



VILLAGE OF JOHNSON CREEK  
MEETING NOTICE  
125 Depot Street, Johnson Creek, WI

**PLAN COMMISSION**  
**August 15, 2013**  
**Village Hall**  
**125 Depot Street**  
**5:30 p.m.**

1. Call to order; Roll Call
2. Statement of Public Notice
3. Approve Minutes of July 22, 2013 *-pg 2*
4. Personal Appearances
5. Resolution 72-13 Amy Hudson – Vet Clinic – Site Plan – *pgs 3-16*
6. Next Meeting September 19, 2013 – 5:30 p.m.
7. Adjourn

Members: David Armstrong, Nick Ansay, David Blend, Chad Chapman, Greg Schopp, C.J. O’Neil and Scott Thomas.

\*Page/packet numbers relate to meeting packets distributed to appropriate commission/committee members.

NOTICE: It is possible that members of, and possibly a quorum of, other governmental bodies of the Village may be in attendance at the meeting above to gather information. No action will be taken by any governmental body at the meetings above other than by the governmental body specifically referred to in the above notice.

Requests from persons with hearing or sight disabilities who need assistance to participate in this meeting should be made to the Village Clerk’s Office at (920) 699-2296 with as much advance notice as possible.

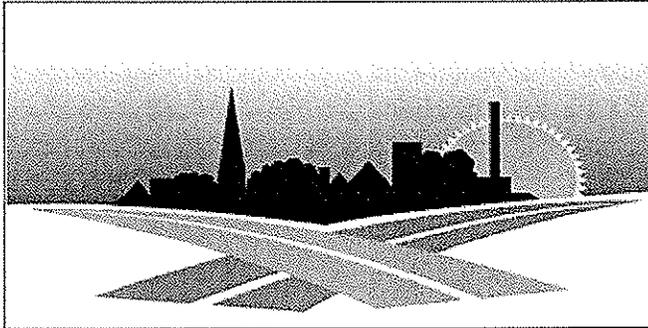
<i>Agenda Posting Information</i>	
Date Posted	
Time	a.m. / p.m.
Initials	



# Village of Johnson Creek

Crossroads With A Future

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## Plan Commission Report

August 15, 2013

Prepared by

**Mark Johnsrud**

**Village Administrator/Zoning Administrator**





## VILLAGE OF JOHNSON CREEK MEETING NOTICE

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**SPECIAL PLAN COMMISSION**

**July 22, 2013**

**Village Hall**

**5:00 p.m.**



Greg Schopp called the Special Plan Commission meeting to order at 5:00 p.m. In attendance: Plan Commissioners Nick Ansay, David Armstrong, Carol O'Neil, Greg Schopp and Scott Thomas (5:02 p.m.). Absent and excused: David Blend, Chad Chapman. Village Planner Sarah Pittz and Village Engineer Kevin Lord were not in attendance. Village Trustees in attendance: Fred Albertz and Steven Wollin. Also in attendance: Village Administrator Mark Johnsrud and Clerk/Treasurer Joan Dykstra.

**Statement of Public Notice** – The meeting was been posted and noticed according to law.

**Approve Minutes of June 20, 2013**

An O'Neil/Ansay motion carried to approve June 20, 2013 minutes.

**Personal Appearances** - none

**Resolution 58-13 Rainbow Hospice Care – Site Plan**

Johnsrud reviewed the Plan Commission Report and the site plan review letters from Sarah Pittz and Kevin Lord. Sarah Pittz recommended that landscaping be incorporated between the southern side of the western parking lot and public right of way to the south to create additional screening at least 40 inches in height. Kevin Lord recommended erosion control tracking pads on site, street sweeping daily to prevent silt washing and maintenance of silt fence and inlet protection to prevent silt from leaving the site.

Chuck Frandson and Karen Carrig of Rainbow Hospice explained that the lower level of Rainbow Hospice has been built out with several local groups now using the meeting room and additional patient visitations requires additional parking. Tom Bergen of McKay Nursery Company presented a revised landscaping plan to address the concerns of the Village Planner. Jason Daye of Excel Engineering presented a revised site plan showing erosion control measures including tracking pads.

An O'Neil/Armstrong motion carried unanimously on a 5-0 roll call vote to recommend approving Resolution 58-13 subject to Village Planner Sarah Pittz approval of the revised landscape plan.

**Next Meeting August 15, 2013 – 5:30 p.m.**

**Adjourn**

An O'Neil/Ansay motion carried to adjourn at 5:15 p.m.

Joan Dykstra

Clerk – Treasurer

**Disclaimer:** These minutes are uncorrected; any corrections made thereto will be so noted in the proceedings at which these minutes are approved.

RESOLUTION 72-13

APPROVAL

AMY HUDSON – VET CLINIC  
SITE PLAN

THE VILLAGE BOARD OF THE VILLAGE OF JOHNSON CREEK, JEFFERSON COUNTY, WISCONSIN, DOES RESOLVE AS FOLLOWS:

**WHEREAS**, Amy Hudson has negotiated a terms agreement with the Village to purchase the northern one-half of Lot 8 of the Johnson Creek Wright Road Plat, and

**WHEREAS**, a site plan has been completed and included to construct an approximate 2,400 square foot commercial building, and

**WHEREAS**, the building is to be used for a small animal veterinary clinic as personal and professional services (per §250-39B) within the Village code, and

**WHEREAS**, the Village Planner, Sarah Pittz of Vierbicher, and the Village Engineer, Kevin Lord of MSA, have provided final site plan review, and

**NOW THEREFORE BE IT RESOLVED**, that the Village Board approves the site plan application subject to approval of the final site plan by the Village Engineer and Village Planner in accordance with Village Zoning Code, to include the architectural plans, civil site plans, landscaping plans, photometric lighting plans and erosion control and stormwater management plans to construct a proposed 2,400 square foot commercial building development in Planned Industrial zoning on a parcel to be subdivided by CSM as the northern one half of Lot 8 of the Johnson Creek Wright Road plat subject to approval of a development agreement by the Village Board,

**BE IT FURTHER RESOLVED**, that the Village Administrator and the Village Clerk/Treasurer have the authority to effectuate this resolution.

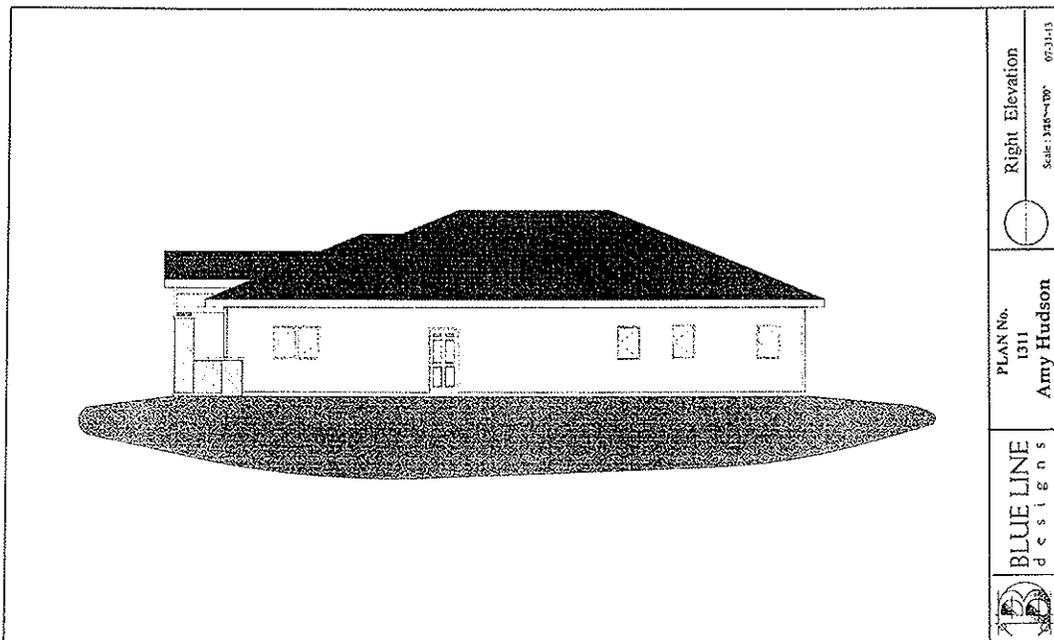
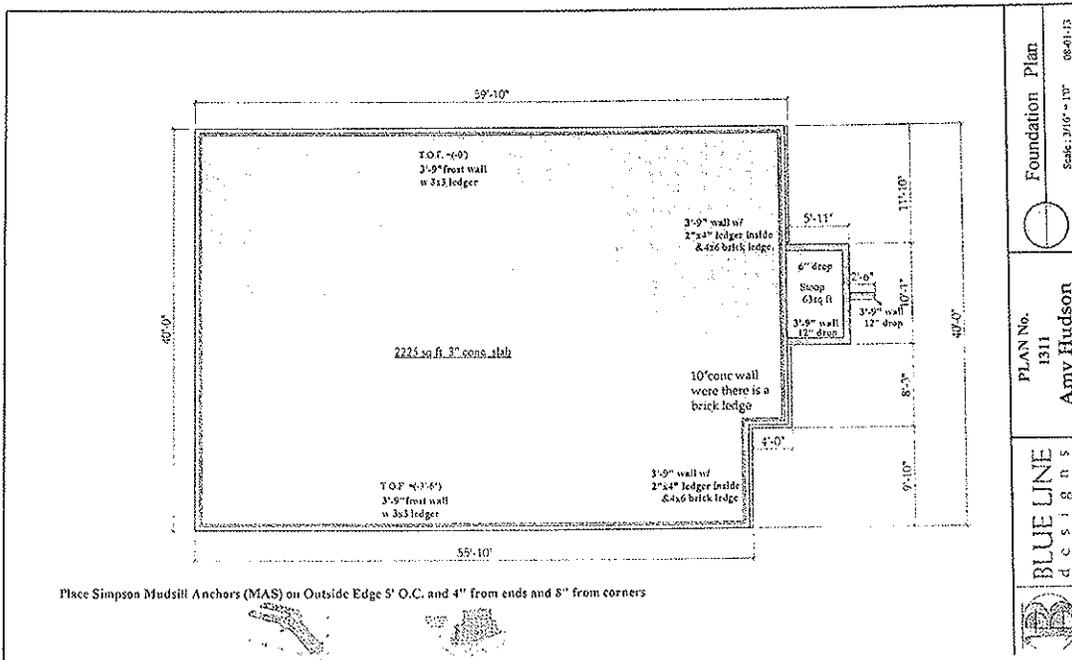
**PASSED AND ADOPTED** by the Village Board of Trustees this 26th day of August 2013.

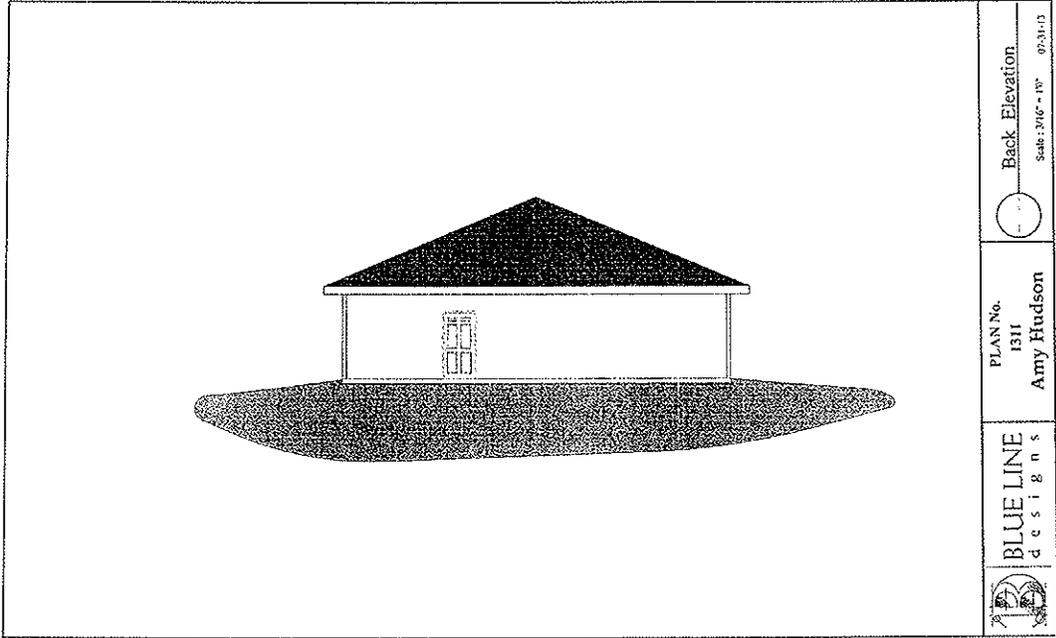
Attest:

\_\_\_\_\_  
Greg Schopp, Village President

\_\_\_\_\_  
Joan Dykstra Clerk-Treasurer



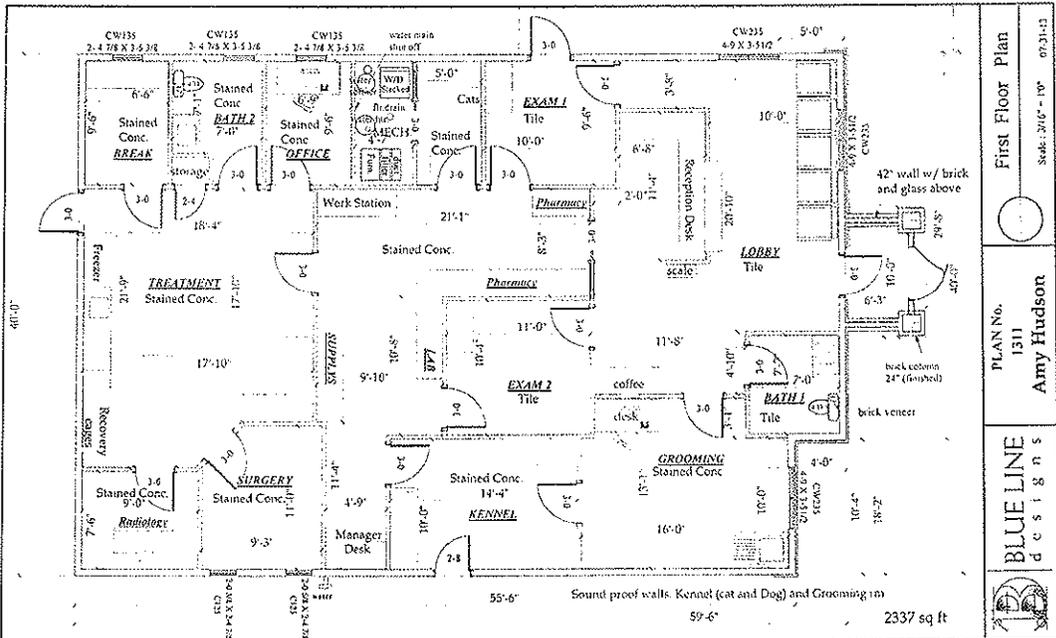


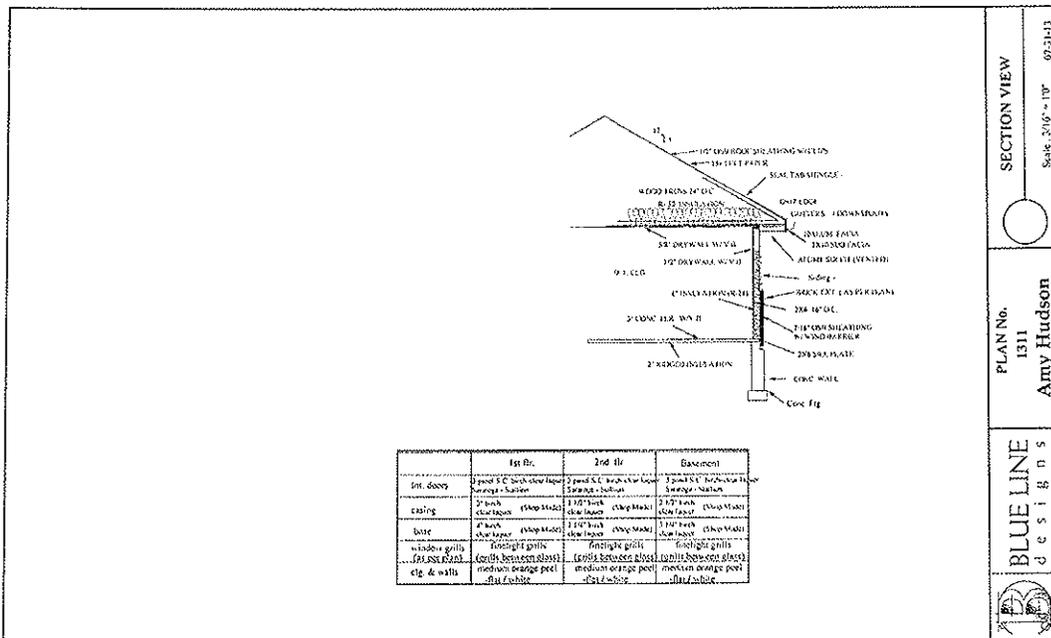
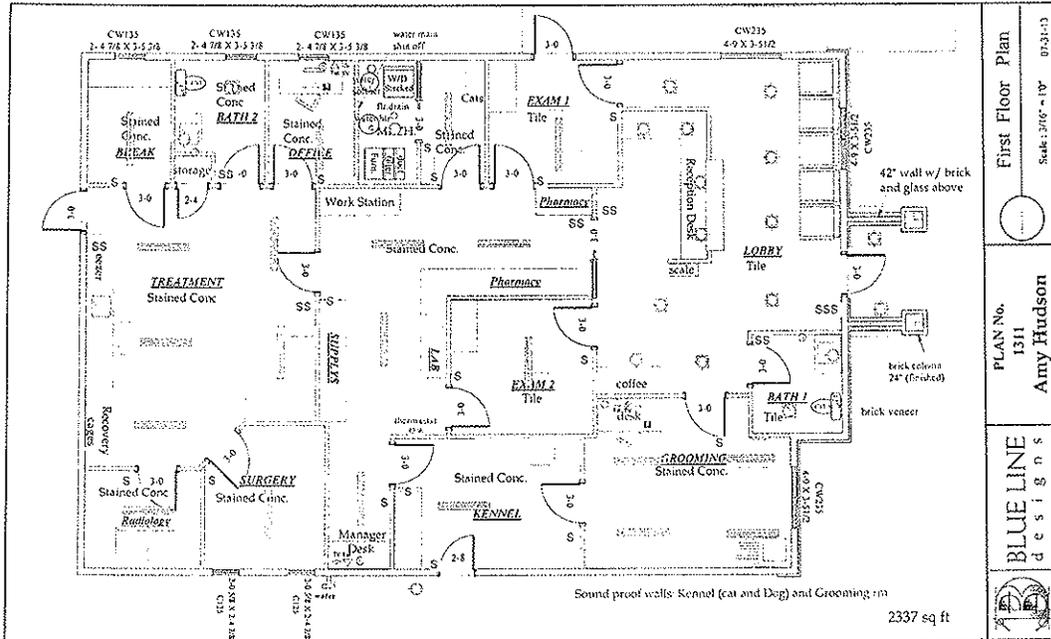


Back Elevation  
 Scale: 1/16" = 1'-0"  
 07/31/13

PLAN No.  
 1311  
 Amy Hudson

BLUE LINE  
 d e s i g n s











August 12, 2013

Village of Johnson Creek Planning Commission  
c/o Mark Johnsrud, Administrator  
125 Depot Street  
Johnson Creek, WI 53038

Re: Site Plan Review for Veterinary Clinic, Lot 08, Wright Road

Dear Plan Commission Members,

This letter provides a review of the site plan documents dated August 5, 2013 for a site plan for a veterinary clinic to be located on Lot 08 on Wright Road. The applicant is proposing to develop a new building of 2,337 square feet with a parking lot to include 13 parking stalls. The proposed site plan is being reviewed per the requirements of Chapter 250 of the Village's ordinances. It should be noted that a Certified Survey Map will be required in order to divide this Village-owned property, as the proposed development is located on the northern half of the parcel. Based on the dimensional standards of the zoning ordinance, the site will need to be at least 20,000 square feet in area.

This parcel is currently zoned Planned Industrial (PI). Veterinary clinics are considered under "personal or professional services", which are a permitted use within the PI district. In addition, the proposed site plan meets all minimum and maximum dimensional site requirements as outlined for this district under Section 250-23(G).

**Site Design**

The general layout of the site plan as presented appears to be adequate for the proposed use. The site for the proposed use seems to be an appropriate location for such a use within the Village – it is near primary access routes and is not adjacent to any existing or planned residential areas, which limits surrounding nuisance impacts. All operations will be carried out internally, so it is fully contained within the confines of the proposed structure.

**Building Details and Design**

The exterior appearance of the proposed structure is not inconsistent with surrounding uses and does not present an incompatible development within this area of the Village. The front façade of the proposed structure provides an enhanced level of detail with coordinating materials and colors. In addition, the front entryway is pronounced with an overhang and architectural columns. Windows and/or doors have been incorporated on all sides of the structure, as appropriate for the internal uses shown on the floor plan.

There is one discrepancy between plans that identifies the fence in two different locations. The landscaping plan shows a fence on the northern side of the structure, while the Plot Plan identifies it o

the southern side adjacent to the gate. The plans should be made consistent and the details of the proposed fence should be provided to the Village for review.

**Stormwater, Erosion Control and Grading**

Planning staff does not review these components, which are reviewed and commented on by the Village Engineer. Please see comments from Kevin Lord regarding stormwater and erosion control.

**Parking and Loading**

The parking requirements of Section 250-39(B)(1) state that the site must provide "1 space per 300 square feet of gross floor area". With a facility of 2,337 square feet, 8 parking stalls must be provided on-site. As shown, the site plans incorporates 13 stalls, which more than meets the minimum requirements. It is assumed that all deliveries will occur via small packages that can utilize parking stalls and do not require semi-truck access to the site. The applicant should confirm that this is accurate.

**Lighting**

The photometric plan submitted is limited to showing those areas of the site located within the parking lot only. In order to determine the impacts of lighting at the property boundaries, it will be necessary for the photometric plan to be expanded to include all land within the proposed parcel. In addition, the photometric plan should incorporate lighting that will be mounted on the structure itself, including wall packs or any other forms of exterior lighting. Also, the applicant should submit spec sheets for all models of lighting to be used on the site. These spec sheets identify the type and details of each light being utilized on the site.

**Landscaping**

Site landscaping is distributed well amongst the site, with plantings fronting the street and around the foundation and parking areas. In addition, an adequate amount of proposed open space has been incorporated on the site. However, the details of the proposed landscaping have not been provided. A landscaping schedule should be submitted that outlines the specifications of all plantings, including species and size, as well as how the points are calculated for each for purposes of meeting the overall landscaping requirements as outlined in the ordinance. The total landscaping points required on the site is 143 with the following breakdown in categories:

<b>Location of Planting</b>	<b>Points Required</b>	<b>Points Proposed</b>	<b>Details</b>
Foundation Planting	80	Unkown	All to be located within 10 feet of building foundation.
Street Frontages	40	60	To be located within 10 feet of public right-of-way.
Paved Areas	N/A	N/A	Applies to parking lots of more than 20 stalls.
Developed Lots	23	70	To be located in general open space.

*Foundation Landscaping*

The Planned Industrial zoning district requires 40 points of landscaping per 100 feet of building foundation perimeter, to be measured on all four sides of the structure. With 200 total feet of building perimeter, 80 total points must be allocated for foundation landscaping. Without the details of some of the proposed plantings, it is difficult to know how many points have been proposed. The planting schedule should indicate what size species are being planted, as the range of some of the proposed species varies greatly. It appears that the amount of landscaping proposed may be adequate, but there is not enough information provided to be clear.

It is recommended that the landscape plan be shown to scale to ensure compliance with Village regulations. It is unclear if the foundation plantings are located within planting beds, or are within the general yard area outside of the building. In addition, per the requirements of 250-75(A)(1), foundation

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landscaping shall be planted so that at maturity, the plant's dripline is located within 10 feet of the building foundation. It is unclear at this time how far the foundation landscaping is proposed from the building walls.

#### *Street Frontage Landscaping*

For every 100 feet of street frontage, the site should provide 40 landscaping points that is located within ten feet of the public right-of-way. The proposed site is just over 100 feet in width along the right-of-way. With two Autumn Blaze Maples (30 points each) proposed between the parking lot and the street, this landscaping requirement is adequately met.

#### *Paved Area Landscaping*

The requirements for landscaping within paved areas are applicable to parking lots with greater than twenty parking stalls. Since this site plan proposed only 13 stalls, the requirements for landscaping in paved areas do not apply to this application.

#### *Developed Lots*

For every 1,000 square feet of gross floor area, 10 landscaping points should be planted on-site that do not overlap with other landscaping requirements. In general, these points should be located within open space on the site. With 2,337 square feet of developed area, this equates to an additional 23 landscaping points required on the site. With the proposed planting of an Autumn Blaze Maple on the south side of the side and a Black Hills Spruce on the north, these plantings more than meet the minimum requirements.

#### **Signage**

A detailed signage proposal has not been submitted with this site plan review and will not be considered as part of this approval. While signage is shown at the front of the entryway canopy, details have not been provided regarding size, materials, color or lighting. A comprehensive sign package should be submitted that identifies these details, as well as whether additional site signage will be proposed near the entranceway to the site.

#### **Plan Commission Review Process**

The Plan Commission shall review the proposed site plan per Section 250-127(D) of the Village's zoning ordinance. This section states that the "Plan Commission, in its consideration of the submitted complete application, shall take into account the basic intent of the Zoning Ordinance to ensure attractive, efficient, and appropriate development of land in the community and to ensure particularly that every reasonable step has been taken to avoid depreciating effects on surrounding property and the natural environment. The Plan Commission, in reviewing the application, may require such additional measures and/or modifications as it deems necessary to accomplish this objective." In its review, the Plan Commission shall make a recommendation based on the following criteria to determine whether the submitted site plan shall be approved, approved with modifications, or denied:

1. All standards of the Zoning Ordinance and other applicable village, state and federal regulations are met.
2. The public health and safety is not endangered.
3. Adequate public facilities and utilities are provided.
4. Adequate control of stormwater and erosion are provided.
5. Appropriate traffic control and parking are provided.
6. Appropriate landscaping and open space areas are provided.
7. The appearance of structures maintains a consistency of design, materials, colors and arrangement with nearby properties of similar use which comply with the general architectural guidelines provided below:

vision to reality

- a. Exterior construction materials shall be consistent with Section 250-101 (note that this section does not apply, as the structure is set back at least 50 feet from the public right-of-way)
- b. Exterior building design or appearance shall not be of such unorthodox or abnormal character in relation to its surroundings as to be unsightly or offensive to generally accepted taste or community standards.
- c. Exterior building design or appearance shall not be so identical with nearby buildings so as to create excessive monotony or drabness.
- d. Exterior building design or appearance shall not be constructed or faced with an exterior material which is aesthetically incompatible with other nearby building or which presents an unattractive appearance to the public and from surrounding properties.
- e. Exterior building, sign and lighting design or appearance shall not be sited on the property in a manner which would unnecessarily destroy or substantially damage the natural beauty of the area.

**Staff Recommendations**

To summarize the results of this staff review, the following recommendations are being presented to the Plan Commission for their consideration of the proposed site plan:

1. Provide lighting spec sheets for the models that will be installed on the site for both parking lot lighting as well as wall-mounted lighting on the building.
2. Expand the lighting photometric plan to include the entire site to the property boundary. This should include the impact of lighting attached to the structure.
3. Make fence location consistent among plans and submit details regarding fence height, material and color.
4. A planting schedule shall be provided that identifies the exact species and installation size of all landscaping on the site. If foundation landscaping, located within ten feet of the building, does not meet the 80 point minimum requirement, additional foundation landscaping shall be added.

Any comments provided are in addition to those included in reviews by the City Engineer. If you have any questions, please do not hesitate to contact me at (608) 768-4812 or by e-mail at [smpit@vierbicher.com](mailto:smpit@vierbicher.com).

Sincerely,

  
Sarah M. Pittz, AICP  
Village Planner



August 12, 2013

Mark Johnsrud, Administrator  
Village of Johnson Creek  
125 Depot Street  
Johnson Creek, WI 53038-0238

Re: Wright Road Veterinary Clinic  
Site Plan Review  
MSA PN 05114017

Dear Mark Johnsrud;

MSA has reviewed the site plan documents received on August 6, 2013 for the Veterinary Clinic site development located within Lot 8 of the Johnson Creek Wright Road Plat in the Village of Johnson Creek. MSA has the following comments to be addressed with the final plans:

**General:**

1. The Village will work with the Owner to provide existing grades in order for a final grading plan to be completed. The grading plan will detail specific drainage for the site in detail.
2. Storm water easements may be required on the existing Lots to convey stormwater based on the overall master grading plan to deal with stormwater requirements. It is anticipated the easements would be along the property lines and not affect the layout provided.

**Grading:**

1. In general, water will be required to sheet away from the building and will be in conformance to the overall grading plan for the subdivision.
2. The parking lot should not drain directly to the public street. The parking lot should be crowned to either side or at the center to promote water flow to a swale along the property line.

**Stormwater Management and Erosion Control:**

1. The site is planned for less than 0.5 acres of disturbance and thus will be exempt from specific stormwater requirements.
2. The proposed construction site erosion control will need to be shown and detailed with the final grading plan. It is anticipated that a tracking pad, silt fence at the downstream construction limits and inlet protection for downstream inlets will be needed.
3. The roof drainage should be detailed as to how it is conveyed.

**Site Plan:**

1. A dimension should be added to verify the asphalt parking meets the 5' setback required for the parking lot.
2. Pavement and base typical section should be included.
3. The parking lot access aisle should be bumped out on the South side to allow for vehicles parked in the most southerly stalls an area to back into to turn around without being in the grass.
4. The sidewalk in front of the building shall be raised to a curb height above the pavement elevation.
5. Handicap parking and loading area shall meet the state and federal requirements for widths. Access aisle for handicap parking shall be striping to discourage parking in the area. Handicap parking area shall be properly signed in front of the parking stall. ADA access to be provided including a ramp to the sidewalk.
6. Sidewalks should be a width of 5' throughout the property.
7. Fence is shown in two different locations between the Plot Plan and the Landscape Plan. Please clarify the proposed location.
8. Details of fencing should be provided with building material and height.

**Entrances:**

1. Flares to the driveway up to 5' on both sides should be included.

**Parking:**

1. Number of parking stalls shown meets the requirement for one parking stall per every 300 SF of building.

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**Offices in Illinois, Iowa, Minnesota, and Wisconsin**

2901 INTERNATIONAL LANE, SUITE 300 • MADISON, WI 53704-3133  
608.242.7779 • 800.446.0679 • FAX: 608.242.5664

www.msa-ps.com

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Page 2  
Mark Johnsrud  
August 12, 2013

2. Size of parking stalls meets the requirement of 180sf per stall.

**Utilities:**

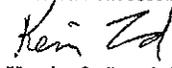
1. Sanitary sewer and water services locations should be shown. The Village will be providing services to the existing right-of-way.

**Lighting:**

1. Shop drawing of the lighting should be provided.
2. Lighting plan should be extended to show intensity at the property lines as the maximum allowable trespass at the property line is 0.5 footcandles.

Nothing set forth in this review of the construction and development documents by the Village Engineer shall be construed as, nor intended to be, a waiver or release of any obligations imposed on the Developer or relieve the Developer from compliance with the Village of Johnson Creek ordinances, standards and policies or any other applicable state statute or administrative rule.

Sincerely,  
MSA Professional Services

  
Kevin C. Lord, P.E., R.L.S.  
Consulting Village Engineer

KCL:jhb

cc:

**AGENDA ITEM – PC2013-0815-01**

**ROUTING:**

Village Board 8-26-13

**BACKGROUND INFORMATION:**

Amy Hudson has entered a terms agreement with the Village to develop a small animal veterinary clinic on the north one-half of Lot 8 of the Village owned Johnson Creek Wright Road Plat. The site plan must be approved by the Plan Commission and the Village Board for Amy Hudson and the Village to enter a development agreement to complete the construction of the development at this location. The Village Planner and Village Engineer have reviewed the site plan and have provided letters of review.

**GENERAL LOCATION:**

230 Wright Road – Parcel # will be determined by Certified Survey Map of a subdivision of Lot 8.

**RECOMMENDATIONS OF OTHER BOARDS AND COMMISSIONS:**

N/A

**CONSISTENCY WITH ADOPTED COMPREHENSIVE PLAN:**

This development remains consistent with the Village Comprehensive Plan.

**STAFF ANALYSIS:**

The Johnson Creek Wright Road Plat is owned by the Village and is currently zoned Planned Industrial (PI). Amy Hudson has presented a site plan to include the construction of a small animal veterinary clinic on the north one-half of Lot 8. A small animal veterinary clinic is classified as a permitted land use by right as personal or professional services (§250-39B) within PI zoning.

This site plan is requesting approval of the construction of a commercial building of approximately 2400 sq. ft. with 13 parking spaces. The building design and materials shown within the site plan are in accordance with existing development and Village code.

Attached are the letters of review from the Village Engineer, Kevin Lord and Village Planner, Sarah Pittz.

The staff analysis is to approve subject to the completion of any changes in accordance with the letters of review and final approval of the Village Engineer and Village Planner.