

**CITY OF EDGERTON  
PLAN COMMISSION MEETING  
EDGERTON CITY HALL, COUNCIL CHAMBERS  
12 ALBION STREET**

**Wednesday, June 24, 2020 at 5:15 P.M.**

1. Call to Order; Roll Call.
2. Confirmation of appropriate meeting notice posted Friday, June 19, 2020.
3. Consider approval of May 4, 2020 Plan Commission meeting minutes.
4. Consider Site Plan approval for Veteran's Memorial in Veterans' Park.
5. Consider preliminary and final one lot Certified Survey Map for City of Edgerton located on Henderson St.
6. Set next meeting date and future agenda items.
7. Adjourn.

cc: Commission Members                      All Council Members                      Department Heads  
City Engineer                                      Newspapers

**NOTICE:** If a person with a disability requires that the meeting be accessible or that materials at the meeting be in an accessible format, call the City Administrator's office at least 6 hours prior to the meeting to request adequate accommodations. Telephone: 884-3341.

Notice is hereby given that a majority of the Common Council is expected to be present at the above scheduled noticed meeting to gather information about a subject over which they have decision-making responsibility. The only action to be taken at this meeting will be action by the Planning Commission."

**Notice: Some members of the Commission may attend by telephone for this meeting.**



**MAY 4, 2020 PLAN COMMISSION MEETING MINUTES  
CITY OF EDGERTON**

Commission Chair Christopher Lund called the meeting to order at 6:00 p.m. All present were in attendance at remote locations on electronic devices.

Present: Christopher Lund, Jim Burdick, Anne Radtke, Jim Kapellen, Paul Davis, Ron Webb, and Julie Hagemann.

Others Present: City Administrator Ramona Flanigan, Clerk-Treasurer Cindy Hegglund, Municipal Services Director Howard Moser, Utility Director Randy Oren and a few citizens.

City Clerk-Treasurer Hegglund confirmed the meeting agendas were properly posted on Friday, May 1st at the Post Office, Edgerton Library entrance doors, and City Hall.

**MINUTES:** A Jim Kapellen/Jim Burdick motion to approve the January 20, 2020 Plan Commission meeting minutes passed on a 7/0 roll call vote.

**PUBLIC HEARING:** The Plan Commission held a public hearing to hear comments regarding a request by the Edgerton School District for approval of a conditional use permit to allow the installation of identification wall signs for the Community Elementary School and the High School for the parcels located at 100 and 200 Elm High Dr.

Jason Price, 518 Ridgeway St, asked where the signs will be located.

City Administrator Flanigan stated there is one sign for the elementary school and two for the high school. One of the high school signs will be located by the EPAC and the other near the new high school entrance both on the south elevation. The elementary sign will be located on the south elevation. They will face Elm High Drive more than Ridgeway St.

Chris Cronin with JNB Signs, Inc. stated the elementary sign will not be illuminated.

Being no further comments, the Mayor closed the public hearing.

**CONSIDER REQUEST BY THE EDGERTON SCHOOL DISTRICT FOR APPROVAL OF A CONDITIONAL USE PERMIT:** City Administrator Flanigan noted that in order to approve the conditional use, the Council must first adopt an ordinance amendment to make it allowable for institutional zoning.

Jim Burdick asked for clarification on the two signs at the high school. Flanigan stated these signs will be back-lite and identify the two entrances.

Jim Kapellen/Jim Burdick moved to approve a conditional use permit for the Edgerton School District for approval of a conditional use permit to allow the installation of identification, wall signs for the Community Elementary School and the High School for the parcels located at 100

and 200 Elm High Drive with the following conditions and findings:

Conditions:

1. The proposed ordinance is adopted by the City Council.

Findings:

1. The proposed conditional use with the above condition is in harmony with the purposes, goals, and objectives of the Master Plan or the Zoning Ordinance. 22.206(4)(c)2.
2. The proposed conditional use, in its proposed location and as depicted on the site plan, will not result in undue adverse impact on nearby property, the character of the neighborhood, traffic factors, and public rights-of-way. 22.206(4)(c)3.
3. The proposed conditional use maintains the desired land use intensity and land use impact as it relates to the environs of the property. 22.206(4)(c)4.
4. The proposed conditional use will not create major undesirable impacts on nearby properties, the environment, or the community as a whole per Section 22.206(4)(d).
5. The potential public benefits of the proposed conditional use outweigh any and all potential adverse impacts of the proposed conditional use.

The motion passed on a 7/0 roll call vote.

**PUBLIC HEARING:** The Plan Commission held a public hearing to hear comments regarding a request by the City of Edgerton to amend the following sections:

Section 22.504(2) Institutional signs.

Section 22.102 Definitions – required yard.

Section 22.303(2) nonconforming structures.

Section 22.302(13) Gore-shaped lot setbacks.

Section 22.506(4) Temporary political signs.

Hearing no comments, the Mayor closed the public hearing.

**CONSIDER REQUEST BY THE CITY OF EDGERTON FOR AMENDMENTS TO SECTIONS OF THE ZONING ORDINANCE:** A Chris Lund/Jim Kapellen motion to approve the amendment to Section 22.504(2) Institutional signs passed on a 7/0 roll call vote.

A Jim Kapellen/Ron Webb motion to approve the amendment to Section 22.102 Definitions – required yard passed on a 7/0 roll call vote.

A Ron Webb/Paul Davis motion to approve the amendment to Section 22.303(2) Nonconforming structures passed on a 7/0 roll call vote.

A Jim Kapellen/Ron Webb motion to approve the amendment to Section 22.302(13) Gore-shaped lot setbacks passed on a 7/0 roll call vote.

Jim Burdick asked what the new timeline is for allowing political signs to be placed in private yards. City Administrator Flanigan stated it was 30 days prior to the election by the City's ordinance but State Statutes allow signs to be placed anytime during an election campaign period. City Clerk-Treasurer Heggland stated this would begin once a candidate submits papers.

A Paul Davis/Ron Webb motion to approve the amendment to Section 22.506(4) Temporary political signs passed on a 7/0 roll call vote.

**EXTRATERRITORIAL LAND DIVISIONS:** A Ron Webb/Jim Burdick motion to approve an extraterritorial land division for Melton, Section 36, Hickory Nut Lane, Town of Albion to combine two lots passed on a 7/0 roll call vote.

Being no other business before the Commission, a Jim Kapellen/Ron Webb motion to adjourn passed, all voted in favor.

Ramona Flanigan/ch  
City Administrator

Approved June 24, 2020



**TO:** Edgerton Plan Commission

**FROM:** Staff

**MEETING DATE:** June 24, 2020

**GENERAL DESCRIPTION**

**Description of Request:** Petition for site plan approval to allow the construction of a memorial

**Location:** Veterans' Park

**Applicant:** Veterans' Committee

**Current Zoning/Land Use:** R-1/ Park

Staff has reviewed the petition for planning issues in accordance with the Edgerton Zoning and Subdivision Ordinances and has the following comments:

1. The petitioner proposes to construct a memorial that consist of the following: a 35X42 foot concrete pad with several monuments, benches and flag poles; a sidewalk connecting to the nearby driveway; a pad for the existing artillery; and a drainage swale.
2. The main pad will be placed on approximately 2 feet of fill. A drainage swale will be created to carry water coming from the hill on the west side around the pad to the east.
3. The city has planned for some time to install asphalt for more parking along the north edge of the "pool" driveway. (see sketch) The City also plans to install a sidewalk along the pool driveway from Swift Street to the proposed parking area so pedestrians can walk on a sidewalk from Swift Street. (Currently pedestrians have to walk in the pool road.) The plans currently show the southern portion of the sidewalk to the memorial being made of asphalt as a temporary walk. Now that the location of the proposed parking area is known, this sidewalk will be all concrete and installed in the location sketched on the plan. The petitioner also plans to make the sidewalk to the memorial 6 or 8 feet wide as opposed to the 5' wide walk shown on the plan. The grade of the proposed sidewalk will be modified so as to reduce its steepness.
4. The southern swale should be moved closer to the edge of the parking area to serve as drainage for the new parking area.
5. The only lighting planned for the memorial is a light on the US flag.
6. Comments from the City engineer are attached on a separate sheet.

STAFF RECOMMENDATION

Staff recommends the Plan Commission approve the site plan to allow the construction of a veterans' memorial at Veterans' Park subject to the following conditions:

1. The petitioner comply with the conditions of the City Engineer.
2. The petitioner submit amended plans that : relocated the sidewalk to the memorial to accommodate the parking area; the sidewalk is all concrete and is either 6 or 8 feet wide; the sidewalk slope is near constant; and the southern swale is located closer to the proposed parking lot.

City Engineer Comments

**EROSION NOTES:** EROSION SHALL BE PREVENTED FROM ANY DISTURBED AREAS BY PLACING 1 TO 3" OF MULCH OR COVER SOON AFTER DISTURBANCE. MULCH SHALL BE APPLIED TO ALL EXPOSED SOIL SURFACES AT STREET CORNERS AND INTERSECTIONS TO PREVENT EROSION. MULCH SHALL BE APPLIED TO ALL EXPOSED SOIL SURFACES AT STREET CORNERS AND INTERSECTIONS TO PREVENT EROSION. MULCH SHALL BE APPLIED TO ALL EXPOSED SOIL SURFACES AT STREET CORNERS AND INTERSECTIONS TO PREVENT EROSION.

**RESTORATION NOTES:** ALL EXISTING TREES SHALL BE MAINTAINED AND PROTECTED. ALL EXISTING TREES SHALL BE MAINTAINED AND PROTECTED. ALL EXISTING TREES SHALL BE MAINTAINED AND PROTECTED.

**DOT calls for 7 LB of fertilizer**

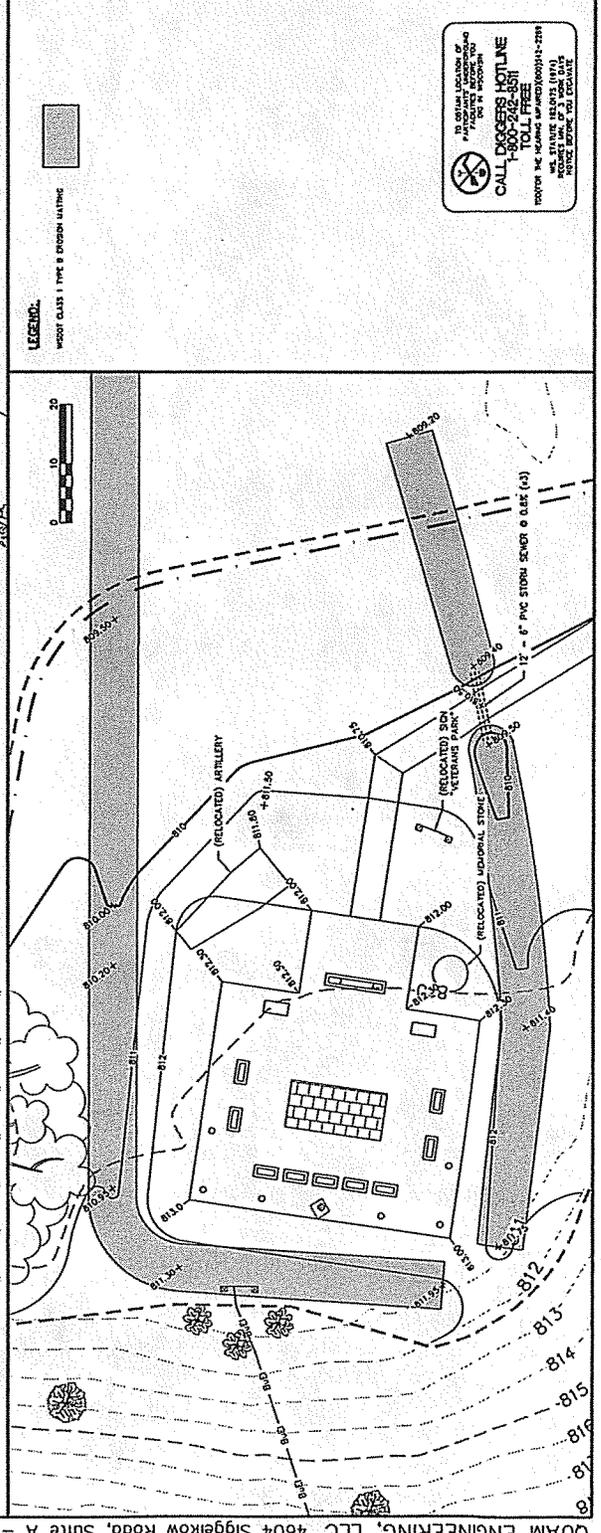
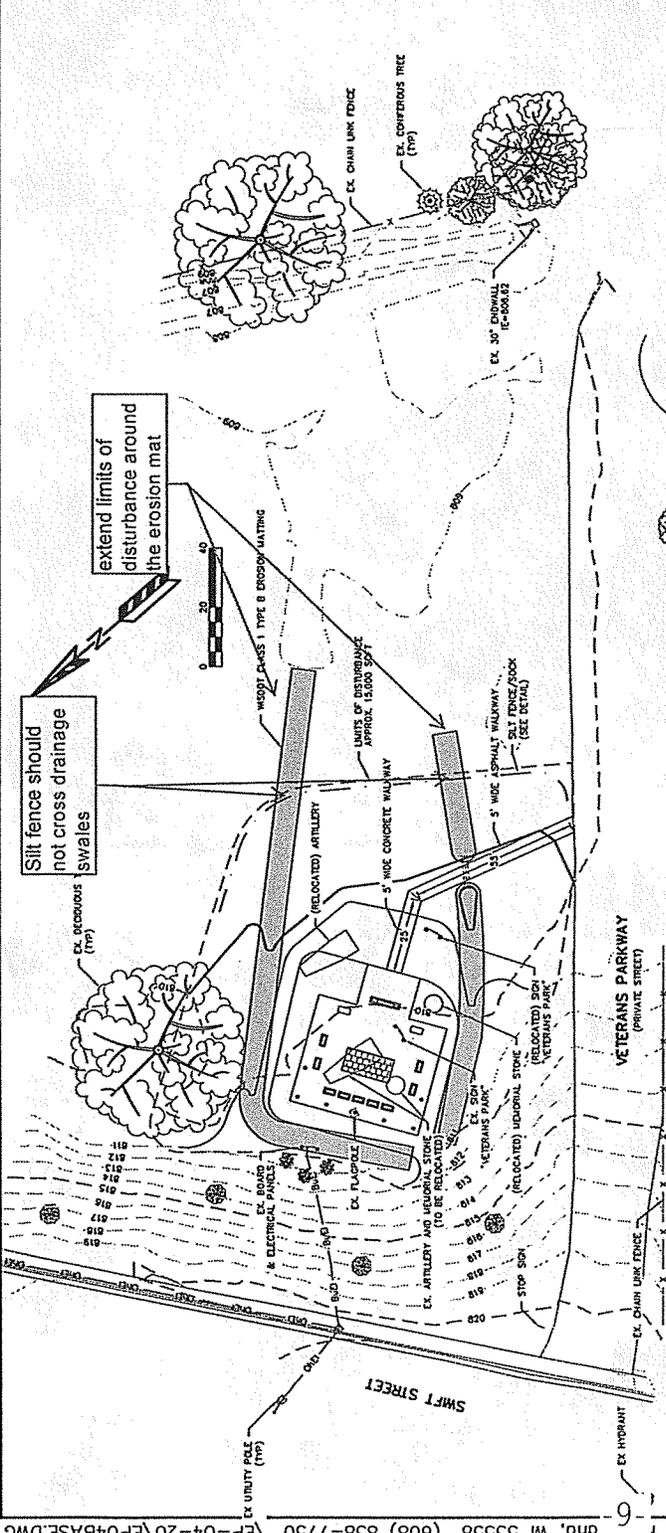
**ENGINEER:** QUAM ENGINEERING, LLC  
4604 SIGGELKOW ROAD, SUITE A - 1  
WISCONSIN 53158

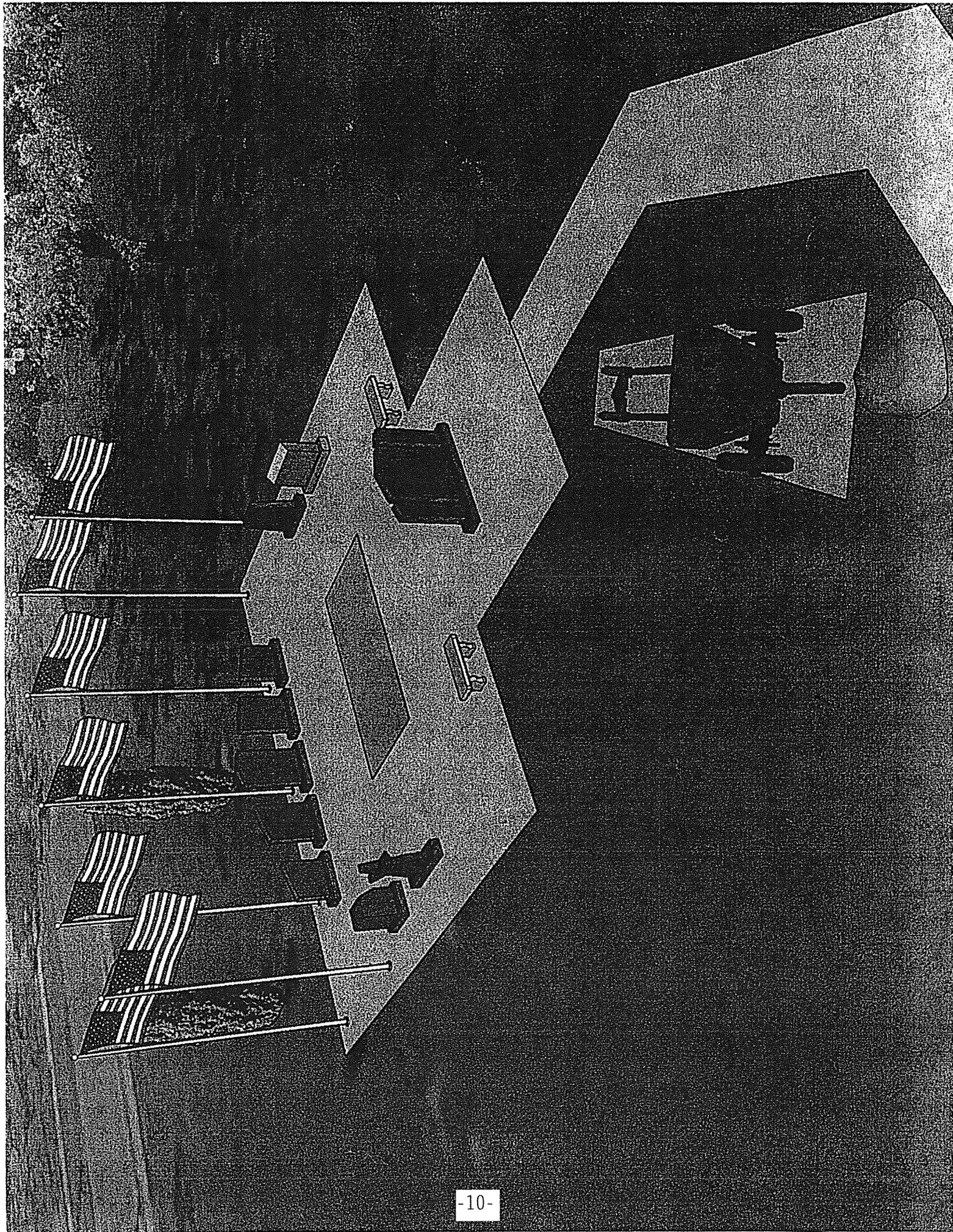
**OWNER:** QUAM ENGINEERING, LLC  
4604 SIGGELKOW ROAD, SUITE A - 1  
WISCONSIN 53158

**DATE:** FEBRUARY 24, 2020

**PROJECT:** VETERANS MEMORIAL SITE - CITY OF EDGERTON  
PRELIMINARY GRADING AND EROSION CONTROL PLAN

**QUAM ENGINEERING, LLC**  
4604 Siggelkow Road, Suite A - 1, Edgerton, Wisconsin 53158  
Phone (608) 838-7750; Fax (608) 838-7752





**TO:** Edgerton Plan Commission

**FROM:** Staff

**MEETING DATE:** June 10, 2020

**GENERAL DESCRIPTION**

**Description of Request:** Approval of a Preliminary and Final one lot Certified Survey to allow the dedication of an extension to Henderson Street

**Location:** Henderson Street

**Applicant:** City of Edgerton

**Current Zoning/Land Use:** A-1/open space

**Parcel Sizes:** 3000 sf and 6.04 acres

**STAFF REVIEW COMMENTS**

Staff has reviewed the petition for planning issues in accordance with the Edgerton Zoning and Land Division Ordinances and has the following comments:

1. The proposed land division will dedicate 3,000 sf for an extension to Henderson Street. The land division will provide the right of way needed for a cul de sac and will make the existing lot north of the subject parcel a legal lot by providing adequate street frontage for the lot.

**STAFF RECOMMENDATION**

Staff recommends the Plan Commission recommend approval of the proposed Preliminary and Final one lot Certified Survey for the extension of the Henderson Street right of way under the following conditions.

1. The final CSM includes all easements.

