



AGENDA
City of Milton
Plan Commission
Tuesday, May 17, 2016
5:00 pm
MILTON CITY HALL
Council Chambers, 710 S. Janesville Street

1. Call to Order

2. Approval of Agenda

3. Approval of Plan Commission Minutes – April 6, 2016.

Documents: [04-06-2016 Plan Commission Minutes.pdf](#)

4. Discussion and Possible Action Regarding a Site Plan Approval for She's Crafty Sign.

Documents: [Memo - Site Plan Review - Shes Crafty.pdf](#), [507 Vernal Ave - Shes Crafty Pic.pdf](#), [507 Vernal Ave - Pic of Building.pdf](#)

5. Discussion and Possible Action Regarding Site Plan Approval for Booster Station.

Documents: [Memo - Site Plan Review - Booster Station.pdf](#), [Booster Station Submittals.pdf](#)

6. Discussion and Possible Action Regarding a Request from Linda Petroff to Temporarily Store Equipment and Materials While They Are Constructing a New Garage.

Documents: [Memo - Temporary Storage of Equipment.pdf](#), [Site Plan - Temporary Storage of Equipment.pdf](#)

7. Discussion and Possible Action to Approve a New Easement for the Water Main Installation for the South Water Main Project.

Documents: [Memo - Easement for the Water Main Installation for teh South Water Main Project.pdf](#), [Water Main Installation Easement.pdf](#)

8. Next Meeting Date – June 14, 2016 at 5:00 p.m.

9. 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

4/6/2016 - Minutes

1. Call to Order

Mayor Welch called the April 6, 2016 meeting of the Plan Commission to order at 5:00 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. Frank Green, and Comm. Bob Seales.

Excused: Comm. Ethel Himmel and Comm. David Ostrowski.

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

2. Approval of Agenda

Ald. Lader moved to approve the agenda. DPW Director Robinson seconded, and the motion carried.

3. Approval of Plan Commission Minutes – March 15, 2016.

Ald. Lader moved to approve the minutes. DPW Director Robinson seconded, and the motion carried.

4. Public Hearing and Discussion and Possible Action to Consider a Request from Parker Community Credit Union for a Conditional Use Permit to Allow a Variable Message Sign and Illuminated Sign at 110 Parkview Drive.

Mayor Welch opened the public hearing at 5:01 p.m.

DPW Director Robinson reviewed the application.

Ald. Lynda Clark of 1015 Brown Dr. asked about which signs will be staying and which signs will be coming down. DPW Director Robinson explained their plan.

Brian Miller of PCCU wanted to let the Commission know that they are willing share the variable message signs with the City of Milton and the Milton School District. He also stated that if required to, they are willing to take down the monument sign, but would like to keep it if possible.

Mayor Welch closed the public hearing at 5:09 p.m.

Mayor Welch asked for verification that the Commission members have read the Findings of Fact, which they had. Ald. Lader moved to approve the site plan and conditional use permit with a contingency that a variance is granted, DOT regulations are followed in addition to City ordinances, and the ATM sign is removed. Comm. Seales seconded, and the motion carried.

5. Public Hearing and Discussion and Possible Action to Consider a Request from CharterNEX for a Site Plan Review and Conditional Use Permit to Allow a Building Over 40' Tall at 1264 E. High St.

Mayor Welch opened the public hearing at 5:10 p.m.

DPW Director Robinson reviewed the application for the Commission.

Mayor Welch closed the public hearing at 5:15 p.m.

Mayor Welch asked for verification that the Commission members have read the Findings of Fact, which they had. DPW Director Robinson moved to approve the conditional use permit and site plan to allow a building over 40' tall at 1264 E. High Street. Ald. Lader seconded, and the motion carried.

6. Discussion and Possible Action on Updated School Parking Lot Plan.

DPW Director Robinson moved to approve the parking lot stalls being moved closer to the school on the west side of the lot. Ald. Lader seconded, and the motion carried.

7. Discussion and Possible Action on a Site Plan Review for a Concession Stand at South Goodrich Park.

Ald. Lader moved to approve the site plan as presented for S. Goodrich Park Concession Stand contingent upon being granted a Certificate of Appropriateness. DPW Director Robinson seconded, and the motion carried.

8. General Items

9. Next Meeting Date – May 17, 2016 at 5:00 p.m.

The next meeting will be on Tuesday, May 17, 2016 at 5:00 p.m.

10. Motion to Adjourn

DPW Director Robinson moved to adjourn the April 6, 2016 meeting of the Plan Commission at 5:23 p.m.

Ald. Lader seconded, and the motion carried.

Respectfully submitted,
Elena Hilby
City Clerk

Office of the Director of Public Works

To: City of Milton Plan Commission, Mayor Anissa Welch, and Common Council Members
From: Howard Robinson, Director of Public Works
Date: 05/17/2016
Subject: Discussion and Possible Action Regarding a Site Plan Approval for She's Crafty Sign.

Discussion

Brandon Garlock has requested a site plan review for a sign located at 507 Vernal Ave. A picture of the sign is included. The sign meets the requirements of the B-3 zoning district.

Staff Recommendation

I would recommend approval of the site plan request.

Attachments

- Picture of sign
- Picture of building

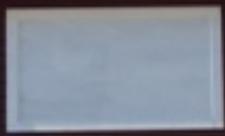
She's Crafty



recycle • reuse • relove



12345678



Office of the Director of Public Works

To: City of Milton Plan Commission, Mayor Anissa Welch, and Common Council Members
From: Howard Robinson, Director of Public Works
Date: 05/17/2016
Subject: Discussion and Possible Action Regarding Site Plan Approval for Booster Station.

Discussion

The City of Milton Water Utility is submitting a site plan for review for a Booster Pump Station at 932 Rogers St (the east water tower site) and for a pump station house at 663 Rainbow Dr (the current well 4 location). These two buildings are being installed as part of the water projects to help increase water pressure in the city's west and southwest areas.

The smaller brick building is an example of the brick type being used at the well 4 site. The larger split block type of the building will be at the East Tower location.

A site plan for each address is included. No new driveways are required. The gravel driveway that exists at the water tower will be paved. Utility mains are on the plans. The generator will have a black coated chain link fence around it. This is an emergency generator and will hopefully only be ran for maintenance. No new lighting is planned except for a required light above the entrance doors.

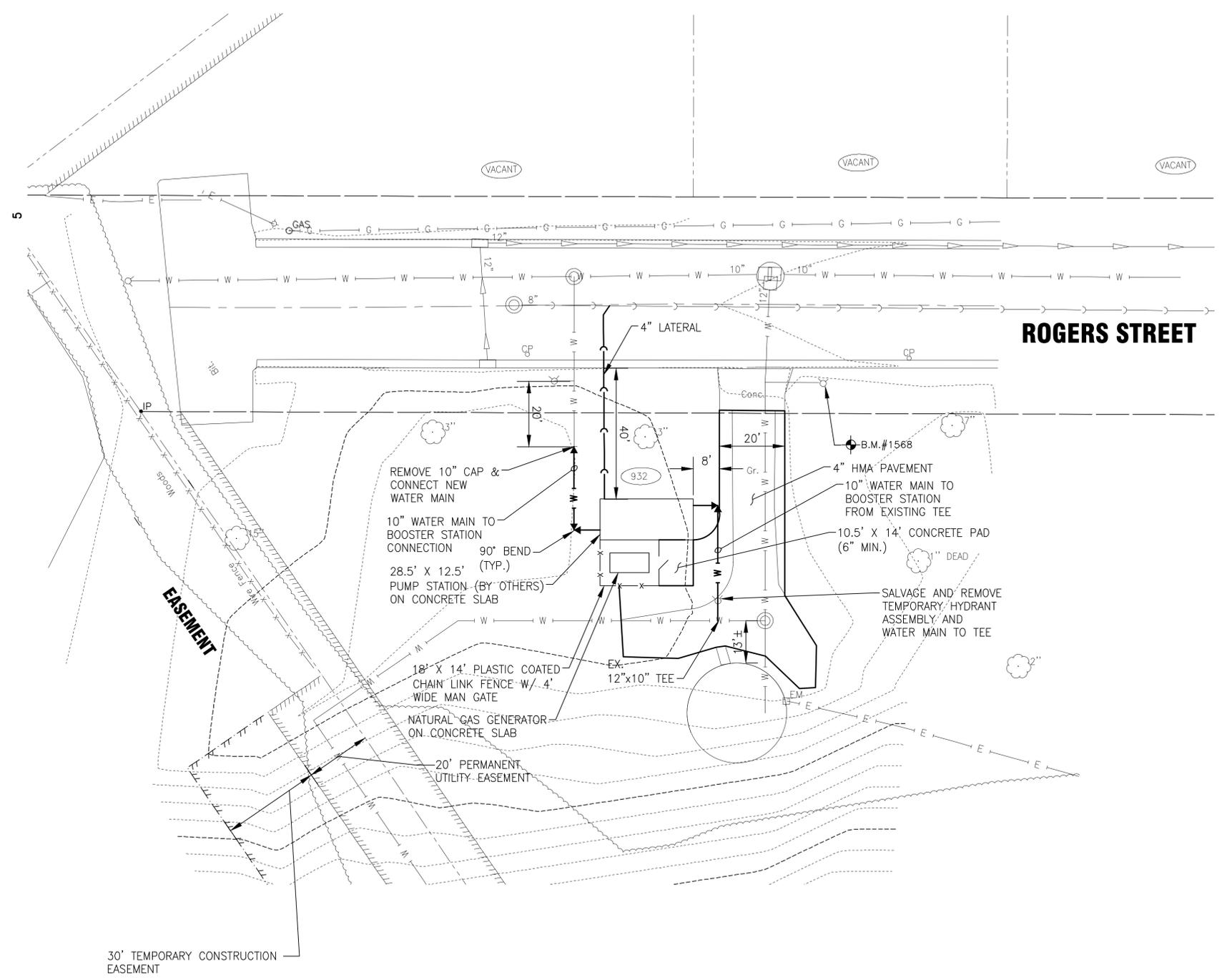
The project is scheduled to be completed by Fall of 2016.

Staff Recommendation

I am requesting approval of the site plan for the Water Utility buildings.

Attachments

- Site Plan



I:\MADISON\MILTC\150152-SOUTH BOOSTER\40-DESIGN\CADD\DRAWINGS\DWGS\150152-C30-2012-TOPO.DWG SitePlan
 Plotted: 4/28/2016 12:51 PM By: 4211LB
 Copyright © 2016, By Baxter & Woodman, Inc.
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DESIGNED - GDG	REVISED -
DRAWN - TLB	REVISED -
CHECKED - GDG	REVISED -
DATE - 8-XX-15	REVISED -

CITY OF MILTON, WISCONSIN
SOUTH HIGH PRESSURE ZONE
BOOSTER STATION

SITE PLAN
ROGERS STREET

SCALE: HORIZ. 1"=20' PROJECT NO: 150152 STA. TO STA.

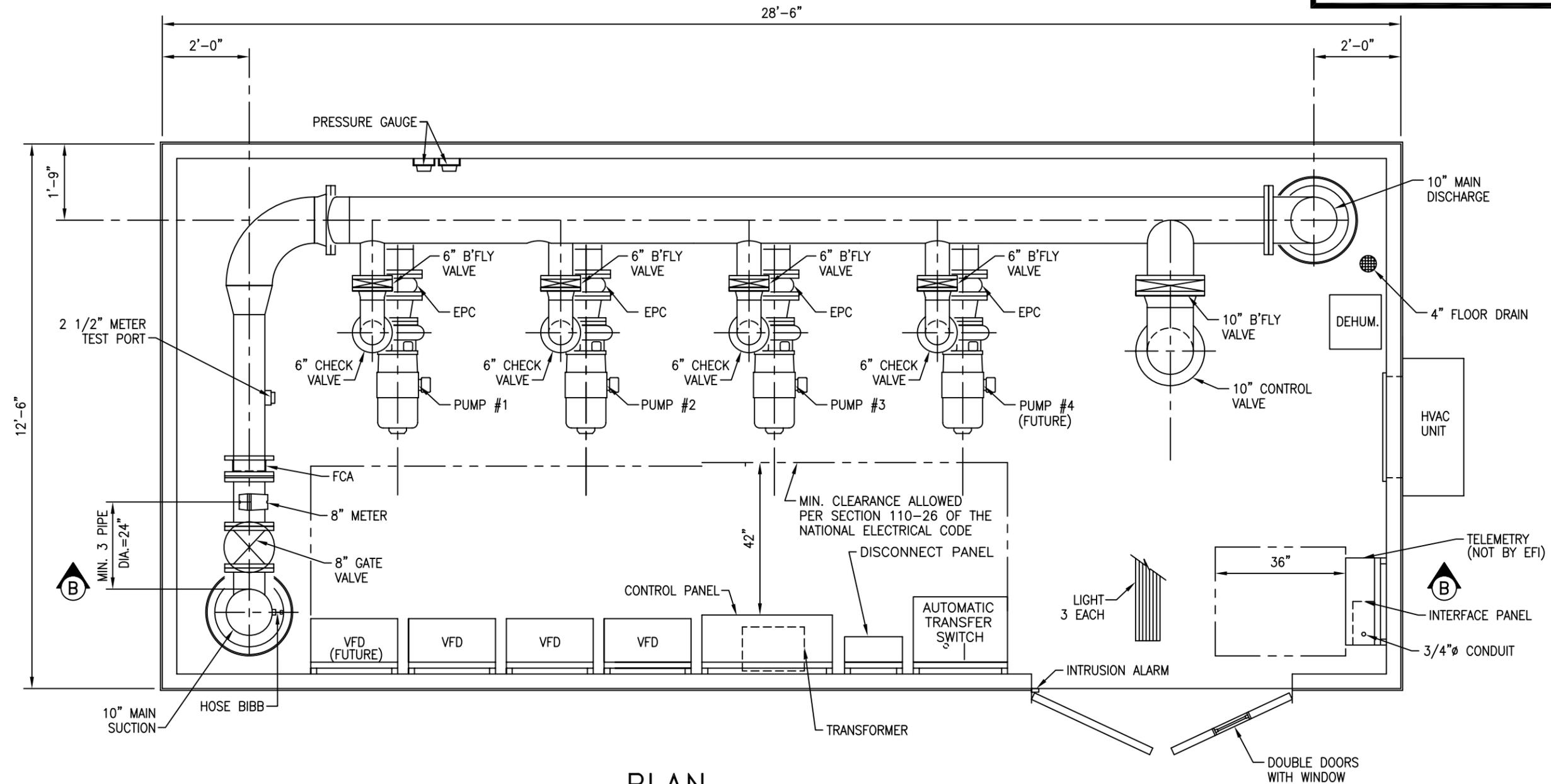
F.A. RTE.	SECTION	COUNTY	TOTAL SHEETS	SHEET NO.
		ROCK		
FED. ROAD DIST. NO.	ILLINOIS	FED. AID PROJECT		

NOT FOR BIDDING





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PLAN
INTERIOR PLAN

REVISION #	DATE	REVISED BY	DESCRIPTION
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DRAWN BY: DD			

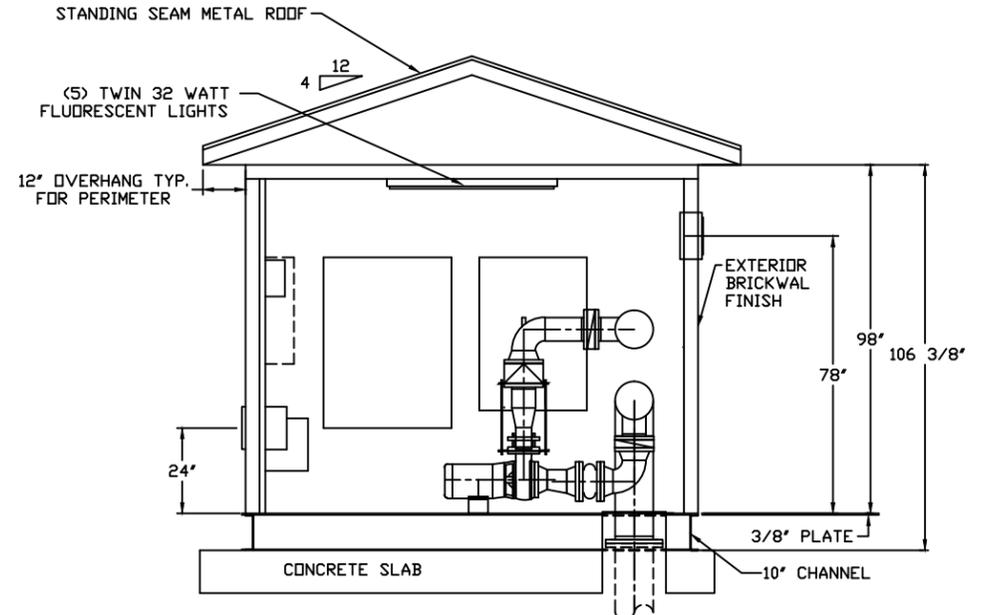
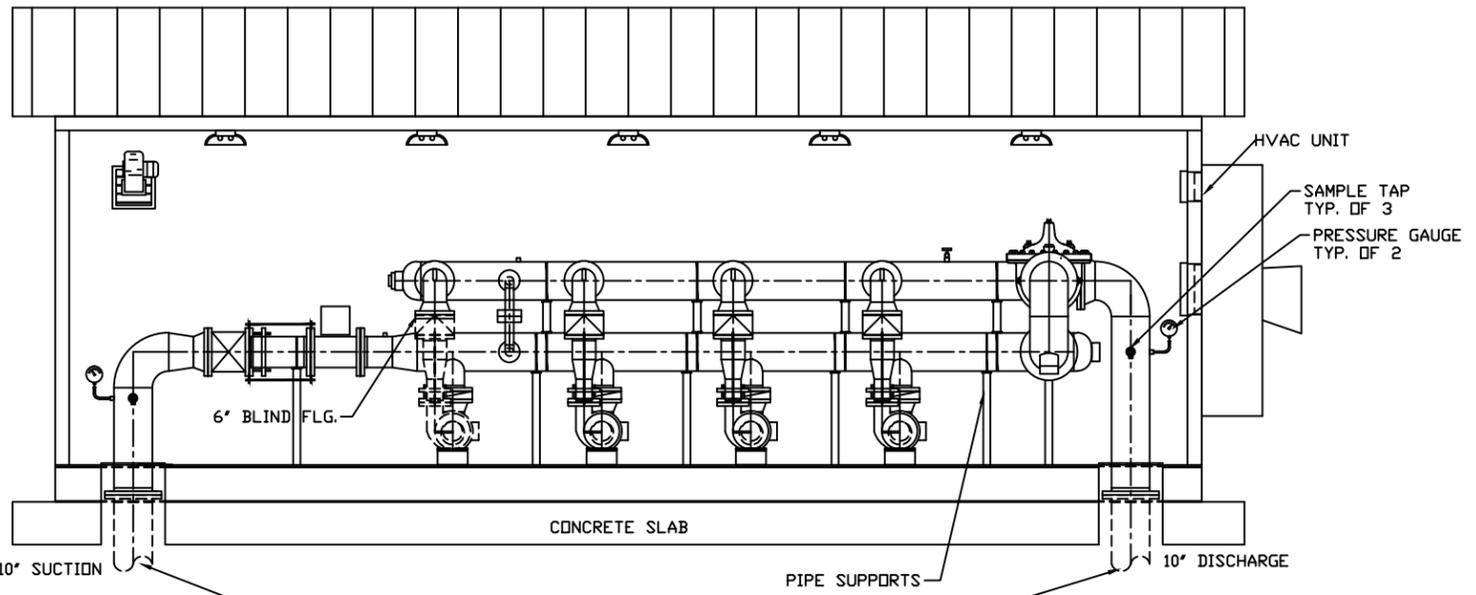
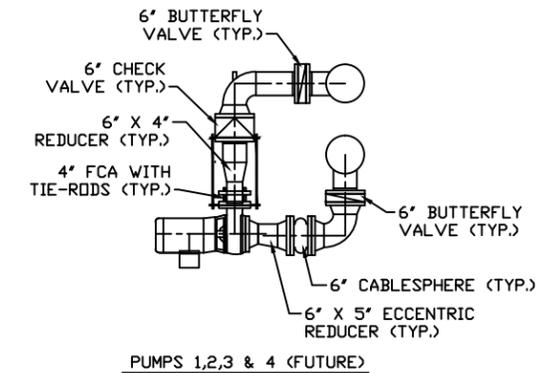
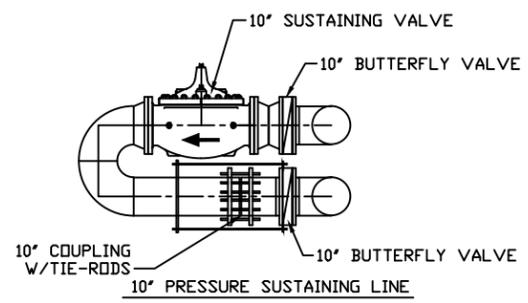
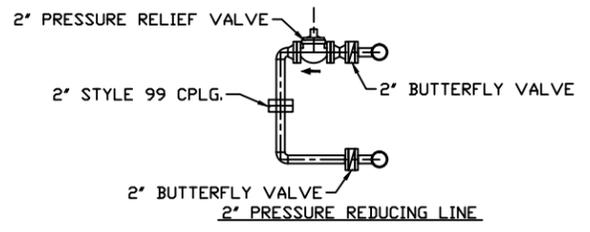
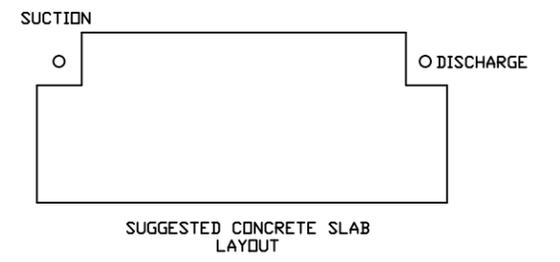
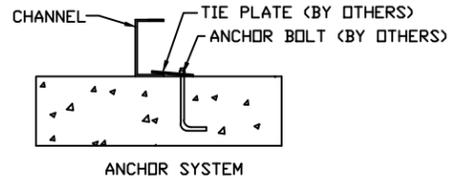
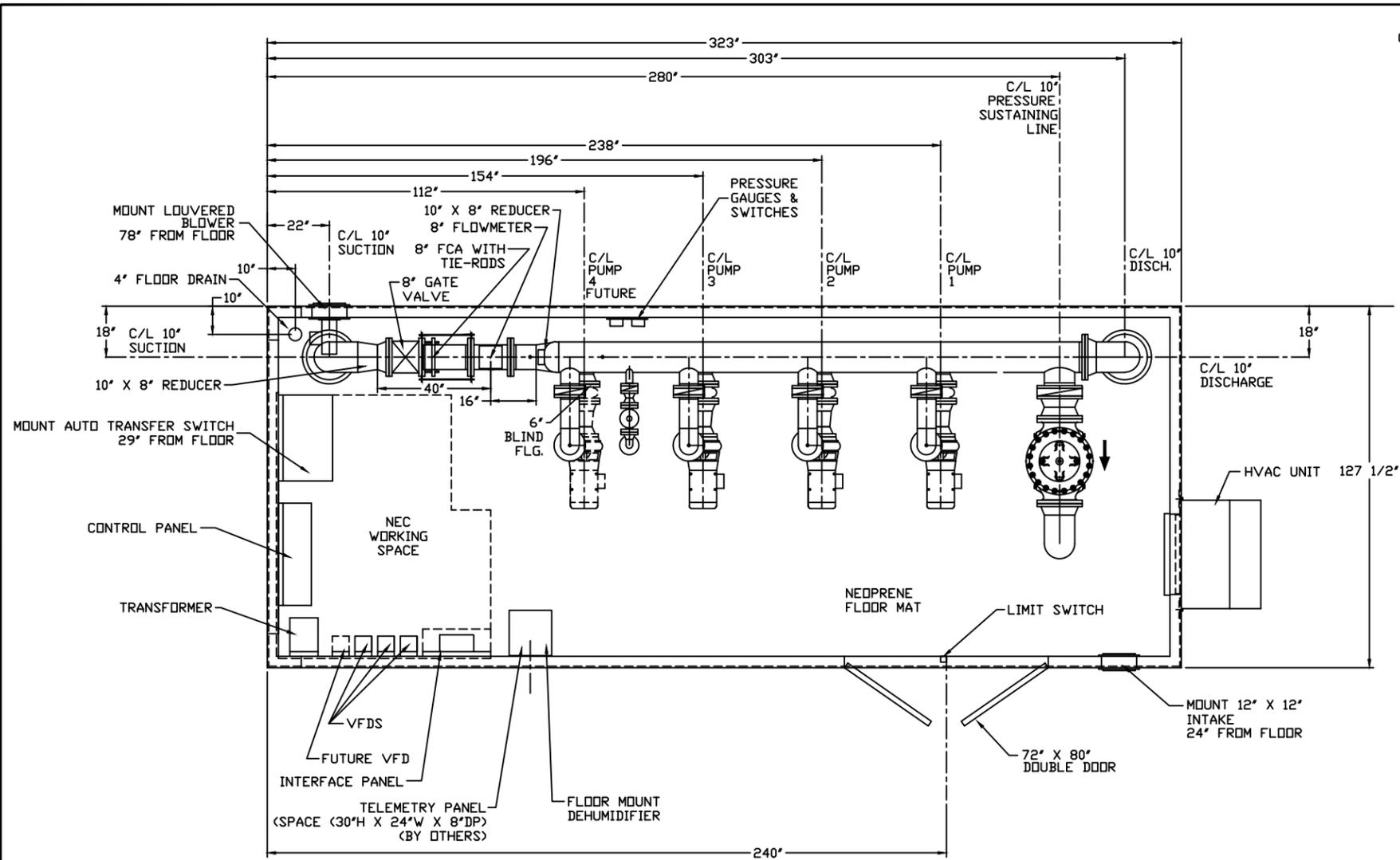


ENGINEERED FLUID, INC.

P.O. DRAWER 723 * CENTRALIA, ILLINOIS 62801, 618-533-1351

JOB. MILTON, WI
HIGH PRESSURE ZONE BPS
REP. JEFF BLINDT - EFI
DATE. 8/11/15

This drawing is conceptual and does not reveal certain details and manufacturing processes required to successfully build the equipment. As such, Engineered Fluid, Inc. is not responsible for injury or damages caused by any unauthorized fabrication or assembly using all or any part of this drawing.



BY OTHERS
INSTALLED BEFORE
STATION IS INSTALLED ON SLAB

NOTE:
PIPE EXTERNAL TO STATION MUST BE
INDEPENDENTLY SUPPORTED.

REV. NO.	REVISION	BY	DATE	DESIGNED BY:	DATE
B	ADDED STANDING SEAM METAL ROOF & BRICKWAL AND MOVED 2" PRESS. RED. LINE	JB	4/14	TRM	7/31
C	REVISED REDUCING LINE	RC	4/18	R.C.	15
D	ADDED PRESSURE GAUGES, SAMPLE TAPS, LIMIT SWITCH & REVISED PRESS. RED. LINE	JB	5/2	SCALE	
		RC	16		

USEMCO

USEMCO INCORPORATED

P.O. BOX 550 (608) 372-5911 TOMAH WI. 54660

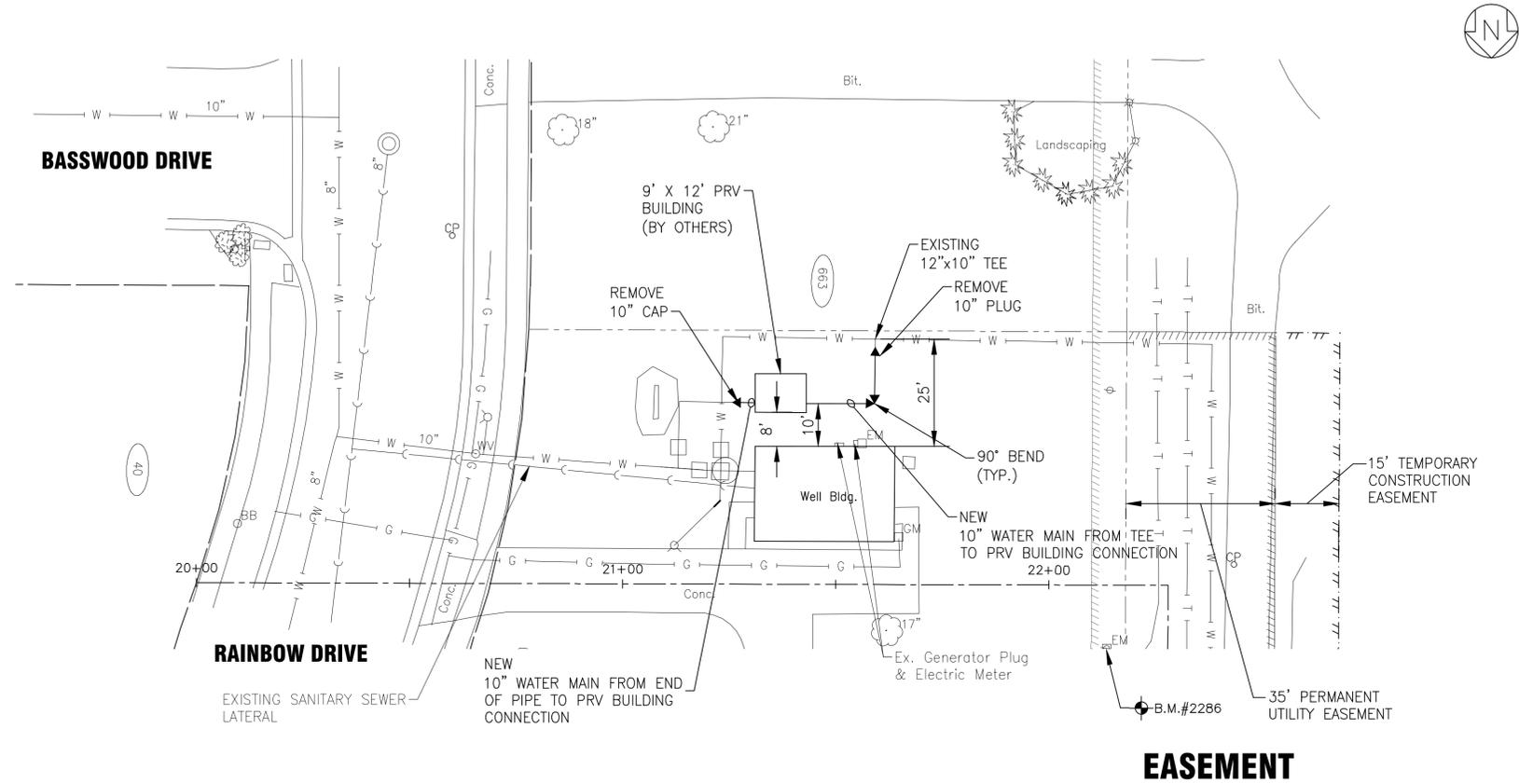
DESCRIPTION

MILTON HIGH PRESSURE ZONE

DWG. NO.

JOB NO. S4180

I:\MADISON\MILTC\150152-SOUTH_BOOSTER\40-DESIGN\CADD\DRAWINGS\DWGS\150556 - TOPO - CSD 2012_RAINBOW_DRIVE.DWG RAINBOW-SITE PLAN
 Plotted: 5/3/2016 9:02 AM By: 421TLB
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DESIGNED - GDG	REVISED -
DRAWN - TLB	REVISED -
CHECKED - GDG	REVISED -
DATE - 9-24-15	REVISED -

**CITY OF MILTON, WISCONSIN
 SOUTH HIGH PRESSURE ZONE
 BOOSTER STATION**

SITE PLAN RAINBOW DRIVE	
SCALE: HORIZ. 1"=20'	PROJECT NO: 150152 STA. TO STA.

F.A. RTE.	SECTION	COUNTY	TOTAL SHEETS	SHEET NO.
		ROCK		
FED. ROAD DIST. NO.	ILLINOIS	FED. AID PROJECT		



Large grey electrical cabinet with two vertical pipes extending from the bottom.

Medium grey electrical cabinet with a horizontal pipe connecting it to the larger cabinet on the left.

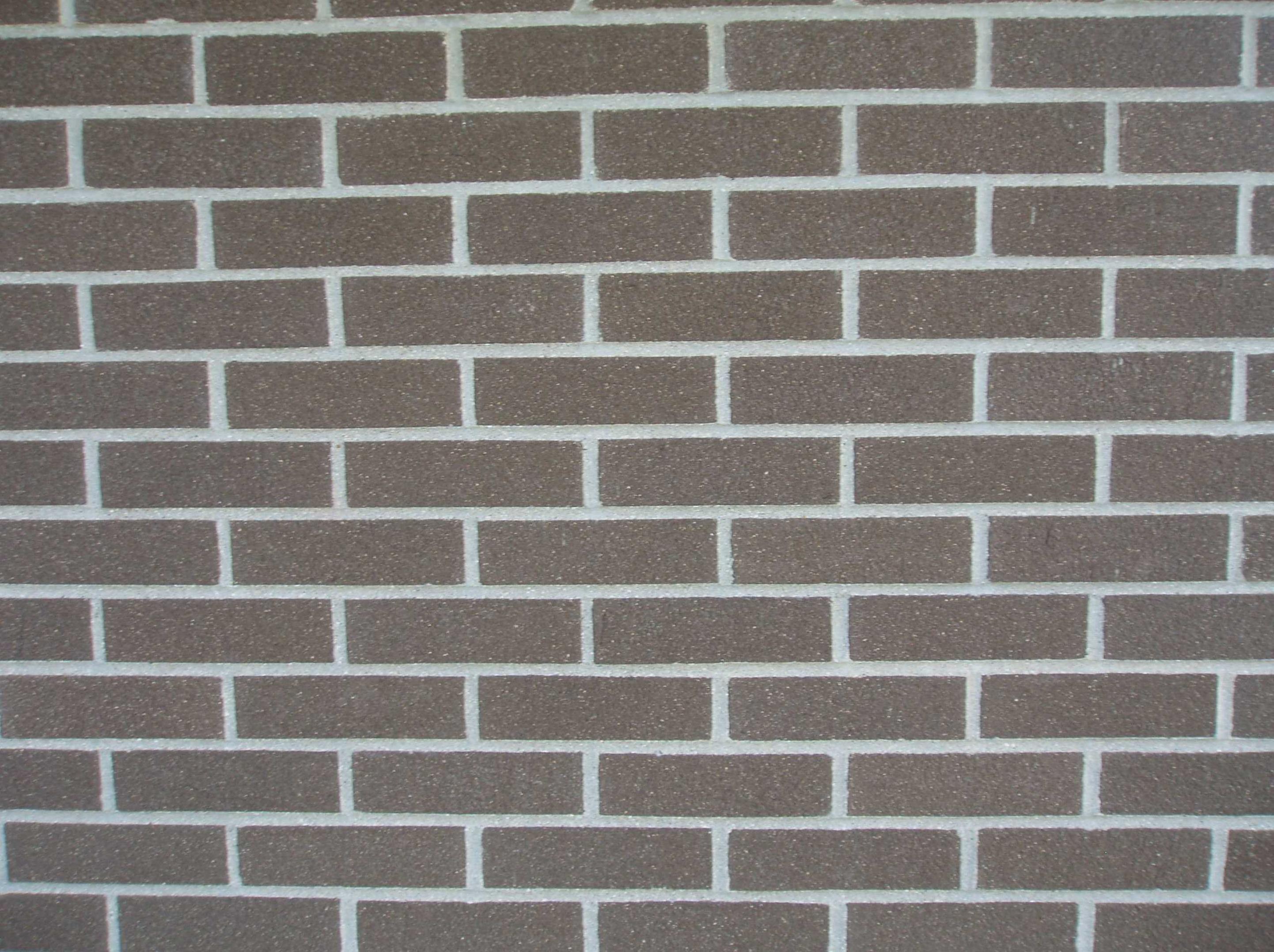
Small grey electrical cabinet with a single pipe extending from the bottom.

Grey door with a handle and lock mechanism.

Small grey square access panel or vent cover on the brick wall.

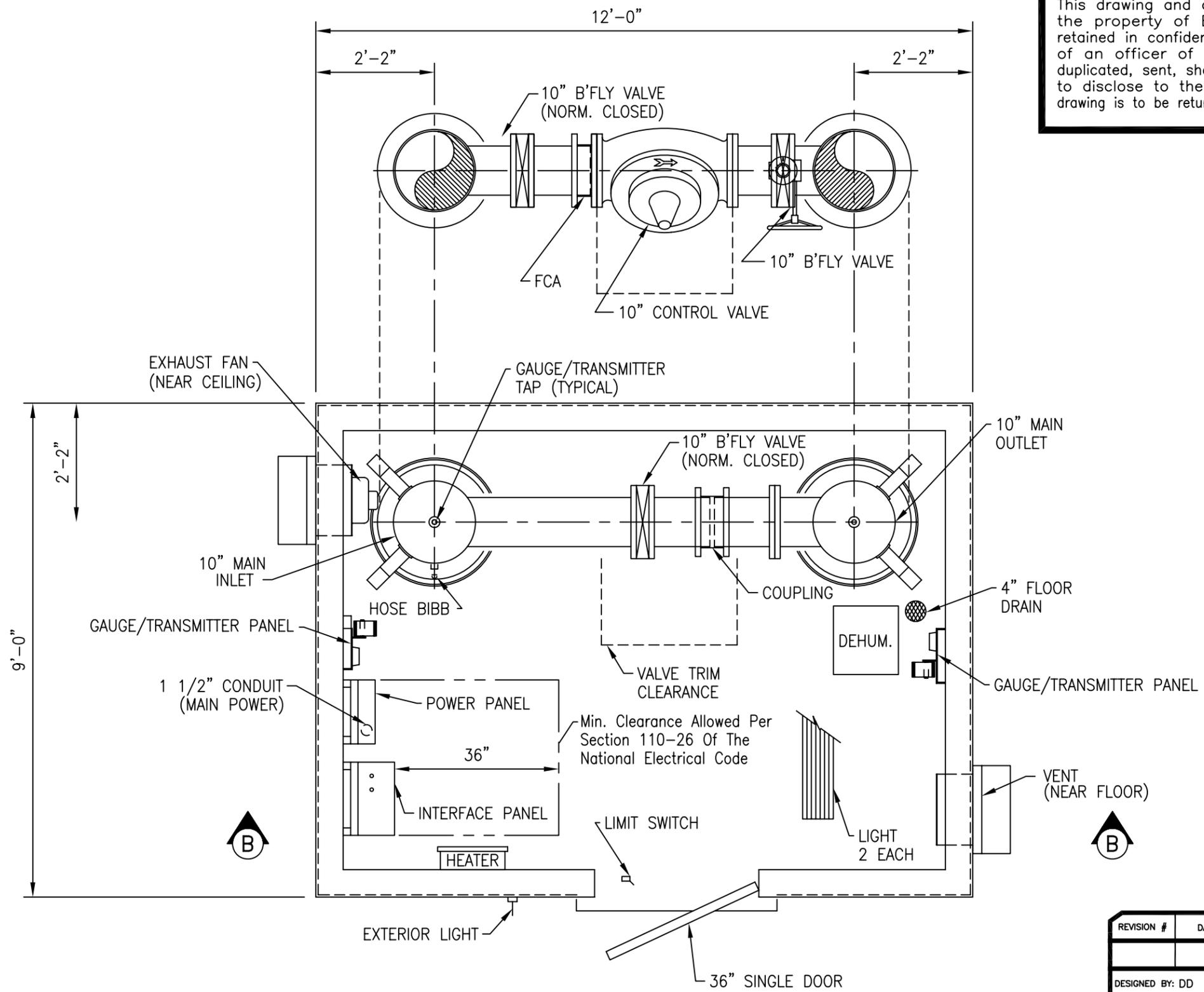
Stack of large blue pipes on a metal rack.

White vent pipe protruding from the roof.





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PLAN

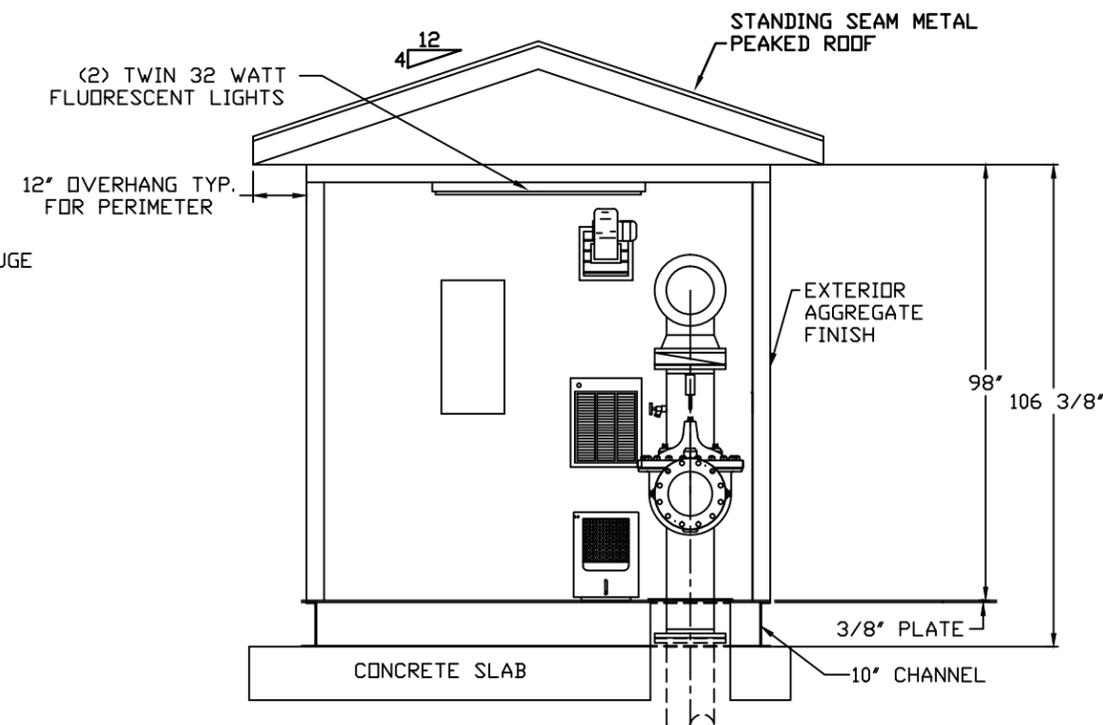
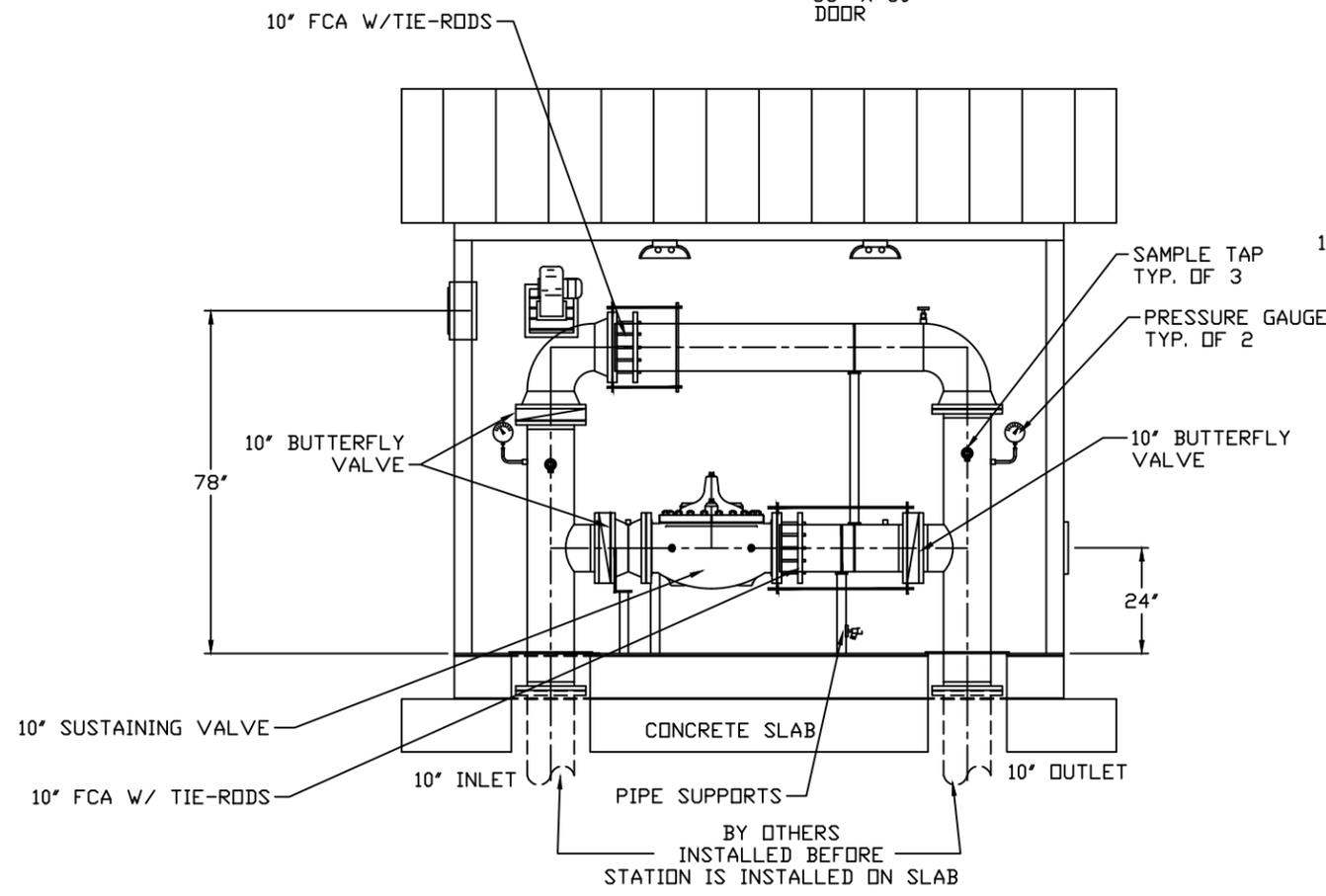
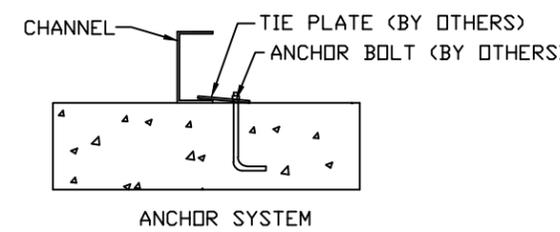
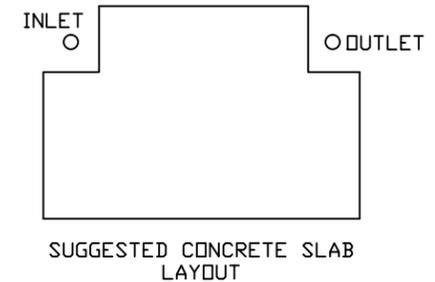
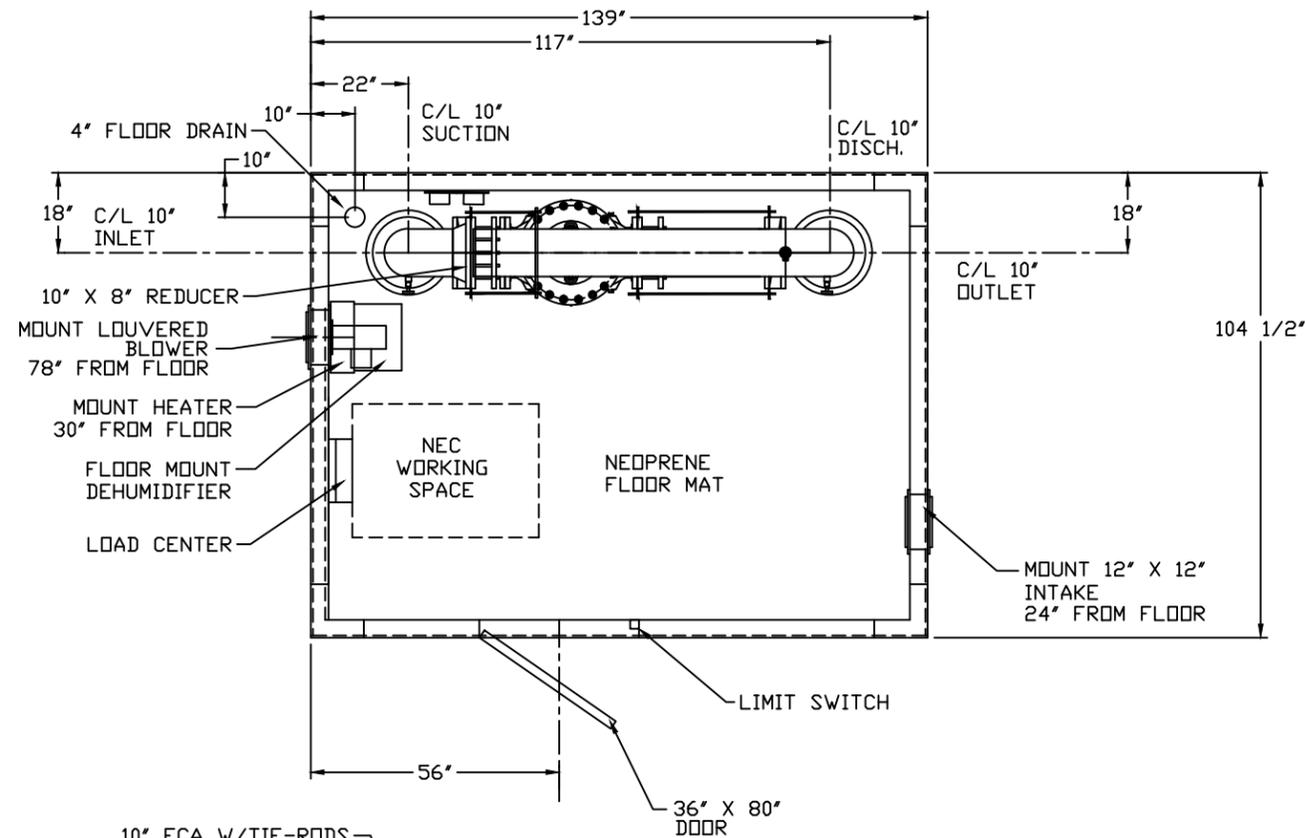
REVISION #	DATE	REVISED BY	DESCRIPTION
DESIGNED BY: DD	MECHANICAL CHECKED BY (C.E.): XXX	ELECTRICAL CHECKED BY: XXX	SCALE: N.T.S.
DRAWN BY: DD			



ENGINEERED FLUID, INC.
 P.O. DRAWER 723 * CENTRALIA, ILLINOIS 62801, 618-533-1351

JOB. MILTON, WI
 CONTROL VALVE STATION
 REP. JEFF BLINDT - EFI
 DATE. 8/21/15

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NOTE:
PIPE EXTERNAL TO STATION MUST BE INDEPENDENTLY SUPPORTED.

REV. NO.	REVISION	BY	CHK'D	DATE	DESIGNED BY:	DATE
A	ADDED SAMPLE TAPS, PRESS. GAUGES, LIMIT SWITCH & CHANGED TO METAL ROOF	JB	RC	8/13	TRM	8/3
					R.C.	15
					SCALE	

USEMCO		P.O. BOX 550 (608) 372-5911 TOMAH WI. 54660
USEMCO INCORPORATED		
DESCRIPTION		JOB NO. S4182
PRESSURE REDUCING VAULT		
DWG. NO.		

Office of the Director of Public Works

To: City of Milton Plan Commission, Mayor Anissa Welch, and Common Council Members
From: Howard Robinson, Director of Public Works
Date: 05/17/2016
Subject: Discussion and Possible Action Regarding a Request from Linda Petroff to Temporarily Store Equipment and Materials While They Are Constructing a New Garage.

Discussion

Linda Petroff of 5 S. John Paul Road has requested permission to have a temporary shelter/shed to allow them to store materials and property currently stored in their garage/barn/shed located on 4th Lane. They have received a variance to build a new building on the same site. They are cooperating with city requirements to improve the building and are also moving the new building back from the lot line.

They need a place to store the existing property while construction occurs.

Staff Recommendation

I would recommend approval of the temporary storage to allow the construction of the new building. Plan Commission can allow temporary uses for construction and as a use that is unclassified or an unspecified use.

Attachments

- Site plan

□ = 5' NOT TO SCALE

PETE & LINDA PETROFF
5 SOUTH JOHN PAUL

PROPOSED NEW GARAGE
SHADED AREA

≈ 10' x 17'

TEMPORARY
SHED

≈ 35'

≈ 24'

NEW
5'

≈ 36'

50'

EXISTING
BARN

Existing
← 3'

← 16'6"

HOUSE

JOHN PAUL RD

≈ 117'

FOURTH LANE

SIDEWALK ON MADISON AVE

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Peter R. Petroff
5 South John Paul Road
Milton, WI 53563
608-868-7471

May 4, 2016

To the City of Milton Wisconsin;

This letter is a request to allow the use of a temporary shed at our residence, to store the contents of our existing barn, during the deconstruction of the existing barn, and the construction of a new garage.

Attached you will find a drawing indicating the placement planned for the temporary shed pending your approval.

Thank you for your consideration in this matter.
Peter Petroff

§ 78-315

MILTON CODE

Sec. 78-315. Use restrictions.

The following use restrictions and regulations shall apply:

- (1) *Permitted uses.* Only those principal uses specified, their essential services, and the uses enumerated in subsections (2)—(5) of this section shall be permitted in that district.
- (2) *Accessory uses.* Accessory uses and structures are permitted in any district but not until their principal structure is present or under construction. residential accessory uses shall not involve the conduct of any business, trade, or industry.
- (3) *Conditional uses.* Conditional uses and their accessory uses are considered as special uses requiring review, public hearing, and approval by the city plan commission and issuance of a conditional use permit in accordance with division 3, article II of this chapter.
- (4) *Unclassified or unspecified uses.* Unclassified or unspecified uses may be permitted by the city plan commission, provided that such uses are similar in character to the principal uses permitted in the district.
- (5) *Temporary uses.* Temporary uses such as real estate sales field offices or shelters for materials and equipment being used in the construction of a permanent structure, may be permitted by the city plan commission.
 - a. *Performance standards.* Performance standards, as listed in this chapter, shall be complied with by all uses in all districts.
 - b. *Sewage disposal.* Sewage disposal facilities shall be connected to the sewage disposal system of the city. In any district where public sewage service is not available, the width and area of all lots shall be sufficient to permit the use of an on-site sewage disposal system designed in accordance with the county public health ordinance and the Wisconsin Admin-

istrative Code. In no case, however, shall the minimum lot size required in the zoning district in which such structure is to be located be reduced below the specified minimum.

- c. *Clear vision triangles.* In each quadrant of every street intersection there shall be designed vision clearance triangle, bounded by the inner street lines and a line connecting them 35 feet from their intersection. Within this triangle no object shall be allowed above the height of 2½ feet above the streets if it obstructs the view across the triangle. This provision shall not apply to tree trunks, posts or wire fences, but does apply to evergreen trees.

(Code 1968, § 9.20)

Sec. 78-316. General district regulations.

The following regulations set forth requirements that usually do not apply uniformly throughout the city, but rather cover things that are applicable to one or more districts:

- (1) *Erection of more than one principal structure on a lot.* In any district no more than one principal structure housing a permitted or conditional use may be erected on a single lot except in the PUD, M-1, M-2, A-1, A-2 and B-2 districts where the re-

Office of the Director of Public Works

To: City of Milton Plan Commission, Mayor Anissa Welch, and Common Council Members
From: Howard Robinson, Director of Public Works
Date: 05/17/2016
Subject: Discussion and Possible Action to Approve a New Easement for the Water Main Installation for the South Water Main Project.

Discussion

The City Water Department is installing water main west of Rainbow Drive in Schilberg Park. We had previously established an easement in this area. Due to conflicts with existing utility lines (telephone and fiber optic) the water main needs to be moved to the west. The new easement allows this to occur. If approved by Plan Commission the easement will be presented to the School Board for approval. This water main is being installed to improve water pressure in the west and south areas of the city in the adjacent neighborhoods. Increased water pressure also allows further development to the south of the current city limits.

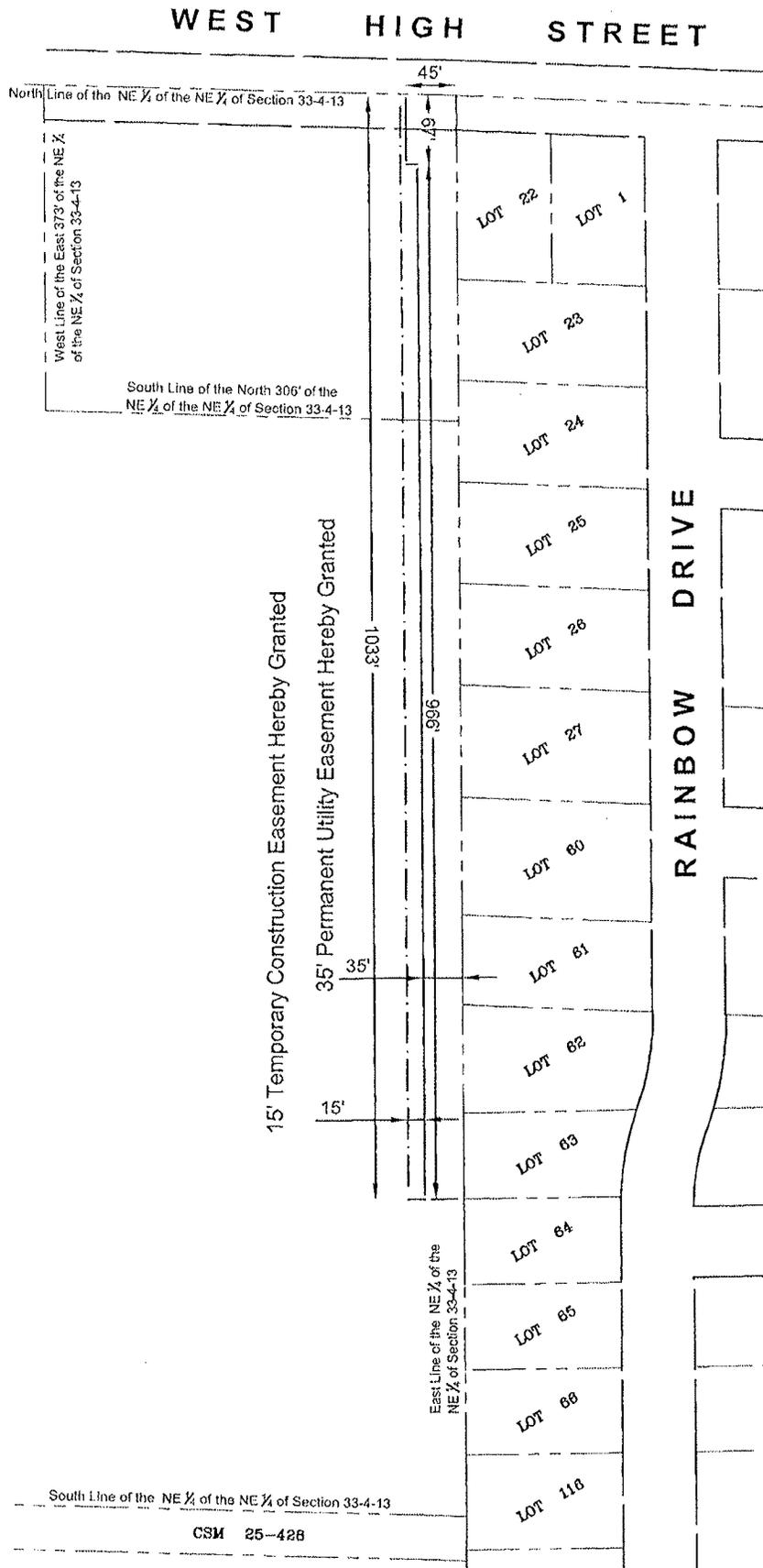
Staff Recommendation

I am requesting approval of the easement contingent on School Board approval.

Attachments

- Easement

EASEMENT EXHIBIT



LEGAL DESCRIPTION – TEMPORARY EASEMENT

THE WEST 15 FEET OF THE EAST 50 FEET OF THE SOUTH 966 FEET OF THE NORTH 1033 FEET OF THE NORTHEAST QUARTER OF THE NORTHEAST QUARTER OF SECTION 33, TOWNSHIP 4 NORTH, RANGE 13 EAST,
AND ALSO THE WEST 5 FEET OF THE EAST 50 FEET OF THE NORTH 67 FEET OF THE NORTHEAST QUARTER OF THE NORTHEAST QUARTER OF SECTION 33, TOWNSHIP 4 NORTH, RANGE 13 EAST, ALL IN MILTON TOWNSHIP, ROCK COUNTY, WISCONSIN.

LEGAL DESCRIPTION – PERMANENT EASEMENT

THE EAST 35 FEET OF THE SOUTH 966 FEET OF THE NORTH 1033 FEET OF THE NORTHEAST QUARTER OF THE NORTHEAST QUARTER OF SECTION 33, TOWNSHIP 4 NORTH, RANGE 13 EAST,
AND ALSO THE EAST 45 FEET OF THE NORTH 67 FEET OF THE NORTHEAST QUARTER OF THE NORTHEAST QUARTER OF SECTION 33, TOWNSHIP 4 NORTH, RANGE 13 EAST, ALL IN MILTON TOWNSHIP, ROCK COUNTY, WISCONSIN.