

Notice and Agenda
Hartford City Plan Commission
Special Meeting

Date: November 21, 2016

Time: 5:30 p.m.

Common Council Chambers
Lower Level City Hall - 109 North Main Street

Special Plan Commission Meeting

1. Call to Order
2. Minutes of October 10, 2016
3. Appearances
4. Review of the Certified Survey Map for 2712 E. Sumner Street
5. Adjournment

“Persons with disabilities requiring special accommodations for attendance at the meeting should contact City Clerk at least one (1) business day prior to the meeting.”

“Members of the Common Council may attend the above meeting. Pursuant to State ex. rel. Badke v. Greendale Village Board, 173 Wis.2d 553, 494 N W 2d 408 (1993) such attendance may be considered a meeting of the Common Council. This notice is given so that members of the Common Council may attend the meeting without violating the open meeting law.”

PLAN COMMISSION
City of Hartford
October 10, 2016

PRESENT: Chairperson Michalak, Members Stapleton, Regan, Henke, Alderperson Liaison Jewell

ABSENT: Member Kuepper

ALSO PRESENT: City Planner Justin Drew

Call to Order – Chairperson Michalak called the meeting to order at 5:30 p.m. in the Common Council Chambers of Hartford City Hall, 109 N. Main Street.

Minutes – Motion by , second by approving the minutes of September 12, 2016. Motion carried.

Appearances – There were no appearances.

Public Hearing for a Conditional Use Permit, 220 Union Street

Chairperson Michalak opened the hearing and requested reading of the Public Notice. Mr. Drew read the notice and proceeded to the staff review. Hartford Historic Preservation Foundation has submitted a request for a Conditional Use Permit to allow this property to be used for ‘private events’, which include entertainment and hospitality uses such as small dinner parties, overnight stays and house tours. Staff is requesting that events be limited to no more than two per week and one per week on average. Mr. Drew noted that he has spoken with the applicants and they are amenable to the limit. Chairperson Michalak requested clarification on the 1/week and 2/week requirement. Mr. Drew explained that 1 per week would be the average number of events overall. Chairperson Michalak requested appearances in favor. Pat Frank, President of HHPF, spoke in favor of the conditional use. Chairperson Michalak requested appearances in opposition. Randy Krebs of 4871 Rolling Hills Drive indicated that as the owner of neighboring property he had a concern about ‘all night’ events such as bridal parties. Chairperson Michalak, after requesting final appearances, closed the hearing and requested discussion by the Plan Commission. Mr. Drew provided information on Mr. Krebs’ concern, stating that the ‘inn’ type uses will be limited to those clients using the Chandelier Ballroom, and the intention is not to turn the venue into an all-night ‘party place’. Mr. Drew explained the power of a conditional use permit to monitor and enforce; if issues arise the conditional use permit will be brought back for review by the Plan Commission. Chairperson Michalak noted that the overnight use is an ‘a la carte’ item, not automatically part of a Chandelier Ballroom package. Member Stapleton asked if the HHPF has established guidelines for the use of 220 Union Street. Mr. Drew explained that the foundation is working on guidelines and requirements and the City will request to review them. Member Henke added that the foundation’s intent is to have someone from the Chandelier present at all times. He also noted that the inn function of the property will probably not happen in the near future. Chairperson Michalak requested further discussion and hearing none requested a motion to

approve the conditional use. Motion by Jewell, second by Regan to approve the conditional use. Chairperson Michalak requested further discussion. Alderperson Liaison Jewell asked attendee Randy Krebs if he was satisfied with the information. Mr. Krebs stated that he was not and listed reasons. Chairperson Michalak reminded Mr. Krebs that discussion with members could not take place. Mr. Krebs continued to explain his opposition, including lack of definitive answers and concern about noise. Member Henke noted his membership on the HHPF board and indicated that he would be abstaining from the vote. Motion carried with one abstention.

Site Plan Review, Grand Avenue Dental Care, 1163 Grand Avenue

Executive Summary Review:

The existing 3,364 square foot building is zoned B-5 Highway Business District. A 1,533 square foot addition is proposed. The addition would be located behind the building and allows for the creation of three treatment rooms, a lab, bathroom, locker room and staff lounge. A crawl space under the proposed addition will allow for storage. Exterior will match existing building, with stone wainscoting and hardi-plank siding. No new parking is proposed or required. The proposed addition meets all setback requirements. City sanitary sewer and water are not available to this property, and electric service is provided by WE Energies. Landscaping includes 16 additional ornamental plantings on the south side of the addition. Planning Staff recommended approval.

Plan Commission Discussion, Grand Avenue Dental Care Site Plan:

Mr. Drew reviewed the executive summary. Chairperson Michalak requested discussion. There was no discussion. Motion by Henke, second by Stapleton to approve the Site Plan for Grand Avenue Dental Care. Motion carried.

Review of the Certified Survey Map for Lots 1 & 2 of a Parcel Located in the Southeast Quarter of Section 18 at the Current Terminus of Liberty Avenue

Executive Summary Review:

The Common Council approved the Annexation Petition and assigned a temporary zoning of Rm-3 in July, 2016. The Plan Commission approved a Conditional Use Permit for a Planned Unit Development (PUD) in August and approved a site plan for 84 units in seven buildings in September. The certified survey map consists of two lots. Lot 1 of the proposed CSM measures 228,807 square feet (5.25 acres); Lot 2 measures 408,963 square feet (9.39 acres). Rm-3 zoning requires a minimum area of 3,111 square feet per dwelling unit and a width of not less than 100 feet at the building setback line. Lot 1 would have 9,528 square feet per dwelling unit and Lot 2 would have 6,817 square feet per dwelling unit, thus meeting City requirements. The area between the two lots will be dedicated to the public for roadway purposes as Liberty Avenue extended. The Liberty Avenue Right-of-Way extension is proposed as a 66-foot wide ROW, matching the width of the existing Liberty Avenue ROW. Sanitary Sewer and water main utility easements meeting City requirements are shown on the CSM. A stormwater access easement meeting City requirements is shown on the CSM. The Developer and Hartford Electric are still working on the electric distribution design plan. The Development agreement calls for a 10 foot-wide pedestrian easement along the northwestern edge of the Development between the Liberty Avenue Right-of-Way and the Rubicon River Trail. As a result, Hartford Electric easements and the trail easement will need to be created as part of a separate agreement. Planning staff recommended approval.

Plan Commission Discussion, Liberty Avenue Certified Survey Map:

Mr. Drew reviewed the executive summary. Chairperson Michalak asked for discussion. Member Regan asked if the separate documents (agreements) will come before the Plan Commission. Mr. Drew stated that they would be reviewed at the staff level. Motion by Henke, second by Jewell to approve the Liberty Avenue Certified Survey Map. Motion carried.

Mr. Drew noted that the 'Appearances' section of the meeting had been missed. Chairperson Michalak requested appearances. There were no appearances.

Adjournment – Motion by Jewell, second by Henke to adjourn meeting. Motion carried. Meeting adjourned at 5:49 p.m.

Respectfully submitted,
Justin Drew, City Planner

Compiled by Char Smelter, Planning Secretary

Executive Summary
Resolution No. _____

Title: Review of the Certified Survey Map for 2712 East Sumner Street

Background: The Plan Commission approved the site plan for the Goeman's Rapid Mart Car Wash in August, 2016. The Goemans have decided to create a new lot where the car wash sits and have it run as a separate entity by Larry Goeman's son. Car washes are allowed as a permitted standalone use in the B-5 Highway Business District.

The certified survey map (CSM) consists of two lots. Lot 1 (Goeman's Rapid Mart) of the proposed CSM measures 78,926 square feet (1.81 acres); Lot 2 (the Car Wash) measures 54,720 square feet (1.26 acres).

B-5 zoning requires a minimum area of 20,000 square feet, a width of not less than 100 feet at the building setback line, and a lot coverage of no more than 30%. Both lots easily meet the minimum area requirement and width requirement (Lot 1 is 212 feet wide, Lot 2 is 150 feet wide), and lot coverage requirement (Lot 1 is 11.4%, Lot 2 is 8.0%).

An ingress / egress easement allowing for a shared driveway has been recorded as a separate document.

Recommendation: The Planning Staff recommends approval of the Certified Survey Map for 2712 East Sumner Street.

Prepared By: Justin Drew 11/17/16
Justin Drew, Date
City Planner

Reviewed By: Jason Schall 11-17-16
Jason Schall Date
City Engineer

Reviewed By: Lori Hetzel 11/17/16
Lori Hetzel Date
City Clerk

Approved By: _____ Date
Steven Volkert,
City Administrator

ROUTING: Plan Commission 11/21/16
Common Council 11/22/16

RESOLUTION NO. _____

A RESOLUTION APPROVING A CERTIFIED SURVEY MAP
FOR A PROPERTY LOCATED IN THE CITY OF HARTFORD
2714 East Sumner Street

BE IT RESOLVED by the Common Council of the City of Hartford, Washington/Dodge Counties, Wisconsin, that the Certified Survey Map for the property described as a redivision of Lot 1 of Certified Survey Map No. 3186, being a part of the Northeast $\frac{1}{4}$ of the Northeast $\frac{1}{4}$ of Section 23, Township 10 North, Range 18 East, in the City of Hartford, Washington County, Wisconsin, is hereby approved.

Signed:

Timothy C. Michalak, Mayor

INTRODUCED:

ADOPTED:

ATTEST:

Lori Hetzel, City Clerk

Certified Survey Map

A Redivision of Lot 1 of Certified Survey Map No.: 3186, being a part of the Northeast $\frac{1}{4}$ of the Northeast $\frac{1}{4}$ of Section 23, Township 10 North, Range 18 East, Located in the City of Hartford, Washington County, Wisconsin.

SURVEYOR'S CERTIFICATE:

I Rick R. Hillmann, Professional Land Surveyor, do hereby certify:

That I have surveyed, divided and mapped a Redivision of Lot 1 of Certified Survey Map No.: 3186, being a part of the Northeast $\frac{1}{4}$ of the Northeast $\frac{1}{4}$ of Section 23, Township 10 North, Range 18 East, Located in the City of Hartford, Washington County, Wisconsin bounded and described as follows;

Commencing at the Northeast Corner of said Section, thence South $00^{\circ}11'30''$ West on and along the East Line of said $\frac{1}{4}$ Section, 1008.80 feet to a point; thence North $89^{\circ}48'30''$ West, 33.00 feet to a point on the West Line of Kettle Moraine Road said point is also the Point of Beginning of lands hereinafter described;

Thence South $00^{\circ}11'30''$ West on and along said West Line, 200.00 feet to a point; thence South $34^{\circ}53'45''$ West on and along said West Line, 188.60 feet to a point on the Northerly Line of Highway 60; thence South $69^{\circ}36'00''$ West on and along said Northerly line, 275.00 feet to a point; thence North $00^{\circ}11'30''$ East, 451.76 feet to a point; thence South $89^{\circ}48'30''$ East 364.80 feet to the place of beginning of this description.

The gross area of said parcel contains 133,646 Square feet or 3.06809 Acres of land more or less.

That I have made such survey, land division and map by the direction of Rapid Mart of Hartford Inc. & C. Goeman Properties IV, LLC, owners of said land. That such map is a correct representation of all exterior boundaries of land surveyed and land division made thereof. That I have fully complied with the provision of chapter 236 of the Wisconsin Statutes and the Platting ordinance of the City of Hartford in surveying, dividing and mapping same.

Dated this _____ day of _____, 20_____.

Rick R. Hillmann PLS
Professional Land Surveyor S-3005

CONTINENTAL SURVEYING SERVICES LLC



Registered Land Surveyors, Surveying Since 1987

Focusing on You!

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2059 Hwy 175, Suite "A"
Richfield WI. 53076

Phone: (262) 389-9200

Alt Phone: (262) 628-1409

Milwaukee Office: (414) 425-2060

Website: www.csssurveys.com

Email: survey@csssurveys.com



NOTE: All bearings are referenced to the East Line of the Northeast $\frac{1}{4}$ of Section 23, Township 10 North, Range 18 East that bears S $00^{\circ}11'30''$ W.

This Instrument was drafted by Rick R. Hillmann, a Professional Land Surveyor, S-3005 on this 16th day of November, 2016 Sheet 2 of 6



Certified Survey Map

A Redivision of Lot 1 of Certified Survey Map No.: 3186, being a part of the Northeast 1/4 of the Northeast 1/4 of Section 23, Township 10 North, Range 18 East, Located in the City of Hartford, Washington County, Wisconsin.

CONSENT OF CORPORATE MORTGAGE:

Bank, a corporation duly organized and existing under and by virtue of the laws of the State of Wisconsin, mortgagee of the above described land, consents to the surveying, dividing, and mapping of the land described on this Certified Survey Map, and does hereby consent to the above Corporate Owners Certificate of Rapid Mart of Hartford Inc.

In Witness of, Bank, has caused these presents to be signed by {First Name _____ Last Name _____}, its {Title _____}, and {First Name _____ Last Name _____} its {Title _____} in the {Select One (1) City, Village or Town} of {City _____}, Wisconsin, this _____ day of _____, 20_____.

In the presence of:
Bank

{Print - First Name Last Name} {Title}

{Signature}

{Print - First Name Last Name} {Title}

{Signature}

STATE OF WISCONSIN)
) ss.

County of _____)

Personally came before me this _____ day of _____, 20_____, {First Name _____ Last Name _____} {Title _____} and {First Name _____ Last Name _____} {Title _____} of the above named corporation, to me known to be the person(s) who executed the foregoing instrument, and to me known to be the {Title _____ and Title _____ respectively} of the corporation, and acknowledged that they, he, or she executed the foregoing instrument and acknowledged the same.

Print Name

Notary Public, _____ County, WI.

My Commission Expires: _____

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Website: www.csssurveys.com

Email: survey@csssurveys.com



NOTE: All bearings are referenced to the East Line of the Northeast 1/4 of Section 23, Township 10 North, Range 18 East that bears S 00°11'30" W.

This instrument was drafted by Rick R. Hillmann, a Professional Land Surveyor, S-3005 on this 16th day of November, 2016 Sheet 5 of 6

