



AGENDA - AMENDED  
City of Milton  
Plan Commission  
Tuesday, March 15, 2016  
5:00 pm  
MILTON CITY HALL  
Council Chambers, 710 S. Janesville Street

**1. Call to Order**

**2. Approval of Agenda**

**3. Approval of Minutes - Plan Commission Minutes – February 17, 2016.**

Documents: [02-17-2016 Plan Commission Minutes.pdf](#)

**4. Discussion and Possible Action on Site Plan Review for Flying Pig and Wisconsin Wrought Iron Signs at 34 Merchant Row.**

Documents: [Memo - Flying Pig, Wisconsin Wrought Iron Site Plan Review.pdf](#), [Flying Pig-Wisconsin Wrought Iron Site Plan.docx.pdf](#)

**5. Discussion and Possible Action Regarding a Site Plan Review for the Milton East Parking Lot Reconfiguration.**

Documents: [Memo - Site Plan Review for Milton East Parking Lot.pdf](#), [Milton East Elementary Access Improvements - Site Plan.pdf](#), [Milton East Elementary Improvements - Site Overview Exhibit.pdf](#)

**6. Discussion and Possible Action Regarding the Transfer of Land Located at 120 Parkview Drive to the School District of Milton.**

Documents: [Memo - School District Land Transfer - PC Memo.pdf](#)

**7. AMENDED Discussion and Possible Action Regarding a Site Plan Review for 507 Vernal Ave Door Addition.**

Documents: [Memo - Site Plan Review 507 Vernal Door Addition.pdf](#), [Site Plan - 507 Vernal.pdf](#)

**8. Discussion and Possible Action Regarding a Change in Plan Commission Meeting Dates.**

**9. General Items**

**10. Next Meeting Date – Wednesday, April 6, 2016 at 6:00 p.m.**

**11. Motion to Adjourn**

\*\*Please note that upon reasonable notice, at least 48 hours in advance, efforts will be made to accommodate the needs to disabled individuals through appropriate aids and services. For additional information to request this service, please contact the City Clerk's office at 868-6900,

710 S. Janesville Street, Milton, WI 53563.

\*\*Notice is hereby given that a majority of the Common Council may be present at this meeting at the above mentioned date and time to gather information about a subject over which they have decision-making responsibility. This constitutes a meeting of the City Council pursuant to State ex rel. Badke v. Greendale Village Bd., 173 Wis. 2d 553, 494 N.W. 2d 408 (1993) and must be noticed as such, although the City Council will not take any formal action at this meeting.

**City of Milton**  
**Plan Commission Minutes**

2/17/2016 - Minutes

**1. Call to Order**

Mayor Welch called the February 17, 2016 meeting of the Plan Commission to order at 5:01 p.m. Clerk Hilby confirmed the appropriate meeting notices were posted.

Present: Mayor Anissa Welch, Director of Public Works Howard Robinson, Ald. Nancy Lader, Comm. Ethel Himmel, Comm. David Ostrowski, and Comm. Bob Seales.

Excused: Comm. Frank Green.

Also Present: City Administrator Al Hulick and City Clerk/Deputy Treasurer Elena Hilby.

**2. Approval of Agenda**

Comm. Ostrowski moved to approve the agenda. Comm. Himmel seconded, and the motion carried.

**3. Approval of Minutes - Plan Commission Minutes – January 12, 2016.**

Ald. Lader moved to approve the minutes. Comm. Ostrowski seconded, and the motion carried.

**4. Public Hearing and Discussion and Possible Action to Approve Ordinance 418 – An Ordinance Creating Section 78-403(17) of the Code of Ordinances of the City of Milton Providing for Warehousing as a Conditional Use.**

Mayor Welch opened the public hearing at 5:03pm

Mike Sessler asked about what was going to be stored. DPW Director Robinson said that the owners have indicated that it would be clothing and soft textile merchandise.

Diane Pillard asked if there was going to be an office and DPW Director said they were not going to open for public business.

Mary Kay Sitter asked about their hours and whether there would be a sign. DPW Director said that the hours can be restricted as a condition to the CUP and that they have indicated they do not plan on having a sign.

Lynda Clark asked about the trash and if screening would be required. DPW Director stated they would be using the regular residential trash receptacles and screening would only be required if they added a dumpster.

Mayor Welch closed the public hearing at 5:27 p.m.

Comm. Himmel moved to recommend to the Common Council to approve the ordinance. Ald. Lader seconded, and the motion carried.

**5. Public Hearing and Discussion and Possible Action to Consider a Request from ARAK Properties, LLC for a Conditional Use Permit and Site Plan Review to Allow a Proposed Use of Storage or Warehousing by a Commercial Enterprise at V-23-1325 (237/303 Vernal Avenue).**

Opened the public hearing at 5:30 p.m.

The public hearings were heard simultaneously and there were no more speakers at this time.

Closed the public hearing at 5:30 p.m.

Restrict the CUP to the church building (303 Vernal Ave)

Restrict truck traffic to between 8am - 8pm

Require a review in one year

Mayor Welch verified that the Commission reviewed the Findings of Fact. Comm. Himmel moved to approve the CUP with the stated conditions. Comm. Ostrowski seconded, and the motion carried.

**6. Discussion and Possible Action Regarding a Site Plan Review for 224 Chicago Street.**

Comm. Himmel moved to approve the site plan for 224 Chicago Street. Comm. Ostrowski seconded, and the motion carried unanimously.

**7. Next Meeting Date – March 8, 2016 at 5:00 p.m.**

**8. General Items**

**9. Motion to Adjourn**

DPW Director Robinson moved to adjourn the meeting of the Plan Commission at 5:37 p.m. Comm. Ostrowski seconded, and the motion carried.

Respectfully submitted,  
Elena Hilby  
City Clerk

## Office of the Director of Public Works

**To:** City of Milton Plan Commission  
**From:** Howard Robinson, Director of Public Works  
**Date:** March 8, 2016  
**cc:** Mayor Anissa Welch, Common Council Members  
**Subject:** Discussion and Possible Action on a Site Plan Review for Wisconsin Wrought Iron Sign.

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### **Discussion**

John Dorn is requesting site plan approval for a sign at his businesses at 34 Merchant Row. This matches the B-3 color requirements. The size of the letters and square footage meet the ordinance requirements.

### **Staff Recommendation**

Staff recommends approval of the site plan as presented for Wisconsin Wrought Iron.

### **Attachments**

- Site Plan



“Wisconsin Wrought Iron” here



le  
Black  
letters

## Office of the Director of Public Works

**To:** City of Milton Plan Commission  
**From:** Howard Robinson, Director of Public Works  
**Date:** March 8, 2016  
**cc:** Mayor Anissa Welch, Common Council Members  
**Subject:** Discussion and Possible Action on a Site Plan Review for the Milton East Parking Lot Reconfiguration.

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### **Discussion**

The Milton School District has submitted a parking lot plan to the city. A parking lot plan for a commercial building requires a site plan review. They have submitted a base overview plot plan of the proposed parking lot. We have informed them of some additional information we require to have a complete site plan.

We need more information on:

- Dimensions of the stalls
- Driveway dimensions
- The distance of the driveway throat entrances from the street
- Where lights are planned
- Where future sidewalks are planned
- Where snow will be stored
- Where the storm water will be drained
- What utility mains (storm water) may be installed
- A landscape plan
- Setbacks from the property lines
- An overall square footage of the paved areas
- An easement agreement for the parking lot and/or driveway use

### **Staff Recommendation**

They are working with Strand Engineering to supply these items. If they are submitted before Plan Commission meets we will try and email you a new memo and plan to review.

### **Attachments**

- Site Plan

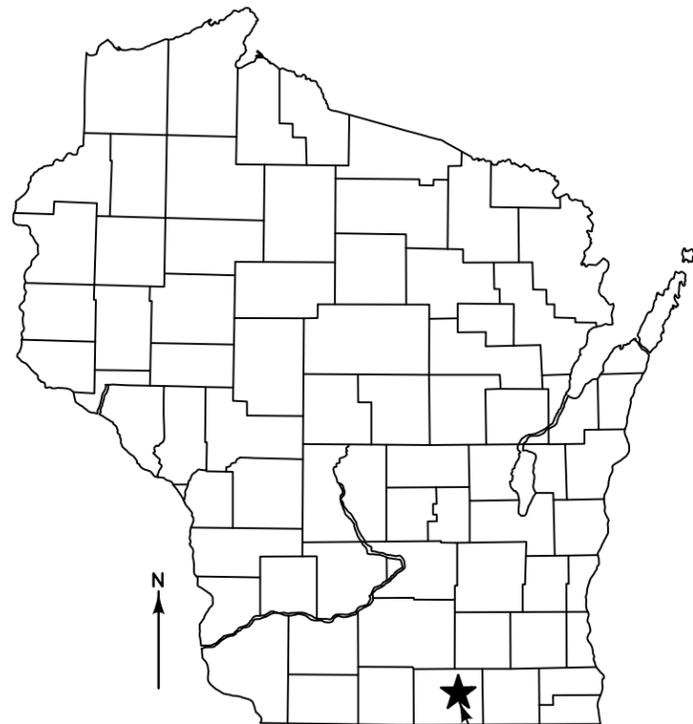
# MILTON EAST ELEMENTARY ACCESS IMPROVEMENTS

FOR THE

## SCHOOL DISTRICT OF MILTON

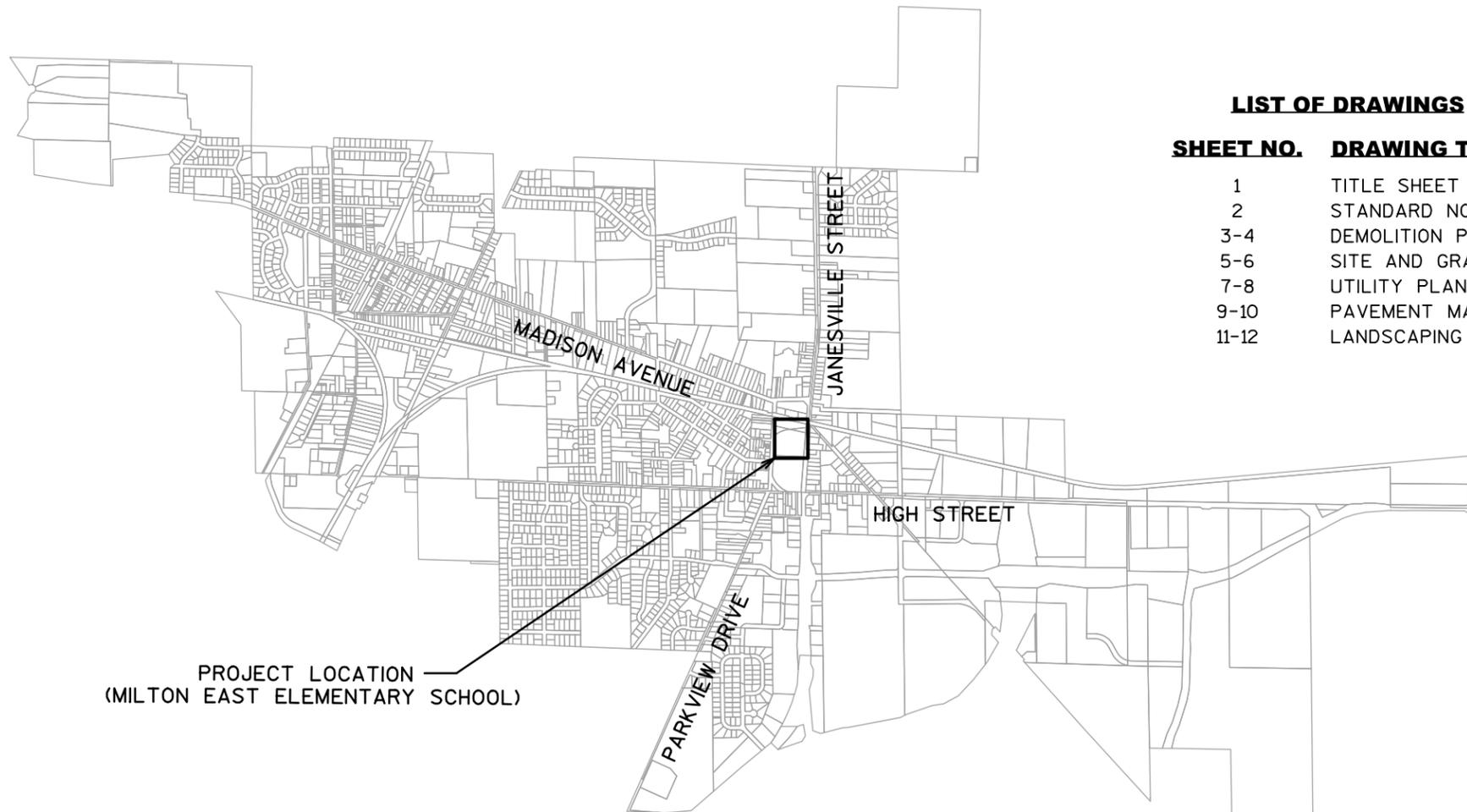
### MILTON, WISCONSIN

## JUNE, 2016



CITY OF MILTON

PROJECT LOCATION  
NO SCALE



PROJECT LOCATION  
(MILTON EAST ELEMENTARY SCHOOL)

#### LIST OF DRAWINGS

SHEET NO.	DRAWING TITLE
1	TITLE SHEET
2	STANDARD NOTES AND DETAILS
3-4	DEMOLITION PLAN
5-6	SITE AND GRADING PLAN
7-8	UTILITY PLAN
9-10	PAVEMENT MARKING AND SIGNING PLAN
11-12	LANDSCAPING AND LIGHTING PLAN

910 West Wingra Drive  
Madison, WI 53715  
608-251-4843  
608-251-8655 fax  
www.strand.com

CONTRACT NO. 1-2016

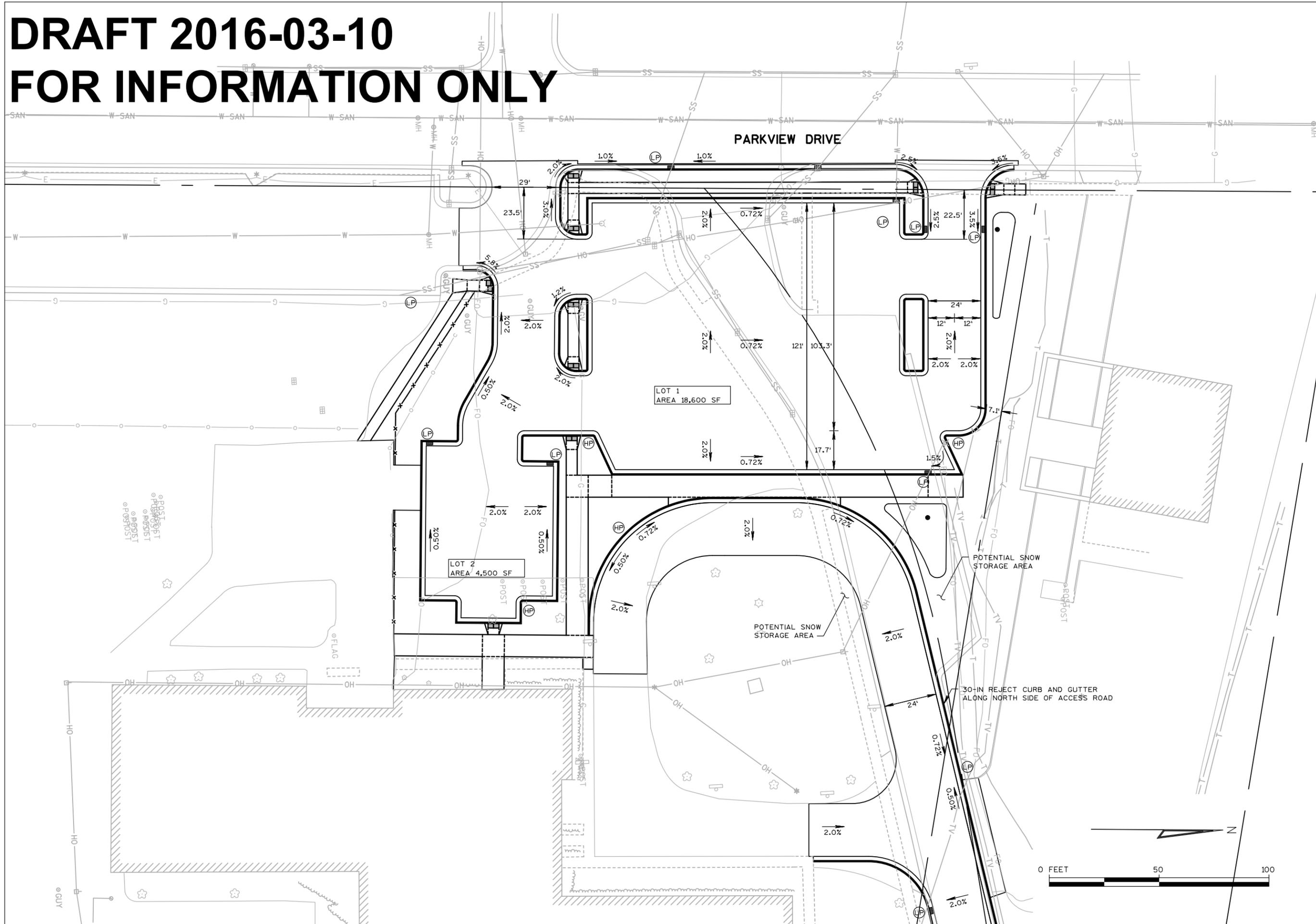
**DRAFT 2016-03-10**  
**FOR INFORMATION ONLY**

AREA MAP  
NO SCALE



SHEET  
1  
JOB NO. 1495.001

# DRAFT 2016-03-10 FOR INFORMATION ONLY



NO.	REVISIONS	DATE

**SITE AND GRADING PLAN**  
MILTON EAST ELEMENTARY ACCESS IMPROVEMENTS  
SCHOOL DISTRICT OF MILTON  
MILTON, WISCONSIN

JOB NO.  
1495.001  
PROJECT MGR.  
KRH



SHEET  
**5**





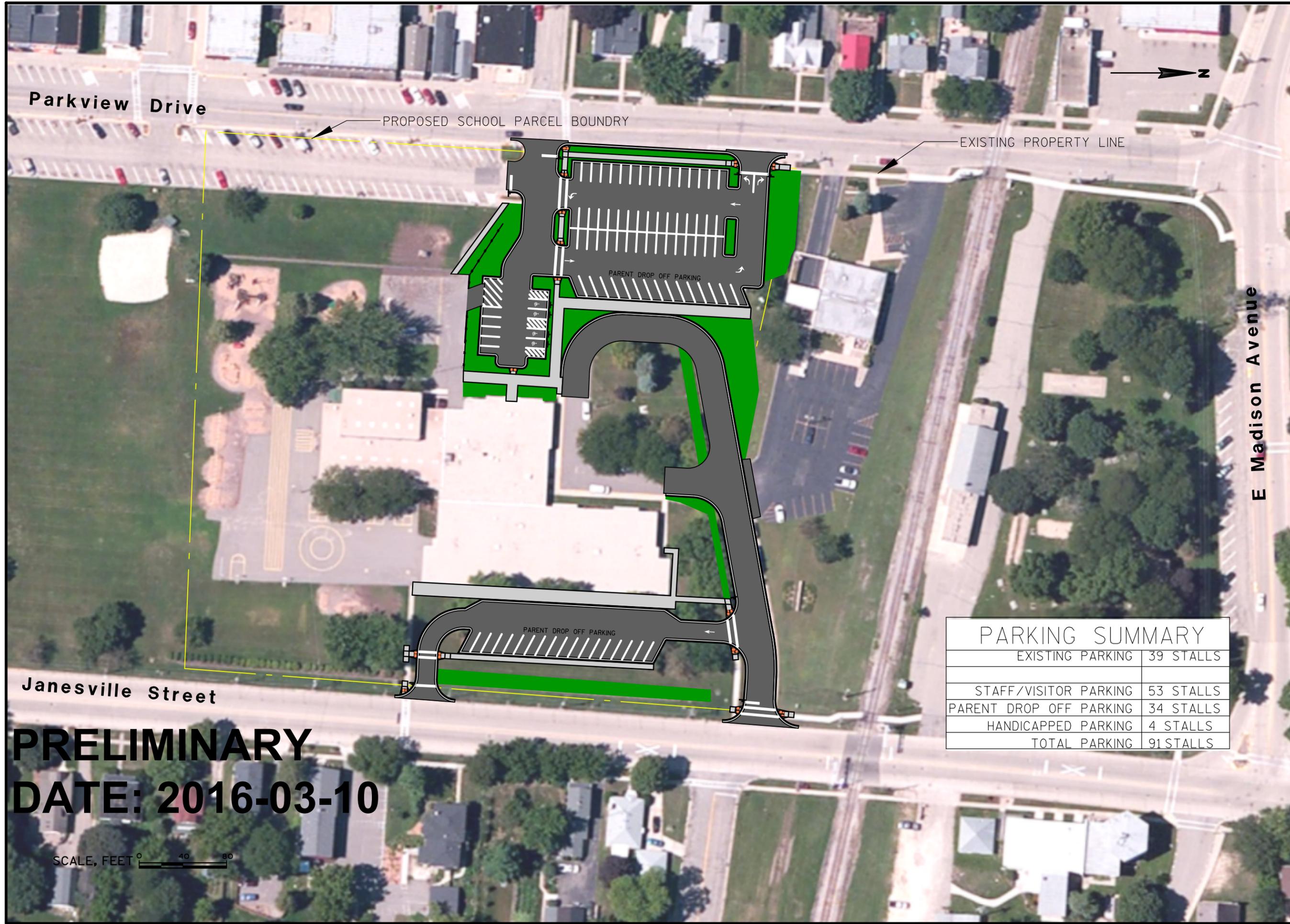












Parkview Drive

PROPOSED SCHOOL PARCEL BOUNDARY

EXISTING PROPERTY LINE

E Madison Avenue

Janesville Street

PARENT DROP OFF PARKING

PARENT DROP OFF PARKING

PARKING SUMMARY	
EXISTING PARKING	39 STALLS
STAFF/VISITOR PARKING	53 STALLS
PARENT DROP OFF PARKING	34 STALLS
HANDICAPPED PARKING	4 STALLS
TOTAL PARKING	91 STALLS

**PRELIMINARY**  
**DATE: 2016-03-10**

SCALE, FEET 0 40 80

**MILTON EAST ELEMENTARY SCHOOL**  
**PROPOSED PARKING LOT IMPROVEMENTS**  
 CONCEPTUAL VERSION 5 (FINAL)  
 SCHOOL DISTRICT OF MILTON  
 MILTON, WI



**FIGURE**  
**JOB NO.**

\$FILE\$

\$USER\$

\$DATE\$

\$TIME\$



## Office of the City Administrator

**To:** Mayor Welch, Common Council & Milton Plan Commission  
**From:** Al Hulick, City Administrator  
**Date:** March 15, 2016  
**Subject:** Discussion and Possible Action regarding the transfer of land located at 120 Parkview Drive to the School District of Milton.

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### Summary

The Milton School District is proposing a redevelopment of the public parking and public access to Milton East Elementary School. For some time, traffic in and around Milton East Elementary has been problematic for the School, parents, and surrounding businesses during school drop-off and pick-up times.

To help mitigate this problem, the School District has developed a plan that will add additional parking near Milton East Elementary, and reconfigure the drop-off and pick-up zones. Attached is the proposed Site Plan that shows the proposed layout for new public parking and new public access points to the School.

As part of this plan, the City would need to partner with the School District to transfer the City owned land from the former Police Department Building to the School District.

### Background

The City of Milton has prepared two recent planning documents regarding the redevelopment of the Goodrich Square Park area. One plan showed the Police Department land being “redeveloped” with mixed use buildings, and the other showed the Police Department land being used as an extension of the public parking along Parkview Drive. The School Districts subject proposal mirrors the later of the two plans: extending public parking.

### Analysis

This proposed redevelopment of the public parking and access points to Milton East Elementary is designed to mitigate a long standing traffic and safety problem in this area. However, it does limit the ability to potentially redevelop the former police department land as described in an earlier version of the Goodrich Square Plan.

#### *Pros:*

1. Mitigates long standing traffic issues
2. Increases public parking in the area



3. Increases safety for students in and around Milton East Elementary
4. Implements a large portions of the public improvements reflected in the Goodrich Square Plan

Cons:

1. Potentially redevelop the former police department land as described in an earlier version of the Goodrich Square Plan.
2. Requires the vacation of a portion of Greenman Street from N. Janesville Street to Parkview Drive.

**Plan Commission:**

The Plan Commissions authority for this project rests with the evaluation of the proposed land transfer in regards to its consistency with established City Plans. This transfer of land is consistent with the Goodrich Square Plan.

**Recommendation**

The City Administration recommends the Plan Commission find this transfer of land consistent with established City plans

## Office of the Director of Public Works

**To:** City of Milton Plan Commission  
**From:** Howard Robinson, Director of Public Works  
**Date:** March 14, 2016  
**Cc:** Mayor Anissa Welch, Common Council Members  
**Subject:** Discussion and Possible Action on a Site Plan Review for

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### **Discussion**

Lonnie Pastorius has submitted a site plan review to install a door on the west side of his property located at 507 Vernal Avenue. This property is zoned B-3 and requires a site plan approval before obtaining a building permit. The door opens onto his own private property and is exiting for businesses. This plan meets code requirements.

### **Staff Recommendation**

Recommend approval of the site plan as presented for 507 Vernal Avenue.

### **Attachments**

- Site Plan
- Picture

# 507 Vernal Ave New Door

