

**Village of North Hudson  
Regular Plan Commission Meeting Minutes  
Wednesday, May 16, 2018 @ 7:00 p.m.  
Village Hall, 400 7<sup>th</sup> Street North  
Hudson, WI 54016**

**Call to Order: roll call**

Chairman Mike Miser called the meeting to order at 7:03 p.m. Answering the call were members Bachman, Howard, Mitchell, Schneider and White. A quorum was present and the meeting was duly noticed. It was noted that member Mary Wekkin was absent. Also in attendance were Village Attorney, Paul Mahler; Village Engineer, Kevin Oium; Village Administrator/Clerk, Melissa Luedke and Deputy Clerk/Treasurer, Jessica Lehman.

**Approval of Minutes: Regular meeting of March 21, 2018**

**Motion (Schneider/Mitchell) to approve the March 21, 2018 meeting minutes as presented. Motion carried.**

**Public Hearing-Application to construct a convenience store with attached one-bay carwash at the NE corner of North End Road N. and STH 35**

Scott Teigen, VP Kwik Trip Stores, presented an introduction on Kwik Trip. Kwik Trip is headquartered in LaCrosse, WI and has stores in 3 states (WI, MN & IL). Their focus is on grocery and distribution. Kwik Trip owns a dairy plant and delivery is made to every store, every day. Their stores are high volume which keeps all products fresh. Teigen added that Kwik Trip is employee oriented and 40% of profits are shared with their employees.

Nate Byom, Project Manager for Kwik Trip, presented details on the construction of the convenience store. Traffic Impact Analysis (TIA) are currently underway and being evaluated. This is done to alleviate traffic congestion on Hwy 35 and North End Road. Turn lanes may need to be added due to the volume of customers. This may involve revisions to the shared driveway with Mama Maria's and the bank. The entrance on North End Road will help minimize any conflicts with the shared driveway

Byom stated there will be an underground storm retention system installed. These storm structures will have oil skimmers in them for any accidental spillages. Storm water can't be infiltrated so Kwik Trip works with the DNR daily on cutting edge technology on rate control and water quality control.

Howard voiced his concerns if there will be enough parking, especially on weekends with Mama Maria's business. Kwik Trip is including parking on the north end of the property line to help accommodate the volume of cars.

Bachman asked where the unloading zone is and if any bottle necks may be created during deliveries. Byom responded that there will be a 16' wide unloading zone on the east side with a ramp going directly to the store. This has been designed so deliveries have a dedicated area to disrupt customers as little as possible. Byom added that deliveries are done early in the morning and once the store is open, analysis will be done and deliveries will be coordinated during lull hours.

Kevin Oium reviewed the mins/maxes within C-3, General Commercial District. The latest/revised site plan from Kwik Trip meets the requirements. Oium then reviewed the conditions to be met. First, the proposed retaining wall and signage will require a permit/approval from the building inspector. A copy of the Traffic Impact Analysis (TIA) needs to be submitted. A new certified survey map (CSM) to combine lots 1 and 2 into one parcel should be submitted (Kwik Trip has already provided a preliminary CSM). The existing ponding easements will need to be redone. Provide a copy of the approved driveway access permit for the shared driveway with Mama Maria's from WisDOT. Lastly, submit copies of the approved plans from the State Department of Commerce, the Building Inspector and all other applicable governing agencies before commencing any construction.

Miser asked Oium if he had any other engineering concerns once the preceding conditions have been met. Oium responded that he does not.

**Motion (Schneider/White) to open the public hearing at 7:33 p.m. Motion carried.**

No comments from the public.

### **Close Public Hearing**

**Motion (Schneider/White) to close the public hearing at 7:34 p.m. Motion carried.**

In Wekkin's absence, Miser addressed her long-term concerns for the Village which are public utility capacity and public safety access. Both of which have been addressed and can be met.

Bachman asked if there could be a safety fence by the retaining wall to keep people from jumping off it. Kwik Trip stated they will look into options and address that.

**Motion (Howard/Mitchell) to approve the application for Kwik Trip, Inc. to construct a convenience store with attached one-bay carwash at the NE corner of North End Road N. and STH 35. PIN 161-1063-40-130 and 161-1063-40-140, with the following conditions:**

- 1. All operations shall comply with federal and state regulations, local ordinances, and fire codes (NFPA guidelines).**
- 2. All conditions as stated in the May 9, 2018 Memo from the Village Engineer including:**
  - a) Parking spaces shall be a minimum of 10 feet wide by 19 feet long.**
  - b) The proposed retaining wall will require a permit from the building inspector according to Section 98-104 (1) of the Municipal Code.**
  - c) Provide a copy of the approved Traffic Impact Analysis (TIA).**
  - d) Lots 1 and 2 should be combined into one parcel through new certified survey map.**
  - e) There are existing ponding easements shown on the Alta Survey that will need to be released. Provide copies of these executed documents.**
  - f) WisDOT is requiring a new driveway access permit for the shared driveway with Mama Maria's. Provide a copy of this approved permit to the Village.**
  - g) All proposed signs shall be in conformance with Section 98-102 Signs of the Municipal Code.**
  - h) Stamp of approval and copy of the approved plans from State Department of Commerce, approval from the Building Inspector, and all other applicable governing agencies shall be obtained prior to commencing any construction.**

**Motion carried.**

**Public Hearing-Application to construct a new residential development consisting of 1, 2, and 3 bedroom unit apartments SE of Krattley Ln N. and STH 35**

Paul Gerrard, along with Peter Gerrard, of Gerrard Development, LLC presented the history of Gerrard Companies. Gerrard LLC is a Wisconsin based developer that began in 1992. They build commercial, student, elderly and family developments as well as manage those developments. This 35 unit development, called Abbey Grove, is being co-developed with West CAP (West Central Wisconsin Community Action Agency, Inc.). West CAP will manage Abbey Grove and will ultimately become the owners. The target market for this development will be working class families. Other markets included are fixed-income seniors and disabled, including veterans. There are six (6) units that won't have any income restrictions.

Miser read a letter of support from Peter Kilde, Executive Director with West CAP.

Todd Erickson, Civil Engineer, for the project spoke. Erickson said access will be off of Krattley Lane and there will be three (3) buildings in the development, each of which targets a different market.

The site has an existing drainage pond which Gerrard will reconfigure to improve drainage and have no adverse effects to the existing residents to the east.

Erickson stated that the Village park on the east will not be accessed and remain as is. Every tree that can be saved will be but there are damaged/diseased trees that need be removed. Fifty-two new trees will be planted in the area.

On-site parking and garage units are included in the site plans. Units will step down to add visual interest and appeal and to work with the existing grade. Brad Kortbein, Architect, added that the heating and electrical being installed in the units are energy efficient. The units will be built to the WI Green Built Homes standard.

Erickson added that a filtration system will be added in the center of the site and will be offset by two (2) storm ponds. Drainage will exit out to west where it always has. They will tie on to the existing sanitary line and bring in an additional sanitary line. There will be an additional easement to the existing water main. Hydrants will be installed for fire protection and domestic water use.

Bachman asked for clarification on the emergency exit. Erickson said there will be knock down barrier posts installed. This allows for emergency vehicles to get through. This allows for bike and foot traffic but no vehicles. In the case of an emergency, the posts can be knocked down by emergency vehicles.

Mitchell asked if there are plans to create privacy for the residents on Lund Street. Erickson said that the development itself will actually create a barrier and decrease noise from Hwy 35. The additional trees being planted will also create privacy. Paul Gerrard added that there are only front entrances on the residential building that backs up to Lund Street resident's backyards.

Oium reviewed the requirements within the RM-2 Medium Density Multiple Family Residence District. Recommendations of the application were also reviewed. Included in the discussion was that additional parking will need to be added for Building #2 to meet code. The proposed retaining wall will need to be approved by the building inspector. The multiple lots should be combined into 1 parcel with a CSM. Access easement will need to be agreed upon by Kwik Trip.

Howard indicated that he wanted details on what colors and/or materials will be used for vertical breaks of the exterior of the buildings. Erickson will provide more details.

**Motion (Schneider/White) to open the public hearing at 8:50 p.m. Motion carried.**

Melissa Steiner, 738 Lund St N., spoke. Steiner was excited when she heard that stable, affordable, decent housing was coming to North Hudson for hard-working families. Steiner questioned how West CAP verifies income; is it once when they first move in or is it on-going. Schneider said that West CAP does verify income and monitors it closely and on-going. Gerrard added that all individuals will be screened by their credit, criminal and drug background and then are third-party income qualified. Steiner also asked if the seven (7) dedicated units are first priority or exclusive for disabled persons. Gerrard responded that those seven are first priority for disabled and disabled veterans. Steiner asked if the development being built in Hudson have the same conditions. Gerrard said yes, but it's a 55+ age requirement. Lastly, Steiner asked what snow removal will be like. Erickson answered that the snow will be pushed into the sediment pond on the south end.

Amy Greske, 731 Lund St N., asked for specifics on the drainage pond. Erickson stated that a sway will be created to drain into the pond. The land will be lowered about a foot and rock/gravel will be added to create positive drainage and infiltrate, rather than pooling. Greske also asked if there will be an onsite property manager who would be available 24/7 if there were any concerns/problems that the residents may have. Gerrard said there is a resident property management unit on-site but does not have details if they will be available 24/7. Gerrard will get the details from West CAP and took Greske's contact information and will follow-up with her.

Jean Vanden Heuvel, 805 Lund St N., was present in lieu of Bonnie Lind, 743 Lund St N., who was unable to attend. Vanden Heuvel stated that Lind will be losing a bit of her existing privacy and wants to know if there will be a fence or barrier installed; something other than trees? Gerrard responded that trees will be used as the buffer but are open to looking at additional options. Mitchell added that fencing may be a good idea to help block headlights from resident traffic.

### **Close Public Hearing**

**Motion (Schneider/White) to close the public hearing at 9:11 p.m. Motion carried.**

**Motion (Howard/Schneider) to approve the application for Gerrard Companies/Gerrard Development, LLC to construct a new residential development consisting of 1, 2, and 3 bedroom unit apartments SE of Krattley Ln N. and STH 35. PIN 161-1063-40-100, 161-1063-40-000, and 161-1063-20-000, with the following conditions:**

- 1. All operations shall comply with federal and state regulations, local ordinances, and fire codes (NFPA guidelines).**
- 2. All conditions as stated in the May 9, 2018 Memo from the Village Engineer including:**
  - a) Parking spaces shall be a minimum of 10 feet wide by 19 feet long.**
  - b) The maximum amount of impervious area is 40 percent of the total lot area. Please provide this information on the plans.**
  - c) Building #2 requires a total of 38 parking stalls. There are 31 parking stalls provided according to the plan. This leaves 7 stalls short.**
  - d) The proposed retaining wall will require a permit from the building inspector according to Section 98-104 (1) of the Municipal Code.**

- e) All of the existing parcels should be combined into one lot through a new certified survey map.
  - f) There are existing ponding easements shown on the Alta Survey that will need to be released. Provide copies of these executed documents.
  - g) Provide details of how traffic will be restricted between the development and Kwik Trip. An access easement will need to be acquired from Kwik Trip for this. Provide copies of this executed document.
  - h) Any lighting on the buildings shall have down-lit, cut-off (horizontal) lighting fixtures.
  - i) Provide an erosion control plan.
  - j) Pay the required fee in lieu of parkland dedication of \$35,000.
  - k) The existing watermain on the western side of the property is outside of the existing utility easement. Provide an additional easement to the east (a minimum of 15 feet east of this line) to correct this.
  - l) Stamp of approval and copy of the approved plans from State Department of Commerce, approval from the Building Inspector, and all other applicable governing agencies shall be obtained prior to commencing any construction.
  - m) Trash enclosures should be shown on the plans. Please include the location and type of enclosure.
  - n) Coordinate with the Fire Chief regarding his concern with the length of the driveway not having a sufficient turnaround.
3. Any signs shall be in conformance with Section 98-102 Signs of the Municipal Code.
  4. Determine if lighting on the roadway will be necessary. Submit a lighting drawing.
  5. Determine if a fence is necessary along the eastside to deter excess light from headlights driving in and out of the development.

Motion carried.

**Public Hearing-Possible amendments to Chapter 98, Zoning, including but not limited to, permitting storage facilities as a conditional use in the C-3, General Commercial, District**

Mahler stated that this is typical public self-storage, not warehouse storage. This does not allow for outdoor storage and does not include temporary storage units.

**Motion (Howard/Mitchell) to open the public hearing at 9:29 p.m. Motion carried.**

No comments from the public.

**Close Public Hearing**

**Motion (Schneider/Howard) to close the public hearing at 9:31 p.m. Motion carried.**

**Motion (Howard/Mitchell) to amend Chapter 98, Zoning, including but not limited to, permitting storage facilities as a conditional use in the C-3, General Commercial, District**

**Motion carried.**

**Routine Business**

None at this time.

**Adjournment**

**Motion (Schneider/White) to adjourn. Motion carried.** Miser declared the meeting adjourned at 9:32 p.m.

Respectfully submitted by,

Jessica Lehman  
Deputy Clerk/Treasurer