

## NOTICE

A meeting of the City of Evansville Plan Commission will be held on the date and time stated below. Notice is further given that members of the City Council and Historic Preservation Commission may be in attendance. Requests for persons with disabilities who need assistance to participate in this meeting should be made by calling City Hall at (608)-882-2266 with as much notice as possible. The meeting will also be held virtually in response to COVID-19. To participate via video, go to this website: <https://meet.google.com/fes-vcir-rfv>. To participate via phone, call this number: 1 608-764-9643 and enter PIN: 352 918 263# when prompted. (Your microphone may be muted automatically)

City of Evansville **Plan Commission**  
Regular Meeting  
City Hall, 31 S Madison St., Evansville, WI 53536  
Tuesday, August 3, 2021, 6:00 p.m.

## AGENDA

1. Call to Order
2. Roll Call
3. Motion to Approve Agenda
4. Motion to waive the reading of the minutes from the July 6, 2021 meeting and approve them as printed.
5. Civility Reminder
6. Citizen appearances other than agenda items listed
7. New Business
  - A. Discussion and Possible Motion to Approve Revised Site Plan Application at 65 N Union Street.
  - B. Discussion and Possible Motion to remove the condition, "Site work completed to City satisfaction as outlined in communications and Application SP-2018-02 no later than July 31<sup>st</sup>, 2021." From the July 6, 2021 conditional use approval for 65 N Union Street.
8. Community Development Report
  - A. Inspection of SP-2020-03 for Site Plan Compliance
9. Next Virtual Meeting Dates: September 7, 2021 at 6:00pm
10. Motion to Adjourn

*-Mayor Bill Hurtley, Plan Commission Chair*



*These minutes are not official until approved by the City of Evansville Plan Commission.*

**City of Evansville Plan Commission  
Regular Meeting  
July 6, 2021, 6:00 p.m.**

**MINUTES**

**1. Call to Order** at 6:02pm.

**2. Roll Call:**

<b>Members</b>	<b>Present/Absent</b>	<b>Others Present</b>
Mayor Bill Hurtley	P	City Administrator Jason Sergeant
Aldersperson Rick Cole	A	Kendall Wethal, Applicant
Aldersperson Susan Becker	P	Jose Gorces, Applicant
Bill Hammann	P	Bill Lathrop
John Gishnock	P	
Mike Scarmon	P	
(Vacant)	-	

**3. Motion to approve the agenda, by Hammann, seconded by Becker. Approved unanimously.**

**4. Motion to waive the reading of the minutes from the May 12, 2021 Meeting and approve them as printed by Hammann, seconded by Becker. Approved unanimously.**

**5. Civility Reminder.** Hurtley noted the City's commitment to civil discourse.

**6. Citizen appearances other than agenda items listed.** None

**A. Annexation Discussion of parcels 6-20-290A, 6909 N South Second Street**

- i. Staff and Applicant Comments.** Sergeant summarized. Applicant discussed the use of the property. Sergeant expressed concern over the existence of temporary structures on the property.

**7. New Business**

**A. Public Hearing and Review of LD-2021-05, LD-2021-06, and LD-2021-07 to Create Two Family Twin Lots on parcels 6-27-533.509, 6-27-533.508, and 6-27-533-518**

- i. Staff Comments and Applicant Comments.** Applicant not present.
- ii. Public Hearing.** Hurtley opened the public hearing, No comments were received. Hurtley closed the public hearing.
- iii. Commissioner Discussion.** Sergeant explained the lots were intentionally zoned R-2 by the developers to build duplexes and divide the lots to sell each side.
- iv. Motion to recommend to Common Council approval of certified survey maps to divide parcels 6-27-533.509, 6-27-533.508, and 6-27-533.518 each into Two-family twin lots, finding that the application are in the public interest and meet the objectives contained within Section 110-102(g) of the city ordinances with condition that:**



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1. *The Municipal Services Committee reviews the final Certified Survey Map*
2. *ADA ramp is installed at northwest corner of Locust Ln and Stonewood Ct*
3. *Retaining wall is constructed to City Engineer's satisfaction at 540 Stonewood Ct*
4. *Final Certified Survey Map and joint cross access easement agreement is recorded with Rock County Register of Deeds.*  
*by Hammann, Seconded by Becker. Approved unanimously.*

**B. Public Hearing and Review of CUP-2021-01 to operate a food service establishment that serves prepared and made to order food items at 504 E Main St on parcel 6-27-575**

- i. **Staff and Applicant Comments.** Sergeant summarized the proposed property and conditions.
- ii. **Public Hearing.** Hurtley opened the public hearing. Comment was made that this was a great business and a bigger space would be beneficial. Hurtley closed the public hearing.
- iii. **Plan Commissioner Questions and Comments.** A commissioner asked if they would plan on moving again or if this new location would be big enough to remain there. Wethal stated that the lot was big enough that any expansion could be made to the building with no issue.
- iv. *Motion to approve issuance of a Conditional Use Permit for Indoor Commercial Entertainment to operate a food service establishment that serves prepared and made to order food items at 504 E Main St on parcel 6-27-575, finding that the benefits of the use outweigh any potential adverse impacts, and that the proposed use is consistent with the required standards and criteria for issuance of a CUP set forth in Section 130-104(3)(a) through (e) of the Zoning Ordinance, subject to the following conditions:*
  1. *CUP is recorded with the Rock County Register of Deeds*
  2. *Applicable Federal and State of WI certifications, approvals, and licensing for all facilities are maintained.*
  3. *Operating hours no earlier than 5am and no later than 9pm daily.*
  4. *No exterior storage is approved.*
  5. *280 pints of landscape elements, including at least one street tree, added before issuance of occupancy permit.*
  6. *All exterior lighting is dark sky compliant.*
  7. *Enclosure constructed to surround trash containers/dumpster.*

*by Hammann, Seconded by Scarmon*

**C. Public Hearing and Review of CUP-2021-02 to operate a canine wellness center at 65 Union St, Parcel 6-27-589.**

- i. **Staff and Applicant Comments.** Sergeant summarized the property and application. Site work was not completed on prior approved proposal for commercial building.
- ii. **Public Hearing.** Hurtley opened for public hearing. No comments were received. Hurtley closed for public hearing.
- iii. **Plan Commissioner Questions and Comments.** Hammann initially stated intention to move to table. Motion to table was withdrawn after discussion on enforcement and the best way to get the owner to complete the project and failure to get a second.
- iv. *Motion to approve the issuance of a Conditional Use Permit to operate a canine wellness center at 65 Union St on Parcel 6-27-589, finding that the benefits of the use*

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**outweigh any potential adverse impacts, and that the proposed use is consistent with the required standards and criteria for issuance of a CUP set forth in Section 130-104(3)(a) through (e) of the Zoning Ordinance, subject to the following conditions:**

1. *CUP is recorded with the Rock County Register of Deeds*
2. *Applicable Federal and State of WI certifications, approvals, and licensing for all facilities are maintained.*
3. *Operating hours no earlier than 5am and no later than 9pm daily.*
4. *No exterior storage is approved.*
5. *Site work completed to City satisfaction as outlined in communications and Application SP-2018-02 no later than July 31, 2021.*
6. *Enclosure constructed to surround trash containers/dumpster.*

*by Becker, Seconded by Scarmon. 4 in favor, 1 opposed.*

**D. Motion to approve and recommend Ordinance 2021-06, Amendment of the City of Evansville, WI Smart Growth Comprehensive Plan** by Hammann, Seconded by Becker, approved unanimously.

7. Next Meeting Date: **Tuesday, August 3, 2021 at 6:00pm**
8. **Motion to Adjourn** by Hammann, seconded by Gishnock, Approved Unanimously.

SITE PLAN APPLICATION

Evansville, Wisconsin

Version: December 2017

SP-2021-05

**General instructions.** Complete this application as it applies to your project and submit 12 copies to the City Clerk along with the required application fee. Before you formally submit your application and fee, you may submit one copy to the Community Development Director, who will ensure it is complete. If you have any questions, contact the Community Development Director at 608.882.2285 or [jason.sergeant@ci.evansville.wi.gov](mailto:jason.sergeant@ci.evansville.wi.gov). You may download this file off of the City's website at: [www.ci.evansville.wi.gov](http://www.ci.evansville.wi.gov).

- Office Use Only -

Initial application fee	\$300
Receipt number	1.144891
Date of pre-application meeting	7.15.2021
Date of determination of completeness	7.20.2021
Name of zoning administrator	J.S.
Date of Plan Commission review	8.3.2021
Application number	SP-2021-

1. Applicant information

Applicant name ANDY PHILLIPS  
 Street address 65 N. UNION ST.  
 City EVANSVILLE  
 State and zip code WI 53536  
 Daytime telephone number 608-751-4025  
 Fax number, if any \_\_\_\_\_  
 E-mail, if any phillipscontracting4@gmail.com

RECEIVED 7/20/2021

2. Agent contact information. Include the names of agents, if any, that helped prepare this application including the supplemental information. Agents may include surveyors, engineers, landscape architects, architects, planners, and...

	Agent 1	Agent
Name		CITY OF EVANSVILLE
Company		31 SOUTH MADISON STREET PO BOX 529 EVANSVILLE WI 53536
Street address		608-882-2266
City		Receipt No: 1.144891 Jul 20, 2021
State and zip code		PHILLIPS CONTRACTING
Daytime telephone number		Previous Balance: .00
Fax number, if any		PLANNING/DEVELOPMENT REVENUE
E-mail, if any		SITE PLAN FEE-6-27-859, 300.00

65 N UNION ST  
10-44400-560  
ZONING PERMITS & FEES

Total: 300.00

CHECK  
Check No: 3064 300.00

Payor:  
PHILLIPS CONTRACTING  
Total Applied: 300.00

Change Tendered: .00

07/20/2021 01:09PM

3. Subject property information

Street address	<u>65 N. UNION ST.</u>	
Parcel number	6-27- <u>859</u>	Note: the parcel number obtained from the City.
Current zoning classification(s)	Note: The zoning districts	
	Agricultural District	A
	Residential Districts	RR LL-R12 LL-R15 R-1 F
	Business Districts	B-1 B-2 B-3 B-4 B-5
	Planned Office District	O-1
	Industrial Districts	I-1 I-2 I-3
Describe the current use	<u>OFFICE FOR PHILLIPS CONTRACTING</u>	

# SITE PLAN APPLICATION

Evansville, Wisconsin

Version: December 2017

**4. Project Information**

Total lot area	a.	<u>18,697</u>	sq. ft.	<u>.429 Acres</u>
Floor area	b.	<u>1960</u>	sq. ft.	
Floor area ratio	( b / a )	<u>.104</u>		
Total impervious surface area	c.	<u>          </u>	sq. ft.	
Parking lot area		<u>          </u>	sq. ft.	
Impervious surface ratio	( c / a )	<u>          </u>		
Landscaped area	d.	<u>          </u>	sq. ft.	
Landscape surface area ratio	( d / a )	<u>          </u>		
Number of dwelling units	e.	<u>          </u>		
Site density	( e / a )	<u>          </u>	dwelling units per acre	
Estimated number of employees		<u>4</u>		
Estimated number of daily customers		<u>3</u>		
Estimated number of residents		<u>          </u>		
Peak hour traffic loads		<u>          </u>		

**5. Describe the proposed use.**

OFFICE FOR PHILLIPS CONTRACTING

**6. Operating conditions.** For non-residential uses, describe anticipated operating conditions (hours of operation, conditions that may affect surrounding properties, etc.)

Hour 7am - 7pm

# SITE PLAN APPLICATION

## Evansville, Wisconsin

Version: December 2017

**7. Potential nuisances.** Describe any potential nuisances relating to street access, traffic visibility, parking, loading, exterior storage, exterior lighting, vibration, noise, air pollution, odor, electromagnetic radiation, glare and heat, fire and explosion, toxic or noxious materials, waste materials, drainage, and hazardous materials.

**8. Potential expansion.** If expansion of the building can be reasonably anticipated, describe the expansion.

**9. Other information.** Provide any other information relating to the intended project and its relation to nearby properties.

*Revised landscape plan on south side. We need the south exit because parking is too tight.*

**10. Plans and drawings.** Attach one copy of the following drawings and plans (11" x 17") to each application. In addition, provide 3 copies of each (24" x 36").

		Attached?	
		Yes	No
Site plan	See the check list at the end of this application for those elements that should be shown.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Landscaping plan	It should be at the same scale as the main plan, show the location of all required buffer and landscaping areas, and existing and proposed landscaping, fences, and berms.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Grading and erosion control plan	It should be at the same scale as the main plan, show existing and proposed grades, retention walls and related structures, and erosion control measures as may be needed to comply with City requirements	<input type="checkbox"/>	<input type="checkbox"/>
Elevation drawing of new or remodeled building (s)	The drawings should show exterior treatments, materials, texture, color, and overall appearance. Perspective renderings of the proposed project and/or photos of similar structures may be submitted but not in lieu of adequate drawings showing the intended appearance of the building(s).	<input type="checkbox"/>	<input type="checkbox"/>

**11. Location map.** Attach a map (8 1/2" x 11") that shows the subject property and all parcels lying within 250 feet of the subject property. This map shall be reproducible with a photocopier, at a scale which is not less than one inch equals 600 feet. It shall include a graphic scale and a north arrow.

# SITE PLAN APPLICATION Evansville, Wisconsin

Version: December 2017

**12. Applicant certification**

- ◆ I certify that the application is true as of the date it was submitted to the City for review.
- ◆ I understand that I may be charged additional fees (above and beyond the initial application fee) consistent with the Municipal Code.

  
Applicant Signature

7/19/21  
Date

**Governing Regulations** The procedures and standards governing this application process are found in Chapter 130, Article 2, Division 8, of the Municipal Code.

Site Plan Checklist	Complete ?	
	Yes	No
a. Title block with name, address, and phone and fax numbers of the current property owner and/or agents (developer, architect, engineer, planner) for the project	<input type="checkbox"/>	<input type="checkbox"/>
b. Date of the original plan and the latest date of revision	<input type="checkbox"/>	<input type="checkbox"/>
c. North arrow and graphic scale (not smaller than one inch equals 100 feet)	<input type="checkbox"/>	<input type="checkbox"/>
d. Parcel number of the subject property	<input type="checkbox"/>	<input type="checkbox"/>
e. Property lines and existing and proposed right-of-way lines, with bearings and distances clearly labeled	<input type="checkbox"/>	<input type="checkbox"/>
f. Existing and proposed easement lines and dimensions with a key on the margin describing ownership and purpose	<input type="checkbox"/>	<input type="checkbox"/>
g. Required building setback lines	<input type="checkbox"/>	<input type="checkbox"/>
h. Existing and proposed buildings, structures, and paved areas, including building entrances, walks, drives, decks, patios, fences, utility poles, drainage facilities, and walls	<input type="checkbox"/>	<input type="checkbox"/>
i. The location and dimension (cross section and entry throat) of all access points onto public streets	<input type="checkbox"/>	<input type="checkbox"/>
j. The location and dimensions of on-site parking (and off-site parking provisions if they are to be employed), including a summary of the number of parking stalls provided versus required by this chapter	<input type="checkbox"/>	<input type="checkbox"/>
k. The location and dimension of all loading and service areas of the subject property	<input type="checkbox"/>	<input type="checkbox"/>
l. The location of all outdoor storage areas and the design of all screening devices	<input type="checkbox"/>	<input type="checkbox"/>
m. The location, type, height, size, and lighting of all signage (existing and proposed)	<input type="checkbox"/>	<input type="checkbox"/>
n. The location, type, height, design/type, illumination power and orientation of all exterior lighting on the subject property, including clear demonstration of compliance with lighting requirements of the zoning code	<input type="checkbox"/>	<input type="checkbox"/>
o. The location and type of any permanently protected green space areas	<input type="checkbox"/>	<input type="checkbox"/>
p. The location of existing and proposed drainage facilities	<input type="checkbox"/>	<input type="checkbox"/>
q. In the legend, data for the subject property as follows:	<input type="checkbox"/>	<input type="checkbox"/>
1. Lot area (square feet or acres)	<input type="checkbox"/>	<input type="checkbox"/>
2. Floor area (square feet)	<input type="checkbox"/>	<input type="checkbox"/>
3. Floor area ratio	<input type="checkbox"/>	<input type="checkbox"/>
4. Impervious surface area (square feet)	<input type="checkbox"/>	<input type="checkbox"/>
5. Impervious surface ratio	<input type="checkbox"/>	<input type="checkbox"/>
6. Building height (feet)	<input type="checkbox"/>	<input type="checkbox"/>

## FACT SHEET

# SITE PLAN APPLICATION

## Evansville, Wisconsin

Version: December 2017

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### ***What is meant by site plan review?***

Site plan review is a thorough review of a development proposal's site, building, and operational plans. This review includes, but is not limited to: the physical property, location, lighting plans, landscaping, grading and erosion control, exterior building materials, future expansion, elevations of the proposed building(s), proposed land use, proposed activity, operational considerations relating to hours and traffic generation, and operational considerations relating to potential nuisance creation.

### ***What is the purpose of site plan review?***

Site plan review is required to ensure attractive, efficient, and appropriate development of land in the community, exterior architectural design, construction materials, signage, color, and building form, and to ensure that every reasonable step has been taken to avoid depreciating effects on surrounding property and the natural environment.

### ***What projects require site plan review?***

The initiation of all development activity (except residential renovations and additions), including building permits, occupancy permits for a change of use of an existing lot or structure where there is contemplated a site plan revision, clear cutting, grading or filling. Development activity associated with an approved final plat of subdivision or certified survey map for single family and/or duplex dwelling units are exempt from site plan review.

### ***What information is required to apply for site plan review?***

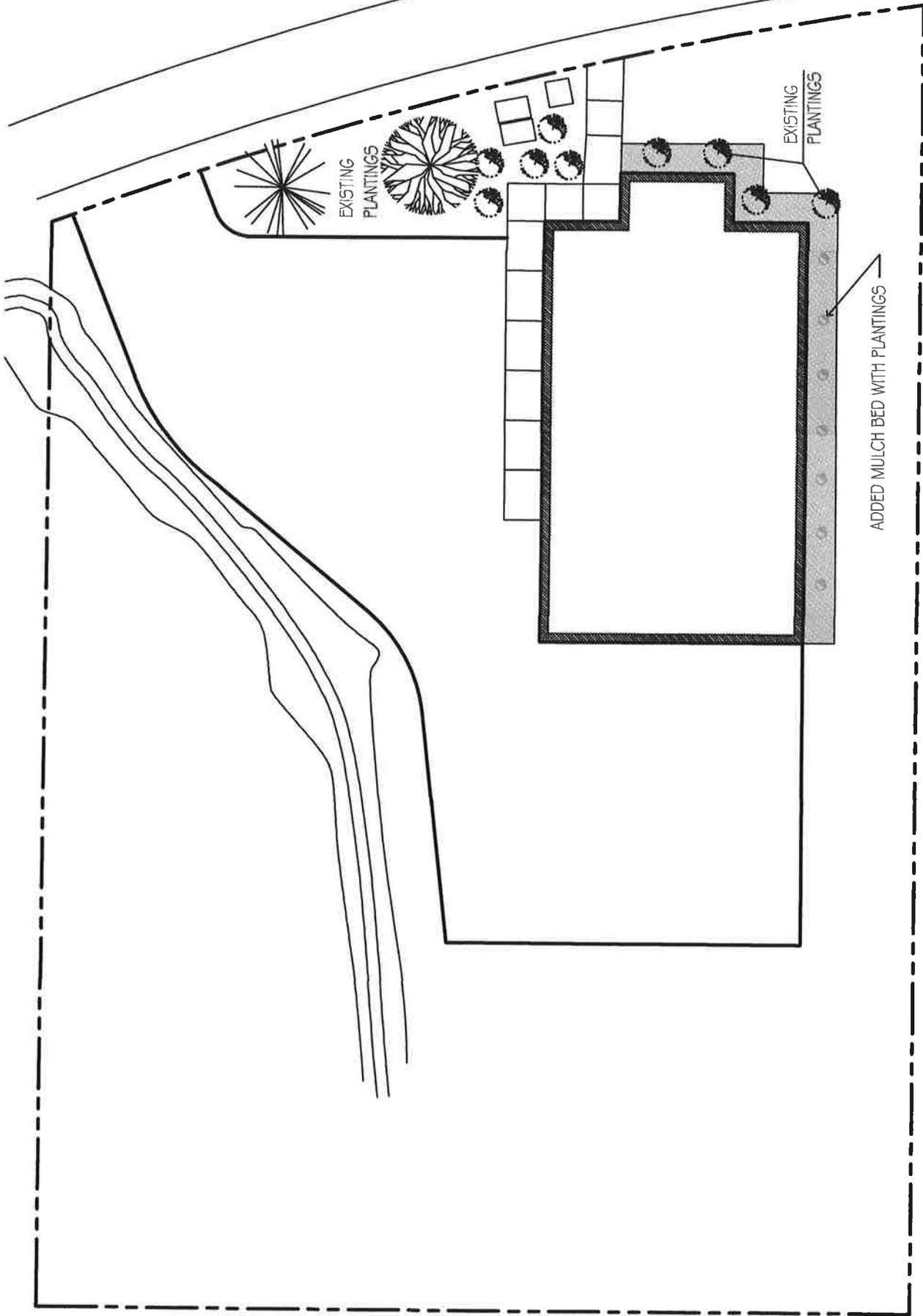
The applicant must provide a written description of the intended use describing in detail, such items as: zoning district, natural resources worksheet, current and proposed land uses, number of residents/employees/customers, lot and dwelling size, drawing of property and building, detailed landscaping plan, grading and erosion control plan, elevation drawings, and operational considerations.

### ***What is the process?***

The applicant is encouraged to meet with the City Community Development Director to discuss any questions prior to the submission of a site plan. After the application is submitted, it will be reviewed by City staff, who will review it for completeness and evaluate whether the use is in harmony with the goals of the City's Comprehensive Plan. The Plan Commission will review the site plan, and may approve the plan, approve with additional measures or modifications, or may withhold approval of the site plan until revisions are made. Final approval of a site plan will occur at a Plan Commission meeting.

There is a fee of \$300, plus reimbursement of municipal consulting costs for site plan review.

Note: This fact sheet is prepared to facilitate an understanding about site plan review. Applicants should refer to City Ordinance for further explanation and requirements regarding site plan review and approval. Please contact the City Interim Community Development Director at 608.882.2285 or [jason.sergeant@ci.evansville.wi.gov](mailto:jason.sergeant@ci.evansville.wi.gov) if you have any questions.





# Community Development Updates

July 19, 2021 Jason Sergeant, Community Development Director

## Recent and ongoing community development activities:

- Reached out to clarify rail access information for gold shovel site, no response yet.
- Working closely with Dollar General on final site revisions.
- Site selector working on behalf of another major retailer has had more serious discussions in recent days, continuing to respond to inquiries and assist when we can.
- Community Development Director Job Ad is back out for advertisement, closing July 23<sup>rd</sup> after being unable to reach an agreement with finalist candidates in the first round.

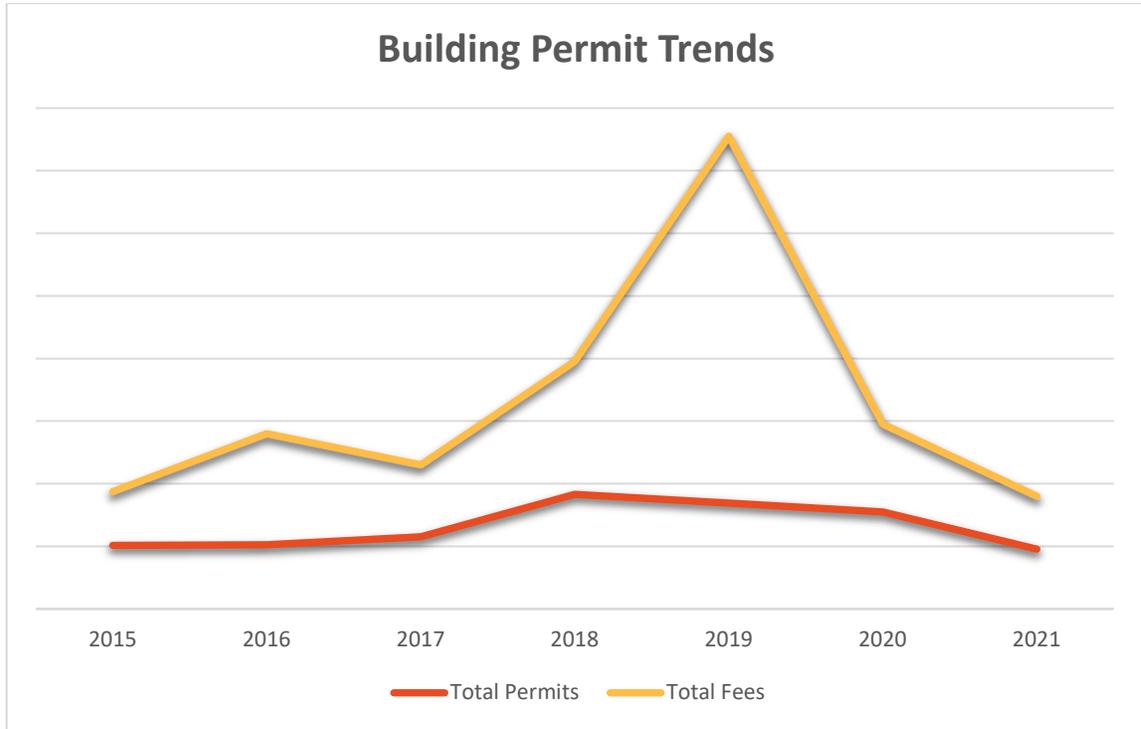
## Plan Commission Updates:

- iWorq online permitting set-up continues. Building Permits are now being processed through this system by staff. Historic Permits are as well. next, zoning permits and customer portal completion.
- Conditional use for Yellow Dog Deli approved at 65 N Union
- Conditional Use for Ks Clean Eats N Treats approved at 504 E Main

## Other Updates:

- **A/V Conversion of Council Chambers:** Installation complete, staff has requested a last check of any way to correct remaining audio concerns.
- **West Side Park, Aquatic Center and Splashpad:** MSA Professional Services has begun site investigations and will be scheduling a kick-off meeting shortly.
- **Building Permit Updates:**
- 2021 Total to date: 191 permits and \$36,520.15 in collected permit fees
- 2020 Totals: 310 permits and \$59,764 in collected permit fees
- 2019 totals: 338 Permits and \$151,861 in collected permit fees (Includes ECSD building improvements and construction)
- 2018 Totals: 366 permits and \$ 79,549.5 in collected permit fees (Includes Library building improvements and construction)
- 2017 Totals: 230 permits and \$ 46,451 in collected permit fees (Includes Delong Addition, Brown School Place II and Night Owl)

- 2016 Totals: 205 permits and \$ 56,440.54 in collected permit fees (Includes Delong Addition, Brown School Place II and Night Owl)





## City of Evansville

Community Development Department

www.ci.evansville.wi.gov  
31 S Madison St  
PO Box 529  
Evansville, WI 53536  
(608) 882-2266

July 30, 2021

McDonald's USA, LLC  
Attn: Chris Stepp  
711 Jorie Blvd, 3<sup>rd</sup> Floor  
Oak Brook, IL 60523

**RE: Compliance with Site Plan Application SP-2020-03 for parcel 6-27-959.A4**

Mr. Stepp,

City Staff recently inspected the above parcel for compliance with conditions of approval for application SP-2020-03. At this time the parcel is in full compliance and will continue to be inspected annually. Please note, the landscaping, signage, and other site constructions must be maintained in good condition and repaired/replaced when necessary.

If you have any questions, please let me know.

Sincerely,

Jason Sergeant  
Community Development Director

*Enclosure: Site Documentation Photos*

CC: *Larry Schalk, Building Inspector;*  
*Joel Jackson or James Rodemyer, Bishop Engineering, 3501 104<sup>th</sup> St., Urbandale, IA 50322;*  
*Kristi Donahue, Reprise Design, 12400 Portland Ave South, Suite 100, Burnsville, MN 55337;*  
*and Landmark Services Cooperative, 1401 Landmark Drive, Cottage Grove, WI 53527*

