

PLAN COMMISSION
City of Hartford
June 13, 2016

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

ABSENT: None

ALSO PRESENT: City Planner Justin Drew

Call to Order – Chairman 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 Regan, second by Stapleton approving the minutes of May 9 and May 23, 2016. Motion carried.

Appearances – There were no appearances.

Sign Review: The Pour House, 22 South Main Street

Executive Summary Review:

Signworks submitted an application for wall signs for the signable areas on either side of the front entrance of 22 South Main Street. The signs will replace current signage which had already been approved for size. The two signs measure 9.5' x 2.9' each for a total of 55.1 square feet, below the 97.5 square feet allowed for this site. The signs are bright and somewhat busy for the historic district. Multiple colors, three versions of one logo and two different fonts caused some concern to Staff. However, the sign is also clear and readable, the information on the signs gives a better indication of the overall business, and the white background provides a crisp-looking base. The sign is aluminum composite with digitally printed vinyl graphics. "Pour House" contains red/burgundy lettering with two different billiard balls in place of the 'o' in each word. Beneath that the words "billiards" and "sports" appear in blue, in capital letters and a different font. A small billiard ball separates the two words. Above and below the lettering is a blue line, with "The" at the top left, in a font that is either the same or very similar to the blue lettering at the bottom of the sign. Downtown signage has been moving away from muted colors and earth tones for several years, but an avoidance of super bright or neon colors remains in place. The signage requested for The Pour House meets code requirements for size and placement, and is acceptable by current standards. Planning Staff recommended approval.

Plan Commission Discussion, Pour House Sign:

Mr. Drew reviewed the executive summary. Chairperson Michalak requested discussion. There was no discussion. Motion by Henke, second by Kuepper approving the Pour House sign. Motion carried.

Site Plan Review: Proposed Community Garden, Redeemer Lutheran Church, 209 and 255 W. Lincoln

Executive Summary Review:

Redeemer Lutheran Church proposed a community garden near the border between their two properties at 209 & 255 West Lincoln Avenue. Community gardens have become common at Hartford area churches when they have underutilized land. This use was previously permitted by the Plan Commission at St. Aidan's Church in 2008, and has been approved at other churches in recent years. The community garden would be composed of three 30' x 30' garden zones. The garden plots would be comprised of a mix of raised and ground-level planting beds. The western-most zone would be located near the Redeemer parking lot and would be accessible for wheel chair access. Garden Zone 2 would straddle the property line. Given that both 209 and 255 West Lincoln are zoned I-1 Institutional, and owned by Redeemer Lutheran Church, this is acceptable. However, 209 West Lincoln Avenue could not be sold by the church without relocating Garden Zone 2. The proposed community garden would fit well with the surrounding residential uses. The garden zones would be setback 90 feet from West Lincoln Avenue and South Rural Street, and 55 feet from the south lot line (which is owned by the Hartford Common School District). Planning Staff recommended approval.

Plan Commission Discussion, Redeemer Lutheran Community Garden:

Mr. Drew reviewed the executive summary. Chairperson Michalak requested discussion. Member Kuepper noted that the submittal is a good idea and moved to approve. Member Henke seconded. Chairperson Michalak commented on other communities in the Washington County with gardens and applauded the parish for doing this. Motion carried.

Conceptual Use and Parking Review, 220 Union Street

Executive Summary Review:

Earlier in 2016, the Hartford Historic Preservation Foundation (HHPF) purchased the home at 220 Union Street (The Schwartz Mansion). The property is zoned Rs-4 Single-Family District. Excerpts from a letter that the HHPF sent to neighbors of the property explain the intended use.

The HHPF wants to preserve and restore this magnificent structure to its original grandeur. We have hosted a fundraiser at the Chandelier Ballroom as well as started a 'Go Fund Me' page to raise money for restoration efforts. Some of the projects include HVAC work, restoring the original wood floors, restoring the kitchen and master bathroom to their original design, landscaping, period window treatments and furniture pieces.

Once the home has been restored, the HHPF would like to utilize the Schwartz Mansion for small gatherings, dinner parties and wine tastings. The HHPF also plans to add the home to the Hartford Historical Society's Home Tour as well as the Hartford Holiday Home Tour, opening our doors to the public. We would also like to offer the home as an extension of the Chandelier Ballroom and allow our guests to utilize it as an 'Inn' for bridal parties to stay at who are hosting their weddings at the Ballroom. This will be a limited, upscale use of the property exclusive to Ballroom guests only. We are also working on a plan to incorporate parking on the property so guests do not have to park on the street and inconvenience our neighbors. We intend on respecting our neighbors, the property and the city of Hartford to restore this spectacular home and have it be a part of this community for generations to come.

The proposed use is not allowed in the Rs-4 District and would require a rezoning. The proposed use would be allowed as a conditional use in the B-3 General Business District. The Land Use Map calls for medium-density residential development in this area. As a result, the Land Use Map / Smart Growth Plan would need to be amended as well. The proposed use would be appropriate in a residential area. The proposal to use the home for events would be fairly occasional in nature. Also, the events would necessarily be fairly small (larger events would gravitate to the Chandelier Ballroom or Schauer Center). As a result, the proposed use for small events would not alter the nature of the residential neighborhood, or cause significant problems. Similarly, the proposal to use the house as an overnight accommodation for wedding parties would be infrequent (weekends). As part of their proposal, the HHPF proposes to remove the existing garage and create a six-stall parking lot north of the house. A small parking lot is appropriate in this location. However, it is recommended that a fence or landscaping be installed between the driveway / parking lot and the property to the north.

The use recommendation is subject to rezoning and amendment of the City of Hartford Land Use Map/Smart Growth Plan. The parking recommendation is subject to inclusion of a fence or landscaping between the driveway/parking lot and the property to the north.

Plan Commission Discussion, 220 Union Street Use and Parking Review:

Mr. Drew reviewed the executive summary. Chairperson Michalak requested discussion. Chairperson Michalak requested clarification on the screening condition. Mr. Drew noted that further reviews and approvals will be required with this project and a fence/landscaping requirement can be added at any time. Member Regan asked about the required change in zoning – if the building burns or something happens that the Hartford Historical Preservation Foundation has no more interest in it, and the business zoning is in place, is there a way to protect the neighborhood from an inappropriate commercial use? Mr. Drew replied that the City has broad authority under conditional use auspices and can put limits on how the property is used. If the building burns, the property would still have a B-3 zoning but most objectionable uses are conditional in B-3. The Plan Commission can go on record as supporting the proposed use but no others. Member Regan asked if the wording could be as specific as saying the use is approved only as long as the building is there. Member Henke noted that conditional uses go with the property, not the structures on it. Mr. Drew explained that a conditional use can expire, or the City could unilaterally rezone the property. Chairperson Michalak asked who currently owns the property. Mr. Drew replied that it is now owned by the Hartford Historic Preservation Foundation. Member Regan noted his concern about the possibility of the building being gone and HHPF no longer having an interest in the property. Mr. Drew stated that while there is no way to completely protect City interests beyond being on record as supporting B-3 zoning for HHPF use only, the City can take action to reverse the zoning. Member Regan asked if zoning protection could be one of the conditions of a conditional use permit. Mr. Drew noted that he would have to discuss with the City Attorney. Motion by Kuepper, second by Anderek to approve the use and parking review at 220 Union Street. Member Henke noted that he would be abstaining from the vote due to his membership on the HHPF board, and commended the Executive Director for pro-active communication with neighbors about the HHPF plans. Motion carried.

Site Plan Review Amendment: Hartford Flex Center, 2250 Constitution Avenue

Executive Summary Review:

In 2014, the Plan Commission approved a site plan for the Hartford Flex Center at 2250 Constitution Avenue. The 2.54-acre property is located in the M-4 Industrial Park District, and lies within the WP-1 Wellhead Protection Overlay District surrounding Municipal Well # 15. At the April 11 and May 9, 2016 Plan Commission meetings, amended site plans were reviewed. The April site plan was tabled pending requested changes. The May revision was denied on a 4 – 3 vote indicating a majority of Plan Commissioners’ continued concern about landscaping and meeting the Industrial Park’s covenants regarding use of masonry. A new plan has been submitted showing a combination of masonry wainscoting and steel siding on all building facades facing a street. Although the Hartford Area Development Corporation had approved the use of metal siding rather than masonry in the site plan revision submitted for the May 9 meeting, the Plan Commission denied the site plan largely over concerns about lack of masonry. The current submittal meets the HADC requirement for masonry and is the same in most respects as the approved building at County Wide Extinguisher, 2170 Constitution. Staff recommended approval of the Site Plan Review Amendment for the Hartford Flex Center.

Plan Commission Discussion, Hartford Flex Center:

Mr. Drew reviewed the executive summary. Chairperson Michalak requested discussion. There was no discussion. Motion by Kuepper, second by Jewell to approve 2250 Constitution site plan. Motion carried, with Member Regan voting ‘nay’.

Site Plan Review: Accurate Fabricating Addition, 2050 Constitution Avenue

Executive Summary Review:

Accurate Fabrication is proposing a 20,250 square foot addition to their existing 20,570 square foot building. The addition will be for storage of materials, welding bays, and shipping / receiving. The property is within the Wellhead Protection Overlay District, which is intended to prevent contamination of ground water near an active municipal well (Well #15). Accurate Fabrication performs metal fabrication, forming, welding, and machining. This use was previously approved as a Conditional Use by the Plan Commission in April 2000. The nature of the business is not proposed to change with this addition. After reviewing the operational characteristics of the proposed expansion, Staff believes that this would not create hazards to the Municipal Well. The property is in the Dodge Industrial Park and is surrounded by other industrial properties. The smooth and split-face concrete masonry units on the street-facing elevation would match the existing building. The other two elevations would be composed of metal siding. An overhead door is proposed for the south elevation as well as the north elevation. The addition would meet all setback and lot coverage requirements. No additional landscaping is proposed and is not necessary. Eight additional parking spaces are proposed southwest of the addition. The proposed parking spaces meet applicable setback requirements. In addition, a driveway and turnaround expansion is proposed southeast and northeast of the building. The plan also shows a proposed gravel area north of the expansion. However, the Wellhead overlay district requires that all parking lots be paved with asphalt or concrete. The proposed additions will result in an increase of impervious surface but nearly 70% of the lot would still be greenspace after the addition. A new electric service is proposed. City service

rules only allow one service per building. Applicants will have to decide if relocating or upgrading the existing service is better. In addition, Hartford Electric has asked them to upgrade their existing service from 800a to 1600a (480v). No change to water service is proposed. Approval is recommended subject to paving the proposed gravel area with asphalt or concrete, relocating or upgrading the existing water service, and upgrading the electric service from 800a to 1600a (480v).

Plan Commission Discussion, 2050 Constitution Site Plan:

Mr. Drew reviewed the executive summary. Chairperson Michalak requested discussion. Chairperson Michalak asked who is paying for the electric upgrade. Mr. Drew stated that the owner will be paying for the upgrade. Chairperson Michalak requested verification that this is a City requirement; Mr. Drew affirmed. Motion by Anderek, second by Kuepper to approve the 2050 Constitution site plan. Member Regan asked if there has been a response from the owners on the electric upgrade requirement. Mr. Drew noted that owners have been in touch with the Utility Director and are aware of the requirement. Mr. Kuepper asked about the use of the addition. Mr. Drew explained that it will be mostly storage with some fabrication, and the company is consolidating locations between Hartford and Beaver Dam. Motion passed.

Review of a Rezoning Request for 645 W. State Street

Executive Summary Review:

Kent Ehrensberger requested rezoning for the property located at 645 W. State Street, tax key number 36-1704-001-003. The property is currently zoned M-3 General Industrial District. The requested zoning is M-1 Wholesale/Warehousing. The owner wishes to develop the property into contractor tenant buildings. The property is surrounded by M-1 uses on the south, east and west sides and Rm-3 Multi-Family uses on the north side. Rezoning the property to M-1 makes sense both from a use standpoint given the owner's intentions, and a zoning standpoint due to the majority M-1 zoning surrounding it. Rezoning the property gives the owner better use flexibility as well. The property meets the area (20,000 square feet) and width (100 feet at the building setback line) requirements for M-1, and also allows more flexibility for lot coverage (up to 80%) and building setbacks (30 feet front, 10 feet side yard, 25 feet rear yard). Planning Staff recommended approval of the rezoning request for the 645 W. State Street

Plan Commission Discussion, 645 W. State Street Rezone:

Mr. Drew reviewed the executive summary. Chairperson Michalak requested discussion. Motion by Henke, second by Jewell to recommend approval of rezone. Member Kuepper asked if the proposed buildings are similar to those located to the west. Mr. Drew replied that the owner is working with Jay Schnorenberg, the builder of that development. Member Anderek asked if only one building is planned; Mr. Drew affirmed. Motion carried.

Petition for Direct Annexation by Unanimous Consent Submitted by John and June Handrow for Approximately .861 Acre of Land Located at 6755 Lee Road

Executive Summary Review:

John and June Handrow approached the City about the availability of sanitary sewer to their property located at 6755 Lee Road, tax key number T6081800C. Sewer and water are currently available from Lee Road. The City typically extends sewer service to Town properties that need

it and requires annexation if the property is contiguous to the City boundary. The shape of the subject parcel follows the property lines of the parcel and measures 125' by 300'. The petitioned area is contiguous to the City on the east and south sides. The petition and legal description do not appear to have any discrepancies. Sanitary sewer and water are currently available from Lee Road. According to the most recent tax bills, the property is assessed at \$162,500 and would generate City property taxes of \$1015. As per State law, the City would be required to pay the Town of Hartford Town taxes on this property for five years. This will be approximately **\$266** per year for five years. The proposed annexation would have no impact on school services. The Smart Growth Plan calls for residential uses at a density of 3.0-5.8 units per acre. The proposed annexation is in accord with the Smart Growth Plan. The property will be assigned a temporary zoning of Rs-2 Single Family Residential. The subject properties are within the City of Hartford's adopted 20-year sanitary sewer service boundary. Staff recommended approval of the annexation of 6755 Lee Road.

Plan Commission Discussion, Handrow Annexation, 6755 Lee Road:

Mr. Drew reviewed the executive summary. Chairperson Michalak requested discussion. Chairperson Michalak asked if the zoning at this property would change from single family. Mr. Drew said no and explained the requirement for a temporary zoning designation. Member Henke requested verification that owners were coming in because of failing septic issues; Mr. Drew affirmed and also explained the one-year requirement to hook up to water as well when it is available to a property. Motion by Kuepper, second by Henke to recommend approval of the requested annexation at 6755 Lee Road. Motion carried.

Petition for Direct Annexation by Unanimous Consent Submitted by the Gary Doll and Laura Doll Revocable Trusts for Approximately 15.84 Acres Located North of the Terminus of Liberty Avenue

Executive Summary Review:

The petitioned area consists of a parcel in the Town of Hartford, tax key number T6040200Y. The applicant is seeks to facilitate a multi-family development with 84 units. The Plan Commission approved a concept plan for the development in April 2016 and the Council approved a Smart Growth Plan amendment to allow high density residential development on this land in May 2016. The parcel is north of the Wal-Mart Supercenter and north of the terminus of Liberty Avenue. The property is contiguous to the City of Hartford on the north, east, and south sides. The petition and legal description do not appear to have any discrepancies. Sanitary sewer, water, and electric services are available to the property from Liberty Avenue. According to the most recent tax bill, the land proposed for annexation is assessed at \$6,500. At build out, the Development is expected to have a value of approximately \$7,000,000, which would generate City property taxes of approximately \$44,000. As per State law, the City would be required to pay the Town of Hartford Town taxes on this property for five years. The Developer will be paying this yearly amount. This will be approximately \$11 per year for five years. The proposed annexation would increase the City's supply of multi-family residential units, for which a large demand exists in southeastern Wisconsin. The proposed annexation would be expected to add approximately 25 children to the two school districts at build out. The annexation of the property would result in some additional plowing and maintenance costs for the proposed extension of Liberty Avenue. Total service costs are expected to be far less than the approximately \$44,000 in City taxes that the project would annually generate upon build out.

The Smart Growth Plan calls for medium density residential development. The proposed annexation is in accord with the Smart Growth Plan. As per the Code, annexed areas are assigned a temporary zoning. The Developer has requested temporary zoning that will fit the proposed uses (Rm-3 multi-family residential). The proposed zoning is consistent with the Smart growth Plan. The subject property lies within the City of Hartford's adopted 20-year sanitary sewer service boundary. Staff recommended approval of the annexation of approximately **15.84 acres** located north of the terminus of Liberty Avenue.

Plan Commission Discussion, Doll Property:

Mr. Drew reviewed the executive summary, also noting that he had received one letter of support, from Polyfirst Packaging in the Dodge Industrial Park. Chairperson Michalak requested discussion. Chairperson Michalak asked if Mr. Drew had talked to the School Districts about the number of children expected from this development. Mr. Drew noted that school districts were part of the notification process, and he would be happy to reach out prior to Council review. Chairperson Michalak noted that he had been contacted by David Doll who expressed opposition based on traffic and the effect on his farming and an adjoining property's farm. Chairperson Michalak also noted that Mr. Doll had not been notified nor had the adjoining property owner. Mr. Drew explained the notification process and who is notified for annexations, rezonings and conditional use reviews. Chairperson Michalak asked if Mr. Drew had been contacted by the Dodge County Cooperative. Mr. Drew stated that he did not, and checked the notification list to see if the Cooperative was within the 200' notification range. Chairperson Michalak noted his concern that the City reaches out appropriately, and mentioned that he had only spoken to Dave Doll but not to those Mr. Doll stated he represented. Chairperson Michalak encouraged citizens to contact City staff with concerns. Motion by Henke, second by Anderek to recommend approval of the Doll annexation north of Liberty Avenue. Motion carried.

Adjournment – Motion by Henke, and seconded by Anderek for adjournment. Motion carried. Meeting was adjourned at 6:02 p.m.

Respectfully submitted,
Justin Drew, City Planner

Compiled by Char Smelter, Planning Secretary