

# **Regular Plan Commission Meeting**

## *Meeting Notice and Agenda*

**Village of Cross Plains**  
2417 Brewery Road, PO Box 97  
Cross Plains, WI 53528  
(608) 798-3241

**Monday, May 4, 2015**  
**7:00 pm**

- I. Call to Order, Pledge of Allegiance, and Roll Call
- II. Public Comment – This is an opportunity for anyone to address the Plan Commission on any issue NOT on the current agenda. *Please observe the time limit of 3 minutes.* While the Plan Commission encourages input from residents, it may not discuss or act on any issue that is not duly noticed on the agenda.
- III. General Business
  1. Discussion and action regarding minutes of regular meeting held February 2, 2015.
  2. Consideration of a request from the Gallina Corporation for a Zoning Map Amendment and General Development Plan (GDP) for 1400 Bourbon Road from Multi-Family Residential-16 (MR-16) to Planned Development (PD) in order to construct a 53-unit apartment building.
    - a. Public Hearing**
    - b. Discussion and action to make a recommendation to the Village Board
- IV. Adjournment

This meeting notice constitutes an official meeting of the above referenced group and was posted in accordance with all applicable laws related Open Meetings Law. It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals. For additional information or to request this service, contact the Village Hall at (608) 798-3241 or [matt@cross-plains.wi.us](mailto:matt@cross-plains.wi.us).

# **Regular Plan Commission Meeting**

*REVISED Meeting Minutes*

**Village of Cross Plains**  
2417 Brewery Road, PO Box 97  
Cross Plains, WI 53528  
(608) 798-3241

**Monday, February 2, 2015**  
**7:00 pm**

I. **Call to Order, Pledge of Allegiance, and Roll Call**

President Andreoni called the regular Plan Commission meeting to order at 7:00 pm.

Present: Commissioners Todd DuQuette, Mitch Hogan, Randy Case, Ron Hilmanowski, Judy Ketelboeter and President Pat Andreoni.

Absent: Commissioner Doug Brunner.

II. **Public Comment** – None.

III. **General Business**

**1. Discussion and action regarding minutes of regular meeting held December 1, 2014**

– A motion was made by Commissioner DuQuette, seconded by Commissioner Case, and unanimously carried by the Plan Commission to approve the regular meeting minutes held December 1, 2014.

**2. Consideration of a request from Northwest Dane Senior Services for a Conditional Use Permit as an Indoor Institutional use located at 1837 Bourbon Road.**

*a. Public Hearing* – A motion was made by Commissioner DuQuette, seconded by Commissioner Hilmanowski and unanimously carried by the Plan Commission to open the Public Hearing at 7:03 pm.

- No comments were made.

A motion was made by Commissioner DuQuette, seconded by Commissioner Hilmanowski, and unanimously carried by the Plan Commission to close the Public Hearing at 7:04 pm.

*b. Discussion and action to make a recommendation to the Village Board –* Commissioner Duquette made a motion, seconded by Commissioner Case and unanimously carried by the Plan Commission to recommend approval of a Conditional Use Permit as an Indoor Institutional use located at 1837 Bourbon Road with the following conditions:

1. The front and back parking lot be restriped within 6 months of approval.
2. A landscape plan for the ~~south-north~~ part of the lot shall be developed using the Village’s landscaping regulations in the Zoning Code, with a cap of \$1,000.
3. The Plan Commission concurs with the written report prepared by the Zoning Administrator.

**3. Discussion and action to make a recommendation to the Village Board regarding a request from Douglas Schwartz located at 1841 Bourbon Road to create condominiums according to Section 83.05** – Following discussion, a motion was made by Commissioner Ketelboeter, seconded by Commissioner Case, and unanimously carried by the Plan Commission to recommend approval to the Village Board regarding a request from Douglas Schwartz located at 1841 Bourbon Road to create condominiums according to Section 83.05 with the condition that section 4.03 being struck from the Articles of Organization document.

V. Adjournment

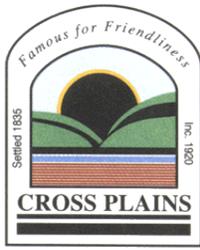
A motion was made by Commissioner Hogan, seconded by Commissioner Ketelboeter, and unanimously carried by the Plan Commission to adjourn the meeting at 7:30 pm.

Pursuant to law, written notice of this meeting was given to the public and posted on the public bulletin boards in accordance with Open Meetings Law.

Respectfully submitted,

---

Thomas E. Malone  
Assistant Village Administrator



Village of Cross Plains  
PO Box 97, 2417 Brewery Road  
Cross Plains, WI 53528  
Phone: (608) 798-3241  
Fax: (608) 798-3817

## Memorandum

To: Plan Commission  
From: Matthew G. Schuenke, Village Administrator/Clerk-Treasurer  
Date: April 30, 2015  
Re: **1400 Bourbon Road Redevelopment Project** – Zoning Map Amendment and GDP Review

---

### Executive Summary

The Village is in receipt of a Zoning Map Amendment and General Development Plan (GDP) application from the Gallina Corporation of Mt. Horeb to construct a 53 unit apartment building at 1400 Bourbon Road. The rezone request would be from Multi-Family Residential-16 (MR-16) to Planned Development (PD) which allows for the density requested in the GDP. The property is currently a vacant farmstead with a house and outbuilding remnants. This memorandum will summarize the request and serve as the official Staff Report by reviewing the submittals against the relevant sections of the Zoning Code.

### Project Background

A GDP and Specific Development Plan was approved by the Village for a similar project at this property in 2008, but shortly thereafter the project lost its momentum due to the recession. The Village initiated contact with the Property Owner in 2014 to begin the review/approval process again since the initial authorization expired several years ago. The 53 unit apartment building would be full service apartment living with an exercise facility, outside courtyard with gas fire place, elevator, underground parking, small child play area, access to adjacent conservancy area, on-site management, in unit laundry, individual unit porches, and a variety of different 1-2 bedroom floor plans rented at market rates. The Developer constructed Cedar Glen Apartments as a 59 unit development in 1989 off of Ludden Drive and continues to operate this facility. This property has experienced a 99% occupancy over the past four years for similar style units. Construction of the facility is expected to begin in the Fall of 2015 with completion in May of 2016. The letter of intent and required plans are included as Appendix A of this memorandum.

### Code Review

#### *Section 84.41 – (PD) Planned Development (Appendix B)*

The PD District is intended to provide a relaxation of certain development standards in the existing district allowing the flexibility for this project to have a higher density in the units per acre. The applicability requires definition of ownership, listing the size, and whether or not they are condominiums. The project owner would be the Gallina Corporation, the site is 2.57 acres, and it is not being developed as condominiums. The remainder of the review for a PD is deferred to Section 84.167 for Planned Development Zoning as it applies to General Development and Specific Implementation Plans. The project as proposed appears to meet all aspects of the PD Zoning District as presented to the Plan Commission.

*Section 84.160 – Zoning Map Amendment (Appendix C)*

All requests for Planned Developments are by default Zoning Map Amendments since all property falls within one of the other districts established to meet their use. The initiation of the request for an amendment is provided for in the Letter of Intent from the Gallina Corporation. The application includes the required mapping, legal description, and written justification that the project is consistent with the Comprehensive Plan. The Future Land Use Map within the Comprehensive Plan designates this property within the Mixed Residential category, which is consistent with the GDP. The Plan Commission as part of its review will also hold a Public Hearing on Monday. The Plan Commission will conduct its review following Public Hearing and make a recommendation to the Village Board based on application submitted. A Class II notice was published in the newspaper for April 16<sup>th</sup> and 23<sup>rd</sup>. Additionally, the public hearing notice was mailed directly to property owners within 100' of the proposed development. The project as proposed appears to meet the submittal requirements for Zoning Map Amendments.

*Section 84.167 – Planned Developments (Appendix D)*

This section establishes the administrative procedure in order to meet the requirements of the Planned Development district. The Pre-Application Conference was held with the Developer at the April 1<sup>st</sup> Staff Meeting followed by an introductory presentation to the board on April 27<sup>th</sup>. The Developer waived the optional Concept Plan Review and submitted the General Development Plan for consideration on April 24<sup>th</sup>. The submittal included within Appendix A the site plan, grading/utility/drainage plan, existing zoning map, landscaping plan, proposed floor plan, elevations, and conceptual rendering. The project as proposed appears to meet the submittal requirements for Planned Developments up to and including the General Development Plan section. The Plan Commission will consider the GDP following Public Hearing at its meeting on May 4<sup>th</sup> and provide a recommendation to the Village Board for their consideration on May 18<sup>th</sup>. Following acceptance by the Village Board of their GDP, the Developer will have 12 months to file a Specific Implementation Plan (SIP) that requires a similar review and approval process to the GDP with different requirements.

**Recommendation**

Village Staff recommends holding the public hearing, reviewing the application, and making a recommendation to the Village Board for their consideration.

**Appendices**

Appendix A – Letter of Intent and Submittal Requirements for Zoning Map Amendment and General Development Plan

Appendix B – Section 84.41: (PD) Planned Development

Appendix C – Section 84.160: Zoning Map Amendment

Appendix D – Section 84.167: Planned Developments

# APPENDIX A



April 24, 2015

Matthew G. Schuenke  
Village Administrator/Clerk-Treasurer  
Village Hall  
2417 Brewery Road  
Cross Plains, WI 53528

Re: Letter of Intent – Planned Development  
1400 Bourbon Road  
Cross Plains, Wisconsin  
KBA Project # 0808

Mr. Matthew Schuenke:

We are pleased to submit this project, together with the plans, application and zoning text for staff, Plan Commission and Village Board's consideration of approval.

## **Organizational Structure:**

### Owner/Developer:

Gallina Corporation  
101 East Main St., Suite 500  
Mt. Horeb, WI 53572  
608- 437-8301  
608-437-8302 fax  
Contact: Craig Enzenroth  
[cenzenroth@gallinacos.com](mailto:cenzenroth@gallinacos.com)

### Architect:

Knothe & Bruce Architects, LLC  
7601 University Avenue, Ste 201  
Middleton, WI 53562  
608-836-3690  
Contact: Randy Bruce  
[rbruce@knothebruce.com](mailto:rbruce@knothebruce.com)

### Engineer:

Burse Surveying and Engineering, Inc.  
2801 International Lane, Suite 101  
Madison, WI 53704  
608-250-9263, x222  
608-250-9266 fax  
Contact: Peter D. Fortlage, P.E.  
[pfortlage@bse-inc.net](mailto:pfortlage@bse-inc.net)

### Landscape Design:

The Bruce Company  
2830 Parmenter Street  
P.O. Box 620330  
Middleton, WI 53562  
608-836-7041  
Contact: Rich Strohmenger  
[rstrohmenger@brucecompany.com](mailto:rstrohmenger@brucecompany.com)

## **Introduction:**

The proposed site is located on the south at 1400 Bourbon Road, east of Ludden Drive west of Continental Lane. The existing lot is 2.57 Acres and is currently zoned MR-16. This application is for rezoning to a Planned Development, General Development Plan.

**Legal Description:**

See attached Exhibit A.

**Comprehensive Plan:**

The Comprehensive Plan outlines the property for Mixed Residential use. This land use is intended to focus on multifamily housing and the proposed development is consistent with that use.

**Project Description:**

The site currently has a vacant single family home with several foundations from out buildings and barn structures. Redevelopment of this underutilized site will require TIF Funding assistance to be economically viable and will provide needed alternative housing stock for the Cross Plains multi-family rental market.

The site plan was designed to provide an integrated medium-density housing environment and provide for a variety of vehicular and pedestrian connections. Vehicular access to the site is achieved from the north at Bourbon Road. A property monument sign adjacent to the entry drive will be set back from the street edge and meet the zoning chapter 87 sign regulations. Vehicle and bicycle parking is well distributed on-site and within the parking garage. Adjacent property uses include Planned Developments north of Bourbon Street, Multi-family residential to the east and west, and a business park and conservancy to the south. A future easement will be dedicated along the eastern most property line of the site to maintain the Village of Cross Plains access to the conservancy property to the south. Natural features, including existing trees on the north of the property, will be preserved and serve as a natural buffer between the development and Bourbon Street.

The proposed three story multi-residential building will include 53 apartment units. The building forms an articulated street edge and shared central courtyard space. Individual apartment entries with generous porches are emphasized on the street façades. Additional amenities include enclosed underground parking and a fully accessible interior with elevator.

The building has been designed to fit within the Cross Plains area context, using a palette of attractive, low-maintenance exterior materials including brick veneer masonry and horizontal siding.

**Developer / Market Demand**

The developer and property manager of the project is The Gallina Companies. Established in 1980 to provide in-house development, design, construction, acquisition and ongoing management of luxury apartments, residential condominium properties and commercial, retail/office buildings. The Gallina Companies having successfully developed over 3,000 apartment units in the Madison, Milwaukee, northern Illinois, and western Florida areas. Our philosophy has been to retain the properties we develop for the long term. As such, at Gallina, we believe in developing long term relationships with our tenants and customers to insure the long term success of our developments.

The Gallina Companies and all of its employees are committed to the service of our tenants and providing all of our customers with unparalleled customer service.

Gallina Companies developed Cedar Glen Apartments in Cross Plains, and have owned and managed this 59 unit development since its completion in 1989.

With this experience in the market, we feel there is strong demand for quality housing in Cross Plains. Cedar Glen has average 99% occupancy over the past four years for similar style units to the proposed 1400 Bourbon Road project. In searching for rentals in the area there is very limited availability for quality apartment homes in this highly sought after community and school district.

1400 Bourbon Road will contain (13) – One Bedroom Units and (40) – Two Bedroom Units totaling 53 units in a variety of floor plans. This market rate rental community will offer our customers amenities which will include: Elevator, Underground parking, Courtyard Patio area with gas fire pit, Small child play area, fitness facility, access to conservancy area, on-site management, ample parking, in unit laundry, quality maple finishes, individually controlled HVAC with high efficiency gas fired equipment, GE appliances.

With the addition of West Gateway on Main St. and 1400 Bourbon Road to the rental market, we feel the projects will compete for slightly different tenant demographic based on their location and unit mix and market place demand will support both projects and provide housing alternatives the community is seeking.

With occupancy planned for May of 2016, the Rent-up Period is projected to be 6-9 months with estimated stabilization to occur in the first quarter 2017.

**Site Development Data:**

Site Areas:

Lot Area (S.F.)	112,065 S.F.
Lot Area (Acres)	2.57 Acres
Lot Area /D.U.	2,114 S.F. / unit
Density	20.62 units / acre
Building Coverage	22,714 S.F. / 20%
Landscape Surface Area	66,081 S.F. / 59%

Dwelling Unit Mix:

One Bedroom	13 units
Two Bedroom	40 units
Total Dwelling Units	53 units

**Gross Floor Area:**

First Floor	22,600 S.F.
Second Floor	22,600 S.F.
<u>Third Floor</u>	<u>20,500 S.F.</u>
Total Floor Area	65,500S.F.
Floor Area Ratio	.56

**Building Height:** Three Stories

**Vehicle Parking:**

Surface:	40 stalls
<u>Underground:</u>	<u>62 stalls</u>
Total	102 stalls

Parking Ratio: 1.92 stalls / unit

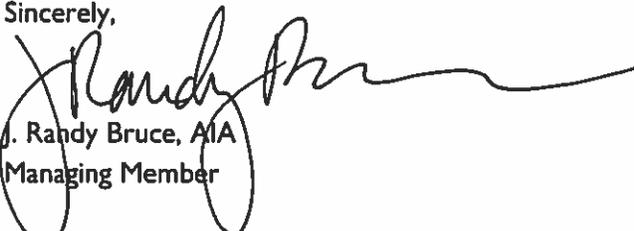
**Construction Staging and Project Schedule:**

The development team is planning to obtain the necessary development approvals by early summer. The construction of the project will occur in one phase with construction starting on August 1, 2015. The building is planned to be ready for occupancy on May 1, 2016 and all construction completed on June 1, 2016.

A construction staging area for materials is planned for the eastern edge of the site in the general location of the future surface parking area (see the General Development Plan, Sheet C-1.0 for the location).

Thank you for your time reviewing our proposal.

Sincerely,

  
J. Randy Bruce, AIA  
Managing Member

"EXHIBIT A"

Commonwealth Land Title Insurance Company

Office File Number:

Commitment Number: WD-168597

Part of Lot Fifty-Two (52), Glacial Valley, in the Village of Cross Plains, Dane County, Wisconsin, more particularly described as follows: Commencing at the Northwest corner of said Lot 52; thence South 83° 06' 39" East, 10.00 feet; thence South 05° 15' 31" West, 215.54 feet; thence South 65° 27' 00" West, 11.52 feet; thence North 05° 15' 31" East, 221.55 feet to the point of beginning.

Part of Lot Fifty-Three (53), Glacial Valley, in the Village of Cross Plains, Dane County, Wisconsin, more particularly described as follows: Commencing at the Northeast corner of Lot Fifty-Four (54), Glacial Valley, thence South 83° 06' 39" East, 10.00 feet; thence South 05° 15' 31" West, 150.00 feet; thence North 83° 06' 39" West, 10.00 feet; thence North 05° 15' 31" East, 150.00 feet to the point of beginning.

Lot Fifty-Four (54), Glacial Valley, in the Village of Cross Plains, Dane County, Wisconsin.

TAX ROLL PARCEL NUMBER: 113/0707-033-0474-1  
ADDRESS PER TAX ROLL: 1400 BOURBON ROAD



**knothe • bruce**  
ARCHITECTS

Phone: 7601 University Ave, Ste 201  
608.836.3690 Middleton, WI 53562

ISSUED  
April 24, 2013 GDP Application

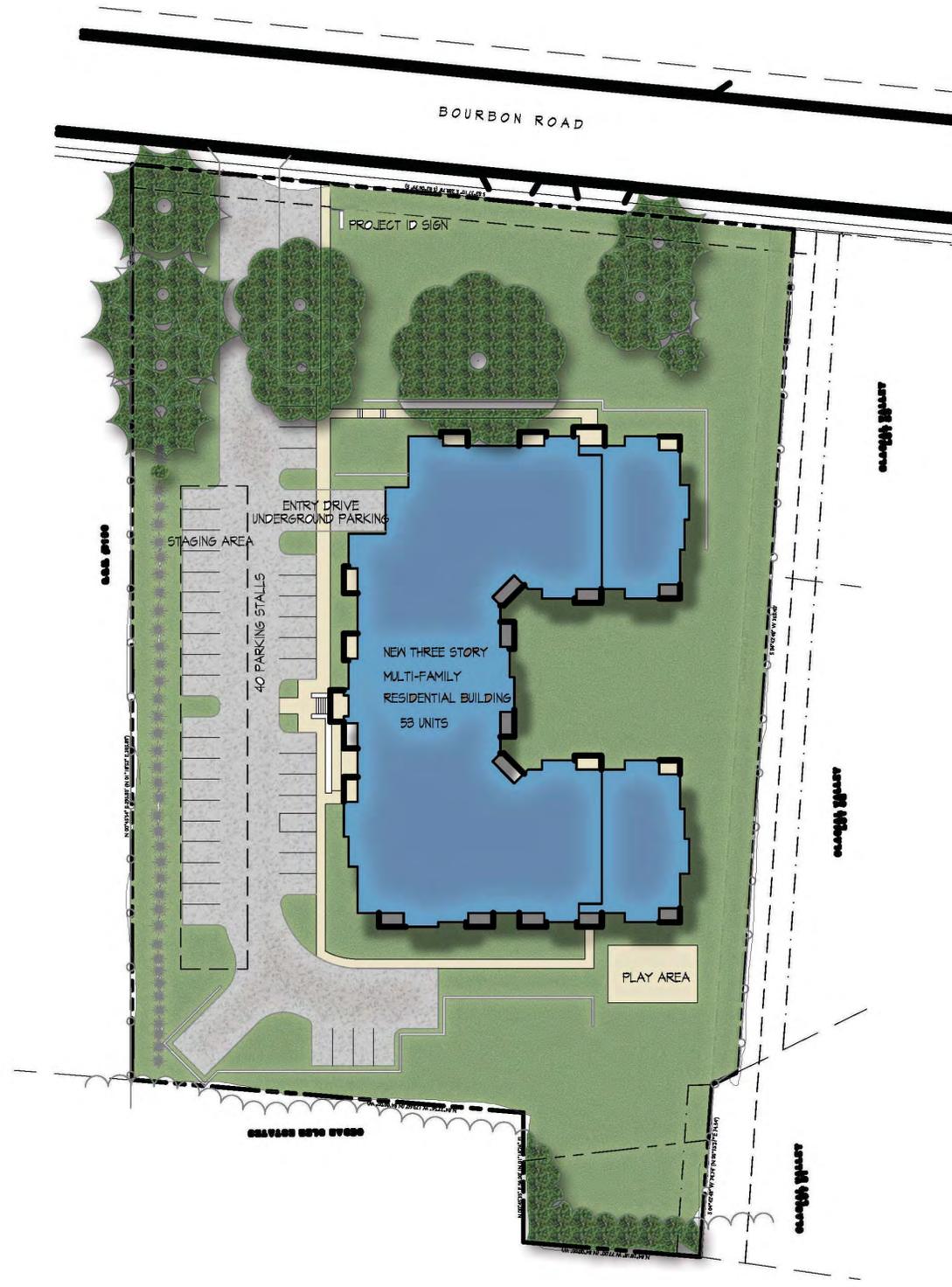
PROJECT TITLE  
**1400 BOURBON RD**

CROSS PLAINS, WI  
SHEET TITLE  
**Site Plan**

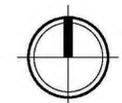
SHEET NUMBER

**C-1.0**

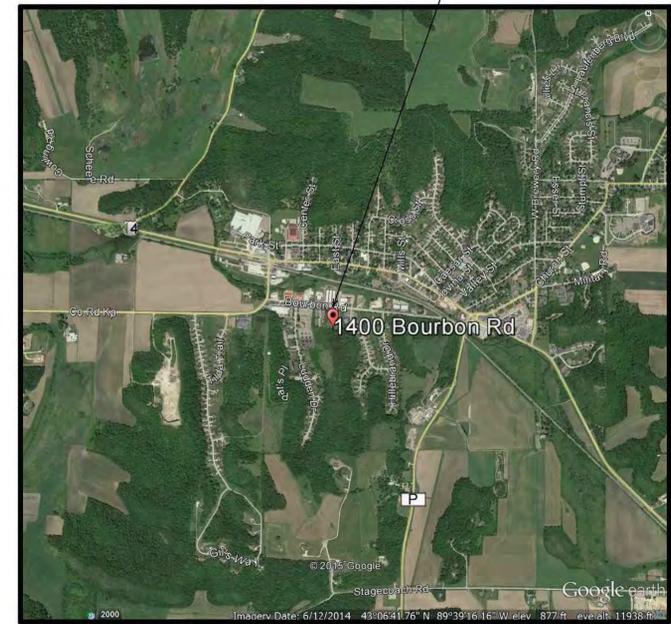
PROJECT NO. **0808**  
© 2013 Knothe & Bruce Architects, LLC



**1 SITE PLAN**  
C-1.0 1/32"=1'-0"



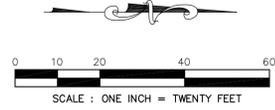
**SITE LOCATION**



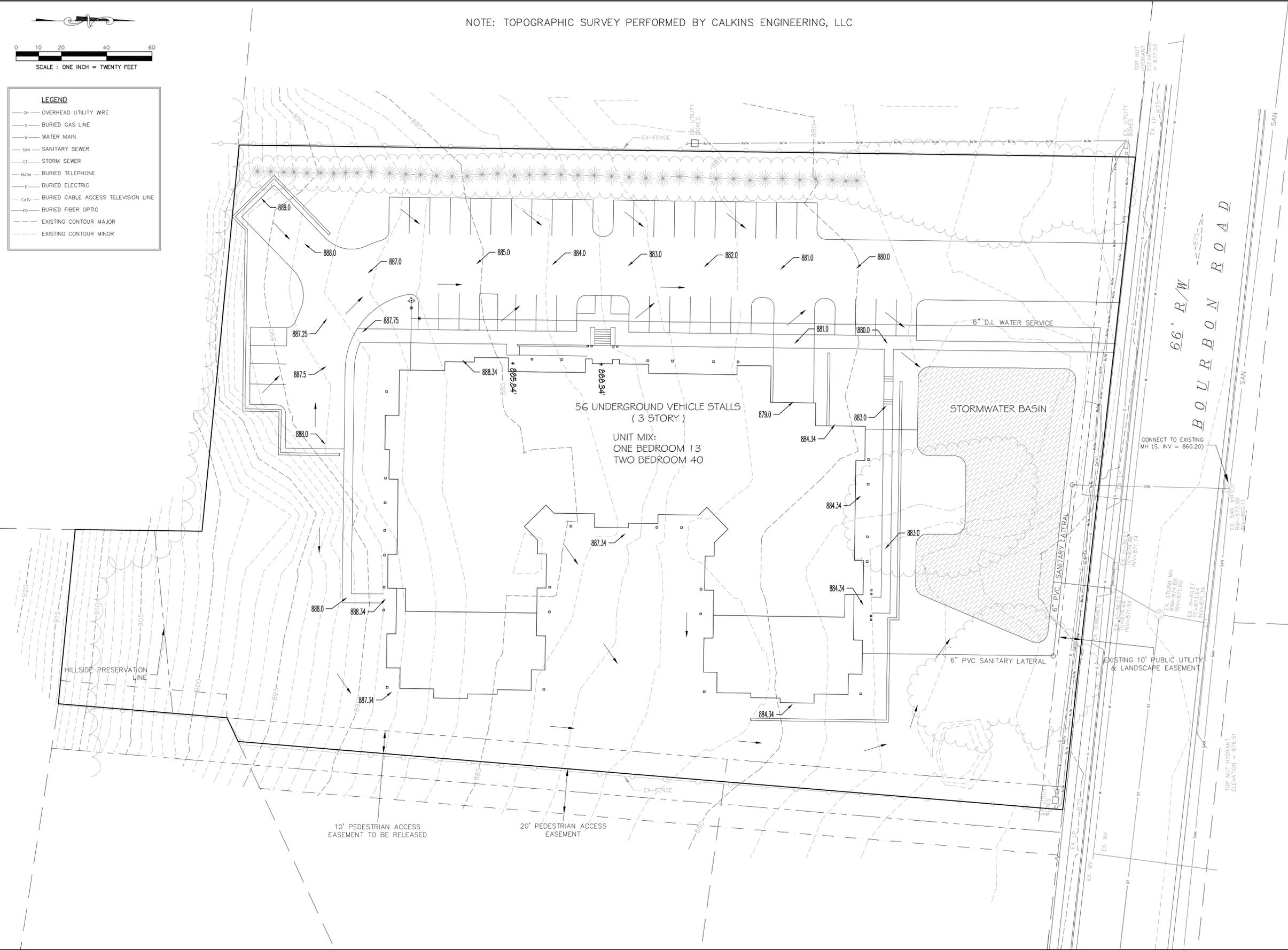
**2 SITE LOCATOR PLAN**  
C-1.0 NTS

SITE INDEX SHEET	
<u>SITE</u>	
C-1.0	SITE PLAN & LOCATION PLAN
C-300	PRELIMINARY GRADING, EROSION CONTROL & UTILITY PLAN
GDP	EXISTING SITE SURVEY
L-1.0	LANDSCAPE PLAN
<u>ARCHITECTURAL</u>	
A-1.1	BASEMENT & FIRST FLOOR PLANS
A-1.2	SECOND & THIRD FLOOR PLANS
A-2.1	EXTERIOR ELEVATIONS

NOTE: TOPOGRAPHIC SURVEY PERFORMED BY CALKINS ENGINEERING, LLC



LEGEND	
OH	OVERHEAD UTILITY WIRE
G	BURIED GAS LINE
W	WATER MAIN
SAN	SANITARY SEWER
ST	STORM SEWER
BuTel	BURIED TELEPHONE
E	BURIED ELECTRIC
CatV	BURIED CABLE ACCESS TELEVISION LINE
FO	BURIED FIBER OPTIC
- - -	EXISTING CONTOUR MAJOR
- - -	EXISTING CONTOUR MINOR



**Burse**  
Surveying and Engineering, Inc.  
2801 International Lane, Suite 101  
Madison, WI 53704  
Phone: 608-250-9263  
Fax: 608-250-9266  
e-mail: Mburse@Burse-INC.net  
www.bursesurveyengr.com

APPROVALS	PROJECT ENG.	MLB	PERFORMED BY	PDF	DATE	MLB	CHECKED BY	PDF	DATE	MLB	APPROVED	MLB

**1400 Bourbon Road**  
1400 Bourbon Road  
Cross Plains, Wisconsin, 53528  
**Gallina Corporation**  
101 East Main Street #600  
Mount Horeb, Wisconsin, 53572

PROJECT #: BSE1804-15  
PLOT DATE: 04/23/2015

REVISION DATES:

ISSUE DATES:

GENERAL GRADING  
DRAINAGE AND  
UTILITY PLAN

**Burse**  
Surveying and Engineering, Inc.

This document contains confidential or proprietary information of Burse Surveying and Engineering, Inc. Neither the document nor the information herein is to be reproduced, distributed, used or disclosed, either in whole or in part, except as specifically authorized by Burse Surveying and Engineering, Inc.

DRAWING NUMBER  
**C-300**

Printed: Apr 23, 2015 - 8:06pm Printed By: Michelle

M:\BSE1804\Engineering\BSE1804Eng.dwg

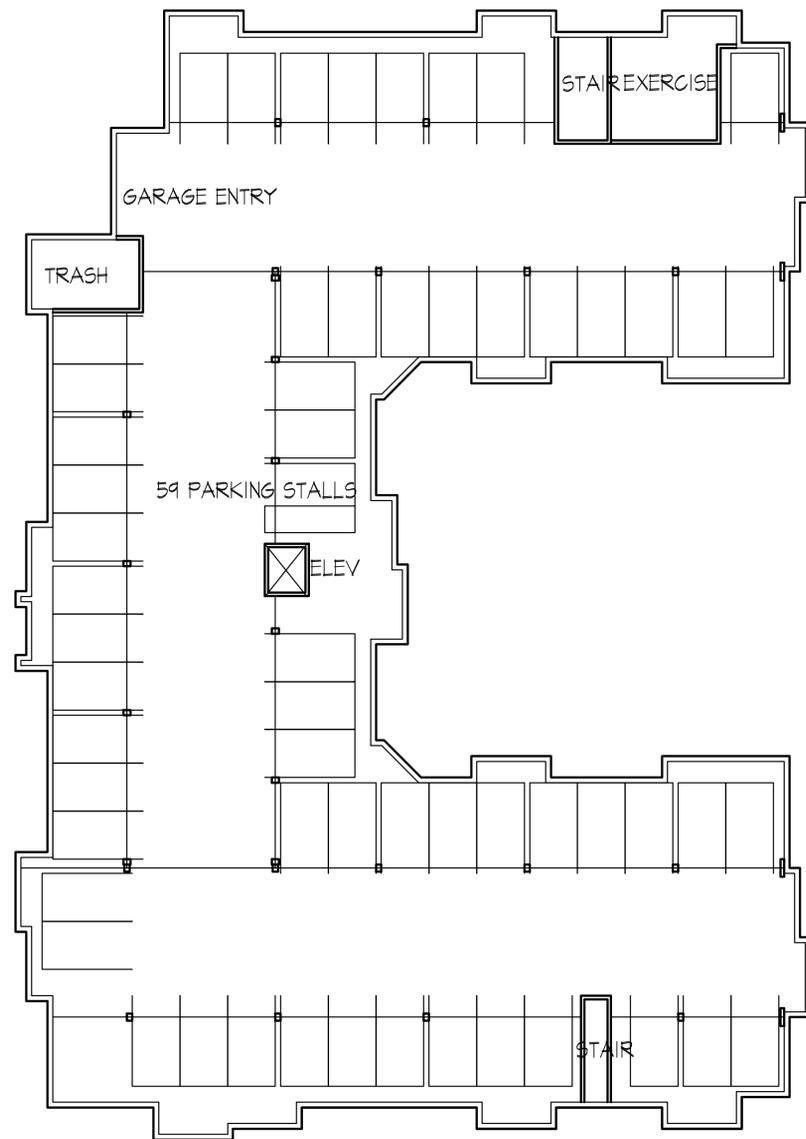




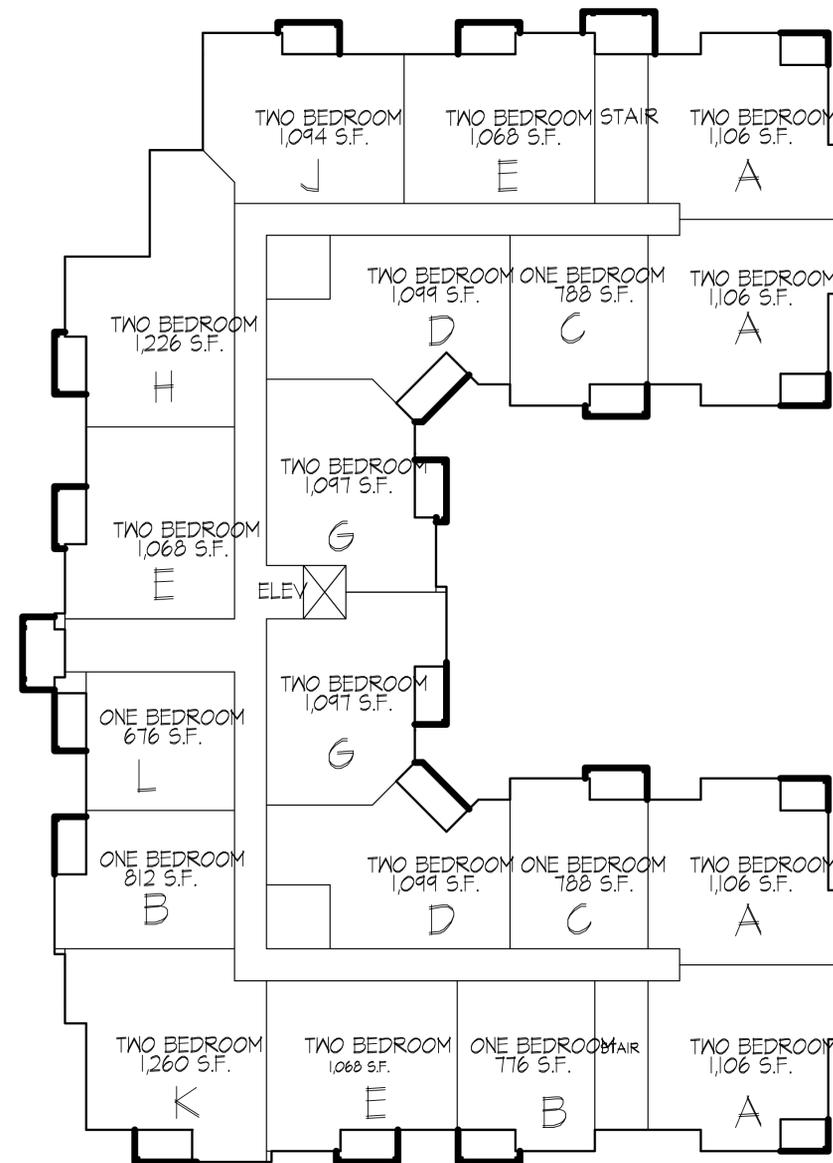


**knothe • bruce**  
ARCHITECTS

Phone: 7601 University Ave, Ste 201  
608.836.3690 Middleton, WI 53562



1 BASEMENT FLOOR PLAN  
A-1.0 1/16"=1'-0"



2 FIRST FLOOR PLAN  
A-1.0 1/16"=1'-0"



ISSUED  
April 24, 2015 GDP Application

PROJECT TITLE  
1400 BOURBON RD

CROSS PLAINS, WI  
SHEET TITLE  
Floor Plans

SHEET NUMBER

A-1.0

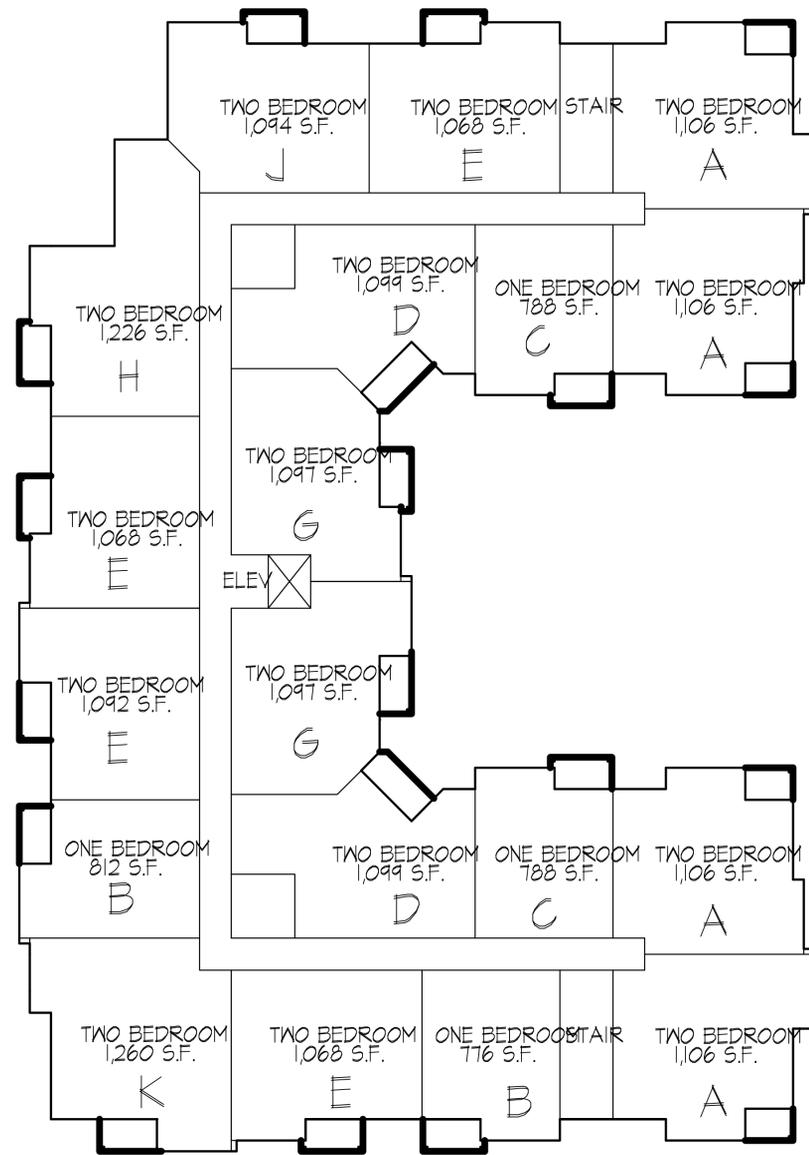
PROJECT NO. 0808

© 2013 Knothe & Bruce Architects, LLC

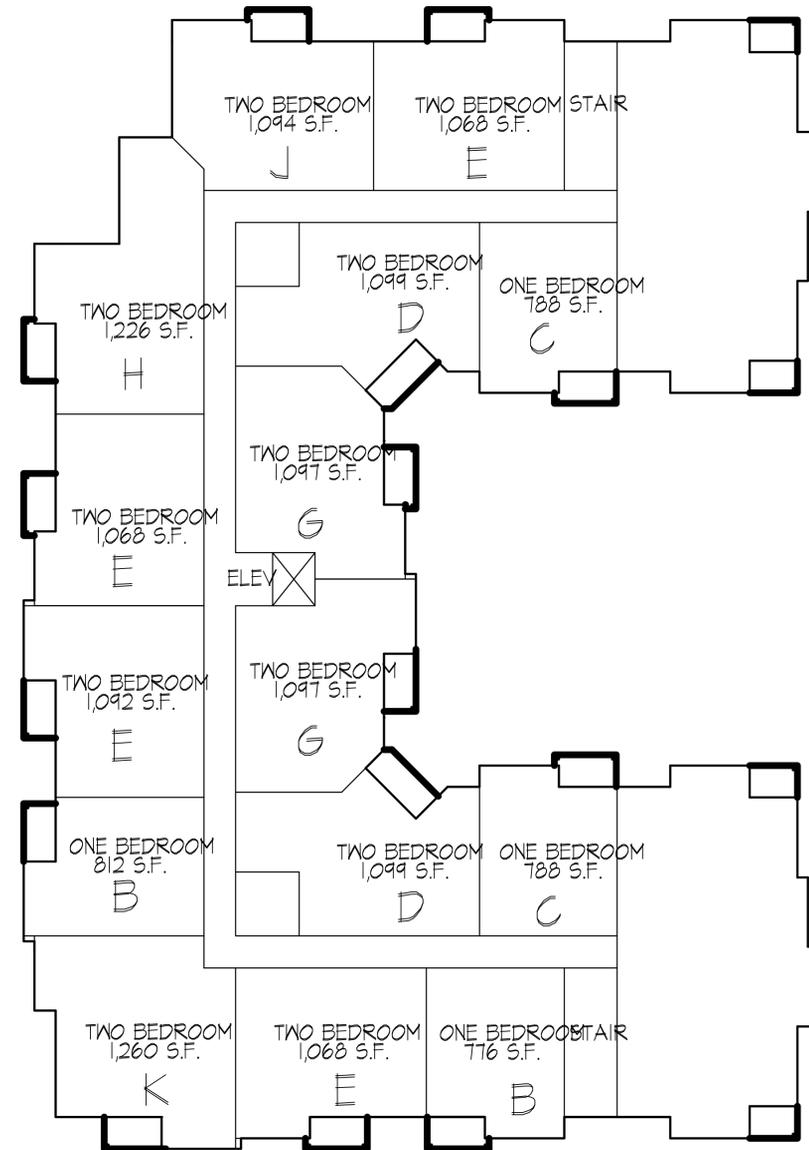


**knothe • bruce**  
ARCHITECTS

Phone: 7601 University Ave, Ste 201  
608.836.3690 Middleton, WI 53562



1 SECOND FLOOR PLAN  
A-1.1 1/16"=1'-0"



2 THIRD FLOOR PLAN  
A-1.1 1/16"=1'-0"



ISSUED  
April 24, 2015 GDP Application

PROJECT TITLE  
1400 BOURBON RD

CROSS PLAINS, WI  
SHEET TITLE  
Floor Plans

SHEET NUMBER

A-1.1

PROJECT NO. 0808  
© 2013 Knothe & Bruce Architects, LLC



**knothe • bruce**  
ARCHITECTS

Phone: 7601 University Ave, Ste 201  
608.836.3690 Middleton, WI 53562



**1 EAST ELEVATION**  
A-2.1 1/16"=1'-0"



**1 NORTH ELEVATION**  
A-2.1 1/16"=1'-0"



**1 WEST ELEVATION**  
A-2.1 1/16"=1'-0"

ISSUED

April 24, 2015 GDP Application

PROJECT TITLE

1400 BOURBON RD

CROSS PLAINS, WI

SHEET TITLE  
ELEVATIONS

SHEET NUMBER

**A-2.1**

PROJECT NO. **0808**

© 2013 Knothe & Bruce Architects, LLC



1400 Bourbon Road - North Elevation  
Cross Plains, WI  
April 1, 2015



# Appendix B

- (h) **Regulations Applicable to All Uses.** Most Development will also be subject to the following requirements:
  - (1) Article VI: Overlay Zoning Districts
  - (2) Article VII: Performance Standards
  - (3) Article VIII: Landscaping Regulations
  - (4) Chapter 87: Signage Regulations

## SECTION 84.41 (PD) Planned Development.

 **Purpose.** The purpose of this district is to provide for the possible relaxation of certain development standards pertaining to the underlying standard zoning district (see Article II). In exchange for such flexibility, planned developments shall provide a much higher level of site design, architectural control, and other aspects of aesthetic and functional excellence than normally required for other developments.

 **Intent.** Planned developments are intended to encourage, promote, and provide improved environmental design by allowing for greater freedom, imagination, and flexibility in the development of land, while ensuring substantial compliance with the basic intent of this Chapter and the Village of Cross Plains Comprehensive Plan. To this end, planned developments allow diversification and variation in the relationship of uses, structures, open spaces, and heights of structures in developments conceived and implemented as comprehensive and cohesive unified projects. It is further intended to encourage economic development and more rational developments with regard to public services and to encourage and facilitate preservation of open space and natural resources. Planned developments are not intended to circumvent the intent of other zoning districts or this Chapter.

(c) **Applicability.**

 **Ownership.** A tract of land proposed to be developed as a PD shall be under the control of a single owner where the owner agrees in advance to be bound by the conditions and regulations which will be effective within the district and to record such covenants, easements, and other provisions with the county. [The Gallina Corporation](#)

 **Size.** There is no minimum or maximum size for a PD. [2.57 acres](#)

 ~~**Condominiums.** Condominium projects with jointly owned common spaces and/or commonly owned structural walls, roofs, or other structural elements must be approved as PDs if, as a result of a condominium division of the land, the lot requirements of the district in which the development is located cannot otherwise be met. This requirement would apply to townhouses where the resulting lot size would be less than otherwise required.~~

N/A

(d) See Section 84.167 for the process to establish Planned Development Zoning.

(e) See Section 84.167(c)(3) and 84.167(c)(4) for the General Development Plan and Specific Implementation Plan requirements.



See Appendix D



Planned Developments are exempt from the requirements of Section 84.118 Group and Large Developments.

**SECTIONS 84.42 - 84.49 Reserved**

# Appendix C

## SECTION 84.160 Zoning Map Amendment.

✓(✓) **Purpose.** The purpose of this Section is to provide regulations which govern the procedure and requirements for the review and approval, or denial, of proposed amendments to provisions of the Official Zoning Map (rezonings). From MR-16 to PD

✓(✓) **Initiation of Request for Amendment.** Proceedings for amendment of the Official Zoning Map may be initiated by an application of the owner(s) of the subject property; a recommendation of the Plan Commission; or by action of the Village Board. Initiated by the Gallina Corporation.

✓(✓) **Application.** An application to amend Official Zoning Map shall contain the following (digital files should be submitted rather than paper copies whenever possible, if applicable):

(1) A map of the subject property to scale depicting:

- a. All lands for which the zoning is proposed to be amended and all other lands within 100 feet of the boundaries of the subject property.
- b. Names and addresses of the owners of all lands on said map as they appear on the current tax records of the Village of Cross Plains.
- c. Current zoning of the subject property and its environs, and the jurisdiction(s) which maintains that control.
- d. All lot dimensions of the subject property.
- e. A graphic scale and north arrow.

(2) Legal description of the property.

(3) Written justification for the proposed Official Zoning Map amendment, including evidence that the application is consistent with the Comprehensive Plan.

(4) Any further information which may be required by the Plan Commission to facilitate the making of a comprehensive report to the Village Board.

(d) **Review by Zoning Administrator.**

✓(✓) The Zoning Administrator shall determine whether the application is complete and fulfills the requirements of this Chapter. If the application is determined to be incomplete, the Zoning Administrator shall notify the applicant. Application determined complete on April 30th. mgs

(2) The Zoning Administrator shall review the completed application and evaluate whether the proposed amendment:

✓(✓) Advances the purposes of this Chapter as outlined in Section 84.03 and the applicable rules of Wisconsin Department of Natural Resources (WisDNR) and the Federal Emergency Management Agency (FEMA).

✓(✓) Is in harmony with the recommendations of the Comprehensive Plan.

✓(✓) Maintains the desired overall consistency of land uses, land use intensities, and land use impacts within the pertinent zoning districts.



Addresses any of the following factors that are not properly addressed on the current Official Zoning Map:

1. The designations of the Official Zoning Map are not in conformance with the Comprehensive Plan.
2. A mapping mistake was made. If this reason is cited, it must be demonstrated that the discussed inconsistency between actual land use and designated zoning is not intended, as the Village may intend to stop an undesirable land use pattern from spreading.
3. Factors have changed (such as new data, infrastructure, market conditions, development, annexation, or other zoning changes), making the subject property more appropriate for a different zoning district.
4. Growth patterns or rates have changed, creating the need for an amendment to the Official Zoning Map.



The Zoning Administrator shall prepare a written report addressing items (d)(2)d., above, and forward said report to the Plan Commission for the Commission's review and use in making its recommendation to the Village Board. If the Zoning Administrator determines that the proposal may be in conflict with the provisions of this Chapter or the Comprehensive Plan, the Zoning Administrator shall note this determination in the report.

See  
memo.



**Public Hearing.** Within 50 days of filing a complete application, the Plan Commission shall hold a public hearing in compliance with Section 84.158 to consider the request.

May 4th

(f) **Review and Recommendation by the Plan Commission.**

- (1) Within 60 days of the public hearing, the Plan Commission may make a written report to the Village Board and/or may state in the minutes its recommendations regarding the application. Said report and/or minutes may include a formal finding of facts developed and approved by the Plan Commission concerning the requirements of Subsection (d)(2)d, above, and whether the public benefits outweigh any and all potential adverse impacts of the proposed amendment.
- (2) If the Plan Commission fails to make a recommendation within 60 days after the public hearing, the Village Board may hold a public hearing within 30 days after the expiration of said 60 day period. Failure to receive a recommendation from the Plan Commission shall not invalidate the proceedings or actions of the Village Board. If a public hearing is necessary, the Village Board shall provide notice per the requirements of Section 84.158.

(g) **Review and Action by the Village Board.**

- (1) The Village Board shall consider the recommendation of the Plan Commission regarding the proposed amendment. The Village Board may

request further information and/or additional reports from the Plan Commission, Zoning Administrator, and/or applicant.

- (2) The Village Board may take final action (by ordinance) on the application to the Official Zoning Map at the time of its initial meeting, or may continue the proceedings by its own decision or the applicant's request. The Village Board may approve the amendment as originally proposed, may approve the proposed amendment with modifications, or may deny approval of the proposed amendment.
  - (3) If the Village Board wishes to make significant changes in the proposed amendment to the Official Zoning Map, as recommended by the Plan Commission, the procedure set forth in Section 62.23(7)(d) of the Wisconsin Statutes shall be followed prior to Village Board action. Any action to amend the Official Zoning Map requires a majority vote of the Village Board, except that in case of adverse recommendation by the Plan Commission or of a protest against such change signed and acknowledged by the owners of 20 percent of the frontage proposed to be changed or the frontage immediately in the rear thereof or directly opposite thereto, such amendment shall not be passed, except by a  $\frac{3}{4}$  vote of all members of the Village Board. The Village Board's approval of the requested amendment shall be considered the approval of a unique request, and shall not be construed as precedent for any other proposed amendment.
- (h) **Effect of Denial.** No application which has been denied (either wholly or in part) shall be resubmitted for a period of 12 months from the date of said order of denial, except on grounds of new evidence or proof of change of factors found valid by the Zoning Administrator.

#### **SECTION 84.161 Conditional Use Permit Procedures.**

- (a) **Purpose.** The purpose of this Section is to provide regulations which govern the procedure and requirements for the review and approval, or denial, of proposed conditional uses.
- (b) **Applicability.** There are certain uses, which because of their unique characteristics make impractical the predetermination of permissibility. In these cases, specific standards, regulations, or conditions may be established.
- (c) **Initiation of Request.** Proceedings for approval of a conditional use may be initiated by an application of the owner(s) of the subject property.
- (d) **Application.** An application for a conditional use permit shall contain the following (digital files should be submitted rather than paper copies whenever possible, if applicable):
  - (1) A map of the subject property to scale depicting:
    - a. All lands for which the conditional use is proposed and all other lands within 100 feet of the boundaries of the subject property.

# Village of Cross Plains

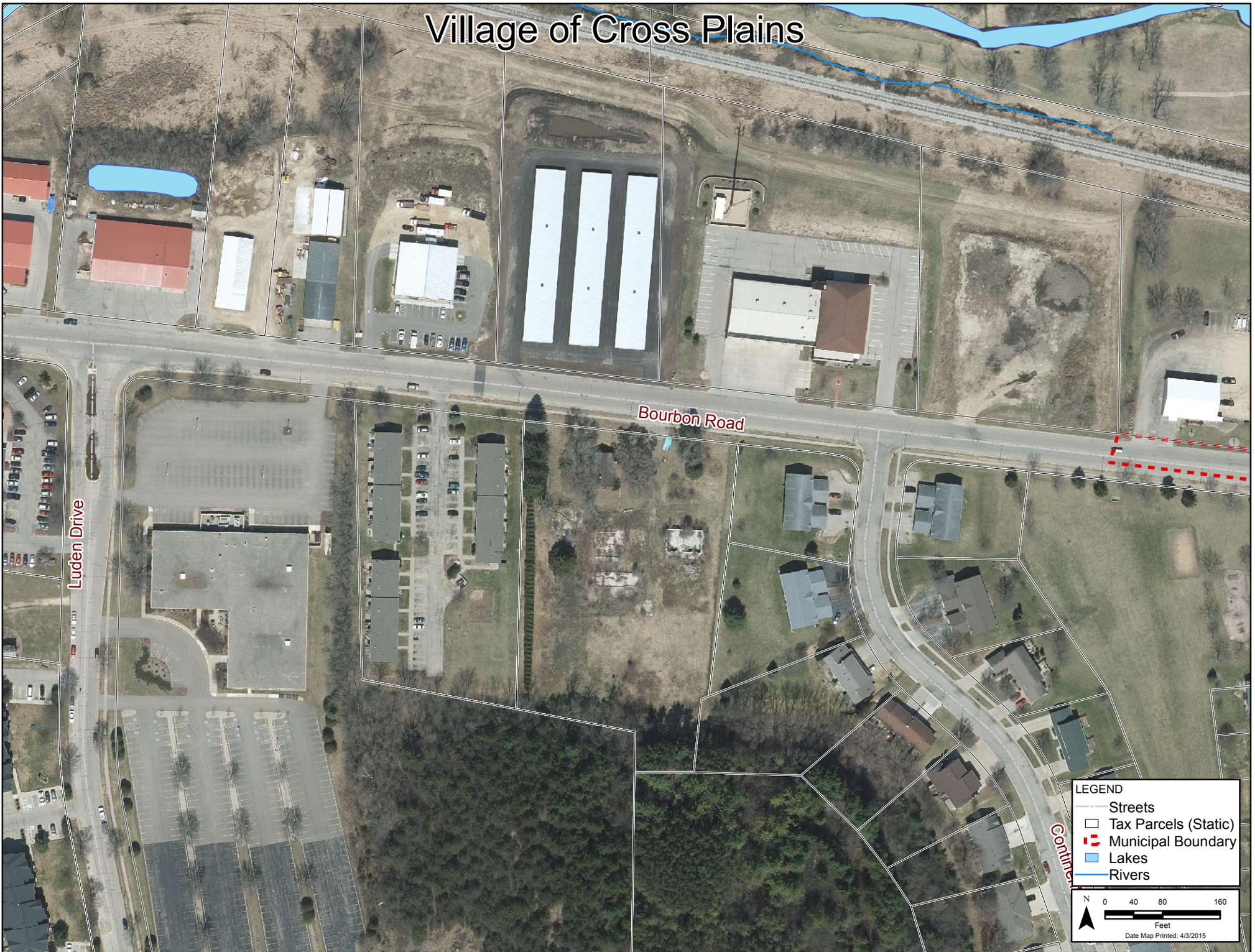


**LEGEND**

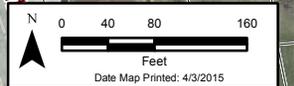
- Streets
- Tax Parcels (Static)
- Municipal Boundary
- Lakes
- Rivers

N  
0 40 80 160  
Feet  
Date Map Printed: 4/3/2015

# Village of Cross Plains



- LEGEND**
- Streets
  - Tax Parcels (Static)
  - Municipal Boundary
  - Lakes
  - Rivers

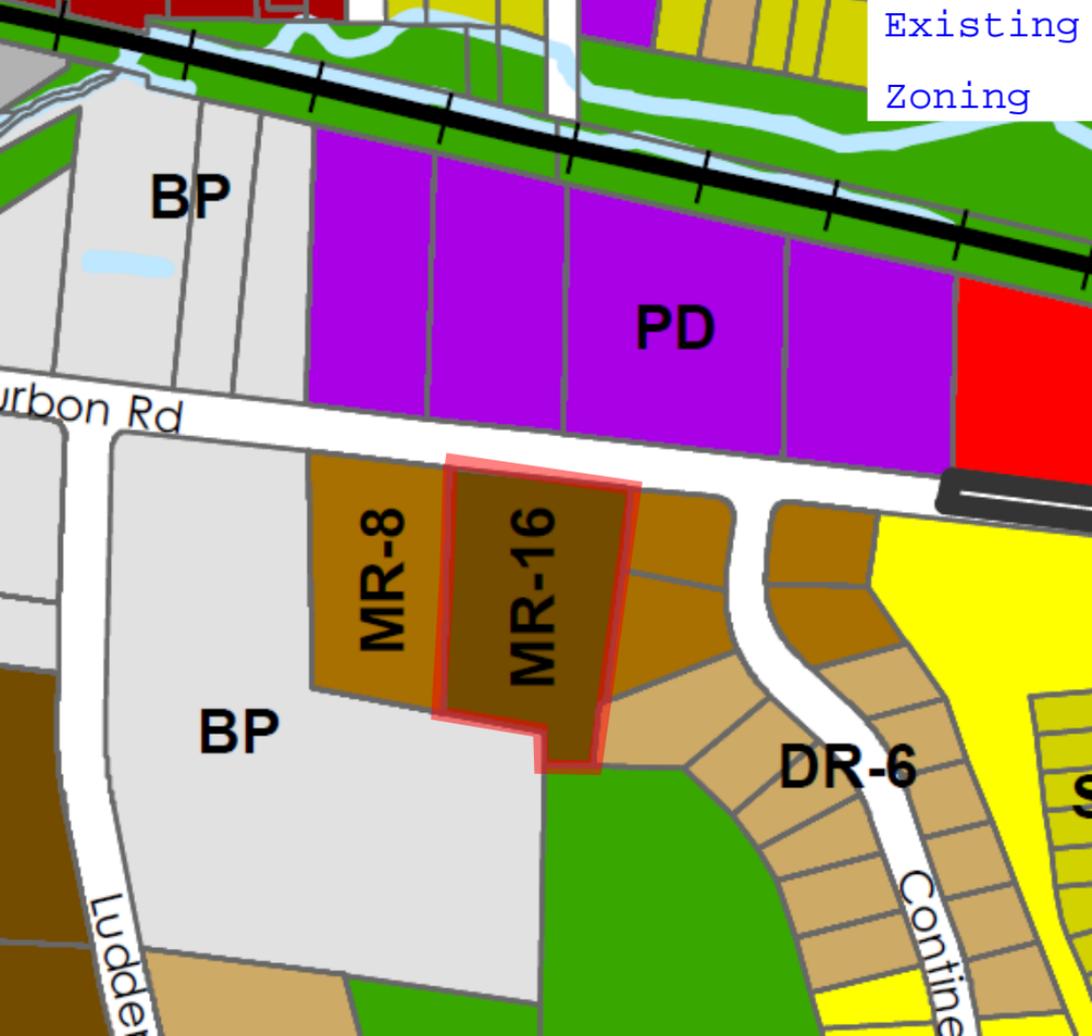


Date Map Printed: 4/3/2015

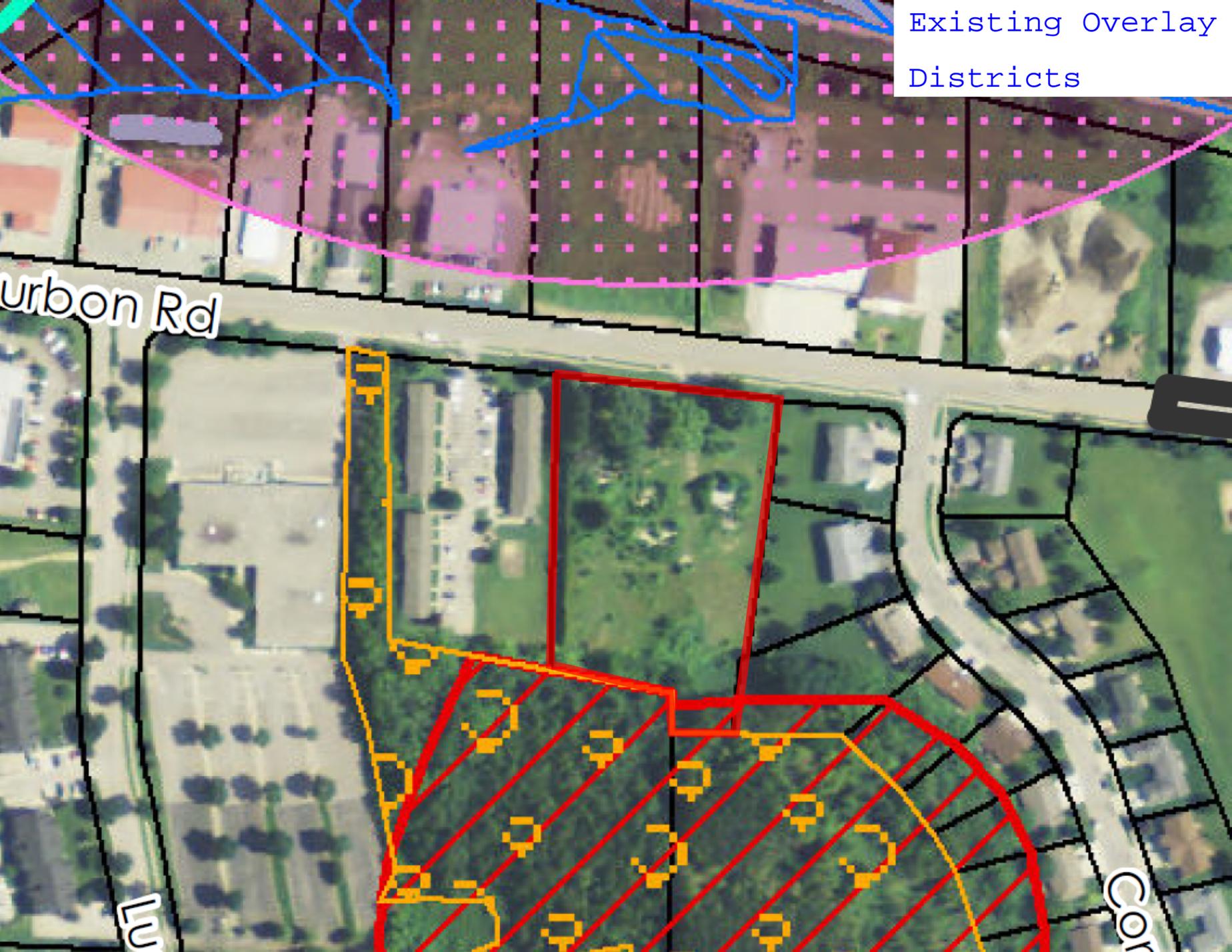
## Property Owners of Record within 100' of Development

Parcel	Property Owner	Attention	Property Address					Mailing Address								
			Number	Street Name	Type	City	State	Zip	Number	Direction	Street Name	Type	Suffix	City	State	Zip
0707-032-9712-1	Chester's Diesel & Automotive LLC		1401	Bourbon	Road	Cross Plains	WI	53528	605		Parkway	Drive		Mt. Horeb	WI	53572
0707-032-9718-1	Cross Plains Storage LLC		1451	Bourbon	Road	Cross Plains	WI	53528	7220		Henry	Court		Middleton	WI	53562
0707-032-9725-1	Cross Plains-Berry Fire District		1501	Bourbon	Road	Cross Plains	WI	53528								
0707-032-9740-1	Gregory & Kathy Roessler		1601	Bourbon	Road	Cross Plains	WI	53528				PO Box 99		Cross Plains	WI	53528
<b>0707-033-0474-1</b>	<b>Greenback Enterprises LLC</b>		<b>1400</b>	<b>Bourbon</b>	<b>Road</b>	<b>Cross Plains</b>	<b>WI</b>	<b>53528</b>				<b>PO Box 234</b>		<b>Mineral Point</b>	<b>WI</b>	<b>53565</b>
0707-033-0485-8	Gregory & Kathy Roessler		2000	Continental	Lane	Cross Plains	WI	53528				PO Box 99		Cross Plains	WI	53528
0707-033-0463-4	Gregory & Kathy Roessler		2001	Continental	Lane	Cross Plains	WI	53528				PO Box 99		Cross Plains	WI	53528
0707-033-0452-7	Boehnen Living Tr		2009	Continental	Lane	Cross Plains	WI	53528	3420		Sugar Maple	Lane		Verona	WI	53593
0707-033-0496-5	Charles Roessler Tr	David Roessler	2014	Continental	Lane	Cross Plains	WI	53528				PO Box 37		Cross Plains	WI	53528
0707-033-0507-1	Bradley Statz		2016	Continental	Lane	Cross Plains	WI	53528	3005		Hillside	Trail		Cross Plains	WI	53528
0707-033-0441-0	Robert & Redgy Nelson		2017	Continental	Lane	Cross Plains	WI	53528	2403		Martin	Street		Cross Plains	WI	53528
0707-033-0518-8	Timothy Maier		2020	Continental	Lane	Cross Plains	WI	53528								
0707-033-0430-3	Shawn & Lisa Aeschlimann		2021	Continental	Lane	Cross Plains	WI	53528	2717		Military	Road		Cross Plains	WI	53528
0707-033-0529-5	Bruce & Jeanne Schumann		2024	Continental	Lane	Cross Plains	WI	53528	4002		Creekside	Way		Cross Plains	WI	53528
0707-033-0419-8	JRCB LLC		2027	Continental	Lane	Cross Plains	WI	53528	303		King Arthurs	Court		Cross Plains	WI	53528
0707-033-0401-1	Kim Howes		2029	Continental	Lane	Cross Plains	WI	53528								
0707-033-2033-0	Cole Al Cross Plains WI LLC	Sandi Pruitt	1850	Ludden	Drive	Cross Plains	WI	53528	16767 N.		Perimeter	Drive	Suite 210	Scottsdale	AZ	85260
0707-033-8520-8	Pine Meadow Court LLC		100	Pine Meadow	Court	Cross Plains	WI	53528				PO Box 81		Waunakee	WI	53597

Existing  
Zoning



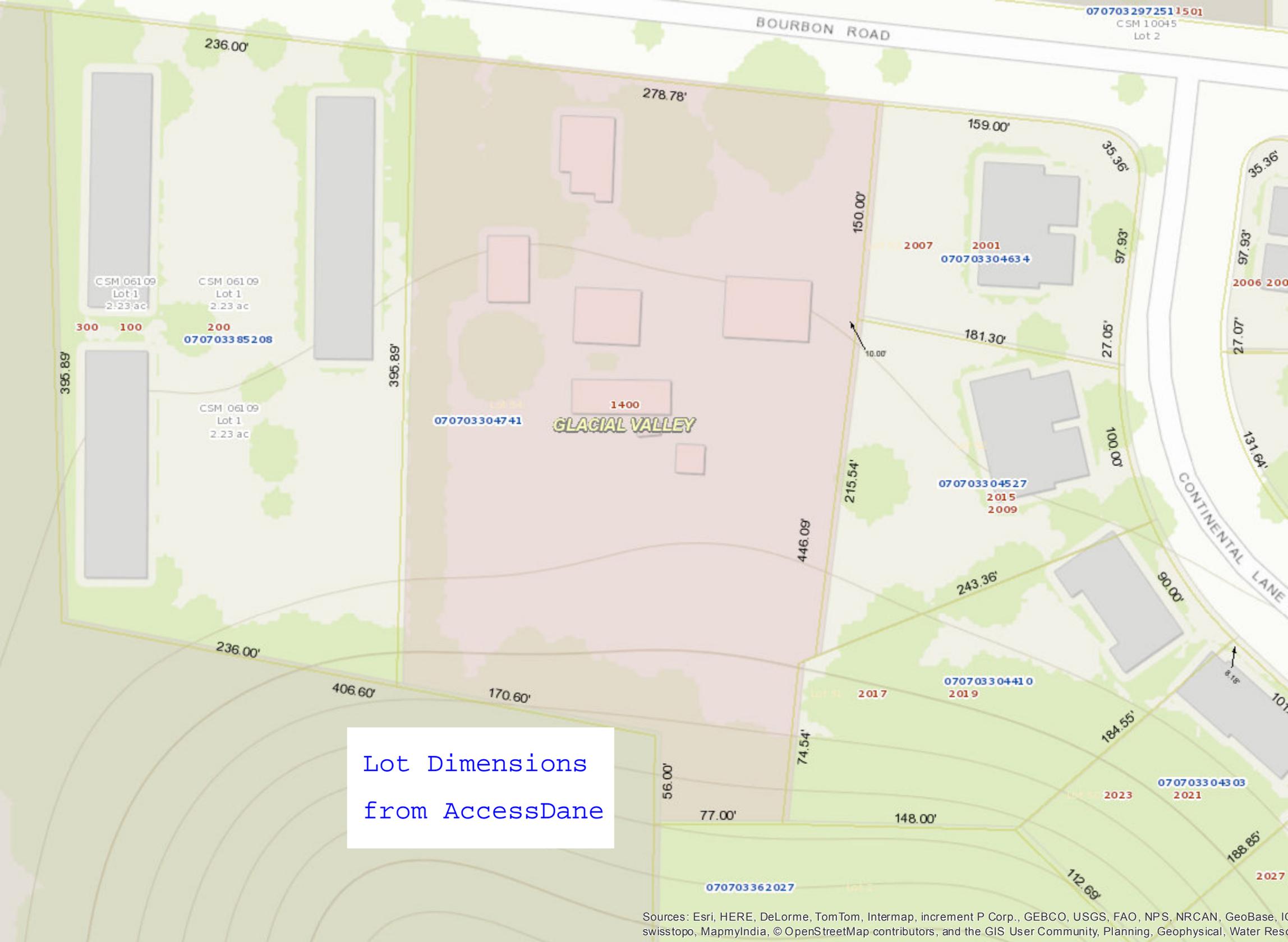
Existing Overlay  
Districts



Urban Rd

Lu

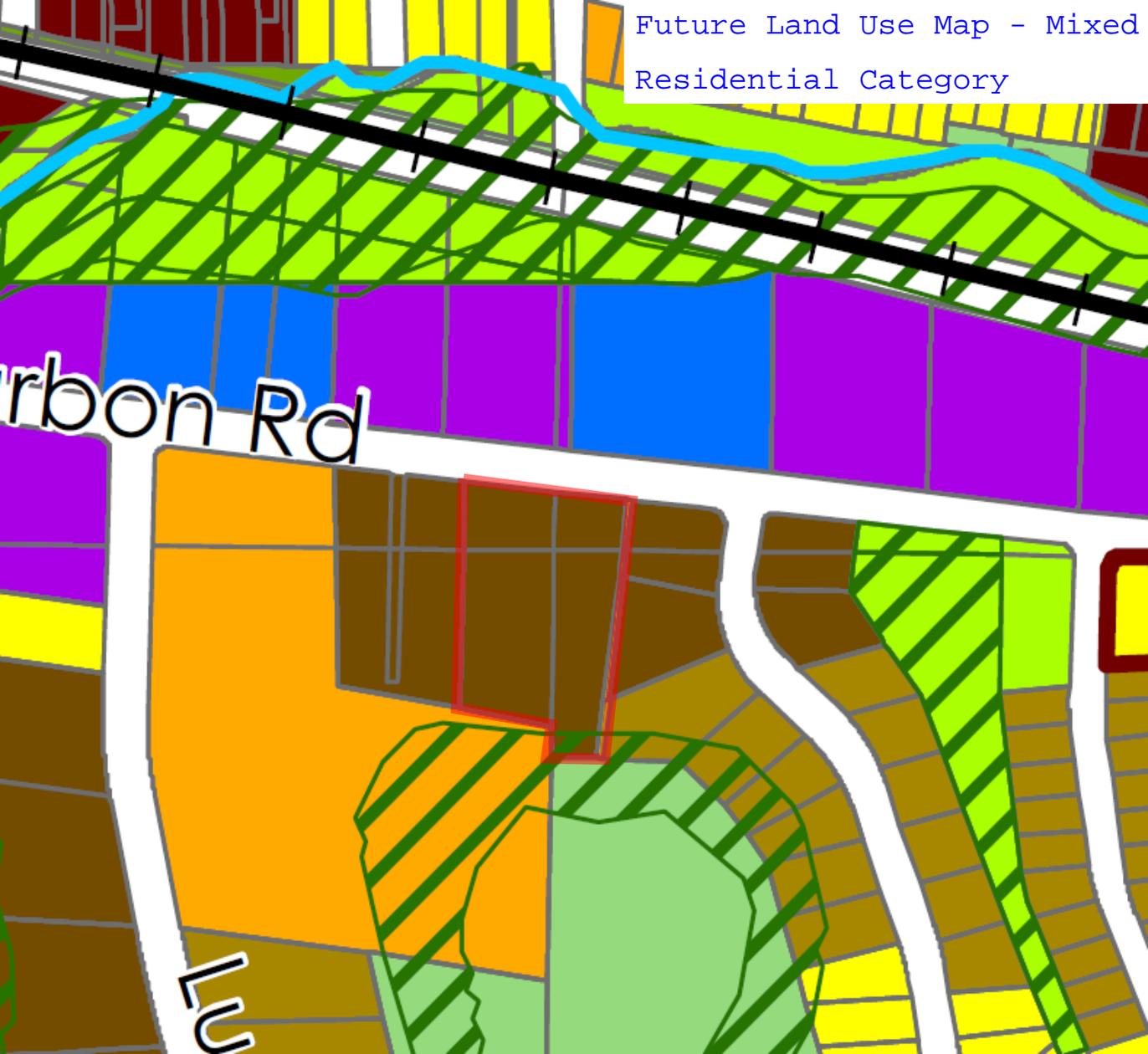
Cor



Lot Dimensions  
from AccessDane

Sources: Esri, HERE, DeLorme, TomTom, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, swisstopo, MapmyIndia, © OpenStreetMap contributors, and the GIS User Community, Planning, Geophysical, Water Resources

Future Land Use Map - Mixed Residential Category



Carbon Rd

LU

**Policies and Programs**

1. Future development in this designation will be served by the Village’s public sanitary sewer and water systems and comply with the erosion and stormwater management requirements of the Village’s subdivision ordinance.
2. Develop new single family residential areas in accordance with carefully-considered development plans including progressive erosion control and stormwater management techniques.
3. Pursue residential infill opportunities where feasible.
4. As maintenance and rehabilitation needs arise, work with the County, State and local lenders to assist homeowners and landlords with rehabilitation projects.
5. Refer to the Housing Element for detailed housing recommendations.

*Two-Family/ Townhouse*

**Description**

This designation is primarily intended to allow groupings of attached single family residences with individual entries (e.g., zero lot line homes, townhouses, rowhouses, condominiums) and duplexes that are or will be served by public sanitary sewer and water systems. Small public and institutional uses—such as parks, schools, churches, and stormwater facilities—may also be built within this designation, if appropriate zoning is granted as considered on a case by case basis. The Two-Family/Townhouse development is mapped in areas of existing development. A limited amount of Two-Family/Townhouse uses may also be included in portions of new Planned Neighborhoods.

**Recommended Zoning**

The Villages R-2 two-family zoning district is the most appropriate for areas mapped in this future land use category.

**Policies and Programs**

1. Incorporate Two-Family/Townhouse residential uses in Planned Neighborhoods.
2. Future development in this designation will be served by the Village’s public sanitary sewer and water systems and comply with the erosion and stormwater management requirements of the Village’s subdivision ordinance.
3. As maintenance and rehabilitation needs arise, work with the County, State and local lenders to assist homeowners and landlords with rehabilitation projects.
4. Refer to the Housing Element for detailed housing recommendations.



**Mixed Residential** Future Land Use Map Category

**Description**

This future land use category is intended for a variety of residential units focused on multi-family housing (3+ unit buildings), served by public sanitary sewer and water systems. Single-family detached housing, attached single family residences with individual entries (e.g., townhouses, rowhouses), senior housing, and small public and institutional uses—such as parks, schools, churches, and stormwater facilities—may also be within lands mapped in this category, if appropriate zoning is granted as considered on a case by case basis. Mixed



Residential uses are mapped in existing multi-family development and a limited amount of multi-family housing may also be included in portions of new Planned Neighborhoods.

### **Recommended Zoning**

The Village's RM multiple-family zoning district is the most appropriate district to implement this future land use category.

### **Policies and Programs**

1. Future development in this designation will be served by the Village's public sanitary sewer and water systems and comply with the erosion and stormwater management requirements of the Village's subdivision ordinance.
2. Encourage multiple-family residential building sizes of between 4 and 6 units. In any case, the size of the building shall be in scale with the surrounding neighborhood.
3. Meet minimum site, building, landscape, lighting, and other design standards included in the Housing Element and the zoning ordinance.
4. Discourage large concentrations of multi-family and duplex/townhouse developments. Rather, this type of development should be dispersed throughout Planned Neighborhood areas.
5. Support projects that include a strong program for maintaining the quality, value, and safety of the development over time.



## *Planned Neighborhood*

### **Description**

The Planned Neighborhood future land use category is intended to provide for a variety of housing choices and a mix of non-residential uses such as parks, schools, religious institutions, and small-scale shopping and service areas. They are really a collection of different land use categories listed in this chapter. Planned Neighborhoods should be carefully designed as an integrated, interconnected mix of these use categories. They are by no means intended to justify an "anything goes" land use pattern. Overall, the composition and pattern of development should promote neighborhoods that instill a sense of community with their design.



The Planned Neighborhood concept encourages a mix of Single-Family Residential – Urban, Two-Family/Townhouse Residential, Mixed Residential, Community Facilities, Parks, and Neighborhood Business uses. Maintaining a minimum of 65 percent Single Family Residential – Urban uses has the effect of dispersing higher density development throughout the community and limiting the concentration of any one type of development in any one area. Appropriate commercial uses include neighborhood-oriented shopping opportunities, such as a small grocery store, barber shop, bakery, or pharmacy; smaller employment opportunities (usually located on the edges of these neighborhoods); and educational facilities (usually elementary schools) for area residents. Large areas of Planned Neighborhood area mapped at the edge of the Village.

- (b) Review by appropriate Village staff and/or officials.
- (c) Action by appropriate Village officials or staff to approve, conditionally approve, or deny the request.
- (d) Figure 84.157 summarizes the procedures, agencies, and personnel involved in the various procedures authorized by this Chapter. Detailed procedures are discussed in Sections 84.159 through 84.169 of this Article. Figure 84.157 is provided as a convenience for the general public. Where there are conflicts between the text of this Chapter and Figure 84.157, the text shall prevail.

**Figure 84.157: Review and Approval Activities and Bodies**

Application Process	Zoning Administrator	Development Review Team	Plan Commission	Village Board	Zoning Board of Appeals
Zoning Ordinance Amendment (§84.159)	RE	RE	PH, RR	RE, A	
Zoning Map Amendment (§84.160)	RE	RE	PH, RR	RE, A	
Conditional Use Permit (§84.161)	RE	RE	PH, RR	RE, A	
Temporary Use Permit (§84.162)	RE, IP				
Land Use Permit (§84.163)	RE, IP				
Site Plan (§84.164)	RE, A	RE			
Downtown Design Review (§84.165)			See Figure 84-165		
Variance (§84.166)	RE				RE, PH, A
Planned Development (§84.167)	RE	RE	PH, RR	RE, A	
Interpretation (§84.168)	RE, A				
Appeal (§84.169)	RE				RE, PH, A
Violations and Penalties (§84.170)	RE, A				
Fence Permit (§84.108)	RE, IP				
Group & Large Development (§84.118) (Regulated as Conditional Use)	RE	RE	PH, RR	RE, A	
Building Permit		See Chapter 312 of the Municipal Code			
Sign Permit		See Chapter 87 of the Municipal Code			
<i>A = Action</i>	<i>IP = Issues Permit</i>	<i>PH = Public Hearing</i>			
<i>RE = Review and Evaluate</i>	<i>RR = Review and Recommend</i>				

**SECTION 84.158 Public Hearings.**

In order that the owners of property involved and other legitimately interested parties may have fair opportunity to be heard, adequate notice shall be given of any public hearing required by the provisions of this Chapter.

✓ Notice of any public hearing which the Village Board, Plan Commission, or Zoning Board of Appeals is required to hold under the terms of this Chapter shall specify the date, time, and place of hearing, and the matter to be presented at the hearing. [Notice enclosed.](#)

(b) The notice for variances and conditional uses shall be published as a Class 1 notice.

✓ The notice for Zoning Ordinance amendments and Zoning Map amendments shall be published as a Class 2 notice. [Published April 16th and 23rd.](#)

✓ (c) The notice of public hearing shall be published in a newspaper of general circulation in the Village of Cross Plains at least one week before the public hearing.

✓ Notice of the public hearing shall be mailed by first class mail to all parties-in-interest at least 10 days before the hearing. Parties-in-interest shall be defined as the petitioner; the Clerk of any municipality whose boundaries are within 1,000 feet of any lands included in the petition; the owners of all lands included in the petition and all lands lying within 100 feet of lands included in the petition; and the owner or operator of an airport lying within 3 miles of lands included in the petition. Notice shall be mailed to the parties' last known address. The failure of any property owner to actually receive mailed notice shall not invalidate the action taken by any of the aforementioned bodies.

(f) Except for hearings required for a zoning change, such request for a hearing shall be presented to the Zoning Administrator in writing and shall be accompanied by a map or description clearly identifying the property involved and by a fee in accordance with the Village fee schedule, payable to the Village, to defray the cost of notification and holding of a public hearing.

## **SECTION 84.159 Zoning Ordinance Amendment.**

(a) **Purpose.** The purpose of this Section is to provide regulations which govern the procedure and requirements for the review and approval, or denial, of proposed amendments to the provisions of this Chapter. Refer also to the requirements of Wisconsin Statutes 62.23(7)(d).

(b) **Initiation of Request for Amendment.** Proceedings for amendment of this Chapter may be initiated by one of the following 3 methods: an application by any member of the general public; a recommendation by the Plan Commission to the Village Board; or by action of the Village Board.

(c) **Application Requirements.** An application to amend the regulations of this Chapter shall contain the following (digital files should be submitted rather than paper copies whenever possible, if applicable):

(1) A copy of the portion of the current provisions of this Chapter which are proposed to be amended.

(2) A copy of the text which is proposed to replace the current text.

Cover letter  
enclosed. Used  
address list  
provided in  
Section  
84.160(c)(1).

## VILLAGE OF CROSS PLAINS

2417 Brewery Road  
Cross Plains, WI 53528  
(608) 798-3241

### *Plan Commission – Public Hearing Notice*

Notice is hereby given that a public hearing will be held at the Village Hall located at 2417 Brewery Road, Cross Plains, WI 53528 at 7:00 pm on May 4, 2015 before the Plan Commission regarding the following items:

1. A request from the Gallina Corporation for a Zoning Map Amendment and General Development Plan (GDP) for 1400 Bourbon Road from Multi-Family Residential-16 (MR-16) to Planned Development (PD).

Dated this 16<sup>th</sup> and 23<sup>rd</sup> day of April, 2015.



---

Matthew G. Schuenke  
Administrator/Clerk-Treasurer



## VILLAGE OF CROSS PLAINS

2417 Brewery Road, PO Box 97 • Cross Plains, WI 53528 • Phone (608) 798-3241 • Fax (608) 798-3817

April 23, 2015

**RE: Proposed Zoning Map Amendment and General Development Plan for the Gallina Corporation located at 1400 Bourbon Road**

Dear Property Owner and/or Resident:

Please find on the back of this letter the public hearing notice for a proposed Zoning Map Amendment and General Development Plan for the Gallina Corporation located at 1400 Bourbon Road. The zoning change to Planned Development is necessary to allow for the redevelopment of an apartment building at this site.

You are receiving this notice because you either reside or own property within the vicinity of the proposed project.

Please contact me if you have any questions, (608) 798-3241 x 105 or [matt@cross-plains.wi.us](mailto:matt@cross-plains.wi.us).

Sincerely,

Matthew G. Schuenke  
Zoning Administrator

## Appendix D

- e. The variance will not allow any alteration of an historic structure, including its use, which would preclude its continued designation as an historic structure.
- (2) The Zoning Board of Appeals may request further information and/or additional reports from the Zoning Administrator and/or the applicant. The Zoning Board of Appeals may take final action on said request for approval of the requested variance at time of its initial meeting, or said proceedings may be continued from time-to-time for further consideration.
- (3) If the Zoning Board of Appeals fails to make a determination within 30 days after said public hearing, then the request for the variance shall be considered denied.
- (g) **Effect of Denial.** No application for a variance which has been denied (either wholly or in part) shall be resubmitted for a period of 12 months from the date of said order of denial, except on grounds of new evidence or proof of change of factors found valid by the Zoning Administrator.
- (h) **Limited Effect of a Variance.** Where the Zoning Board of Appeals has granted a variance, such approval shall neither change the use classification of the building or premises, nor give it any status as a nonconforming use other than that which it has as a result of the variance. Granting of a variance shall be considered as unique to the variance granted, and shall not be construed as precedent for any other proposed variance.
- (i) **Stay of Proceedings.** An application for a variance shall stay all legal proceedings furthering enforcement of any provisions of this Chapter from which the applicant is requesting a variance, unless the Zoning Administrator certifies to the Zoning Board of Appeals after the request for the variance has been filed, that by reason of the facts stated in the certificate a stay would, in his opinion, cause imminent peril to life or property. In such case proceedings shall not be stayed otherwise than by a restraining order which may be granted by the Zoning Board of Appeals, or by a court of record on application, on notice to the Zoning Administrator, and on due cause shown.

### SECTION 84.167 Planned Developments.

-  **Purpose.** The purpose of this Section is to provide regulations which govern the procedures for the review and approval, or denial, or proposed Planned Developments.
-  **Initiation of Request.** Proceedings for approval of a Planned Development may be initiated by any of the following:
  - (1) An application by the owner(s) of the subject property; The Gallina Corporation
  - (2) A recommendation of the Plan Commission to the Village Board; or
  - (3) By action of the Village Board.
- (c) **Procedure for Planned Development Approval.** The procedure for zoning to a Planned Development (PD) district shall follow the Zoning Map Amendment

procedure included in **Section 84.160**, except that the Planned Development procedure shall be subject to the following additional requirements.



**Pre-Application Conference.** Prior to formal petition for zoning to a PD district, the applicant shall confer with appropriate Village staff in order to establish mutual understanding as to the basic concept proposed and to ensure proper compliance with the requirements for processing. Points of discussion and conclusions reached in this stage of the process shall in no way be binding upon the applicant or the Village, but should be considered as the informal, non-binding basis for proceeding to the next step.

April 1st:  
Staff Meeting



~~**Optional Concept Plan Review.**~~ Upon completion of the pre-application conference, described above, the applicant may decide to prepare an optional conceptual plan for review by the Plan Commission.

Opted for  
immediate  
consideration of  
GDP.

- a. At the Plan Commission meeting, the applicant shall engage in an informal discussion with the Plan Commission regarding the concept plan. Appropriate topics for discussion may include the any of the information provided in the concept plan, or other items as determined by the Plan Commission. Points of discussion and conclusions reached at this stage of the process shall be in no way be binding upon the applicant or the Village, but should be considered as the informal, non-binding basis for proceeding to the next step. The preferred procedure is for one or more iterations of Plan Commission review of the concept plan to occur prior to introduction of the formal application for rezoning, which accompanies the General Development Plan application (see (3), below).
- b. The concept plan submittal shall include the following items (digital files should be submitted rather than paper copies whenever possible).
  - 1. A location map of the subject property and its vicinity.
  - 2. A general written description of the proposed PD, including:
    - (i) General project themes and images.
    - (ii) The general mix of dwelling unit types and/or land uses.
    - (iii) Approximate residential densities and nonresidential intensities as described by dwelling units per acre, landscaping surface ratio, and/or other appropriate measures of density and intensity.
    - (iv) General treatment of natural features.
    - (v) Relationship to nearby properties and public streets.
    - (vi) Relationship of the project to the Comprehensive Plan.
    - (vii) Description of potentially requested exceptions from the requirements of this Chapter. The purpose of this information shall be to provide the Plan Commission

with information necessary to determine the relative merits of the project with respect to private versus public benefit, and to evaluate the potential adverse impacts created by making exceptions to standard zoning district requirements.

3. A conceptual drawing of the site plan layout, including the general locations of public streets and/or private drives.
4. The Plan Commission shall review the concept plan and, if accepted, shall inform the applicant to move on to the next step in the PD process, General Development Plan.

(3)

**General Development Plan Review.** ~~Upon acceptance of the Concept Plan by the Plan Commission,~~ the applicant shall submit a General Development Plan (GDP) to the Zoning Administrator for determination of completeness. Upon determination of completeness by the Zoning Administrator, the GDP shall be placed on the Plan Commission agenda for review and recommendation. Upon recommendation of the Plan Commission, the GDP shall be reviewed by the Village Board. Upon approval of the GDP by the Village Board, the GDP shall establish the zoning for the property.

- a. The GDP submittal shall include the following items(digital files [See Appendix C](#) should be submitted rather than paper copies whenever possible):



General location map of the subject site depicting:

- (i) All lands for which the Planned Development is proposed and all other lands within 100 feet of the boundaries of the subject site.
- (ii) Names and addresses of the owners of all lands on said map as the same appear on the current records of the Register of Deeds.
- (iii) Current zoning of the subject site and abutting properties, and the jurisdiction(s) that maintains that control.
- (iv) A graphic scale and a north arrow.



Generalized site plan showing the pattern or proposed land uses, including: [See Appendix A](#)

- (i) General size, shape, and arrangement of lots and specific use areas.
- (ii) Basic street pattern.
- (iii) General site grading plan showing preliminary road grades.
- (iv) Basic storm drainage pattern, including proposed on-site stormwater detention.
- (v) Preliminary sanitary sewer and water system layout.

Determined  
Complete: April 30th  
  
Plan  
Commission: May 4th  
  
Village  
Board: May 18th

(vi) General location of recreational and open space areas, including designation of any such areas to be classified as common open space.



Statistical data, including: See

- (i) Minimum lot sizes in the development. Appendix A
- (ii) Approximate areas of all lots.
- (iii) Density/intensity of various parts of the development.
- (iv) Building coverage.
- (v) Landscaping surface area ratio of all land uses.
- (vi) Expected staging.



Conceptual landscaping plan, noting approximate locations of foundation, street, yard, and paving landscaping, and comparing the proposed landscaping plan to the standard landscaping requirements in Article VIII. See Appendix A



Requested a single monument sign. Will comply with Chapter 87. Ok as presented.

General signage plan, including all project identification signs and concepts for public fixtures and signs (such as street light fixtures and/or poles or street sign faces and/or poles) which are proposed to vary from Village standards or common practices.



Easement to be provided to Village for access to conservancy.

General outline of property owners association, covenants, easements, and deed restrictions.



A written description of the proposed Planned Development, including: See Appendix A

- (i) General project themes and images. and C
- (ii) The general mix of dwelling unit types and/or land uses.
- (iii) Approximate residential densities and nonresidential intensities as described by dwelling units per acre, landscaping surface area ratio, and/or other appropriate measures of density and intensity.
- (iv) General treatment of natural features.
- (v) General relationship to nearby properties and public streets.
- (vi) General relationship of the project to the Comprehensive Plan.
- (vii) Proposed exceptions from the requirements of this Chapter.



A Transportation Demand Management (TDM) Plan meeting Wisconsin Department of Transportation requirements for content and format may be required by the Village if deemed necessary by the Village Engineer.

Determined UNNECESSARY by the Village Engineer.

- b. The Zoning Administrator, or by majority vote of the Village Board may waive submittal information listed above, and/or may likewise require additional information beyond that listed above.



The process for review and approval of the GDP shall be identical to that for Zoning Map Amendments per Section 84.160.

See  
Appendix C

- d. All portions of an approved GDP not initiated through granting of a building permit within 10 years of final Village Board approval shall expire and no additional Planned Development-based activity shall be permitted. The Village Board may allow multiple extensions via a majority vote following a public hearing. Completed portions of the GDP shall retain the GDP status.
- e. Within 12 months of GDP approval the applicant shall submit a Specific Implementation Plan.

(4)

**Specific Implementation Plan.** Upon completion of the GDP review process described above, the applicant shall submit a Specific Implementation Plan (SIP) to the Zoning Administrator for determination of completeness. Upon determination of completeness by the Zoning Administrator, the SIP may be placed on the Plan Commission agenda for SIP review.

- a. The SIP submittal shall include the following items. Note that the area included in an SIP may be only a portion of the area included in a previously approved GDP (digital files should be submitted rather than paper copies whenever possible).
  - 1. An existing conditions map of the subject site depicting the following:
    - (i) All lands for which the Planned Development is proposed and all other lands within 100 feet of the boundaries of the subject site.
    - (ii) Names and addresses of the owners of all lands on said map as the same appear on the current records of the Register of Deeds.
    - (iii) Current zoning of the subject property and all abutting properties, and the jurisdiction(s) that maintains that control.
    - (iv) Existing utilities and recorded easements.
    - (v) All lot dimensions of the subject site.
    - (vi) A graphic scale and a north arrow.
  - 2. An SIP map of the proposed site showing at least the following:
    - (i) Lot layout and the arrangements of buildings.
    - (ii) Public and private roads, driveways, walkways, and parking facilities.

Proposed for Submittal  
in May with review  
in June.

- (iii) Specific treatment and location of recreational and open space areas, including designation of any such areas to be classified as common open space.
- 3. Proposed grading plan.
- 4. Specific landscaping plan for the subject site, specifying the location, species, and installation size of all plantings. The landscaping plans shall include a table summarizing all proposed species.
- 5. Architectural plans for any nonresidential buildings, multifamily structures, or building clusters, other than conventional single-family homes or individual lots, in sufficient detail to indicate the floor area, bulk, and visual character of such buildings.
- 6. Engineering plans for all water and sewer systems, stormwater systems, roads, parking areas, and walkways.
- 7. Signage plan for the project, including all project identification signs, concepts for public fixtures and signs (such as street light fixtures and/or poles or street sign faces and/or poles), and group development signage themes that are proposed to vary from Village standards or common practices.
- 8. Specific written description of the proposed SIP including:
  - (i) Specific project themes and images.
  - (ii) Specific mix of dwelling unit types and/or land uses.
  - (iii) Specific residential densities and nonresidential intensities as described by dwelling units per acre, and landscaping surface area ratio and/or other appropriate measures of density and intensity.
  - (iv) Specific treatment of natural features, including parkland.
  - (v) Specific relationship to nearby properties and public streets.
  - (vi) Statistical data on minimum lot sizes in the development, the precise areas of all development lots and pads; density/intensity of various parts of the development; building coverage, and landscaping surface area ratio of all land uses; proposed staging; and any other plans required by the Plan Commission.
  - (vii) A statement of rationale as to why PD zoning is proposed. This statement shall list the standard zoning requirements that, in the applicant's opinion, would inhibit the development project and the opportunities

for community betterment that are available through the proposed PD project.

- (viii) A complete list of zoning standards that would not be met by the proposed SIP and the location(s) in which such exceptions would occur. The applicant may also provide a list of zoning standards that would be more than met by the proposed PD and the location(s) of such occurrences.
  - (ix) Phasing schedule, if more than one development phase is intended.
- 9. Agreements, bylaws, covenants, and other documents relative to the operational regulations of the development and particularly providing for the permanent preservation and maintenance of common open areas and amenities.
  - 10. A written description that demonstrates how the SIP is consistent with the approved GDP and any and all differences between the requirements of the approved GDP and the proposed SIP.
  - 11. The applicant shall submit proof of financing capability pertaining to construction and maintenance and operation of public works elements of the proposed development.
- b. The Zoning Administrator, or by majority vote of the Village Board may waive submittal information listed above, and/or may likewise require additional information beyond that listed above.
  - c. The process for review and approval of the SIP shall be identical to that for site plans per Section 84.164.
  - d. The Plan Commission shall make recommendations to the Village Board. The Village Board shall then review and consider approval of the SIP. All portions of an approved SIP not fully developed within 10 years of final Village Board approval shall expire, and no additional Planned Development-based activity shall be permitted. The Village Board may allow multiple extensions via a majority vote following a public hearing. Completed portions of the SIP shall retain the SIP status.
- (5) **Criteria for Approval.** In its review and action for an application for a Planned Development district, the Plan Commission and, subsequently, the Village Board shall make findings with respect to the following criteria:
- a. The proposed Planned Development project is consistent with the overall purpose and intent of this Chapter.
  - b. The proposed Planned Development project is consistent with the Village's Comprehensive Plan (it is the responsibility of the Village to determine such consistency).

- c. The proposed Planned Development project would maintain the desired relationships between land uses, land use densities and intensities, and land use impacts in the environs of the subject site.
  - d. Adequate public infrastructure is or will be available to accommodate the range of uses being proposed for the Planned Development project, including but not limited to public sewer and water and public roads.
  - e. The proposed Planned Development project will incorporate appropriate and adequate buffers and transitions between areas of difference land uses and development densities/intensities.
  - f. The proposed Planned Development project design does not detract from areas of natural beauty surrounding the site.
  - g. The proposed architecture and character of the proposed Planned Development project is compatible with adjacent/nearby development.
  - h. The proposed Planned Development project will positively contribute to the physical appearance and functional arrangement of development in the area.
  - i. The proposed Planned Development project will produce significant benefits in terms of environmental design and significant alternative approaches to addressing development performance that relate to and more than compensate for any requested exceptions or variation of any normal standard of this Chapter.
  - j. For Planned Development projects that are proposed to be developed in phases, the applicant can provide a clear timeline for development and can demonstrate that the project would be successful even if all phases were not or could not be completed.
- (6) **Changes or Alterations.** Any change of the PD plans subsequent to approval of the PD-SIP shall be submitted to the Zoning Administrator. If the Zoning Administrator determines that the change constitutes a substantial modification, the developer will be required to amend the PD-SIP, and if necessary, the PD-GDP, following the procedures set forth in this section for review and approvals. If, in the opinion of the Zoning Administrator, such changes do not constitute a substantial alteration of either the GDP or SIP, the change may be accomplished by approval of the Zoning Administrator. Such approved changes or modifications shall be documented and recorded in the official file of the Village on the PD.
- (7) **Recording.** The final PD-SIP and GDP, and all amendments thereto, shall be recorded with the Dane County Register of Deed's Office at the applicant's sole expense.

**From:** [Charles R. Case](#)  
**To:** [Matt Schuenke](#)  
**Cc:** [Mike Axon](#)  
**Subject:** May 4 Plan Committee Meeting  
**Date:** Tuesday, April 28, 2015 4:04:49 PM

---

Matt, I will not be able to attend the May 4 Plan Committee meeting. I will be out of Wisconsin visiting my new grandson!

As I mentioned at the Village Board meeting last night I support the proposed Gallina apartments at the 1400 Bourbon Road site. My only comment was that they facilitate the walking path between the Bourbon Road sidewalk and the conservancy area south of the proposed Gallina property line. The easement for the walking path lies on the property east of the 1400 Bourbon Road lot but if the existing chain link fence between the lots is removed the Gallina lot will form the west line of the path and should be made to look and feel compatible with this public use. It sounded to me like this would be fine with the Gallina representative. I believe Mike Axon raised another issue with this access path that would also need accommodation.

As I also mentioned last night the Gallina Company has been an excellent manager of their apartments on Ludden Drive. They always keep up their property and are sensitive to the needs of owners of neighboring lots. You may remember that the Village of Cross Plains also has a pathway access across the back to the Ludden Drive Gallina apartments to the hilltop behind them. So they are familiar with this access use concept.

I'll see you at the June Plan Committee meeting. Randy Case