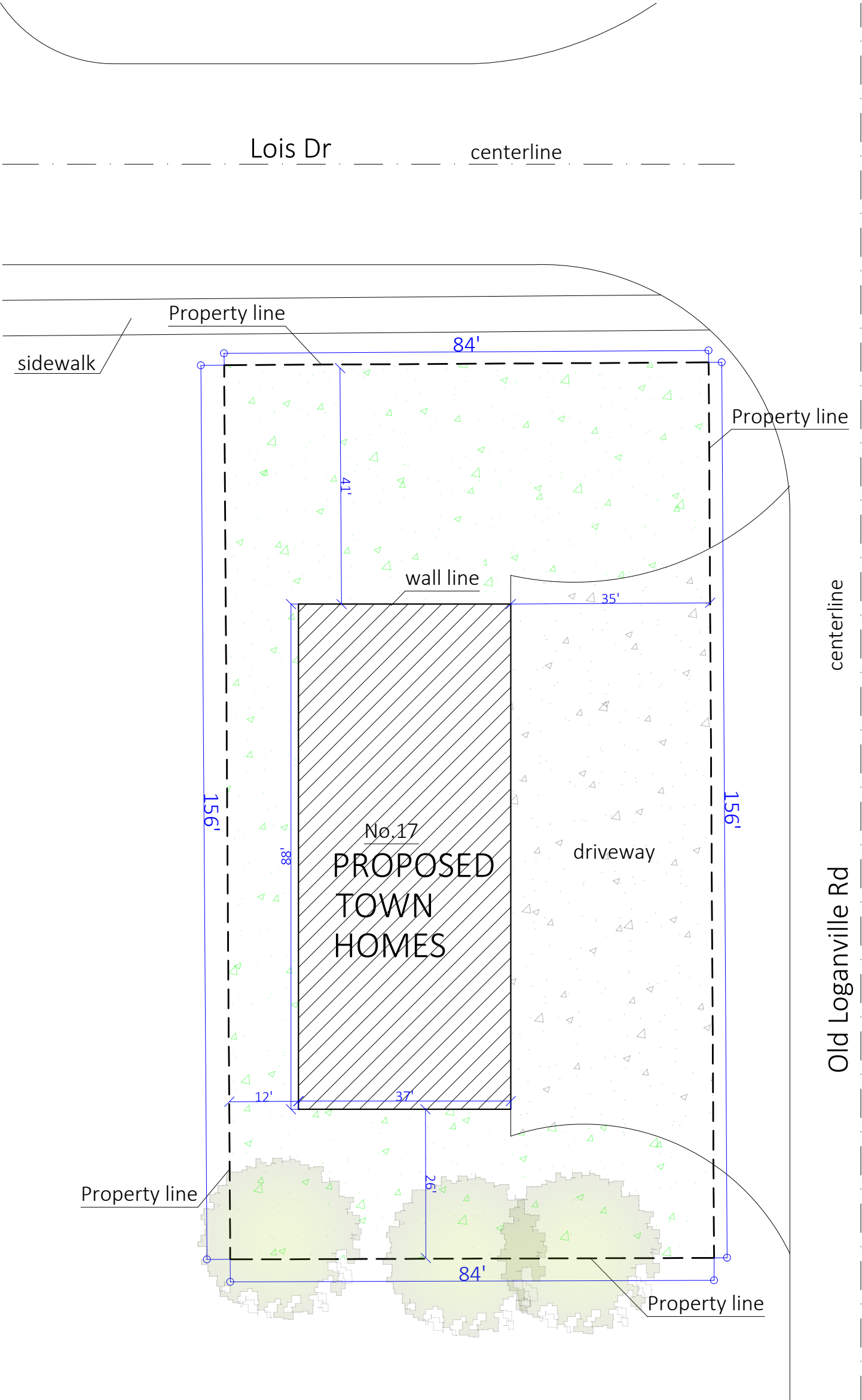
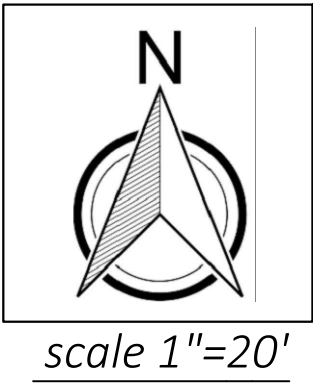
D. Exterior lighting. There will be coach light fixtures in the front and back of the building. Four in the front and another four in the back. They will be coach light fixtures similar to all homes in the neighborhood. Based on the design of coach lights there will be no glare for adjacent properties, vision of traffic along adjacent streets, and they will not illuminate the night skies.

E. Traffic generation, circulation and parking areas. The arrangement of public ways will not be affected and the sidewalk will have no effects for pedestrians. The location being on the outskirts of the subdivision makes current traffic circulation minimally impacted. Future residents of the multifamily building will not necessarily have to drive through the Southridge subdivision. They will be able to access the building by taking Old Loganville Road directly. The parking area will be in the driveway as well as a one car garage for each unit. Each unit will have parking capacity of up to four full size vehicles, as well as the option for the one car garage to be used for parking. The Town of Reedsburg has been out to the potential building site to observe plans for driveway entrances off of Old Loganville Road. And saw no issue with our building plans.

F. Architectural Plans. The design of the proposed building will be in accordance with surrounding buildings. The construction process will be simple and not a problem being on the far end of the subdivision. The design of the building is a simple multi family dwelling with adequate space complementing the subdivision. The operation of the building will be no different than nearby rentals. All exterior seasonal maintenance (snow, lawn, landscaping) will be taken care of and properly maintained. The design, operation, construction, and maintenance will complement the existing operations of the subdivision.

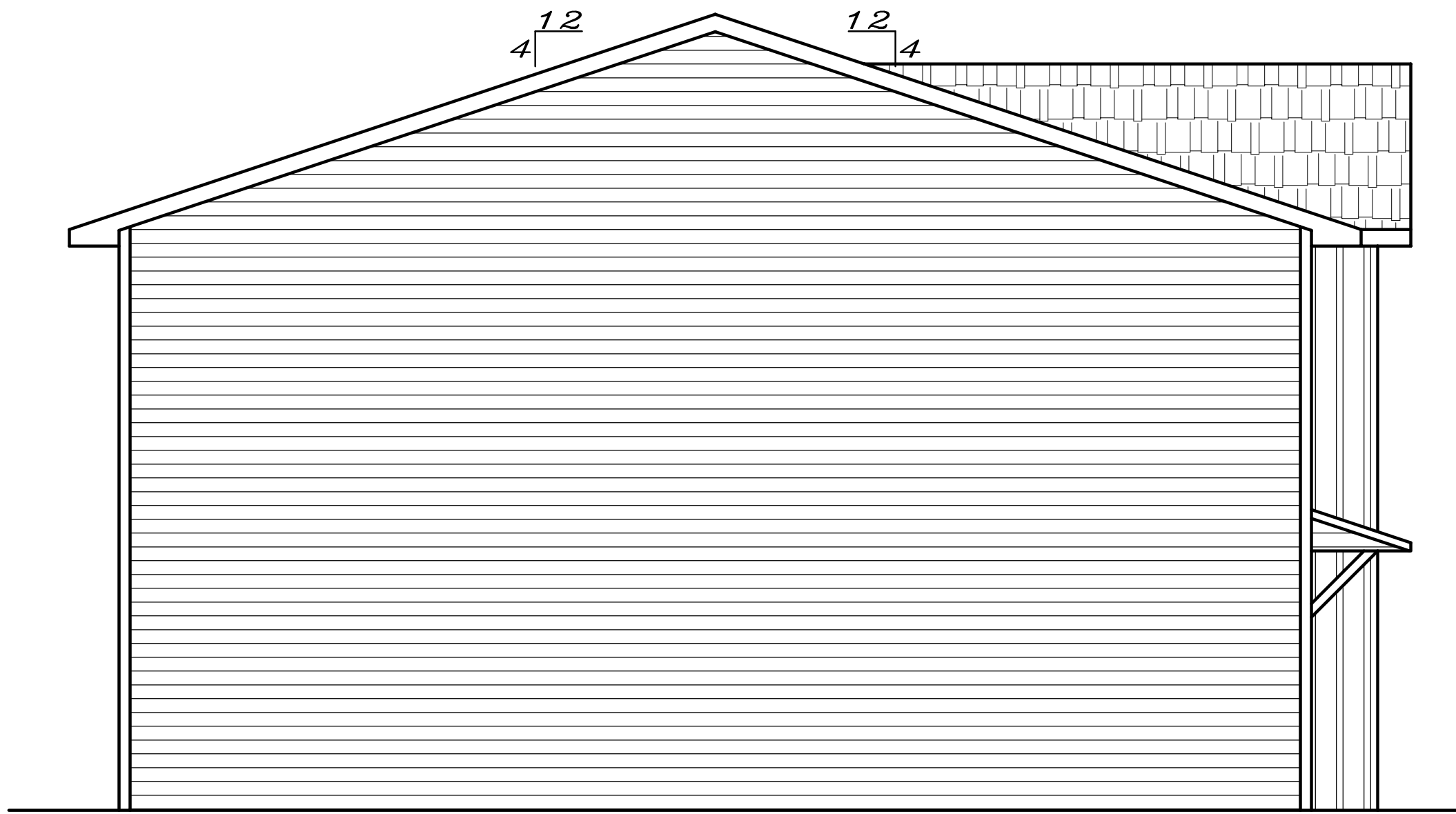
G. Consistency with other plans and statutes. The plans will be in compliance with city, state, and federal statutes and the City of Reedsburg's Comprehensive Plan. All contractors working on the project will all be licensed and insured to perform their hired intended work.

S I T E P L A N
17 Lois Dr
Reedsburg, WI 53959
Parcel ID: 276 2554-00000
Lot area: 0.3 Acres
Paper Size: 11"x17"

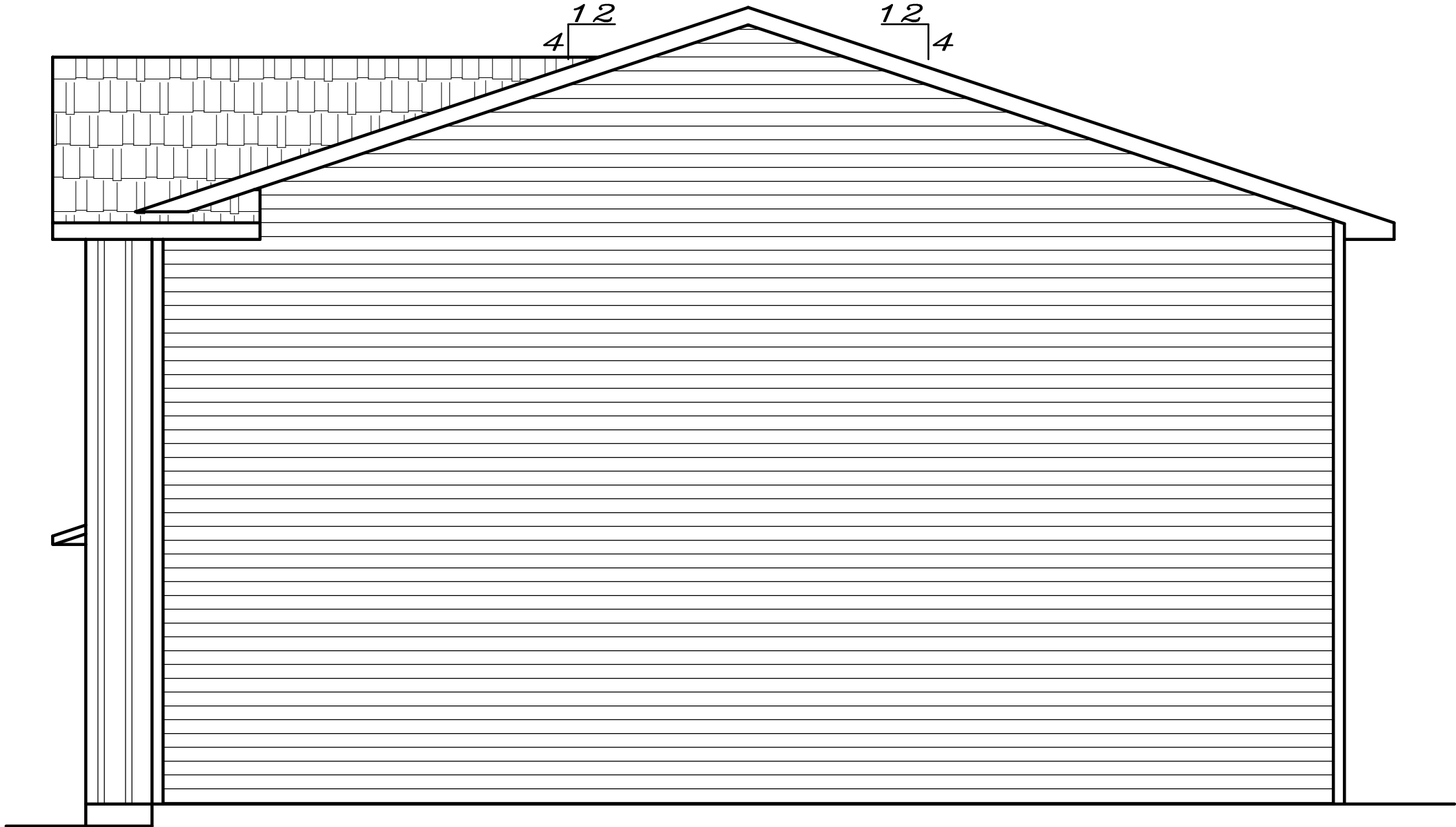




FRONT ELEVATION
1/4" = 1'



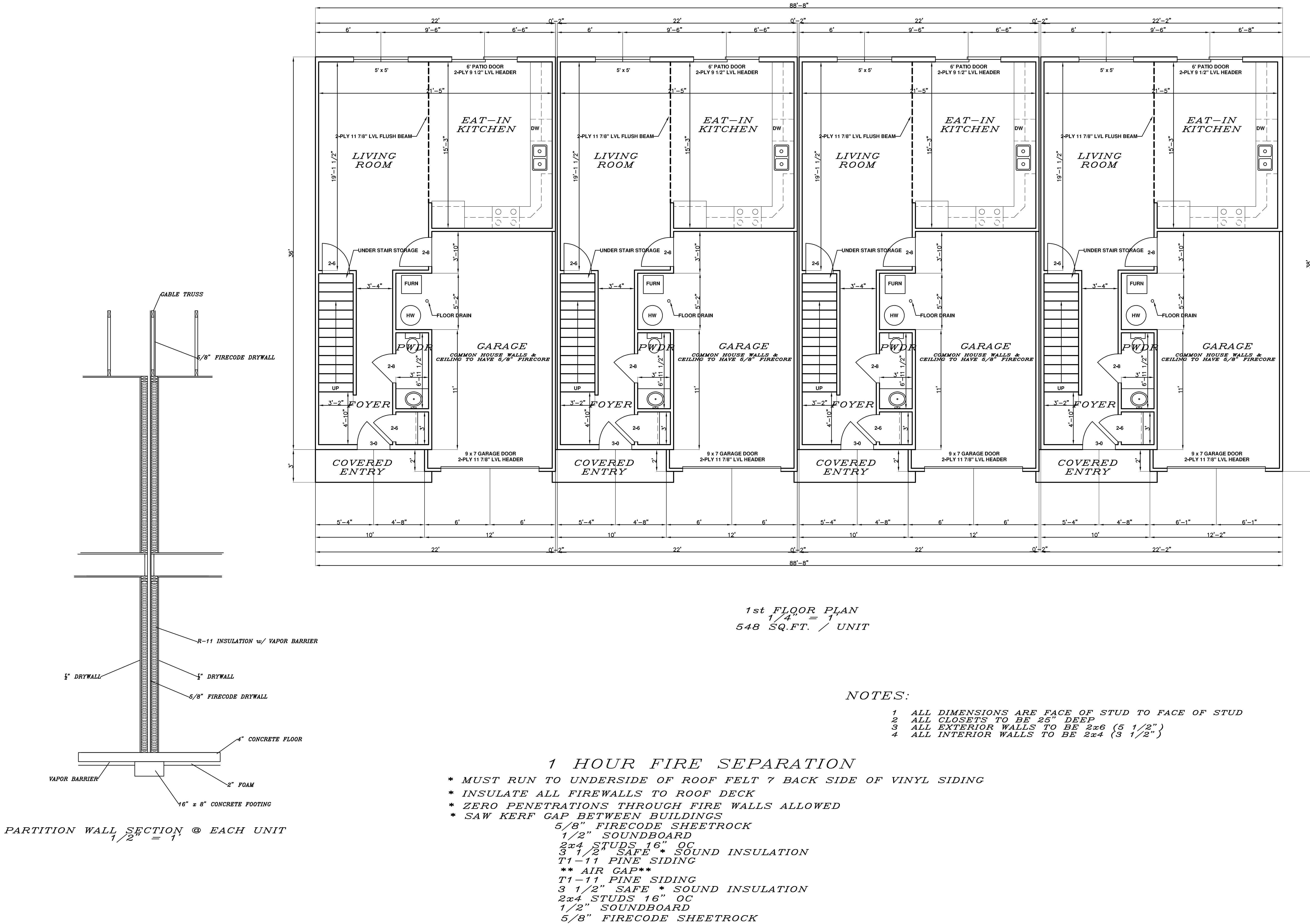
LEFT ELEVATION
1/4" = 1'

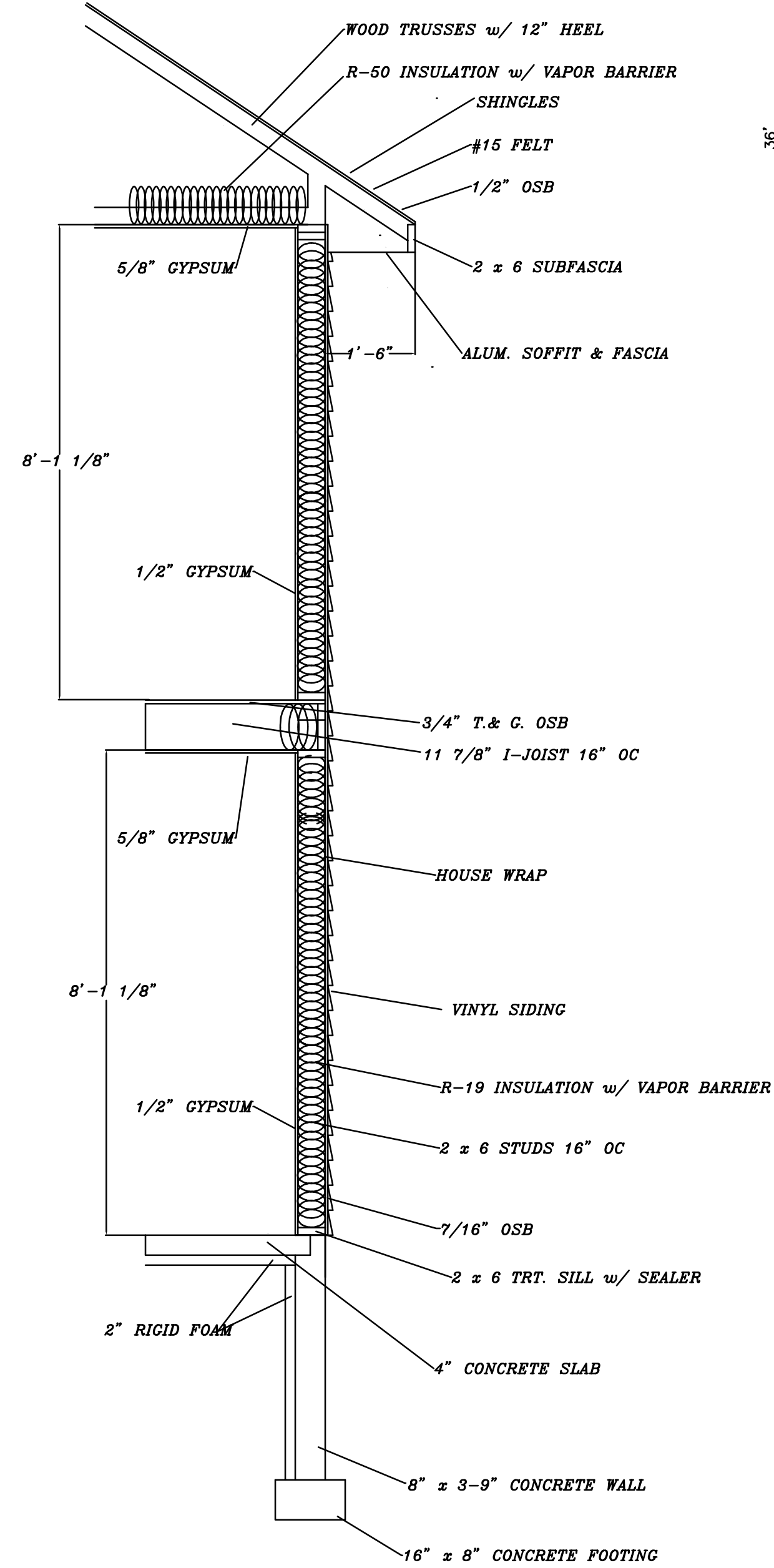


RIGHT ELEVATION
1/4" = 1'

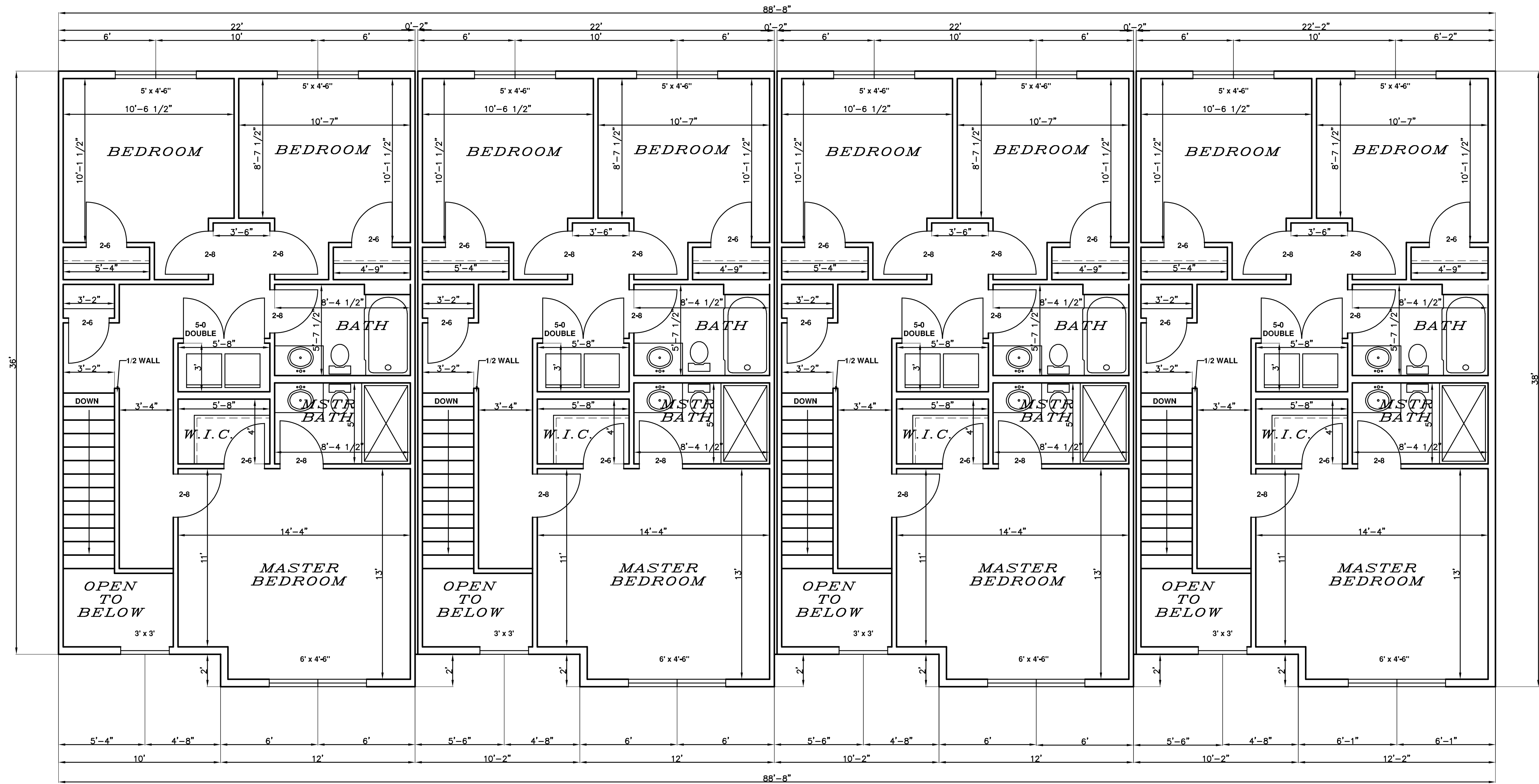


REAR ELEVATION
1/4" = 1'





WALL SECTION
1/2" = 1'



2nd FLOOR PLAN
1/4" = 1'
748 SQ.FT. / UNIT

1 HOUR FIRE SEPARATION

- * MUST RUN TO UNDERSIDE OF ROOF FELT 7 BACK SIDE OF VINYL SIDING
- * INSULATE ALL FIREWALLS TO ROOF DECK
- * ZERO PENETRATIONS THROUGH FIRE WALLS ALLOWED
- * SAW KERF GAP BETWEEN BUILDINGS
- 5/8" FIRECODE SHEETROCK
- 1/2" SOUNDBOARD
- 2x4 STUDS 16" OC
- 3 1/2" SAFE * SOUND INSULATION
- T1-11 PINE SIDING
- ** AIR GAP**
- T1-11 PINE SIDING
- 3 1/2" SAFE * SOUND INSULATION
- 2x4 STUDS 16" OC
- 1/2" SOUNDBOARD
- 5/8" FIRECODE SHEETROCK

DATE 6/4/2024

DRAWN BY SMB

REVISED 6/6/2024

LOOYE BUILDINGS

2nd FLOOR PLAN

TOWNHOUSES

OVERVIEW

4 Unit Townhome Building Corner of Lois Dr and Old Loganville Rd

The structure will be situated facing Old Loganville Road. Each unit is to be around 1,260 square feet (3 bed 2 bath). Driveway/parking lot will be one large asphalt driveway that runs continuously throughout the length of the front of the building. This will allow up to 4 cars per unit, as well as the option to park inside the one car garage giving up to 5 car spots per unit. 20 parking options total. There is also the option to add additional parking by extending the driveway/parking past the sides of the structure.

Below are close to identical plans that we have used for inspiration. (Ours to be a 4 unit version).



Plan Commission

DATE OF MEETING: June 11, 2024

APPLICANT: Scott & Kevin Looye

LOCATION: 17 Lois Dr; parcel # 2554

PROPOSED LAND USE CHANGE: Conditional Use Permit

DESCRIPTION OF PROPERTY/IMPROVEMENTS: Consider CUP/PDG for one 4-unit townhouse per §690-28.2

General Findings

SURROUNDING LAND USES:

- North – Residential
- West – Residential
- South – Residential
- East – Ag

ZONING:

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

TOPOGRAPHY: Flat slopes

STREET R.O.W./TRAFFIC/ACCESS: Lois Dr & Old Loganville Rd; 66' ROW

ENVIRONMENTAL HAZARDS/CONDITIONS: None known

COMPREHENSIVE PLAN DESIGNATION: Low-density residential

COMMENTS:

POLICE:

FIRE:

PUBLIC WORKS:

UTILITIES:

SCHOOLS:

PARKS:

ADMINISTRATOR:

Site Plan Review Findings of Fact for Section 690-33(A-G)

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.

1. The Board finds that the property is currently vacant.
2. The Board finds that a 4-plex townhouse is proposed.
3. The Board finds that the parcel is zoned B-2.
4. The Board finds that section §690-28.2 allows townhouses as a conditional use.
5. The Board finds that the overall property is 85' X 156'.

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

1. The Board finds that each unit would have a footprint of 22' X 37'.

Emergency Services. All buildings shall be so arranged as to permit emergency vehicle access by some practical means.

1. The Board finds that the property is located at the intersection of Lois Dr/Old Loganville Rd.

Exterior lighting shall be arranged as follows:

- It is deflected away from adjacent properties.
 - It does not impede the vision of traffic along adjacent streets.
 - It does not unnecessarily illuminate night skies.
1. The Board finds that new exterior lighting would be located at exterior exits.

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 the property is located at the intersection of Lois Dr/Old Loganville Rd.
2. The Board finds that there would be a new driveway on Old Loganville Rd.
3. The Board finds that the driveway would be approved by the Town of Reedsburg.
4. The Board finds that each unit would have a lower level garage.

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.

1. The Board finds that elevations plans are attached.

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.

1. The Board finds that future use is low-density residential.

Conditional Use Permit Findings of Fact for Section 690-19(A-C)

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.

1. The Board finds that the existing parcel is vacant.
2. The Board finds that a 4-plex townhouse is proposed.
3. The Board finds that the parcel is zoned B-2.
4. The Board finds that section §690-28.2 allows townhouses as a conditional use.
5. The Board finds that the overall property is 85' X 156'..
6. The Board finds that each unit would be 22' X 37'per floor.
7. The Board finds that there would be two floors with lower level garage.

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 surrounding parcels contain single-family, two-family and Ag uses.
2. The Board finds that the area is zoned Ag and R-2.

Utilities. The proposed conditional land use will be adequately served by electric, water & sewer facilities and refuse collection & disposal services.

1. The Board finds that proposed utilities will have to conform to zoning (§ 690-28.2E) and RUC requirements.

§ 690-23 Planned development groups.

- 1) Spacing and orientation of building center. Exterior walls of opposite building shall be located no closer than a distance equal to the height of the taller building. A building group shall not be so arranged that any permanently or temporarily occupied building is inaccessible to emergency vehicles.
- 2) Circulation. There shall be an adequate, safe and convenient arrangement of pedestrian circulation facilities, roadways, driveways, off-street parking and loading space. There shall be an adequate amount, in a suitable location, of pedestrian walks, malls and landscape spaces to prevent pedestrian use of vehicular ways and parking spaces and to separate pedestrian walks, malls and public transportation loading places from general vehicular circulation facilities. Buildings and vehicular circulation open spaces shall be arranged so that pedestrians moving between buildings are not unnecessarily exposed to vehicular traffic.
- 3) Paving and drainage. There shall be adequate design of grades, paving, gutters, drainage and treatment of turf to handle stormwaters and prevent erosion and formation of dust.
- 4) Signs and lighting. Signs and lighting devices shall be properly arranged with respect to traffic control devices and adjacent residential districts.

STAFF COMMENTS: The Townhouse ordinance requires a minimum 24' width per lot. Therefore the applicant would like to request a waiver under the PDG ordinance. Same with the driveway unless it is divided into two separate drives.

Maintenance agreements are required under the zoning ordinance but would only be needed later on if the units are ever divided and sold individually.

Exhibit List

- A. City of Reedsburg Comprehensive Plan
- B. Zoning Ordinance, City of Reedsburg, Wisconsin
- C. June 11, 2024, Plan Commission Agenda
- D. Land Use Change Application
- E. Staff Report
- F. Request for Review and Comment
- G. Notice of Public Meeting

Article X Fences

F. From the front setback line of the principal building toward the street, the maximum height of a fence shall be four feet. In a case where a side boundary fence is within 10 feet of a driveway, the fence shall have a minimum fifteen-foot front setback.

§ 690-51 Business district fences.

Boundary line fences within all business districts shall not exceed six feet in height except that the Plan Commission may grant a permit for a fence up to eight feet in height, provided:

A. The applicant has an approved open sales lot; or

B. An open sales lot classified as a nonconforming use; or

C. A commercial operation which has approved storage of equipment outside the building; or

D. The use could be dangerous to the public; or

E. The use is for an unattractive nuisance and the applicant can show that, for security reasons, a fence six feet in height will not be adequate.