



AGENDA  
City of Milton  
Plan Commission  
Tuesday, February 4, 2020  
4:00 pm  
MILTON CITY HALL  
Council Chambers, 710 S. Janesville Street

- 1. Call to Order**
- 2. Approval of Agenda**
- 3. Approval of Plan Commission Meeting Minutes - January 21, 2020**

Documents:

[Plan Commission Minutes 01-21-2020.pdf](#)

- 4. Discussion and Possible Action Regarding an Extraterritorial Transfer of Land Along North Clear Lake Road in the Town of Milton**

Documents:

[Memo - North Clear Lake Road Land Division.pdf](#)  
[Extraterritorial Transfer of Land - Application - Clear Lake Road.pdf](#)  
[Extraterritorial Transfer of Land - Ariel Photo - Clear Lake Road.pdf](#)  
[Extraterritorial Transfer of Land - Plat of Survey - Clear Lake Road.pdf](#)

- 5. General Items**

- 6. 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 January 31, 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  
January 21, 2020**

**Call to Order**

Mayor Anissa Welch called the January 21, 2020 meeting of the Plan Commission to order at 4 p.m.

Present: Mayor Anissa Welch, Ald. Larry Laehn, Director of Public Works Howard Robinson, Bob Seales, Ethel Himmel, Dave Ostrowski, and Frank Green (arrived at 4:03 p.m.).

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

**Approval of Agenda**

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

**Approval of Plan Commission Meeting Minutes - December 3, 2019**

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

**Discussion and Possible Action Regarding a 1-Lot Certified Survey Map Located Along West High Street (Milton High School)**

Administrator Hulick provided an overview of this agenda item.

Comm. Himmel motioned to approve the Preliminary CSM with easements included for the sanitary sewer on the final CSM. Comm. Ostrowski seconded, and the motion carried.

**Public Hearing, Discussion and Possible Action Regarding Conditional Use Permit and Site Plan for Milton High School Located along West High Street**

Comm. Frank Green arrived.

Administrator Hulick provided an overview of this agenda item.

Mayor Welch opened the Public Hearing at 4:06 p.m.

There were no public comments.

Mayor Welch closed the Public Hearing at 4:07 p.m.

All of the commissioners confirmed they reviewed the Findings of Fact.

Comm. Director Robinson motioned to approve the Conditional Use Permit with the attached site plan for the Milton High School located along West High Street with the following contingencies:

1. Recording of the final CSM at the county.

2. DNR and City Engineer approval of the storm water plan.
  3. Aisle widths for traffic that have 90 degree parking stalls need to be 26' wide. Some of the aisles are 24' to 25'. These will need to be adjusted.
  4. Arrows need to be added to the parking areas to show direction of traffic.
  5. The driveways that are across from Rainbow Drive and Orchard Row will need to be offset so that they do not directly enter the street intersection. The driveway entrance adjacent/across from Rainbow Drive will allow the current offset stop signs to become a regular stop sign intersection.
  6. Sanitary and Water mains will need to be added onto the Utility Plans
  7. A lighting plan that meets ordinance requirements and that shows foot candle power needs to be submitted.
  8. New sign location needs to be indicated.
  9. An architectural drawing that show the height of the buildings is required.
  10. Location of dumpsters needs to be indicated.
  11. The Storm Water Management Plan needs to be recorded with the property at the county.
- Comm. Seales seconded, and the motion carried.

**Public Hearing, Discussion and Possible Action Regarding a Conditional Use Permit for Amanda Miller Baking Located at 129 East Madison Avenue.**

Administrator Hulick provided an overview of this agenda item.

Mayor Welch opened the Public Hearing at 4:11 p.m.

There were no public comments.

Mayor Welch closed the Public Hearing at 4:12 p.m.

All of the commissioners confirmed they reviewed the Findings of Fact.

Comm. Ald. Laehn motioned to approve the Site Plan and Conditional Use Permit for Amanda Miller Baking located at 129 E. Madison Avenue. Comm. Director Robinson seconded, and the motion carried.

**Public Hearing, Discussion and Possible Action to Amend the Official City Map to Delete the Vacated Portion of Parkview Drive**

Administrator Hulick provided an overview of this agenda item.

Mayor Welch opened the Public Hearing at 4:16 p.m.

There were no public comments.

Mayor Welch closed the Public Hearing at 4:16 p.m.

Comm. Himmel motioned to amend the official City map to delete the vacated portion of Parkview Drive as described in Preliminary Resolution #2019-26, Vacating Portion of Parkview Drive. Comm. Ostrowski seconded, and the motion carried.

**Discussion and Possible Action Regarding a Site Plan for The Meat Market Located at 329 South John Paul Road.**

Comm. Director Robinson motioned to approve the site plan for The Meat Market located at 329 S. John Paul Road. Comm. Seales seconded, and the motion carried.

**General Items**

There were no general items.

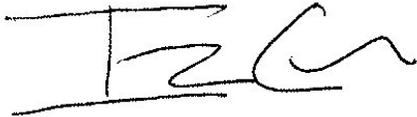
**Next Meeting ~ February 4, 2020**

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

**Motion to Adjourn**

Comm. Director Robinson motioned to adjourn the January 21, 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', written over a horizontal line.

Inga Cushman  
Administrative Services Director



## Office of the City Administrator

**To:** Mayor Welch, Milton Plan Commission  
**From:** Al Hulick, City Administrator  
**Date:** February 4, 2020  
**Subject:** Discussion and Possible Action Regarding an Extraterritorial Transfer of Land Along North Clear Lake Road in the Town of Milton

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### Summary

The City of Milton has received a transfer of land along Clear Lake Road within the Town of Milton. Because this land division is located within one and one-half mile from the city limits, the City of Milton has extraterritorial plat review jurisdiction over this transfer of land.

The plat of survey proposes three triangular pieces of land amongst adjoining owners along North Clear Lake Road. The land is currently developed with residential and commercial uses. The land division is outside of the City's Comprehensive Plan boundary, but does not effectively change the existing uses.

### Recommendation

The City of Milton Administration has no objections to the proposed land division along North Clear Lake Road in the Town of Milton.



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AGENCY USE ONLY

Application Number: \_\_\_\_\_

Received By – Date  
(MM/DD/YYYY): \_\_\_\_\_

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# PRELIMINARY LAND DIVISION APPLICATION FORM

## PROPOSED LAND DIVISION CLASSIFICATION:

**Major Land Division**  
Subdivision Plat Required

**Minor Land Division**  
CSM for lots 35 acres or less  
Plat of Survey for lots greater than 35 acres

**Transfer to Adjoining Owner**  
Plat of Survey or CSM

**Lot Combination**  
CSM Required

- Applicant has contacted Town, Rock County Planning, Economic & Community Development Agency, and City(s)/Village (if land division is within Extra-Territorial Plat Approval Jurisdiction (ETJ) area) officials and these parties have determined land division is feasible:  Yes  No
- Land division is consistent with Town's Comprehensive Plan – Future Land Use Map:  Yes  No
- Land division area is located in a Farmland Preservation zoning district certified by the State of Wisconsin:  Yes  No  
If you answered Yes, proceed to 4. If you answered No, proceed to 5.
- Land division meets Town Base Farm Tract and any other applicable Farmland Preservation zoning district requirement:  Not Applicable  Yes  No
- Land division will require a zoning change:  Yes  No

## APPLICANT INFORMATION

### 6. LANDOWNER OR AUTHORIZED LANDOWNER REPRESENTATIVE

a. Name:	Henry J & Mary L Dikkeboom Revocable Trust			Telephone:	608-295-4226		
Address:	8800 N. Clear Lake Rd.	City:	Milton	State:	WI	Zip:	53563
b. Name:				Telephone:			
Address:		City:		State:		Zip:	

### 7. AGENT (SURVEYOR AND DEVELOPER)

a. Surveyor name:	Combs & Associates, Inc.			Telephone:	608-752-0575		
Address:	109 W. Milwaukee Street	City:	Janesville	State:	WI	Zip:	53548
b. Developer name:				Telephone:			
Address:		City:		State:		Zip:	

8. Identify the individual from 6. or 7. that will serve as the primary contact:  6a.  6b.  7a.  7b.

## PROPERTY INFORMATION

9. Reason for application:  Sale/ownership transfer  Farm consolidation  Create Conforming Lot  Adjust Lot Line

Transfer of land between adjoining owners, we will be transferring Parcel "A" (6-13-168E.3) and Parcel "C" (6-13-168E.1) to Lot 2 (6-13-168E.2) of Certified Survey Map Volume 15, Pages 383-386 and Parcel "B" (6-13-168E.1) will be transferred to Lot 3 (6-13-168E.3).

10. Land division area location:	Town of Milton	NW 1/4 of NW 1/4
	Section 15	Tax parcel number(s) - 02602100802; 02602100801; 026021008

- Land division area is located within the Extra-Territorial Plat Approval Jurisdiction (ETJ) Area of a City(s)/Village:  Yes  No  
If Yes, identify: **City(s)/Village of Milton**
- Land division area is located adjacent to (check all that apply):  
 Local/Town road  County highway  State highway  U.S. highway
- Landowner's contiguous property area (Square feet or acres):
- Land division area (Square feet or acres): 10,416
- Current zoning of land division area: RR
- Number of new/additional lots created by land division: None
- Future zoning of new/additional lot(s) created by land division:
- Future zoning of parent lot: RR
- Covenants or restrictions will be placed on the land division area:  Yes  No  
If Yes, identify covenants or restrictions:
- A residential building is currently located in the land division area:  Yes  No  
If Yes, the building utilizes a:  Private onsite wastewater treatment system  Public sanitary sewer system
- Public improvement construction proposal/plan will be submitted by (mm/dd/yyyy):
- Public improvement construction will begin on (mm/dd/yyyy):

## APPLICANT STATEMENT AND SIGNATURE

I, as the undersigned, am a landowner applying for a land division in unincorporated Rock County, or am serving as the primary contact for said landowner. I do hereby verify that I have reviewed and completed this application form, and submitted all information as required per said documents, and that all information is correct, accurate, and true to the best of my knowledge and belief.

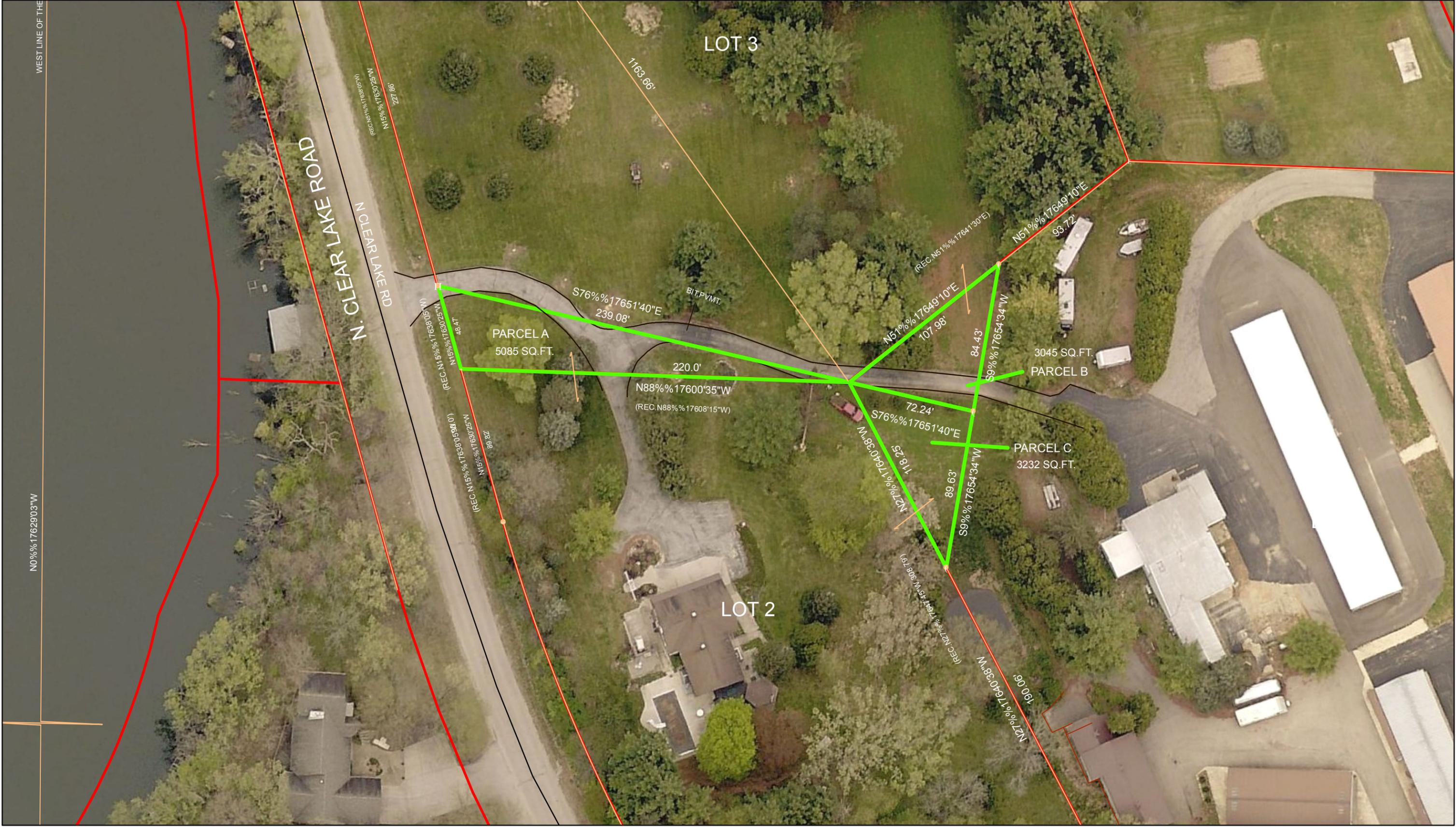
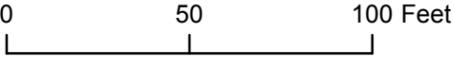
LANDOWNER/PRIMARY CONTACT SIGNATURE: <u><i>Rachel G. Lutz</i></u>	DATE: <u>1/10/2020</u>
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APPLICATION CHECKLIST			
	Yes	No	Comment
1. Have you included a map clearly marked "PRELIMINARY PLAT OF SURVEY, CERTIFIED SURVEY MAP OR SUBDIVISION PLAT", identifying the land division area and containing all of the following information?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
a. Location of the land division area by section, township, and range:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b. Approximate location and dimension of all EXISTING streets and property lines, including name and ownership (if applicable), in and adjacent to the land division area:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
c. EXISTING/PROPOSED County, Town, and City/Village (if applicable) zoning designations of all EXISTING/PROPOSED lot(s) and outlot(s), in and adjacent to the land division area:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
d. Approximate location and dimension of all PROPOSED lot(s), outlot(s) and blocks(s), numbered for reference, in the land division area:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
e. Indication of all PROPOSED lot(s) and outlot(s) use if other than single-family residential, in the land division area:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
f. Distance from all PROPOSED lot(s) and outlot(s) point of beginning to section corner or quarter corner, in the land division area:	<input type="checkbox"/>	<input type="checkbox"/>	
g. Approximate location, dimension (if applicable), and name (if applicable) of all of the following, whether EXISTING or PROPOSED, in the land division area:	<input type="checkbox"/>	<input type="checkbox"/>	
(1) Buildings:	<input type="checkbox"/>	<input type="checkbox"/>	
(2) Streets, alleys, and public ways:	<input type="checkbox"/>	<input type="checkbox"/>	
(3) Driveways:	<input type="checkbox"/>	<input type="checkbox"/>	
(4) Rail lines:	<input type="checkbox"/>	<input type="checkbox"/>	
(5) Private water wells or water supply systems:	<input type="checkbox"/>	<input type="checkbox"/>	
(6) Private onsite wastewater treatment systems or public sanitary sewer systems:	<input type="checkbox"/>	<input type="checkbox"/>	
(7) Any other public utilities:	<input type="checkbox"/>	<input type="checkbox"/>	
(8) Easements (Utility, drainageway, pedestrian way, etc.):	<input type="checkbox"/>	<input type="checkbox"/>	
(9) Vegetative land cover type:	<input type="checkbox"/>	<input type="checkbox"/>	
(10) Environmentally sensitive areas (Floodplain, steep slope, etc.):	<input type="checkbox"/>	<input type="checkbox"/>	
(11) Productive agricultural soils, cultural resources, and woodlands:	<input type="checkbox"/>	<input type="checkbox"/>	
(12) Surface water features:	<input type="checkbox"/>	<input type="checkbox"/>	
(13) Drainageways:	<input type="checkbox"/>	<input type="checkbox"/>	
(14) Detention or retention areas:	<input type="checkbox"/>	<input type="checkbox"/>	
(15) Cemeteries:	<input type="checkbox"/>	<input type="checkbox"/>	
(16) Bridges/culverts:	<input type="checkbox"/>	<input type="checkbox"/>	
(17) Rock outcroppings:	<input type="checkbox"/>	<input type="checkbox"/>	
h. Approximate location, dimension, name (if applicable), and purpose of all dedicated public parks or outdoor recreation lands, or any other public or private reservation, including any conditions, in the land division area:	<input type="checkbox"/>	<input type="checkbox"/>	N/A
i. Preliminary concept for connection with existing public sanitary sewer and water supply system or an alternative means of providing water supply and treatment and disposal of sewage, in the land division area:	<input type="checkbox"/>	<input type="checkbox"/>	N/A
j. Preliminary concept for collecting and discharging stormwater, in the land division area:	<input type="checkbox"/>	<input type="checkbox"/>	N/A
k. Scale, north arrow, and date of creation:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
l. Any other information required by the Agency:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2. Has the map been prepared at a scale not to exceed two hundred (200) feet to the inch, with the map pages numbered in sequence if more than one (1) page is required, and total map pages identified on each page?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3. Has the map been prepared by a land surveyor licensed in Wisconsin?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4. Have you provided all required application form information and has the required party signed this application form?	<input type="checkbox"/>	<input type="checkbox"/>	
5. Have you included a hard copy of this application form and the map, an electronic copy of the map in a format compatible with the Agency's Geographic Information System (GIS), and the application fee?	<input type="checkbox"/>	<input type="checkbox"/>	

PLEASE SEND VIA POSTAL MAIL, OR HAND-DELIVER, THIS FORM, A HARD COPY AND ELECTRONIC COPY OF THE PRELIMINARY MAP, AND THE APPLICATION FEE TO:

ROCK COUNTY PLANNING, ECONOMIC & COMMUNITY DEVELOPMENT AGENCY  
 51 N. MAIN ST.  
 JANESVILLE, WI 53545

LD2020\_001 (Dikkeboom Rev Trust)  
NW 1/4 of the NW 1/4 of Section 15  
Town of Milton



# PLAT OF SURVEY

**Parcel A:**  
PART OF LOT 3 OF A CERTIFIED SURVEY MAP RECORDED IN VOLUME 15, PAGES 383 THRU 386 OF CERTIFIED SURVEY MAPS OF ROCK COUNTY, WISCONSIN AS DOCUMENT NO. 1155598 AND LOCATED IN THE NW 1/4 OF THE NW 1/4 OF SECTION 21, T.4N., R.13E., OF THE 4TH P.M., TOWN OF MILTON, ROCK COUNTY, WISCONSIN.

DESCRIBED AS FOLLOWS: Commencing at an aluminum monument at the NW Corner of said Section; thence S22°35'38"E 1163.66 feet to a cotton gin pin at the most Southerly Corner of said Lot 3, also being at the place of beginning for the land to be herein described; thence N51°49'10"E 72.24 feet to an iron pin; thence N15°30'25"W 48.47 feet to a survey spike; thence S76°51'40"E 239.08 feet to the place of beginning.

NOTE: The above description is for the transfer of land between owners of adjoining property and cannot be transferred as a separate parcel.

**Parcel B:**  
PART OF LOT 1 OF A CERTIFIED SURVEY MAP RECORDED IN VOLUME 15, PAGES 383 THRU 386 OF CERTIFIED SURVEY MAPS OF ROCK COUNTY, WISCONSIN AS DOCUMENT NO. 1155598 AND LOCATED IN THE NW 1/4 OF THE NW 1/4 OF SECTION 21, T.4N., R.13E., OF THE 4TH P.M., TOWN OF MILTON, ROCK COUNTY, WISCONSIN.

DESCRIBED AS FOLLOWS: Commencing at an aluminum monument at the NW Corner of said Section; thence S22°35'38"E 1163.66 feet to a cotton gin pin at the most Westerly Corner of said Lot, also being at the place of beginning for the land to be herein described; thence N51°49'10"E 72.24 feet to an iron pin; thence S9°54'34"W 84.43 feet to an iron pin; thence N76°51'40"W 72.24 feet to the place of beginning.

NOTE: The above description is for the transfer of land between owners of adjoining property and cannot be transferred as a separate parcel.

**Parcel C:**  
PART OF LOT 1 OF A CERTIFIED SURVEY MAP RECORDED IN VOLUME 15, PAGES 383 THRU 386 OF CERTIFIED SURVEY MAPS OF ROCK COUNTY, WISCONSIN AS DOCUMENT NO. 1155598 AND LOCATED IN THE NW 1/4 OF THE NW 1/4 OF SECTION 21, T.4N., R.13E., OF THE 4TH P.M., TOWN OF MILTON, ROCK COUNTY, WISCONSIN.

DESCRIBED AS FOLLOWS: Commencing at an aluminum monument at the NW Corner of said Section; thence S22°35'38"E 1163.66 feet to a cotton gin pin at the most Westerly Corner of said Lot, also being at the place of beginning for the land to be herein described; thence S76°51'40"E 72.24 feet to an iron pin; S9°54'34"W 84.43 feet to an iron pin on the SW Line of said Lot; thence N27°40'38"W along said SW Line 118.25 feet to the place of beginning.

NOTE: The above description is for the transfer of land between owners of adjoining property and cannot be transferred as a separate parcel.

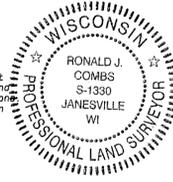
STATE OF WISCONSIN  
COUNTY OF ROCK SS.

I HEREBY CERTIFY THAT I HAVE SUPERVISED THE SURVEY OF THE PROPERTY DESCRIBED ABOVE FOR THE EXCLUSIVE USE OF MARY DIKKEBOOM AND THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THE PLAT HEREON DRAWN CORRECTLY REPRESENTS SAID SURVEY AND ITS LOCATION AND COMPLIES WITH CHAPTER A-E7.

GIVEN UNDER MY HAND AND SEAL THIS 6th DAY OF JANUARY, 2020, AT JANESVILLE, WISCONSIN.

*Ronald J. Combs*  
Ronald J. Combs  
P.L.S. Number 1330

If the surveyor's signature is not red in color, the map is a copy and may contain unauthorized alterations. The certification contained herein shall not apply to any copies.



**ROCK COUNTY TREASURER'S CERTIFICATE**

I hereby certify that the Property Taxes on the parent parcel are current and have been paid as of \_\_\_\_\_, 20\_\_\_\_\_.

Rock County Treasurer \_\_\_\_\_

**ROCK COUNTY PLANNING AND DEVELOPMENT**

This Final Land Division No. \_\_\_\_\_ is approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Secretary \_\_\_\_\_

**LEGEND:**

- SET IRON PIN, 3/4" x 24", 1.5 LBS./LIN.FT.
- FOUND 3/4" IRON PIN
- ⊙ FOUND 1" IRON PIPE
- △ SET SURVEY SPIKE
- ▲ FOUND ALUMINUM MONUMENT
- FOUND COTTON GIN PIN
- FOUND CUT STONE MONUMENT

**NOTES:**

FIELD WORK COMPLETED JANUARY 3RD, 2020.

THIS SURVEY IS SUBJECT TO ANY AND ALL EASEMENTS AND AGREEMENTS, RECORDED AND UNRECORDED.

ASSUMED N0°29'03"W ALONG THE WEST LINE OF THE NW 1/4 OF SECTION 21-4-13.



- LAND SURVEYING
- LAND PLANNING
- CIVIL ENGINEERING

DATE 1/06/20  
BY sll  
PROJECT NO. 119-409  
CLIENT DIKKEBOOM

109 W. Milwaukee St.  
Janesville, WI 53408  
www.combsurvey.com

tel: 608 752-0575  
fax: 608 752-0534