

**PLAN COMMISSION**  
**City of Hartford**  
**April 9, 2018**

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

ABSENT AND EXCUSED: None

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 Regan, second by Henke to approve minutes of February 19. Motion carried.

**Appearances** - Chairperson Michalak invited appearances. There were no appearances.

**Site Plan Review - First Baptist Church Addition, 112 Church Street**

**Executive Summary Review:**

The existing church and parsonage are located on a 0.5 acre I-1 Institutional District property. The applicants are proposing to build an approximately 1,800 square foot addition on two floors. The addition is intended to provide two new classrooms, two new bathrooms, storage areas, a stairwell, and a lift. The property is surrounded by single family and two-family properties. The proposed addition would be located on the northeast side of the existing building, and will be setback approximately 10 feet from the property to the north. The exterior will be constructed of brick, LP panels, and wood trim to match the existing building. Numerous windows are proposed for each side of the building. The proposed addition will be built at the same elevation as the existing building. Impervious surface increases slightly, but is not expected to pose a drainage issue. Electric service will come from the existing building. Six ornamental plantings are proposed for the south **façade** of the addition. The proposed landscaping addition should blend well with the existing plantings. The Planning Staff recommended approval of the site plan.

**Plan Commission Discussion, First Baptist Church Addition:**

Mr. Drew reviewed the executive summary. Chairperson Michalak requested comments. There were no comments. Motion by Henke, second by Rusniak to approve the site plan for 112 Church Street. Chairperson Michalak asked if the impervious surface would drain to a stormwater drain. Mr. Drew affirmed. Motion carried.

**Parking Lot and Landscaping Area Alterations, First National Bank, 116 West Sumner Street**

Executive Summary Review:

The First National Bank has submitted a plan to alter the configuration of the parking lot, driveways, landscaping and pedestrian areas in order to improve safety and traffic flow. The existing configuration has most of the parking in the east lot, while the west lot functions primarily for drive-thru users. The new configuration would create a west side drive-thru only area with one-way in and out from North Rural Street. The site plan also shows the ATM being relocated to underneath the covered drive-thru area. Though this would add one driveway, it makes the drive-thru area single purpose and easier to navigate. The new configuration would also create a separate customer parking lot close to the building with one-way in and out from North Johnson Street. A new driveway is also created for this lot. This configuration is much safer and easier to navigate in and out of. The new configuration would also create a separate large employee lot with three two-way access from Jackson Street. The driveways for this lot remain the same. Each of these lots would be separated by a raised landscaped pedestrian plaza and walkway. The plaza and pedestrian area would be protected by curbing. This proposal makes it much safer for pedestrians to walk east to west on the property, as well as from the downtown businesses to the bank entrance. There are currently 66 parking stalls at the Bank parking lot. 63 would remain if the parking lot alterations are approved. The B-3 District does not have a parking requirement for existing buildings, but The Code requires 1 square foot of parking space for each square foot of building space for new buildings. Even with the small reduction, the parking remaining would easily meet this requirement. The alterations would result in a reduction of impervious surface as the areas around the pedestrian plaza and the parking lot edges would be sodded and landscaped. The plan shows 3 Pacific Sunset maples, 5 Littleleaf Lindens, and numerous ornamental plantings. Staff believes that the proposed parking lot alterations are a major improvement to safety and traffic flow, that the proposal would be more attractive with the proposed landscaping and that the increase in pervious surface would benefit stormwater management. Planning Staff recommended approval of the parking lot and landscaping area alterations.

Plan Commission Discussion, First National Bank Parking Lot & Landscaping Alterations:

Mr. Drew reviewed the executive summary. Chairperson Michalak requested comments. There were no comments. Motion by Henke, second by Jewell to approve the site plan for 116 West Sumner Street. Member Rusniak noted that it is a good-looking plan. Chairperson Michalak agreed, and also noted that Member Anderek had requested recusal from the vote. Motion carried with Member Anderek's recusal.

**Site Plan Review of a Casey 's General Store Located at 1300 West Sumner Street**

Executive Summary Review:

Arc Design submitted a site plan for Casey's General Store at the northwest corner of Liberty Avenue and State Trunk Highway (STH) 60. The City approved an annexation petition bringing the property into the City in February 2018. The store would include 10 fuel pump stations and a convenience store with numerous prepackaged and fresh food options. The property is surrounded by a commercial strip center to the north, the Wal-

Mart Supercenter to the northeast, undeveloped commercial property to the east, and Town of Hartford farmland to the south and west. The proposed building and fuel canopy would be arranged towards the east end of the property and would have the following setbacks: 63 feet from the Liberty Avenue Right-of-Way; 41 feet from the STH 60 Right-of-Way; 40 feet from the north lot line; and 145 feet from the west lot line. Lot Coverage would be approximately **8%** of the 2.2-acre site, which meets the requirements for the B-5 Highway Business District. The adopted Smart Growth Plan identifies this area for commercial development. The proposal adheres to the Smart Growth Plan. The proposed use is allowed in the B-5 Highway Business District as a permitted use. All four elevations will be composed of antique red brick with cultured stone columns. Customer entrances and windows will be present on both the east and west facades. Parapet walls will frame the customer entrances and windows. The plans show 22 parking spaces (11 on the east side of the building and 11 on the west side of the building). This exceeds Code requirements and should be ample for the proposed use. Two driveways are proposed. One would access Liberty Avenue. Given the presence of a raised median on Liberty Avenue between STH 60 and Thiel Street, this driveway will be right turn entrance and exit only. It is approximately 150 feet from the STH 60 intersection, and thus allows for the queuing of 6-7 vehicles in each of the left turn lanes as well as the right turn lane. The City Engineer is satisfied that the distance between the intersection and driveway is sufficient to meet queuing and safety requirements. The Municipal Code permits driveways in the B-5 District up to 40 feet wide at the right-of-way line with 10-foot minimum setbacks from adjacent properties. The second driveway connects the Casey's to the strip center to the north through an existing cross access agreement. It is 65 feet wide and will likely serve as the primary access to the property, given the strip center's driveway access at the intersection of Thiel and Liberty. Sidewalk on Liberty Avenue abutting the property is not shown and will be required from the north property line to the Liberty Avenue driveway at this time. If the City elects to create a pedestrian crossing at STH 60 and Liberty Avenue in the future, additional sidewalk will have to be installed at Casey's expense. The property generally slopes down from south to north. The applicants submitted a stormwater management plan, which the City Engineer has reviewed. He has some required modifications that will be worked through with the applicant at the Staff level. They will have to meet these requirements prior to building permit issuance. Electric, sanitary sewer and water are available to the property from Liberty Avenue. The Utility Director had a number of comments and required modifications on the plan that have been forwarded to the applicants. They will have to meet these requirements prior to building permit issuance. Four existing street trees are present along Liberty Avenue. The submitted landscaping plan shows four additional 2" caliper deciduous trees planted on the west and north sides of the property. In addition, decorative ornamental plantings are shown around the proposed sign on the side of the property and flanking the dumpster enclosure on the northwest side of the property. A wood dumpster enclosure with gates is proposed for the northwest side of the property. A photometric plan is included that meets with the City's lighting requirements. The Planning Staff recommended approval of the Site Plan for Casey's General Store, subject to meeting the City Engineer's and Utility Director's requirements.

Plan Commission Discussion, Casey's General Store Site Plan:

Mr. Drew reviewed the executive summary, and mentioned the sidewalk requirement, explaining that the sidewalk from the driveway south to STH 60/West Sumner Street on Liberty Avenue would not be required at this time. Chairperson Michalak noted his concerns regarding lack of sidewalk in that location. Mr. Drew explained that sidewalk could be required in future, but since there is no crosswalk signaling it is not necessary to require sidewalk maintenance and upkeep at this time. The sidewalk could be required by the City at a later date and the cost could be special-assessed to the developer/owner at that point. Chairperson Michalak emphasized the need for a sidewalk as soon as possible and noted the importance of not waiting years to finish the sidewalk. Chairperson Michalak asked about the traffic in the area noting all the delivery trucks, the new apartments and the Casey's development. Mr. Drew explained that the DoT had required WalMart to design for future growth, and WalMart had reviewed the land use plan and designed for all-commercial development, which is more intense than the mixed use in place. Mr. Drew will have the City Engineer review the area for current and future development. Mr. Drew also noted that development of a pedestrian crossing would be expensive and the cost would be borne by the City. Chairperson Michalak asked if the cost could be passed on. Mr. Drew indicated that he would check into the question, but earlier costs for this development were borne by the developer (WalMart) because there was no development at all at that location. Chairperson Michalak observed that while he wants the area to be safe, he also wants the proportionate costs of those safety improvements shared by those businesses benefitting from the added access. Member Kuepper noted that he is not sure how much a crosswalk at that location will be used. Member Regan noted that he agreed with the idea that paving and pedestrian access needs to be done sooner rather than later, and the developer should be encouraged or required to do this as part of the other pavement requirements. Mr. Drew reminded members of Wisconsin winter damage to pavement and noted that sidewalk in that area does not actually go anywhere until the rest of the crosswalk is in place. Chairperson Michalak noted that he has been waiting 15 years for sidewalk along Wacker Drive and would prefer to have paving required upfront. Motion by Kuepper, second by Jewell to approve the site plan for Casey's General Store. Member Anderek asked if the outbuildings currently on the property would be removed. Mr. Drew affirmed. Member Regan asked if the sidewalk previously discussed (from driveway to STH 60/E. Sumner corner) is included in the motion. Member Kuepper said this is not included. Chairperson Michalak asked if the sidewalk requirement could be added by Council action. Mr. Drew noted that the site plan does not go to Council for review, but the rezoning will, and sidewalk could be discussed at that time. Alderperson Liaison Jewell asked if it is common for developers to pay for this type of improvement. Mr. Drew affirmed. Member Kuepper moved to amend the motion. Mr. Drew asked (for the amended motion) how far the sidewalk will go. Chairperson Michalak noted that sidewalk will needed to the point that pedestrians can access the property. Member Henke asked why all crosswalk items were not included in this requirement. Mr. Drew noted that the City can require the developer to pay for items but he would need to do some research to determine what items could be required. Mr. Drew did not think that a crosswalk requirement could be included in the

conditions. Member Kuepper withdrew his previous motion, until all the various questions could be answered, and asked if the crosswalk could be located closer to the strip mall. Chairperson Michalak noted that he would like to see that plan with costs. Member Regan asked if the crosswalk could be painted near the driveway on the east side of Thiel Street (Thiel and Liberty). Motion by Henke, second by Regan to approve the site plan with a requirement for a painted crosswalk at the intersection of Thiel Street and Liberty, and sidewalk as noted in the original site plan. Motion carried.

### **Review of a Permanent Zoning Request for 1300 West Sumner Street**

#### Executive Summary Review:

The City annexed this property on February 27, 2018. At the time, the property was given a temporary zoning of B-5 Highway Business District (all properties that come into the City are given a temporary zoning by Code, but the petitioner can request a temporary zoning that matches the final zoning they want). The applicant wants to finalize the zoning as B-5 Highway Business District in order to complete the development process. The area consists of two parcels that are also proposed to be combined through Certified Survey Map (CSM). With the proposed permanent B-5 zoning designation, both of the existing lots would meet all of the required zoning requirements. The parcels are surrounded by other commercial properties to the north and east, and town properties to the south and west. The Smart Growth Plan calls for commercial development. The proposed zoning is consistent with the Smart growth Plan. Planning Staff recommended approval of the rezoning request for 1300 West Sumner Street.

#### Plan Commission Discussion, 1300 West Sumner Street Rezone:

Mr. Drew reviewed the executive summary. Chairperson Michalak requested comments. Member Regan noted that this is not a rezone, simply a temporary to permanent verification. Mr. Drew noted that failing a more efficient legal process, this is how the rezonings for annexations will continue. Motion by Anderek, second by Kuepper to recommend approval of the rezone of 1300 West Sumner Street to a permanent B-5 Highway Business District. Motion carried.

### **Review of a Rezoning Request for 23 - 25 West State Street, 33 - 35 West State Street, 37 West State Street and 212 North Johnson Street**

#### Executive Summary Review:

The proposed rezoning is being requested to facilitate the development of the North Bookend Multi-Family Development. The total development site currently consists of 8 parcels owned by three different private entities and the City of Hartford. Once complete, the development site would consist of one private parcel and one city parcel (for parking). Four of the existing parcels are already zoned B-3 General Business District. The intent is to create one zoning for the entire development area. The proposed B-3 zoning is appropriate for multi-family use as well as a city parking lot.

- 23-25 West State Street is currently zoned Rd-2 Two-Family District.
- 33-35 West State Street is currently zoned Rd-2 Two-Family District.
- 37 West State Street is currently zoned Rm-3 Multi-Family District.
- 212 North Johnson Street is currently zoned I-1 Institutional District.

All of the parcels meet the zoning requirements of the B-3 General Business District. The parcels are surrounded by other commercial properties to the south and east, and two-family and multi-family properties to the north and west. The Smart Growth Plan calls for commercial development. The proposed zoning is consistent with the Smart growth Plan. Planning Staff recommended approval of the rezoning request for 23-25 West State Street from Rd-2 to B-3, 33-35 West State Street from Rd-2 to B-3, 37 West State Street from Rm-3 to B-3, and 212 North Johnson Street from I-1 to B-3.

Plan Commission Discussion, Rezoning of 23 - 25 West State, 33 - 35 West State, 37 West State and 212 North Johnson:

Mr. Drew reviewed the executive summary. Chairperson Michalak requested comments. Alderperson Liaison Jewell asked when groundbreaking will commence. Mr. Drew responded that July is a probable groundbreaking. Mr. Drew noted that in the unlikely event that this project falls through, B-3 zoning will be appropriate for existing apartments in the area. Motion by Henke, second by Stapleton to recommend approval of the rezoning of 23 - 25 West State, 33 - 35 West State, 37 West State Street and 212 North Johnson Street. Motion carried.

**Review of a Rezoning Request for Lots 2 & 3 of the High Pointe Subdivision in the Town of Rubicon**

Executive Summary Review:

An applicant has requested that Lots 2 and 3 of the High Pointe Subdivision in the Town of Rubicon along CTH P be rezoned from C-2 Extensive Commercial to R-2 Two-Family Residential. These vacant lots are surrounded by single family lots in the High Pointe Subdivision on the north and east and by commercial properties to the south and west (The Ranch and Gehring's Sales and Service). Developers would like to combine the two lots (approximately 2.64 acres) and build six two-family buildings (12 units total) on a short driveway cul-de-sac that would be accessed from Rolling Hills Drive. The units, if approved, would be served by the Rubicon Sanitary District, and well water. Per the terms of the City's intermunicipal agreement with the Town of Rubicon, any changes to the Comprehensive Zoning Ordinance require approval by both the Town and the City. The Town approved the proposed zoning change last month. The Comprehensive Zoning Ordinance requires 9,000 square feet per unit for two-family sewered lots. The proposed 12 units would meet this requirement. If this request is approved, a Planned Unit Development would need to be approved by the City of Hartford Plan Commission. Planning Staff recommended approval of the rezoning request.

Plan Commission Discussion, rezoning request for Lots 2 and 3 of the High Pointe Subdivision in the Town of Rubicon, from C-2 Extensive Commercial to R-2 Two-Family Residential:

Mr. Drew reviewed the executive summary. Chairperson Michalak requested comments. Member Anderek noted that the properties will be on water wells, and Mr. Drew affirmed; there is no City water available there. Discussion ensued on feasibility of bringing City water out to the area. Motion by Kuepper, second by Henke to

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recommend approval of rezoning request for lots 2 and 3 of the High Pointe subdivision. Motion carried.

**Adjournment** - Motion by Jewell, second by Anderek to adjourn meeting. Motion carried. Meeting adjourned at 6:14 p.m..

Respectfully submitted,  
Justin Drew, City Planner

Compiled by Char Smelter, Planning Secretary