



AGENDA
City of Milton
Plan Commission Meeting
Tuesday, October 4, 2022
4:00 PM
MILTON CITY HALL
Council Chambers, 710 S Janesville St

1. Call to Order

2. Approval of Agenda

3. Approval of Minutes - September 20, 2022

Documents:

[Plan Commission Minutes 09-20-2022.pdf](#)

4. Discussion and Possible Action Regarding a 3-Lot Extraterritorial Certified Survey Map along North Klug Road in the Town of Milton

Documents:

[Memo - North Klug Road - ECSM.pdf](#)
[Hanlon - CSM - Klug Road.pdf](#)

5. Discussion and Possible Action Regarding a Site Plan for Charter Next Generation, Inc.

Documents:

[Memo - CNG Site Plan.pdf](#)
[CNG Milton 2 20220916_reduced.pdf](#)
[CNG MILTON 2 SWMP 20220916.pdf](#)
[Milton 2 Landscape Plan.pdf](#)
[RAB A17-4T375N.pdf](#)
[RAB PS4-07-25WT.pdf](#)
[RAB A17-3T150N Area Light Fixture.pdf](#)
[RAB A17-4T240N.pdf](#)
[CNG - Milton EXTERIOR Lighting 9-26-22 8-13 AM.pdf](#)

6. Discussion and Possible Action Regarding the Purchase of Property Along Arthur Drive

Documents:

[Memo - Arthur Drive Foreclosure Purchase.pdf](#)
[Resolution 2022-23 Authorizing signatures on closing documents St. Marys](#)

7. General Items

8. Motion to Adjourn

**Please note that upon reasonable notice, at least 48 hours in advance, efforts will be made to accommodate the needs to disabled individuals through appropriate aids and services. For additional information to request this service, please contact the City Clerk's office at 868-6900, 710 S. Janesville Street, Milton, WI 53563.

Posted by Jenny Salvo September 30, 2022 at Hometown Ace Hardware, Piggly Wiggly, Milton City Hall.

**Notice is hereby given that a majority of the Common Council may be present at this meeting at the above mentioned date and time to gather information about a subject over which they have decision-making responsibility. This constitutes a meeting of the City Council pursuant to State ex rel. Badke v. Greendale Village Bd., 173 Wis. 2d 553, 494 N.W. 2d 408 (1993) and must be noticed as such, although the City Council will not take any formal action at this meeting.

**City of Milton
Plan Commission
September 20, 2022**

Call to Order

Mayor Welch called the September 20, 2022 meeting of the Plan Commission to order at 4:00 p.m.

Present: Mayor Anissa Welch, Ald. Larry Laehn, Robert Seales, Sharla Olson Walker, Dave Ostrowski, and Public Works Director Mark Langer

Also Present: City Administrator Al Hulick, City Clerk Jenny Salvo, and Administrative Services Director Inga Cushman.

Approval of Agenda

Ald. Laehn motioned to approve the agenda. Comm. Ostrowski seconded, and the motion carried unanimously.

Approval of Minutes – September 6, 2022

Comm. Ostrowski motioned to approve the September 6, 2022 minutes. Comm. Olson Walker seconded, and the motion carried unanimously.

Discussin and Possible Action Regarding the Annexation of Land along North Vickerman Road and State Highway 59 in the Town of Milton

Ald. Laehn motioned to recommend to the Common Council approval of the annexation of land along North Vickerman Road and State Highway 59 as presented. Comm. Ostrowski seconded, and the motion carried on a 5/1 vote. Comm. Seales opposed the motion.

Discussion and Possible Action Regarding Clapper Properties LLC Site Plan Located at 1217 East High Street

Ald. Laehn motioned to recommend approval of the proposed site plan for Clapper Properties LLC at 1217 East High Street to the Common Council as presented. Comm. Olson seconded the motion, and the motion carried unanimously.

Discussion and Possible Action Regarding a Final Plat for Journey Hills Subdivision First Addition

Comm. Ostrowski motioned to recommend approval of the Final Residential Subdivision Plat for the Journey Hills Subdivision First Addition contingent upon completion of the developer's agreement and addressing the Baxter & Woodman Review Comments. Comm. Olson Walker seconded the motion, and the motion carried unanimously.

Discussion and Possible Action Regarding a Site Plan for Clasen Quality Chocolates (Sugar Silos)

Ald. Laehn motioned to approve the site plan related to the Clasen Quality Chocolates (Sugar Silos) as presented. Comm. Ostrowski seconded, and the motion carried unanimously.

Discussion and Possible Action Regarding a request for an Underground Election & Communication Easement from Wisconsin Power and Light Company

Comm. Ostrowski motioned to recommend approval of the underground electric & communication easement for Wisconsin Power & Light Company as presented to the Common Council. Ald. Laehn seconded, and the motion carried unanimously.

General Items

Administrator Hulick stated the site plan for the first phase of the Charter Next Generation project will be presented at the October 4 meeting.

Director Langer stated the code enforcement officer has reached out to businesses with feather flags and they will be removed by the end of the season and replaced next year.

Next Meeting Date – October 4, 2022

Mayor Welch stated the next meeting will be October 4, 2022 at 4:00 p.m. in person at City Hall.

Motion to Adjourn

Comm. Olson Walker motioned to adjourn at 4:14 p.m. Comm. Ostrowski seconded, and the motion carried unanimously.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Jenny Salvo".

Jenny Salvo
City Clerk



Plan Commission Report

Agenda Item: Discussion and Possible Action Regarding a 3-Lot Extraterritorial Certified Survey Map along North Klug Road in the Town of Milton
Meeting Date: October 4, 2022
Presenter: Al Hulick, City Administrator
Department: City Administration

Conformance with Strategic Plan:

- Affordability & Financial Stability
- Safe, Inclusive, Welcoming Community
- Diverse Opportunities for Fun and Life-Long Learning
- High Performing Organization with Professional Staff
- Environment for Business Success with Thoughtful Growth and Development

Summary

James Hanlon has submitted a 3-Lot Certified Survey Map along North Klug Road in the Town of Milton that falls within the City of Milton's extraterritorial plat review jurisdiction.

Analysis and Key Issues

Based on the CSM provided, the owner of the land is looking to subdivide an existing 13.33 acre parcel into three smaller parcels. The subject site is outside of the City's future growth map and has designated the site as rural agricultural. Therefore the zoning of the site would be dictated by the Town of Milton.

Fiscal Impact

There is no fiscal impact to the City of Milton for this land division.

Recommended Motion

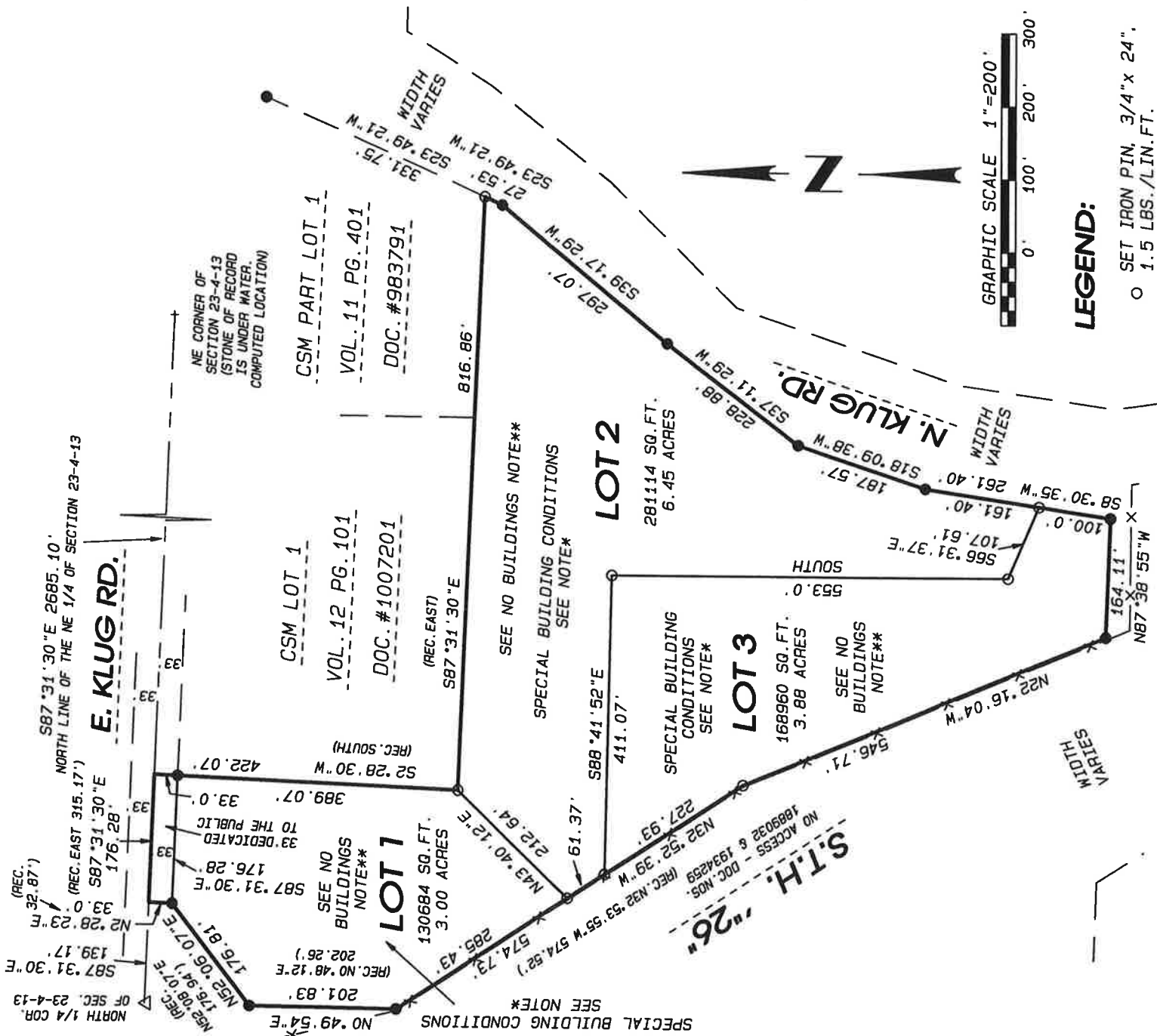
City Administration recommends approval of the 3-Lot Extraterritorial CSM along North Klug Road in the Town of Milton.

Attachments

- CSM

CERTIFIED SURVEY MAP

PART OF THE NW 1/4 OF THE NE 1/4 OF SECTION 23, T.4N., R.13E. OF THE 4TH P.M., TOWN OF MILTON, ROCK COUNTY, WISCONSIN.



LEGEND:
○ SET IRON PIN, 3/4" x 24", 1.5 LBS./LIN.FT.
● FOUND 3/4" IRON PIN
△ FOUND PK NAIL
—X— FENCE

NOTE: FIELDWORK COMPLETED SEPTEMBER 6, 2022.

NOTE: ASSUMED S87°31'30"E ALONG THE NORTH LINE OF THE NE 1/4 OF SECTION 23-4-13.

**NOTE: Special building conditions exist (steep slopes). Contact the Rock County Planning and Development Agency.

**NOTE: No buildings which produce wastewater allowed until acceptable means of wastewater disposal is approved by the necessary governmental agencies.

Project No. 121-633

For: HANLON

SHEET 1 OF 4 SHEETS



• LAND SURVEYING
• LAND PLANNING
• CIVIL ENGINEERING
109 N. Milwaukee St.
Janesville, WI 53548
www.combsurvey.com
tel: 608 752-0575
fax: 608 752-0534



Plan Commission Report

Agenda Item: Discussion and Possible Action Regarding a Site Plan for Charter Next Generation, Inc.
Meeting Date: October 4, 2022
Presenter: Al Hulick, City Administrator
Department: City Administration

Conformance with Strategic Plan:

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Summary

Charter Next Generation, Inc. (CNG) has submitted a site plan for their first phase of building and infrastructure construction along North Vickerman Road.

Analysis and Key Issues

CNG has submitted a site plan for their first phase of construction along North Vickerman Road. The first phase of construction includes a 129,000sf facility. As shown on the site plan, this phase will be constructed in the “middle” of their 78 acre site, with future phases to the north and south of the proposed building.

In addition to the building construction, CNG has provided utility plans that show water service coming from the future water main to be constructed along North Vickerman Road to the east. Sanitary sewer service is coming from an extension of sewer main from Putman Parkway. Vehicular access will be provided along North Vickerman Road for this and all future phases. Plans to improve Vickerman Road to an urban industrial standard are still in the design phases. Additionally, the site plan shows the construction of a rail extension and rail sidings to serve the site for all future phases.

Similar to the CQC project, Staff has requested a master landscaping plan for the entirety of the 78 acre site to handle all phases of development. This master landscaping plan will be forthcoming.

The plans submitted match City Ordinance requirements for parking, lighting, setbacks, greenspace and utilities. Additionally, a stormwater management plan has been submitted and is being reviewed by Baxter & Woodman.



The site plan still requires the following outstanding items, which the City Administration recommends as contingencies for approval:

- Location, design, and size of signs; per the provisions of section 78-1703.
- Architectural drawings or sketches indicating building floor plans and exterior elevations of all sides of new buildings and additions, indicating proposed dimensions, materials, colors, building mounted lighting, signs, and mechanical units. The plan commission may also require building material samples.
- Outdoor storage areas and mechanical units, including methods for screening.
- Trash containers, location and screening; per the provisions of section 78-1083.
- Conditional Use Permit for buildings in excess of 100,000sf (and a future CUP for buildings in excess of 50-feet in height).
- Creation of a master landscaping plan for the entirety of the site.
- Addressing any review comments from Baxter & Woodman related to the site or storm water management.
- Complete a Storm Water Management Practices Maintenance Agreement
- Complete the design of Vickerman Road to include necessary utilities.
- Complete the design of utilities and rail along the south side of site.
- Provide easements as required for City owned utilities and rail.
- Provide easements necessary from adjacent property owners for proposed improvements.

Recommended Motion

The City Administration recommends approval of the Charter Next Generation Inc., Site Plan as presented with the above contingencies as provided.

Attachments

- Site Plan Documents

Plan Commission Report

Agenda Item: Discussion and Possible Action Regarding the Purchase of Property Along Arthur Drive
Meeting Date: October 4, 2022
Presenter: Al Hulick, City Administrator
Department: City Administration

Conformance with Strategic Plan:

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Summary

Rock County Treasurer will be foreclosing on a vacant property located along Arthur Drive in the City of Milton for unpaid taxes. Under Wisconsin State Statutes, if a county forecloses on a property due to unpaid property taxes, the municipality in which the property lies has the first right to purchase the property for the price of unpaid property taxes and interest. The City of Milton would like to execute their rights to purchase the subject property along Arthur Drive.

Analysis and Key Issues

The subject site has not paid property taxes in excess of 3 years. Therefore, the County is seeking to foreclose on the property due to this unpaid obligation to the taxpayers. Due to the property's strategic location within the City of Milton, the City would like to exercise its right to purchase the property to ensure it returns to a useful purpose.

The unpaid taxes for the site are as follows:

Year	Beg Balance	Sep 2022 Due	Oct 2022 Due	Nov 2022 Due
2016	3,203.76	6,471.60	6,519.65	6,567.71
2017	3,321.39	6,111.36	6,161.18	6,211.00
2018	3,038.44	5,043.81	5,089.39	5,134.96
2019	4,503.01	6,664.45	6,732.00	6,799.55
2020	6,512.89	8,466.76	8,564.45	8,662.14
2021	7,794.27	8,729.58	8,846.50	8,963.41
	28,373.76	41,487.56	41,913.17	42,338.77

Therefore, the City's obligation to purchase the site would \$41,487.56 plus \$500.00 foreclosure fee so total would be \$41,987.56. Once purchased, the City would immediately make the property for sale for multifamily development and seek to sell the site for the amount the City paid to obtain ownership.



The Plan Commission's role in this transaction is to ensure the proposed acquisition is consistent with established City Plans. Because this site is zoned for multi-family development and is shown on the Comprehensive Plan as such, the acquisition and subsequent redevelopment of the site would be consistent with established City Plans.

The City of Milton took similar action in August of 2016 on a foreclosed property along King Park.

Fiscal Impact

The City's obligation to purchase the site would be \$41,487.56 plus \$500.00 foreclosure fee so total would be \$41,987.56. Funding for this purchase would initially be provided by Tax Incremental Financing District #10. Once purchased, the City would immediately make the property for sale for multifamily development and seek to sell the site for the amount the City paid to obtain ownership.

Recommended Motion

The City Administration recommends the Plan Commission forward a favorable recommendation to the Common Council to authorize the purchase of the subject site along Arthur Drive.

Attachments

- Resolution 2022-23
- Location Map

RESOLUTION NO. 2022 - 23
AUTHORIZING PURCHASE OF PROPERTY AND EXECUTION OF CLOSING DOCUMENTS

WHEREAS, Rock County has notified the City of Milton that it is foreclosing on the below described property due to unpaid property taxes and, pursuant to statute, is offering the city the opportunity to purchase said parcel; and

WHEREAS, the Common Council of the City of Milton, upon the recommendation of the plan commission, having made a determination that the purchase of the property described below will serve a public purpose; and

WHEREAS, the Common Council of the City of Milton having determined that it is an appropriate use of funds of the city to acquire the below described property which will be a substantial benefit to the citizenry of the city.

NOW, THEREFORE, be it hereby resolved by the Common Council of the City of Milton, that Mayor Anissa Welch or City Administrator Al Hulick are authorized to sign all documents on behalf of the city which are necessary to purchase the below described property from Rock County for a sum not to exceed \$41,987.56:

Lot 3 of the Certified Survey Map recorded in the Office of the Rock County Register of Deeds, as Document No. 1531194, in Volume 25, Pages 23 thru 33 of Certified Survey Maps of Rock County, Wisconsin.

Adopted by a vote of the Common Council the City of Milton, Rock County, this 4th day of October, 2022.

CITY OF MILTON

By: _____
Anissa Welch, Mayor

Attest:

By: _____
Jenny Salvo, City Clerk

CERTIFICATION

I, Jenny Salvo, Clerk for the City of Milton, do hereby certify that the foregoing is a true and accurate copy of the Resolution Authorizing Execution of Closing Documents and Warranty Deed approved by the Common Council of the City of Milton on the 4th day of October, 2022.

Jenny Salvo, City Clerk

