



AGENDA  
City of Milton  
Virtual Plan Commission Meeting  
Tuesday, May 5, 2020  
4:00 pm

**PLEASE NOTE: In-person attendance by members of the public will be prohibited due to COVID-19 social distancing protocols pursuant to Governor Evers' Emergency Order #28 dated April 16, 2020, restricting public gatherings.**

Members of the public may monitor this meeting  
at <https://us02web.zoom.us/j/86284957812>

Any person who is unable to access the meeting via the internet link may call 1(312) 626-6799 and enter Meeting ID: 862 8495 7812 to monitor the the meeting via telephone.

1. Call to Order
2. Approval of Agenda
3. Approval of Plan Commission Meeting Minutes - March 3, 2020

Documents:

[Plan Commission Minutes 03-03-2020.pdf](#)

4. Discussion and Possible Action Regarding Site Plan Approval for SRB Properties at 209 Parkview Drive.

Documents:

[209 Parkview Drawings.pdf](#)  
[Memo - 209 Parkview Site Plan.pdf](#)

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

Documents:

[Memo - Two Lot CSM - North Milton Road.pdf](#)  
[CSM - North Milton Road.pdf](#)

6. Discussion and Possible Action Regarding Site Plan Approval for a Sign Replacement at Kwik Trip Located at 603 West Madison Avenue.

Documents:

**7. General Items**

**8. Next Meeting ~ May 19, 2020**

**9. 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 Leanne Schroeder May 1, 2020 at Dave's 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  
March 3, 2020**

**Call to Order**

Mayor Anissa Welch called the March 3, 2020 meeting of the Plan Commission to order at 4 p.m.

Present: Mayor Anissa Welch, Ald. Larry Laehn, Public Works Director Howard Robinson, Bob Seales, Ethel Himmel, and Dave Ostrowski.

Also Present: City Administrator Al Hulick and Administrative Services Director Inga Cushman.

**Approval of Agenda**

Comm. Ostrowski motioned to approve the agenda. Comm. Himmel seconded, and the motion carried.

**Approval of Plan Commission Meeting Minutes - February 4, 2020**

Comm. Himmel motioned to approve the minutes. Comm. Director Robinson seconded, and the motion carried.

**Discussion and Possible Action Regarding a Site Plan for a Sign at 54 Merchant Row for Imagine That.**

Comm. Ostrowski motioned to approve the site plan for a sign at 54 Merchant Row. Comm. Seales seconded, and the motion carried.

**Discussion and Possible Action Regarding a Site Plan for Addition to Carl's Place at 1400 E High St.**

Comm. Ostrowski motioned to approve the site plan for an addition to Carl's Place at 1400 E. High Street, including the waiver for nonmetallic surface, and to include four conifer trees to be planted on the west edge to the site plan in addition to the two new trees that are shown. Comm. Director Robinson seconded, and discussion followed.

**General Items**

Administrator Hulick provided an overview of future agenda items.

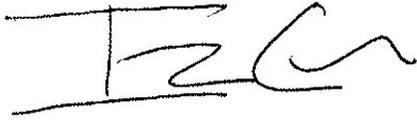
**Next Meeting ~ March 17, 2020**

The next meeting of the Plan Commission will take place on March 17, 2020 at 4 p.m.

**Motion to Adjourn**

Comm. Director Robinson motioned to adjourn the March 3, 2020 meeting of the Plan Commission at 4:20 p.m. Comm. Ostrowski seconded, and the motion carried.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'I Cushman'.

Inga Cushman  
Administrative Services Director





## Department of Public Works

**To:** Mayor Welch, Milton Plan Commission  
**From:** Howard Robinson, Director of Public Works  
**Date:** May 5, 2020  
**Subject:** Discussion and Possible Action Regarding Site Plan Approval for SRB Properties at 209 Parkview Drive.

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### **Summary**

SRB Properties has submitted a site plan for their property located at 209 Parkview Drive. A picture of the property is included. They have resided the building and made some internal repairs. They have hired Architectural Design Consultants to make sure state construction and fire codes are followed. They are also installing new aluminum gutters. These will drain under the sidewalk to the curb. This lessens slippery situations from freezing and thawing. There are other installations similar to this in the city where drains go under sidewalks. This is in a B-3 zoned area so a site plan approval is required.

### **Recommendation**

City staff recommends approval of the site plan.



## Office of the City Administrator

**To:** Mayor Welch, Milton Plan Commission  
**From:** Al Hulick, City Administrator  
**Date:** May 5, 2020  
**Subject:** Discussion and Possible Action Regarding a Two-Lot Extraterritorial Certified Survey Map along North Milton Road in the Town of Milton

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### Summary

The owners of the subject site have submitted a certified survey map to subdivide their existing 8.4 acre parcel into two lots. The southern proposed lot is already developed with a single family home. The intent is to develop the northern proposed lot with a single family home. City services do not currently extend to this location, so annexation would not be required.

The City's Comprehensive Plan designates this area as planned single-family development. Therefore the proposed land division and planned development is consistent with established City Plans.

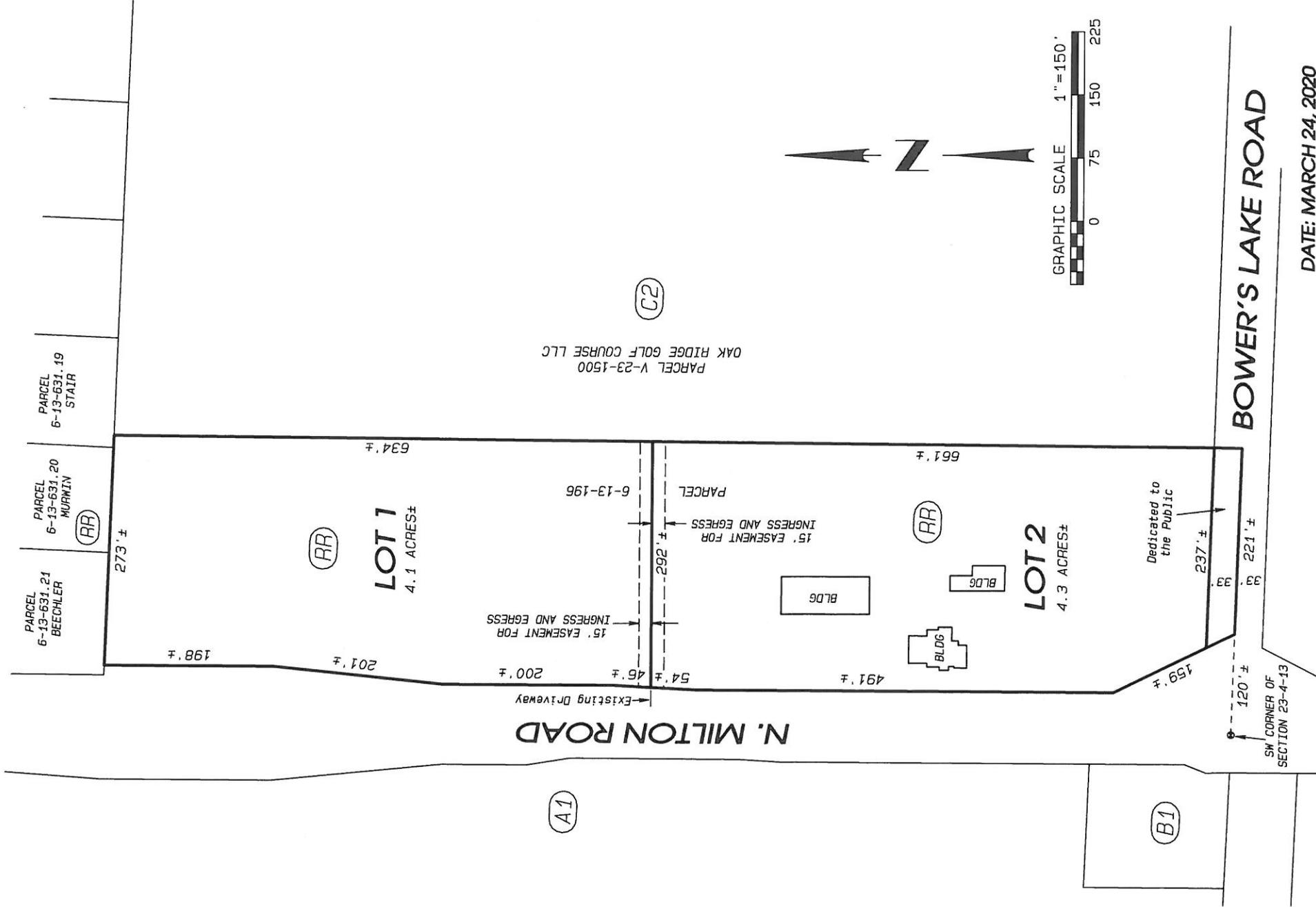
Although the subject site is not located within the City of Milton, State Statutes provide municipalities with extraterritorial review jurisdiction of all land divisions that occur within one and one-half miles of the municipal limits. The City of Milton has no objections to this proposed land division.

### Recommendation

Therefore, the City Administration recommends approval of the proposed two lot certified survey map along North Milton Road in the Town of Milton.

# PRELIMINARY CERTIFIED SURVEY MAP

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



NOTE: THIS MAP IS SUBJECT TO ANY AND ALL EASEMENTS AND AGREEMENTS, RECORDED AND UNRECORDED. THE BASIS OF BEARINGS IS ASSUMED.

**Combs & Associates**  
• LAND SURVEYING  
• LAND PLANNING  
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Janesville, WI 53548  
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fax: 608 752-0534

Project No. 120 - 095 For: WEILAND



## Department of Public Works

**To:** Mayor Welch, Milton Plan Commission  
**From:** Howard Robinson, Director of Public Works  
**Date:** May 5, 2020  
**Subject:** Discussion and Possible Action Regarding Site Plan Approval for a Sign Replacement at Kwik Trip Located at 603 West Madison Avenue.

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### **Summary**

Kwik Trip has changed the style of the letters on their sign located at 603 W Madison Avenue. This is a slight change. They are in a B-3 zoned area so changes to signage required Site Plan Approval. The sign meets ordinance requirements.

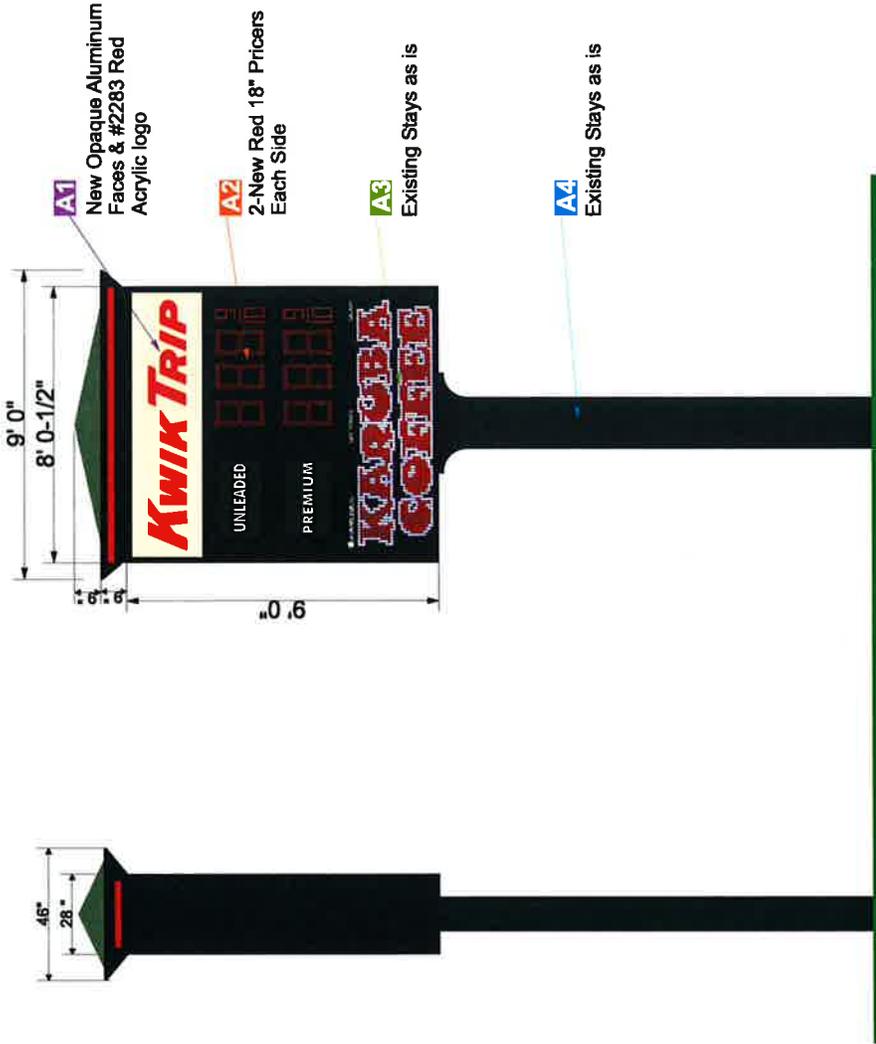
### **Recommendation**

City staff recommends approval of the site plan for the sign changes.

**RETRO DOUBLE FACED PYLON**

**#605 MILTON, WI**

EXISTING



**A1** New Opaque Aluminum Faces & #2283 Red Acrylic logo

**A2** 2-New Red 18" Pricers Each Side

**A3** Existing Stays as is

**A4** Existing Stays as is

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_ Landlord: \_\_\_\_\_ Date: \_\_\_\_\_

This artwork is copyrighted and may not be otherwise used without permission. It is the property of La Crosse Sign Co, Inc. artwork for reference only.

lacrossesign.com

**La Crosse Sign Group**  
 1450 Oak Forest Drive • Onalaska, WI 54650 • 608-781-1450  
 2242 Mustang Way • Madison, WI 53718 • 608-222-5353  
 2502 Melby Street • Eau Claire, WI 54703 • 715-835-9189

**DESIGN**

Drawing by: Danielle Waas  
 Sign Type: Retro Pylon  
 Date Created: 3/13/2020  
 Last Modified:  
 Scale: 3/16" = 1' 0"

**SALES**

Job Name: Kwik Trip  
 Job Address:  
 603 W Madison Ave  
 Milton, WI 53563-1031  
 Salesperson: Cindy Bluske  
 Job Number: 108699

**FILE**

Revision Number:  
 Job File Location:  
 S:\1 - Kwik Trip\Milton, WI  
 #605\108699 - Retro Pylon  
 2020\Design\605 Milton Art  
 108699

**COLOR KEY**

- 1 NA 208080 Beige
- 2 Black S/G paint
- 3 #2283 Red Acrylic
- 4 White of Acrylic
- 5 Red LED
- 6 NA 307880 Hermbrook Green
- 7 Green LED
- 8 Black (230-22)
- 9 Yellow (230-015)
- 10 Blue (230-187)

Not the same style pylon, but this shows the look of the completed "Kwik Trip" faces

