

AGENDA FOR THE PLAN COMMISSION

Members noticed must notify the person who prepared agenda (see below) at least 24 hours before the meeting as to whether they will not be able to attend this meeting.

Date and Time: Tuesday, February 17, 2015, **5:15 PM**
Location: Council Chambers, Municipal Building, 135 4th Street, Baraboo, Wisconsin
Plan Comm. Notices: Mayor Palm, P. Wedekind, D. Thurow, R. Franzen, P. Liston, J. O'Neill, T. Kolb, K. Fitzwilliams
Others Noticed: T. Pinion, E. Geick, E. Robkin, M. Reitz, Melinda Poeppel, David Baum, Library, Media.

PETITIONERS OR REPRESENTATIVES MUST BE PRESENT OR SUBJECT WILL NOT BE HEARD BY THE COMMISSION!

1. Call to Order

- a. Note compliance with the Open Meeting Law.
- b. Approve agenda.
- c. Approve January 20th, 2015 meetings minutes.

2. Public Invited to Speak (Any citizen has the right to speak on any item of business that is on the agenda for Commission action if recognized by the presiding officer.)

3. New Business

- a. Request by Elderspan and their partners to review a Concept plan in accordance with Step 2 of the PUD Process to create a 32-unit Independent Living facility on the east side of Jefferson Street, between 14th and 15th Streets, behind the Meadow Ridge Assisted Living facility at 1700 Jefferson Street and the Meadow Ridge Memory Care facility at 1600 Jefferson Street.

4. Adjournment

Phil Wedekind, Mayor Designee

Agenda prepared by Kris Jackson, 355-2730, Ext. 309
Agenda Posted by Kris Jackson on February 13, 2015

PLEASE TAKE NOTICE, that any person who has a qualifying as defined by the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format, should contact the Municipal Clerk, 135 4th St., or phone 355-2700, during regular business hours at least 48 hours before the meeting so that reasonable arrangements can be made to accommodate each request.

It is possible that members of, and possibly a quorum of members of, other governmental bodies of the City of Baraboo who are not members of the above Council, committee, commission or board may be in attendance at the above stated meeting to gather information. However, no formal action will be taken by any governmental body at the above stated meeting, **other than the Council, committee, commission, or board identified in the caption of this notice.**

FOR INFORMATION ONLY, NOT A NOTICE TO PUBLISH.

Minutes of Plan Commission Meeting January 20, 2015

Call to Order – Phil Wedekind called the special meeting of the Commission to order at 5:15 PM.

Roll Call – Present were Phil Wedekind, Dennis Thurow, Pat Liston, Jim O'Neill, Tom Kolb, Kate Fitzwilliams, and Roy Franzen.

Also in attendance were Engineer Pinion, Greg and Grant Slayton, and Dick Ruppin.

Call to Order

- a. Note compliance with the Open Meeting Law. Wedekind noted compliance with the Open Meeting Law.
- b. Agenda Approval: It was moved Liston and seconded by Kolb to approve the agenda as posted. The motion carried unanimously.
- c. Minutes Approval: It was moved by Liston, seconded by Franzen to approve the minutes of the November 18, 2014 meeting. Motion carried unanimously.

Public Invited to Speak (*Any citizen has the right to speak on any item of business that is on the agenda for Commission action if recognized by the presiding officer.*) There were no speakers.

New Business

- a. Review and recommendation of request to vacate a portion of the alley between 2nd and 3rd Streets from Ash to Oak Street, adjacent to the building at 412 Oak Street by Greg Slayton of GRS LLC – Engineer stated that Greg Slayton and his son, Grant were present, the current tenants of the building. He said that the business operated at this property is Brothers On Oak (formerly The Jug). He said that there currently a stairwell with a “knee-high” concrete wall surrounding it with a “gate” on the west end. The owner of the building put a shingled roof over this stairwell last year since the prior tenant did not use the stairwell. However, the new tenants would like to restore that use rather than have all the deliveries through the front door and down the stairs. He said that they are looking to install a small room above the east end of the stairwell. He said that the proposed addition would not encroach any further into the alley than the existing concrete wall. In fact, there are a host of other obstacles in the alley including overhead power lines, power poles, a series of dumpsters, and some HVAC equipment that is projecting out the wall into the alley. He said from the City’s perspective - Public Works, Utilities, Police, and Fire, there is no objection to the Slayton’s proposal. He explained that it is on the agenda as a request to vacate the alley but after discussing this request with Attorney Reitz and Administrator Geick, it was determined that the City customarily issues Encroachment Agreements as opposed to vacating any right-of-way. Therefore, tonight’s discussion is more of a conceptual review of a request to vacate the alley unless the Commission is comfortable with an Encroachment Agreement. Greg Slayton then addressed the Commission. Slayton said that the plans are to “reopen” this stairway. He feels that the situation that they have now is unsafe - trucks park in the alley, they unload and go in the front door where they have to make a hairpin turn and then go down a very old set of wooden stairs which are much narrower than the outside access and then they have to go through two rooms to get to the walk-in cooler. Slayton then gave the Commission a detailed presentation of his proposed project. Slayton said that he would be comfortable with an Encroachment Agreement and feels that this would be the simplest solution. It was moved by Liston, seconded by O’Neill to recommend that the Council favorably consider an Encroachment Agreement, with the condition that the building plan come back to the Plan Commission for review. Franzen asked if the addition goes up, will there still be room for semi with their big mirrors to be able to squeeze through the alley. Slayton stated that is why he suggested potential bollards, maybe on the end of both ends of the alley. Pinion explained that the width of the alley right-of-way is 16½ feet but the usable area is only about 13 feet due to the existing obstacles/encroachments. A standard traffic lane can be 10 feet to 12 feet wide so as long as at least 12 feet of usable width is maintained in the alley, it should not present an issue for any vehicles. On roll call vote, the motion carried unanimously.
- b. Review and approve a one-lot Certified Survey map for land in the city’s Extraterritorial Plat Review Jurisdiction, located on the west side of Gasper Drive approximately 500 feet north of Gall Road, in the SW¼ of the NW¼, Section 12, T11N, R6E in the town of Baraboo, Sauk County, Wisconsin – Engineer said that this is straight forward extraterritorial plat review. This property is off the northwest end of Gasper Road, just south of the golf course. He said that lower portion of the CSM was a lot in that original subdivision plat while the northerly portion was an unplatted 50-foot remnant. The property is under common ownership and being combined by way of a CSM. It was moved by Liston, seconded by; Kolb to approve the CSM as presented. On roll call vote, the motion carried unanimously.

Adjournment - It was moved by Liston and seconded Kolb to adjourn at 5:30 p.m. The motion carried unanimously.

Phil Wedekind,
Mayor Designee

PLAN COMMISSION ITEM SUMMARY

February 17, 2015

SUBJECT: REQUEST BY ELDERSPAN AND THEIR PARTNERS TO REVIEW A CONCEPT PLAN IN ACCORDANCE WITH STEP 2 OF THE PUD PROCESS TO CREATE A 32-UNIT INDEPENDENT LIVING FACILITY ON THE EAST SIDE OF JEFFERSON STREET, BETWEEN 14TH AND 15TH STREETS, BEHIND THE MEADOW RIDGE ASSISTED LIVING FACILITY AT 1700 JEFFERSON STREET AND THE MEADOW RIDGE MEMORY CARE FACILITY AT 1600 JEFFERSON STREET.

SUMMARY OF ITEM (A): This is only the review of a preliminary concept plan. Should this project proceed, it will likely be a PUD with a full GDP/SIP submittal that will be carefully reviewed by the Commission at a future date.

The petitioners would like to add a two-story, 32-Unit Independent Living facility to their Meadow Ridge Continuing Care Retirement Community (CCRC). The existing CCRC consists of a 24-unit Assisted Living facility and a 17-unit Memory Care facility. The property is zoned R-1A, which is a single-family residential zoning classification, and the existing two facilities were approved by way of Special Zoning Exceptions (see below). Considering the mixture of uses on the property as a whole, staff is recommending that the project be “converted” to Planned Unit Development with a Planned Development Overlay Zoning designation for their entire property.

COMPLIANCE/NONCOMPLIANCE:

Pursuant to Section 17.36B – *Planned Unit Developments*, I have found the application to be complete and have reviewed it for compliance with the ordinance.

ACTION: Provide informal feedback relating to the Concept Plan. No formal action is necessary and any feedback is non-binding.

17.19(6) SPECIAL ZONING EXCEPTION GRANTED FOR FACILITY AT JEFFERSON AND 15TH STREETS, BARABOO, WISCONSIN. (2019 08/08/2000, 2188 03/08/05)

(a) A special zoning exception allowing the operation of a community-based residential facility providing assisted living for the frail elderly with a capacity of up to 24 units and a community based residential facility providing assisted living for the memory-impaired elderly (an Alzheimer’s facility) with a capacity of up to 17 units, out-patient medical and counseling professional clinic offices and related facilities, and an out-patient dialysis facility is hereby granted to the following described lands in the City of Baraboo:

A parcel of land located in the NW ¼ - NE ¼ of §36, T12N, R6E, City of Baraboo, Sauk County, Wisconsin, described as follows:

Commencing at the north one-quarter corner of said Section 36; thence S00°36’11”E, 33.00 feet along the north-south one-quarter line of said Section 36 to a point on the south right-of-way line of 15th Street; thence N89°08’45”E, 186.00 feet along the south right-of-way line of 15th Street to the point of beginning; thence continuing N89°08’45”E, 483.73 feet along the south right-of-way line of 15th Street; thence S00°09’17”E, 425.63 feet to a point on the north right-of-way line of 14th Street; thence S89°08’45”W, 480.40 feet along the north right-of-way line of 14th Street to a point on the east right-of-way line of Jefferson Street; thence N00°36’11” W, 425.60 feet along the east right-of-way line of Jefferson Street to the point of beginning, together with the lands attached to the above described parcel by virtue of the vacation of that portion of 14th Street lying east of Jefferson Street. (The Property)

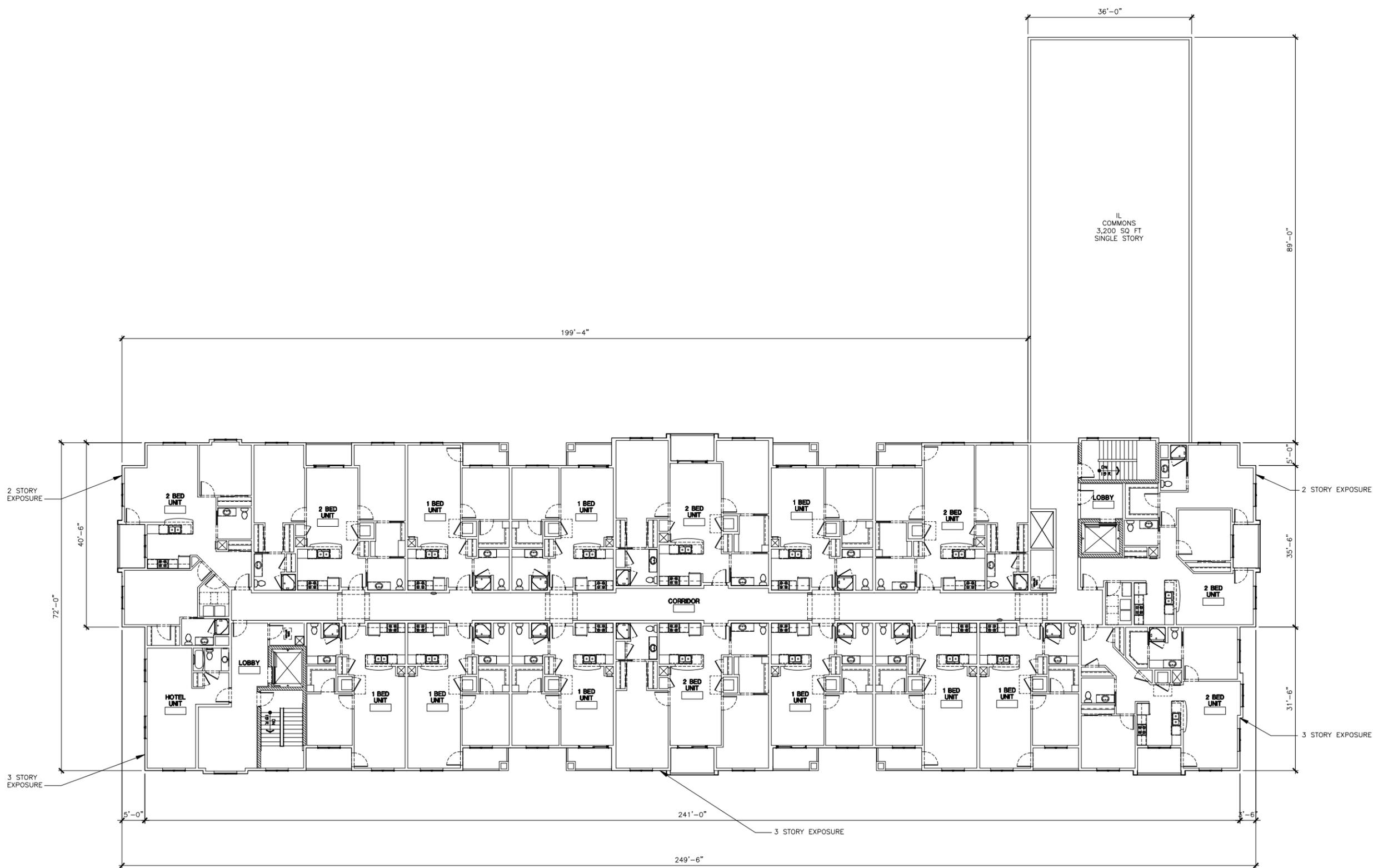
(b) The granting of the special exception shall be conditioned upon the following:

1. The Property shall be licensed by the State of Wisconsin as a community-based residential facility for use as an assisted living facility for the frail elderly and for use as an assisted living facility for the memory impaired elderly (an Alzheimer’s facility), provided, however, the occupancy of The Property shall be limited solely to a “target group” who have “disabilities associated with the infirmities of aging” as defined by the Wisconsin Administrative Code. The City Council has determined that by allowing the increased density in the facility, the “target group” occupying the facility must be limited to residents who are classified solely as those persons with disabilities associated with the infirmities of aging. The City

Council has determined that any other “target group” would not be appropriate in the Residential 2 (R-2) District where the facility is located due to traffic congestion, safety, density, and the proximity of other 1 and 2 family residential properties to the facility. The granting of this special exception is conditioned upon no other “target group” persons residing on The Property.

2. The Property may accommodate up to a 24-unit assisted living facility for the frail elderly and up to a 17-unit assisted living facility for the memory impaired elderly (an Alzheimer’s facility).
3. The Property may not be used as a boarding house for any person who is not classified by the State of Wisconsin as an adult qualifying for occupancy as provided in the special zoning exception granted pursuant to this section, except that the owner or manager and an adult spouse or friend may also occupy The Property as a resident.
4. Except as otherwise stated below, the development of The Property shall contain the following special conditions to be constructed and maintained in accordance with the final site plan approved by the City Engineer and on file in the office of the City Engineer:
 - a. Private walkways per site plan.
 - b. Off-street parking. All off-street parking designated on the site plan shall be treated as combined shared parking for all operations conducted on The Property provided the total number of parking spaces meets the City Code requirements for off-street parking for all operations conducted on The Property.
 - c. On-site lighting shall be as shown on site plan and shall be self-contained on the site.
 - d. Fire lanes and hydrants shall be per site plan subject to the approval of the Fire Chief.
 - e. A driveway on the site shall be accessed from the existing driveway on Jefferson Street.
 - f. Sanitary sewer main service shall be constructed in accordance with City Codes.
 - g. Special signs shall be allowed as shown on the site plan providing all signs meet the City’s Sign Code.
 - h. Landscaping shall be constructed, planted, and maintained as shown on the final site plan and in accordance with the City Code.
 - i. Storm water management shall be per City Code in accordance with the plan approved by the City Engineer.

5. This special zoning exception and the foregoing conditions shall run with the title to The Property. Failure to comply with any of the above conditions shall automatically cause the special exception granted herein to be declared null and void and cancelled and The Property shall then revert back into compliance with the provisions applicable to the zoning of The Property.



**CONCEPTUAL DESIGN
NOT FOR
CONSTRUCTION**

NO.	DATE	BY	DESCRIPTION
△	02/12/15	DLM	CONCEPTUAL SET
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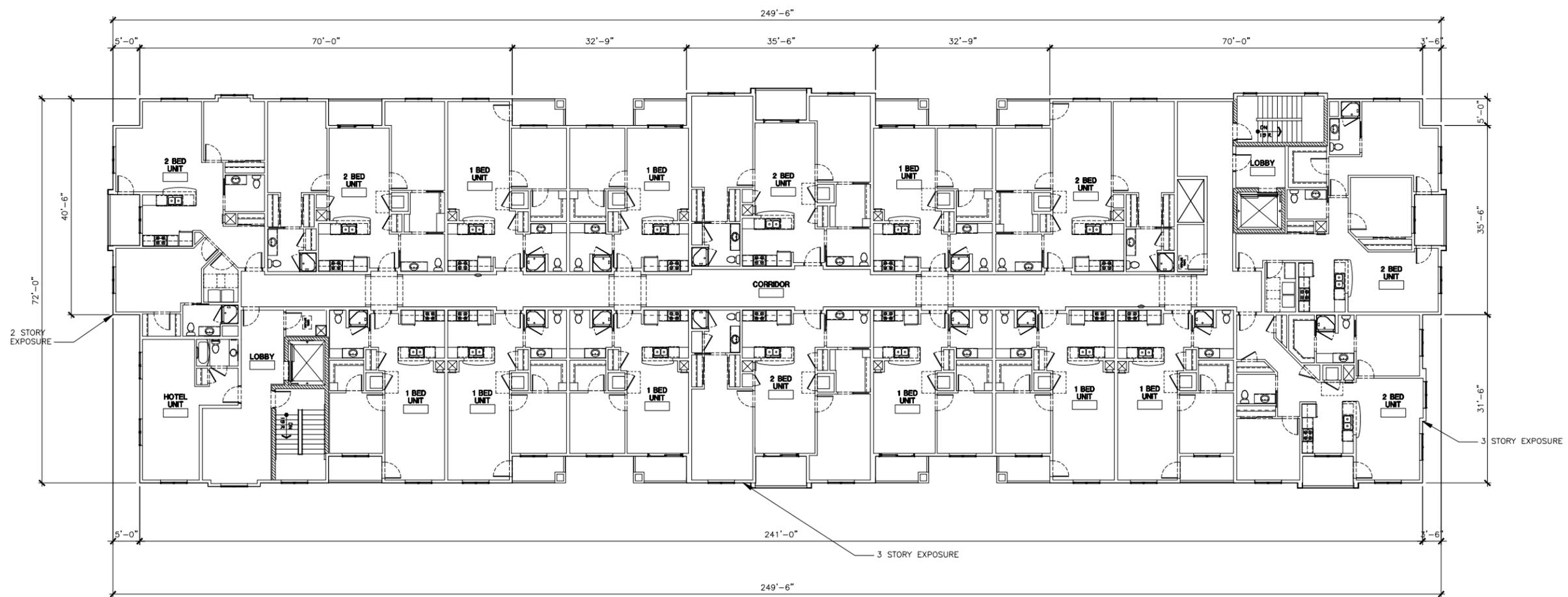
FIRST FLOOR PLAN

SCALE: 3/32"=1'-0" SHEET:
PROJECT #: 142B
DRWN BY: CHKD BY:
BLDG. SUBMITTAL:

FIRST FLOOR PLAN

INDEPENDENT LIVING
MEADOW RIDGE ASSISTED LIVING
1700 JEFFERSON STREET
BARABOO, WI 53913

CONTRACTOR:



**CONCEPTUAL DESIGN
NOT FOR
CONSTRUCTION**

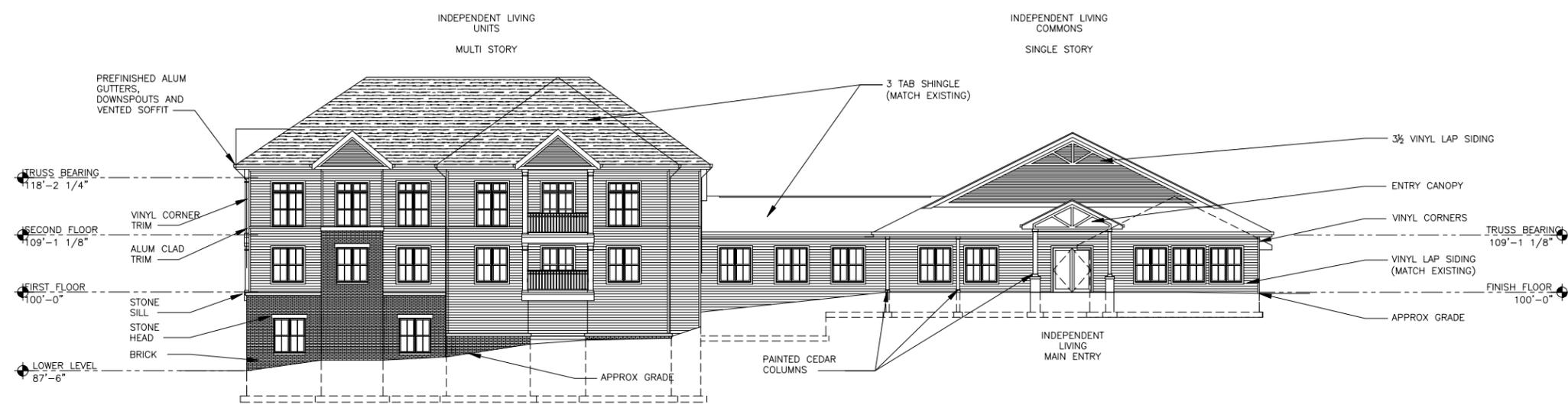
NO.	DATE	BY	DESCRIPTION
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SECOND FLOOR PLAN

SCALE: 3/32"=1'-0" SHEET:
PROJECT #: 1428
DRWN BY: CHKD BY:
BLDG. SUBMITTAL:

SECOND FLOOR PLAN

16,942 SQ FT



NORTH ELEVATION

DRAWING.DWG MM/DD/YY SCALE: 3/32"= 1'-0"

2



EAST ELEVATION

DRAWING.DWG MM/DD/YY SCALE: 3/32"= 1'-0"

1

**CONCEPTUAL DESIGN
NOT FOR
CONSTRUCTION**

NO.	DATE	BY	DESCRIPTION
1	02/12/15	DLM	CONCEPTUAL SET

INDEPENDENT LIVING ELEVATIONS

SCALE: 3/32"=1'-0" SHEET:
PROJECT #: 1428
DRWN BY: CHKD BY:
BLDG. SUBMITTAL:

A3.0