

City Plan Commission Agenda
February 9, 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 JANUARY 11, 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 annual Conditional Use Permit for farming on vacant residential-zoned lots - Hay Creek Estates Subdivision; along Hay Creek Trail and Russell Court, between Myrtle St and N Dewey Ave - Hay Creek Estates LLC.
- B. Consider annual Conditional Use Permit for farming on vacant residential and commercial zoned lots - Eastridge Estates Subdivision and two vacant lots on south side of Huntington Park Dr between Viking Dr and Eastridge Circle - 276-2200-51000; 276-2628-8061 - ERH LLC/Harlen Olson.
- C. Consider recommending Certified Survey Map and written agreement to divide existing tax parcel into two parcels: Lot 1 and Outlet 1. - SW Corner of Hwy 13 (River Acres Lot 2) and Junction Rd; Parcel#010-0760-01000- Steven Blakeslee.
- D. Consider site plan review for new 6,480 square foot storage building. - 1200 Industrial St; parcel#2091-00000- Cellox, LLC.
- E. Consider sign permit for electronic ground sign in R-2 Residential zone per section 690-104. - 1225 N Dewey Ave; parcel#1450-0000 - Church of God.
- F. Consider annexation of parcels from Town of Reedsburg - E7185 State Rd 23/33; Parcel #'s 030-0400-10000 & 030-0400-20000 - City of Reedsburg.
- G. Consider Request for Proposal regarding 2022 Comprehensive Plan.



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.

- H. Consider recommendation of extraterritorial boundary line location per Intermunicipal Boundary Agreement which is part of the Official Extraterritorial Zoning Map.

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

January 11, 2021



Mayor Dave Estes called the meeting of the Reedsburg Plan Commission to order at 5:30 PM in Reedsburg City Hall.

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

Absent: Jay Brunken

Staff: Tim Becker, Brian Duvalle

Approval of Minutes: Motion by Gargano, seconded by Zibell to approve the 12/8/20 meeting minutes.

Motion approved

Consider recommending Certified Survey Map to divide existing parcel into three and amending previous development approval waivers to permit access from an easement instead of a public street and to exceed lot density. – 1820 Huntington Park Dr; parcel #2200-52000 – Huntington Park LLC

Luke Pelton stated that they need to divide the property for financing purposes so that each building has its own tax parcel. Discussion held on lots being encumbered to each other by stormwater controls and access. The current development agreement should be amended to reflect the new tax parcels and city funding.

Motion by Estes, seconded by Knudsen to recommend approval to Council as presented and with amendment to the development agreement.

Motion approved

Consider zoning amendment for solar access requirements of §650-59 for impermissible interference and neighbor notice.

This amendment would adopt statute language on ‘impressible interference’ and require the solar applicant to be responsible for any tree trimming on adjacent parcels if applying after the fact.

Motion by Gargano, seconded by DeBaets to recommend approval to Council as presented.

Motion approved

Motion by Knudsen, seconded by Finkel to adjourn at 5:42 PM.

Motion approved

Respectfully submitted,

Brian Duvalle
Planner/Building Inspector

Staff Report

DATE: 2/9/2021

APPLICANT: Hay Creek Estates LLC

LOCATION: Hay Creek Estates Subdivision; along Hay Creek Trail and Russell Court,
between Myrtle St. and N. Dewey Ave

ZONING: R-2 Residential

PROPOSED LAND USE CHANGE: Conditional Use Permit (CUP)

DESCRIPTION OF PROPERTY/IMPROVEMENTS: Consider annual CUP for farming
on vacant residential-zoned lots

General Findings

SURROUNDING LAND USES:

- North – Agricultural
- West – Single/two-family dwellings
- South – Single-family dwellings
- East – Single-family dwelling, Ag

ZONING:

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

TOPOGRAPHY: Flat slopes

STREET R.O.W./TRAFFIC/ACCESS:

ENVIRONMENTAL HAZARDS/CONDITIONS: None known

COMPREHENSIVE PLAN DESIGNATION: Residential

COMMENTS

POLICE:

FIRE:

PUBLIC WORKS:

UTILITIES:

AMBULANCE:

ADMINISTRATOR:

SCHOOL:

Approval conditions:

1. Type of crop
2. No. of harvests
3. Neighbor notification
4. Curb maintenance
5. Hours of operation
6. Any exempt lots
7. Setbacks
8. Time limit to remove crop
9. Crop height

2020 Approval

1. Notify neighbors in person or phone call at least 24 hours in advance of harvesting.
2. Hay only
3. Minimum of 2 harvests, maximum of 4.
4. Harvest during daylight hours only
5. Maintain treebank
6. 5' sidewalk setback
7. Remove bales within 24 hours; Maximum 3' height of hay

Exhibit List

- A. City of Reedsburg Comprehensive Plan
- B. Zoning Ordinance, City of Reedsburg, Wisconsin
- C. Tuesday, February 9, 2021, Plan Commission 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: Hay Creek Estates

ADDRESS: PO Box 350 **CITY:** Reedsburg **STATE:** WI

ZIP: 53959 **PHONE:** 524-6108 **FAX:** 524-8862

E-MAIL: pamela.coy@vikingvillageinc.com

PROPERTY OWNER: (if different from Applicant) Hay Creek Estates

LOCATION: Hay Creek Estates LLC **PARCEL #:** _____

LAND USE REQUEST

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

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

☒ **Conditional Use Permit:** Farming

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.

Pamela K G 11-12-2021

Applicant Signature / Date

William J. Pore 11-12-2021

Owner Signature / Date

Extraterritorial Committee Date: _____

Plan Commission Date: _____

Board of Zoning Appeals Date: _____

City Council Action & Date: _____

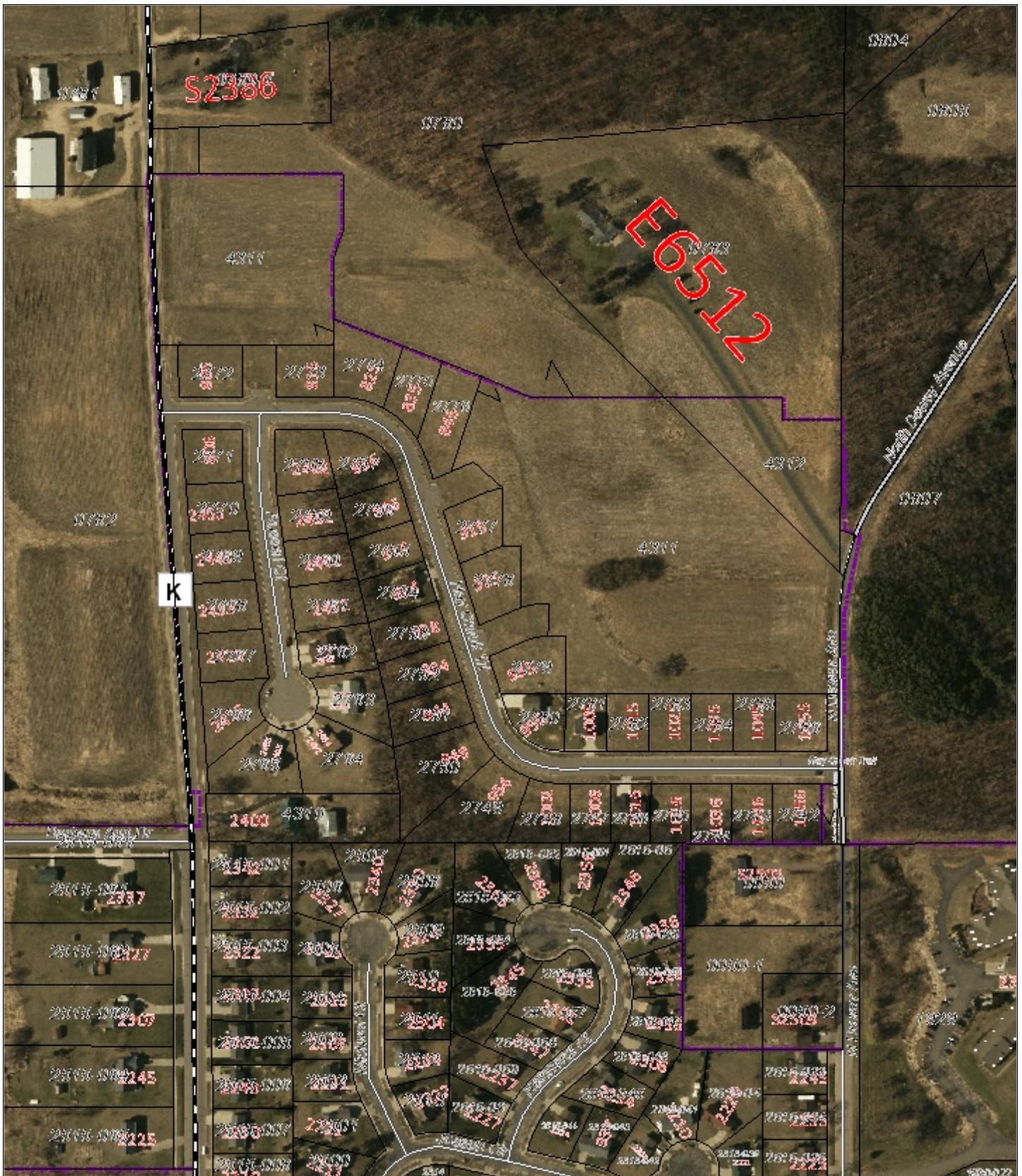
Account #10-461500-00

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

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

Pd✓
1-13-21



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" = 277'

CITY OF REEDSBURG

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

Print Date: 2/2/2021

Staff Report

DATE: 2/9/21

APPLICANT: ERH LLC / Harlen Olson

LOCATION: Eastridge Estates Subdivision and two vacant lots on south side of Huntington Park Dr between Viking Dr and Eastridge Circle - 276-2200-51000; 276-2626-8061

REQUEST: Conditional Use Permit (CUP)

DESCRIPTION: Annual CUP for farming of vacant residential/commercial-zoned lots.

General Findings

SURROUNDING LAND USES:

- North – Single-family dwellings, Commercial
- West – Single-family dwellings
- South – Single-family dwelling, Commercial
- East – Single/Multi-family dwellings

ZONING:

- North- R-2 Residential
- West- R-2 Residential
- South- R-2 Residential, B-2 Business
- East- R-2 Residential

TOPOGRAPHY: Flat slopes

STREET R.O.W./TRAFFIC/ACCESS: Multiple streets

ENVIRONMENTAL HAZARDS/CONDITIONS: None known

COMPREHENSIVE PLAN DESIGNATION: Residential

COMMENTS

POLICE:

FIRE:

PUBLIC WORKS:

UTILITIES:

AMBULANCE:

ADMINISTRATOR:

SCHOOL:

STAFF COMMENTS:

Approval conditions:

1. Type of crop
2. No. of harvests
3. Neighbor notification
4. Spraying – fertilizer or herbicides
5. Curb maintenance
6. Hours of operation
7. Any exempt lots
8. Setbacks
9. Time limit to remove crop
10. Crop height

2020 Approval:

1. Hay, soybeans
2. Minimum of 2 harvests and maximum of 4 harvests with maximum 3' height
3. Notify residents 24 hours prior in person or with door hangers for spraying and harvesting
4. Maintain/trim along curbs
5. Lots 10, 94, 95, 96 are not to be used for Ag
6. Hours are to be 7am – 9pm
7. 5' setback along adjacent lots
8. Remove hay bales within 48 hours of harvest
9. Clean-up date of November 15, 2020.

Exhibit List

- A. City of Reedsburg Comprehensive Plan
- B. Zoning Ordinance, City of Reedsburg, Wisconsin
- C. Tuesday, February 9, 2021, 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: ERH LLC / Harlen Olson

ADDRESS: 2350 East Main St. **CITY:** Reedsburg **STATE:** WI

ZIP: 53959 **PHONE:** 608-524-8284 **FAX:** 608-524-8270

E-MAIL: harlen@evergreenrealtyinc.com admin@evergreenrealtyinc.com

PROPERTY OWNER: (if different from Applicant) Harlen Olson

LOCATION: East Ridge Estates **PARCEL #:** Multiple - See Attached

LAND USE REQUEST

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

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

☒ **Conditional Use Permit:** Farming Vacant Lots

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:** _____

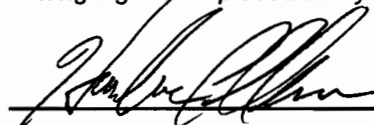
☐ **Zoning Variance:** _____

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

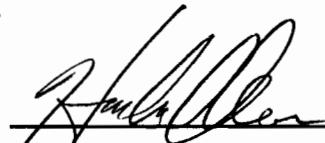
☐ **Other or Annexation:** _____

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.

 1-12-21

Applicant Signature / Date

 1-12-21

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.**

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Cond Use; Site Plan \$153	_____
Cond Use-Agriculture \$400	☒
Variance \$112	_____
Rezoning \$200	_____
C.S.M. \$171	_____
Subdivision Plat \$610	_____
- w/ Stormwater Plan \$100	_____
Flood Plain Zone \$189	_____
Annexation \$200	_____
Plan Amend \$200	_____
Date Paid	_____
Receipt #	_____

Conditional Use Permit - Lot Numbers For Farming

276-2200-51000	276-2626-45100	276-2626-43700
276-2626-80610	276-2626-45200	276-2626-43800
276-2626-37000	276-2626-45300	276-2626-26000
276-2626-31000	276-2626-44700	276-2626-44200
276-2626-30000	276-2626-43400	276-2626-44300
276-2626-29000	276-2626-43500	276-2626-44400
276-2626-28000	276-2626-43600	276-2626-44500



RADC **Staff Report**

DATE: 1/26/21

APPLICANT: Steven Blakeslee

LOCATION: SW corner of Hwy 136 and Junction Rd; Parcel #010-0760-01000

ZONING: Resource Conservancy – 5

PROPOSED LAND USE CHANGE: Certified Survey Map

DESCRIPTION OF PROPERTY/IMPROVEMENTS: Consider recommending Certified Survey Map to divide existing tax parcel into two parcels: Lot 1 and Outlot 1.

General Findings

SURROUNDING LAND USES:

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

ZONING:

- North- R-2 Residential
- West- Resource Conservancy – 5
- South- Resource Conservancy – 35
- East- Resource Conservancy – 5

TOPOGRAPHY: Floodway, Flood fringe, Wetlands

STREET R.O.W./TRAFFIC/ACCESS: Junction Rd / Hwy 136; 66' ROW

ENVIRONMENTAL HAZARDS/CONDITIONS: None known

COMPREHENSIVE PLAN DESIGNATION: Resource Conservancy – 5

Exhibit List

- A. City of Reedsburg Comprehensive Plan
- B. Zoning Ordinance, City of Reedsburg, Wisconsin
- C. Tuesday, Jan 26, 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: STEVEN BLAKESLEE

ADDRESS: E 6086 Fiske DR **CITY:** Reedsburg **STATE:** WI

ZIP: 53959 **PHONE:** 608-963-7033 **FAX:** _____

E-MAIL: STEVENB2727@HOTMAIL.COM

PROPERTY OWNER: (if different from Applicant) _____

LOCATION: Lot 2 River Acres **PARCEL #:** 0760-01

LAND USE REQUEST

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

☒ **Certified Survey Map (CSM):** OUTLOT Lot 2 River Acres

☐ **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.

[Signature] 12/8/2020

Applicant Signature / Date

[Signature] 12/8/2020

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.

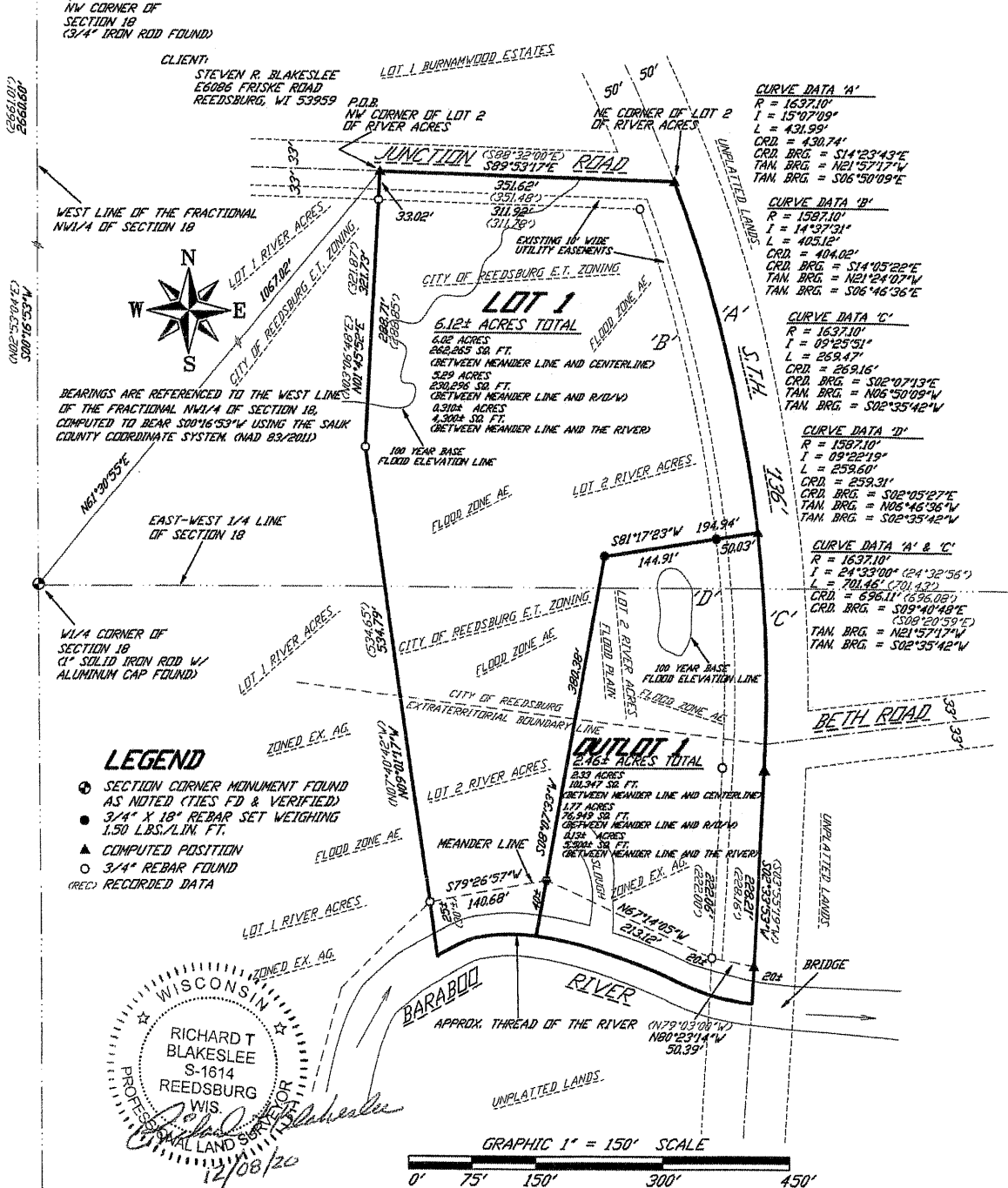
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Cond Use; Site Plan \$153	_____
Cond Use-Agriculture \$400	_____
Variance \$112	_____
Rezoning \$200	_____
C.S.M. \$171	<u>171.00</u>
Subdivision Plat \$610	_____
- w/ Stormwater Plan \$100	_____
Flood Plain Zone \$189	_____
Annexation \$200	_____
Plan Amend \$200	_____
Date Paid	_____
Receipt #	_____

pdv
12.8.20

SAUK COUNTY CERTIFIED SURVEY MAP NO.

A PARCEL OF LAND BEING DESCRIBED AS LOT 2 OF RIVER ACRES, LOCATED IN THE SOUTHEAST 1/4 OF THE FRACTIONAL NORTHWEST 1/4 AND THE NORTHEAST 1/4 OF THE FRACTIONAL SOUTHWEST 1/4 OF SECTION 18, T12N, R5E, TOWN OF EXCELSIOR, SAUK COUNTY, WISCONSIN.



SURVEY REVISED ON
DECEMBER 08, 2020
FIELD WORK COMPLETED ON
DECEMBER 02, 2020

12-02-2020
DATE

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, ODORS, DUST, 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 being described as Lot 2 of River Acres; located in the Southeast ¼ of the fractional Northwest ¼ and the Northeast ¼ of the fractional Southwest ¼ of Section 18, T12N, R5E, Town of Excelsior, Sauk County, Wisconsin; being more fully described as follows:

Commencing at the West ¼ corner of Section 18; thence N61°30'55"E, 1067.02 feet to the Northwest corner of Lot 2 of River Acres, said point being located on the centerline of Junction Road and also being the point of beginning; thence S89°53'17"E, 351.62 feet along the Northerly line of the aforesaid Lot 2 to the Northeast corner thereof, said point being located on the centerline of State Trunk Highway '136' and also being located on a curve to the right, having a central angle of 24°33'00" and a radius of 1637.10 feet; thence Southerly, 701.46 feet along the arc of the curve, the long chord of which bears S09°40'48"E, 696.11 feet; thence continuing along said centerline S02°33'53"W, 228.21 feet to a point which lies, N02°33'53"E, 20 feet, more or less, from the bank of the Baraboo River and is the beginning of the meander lines along the River; thence N80°23'14"W, 50.39 feet along a meander line; thence N67°14'05"W, 213.12 feet along a meander line; thence S79°26'57"W, 140.68 feet along a meander line to a point at the end of the meander lines along the River, said point being located N09°01'17"W, 25 feet, more or less, from the bank of the Baraboo River, said point also being located on a Westerly line of Lot 2 of River Acres; thence N09°01'17"W, 534.79 feet along the aforesaid Westerly line; thence N01°45'52"E, 321.73 feet along a Westerly line of Lot 2 of River Acres to the point of beginning.

Including all lands lying between the meander lines herein described and the thread of the Baraboo River, which lie between true extensions of the Easterly and Westerly boundary lines of the parcel herein described.

Said parcel contains 8.58 acres, more or less, and is subject to the rights-of-way's of State Trunk Highway 136, Junction Road, existing 10 foot wide utility easements and all other utility easements of record.

That I have complied with the provisions of Chapter 236.34 of the Wisconsin State Statutes, Township of Excelsior Subdivision Regulations and the Sauk County Land Resources and Environment Department. 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.

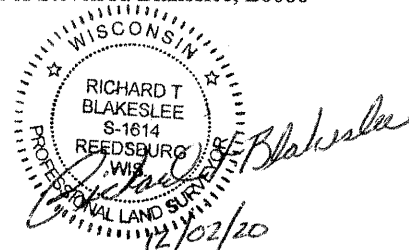
That such plat is a true and correct representation of the exterior boundaries of the land surveyed and the subdivision thereof made.

That I have performed such Certified Survey under the direction of Steven R. Blakeslee, E6086 Friske Road, Reedsburg, WI 53959; owner of said lands.

12-02-2020

Date

Richard T. Blakeslee
Professional Land Surveyor S-1614



Soil Certificate

Lot 1 and Outlot 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 and Outlot 1 until an approved sanitary septic site has been approved by the office of Sauk County Land Resources and Environment Department.

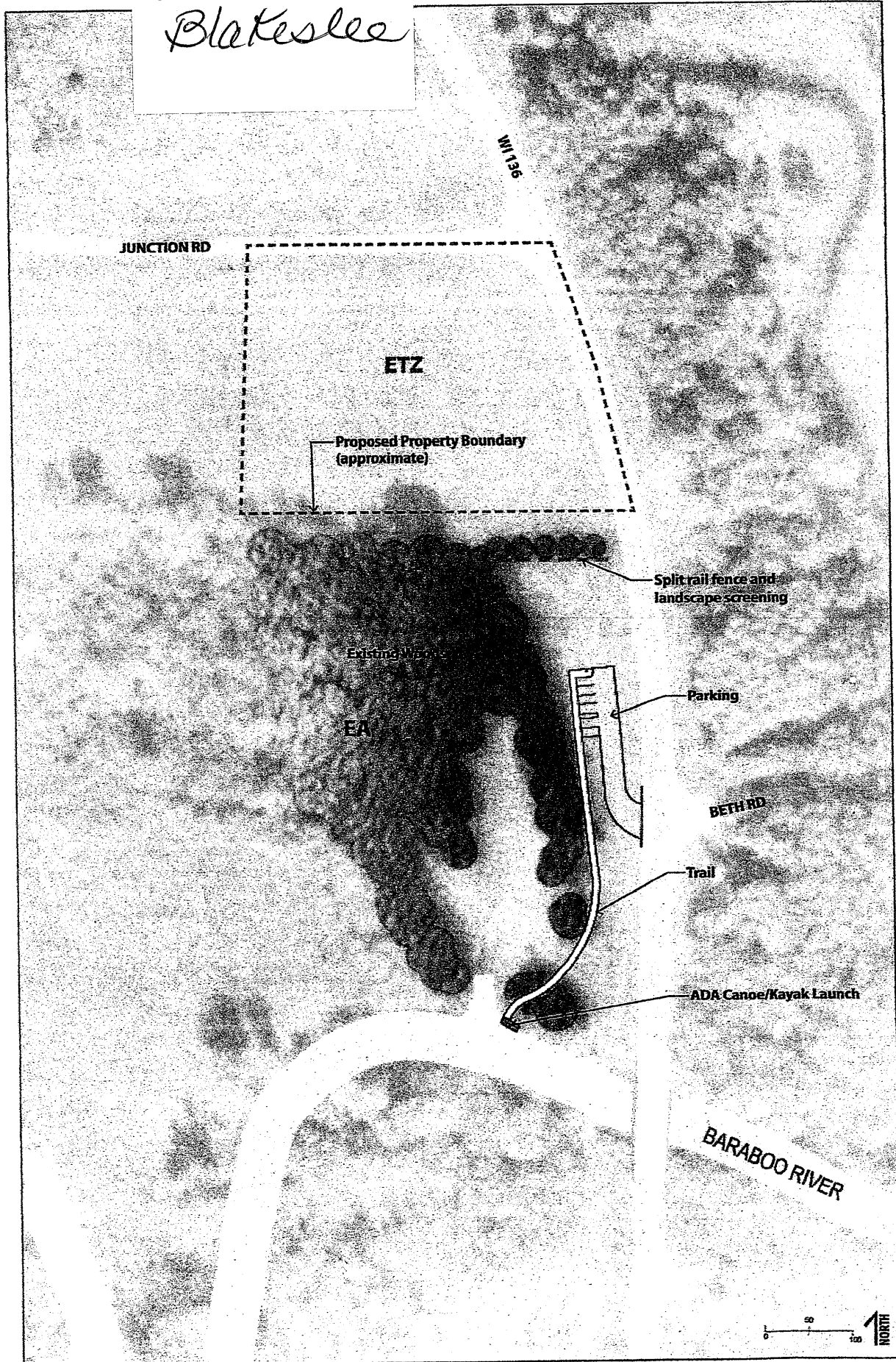
Excelsior Town Board Approval

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

Town Board Clerk

Town Board Chairman

From
Steve
Blakeslee



Nonbuildable Lot Development Agreement

This Agreement is by between Steven R. Blakeslee (Blakeslee) and the City of Reedsburg (Reedsburg).

RECITALS

- A. Blakeslee is an adult resident of the State of Wisconsin and resides at E6086 Friske Road, Reedsburg, Wisconsin 53959.
- B. Reedsburg is a Wisconsin municipal corporation organized under Wis. Stat. Chaps. 62 and 66 with its principal place of business 135 South Locust Street, Reedsburg, Wisconsin 53959.
- C. Blakeslee owns the following described land (the "land") in the Town of Excelsior, Sauk County, Wisconsin:

This is a parcel of land being described as Lot Two (2) of River Acres located in the Southeast Quarter (SE ¼) of the Fractional Northwest Quarter (NW ¼) of the Northeast Quarter (NE ¼) of the Fractional Southwest Quarter (SW ¼), Section 18, Township 12 North, Range 5 East.
Tax Parcel Number: 010-0760-01000

- D. Blakeslee has proposed a division of the land by proposed Certified Survey Map attached as Exhibit A and requested City of Reedsburg approval.
- E. The property is located in Reedsburg's extraterritorial zoning area.

- F. Reedsburg Code sec. 690-9 defines outlot and provides as follows:
- A parcel of land, other than a lot or block, so designated on the plat or survey. Outlots shall be created to correct previous survey/plat errors or when a nonbuildable parcel is intended and approved through a development agreement.
- G. Blakeslee has requested this Development Agreement in connection with Reedsburg approval of the CSM and proposed Outlot 1.

AGREEMENT

1. Outlot 1 is approved and deemed unbuildable except that Reedsburg reserves the right and may approve the future use and development of the outlot in connection with public recreational purposes associated with the Baraboo River and bicycle/pedestrian trails.
2. This Development Agreement will be recorded after the proposed CSM has been fully approved and assigned a number.
3. This Agreement was approved on _____ by the City of Reedsburg Common Council.

12/15/2020

Dated: 12/18, 2020

Steven R. Blakeslee
Steven R. Blakeslee

ACKNOWLEDGMENT

State of Wisconsin
County of Sauk

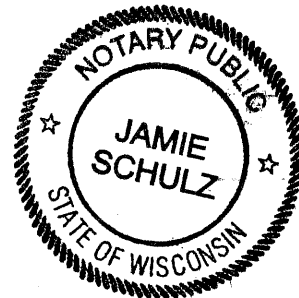
Personally came before me on Dec. 18, 2020 the above named Steven R. Blakeslee to me known to be the person who executed the foregoing instrument and acknowledged the same.

Subscribed and sworn to before me
this 18 day of Dec., 2020.

Jamie Schulz

Notary Public, State of Wisconsin
My Commission is ~~permanent~~.

expires 3/10/2024



12/15/2020

City of Reedsburg

Dated: _____, 2020

By: David Estes, Mayor

Dated: _____, 2020

By: Jacob Crosetto, Clerk/ Treasurer

ACKNOWLEDGMENT

State of Wisconsin

County of Sauk

Personally came before me on _____, 2020 the above named David Estes and Jacob Crosetto to me known to be the person who executed the foregoing instrument and acknowledged the same.

Subscribed and sworn to before me

this ____ day of _____, 2020.

Notary Public, State of Wisconsin
My Commission is permanent.

Plan Commission
Staff Report

DATE: 2/9/21

APPLICANT: Cellox LLC

LOCATION: 1200 Industrial Dr; Parcel #2091

REQUEST: Site Plan Review (SPR)

DESCRIPTION: Consider SPR for new 6,480 square foot storage building.

General Findings

SURROUNDING LAND USES:

- North – Industrial
- West – Utility
- South – Industrial
- East – Industrial

ZONING:

- North- I-3 Light Industrial
- West- I-3 Light Industrial
- South- I-2 Light Industrial
- East- I-3 Light Industrial

TOPOGRAPHY: Flat slopes

STREET R.O.W./TRAFFIC/ACCESS: Industrial St & Commercial Ave; 66' ROW

ENVIRONMENTAL HAZARDS/CONDITIONS: None known

COMPREHENSIVE PLAN DESIGNATION: Industrial

COMMENTS

ADMINISTRATOR:

AMBULANCE:

FIRE:

POLICE:

PUBLIC WORKS:

SCHOOL:

UTILITIES:

OTHER:

Site Plan Review Findings of Fact for Section 690-32(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 is contains a 50,000 SF industrial building.
2. The Board finds that the parcel is zoned I-3 Industrial Park.
3. The Board finds that the parcel is 9.54 acres.
4. The Board finds that section 690 Attachment 3 permits industrial storage (warehouse).
5. The Board finds that a 6,480 SF storage addition is proposed.
6. The Board finds that the addition would comply with zoning setbacks and height.

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 a 6,480 SF addition is proposed.
2. The Board finds that new asphalt is proposed.

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

1. N/A

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.
1. The Board finds that there would be exterior lighting near exit doors.

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 there are three existing driveways on Industrial St.
2. The Board finds that the addition will not alter the driveways.

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 Industrial.

STAFF COMMENTS: RICDC reviewed just for their own information. The proposed building appears to avoid existing utilities.

Exhibit List

- A. City of Reedsburg Comprehensive Plan
- B. Zoning Ordinance, City of Reedsburg, Wisconsin
- C. Tuesday, February 9, 2021, 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: CELLOX, LLC

ADDRESS: 1200 INDUSTRIAL ST. **CITY:** REEDSBURG **STATE:** WI

ZIP: 53959 **PHONE:** 608-524-5824 **FAX:** _____

E-MAIL: tgotz10n@cellox.com

PROPERTY OWNER: (if different from Applicant) CPAX REAL ESTATE, LLC

LOCATION: 1200 INDUSTRIAL ST., REEDSBURG **PARCEL #:** 2091

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:** _____ **To:** _____ **TID #** _____

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

☐ **Zoning Appeal / Interpretation:** _____

☐ **Zoning Variance:** _____

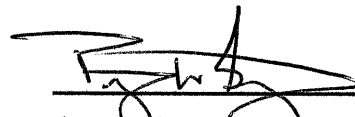
For *VARIANCE* requests, also answer "C" on back page.

☐ **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.

 11/11/21
Applicant Signature / Date

 11/11/21
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; Site Plan \$153	☒
Cond Use-Agriculture \$400	_____
Variance \$112	_____
Rezoning \$200	_____
C.S.M. \$171	_____
Subdivision Plat \$610	_____
- w/ Stormwater Plan \$100	_____
Flood Plain Zone \$189	_____
Annexation \$200	_____
Plan Amend \$200	_____
Date Paid	_____
Receipt #	_____

pdv
1-12-21



January 11, 2021

**City of Reedsburg Plan Commission
134 S. Locust Street
Reedsburg, WI 53959**

Re: Cellox's Cold Storage Shed 120' x 54'

Dear Plan Commission Members:

This letter is accompanying Cellox's Application for Site Plan for a 120' x 54' Pole Storage Building that it would like to build at 1200 Industrial Street, Reedsburg, WI.

This cold storage building is going to be used to store cardboard and other supplies that are currently stored inside the main plant. This will allow us to free up space to install a new press which is scheduled to be installed at the end of February. This new press will immediately result in the addition of at least 5 new employees over our 3 shifts. The press needs to be installed close to the existing presses due to the steam, water, air and electrical requirements.

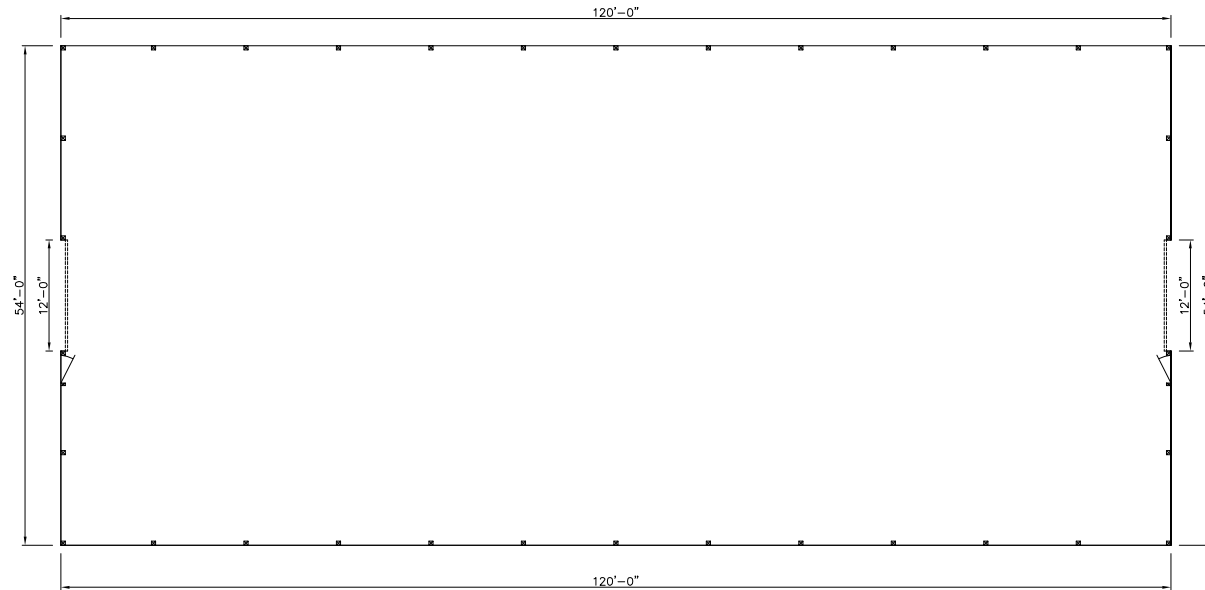
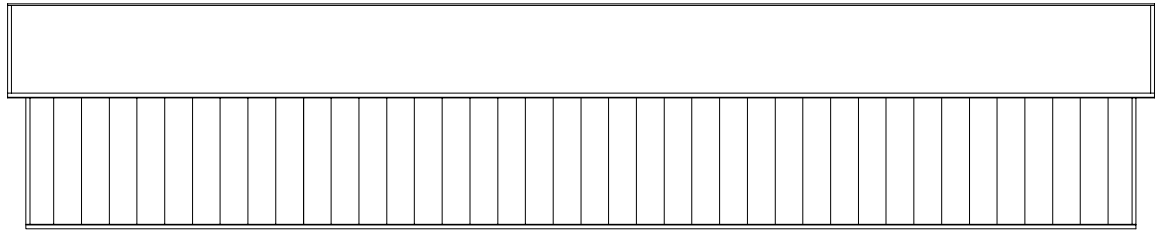
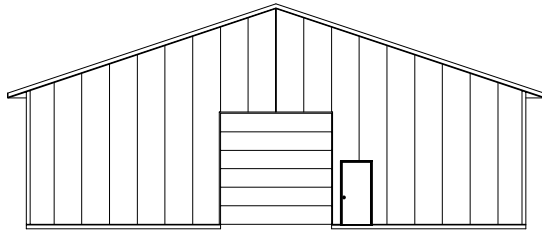
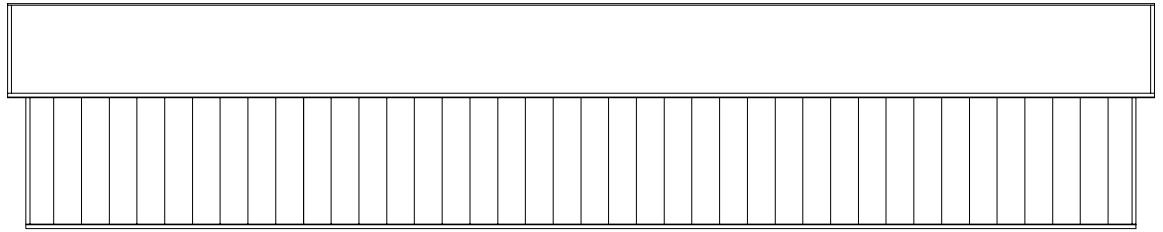
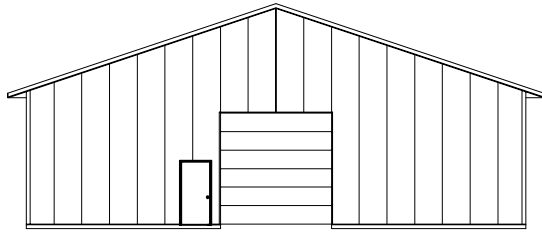
The building will be located behind the main plant and the previous storage shed that was built last year. (The shed that was built last year was built to free up space in the 5685 sq ft. existing building that is located just to the southeast of the main plant. This space is now used for fabrication of eps parts.)

If you have any questions or concerns please feel free to call me at 608-209-2951 or email at tgotzion@cellox.com.

Sincerely,

A handwritten signature in black ink, appearing to read "Timothy Gotz", written over a horizontal line.

Timothy Gotz, President
Cellox, LLC



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DRAWN BY:	JC
DATE:	12-23-2020



HARTJE
LUMBER, INC.

E4525A SCHUETTE ROAD
P.O. BOX 389
LAVALLE, WI 53941
PHONE: 800-362-5898 OR 608-985-7207

OWNER:	Cellox, LLC
BUILDER:	Hartje Lumber Inc.
PROJECT:	54'x120'x14' Shed

SHEET	1 OF 1
JOB NO.	JC20-363



Plan Commission
Staff Report

REQUEST: Electronic Sign Permit

DATE: 2/9/21

APPLICANT: Church of God

LOCATION: 1225 N Dewey Ave; Parcel #1450

ZONING: R-2 Residential

DESCRIPTION: Consider sign permit for electronic ground sign in R-2 Residential zone per § 690-104

General Findings

SURROUNDING LAND USES:

- North- Residential
- West- Residential
- South- Residential
- East- 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: N Dewey Ave / 12th St; 66' ROW

ENVIRONMENTAL HAZARDS/CONDITIONS: None known

COMPREHENSIVE PLAN DESIGNATION: Residential

Exhibit List

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- B. Zoning Ordinance, City of Reedsburg, Wisconsin
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§ 690-104 ELECTRONIC SIGNS.

- A. Electronic signs are permitted in the B-2 District or otherwise as approved by the Plan Commission, subject to the following:
1. Notice shall be given to parties of interest.
 2. The proposed electronic sign shall not create a substantially negative impact on other properties in the area.
- B. Electronic signs, or that portion of the overall sign, shall be a maximum 35 square feet or less, as permitted in this article, per zoning district; signs with an electronic component of just time and temperature are exempt from § 690-106.
- C. The spacing between electronic signs shall be a minimum 100 feet.
- D. Electronic signs may not be located in such a manner as to obscure, or otherwise physically interfere with the effectiveness of, an official traffic sign, signal or device; or obstruct or physically interfere with the driver's view of approaching, merging, or intersecting traffic.
- E. No message may be displayed for less than 1/2 of a second.
- F. No message may be repeated at intervals of less than two seconds.
- G. No traveling message may travel at a rate slower than 16 light columns per second or faster than 32 columns per second.
- H. The louver rotation time to change a message shall be one second or less and the time a message remains in a fixed position shall be six seconds or more.
- I. No variable-message sign may be illuminated to a degree of brightness that is greater than necessary for adequate visibility.
- J. Electronic signs may be used to advertise activities conducted on the property on which the signs are located, to promote on- or off-premises fund drives or events of civic, philanthropic, educational or religious organizations, or to present public service information.

§ 690-102 Signage in residential districts.

- A. One ground sign and one wall sign for public, charitable or religious institutions, not to exceed a combined total of 32 square feet in area.

STAFF COMMENTS:

The sign was installed without a permit, so they are applying after the fact. The overall sign will be about 32 SF and is located in the same location as the previous sign. Attached is one comment from a neighbor in support. No other neighbor has responded as of now.

CITY OF REEDSBURG
BUILDING INSPECTION
134 S Locust Street
PO Box 490
Reedsburg, WI 53959

Reedsburg Uniform Building Permit Application

Permit Fees Are Unrefundable

Permit No.

Parcel No. **1450**

PROJECT LOCATION

Permit Request: ☐ Construction ☐ Electrical ☐ Plumbing ☐ HVAC ☐ Erosion ☐ Zoning ☐ Demolition

Building Street Address:

1225 N Dewey Ave

Setbacks

Right:

Left:

Front:

Rear:

ft.

ft.

ft.

ft.

Zoning District:

Lot Area:

sq. ft.

SUBDIVISION:

Lot No.:

Owner's Name:

Church of God

Mailing Address:

1225 N Dewey Ave Reedsburg

Phone:

608-524-4771

Owner is ultimately responsible for all code compliance related to the work for which this permit is issued.

Construction Contractor's Name:

Gawronski Signs

Mailing Address:

941 E Main St Reedsburg

Phone:

608-524-4012

Identification No.

Electrical Contractor's Name:

Mailing Address:

Phone:

Identification No.

Plumbing Contractor's Name:

Mailing Address:

Phone:

Identification No.

HVAC Contractor's Name:

Mailing Address:

Phone:

Identification No.

Excavation Contractor's Name:

Mailing Address:

Phone:

Identification No.

BRIEFLY DESCRIBE PROJECT:

Replace old Sign - Manual letters with a digital Sign. In existing frame

For New Construction:

Use:

- ☐ Resid. (Permanent)
☐ Resid. (Seasonal)
☐ Non-Residential

Area Involved:

Unfin. Bsmt.: _____ sq.ft.

Living Area: _____ sq.ft.

Garage: _____ sq.ft.

Total: _____ sq.ft.

Construction Type:

- ☐ Site Built
☐ Manufactured

Stories:

- ☐ 1-Story
☐ 2-Story
☐ Other (List) _____

w/Basement

Foundation:

- ☐ Concrete
☐ Masonry
☐ Treated Wood
☐ Other (List) _____

Energy: Nat. Gas LP Gas Elec

Space Htg: ☐ ☐ ☐

Water Htg: ☐ ☐ ☐

Heat Loss: _____

Envelope: _____ BTU/HR

Infiltration: _____ BTU/HR

Plumbing and Water:

Water: ☐ Municipal

☐ Private On-Site Well

Sewer: ☐ Municipal

☐ Septic (List Permit # _____)

Permit No.: _____

ESTIMATED PROJECT COST: \$ **29,600.00**

I agree to comply with all applicable codes, statutes and ordinances and with the conditions of this permit; understand that the issuance of the permit creates no legal liability, express or implied, on the State of Wisconsin or the City of Reedsburg; and certify that all of the above information is accurate. If I am an owner applying for an erosion control or construction permit, I have read, and received a copy of, the cautionary statement regarding contractor financial responsibility on the reverse side of this application form.

HVAC Equipment:

- ☐ Forced Air Furnace
☐ Radiant Baseboard/Panel
☐ Heat Pump
☐ Boiler
☐ w/Central Air Conditioning

Electrical

Entrance Panel Size: _____ amp

Service:

- ☐ Underground
☐ Overhead

Rae Hartzell - Treasurer

DATE **1/13/21**

SIGNATURE OF APPLICANT

FOR OFFICE USE

CONDITIONS OF APPROVAL: This permit is issued pursuant to the following conditions. Failure to comply may result in suspension or revocation of this permit or other penalty.

Fees (per Ch. 32 Municipal Code):

Zoning: **80** Cert Occ: _____
HC Lift: _____ Plbg: _____
Const: _____ Elec: _____
HVAC: _____ State Seal: _____
Acc Str.: _____ Swr Tap: _____
Demoln: _____ Park: _____

Pay Water Impact @ RUC

Total: **80**

☐ Includes Penalty

Zoning Approval ☐

Hist Preserv Rvw _____

Permit(s) Issued:

- ☐ Construction
☐ Electrical
☐ Plumbing
☐ HVAC
☐ Erosion
☒ Land Use
☐ Demolition

Wisconsin Uniform Permit Seal No.

Wisconsin State Approved Plan No.

Permit Issued By:

Name: _____

Cert. No.: _____

Date Issued: _____



New Church of God lighted cabinet to be installed above new 3'x8' EMC.

* Church of God Cabinet: \$5,875.00
(Fabrication, installation, and connection to new service)
current electrical service to sign not suitable to run EMC/lighted work to be performed by others.

EMC OPTIONS (double face)

* Watchfire 16mm full color EMC with 3'x8' display area capable of displaying 6 lines of 4" type (28 characters/line) animated text & Graphics pre-recorded video clips
\$23,718.29

~~Watchfire 10mm Full color EMC with 3'x8' display area capable of displaying 6 lines of 3" type (38 characters/line) animated text & Graphics pre-recorded video clips
\$37,091.46~~

6593.29

~~29,593.29~~ * 29,593.29

80% Dep * 23,000.00

Approval Signature:

Lloyd Sammons

Date:

10-5-2020



941 E. Main St. Reedsburg, WI 53959

608 524-4012

608-524-0440 Fax

www.gawronskisigns.com

Proposal by KO

Date: September 28, 2020	Company: Church of God	Contact: Lloyd Sammons
Job Number:	Address: 1225 N. Dewey	
Job Description: Lighted Sign and EMC	City: Reedsburg, WI 53959	State/ZIP:
Terms: 80% Deposit/remainder upon completion	Phone: 608-415-3653	

* This drawing is property of Diversified Creative Services. Any reproduction of this artwork or production of the item(s) outlined in this document is expressly forbidden. This design was created with the intent of procuring work for the creator. The right to produce any or all parts of this design must be released by DCS, in writing. **If this quote includes the removal of existing materials, upon removal, those materials become the property of Gawronski Signs and will be disposed of, and/or recycled (in accordance to local regulations) at our discretion unless agreed upon prior to acceptance of this quote. *** We have determined that it is necessary to charge finance charges on all amounts past due. The due date is determined by your terms on the invoice. Due upon receipt is 0 days and if not paid upon receipt a 1.5% charge will be added to your total. For all balances carried 30 days beyond their terms, the 1.5% is the monthly finance charge and an additional \$10 clerical fee will be added as well. Customer is responsible for these costs as well as any collection or legal fees incurred during the collection process. Customers signed approval of quote and/or acceptance of product acts as acknowledgment/acceptance of these terms and conditions.

Brian Duvalle

From: Lisa Sussek <lisasussek@gmail.com>
Sent: Wednesday, January 27, 2021 6:10 PM
To: Brian Duvalle
Subject: Church of God Sign

My husband, Mike, and I fully support keeping the church sign. It's a nice size and we haven't had any issues with it interfering with driving vision. We thought it was nice when they put it up to replace the old one and it must be much easier for the church to use. The messages they put on it have been thoughtful and nice and usually bring a smile and not controversial or upsetting for anyone. It's pleasurable to have in the neighborhood.

Thank you,
Lisa Sussek
1245 Pineview Dr.

ORDINANCE NO. 1919-21
(Annexation – Parcel #s 030-0400-10000 & 030-0400-20000)

WHEREAS, A Petition for Direct Annexation by Unanimous Approval (the “Petition”) pursuant to the provisions of Wis. Stat. sec. 66.0217(2) was filed with the City of Reedsburg on January 22, 2021; and,

WHEREAS, the Petition complies with the requirements of Wis. Stat. sec. 66.0217(5) with respect to information contained therein; and,

WHEREAS, the Wisconsin Department of Administration has reviewed the information in the petition pertaining to the proposed annexation pursuant to Wis. Stat. sec. 66.0217(6) and has determined that the proposed annexation is in the public interest; and,

WHEREAS, the City of Reedsburg Planning Commission has reviewed and recommended acceptance of the Petition; and,

WHEREAS, the Common Council finds the proposed annexation is in the best interests of the City, will promote the economic prosperity of the City and is consistent with the City’s planning and growth objectives;

NOW THEREFORE, the Common Council of the City of Reedsburg, Sauk County, Wisconsin, does hereby ordain as follows:

SECTION I: ANNEXATION AND DESCRIPTION OF ANNEXED TERRITORY:

The Petition is hereby accepted, and the territory described and depicted therein is hereto and incorporated herein, is hereby annexed to the City of Reedsburg. The MBR number is **TBD**.

A parcel of land being all of Sauk County Certified Survey Map #6469, located in the Northwest Quarter of the Southeast Quarter and the Northeast Quarter of the Southeast Quarter, Section 12, Town 12 North, Range 04 East, Town of Reedsburg, Sauk County, Wisconsin, described as follows:

Beginning at the Southwest Corner of Section 12, Town 12 North, Range 04 East; thence along the east line of the SE1/4 of said Section 12, N00°06’44”W, 1316.41 feet to the southeast corner of the NE1/4 of the SE 1/4 of said Section 12; thence along the south line of said NE1/4 of the SE1/4, S89°09’19”W, 100.26 feet to the southeasterly corner of Lot 2, CSM 6469; thence along the south line of said CSM 6469, S89°09’19”W, 1563.64 feet to the southwesterly corner thereof; thence along the west line of said CSM 6469, N00°23’49”W, 1238.76 feet to the northwesterly corner thereof and the southerly right-of-way of STH 23 & 33; thence along the north line of said CSM 6469 and said southerly right-of-way, N89°25’33”W, 1424.52 feet to the northeasterly corner thereof; thence along the east line of said CSM 6469, S00°08’48”E, 286.07 feet to the northeasterly corner of Lot 1, K&J Estates; thence along the north line of said Lot 1, K&J Estates, S89°34’32”W, 287.00 feet to the northwesterly corner thereof; thence along the west line of Lot 1 and Lot 2, K&J Estates and the west line of Lot 2, CSM 3210, S00°07’18”E, 725.04 feet to the southwesterly corner of said Lot 2, CSM 3210; thence along the south line of said Lot 2, CSM 3210, N89°38’38”E, 431.86 feet to the westerly right-of-way of STH 136; thence along said westerly right-of-way of STH 136, S00°07’17”E, 219.41 feet to the Point of Beginning.

Containing 1,580,160 sq. ft. or 36.28 Acres more or less.

SECTION II: MAP:

The map attached to the Petition reasonably shows the boundaries of the annexed territory and the relation of the annexed territory to the affected municipalities.

SECTION III: POPULATION:

The population of the territory annexed is one (1).

SECTION IV: FILING:

The City Clerk shall record a copy of this ordinance with the Sauk County Register of Deeds and send a certified copy of this ordinance to the Department of Administration, any company that provides utility service to the annexed property, and the School District of Reedsburg.

SECTION V: WARD:

The annexed territory is hereby added to the City of Reedsburg Ward 16, Aldermanic District 4. The City of Reedsburg petitions the Sauk County Board of Supervisors that the annexed territory be moved from Supervisor District 6 to Supervisor District 10.

SECTION VI: VALIDITY

Should any section, clause or provision of the Ordinance be declared by the Courts to be invalid, the same shall not affect the validity of the Ordinance as a whole or any part thereof, other than the part so declared to be invalid.

SECTION VII: CONFLICTING PROVISIONS REPEALED:

All ordinances in conflict with any provision of this Ordinance are hereby repealed.

SECTION VIII: EFFECTIVE DATE:

This ordinance shall be in force from and after its introduction and publication as provided by statute.

SECTION IX: PART OF CODE:

This Ordinance becomes part of the zoning map of the City of Reedsburg.

Dated this 8th day of March, 2021.

David G. Estes, Mayor

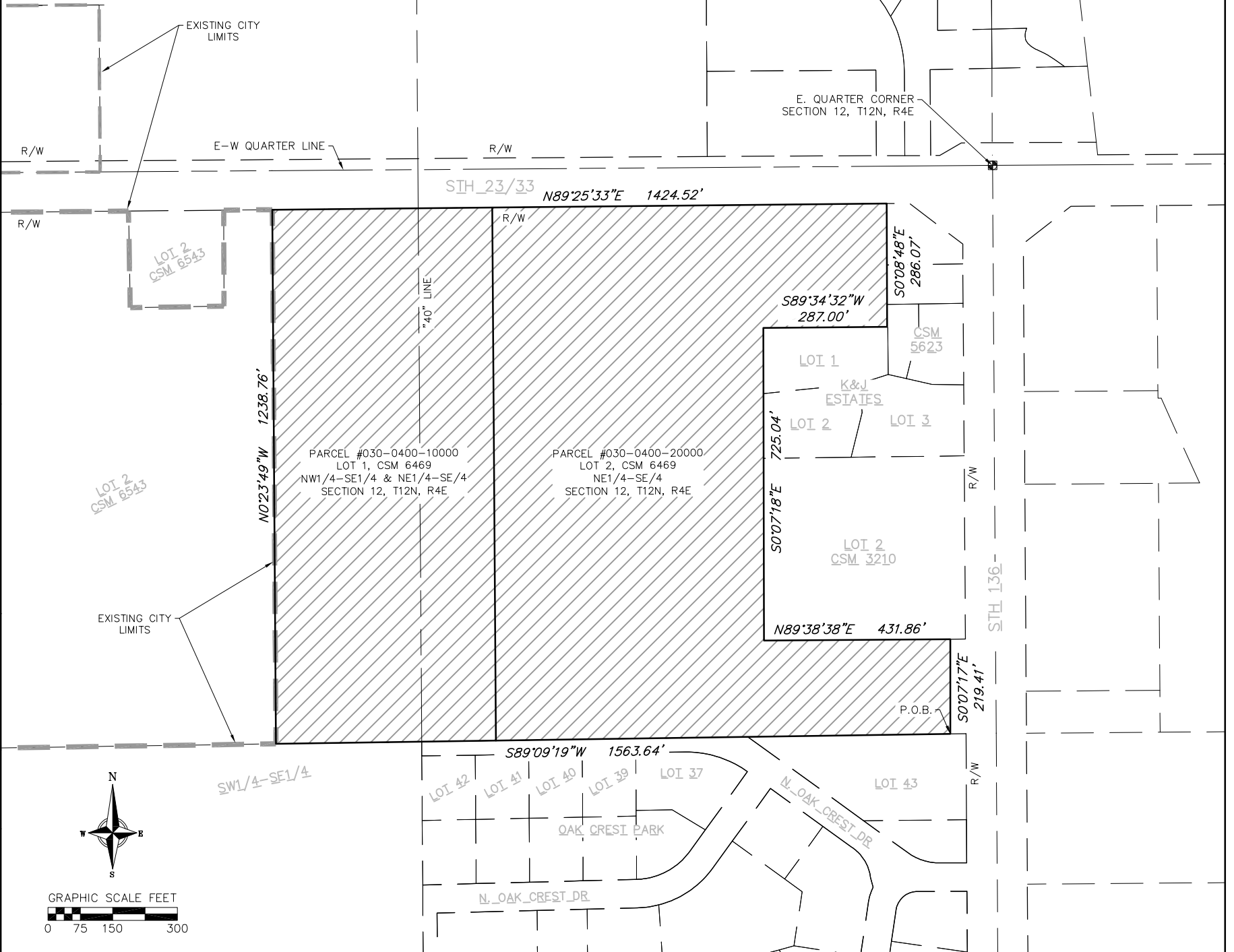
Jacob Crosetto, Clerk/Treasurer

1st Reading at Council:
Public Hearing Noticed:
2nd Reading at Council/Public Hearing:
Published, Enactment Date:

February 8, 2021
February 18, 2021
March 8, 2021
March 18, 2021

vierbicher
planners | engineers | advisors

Phone: (800) 261-3898



GRAPHIC SCALE FEET
0 75 150 300

REVISIONS

SCALE

SHEET

JOB NO.

210026

DATE

01/20/21

CHECKED

MLON

DRAFTER

SDIS

OF

Request for Proposals (RFP)

City of Reedsburg, WI



Reedsburg Comprehensive Plan 2022

Inquiries and responses should be directed to:

City of Reedsburg

Attn: Brian Duvalle

134 S. Locust St

Reedsburg, WI 53959

608-768-3354

bduvalle@ci.reedsburg.wi.us

Purpose

The purpose of this Request for Proposals (RFP) is for the City of Reedsburg (City) to solicit proposals from qualified planning firms/consultants to develop a new and unique community-wide comprehensive plan. The area to be considered in this comprehensive plan update will include the City's corporate boundary and extraterritorial zoning boundary as shown in the attached map. The comprehensive plan will serve as the guiding document for growth and development regarding land use, zoning, utility construction, economic development, traffic management, recreation, capital budgeting, provision of municipal services and facilities, housing, and community engagement.

Reedsburg's last comprehensive development plan was completed in 2002 with a 10-year update completed in 2012 and is becoming outdated in dealing with current issues related to a growing community. It is the City's desire that there be significant and meaningful community participation in preparation of the plan and that the consulting team includes substantial opportunities for citizen participation in the planning process.

Summary

The City Council committed to a new Comprehensive Plan with the allocation of funds in the FY2021 and anticipated 2022 budgets. Specific plans on floodplain, biking/walking/snowmobiling, historic preservation and Reedsburg design were completed the past few years. These plans can be found on the City's website www.reedsburgwi.gov

The planning firm selected by the City will provide consultation, technical services, citizen surveys, mapping, agency coordination and citizen participation and complying with planning statutes of the State of Wisconsin.

Services are to be billed to the city on a monthly basis with a detailed invoice of tasks, time, rates and respective amounts as well as reasonable reimbursable expenses.

Description of Community

The City of Reedsburg is a municipal corporation created in 1848. A mayor and a nine-member city council govern it. The mayor and council employ a city administrator to direct the day to day operations of city government. Departments of the city include: Police, City Engineer & Public Works, City Clerk & Treasurer, Fire, Parks & Recreation, Wastewater, Library, Planning & Building, and the Reedsburg Utility Commission (electric, water and telecommunications service).

Planning services are provided by City Planner Brian Duvalle. The City has a seven member Plan Commission, five member Zoning Board of Appeals and a 12 member Reedsburg Area Development Commission with representatives of the city and three townships (Reedsburg, Excelsior and Winfield).

The 2020 estimated population is 9,678, an increase of more than 5% since the 2010 Census. The city generally adds 5-10 single family houses per year with dozens of multi-family units added recently or in the planning stage. Industrial expansion continues as the Industrial and Business Parks fill up and new land is annexed. Reedsburg is a hub for retail shopping and services in Western Sauk County and currently contains 9 TIDs. For additional information on Reedsburg, please look at the web page at www.Reedsburgwi.gov or the Chamber of Commerce's web page at www.Reedsburg.org.

Term of Appointment

It is the intent of the City to contract with a firm to initiate and complete the planning process leading to a comprehensive plan that complies with the State's requirements for such a plan. Any contract will be limited by a performance clause and is subject to annual appropriation limitations. The timetable calls for completion of the plan by September 2022.

Statement of Qualifications

The City of Reedsburg seeks the services of a person or firm well qualified in the practice of land use planning. The candidates should demonstrate their experience with communities of similar size and scope as is proposed in this RFP. To document the firm's qualifications, the following information is required:

- a) A list of the names and resumes of the people who would serve the city. If different members of the firm are to handle different portions of the tasks described in the RFP, please identify how the tasks are to be assigned. Please also list the names and pertinent information about any sub-contractors that would be involved in the project.
- b) A list of communities for which planning services have been or are being offered. For each community, please provide information about the specific functions performed, dates of service, the names and phone numbers of people to contact regarding the service. A sample of the firm's work may be appropriate.
- c) A work program describing the general scope of work to be undertaken. This program should describe any modifications to, or expansions of, the general scope of work outlined in the RFP or in the planning grant application.
- d) Describe professional service rates and billing policies and practices.
- e) Submit any additional information that is pertinent to the RFP.

Submission Instructions

The City reserves the right to request additional written or oral information to supplement all written statements of qualifications. Interviews and presentations to the Plan Commission and/or mayor and city council are anticipated on an invitation basis.

Please submit five (5) copies of the written statement of qualifications. Additional copies may be required for the interview stage of the selection process. Submit all material no later than April 5, 2021 at 9:00 AM.

Time Schedule

Release Request for Proposal	2/16/21
Deadline for Responses	3/26/21
Review of Responses; Interviews	3/27 – 5/11/21
Selection of Preferred Firm/Person	5/24/21
Begin Comprehensive Plan	7/1/21
Complete Plan	9/3/22

GENERAL SCOPE OF WORK

1) **Plan Elements.** The Comprehensive Plan must use a 20 year planning period and incorporate all of the following elements as required by State statute 66.1001(2):

- Issues and Opportunities
- Housing
- Transportation Plan
- Utilities and Community
- Agricultural, Natural and Cultural Resources
- Economic Development
- Intergovernmental Cooperation
- Land Use
- Implementation

Special areas of concern for the City include:

- Downtown development and preservation
- Commercial corridor planning
- Affordable housing development
- Industrial/business development and retention
- Baraboo River and floodplain management
- Farmland preservation
- Parks & Rec? Utilities? Public Works? Wastewater?

2) **Public participation.** The consultant shall propose a plan for citizen participation to describe how interested parties and all segments of the community will be included in the public participation process. The participation process shall engage the public, encourage active participation, and foster an environment for idea-sharing.

3) **Project Cost.** The project cost should not exceed \$ _____ for the preparation of the comprehensive plan including all data development and materials, meetings costs and deliverables.

4) **Additional items the proposal should include are:**

- Select a Project Manager who will serve as the primary point of contact for the duration of the project.
- Review existing zoning & subdivision ordinances, recommend changes to fully integrate these with the City's new Comprehensive Plan
- Describe digital mapping capabilities and what would be provided
- Prepare population, economic studies of the community and prepare estimates, projections, and forecasts for five-, ten-, and twenty-year planning horizons.
- Prepare priorities, goals, and objectives and make recommendations for policies and strategies for plan implementation. The consultant should provide an analysis of potential funding mechanisms that can be utilized toward the investment of public and economic improvements.

5) **Deliverables**

- 20 paper copies of both the Draft and Final Comprehensive Plan documents including color maps
- Electronic format(s) of both the Draft and Final as specified by the City and which become the property of the City for future use and modification
- All other data and information that has been collected through the process in both digital and paper copies.
- All public participation materials including any survey results or other information.

PROPOSAL REQUIREMENTS

Each consultant should submit a formal proposal including the following items:

- 6) **Format.** The proposal should be submitted in either electronic or written form. To the extent possible, items in the proposal should be placed in the same order as described in this document.
- 7) **Contents**
 - A work program describing the precise scope of work to be undertaken, including an outlined approach for community involvement and citizen participation.
 - A detailed project time schedule.
 - A proposed budget for the work effort including an outlines set of deliverables.
 - A statement indicating the mechanisms proposed to be used to coordinate the work effort with the City, including potential division of work.
 - Designation of the key personnel who will work with the City and their specific areas of responsibility for this Project. A statement indicating the professional and technical qualifications of the key persons who will be assigned to the project by the consultant. Resumes for key personnel should be included in the proposal as appendices. A list of any potential sub consultants who may be under contract through the Consultant to prepare this plan.
 - A description of the consultant's prior planning-related experience involving the development of community wide plans other communities of similar size, composition and issues. Include a list of representative references for those projects.
 - Disclosure of any competing interests or potential conflicts of interests in the City including consultant's work for persons who own land or have development interests in the City.
- 8) **Timeline.** The City seeks to have a final version of the Comprehensive Plan ready for adoption within **14 months** after consultant is selected. Please indicate whether such a timeline is acceptable. With this final timeline in mind, provide a detailed breakout of the projected timeline for the various steps in the process, including the citizen participation plan.
- 9) **Directions for Submittal.** Consultants should submit a proposal and estimated project budget. These materials must be received by e-mail or at the City Hall by _____. Submittals should be marked on the outside in the following manner: "PROPOSAL FOR REEDSBURG COMPREHENSIVE PLAN"
- 10) **Costs Incurred in Responding to this RFP.** The City shall not be liable for any costs incurred by consultant in responding to this request for proposal.
- 11) **Pre-Proposal Meetings.** There are no pre-proposal meetings pertaining to this RFP specifically scheduled at this time. Consultants who wish to discuss the proposed project should contact the Brian Duvalle.

CONSULTANT QUALIFICATION EVALUATION

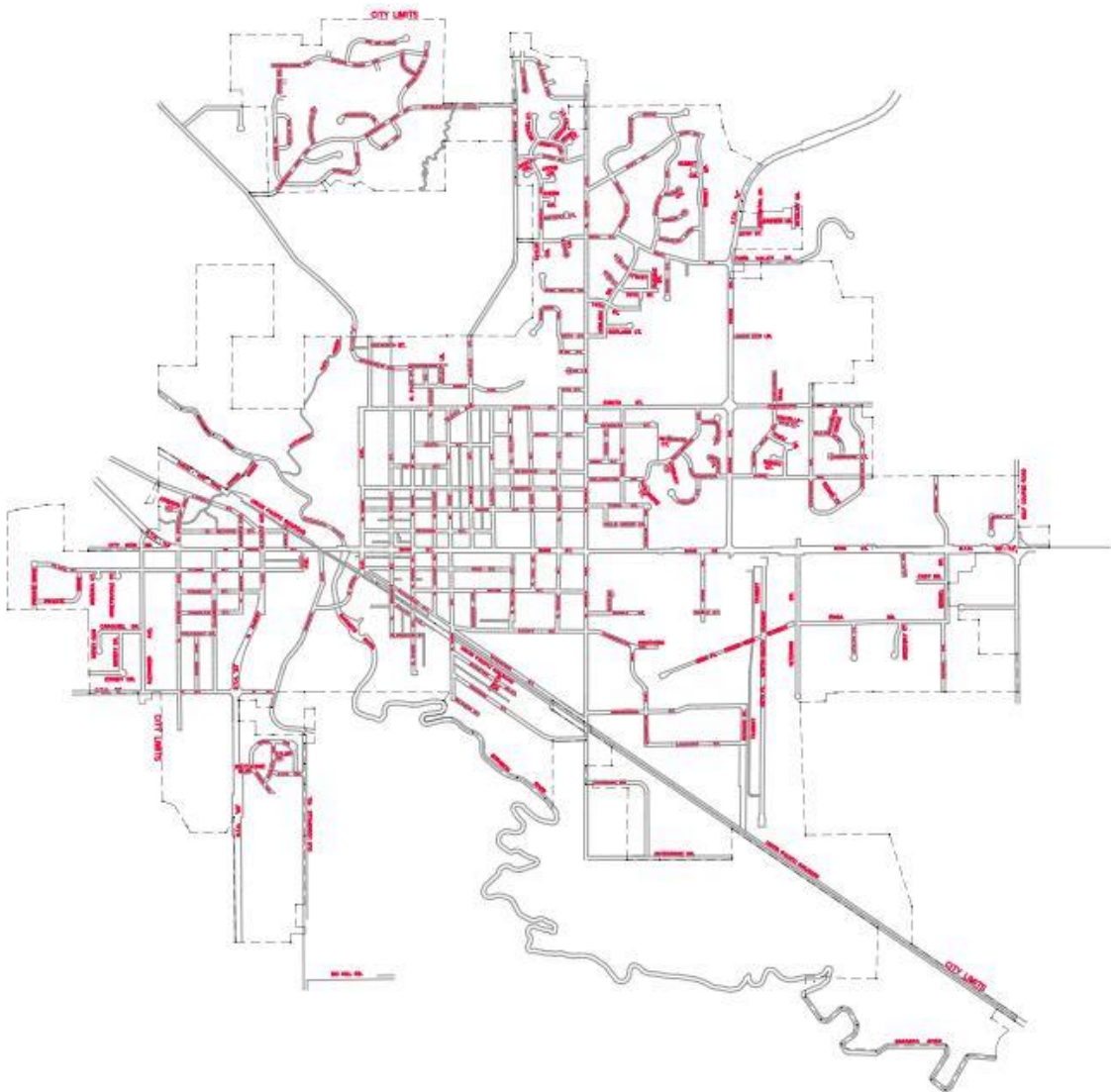
Proposals will be evaluated on the overall qualifications, experience, and competence of the consultant and staff, prior experience in similar projects, experience in handling public relations and citizen involvement, a check of references, understanding of the project, proposed project approach, interview and proposed budget. The Plan Commission will review the applications and recommend to the Common Council for their review. A selected few proposals may be asked to participate in an interview by the Plan Commission from which a consultant will be selected. Notification of proposal status will occur following Plan Commission recommendation.

CONSULTANT SELECTION PROCEDURES

- 12) **Screening.** The City shall review each proposal submitted. If possible, at least three consultants may

be selected for follow-up interviews.

- 13) Interviews.** The purpose of the interviews will be to allow the consultant to make a brief presentation to the City and to allow for follow-up questions. It is anticipated that each consultant interview will be approximately 45 minutes, including presentation and question and answer period. Consultants selected for interviews will be advised by the City as to the exact time and location of the in-person or virtual interviews.
- 14) Selection.** After conducting interviews, the City may elect to negotiate a contract with a consultant containing a scope of work and a specific price for those services that best meets the needs of the City. The City reserves the right to reject any and all submittals, waive any irregularities, re-issue all or part of this RFP, and not award any contract, all at its discretion and without penalty.
- 15) Notification.** Consultants selected to interview will be apprised of the City's ultimate determination in writing from the City Planner.



proposed annexation within the Growth Area is in compliance with this agreement.

- (c) Generally, the Townships prefer that no territory outside of the Growth Area be annexed by the City. Should the City, during the term of this agreement, annex any territory outside of the Growth Area, the City agrees in accordance with the provision of sec. 66.0305, Stats., to reimburse the town as liquidated damages and not as a penalty, an amount equivalent to the tax revenue lost to the Town as a result of such annexation each year for a period of 10 years from the date the annexation ordinance is effective. The reimbursement shall be calculated based on the assessed value of all land and improvements in the annexed territory as of January 1 of each year after the annexation took place. The assessed value of such lands shall be multiplied by the mill rate established by the Town for that year to calculate that amount due to the Town under this formula. The reimbursement shall be made within 30 days of the first of January of each year beginning with the first year after the year of the relevant annexation.
- (d) Except as set forth in subsection 1.4 (e) and 2.5 below, the City's annexation powers in the Growth Area are limited to voluntary annexations only. "Voluntary annexations" means annexations defined by sec. 66.0217, Stats.
- (e) It is the parties assumption that the territory within the Growth Area may eventually be annexed to the City. However, the parties acknowledge that under current State annexation law it is probable that certain isolated parcels may remain within the Town even after various larger parcels have been annexed to the city. Therefore, the parties agree that it is necessary to establish a mechanism that will assure the City that all the territory within the Growth Area will eventually be annexed to the City to prevent township islands within the Growth Area. To this end, the parties agree to review the need for a boundary change pursuant to a cooperative plan under sec 66.0307, Stats. The first boundary adjustment review shall occur in January 2010. Subsequent boundary adjustment reviews shall occur every 5 years thereafter. The maximum number or acres eligible for each 5-year boundary adjustment review shall not exceed 100 acres. The purpose of the sec. 66.0301, Stats., cooperative plan is to modify the boundaries between the City and the Town so that the Growth Area will be subject to the City's jurisdiction. The procedures of sec. 66.023, Stats., shall apply to the cooperative planning process described in this subsection.

2019 ET ZONING MAP

