



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

City Plan Commission Agenda
August 13, 2019
Reedsburg City Hall, 134 S Locust Street
6:00 PM

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

CALL TO ORDER

APPROVAL OF MINUTES

I. APPROVE MINUTES FOR THE MEETING HELD ON JULY 9, 2019.:

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

I. GENERAL BUSINESS:

- A. Consider Conditional Use Permit for a home business to be used as a pet grooming salon - 715 Myrtle Street; parcel #1491 - Hillary Frank.
- B. Consider amendments to ATV ordinance and map, section 7.34.
- C. Consider zoning ordinance amendment for parking lot landscaping, section 17.31.
- D. Consider zoning ordinance amendment for inflatable signs, proposed section 17.38(10)(c).

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

July 9, 2019



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

Present: Steve Zibell, Richard Braun, Greg Finkel

Absent: Mayor Dave Estes, Alder Mike Gargano, Dan DeBaets

Staff: Tim Becker, Brian Duvalle

Approval of Minutes: Motion by Braun, seconded by Zibell to approve the 5/14/19 meeting minutes.

Motion approved

Mark Schaefer from the Reedsburg Country Club appeared to ask about TID assistance for a proposed hotel. TID 9 is close but does not include RCC property.

Consider Assessors Plat for 900 block of 4th St.

If was discovered that in order to remove the non-deeded land, an Assessors Plat would be needed at a cost of \$6000+. Without the Plat, a three-year wait would be required and it is unsure who exactly would be deeding the land at that point. Discussion was held on the pros and cons of approving or not. No action taken.

Consider proposed bike routes and funding for signs based on 2014 Bike Plan.

Discussion was held on proposed bike route phase and signs. Becker stated that the school property is public and is treated just like any other public city street, so the route could include RAHS property. The signs could be funded through Room Tax.

Motion by Finkel, seconded by Braun to move forward with the route and signs.

Motion approved

Review updates on City developments and code update.

Discussion was held on Walnut Flats apartments.

Motion by Finkel, seconded by Zibell to adjourn at 6:28PM.

Motion approved

Respectfully submitted,

Brian Duvalle
Planner/Building Inspector

City of Reedsburg - Plan Commission
Staff Report

DATE: 8/13/19

APPLICANT: Hillary Frank

LOCATION: 715 Myrtle St; parcel #1491

PROPOSED LAND USE CHANGE: Conditional Use Permit (CUP)

DESCRIPTION OF PROPERTY/IMPROVEMENTS: Consider CUP for a home business to be used as a pet grooming salon. The applicant proposes to move the home business to this location from the current location on Barbara Ann Dr.

General Findings

SURROUNDING LAND USES:

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

ZONING:

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

TOPOGRAPHY: Flat slopes

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

ENVIRONMENTAL HAZARDS/CONDITIONS: None known

COMPREHENSIVE PLAN DESIGNATION: Residential

COMMENTS FROM OTHER DEPARTMENTS/AGENCIES

POLICE:

FIRE:

PUBLIC WORKS:

UTILITIES:

SCHOOLS:

PARKS:

ADMINISTRATOR:

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

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

1. The Board finds that the existing parcel has a single-family dwelling.
2. The Board finds that a home business (pet grooming) is proposed.
3. The Board finds that the parcel is zoned R-2.
4. The Board finds that section 17.13(9)(B) permits home businesses as a conditional use.
5. The Board finds that there would be about 3-5 customers per day, 5 days a week.

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

1. The Board finds that the existing parcel has a single-family dwelling.
2. The Board finds that no new structures are proposed.

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

1. The Board finds that the existing parcels have single-family dwellings.
2. The Board finds that the area is zoned R-2 Residential.

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

1. The Board finds that there is an existing driveway.
2. The Board finds that the property is located on Myrtle St.

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

1. The Board finds that the property is located on Myrtle St.

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

1. The Board finds that no changes are proposed.

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

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

1. The Board finds that the existing parcel has a single-family dwelling.
2. The Board finds that a home business (pet grooming) is proposed.
3. The Board finds that the parcel is zoned R-2.
4. The Board finds that section 17.13(9)(B) permits home businesses as a conditional use.
5. The Board finds that there would be about 3-5 customers per day, 5 days a week.

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 no stormwater changes are proposed.

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

1. The Board finds that there is an existing driveway.

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 no new exterior lighting is proposed.

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

1. NA

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 Residential.

17.13(9)(C) Standards. All home business requests shall meet the following standards for approval

in addition to the Conditional Use Permit standards of this Ordinance:

1. Uses permitted herein shall only be approved for parcel occupied by the parcel owner and which shall contain the owner's primary residence.
2. Home businesses shall be conducted within the principal residential dwelling or permitted accessory building(s) and utilize less than 50% of the total dwelling floor area.
3. Excluding day care homes, customer visits and delivery vehicles are limited to the hours of 8:00 a.m. and 7:00 p.m. The Plan Commission may allow additional operating hours if they determine through findings of fact that the hours are necessary and would not negatively affect surrounding properties.
4. Delivery vehicles are limited to passenger vehicles, mail carriers and express carriers.
5. Non-resident employees on the premises are limited to one (1) at any one time. The Plan Commission may allow one (1) additional employee for day care homes if they determine through findings of fact that this would not negatively affect surrounding properties.
6. Home occupations shall not create traffic, visible displays, vibrations, heat, noise, odors, dust, glare or other similar nuisances not normally found in the surrounding area.
7. Home occupations shall not generate waste volumes and/or types that are not normally associated with residential use.

29.07 PERMITS

(3) Grooming Establishment. Permit required.

(A) No person may operate a grooming establishment without a valid permit issued by the City Clerk. The fee for such permit shall be twenty-five dollars (\$25).

(B) The animal-grooming establishment shall be operated in accordance with the following:

1. The floor of any room in which grooming operations are conducted or in which animals are kept shall be covered with an impervious, smooth, washable surface. The floors shall be cleaned and disinfected daily.
 2. All animal hair and manure shall be removed from the floors daily and shall be stored in tightly covered waterproof containers in such a manner as to prevent a nuisance until final disposal.
 3. In each grooming establishment that uses a bathtub, such bathtub shall be large enough to accommodate the largest animal groomed. Such tub shall be of approved material and shall be properly connected to an approved water system consisting of hot and cold running water and to an approved sewer or waste disposal system.
 4. No animals shall be kept in any grooming establishment other than during regular office hours unless a valid kennel or pet shop permit is also issued for the same location. Nothing in this section shall apply to an establishment where grooming is incidental to the operation of a veterinary hospital.
 5. The premises shall be kept free of insect and rodent infestation.
 6. The premises shall be maintained and operated in a nuisance free manner.
- (4) Posting of Permit. Every kennel, pet shop, or grooming establishment permit issued by the City Clerk shall be posted in a conspicuous place open to the public.

STAFF COMMENTS:

The applicant has an existing CUP, but since they run with the land, she needs a new one for this location. I have not received any comments or complaints from her business. If approved, an expiration date should be added for when the property is sold.

Exhibit List

- A. City of Reedsburg Comprehensive Plan
- B. Zoning Ordinance, City of Reedsburg, Wisconsin
- C. Tuesday, August 13, 2019, Plan Commission Agenda
- D. Land Use 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: Hillary Frank
ADDRESS: 715 Myrtle St **CITY:** Reedsburg **STATE:** WI
ZIP: 53959 **PHONE:** (608)381-1184 **FAX:** N/A
E-MAIL: hillary@yahoo.com
PROPERTY OWNER: (if different from Applicant) _____

LOCATION: 715 Myrtle St Reedsburg **PARCEL #:** 27014910000

LAND USE REQUEST

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

- ☐ **Certified Survey Map (CSM):** _____
- ☒ **Conditional Use Permit:** Home Pet Grooming Salon (Positively Purrfect Pet Salon LLC)
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.

Hillary Frank, 7-11-19
Applicant Signature / Date

Hillary Frank, 7-11-19
Owner Signature / Date

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

Account #10-461500-00

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

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

Cond Use; Site Plan \$153	<u>X</u>
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	<u>7-15-19</u>
Receipt #	<u>1032576</u>

FLOORPLAN SKETCH

Borrower: Frank, Dale E

File No.: 6714

Property Address: 715 Myrtle St

Case No.: 30-30-6-0444542

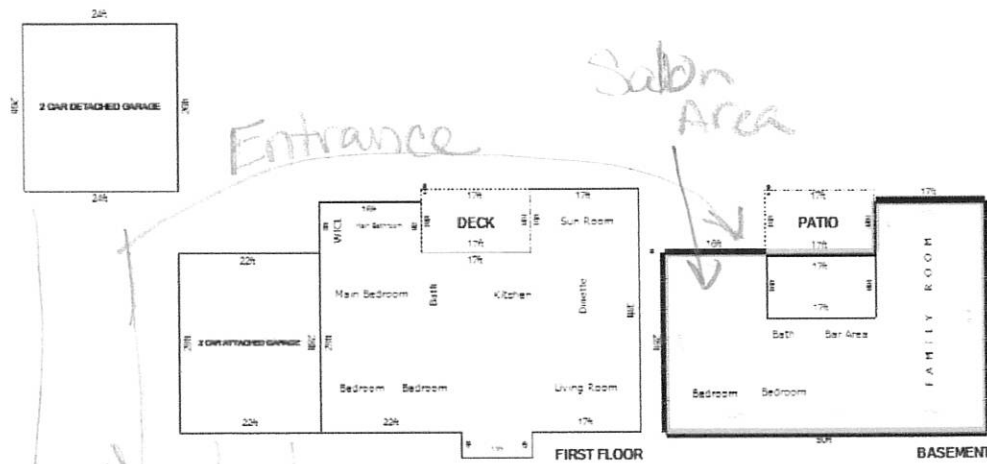
City: Reedsburg

State: WI

Zip: 53959

Lender: Fairway Independent Mtg. Corp. / VA

Sketch



Living Area		Area Calculation			
FIRST FLOOR		1742 ft²	FIRST FLOOR		
Nonliving Area					
2 CAR ATTACHED GARAGE	616 ft²	8ft x 16ft x 1.00 =	128 ft²		
BASEMENT	1536 ft²	17ft x 36ft x 1.00 =	646 ft²		
DECK	170.85 ft²	4ft x 11ft x 1.00 =	44 ft²		
FBLA	1366 ft²	28ft x 33ft x 1.00 =	924.00 ft²		
2 CAR DETACHED GARAGE	624 ft²				
PATIO	170.85 ft²				
Total Living Area (rounded):		1742 ft²			











CONDITIONAL USE PERMIT

Property Owner: HILLARY R LICHMAN **Applicant:** Hillary Frank
Parcel #: 2515-14000 **Action Date:** 12/12/2017
Property Address: 123 Barbara Ann Dr
Legal Description: CITY OF REEDSBURG 9TH ADD TO ERNSTMEYER ACRES LOT 241 0.23A (PRT NW NW 3-12-4)
Request: CUP request for a dog grooming home business.
Plan Commission Action: Motion by Heuer, seconded by Schulenburg to approve the CUP as presented. Motion approved



Brian Duvalle
Planner/Building Inspector

12-15-17

Date

Affidavit: I agree to comply with the action(s) shown above.

Hillary Frank

Print Name of Applicant



Signature of Applicant

12-18-17

Date

City of Reedsburg ATV/UTV Routes

Additional ATV/UTV Route Options:

1. Designate all streets as ATV/UTV Routes
2. Designate all streets as ATV/UTV Routes except:
3. Designate the following streets as ATV/UTV Routes to serve as connectors to existing ATV/UTV Routes:
 - a. Viking Drive (CTH H) from 8th Street to North City Limits
 - b. Myrtle Street (CTH K) from to E. Main Street to North City Limits
 - c. 8th Street from Viking Drive (CTH K) to N. Webb Avenue
 - d. N. Webb Avenue from 2nd Street to 8th Street
 - e. S. Dewey Street from Railroad Street to E. Main Street.
 - f. N. Dewey Street from E. Main Street to North City Limits
 - g. E. Main Street from Park Street to Lilac (end of 35 MPH speed limit)
 - h. Preston Avenue from LaValle Street to K Street
 - i. LaValle Street from Preston Avenue to West City Limits
 - j. N. & S. Wengel Drive from Zinga Drive to Huntington Park Drive
 - k. Zinga Drive from existing ATV/UTV Trail (east of Greenway Court) to S. Wengel Drive.
 - l. ATV/UTV Trail on Huntington Park Drive (unimproved)/Reedsburg School District Property from N. Wengel Drive to Golf Course Road
 - m. N. Webb Avenue from 8th Street to Riverside Road (CTH V)
 - n. Riverside Road (CTH V) from N. Webb Avenue to N. City Limits
 - o. Others?
4. Authorize City of Reedsburg residents and their guests to use all streets (except...) as ATV/UTV routes to access designated ATV/UTV routes via most direct path (with option #4 above would be desirable).

Additional Restrictions to Consider

(Same as restrictions in Sauk County ATV Ordinance – Chapter 15)

1. **No person under the age of 16 may operate an ATV or UTV** on any segment of a road or highway that is a designated ATV/UTV route.
2. Every person who operates an ATV or UTV on any segment of a road or highway which is designated as an ATV/UTV route shall have in his or her immediate **possession a valid motor vehicle operator's license** and if born after January 1, 1988, possess a valid ATV safety certificate issued by Wisconsin or any other state or province. The ATV/UTV operator shall display the operator's license and safety certificate documents upon demand from any law enforcement officer, state patrol officer, inspector under Wisconsin State Stats 110.07(1), conservation warden, or municipal peace officer.
3. **No operator or passenger of an ATV or UTV may possess** in or on an ATV or UTV on any road or highway designated as an ATV/UTV route, **any bottle or receptacle containing alcohol beverages if the bottle or receptacle has been opened**, the seal has been broken, or the contents of the bottle or receptacle have been partially removed or released.
4. All ATV and UTV equipment is required to **have applicable liability insurance** and have proof of insurance.

Draft for Discussion July 23, 2019

The language below is taken from Lake Delton's ordinance.

3% of the parking area for islands seems to be pretty common in other municipalities that I have work in.

Gary Woolever

1. Parking lots or additions to existing parking lots, located in residential, commercial, industrial or waterfront commercial districts are to be landscaped around the perimeter. Landscaping can be accomplished with a variety of plants and berms. A variety of tree heights, shrubs and planting materials shall be incorporated into the design to provide visual interest, provided that said trees do not interfere with public utilities.
2. Tree islands, new parking lots. Tree islands, along with other landscaping within open, off-street parking areas, shall be designed to help control circulation of cars and pedestrians, identify entrances and exits, provide reference points for locating cars in large lots, give summer shade to people and cars, furnish open ground for drainage and snow storage, camouflage, soften and improve the appearance of large parking lots, provide environmental and aesthetic benefits and be a positive asset to a shopping area or a business establishment. Any parking lot constructed after this chapter's effective date, which by itself or in conjunction with existing parking facilities, contains all of the following: more than one aisle, two or more rows of parking stalls and an area of 15,000 square feet or more, exclusive of access drives, shall provide and maintain in that area constructed after this chapter's effective date, canopy-type shade trees hardy to this region in tree islands totaling not less than three percent (3 %) of the surfaced parking area constructed after this chapter's effective date. The minimum size of each tree island shall be not less than 70 square feet. The building inspector shall review a drawing indicating the size, type and location of the islands, the plant materials, the protection afforded the plantings, including curbing, staking and mulching, and provisions for maintenance. Preserving existing trees is encouraged and shall be a factor in considering the proposal.

ORDINANCE NO. 18XX-19
(Inflatable Signs)

The City of Reedsburg, Sauk County, Wisconsin, does hereby ordain as follows:

SECTION 1: PURPOSE.

The purpose of this ordinance is to add standards for the placement of inflatable signs, which are not currently addressed in the zoning ordinance.

SECTION II: PROVISION ADDED.

City of Reedsburg Code Section 17.38(10)(C) is hereby created by this Ordinance.

Inflatable signs are permitted in the B-2 zoning district. All inflatable signs must be placed a minimum of 10 feet from any property line and must be directly anchored to the ground with a tether having a maximum length of five feet. Inflatable signs require a permit and may be in use for a maximum of five days in any consecutive six-month period.

SECTION III: 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 IV: CONFLICTING PROVISIONS REPEALED.

All ordinances in conflict with any provisions of this ordinance are hereby repealed.

SECTION V: EFFECTIVE DATE.

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

SECTION VI: PART OF CODE:

This Ordinance becomes part of the City of Reedsburg Code, Chapter 17.

Dated this 23rd day of September 2019.

David G. Estes, Mayor

Jacob Crosetto, Clerk/Treasurer

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

August 26, 2019
September 5, 2019 & September 12, 2019
September 23, 2019
October 3, 2019