

**CITY OF EDGERTON  
EDGERTON CITY HALL  
12 ALBION STREET  
EDGERTON, WI**

**PLANNING COMMISSION**  
Wednesday, July 25, 2018 at 6:00 P.M.

1. Call to Order; Roll Call.
2. Confirmation of appropriate meeting notice posted Friday, July 20, 2018.
3. PUBLIC HEARING:
  - A. The Plan Commission will hold a public hearing to hear comments regarding a request by Central Lutheran Church for approval of a conditional use permit to allow an addition to a principal structure for the parcel located at 100 W Rollin St.
  - B. Close the public hearing
4. Consider the request by Central Lutheran Church for approval of a conditional use permit to allow an addition to a principal structure for the parcel located at 100 W Rollin St.
5. Consider request to extend a conditional use permit for Travis Simplot /Gene and Veronica Hollman to allow the construction of a duplex at 1031 South Main St.
6. Approval of June 13, 2018 Plan Commission meeting minutes.
7. Consider extraterritorial land division for John and Dawn Kinnett, E Mallwood Dr, Section 1, Town of Fulton LD2018 042.
8. Set next meeting date and future agenda items.
9. 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."

**TO:** Edgerton Plan Commission

**FROM:** Ramona Flanigan

**MEETING DATE:** July 25, 2018

### **GENERAL DESCRIPTION**

**Description of Request:** Approval of a site plan and for approval of a conditional use permit to allow an addition to an Indoor Institutional use for Central Lutheran Church at 100 W Rollin Street.

**Location:** 100 W Rollin Street (parcels 6-26-685)

**Applicant:** Central Lutheran Church

**Current Zoning/Land Use:** R-2 / church

**Parcel Size:** approximately 1.38 acres (several parcels)

### **STAFF DISCUSSION**

The petitioner has submitted schematic architectural plans that describe the size, location, and appearance of the proposed addition. The petitioner has not yet submitted site plan and stormwater plan details. Staff recommends the Plan Commission either:

- Postpone the decision regarding the conditional use permit until complete plans are available or;
- Grant the conditional use subject to Plan Commission approval of the site plan. Granting the conditional use permit would indicate the Commission's approval of the land use but the conditional use permit would not be valid until the Commission approves the site plan.

In the event the Commission chooses to grant the conditional use subject to site plan approval, staff provides the following information about the architectural plans submitted.

### **STAFF REVIEW COMMENTS**

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

1. The subject parcel is located at 100 W Rollin Street. The parcel is zoned R-2 Residential District Two. The petitioner proposes to construct an 850 square foot addition. This modification requires a conditional use permit.
2. The proposed addition will fill in a portion of the existing courtyard between the church building and the school building to provide an enclosed hallway from the parking lot to the existing lobby. The proposed materials include EIFS on all surfaces

except the columns which will be masonry.

3. The addition will not change the intensity of use of the church thus not impacting parking demand or solid waste management.

### **STAFF RECOMMENDATION**

If the Plan Commission grants a conditional use permit to allow an addition to an indoor institutional land use for Central Lutheran Church located at 100 W Rollin Street, staff recommends the following conditions and findings:

#### **Conditions**

1. The Plan Commission and City Engineer approve the site plans including stormwater and erosion control.

#### **Findings**

1. The proposed conditional use with the above conditions 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.

Edgerton Central Lutheran Church  
100 West Rollin Street  
Edgerton, WI 53534

RE: CONDITIONAL USE PERMIT APPLICATION  
DESCRIPTION OF PROPOSED CONDITIONAL USE

Central Lutheran Church proposes to add an approximately 850 square foot addition on to their existing church facility. The purpose of the addition is to provide enclosed access from the current parking lot drop-off point into the existing courtyard lobby entrance.

The addition is proposed for the convenience of existing members and visitors to the church. Although the church is always welcoming of new visitors and members, the addition is not proposed as a result of significant church growth and/or expansion.

The current land use is allocated as a church facility and is proposed to stay the same. There is no projected increase in the congregation size, other than normal church growth.

There is no anticipated change in the use of the facility as a result of this addition.

Sincerely,

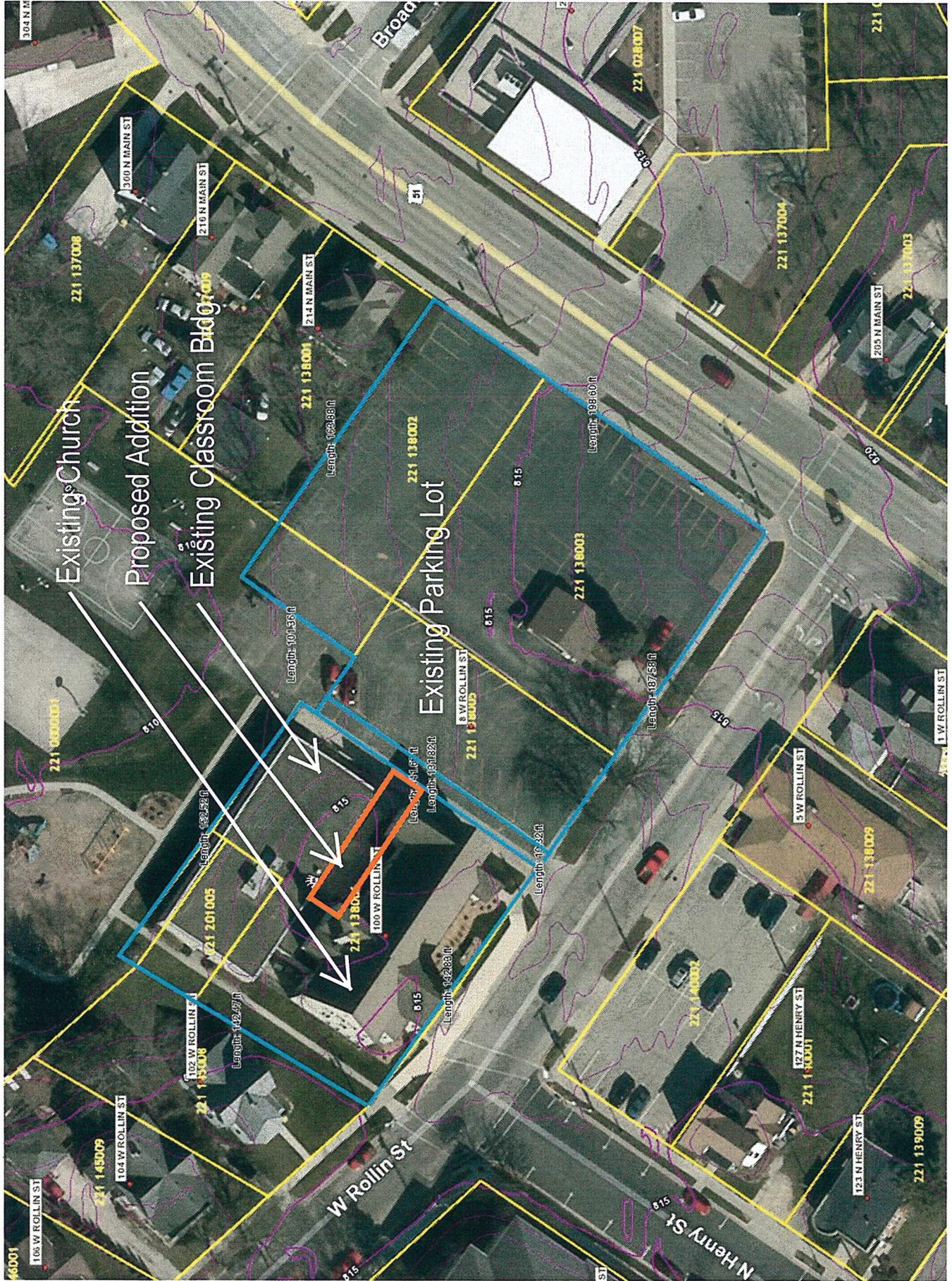


~~Travis Doerr~~ *P. Erik Jelenc*  
~~Building Committee Chair~~



# Property Site Map

No Scale





# Site Plan

W. ROLLIN STREET

PROPOSED NEW  
CONCRETE DRIVE / SIDEWALK

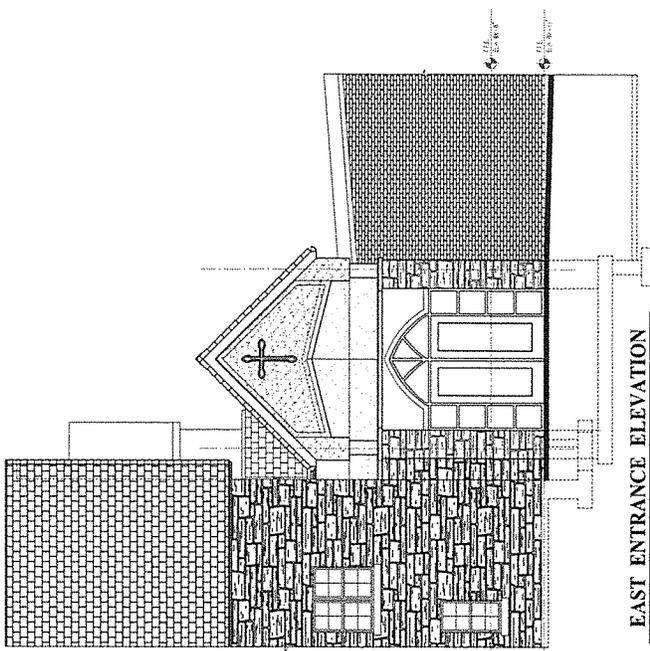
PROPOSED NEW  
ENTRANCE ADDITION

EXISTING PARKING LOT

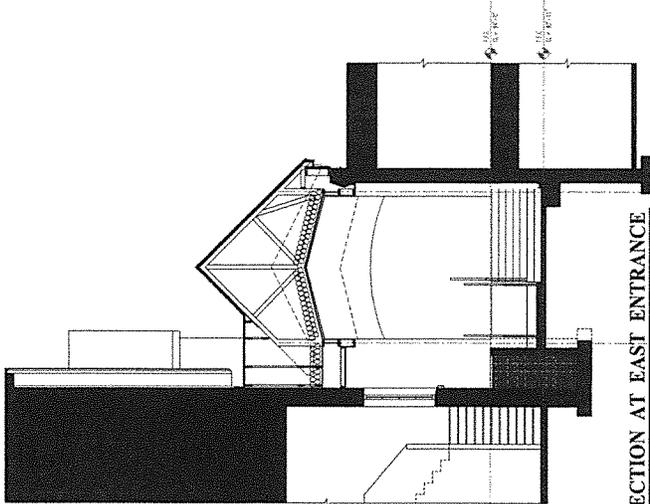
PROPOSED  
COURTYARD

EXISTING SCHOOL

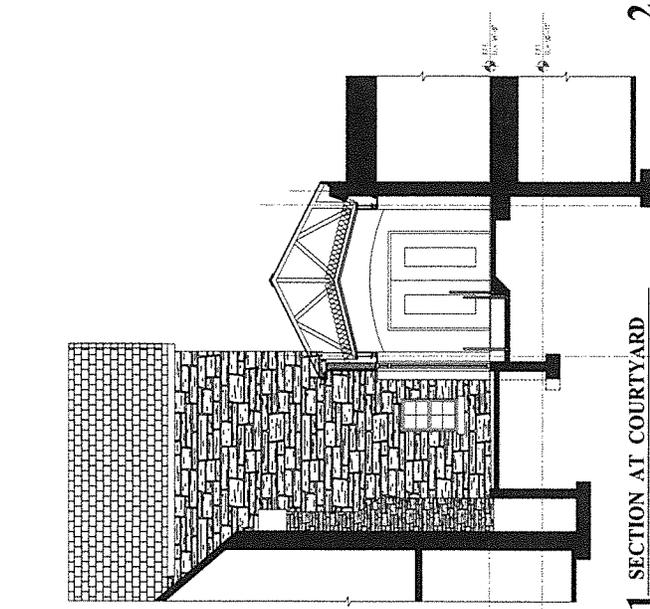
EXISTING CHURCH



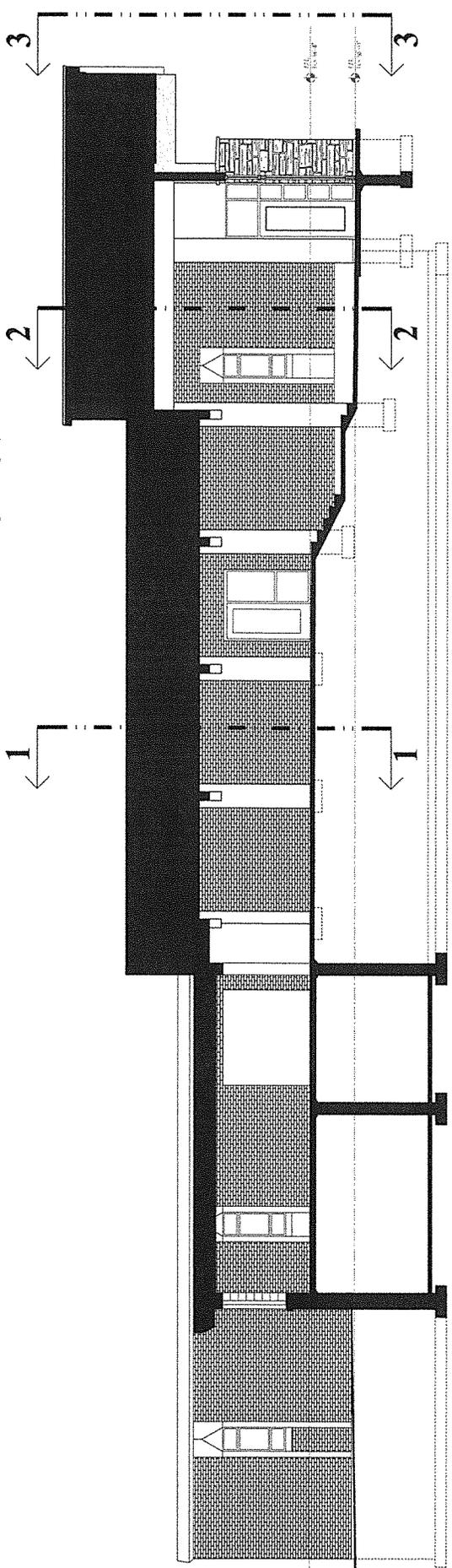
**3 EAST ENTRANCE ELEVATION**  
1/4" = 1'-0"



**2 SECTION AT EAST ENTRANCE**  
1/4" = 1'-0"



**1 SECTION AT COURTYARD**  
1/4" = 1'-0"



**West-East Section**

**OPTION 'C'**

**TO:** Edgerton Plan Commission

**FROM:** Ramona Flanigan

**MEETING DATE:** July 25, 2018

**GENERAL DESCRIPTION**

**Description of Request:** Request by Travis Simplot/Gene and Veronica Hollman for an extension of a conditional use permit to allow the construction of a duplex

**Location:** South side of South Main Street between Fassett Cemetery and Hain Road (parcels 6-26-1163D)

**Applicant:** Travis Simplot

**Current Zoning/Land Use:** (R-2) Residential District / duplex and vacant

**Lot Size:** 0.3190 acres

**STAFF DISCUSSION**

Please recall the Plan Commission granted a conditional use permit to the petitioner to allow the construction of 4 duplexes on February 1, 2006. The petitioner constructed three of the duplexes. Section 22.206(9) allows a petitioner to request an extension before the permit lapses. The Commission has granted one-year extensions in each year since the approval. The petitioner and the new owners of the lot have requested another extension. The ordinance indicates the Plan Commission find the petitioner's reason for the requested extension adequate. Please note the last approval was granted in April of 2017 which is past the one year conditional use permit deadline.

June 29, 2018

Dear Council,

I am writing you this letter requesting an extension of my two unit conditional use which is currently in place for my vacant lot located at 1031 & 1035 South Main St, Edgerton. I have sold this lot to Gene Hollman and he wishes to build a duplex on the lot in the near future, and he has also signed a letter requesting the two unit conditional use which is currently on the lot be extended. Any future issues concerning mowing of the lot, weeds, or snow removal on the sidewalk should be directed to Gene at 608 692 7149, thank you.

I hope that this conditional use can be extended and if you have any questions, they can be directed to me at 608 575 8090, or to Gene at the cell number listed above.

Thank you for your time and consideration.

Travis Simplot

4303 Old Stone Rd

Oregon, WI 53575

leehomesllcoregon@gmail.com

June 29, 2018

Dear Planning Commission,

I am writing this letter requesting an extension of the conditional use permit as granted in April 2017 for the vacant duplex lot located at 1031/1035 South Main Street, Edgerton. We intend to build a duplex on the lot within the next two years.

Thank you for your time and consideration concerning my request.

Sincerely,


Gene & Veronica Hollman

**JUNE 13, 2018 PLAN COMMISSION MEETING MINUTES  
CITY OF EDGERTON**

Commission Chair Christopher Lund called the meeting to order at 6:00 p.m.

Present: Christopher Lund, Mark Wellnitz, Julie Hagemann, and Ron Webb.

Excused: Candy Davis, Paul Davis, and Jim Kapellen.

Others Present: City Administrator Ramona Flanigan and a few citizens.

Flanigan confirmed the meeting agendas were properly posted on Friday, June 8th at the Post Office, Edgerton Library, and City Hall.

**PUBLIC HEARING:** The Plan Commission held a public hearing to hear comments regarding a request by Edgerton Gear/David Hataj for approval of a conditional use permit to allow an addition to a detached garage making the garage larger than 900 square feet for the parcel located at 20 Gear Drive.

Flanigan stated the petitioner proposes to construct an addition to a detached garage. The addition is 722 sq ft making the total garage area with the addition 1,672sq ft. The ordinance allows accessory buildings to be up to the same size as the first floor area of the principal structure with a conditional use permit. The floor area of the principal structure is 56,600 sq. ft.

The proposed addition will be the same height as the existing garage. Overhead doors are planned for the south elevation of the addition and driveway from the doors to the parking lot south of the building.

Hearing no comments, the Mayor closed the public hearing.

**CONSIDER REQUEST FOR A CONDITIONAL USE PERMIT AT 20 GEAR DRIVE:**

Mark Wellnitz/Ron Webb moved to grant a conditional use permit for David Hataj/Edgerton Gear for the property located at 20 Gear Drive to allow an addition to a garage with the condition that all driveways are paved and the following findings of fact:

1. The proposed conditional use in the proposed location is in harmony with the purposes, goals, and objectives of the Master Plan and 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 if the owner complies with the conditions. 22.206(4) (c) 3.
3. The proposed conditional use does maintain 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 impose an undue burden on services.

The motion passed on a 4/0 roll call vote.

**PUBLIC HEARING:** The Plan Commission held a public hearing to hear comments regarding a request by Brooke Trick for approval of a conditional use permit to allow the construction of a

second driveway onto Chaucer Street for the parcel located at 307 Chaucer Street.

Flanigan stated the Plan Commission can allow a second driveway through a conditional use permit if it is deemed necessary and feasible and will not cause undue impairment of safety, convenience, and utility to the street.

The petitioner currently accesses the garage on her parcel using a driveway that is located on the adjacent parcel. The owner of the adjacent parcel plans to remove the driveway used by the petitioner when Chaucer Street is reconstructed thus eliminating access to the petitioner's rear garage unless a second driveway is constructed.

Hearing no comments, the Mayor closed the public hearing.

**CONSIDER REQUEST FOR A CONDITIONAL USE PERMIT AT 307 CHAUCER STREET:** Ron Webb/Mark Wellnitz moved to approve the conditional use permit for Brooke Trick for the property located at 307 Chaucer Street to allow a second driveway with the following conditions and findings of fact:

Conditions:

1. The new driveway section must be paved within a year.
2. The driveway meets all setbacks.

Findings of fact:

1. The proposed conditional use in the proposed location is in harmony with the purposes, goals, and objectives of the Master Plan and 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 if the owner complies with the conditions. 22.206(4) (c) 3.
3. The proposed conditional use does maintain 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 impose an undue burden on services.

The motion passed on a 4/0 roll call vote.

**MINUTES:** A Mark Wellnitz/Ron Webb motion to approve the May 30, 2018 Plan Commission meeting minutes passed, all voted in favor.

**CONSIDER EXTRATERRITORIAL LAND DIVISION ON LAKE DRIVE ROAD:** A Mark Wellnitz/Chris Lund motion to approve an extraterritorial land division for Wisconsin Power and Light, Lake Drive Road, Section 35, Town of Albion passed on a 4/0 roll call vote.

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

Ramona Flanigan/ch  
City Administrator

Approved July 25, 2018

**TO:** Edgerton Plan Commission

**FROM:** Ramona Flanigan

**MEETING DATE:** July 25, 2018

**GENERAL DESCRIPTION**

**Address:** E. Mallwood Drive, Rock County, Fulton Township, SE ¼ Sec. 1

**Applicant:** John and Dawn Kinnett

**Parcel Size:** varies

**Description of Request:** approval of a 4 lot CSM to reconfigure 4 lots

**STAFF REVIEW COMMENTS**

Staff has reviewed the petition for planning issues in accordance with the Edgerton Master Plan and has the following comments:

1. The proposed land division is within the City of Edgerton's extraterritorial zone. Therefore, the City has land division review authority.
2. The area of the division is not in the City's gravity sewer service area and unlikely to impede efficient City expansion.

**STAFF RECOMMENDATION**

Staff recommends the Plan Commission recommend the City Council approve a 4 lot CSM for John and Dawn Kinnett on E. Mallwood Drive.

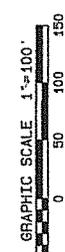
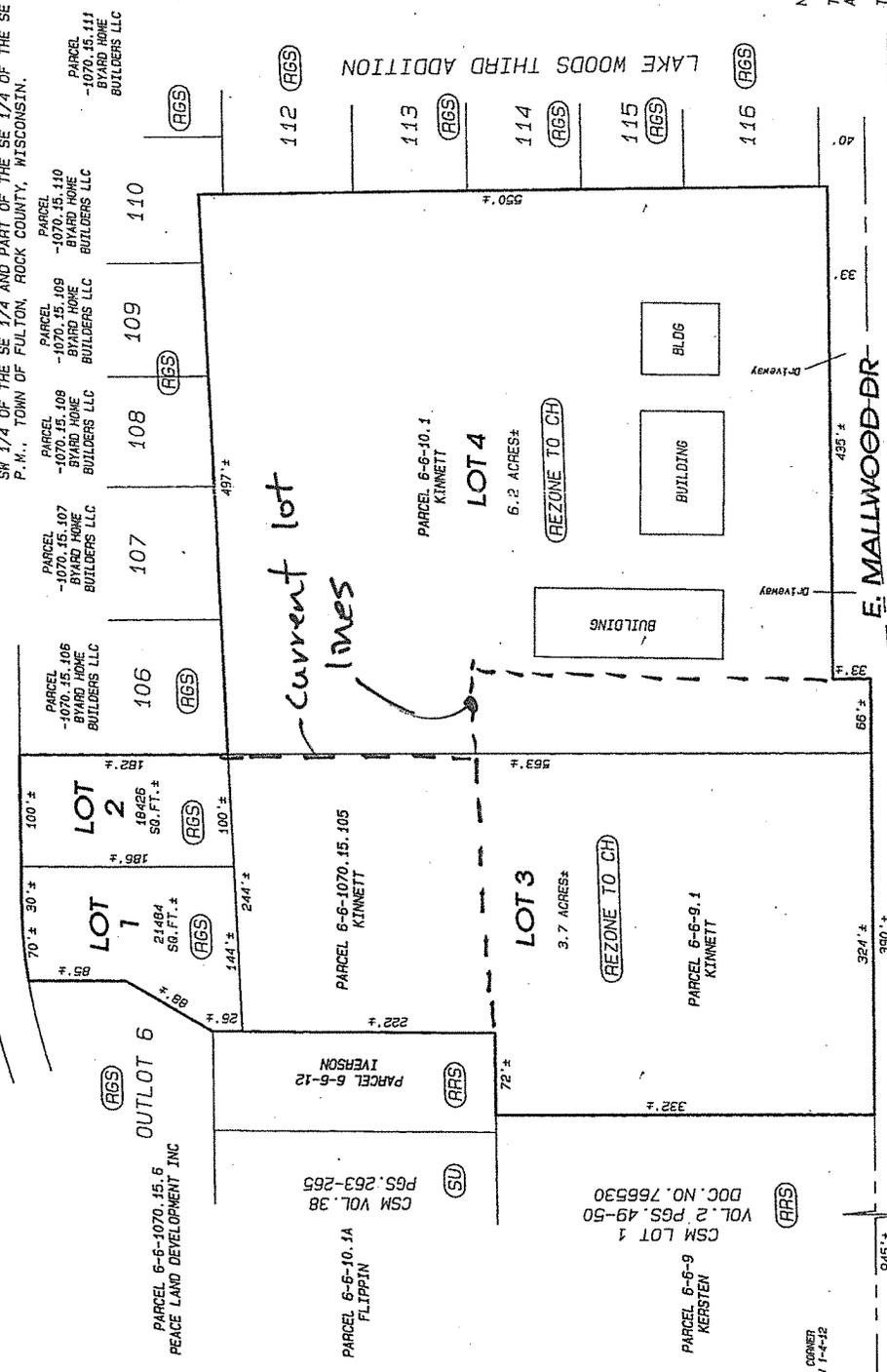
# PRELIMINARY CERTIFIED SURVEY MAP

LOT 105, LAKE WOODS THIRD ADDITION; LOT 2 OF A CERTIFIED SURVEY MAP RECORDED IN VOLUME 2, PAGES 49 AND 50 OF CERTIFIED SURVEY MAPS OF ROCK COUNTY, WISCONSIN, AS DOCUMENT NO. 766530; PART OF THE SW 1/4 OF THE SE 1/4 AND PART OF THE SE 1/4 OF THE SE 1/4 OF SECTION 1, T. 4N., R. 12E., OF THE 4TH P.M., TOWN OF FULTON, ROCK COUNTY, WISCONSIN.

E. MASON DRIVE

(RGS)

(RGS)



NOTES:  
THIS MAP IS SUBJECT TO ANY AND ALL EASEMENTS AND AGREEMENTS, RECORDED AND UNRECORDED.  
THE BASIS OF BEARINGS IS ASSUMED.

**Combs & ASSOCIATES**

109 N. Milwaukee St.  
Jonestown, WI 53546  
TEL: 608 725-0375  
FAX: 608 725-0334

- LAND SURVEYING
- LAND PLANNING
- CIVIL ENGINEERING

Project No. 118 - 115  
For: KINNETT

SOUTH 1/4 CORNER OF SECTION 1-4-12

Centerline of Pavement

E. MALLWOOD DR

(AG)

(RL)

(RL)

(RL)

(RL)

PARCEL 6-6-1134.1 TOPP

PARCEL 6-6-1134.13 FOX

PARCEL 6-6-1134.15 FALK

PARCEL 6-6-1134.23 PRESICOTT

PARCEL 6-6-1134.23 PRESICOTT