

PLAN COMMISSION
City of Hartford
July 11, 2016

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

ABSENT: Member Anderek

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 Stapleton, second by Henke approving the minutes of June 13, 2016. Motion carried.

Appearances – There were no appearances.

Sign Review: Seed of Hope, 57 N. Main Street

Executive Summary Review:

Hartford Pregnancy Center has submitted an application for a sign at its business, Seed of Hope Center, at 57 N. Main Street. 55 – 57 N. Main Street is a multi-tenant building. Seed of Hope Center is in Suite H but is intending to place its sign above Kate’s Kloset, the storefront business on the north side of the building. The sign measures 2 feet by 4 feet, or 8 square feet. Currently there are three signs fronting the Main Street portion of 55 – 57 N. Main Street: Hair Formations, American Family Insurance and Kate’s Kloset. The Hair Formations sign measures 33 square feet and was approved in January of 2006. The sign for Kate’s Kloset measures 12.91 square feet and was approved in July of 2103. A longstanding sign for American Family Insurance appears to be slightly larger than the Kate’s Kloset sign. Store frontage at 55 – 57 N. Main Street measures a linear 99 feet. By code that allows a total of 297 square feet for Main Street signage. Total square footage for Hair Formations, Kate’s Kloset and Seed of Hope comes to 53.91 square feet. Even without knowing the exact size of the American Family Insurance sign, total square footage for the four signs is well below the maximum allowed. The Seed of Hope sign features a flowered tree logo placed between and above lettering noting the name of the business (“Seed of Hope Center”). The logo is black (trunk) with multicolor pastel leaf and flower accents. The lettering is pink and blue (“Seed of Hope”) and black (“Center”). The background is white, with no border. The sign is dibond Aluminum with vinyl graphics. All aspects of the sign meet code requirements for size, color and placement.

Plan Commission Discussion, Seed of Hope Sign:

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

Site Plan Review: Sycamore Tree Daycare, 310 N. Wilson Avenue

Executive Summary Review:

Sycamore Tree Daycare has submitted a site plan for a new storage shed. A smaller shed is currently located within one of the fenced play areas. Chapter 13 of the Municipal Code requires that all structures greater than 100 square feet in non-residential districts be reviewed by the Plan Commission. The new 12' x 12' shed would be located just north of the fenced play area on the east side of the lot. The shed is proposed to be located 25 feet from the Riverbend Drive Right-of-Way. It would be constructed of vertical wood panels and would have a similar appearance to the primary structure on the lot. Staff originally had concerns about the placement of an accessory structure in the street yard. The proposed shed would meet setback requirements, but would be quite visible from the street. Accessory structures in commercial districts are not prohibited from being located in street yards, but Staff has generally pushed to locate accessory structures behind the building. However, after touring the site and meeting with daycare management, Staff supports the shed as proposed, and believes it is the only viable location. All of the blacktop space within the fenced area is needed for outdoor play area, so the fenced areas will not work. The shed is primarily for play equipment that is used within the fenced, black top area, so the shed needs to be placed close to this area. Moving the shed closer to the building would cut off access to the northern portion of the parking lot. The shed facades will complement the building and will also be screened by arborvitae.

Plan Commission Discussion, Sycamore Tree Daycare Site Plan:

Mr. Drew reviewed the executive summary. Chairperson Michalak requested discussion. Motion by Regan, second by Jewell to approve site plan. Member Rusniak asked if the arborvitae planting was to block the view from the roadway. Mr. Drew noted that the intention was to soften the appearance from the roadway and break up the building line. Chairperson Michalak asked about the makeup of the shed, and the color. Mr. Drew described the shed as cream-colored wood paneling. Member Henke asked if the Volunteer City Forester could be contacted to give suggestions for options other than arborvitae since deer are so fond of the plant. Mr. Drew agreed to contact the Volunteer City Forester. Motion carried.

Site Plan Review, Netlock LLC, 645 W. State

Executive Summary Review:

Kent Ehrensberger proposes building a contractor tenant building 645 W. State Street. The property was rezoned to M-1 Wholesale/Warehousing District in June. The tenant space would be used as storage and office areas for building and service contractors, which is a permitted use in the M-1 District. The building would be similar to the contractor tenant buildings currently under construction at 730 N. Wacker Drive. 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. The plan shows one building measuring 7,950 square feet, located in the center-back of the property. The structure would be set back 70 feet from West State Street and would meet applicable street, side and rear setback requirements. Lot coverage would be 28.2% of the 0.65 acre site, below the 60% allowed by Code. The building would be composed of tan metal siding with a red standing seam metal roof and would be identical to the buildings at 730 North Wacker Drive. Each tenant space would have a large overhead garage door as well as a main door. End units would also have two windows. The building would be less than the height restriction of 35 feet. The

appearance is appropriate for the district and the surrounding uses. The plan shows a looped driveway onto West State Street, with notations about restoring the approach and public sidewalk. The driveway locations will not change. The driveway at the northeast corner of the property is an existing, shared driveway with 626 Pine Street. In order for this driveway to remain, the Developer will need to provide the City with evidence of an access cross easement. With the exception of a marked handicapped parking area, no designated parking is indicated. However, there will be sufficient space to park vehicles in front of each tenant space. Staff finds the amount of parking available sufficient for the use. The property slopes slightly west to east. Sanitary and storm sewer are available from W. State Street. Electric is also available. No new landscaping is proposed. However, existing mature trees and evergreen bushes will remain in the area between the West State Street Right-of-Way and the proposed parking area. Staff finds the existing landscaping sufficient. No outside dumpster areas are shown. If outside dumpster areas are intended, they will need to be enclosed and screened. Planning Staff recommended approval of the contractor tenant building at 645 W. State Street, subject to providing the City with evidence of an access cross easement for the shared driveway.

Plan Commission Discussion, 645 W. State Site Plan:

Mr. Drew reviewed the executive summary. Chairperson Michalak requested discussion Motion carried. Motion by Stapleton, second by Henke to approve site plan. Chairperson Michalak asked if the previous buildings are by the same company. Mr. Drew affirmed, identifying the contractor as Jay Schnorenberg, who was in the audience. Chairperson Michalak asked if there would be any more buildings. Mr. Schnorenberg volunteered the information that this would be the last building. Motion carried.

Site Plan Review, Fabrifast Addition, 2155 Innovation Way

Executive Summary Review:

Fabrifast is proposing a 24,900 square foot addition to their existing 20,100 square foot building. The addition will be for tenant space, with proposed tenant spaces of 15,000 square feet and 9,900 square feet. 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). In 2007, Fabrifast was identified as a sheet metal fabrication company and granted a conditional use permit that included a review of hazardous materials used on site and containment/discard procedures necessary to comply with groundwater protection requirements. All tenant businesses and operations will need to comply with the requirements of the conditional use permit approved in 2007. The property is in the Dodge Industrial Park and is surrounded by other industrial properties. The addition would be 24,900 square feet. All elevations consist of split-face concrete masonry units, with accent bands of insulated smooth and split-face CMUs. The addition will match the existing building. Dock doors are proposed for the east elevation. Multiple windows and window/door combinations front the west elevation. The addition would meet all setback and lot coverage requirements. In addition, the parking and dock loading areas meet applicable setback requirements. Proposed landscaping is concentrated on the west side of the building, with Norway and Black Hills spruce continuing the landscaping line along the front of the building, a Skyline honeylocust at the south end of the new parking area and spirea, juniper and viburnum plantings along and around the southwest and south side of the building.

An Autumn Blaze maple will be placed at the southeast edge of the parking area on the east side. Thirteen additional parking spaces are proposed along the west side of the building, continuing the line of parking spaces already in place and doubling the number. The proposed parking spaces meet applicable setback requirements. Six fleet parking stalls are proposed at the south end of the east side. The Wellhead overlay district requires that all parking lots be paved with asphalt or concrete. Asphalt paving is proposed for parking areas. The proposed additions will result in an increase of impervious surface, with more parking spaces on the west side and asphalt paving and a concrete loading dock apron and retaining wall on the east side. However, an adequate amount of greenspace remains, and Staff does not expect an impact from storm water drainage. The site grading and erosion control plans do not show any obvious issues. No new utilities are proposed as part of this expansion. Planning Staff recommended approval of the site plan for the Fabrifast addition.

Plan Commission Discussion, Fabrifast Addition:

Mr. Drew reviewed the executive summary. Chairperson Michalak requested discussion. Member Henke asked who the proposed tenant would be. Mr. Drew stated that tenant information was not available. Chairperson Michalak invited Dominic Ferrante, of Briohn Properties, to step to the podium to discuss. Mr. Ferrante noted that at this time the only tenant of the addition will be Fabrifast. The 'future tenant' area would be for an outside tenant or Fabrifast if the company continues to grow. Mr. Henke requested that Mr. Drew provide Briohn Properties with information on allowable uses. Mr. Drew affirmed that he would be in contact with Mr. Ferrante with information. Motion by Henke, second by Regan to approve the Fabrifast site plan. Motion carried.

Final Plat Review, Autumn Ridge Estates Addition No. 1

Executive Summary Review:

The City approved the first phase of the Autumn Ridge Final Plat in May of 2006. It included 28 single-family lots and 28 multi-family units. The first phase is mostly built out and all streets and utilities within that phase are constructed. Now a new developer would like to complete a second phase of the subdivision, which would include the remaining 27 single-family lots. Because more than two years passed since the last final plat phase was approved, the Council needed to approve a preliminary plat again before a second phase of the final plat could be considered. The Council approved this preliminary plat in March of 2016. The proposed final plat only deals with the northern portion of the Autumn Ridge preliminary plat (the undeveloped portion) but is otherwise essentially identical to the preliminary plat approved earlier this year. The only change from the preliminary plat is that Outlot 5 changed size to reflect the wetland delineation. The adopted Smart Growth Plan identifies the residential portion of the property for development at medium density (**1.1-2.9 units per acre**) and (**3.0-5.8 units per acre**). The density proposed for the entire property is approximately **2.67 units per acre**, and is comprised of a mix of single-family units and four-family units. The environmental corridor in this area is identified as Conservancy. More than 13 acres of this area is preserved and dedicated to the City for Recreational Uses.

Streets

- Autumn Ridge Lane would extend from its current terminus to the northeast corner of the subdivision as a 60-foot ROW.
- Walnut Court would be a 60-foot ROW's with standard sidewalk requirements, and would also meet the 75-foot radius requirement for cul-de-sacs.

The new single-family lots meet minimum area and width at setback requirements (10,000 square feet and 80 feet) of the Rs-4 zoning districts. Autumn Ridge Lane intersects with East Monroe Avenue essentially creating a circle. Walnut Way is a cul-de-sac shown in the narrow northwest corner of the property. This is the only option given that the City did not want a road to access from CTH K in this location. The Final Plat shows two auto access connecting to the original Autumn Ridge Final Plat. The City approved the Grading and Stormwater Management Plan for the entire subdivision as part of the platting process in 2006. The Developer delineated a small wetland near the western end of Walnut Court and increased the size of the stormwater detention basin outlot to reflect the wetland. Copies of the Final Plat were sent to the State Department of Administration and other State, County, and Local Agencies for comment. SEWRPC has indicated that they conditionally do not object to the final plat. Planning Staff recommended approval of the Autumn Ridge Estates Addition No. 1 Subdivision Final Plat.

Plan Commission Discussion, Autumn Ridge Final Plat:

Mr. Drew reviewed the executive summary. Chairperson Michalak requested discussion. There was no discussion. Motion by Kuepper, second by Jewell to recommend approval of the Autumn Ridge final plat. Motion passed.

Proposed Amendment to the City of Hartford 2030 Smart Growth Plan

Executive Summary Review:

Staff recommended that the City of Hartford 2030 Smart Growth Plan and Long-Range Land Use Map be amended to reflect the following changes:

220 Union Street: The adopted Smart Growth Plan identifies this area for medium density residential development (3.0 to 5.8 units per acre). The applicant is requesting commercial development. The surrounding area calls for medium density residential development. Commercial Development is identified ½ block south on Third Street (East Side Lumber). 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. 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. They would also like to offer the home as an extension of the Chandelier Ballroom and allow their guests to utilize it as an 'Inn' for bridal parties to stay at who are hosting their weddings at the Ballroom. 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. Staff believes that the proposed use would be appropriate in a residential area. The proposal to use the home for events would be occasional in nature. Also, the events would necessarily be small. The proposed use for small events and bridal party accommodations would not alter the nature of the residential neighborhood, or cause significant problems. However, given the residential nature of the surrounding neighborhood, Staff believes that the Plan Commission and

Common Council should specifically include in any approval that the City is only endorsing the specific land use proposal, and not a broader range of commercial uses. Staff recommended that the City of Hartford 2030 Smart Growth Plan Long-Range Land Use Map be amended for 220 Union Street to allow for commercial development.

Plan Commission Discussion, 2030 Smart Growth Plan:

Mr. Drew reviewed the executive summary. Chairperson Michalak requested discussion. Chairperson Michalak asked for clarification on the limitations for commercial use if the property was sold. Mr. Drew noted that the Plan Commission would still have authority to limit uses in the B-3 district through conditional use permits if the property is sold. Chairperson Michalak asked if the City could provide language that allowed future purchasers to understand use restrictions. Mr. Drew noted that the Planning Office always does followup letters after meetings, which could become part of the release record when a property is sold. Mr. Drew will work with the City Attorney on options. Mr. Henke noted that he would be recusing himself from the vote. Motion by Kuepper, second by Stapleton to recommend approval of the 2030 Smart Growth Plan revision. Motion carried, with Henke abstaining.

Adjournment – Motion by Jewell, and seconded by Kuepper for adjournment. Motion carried. Meeting was adjourned at 5:54 p.m.

Respectfully submitted,
Justin Drew, City Planner

Compiled by Char Smelter, Planning Secretary