

DRAFT

**Village of Bristol Plan Commission Meeting and Public Hearing
Bristol Municipal Building 19801 83rd Street, Bristol, WI 53104
Tuesday November 26, 2024**

MINUTES

1. The meeting was called to order by Chairman John Boldt at 7:00 p.m.. Commissioner's Chris Leker, Kay Sharp, JoAnn Bolton, Ruth Atwood, Amy Klemko and Joe Riegert were all present. Also present were Village Planner Dominic Marlow, Village Administrator Randy Kerkman, Plan Commission Secretary Renee Brickner and 1 constituent.
2. Approval of Minutes:
A motion was made by Commissioner Sharp and was seconded by Commissioner Bolton to approve the minutes of the October 22, 2024, Plan Commission meeting. The motion carried unanimously.
3. Chairperson's Comments:
Chairman Boldt suggested that any last-minute changes to the minutes be highlighted to help the Commissioners locate the changes.
4. Citizen's Comments: None.
5. Unfinished Business: None.
6. New Business:
 - a. Discuss and consider for approval the updated Comprehensive Outdoor Recreation Plan draft.

Dominic Marlow, Village Planner, stated the changes overall were pretty minimal other than the five-year plan and final chapter which can be addressed in a different process with the Village. He indicated there a couple facility descriptions in individual parks and new changes for the two planned parks in the future residential area where the Leo Development is and the planned park off of HWY D. He stated there are a couple minor reflections of Kenosha County's plans for trails in the plan.

Chairman Boldt stated that he thought we had discussion and the whole idea of the ball parks and that type of thing being taken out. He asked if we could talk about that as it seems it is still there. He indicated that some of the Commissioners may have more specifics.

Commissioner Leker asked why the Table of Contents is numbered wrong.

Dominic Marlow stated that would be a clerical error that can be addressed.

Chairman Boldt stated that when he goes to the recommendations, he is used to seeing bullet points of recommendations. He stated what we have in this is - the Development of New Pedestrians and Bike Facilities should include the following which goes down into a list. He asked that out of this whole Comprehensive Plan with all this information in the beginning if that is that the recommendation on this plan.

Dominic Marlow stated that the structure from the previous plan was used to provide standards for the development of facilities so rather than have the recommendations listed out we wanted to provide a description of the implementation process for each facility type. He indicated that it might be a little different than other park plan structures, but they wanted to use the structure of the previous plan given that is what the Village has been using.

Chairman Boldt stated that we have a bunch of stuff in the front including drawings, baseball diamonds and this that and the other thing indicating that is not in any of the recommendations.

Dominic Marlow stated that the recommendations are under the planned facilities in each park page. He indicated that for the dozens of properties the Village has the bullet points under the planned facility of each property. He stated there are several recommendations for planned facilities throughout those pages. He indicated in the facility needs assessment and the chapters following that part of the document there are a list of standards to meet for the development of further facilities. He indicated that based on the metrics we want hit in terms of the number of facilities for trails and parks there was not a huge amount of gap between what the Village needs and what the Village already has. He stated that there is not a lot of volume of recommendations in terms of for instance the Village does not need to acquire anymore land as it has plenty of land to develop. He stated that it is really about developing your under-utilized properties over a period of time to meet your facility needs. He asked if there was something you were expecting to see not present in the document that you were looking for specifically.

Chairman Boldt stated that he is used to seeing in any planning development when the recommendations come out, those are the recommendations. He stated that most people are going to look at the Comprehensive Plan and are going to look for recommendations asking if all the analysis, drawings and plans are part of the plan.

Dominic Marlow stated that they are, indicating that the idea was that you wouldn't just go to one small portion of the plan in order to figure out what you are supposed to do. He stated that the entire plan document is supposed to be useful as a planning tool and is supposed to be useful for different audiences to understand what is intended. He stated that if you go to the inventory section on each park page the information is useful as a document to figure out what are the planned facilities for this. He indicated that they do not find it useful to have redundancy in a document by saying here are all the planned facilities for all the different parks. He indicated that you already have it here and that is repeating the same thing twice and making the document longer. He stated that if you go to the recommendation section it is really about the approach to take and this was the structure of the previous plan and how to approach the development of each facility for public land. He stated that there is a section on acquisition requiring that land for that process, which is necessary as well as pedestrian bike facilities. He indicated that is what should be included in bullet points which list the actions that staff and the Village in its capacity should be advancing over the next five years to coordinate the development of those facilities. He stated that when it comes to individual parks it is about capital planning. He indicated that because we did not advance the capital

improvement plan, in order to move forward with the implementation of the individual properties we need to do things like cost opinions for those properties and get them connected to impact fees. He stated that those are all future steps the Village could take to continue implementing and funding the development of these park facilities. He stated that it is not one of the statutory requirements of this document indicating it would be a separate process that they would be happy to do but is not something they were planning on doing. He asked if the question is if a park property says these facilities are planned, how do we go from a planned facility to an installment facility. He stated that they could release a request for proposal and work with the Engineer to survey the property so they can determine the appropriateness of the facility and do an environmental assessment.

Commissioner Bolton stated that right there is not what we discussed that we wanted indicating that for planned facilities east we did not say we wanted that. She stated we brought in the Parks and Recreation committee and got their opinion, and we also opened it to the public, and discussed that we do not want four ball diamonds, and we do not want eight tennis courts, yet they are there.

Dominic Marlow stated that this was the design that the Village contracted us to develop a few years ago.

Commissioner Bolton stated that we are saying we do not want it.

Dominic Marlow indicated that he understands that there is disagreement among the Plan Commission about that stating that he wants this Commission to make a decision about what is retained in this plan and what is not. He stated they are looking for direction.

Administrator Kerkman stated that the bottom line is it is a phased approach. He indicated the Village already owns that property and designed it, and may only put one diamond or two diamonds in. He stated that ultimately if the land is there and if it is planned for, it is better for the Village than in 2050 when we need two more diamonds and we don't have the land for it.

Commissioner Bolton stated that this does not necessarily mean that builders will put something else there, the land would still be there. She stated that our projection with the number of kids with the schools we do not have kids enough to say that we need four ball diamonds.

Administrator Kerkman indicated that is correct stating it would be more like a phase approach.

Commissioner Bolton asked why we would even suggest to people that would read this indicating that is what we are going to do when we are saying we are not going to do that.

Administrator Kerkman stated that it gives you options for the future indicating that if it is not in the plan, then you are not going to be able to apply for a grant. He stated that if you take those two diamonds apart or do not put them in there and they are not shown you cannot apply for a grant to get a ball diamond. He indicated you could still apply for a grant for the two diamonds stating that the problem is if you already spent money and planned that for the future he does not know when that future is stating it might 2050 or 2075 but the Village already purchased the land for this purpose and if we show it that way it is in there for any grant that we would like to apply for.

Commissioner Bolton stated that is where she disagrees. She stated that we are not still planning that indicating that our plan has changed and what we are looking at is we are not envisioning that in our future.

Dominic Marlow stated he would also call attention to the new part of the document which is an assessment of the Impact Fee Ordinance which states that the Village has an Impact Fee Ordinance which in many ways directs the development of this plan and determines the amount of money charged to each new resident as a unit and that money is earmarked for specific spending and that spending is based on the capital spending from the previous plan. He indicated that when the Village developed an impact fee assessment, you developed costs for those facilities and decided to charge every residential unit built after that date an impact fee promising to spend that funding on the development of these park facilities.

Commissioner Bolton stated that we have been doing that in the past, that is what we used in the past for upgrades to Hanson Park.

Dominic Marlow stated that one thing the Village needs to understand is that failure to spend that money within a certain time period will result in the money having to be refunded. He indicated that he is completely fine with the Village wanting to revise the Impact Fee Ordinance and reduce the capital spending stating that because those plans were already set and were directed to the development to this, they were just following the direction given in terms of this is what the Village Ordinance says. He stated this is what the Village has set out as a long-term stable funding mechanism set to develop these facilities and this is what was envisioned to spend that money on. He indicated that without an understanding that there was going to be a fundamental change in that funding structure by the Village, they would not have had the direction to reduce the scope of this plan. He stated that they did so in some regard by reducing a couple listed facilities here and there especially for the planned parks. He indicated outside of Richard Hanson Memorial Park they also had this CTH D park property and reduced the number of sports facilities listed from your feedback that we were planning on updating in the document which was reflected in the new document. He indicated that the number of sports facilities that were originally designed for the ten-acre park property off the LEO Living Development was reduced with recommendations as well. He stated that they are mediating this based on what they are hearing and what the ordinance provisions for.

Commissioner Bolton indicated that they were also hearing that people wanted trails there stating that we could switch the funds towards enhancing trails in that area instead of two of the ball diamonds and only keep two ball diamonds.

Dominic Marlow indicated that the Village charges impact fees specifically for trails separately from fees charged for community parks and special park improvements. He stated that would not actually be possible to shift those funds to trail development without amendment to the Impact Fees Ordinance.

Commissioner Bolton stated that is how the Village designates funds rather than having a pool that we can use the different facilities.

Dominic Marlow stated that is correct and referred to a table that indicates that impact fees are charged in five different buckets which have legal requirements as to how the funds can be spent. He stated that you can develop trails within the park plan but cannot connect between the park properties indicating that the trail impact fee is written that it is really about acquiring right of way and developing trails along the street, not necessarily building pathways within the parks.

Commissioner Bolton stated that would be beyond the parks as a right of way. She stated that we are talking about the trails within the park.

Dominic Marlow indicated that is not what the trail impact fee is earmarked for and are based off capital costs opinions for the developments for the right of way facilities including pathways. He stated this also includes ball diamonds, sports facilities, shelters and parking lots and indicated there is a sort of risk in deviating too far from those estimates without revising them and having issues with how you actually spend that money.

Commissioner Bolton asked if we need the Board to revise them indicating that it just seems like it is contrary to what we are hearing from the public and what Commissioners have said here in the last couple of months. She stated that maybe we need to revise something so that we can do what we really want to do with the funds.

Commissioner Leker indicated that the Village could still do anything they want inside the park with the funds.

Commissioner Bolton stated that if we don't want to use them on the ball diamonds, why have the ball diamonds and show that we want to put trails in.

Commissioner Sharp stated that was kind of a puzzlement indicating that she thought they reduced it down to two diamonds and then we see the picture that has four asking if they could take out two and put to be determined in those areas.

Administrator Kerkman indicated that would be a legal question and he would have to ask the Village Attorney as we have collected funds for the last twenty years for that Hanson Park expansion and actually there were five diamonds planned for and money has been collected for that indicating we may have to send that money back.

Commissioner Bolton asked if that money is sitting in our budget for the four or five diamonds that the Village has collected.

Administrator Kerkman stated that it was spent on the beer garden.

Commissioner Bolton indicated that we should not have to worry about whether we make other changes because we do not have that money there it has already been spent.

Administrator Kerkman indicated that he would have to ask the attorney that question.

Dominic Marlow stated that there is nothing preventing the Village from changing the content of this plan, it is simply a matter of whether it reflects the Impact Fee Ordinance. He stated this could be used as a foundation to revise the Impact Fee Ordinance indicating that is something that the Village would have to decide, if they wanted to go down that route it would probably be a restarting a lot of the small portions of this plan if we are going to be redesigning that park which would be a substantial change.

Commissioner Bolton stated that it would have been nice if we had known this when we had the public and the Parks and Recreation Committee here and now say we can't do that, everyone thought that is the way we were leaning.

Dominic Marlow stated that Administrator Kerkman did ask him to provide additional assessment of your original Impact Fee Ordinance as a part of the next round of updates indicating that is what we are here to do now stating this is our opportunity to do that.

Commissioner Sharp asked if what was said is that you can't write for grants if we don't put the four diamonds in.

Administrator Kerkman stated that if you want funding for the four diamonds and if you want to cut it to two diamonds and you are never going to add another diamond, you can do that. He indicated that if you are looking for a plan for 2050, his personal opinion is you are cutting yourselves short.

Commissioner Bolton asked if the plan could be amended later to add a diamond and have a grant for that if we need it. She indicated that from what we are seeing right now we don't

need it, and if it is put in this document, we are foolishly telling people this is what we are going to do. She stated they will look at it and ask themselves why they come to meetings and walk away thinking things are going to change and they don't.

Dominic Marlow stated that he wants to make it clear that there are two buckets of funding we are talking about, the impact fees you charge locally and we are talking about grant funding from the State. He stated they have completely different requirements on how they get acquired and spent. He indicated that the only requirement of State funding is that it is in your plan and the requirement for the impact fees is that it is in your Impact Fee Ordinance and are legally restrictive than State grant money.

Chairman Boldt asked what the Impact Fees Ordinance is based on.

Dominic Marlow stated impact fees are based on the capital costs estimates of the previous park plan.

Chairman Boldt asked if this park plan reflects the previous park plan as far as certain facilities stating that he is wondering if we are just spinning our wheels here and if this should just recommend the Village Board approve this. He stated if it is under some other Impact Fee Ordinance and that ordinance is based on this plan or a reasonable facsimile thereof and to change that we have to change the Impact Fee Ordinance.

Dominic Marlow stated that you would actually have to take this plan a step further to amend your Impact Fee Ordinance by working with engineers to develop cost estimates for the planned facilities.

Commissioner Leker stated that the impact fee doesn't have any verbiage as to what the exact details of the parks were it just has cost estimates.

Dominic Marlow stated that it makes reference to the 2009 Park Plan.

Chairman Boldt stated that they are tied together.

Dominic Marlow stated yes and that this plan does not substitute for that plan per the Impact Fee Ordinance and would not apply with option.

Administrator Kerkman stated our next step is to revise or update our Impact Fee Ordinance to reflect the 2050 plan.

Commissioner Sharp asked if that comes before we would approve the Recreation Plan.

Chairman Boldt stated that the plan needs to be in place before they do the Impact Fee Ordinance because there has to be reference what that is.

Commissioner Bolton stated that we can't change it because of the ordinance.

Administrator Kerkman stated that if you are going to approve it with two diamonds that is exactly what will happen, and we will have to adjust that. He stated that in his opinion you are going to be short sighted because right now there are not a lot of people playing softball. He stated that five or ten years ago everybody wanted more diamonds, and the problem was you just can't make a diamond like that, it doesn't happen like that. He indicated that by the time we got it figured out and had a plan in place, purchased the property and tried to invest to build them there are not as many people playing softball anymore. He indicated that he does not have a crystal ball stating that the Village purchased that property for the expansion of Hanson Park that is shown it on the plan indicating that he does not vote, and it is up to this plan commission to vote on it.

Chairman Boldt stated that when we do a comprehensive plan for the Village we make decisions and say this area should be industrial and this area should be residential and that is going to be agricultural, etc.. He stated that the chances of that actually happening is maybe slim to none but if somebody wants to change it they have to amend it to the comprehensive

plan. He indicated that with enough convincing we can change our comprehensive plan. He stated that if you look at this in that light, he would say we put these things in here so when somebody comes back in the future says we would like to have more baseball diamonds, or baseball and softball is passe and we are going to have pickleball courts, we do that so it can change. He indicated that over the years these things have changed but what we heard that everyone was in agreement with was we don't need all that softball stuff because we don't enough kids to play on the diamonds that are there. He stated that he does agree with Randy to a certain extent that taking it out and making it something else as a planning document would maybe be more trouble than it is worth. He stated that in engineering the saying was "planning does not have to fit" indicating that this is a park plan for Hanson Park that has what we could do in it and maybe that is what this document is and nothing more just like a comprehensive plan there is nothing concrete in this thing.

Commissioner Atwood stated that the four ball diamonds don't bother her as much as the eight tennis courts. She asked if they were in there because we thought maybe we would do pickle ball.

Dominic Marlow stated they are listed there as tennis/multi-use courts for any sport.

Administrator Kerkman stated basketball, pickle ball, shuffleboard, any court sports.

Commissioner Leker indicated that if we adopt this then we would try to have somebody figure out what it might cost to build and that is what our impact fees are off of asking if the Village took out a substantial part of that and the impact fees went down would we have to refund the people we already collected those impact fees from to match our new impact fee.

Dominic Marlow stated that he is not a lawyer so he can only say what he thinks indicating that he thinks it is previously collected impact fees can still be spent on the things that the Village has collected them for. He stated that those previously collected funds are earmarked and you can't change that.

Commissioner Leker asked if the only time we would have to refund them is if we did not spend them in a certain amount of time.

Administrator Kerkman indicated that was correct.

Commissioner Leker stated that what you are saying is there is the potential impact fees for park and recreation to go down if we drastically reduce the plan for this park.

Administrator Kerkman stated that he does not know because the cost of infrastructure has gone up so much since the last one indicating that he doubts if it would go down.

Dominic Marlow stated that it is possible indicating he does not think it is necessarily likely and would say whatever direction the Village would like to take. He stated the Village has more control over that future than relying upon hoping for the best with whatever capital costs come out. He stated that he wants to be clear that there is nothing in the ordinance preventing the Village from changing this plan indicating it is simply the direction we use to move in this direction so we can still do whatever we want to this plan. He stated there is nothing legally preventing us from doing that.

Commissioner Leker asked if the Village sticks with this plan will the impact fees go up drastically.

Dominic Marlow stated if we amend your Impact Fee Ordinance to exactly what is in this plan they could go up drastically, but we reduced the standards from the previous plan substantially indicating that reduction could also lead to that cancelling out. He stated for example the land acquisition standards in the previous plan were reduced substantially so that you no longer need to acquire land in most of the residential areas.

Commissioner Leker asked if there is a chance if the Village redid the plan completely and amended the Impact Fee Ordinance it could be virtually the same moving forward.

Dominic Marlow stated there is a chance it could be virtually the same if we were committed to making them virtually the same, we could figure out how to make it virtually the same.

Commissioner Atwood stated that it sounds like it will cost a big buck to re-do everything.

Administrator Kerkman stated that he has not asked for a proposal to do that, but he indicated he would guess it would be \$10,000 or \$15,000.

Commissioner Atwood stated that is a lot of money.

Administrator Kerkman stated that it is but the whole idea of the impact fees when we started this all a long time ago a lot of the residents were complaining about new subdivisions and people were moving into the Village of Bristol and they did not pay their fair share. He indicated that we took it upon ourselves stating we were one of the first ones to come up with impact fees for parks and recreation. He stated that we were able to access charges to any new residents who came into the Village and the money that was collected would be put toward future park improvements. He stated those were broken down into several different park facilities including trails and we used trail impact fees for trails up at 45 and 50 and along AH out to Salem. He stated that those were all done with impact fees and grants, and the whole idea is to partner your impact fees with grants so there is barely any money needed from current taxpayers who pay for it. He indicated that was the whole idea in setting up all these different parks and do that type of concept and stated it is time to update the park and recreation plan, and we should do that now. He stated we will update the impact fees because we need to go back and take a look at the plan, especially if you want to take out two diamonds, we will have to adjust for those costs. He stated that we spent some impact fees that probably were not in the plan and that is why we need to update the plan.

Commissioner Sharp asked if we took out two diamonds, are they still designated as park items and could impact fees be applied to that or does it have to be applied to the ball diamonds.

Administrator Kerkman stated that impact fees are only for the improvements.

Commissioner Bolton asked if we put in trails, could we use some of the impact fees for trails there.

Administrator Kerkman stated that you can if it is identified in the impact fees for that park. He stated that we were planning to put trails in that park so the layout does show them in it, or it could just be green space until such time we change them to 100 pickle ball courts or whatever it may be. He stated that he does not have a crystal ball, and he never thought pickle ball courts would be of interest but stated that he did talk to some other municipalities who said not to put them next to residential areas because they are loud.

Commissioner Sharp asked if we made those two diamonds into green areas for a trail through the park, would it still be considered park and the Village would still have to pay for those improvements.

Administrator Kerkman indicated that is correct.

Commissioner Sharp stated that the survey we had with the results shown on page 14 shows that the Bristol residents really want community parks and recreation sites for the people that live here and there is not much interest in the large sports complex for people from out of town to use. She stated that to her those four ball diamonds indicate that we are going to cater to traveling teams for people from out of the area to come to use.

Commissioner Bolton stated that we could plant some trees there.

Commissioner Leker asked if it would still qualify for grants if instead of saying planned facilities east, it said potential facilities east, or does it have to say planned.

Dominic Marlow stated that we could change it to potential indicating that would be an option. He stated the easy option would be to remove this design from the parks plan, it is in the land use plan indicating it is a part of the comprehensive plan right now. He stated that we could amend the comprehensive plan, we would not have to do it right now but as part of this process and remove the imagery and remove the description of those. He stated the more complicated option would be to redesign this. He stated that if we are looking for an easy solution to make sure we are not committing to more than we want to in the long run indicating everything is on the table.

Commissioner Atwood stated that she wished Administrator Kerkman would talk to the Attorney regarding Commissioner Sharp's option before we take them out just to see what ramifications there would be to change it or take them out for the long term.

Administrator Kerkman stated that he could ask.

Tom One of the reasons we are doing this is for the future and so we can apply for grants from the state, is there a certain time frame this has to be entered asking if it is a yearly thing.

Administrator Kerkman stated that it is a yearly thing indicating he believes we have to have our portion of the money to apply for them. He indicated that the whole idea is we are trying to write as many grants as we possibly can from the State to bring back the tax dollars that are sucked away from us between income tax and property tax. He stated that most of the tax from Bristol goes to the State, Feds and the City so we don't get any or very little money back. He stated the only way to get our money back is to write as many grants as possible and some of that Federal and State money that comes from them by applying for it.

Tom So it has to be applied in this case for recreation land and/or parks.

Administrator Kerkman stated that he is correct indicating that we have a trail grant we just wrote last year that we received which is an 80/20 grant that is for a plan on how to connect the trails from what you are seeing here to HWY 50 and the I-94 area, and then connect all the future park and recreation areas to the residential areas. He stated that all the money is for is to come up with a plan. He stated we had a plan in our park and recreation plan from Pat Mehan that showed all these connections, but it lacked detail indicating his plan was to follow the railroad track and connect to the interstate. He stated that most of that land is owned by private people who are not willing to sell or donate to the Village for the trail, people do not want it. He stated that we have to come up with a different way to get that trail from point A to point B. He indicated that he does not know if it is HWY 50, HWY C or along the Des Plaines River. He stated that they do that a lot in Illinois for two reasons, one is the land is cheap to purchase and second because they have access to the Des Plaines for their maintenance problems to get rid of a beaver dam or whatever it may be. He indicated that another grant they wrote was on Deep Lake Road which was another 80/20 grant from the DOT. He stated that we have a park and recreation plan, and it is time to update it. He stated that when that is finished, we are going to update our Impact Fee Ordinance which we need to do. He indicated that writing grants is one way to get some of our tax dollars back and we can do that in a number of ways, but one way is to put trails in and get a trail grant and our portion of the money can come from impact fees.

Commissioner Leker stated that we write a lot of grants, the Village Board approves a ton of grants for the Fire Department. He asked if we were to leave the Memorial Park expansion picture where it shows the pictures at the east and west of the road for expansion, and we were

to eliminate some of the planned facilities, and eliminate the picture of the ball diamonds from our Park and Recreation Plan then we are not giving an illusion of something that we do not have definite plans for, but we are still leaving the option open for the future.

Chairman Boldt stated that is fine with him indicating that we are arguing about two ball diamonds other than what people have told us they want and moneywise is not that big of a deal.

JoAnn Bolton agreed that we take away that illusion of what it is going to be. She indicated the numbers should also be taken out for ball diamonds and tennis courts.

Dominic Marlow stated that we could do that as well, indicating we don't have to commit to a number. He indicated that just for the sake of reviewing the two new parks in this document in the LEO Development, they are listing right now two play fields, two tennis courts, two softball diamonds and one basketball court along with shower, restrooms and picnic area, parking lot and walking paths. He stated that for future park 1 off of CTH D, they are listing outdoor exercise equipment, 2 soccer/multi-use fields along with parking lot, walking paths, picnic area and trail connections. He asked if the Village wants to do the same with these parks as well. He indicated that he could go through the document looking for anything else overly specific.

Commissioner Leker answered yes, please.

Commissioner Sharp indicated that she had questions about the pedestrian crossing on HWY 45 stating that she thinks a pedestrian crossing should be omitted on busy HWY 45 from East Hanson Park to West Hanson Park. She stated that people still drive drunk, distracted and drugged and it would be a vulnerable spot for an accident. She suggested that the pedestrian crossing be removed and let each park stand individually.

Dominic Marlow stated that they would not recommend the development of the crossing until the western park is actually developed. He stated it does say the following options should be explored for a crossing between the east and west park properties. He indicated that in his professional opinion with a lack of a crossing there you would still have people trying to cross between those two park properties without a crossing there. He indicated that having a crossing there with a flashing beacon would make it safer. He stated that at night, your parks should not be open at the times when you have drunk driving issues so you would not be as concerned about that. He stated his professional recommendation is to maintain a crossing there stating that having a span between crossings greater than a quarter mile is statistically shown to increase parades of jay walking.

Commissioner Sharp asked if the west park would have its own parking. She stated in other words, if you can enter the west park and you can enter the east park there would be no reason for a crossing.

Commissioner Leker stated during Progress Days weekend or something like that would probably be the main reason when you are going to have a lot of activity.

Chairman Boldt stated that you are going to have a lot of people, especially if you have a tournament and you are playing on different diamonds, they will be going back and forth and they are not going to want to pack up and drive over there.

Commissioner Leker asked if there are three flag poles at Veterans Park.

Administrator Kerkman stated that there is one broke and there are no flags on them. He stated that is where the Kenosha County Veteran's Association was going to build their Kenosha County Veteran's Memorial there. He stated they put up the flags and had two fund raisers at Hanson Park and it rained both times and they did not raise much money. He stated

they had flags up and he thought they were lit but then the winds actually broke off one of the flag poles. He stated that he talked to them probably two years ago and they indicated they are not really interested in doing anything at this point. He stated that at one time they were going to put up a band shelter with a bottom base so they could have their own fund raisers and a monument, but it never happened.

Commissioner Sharp stated she had a question of besides having the outdoor recreation the plan adopted, does the State have a list of requirements for projects that would qualify for a grant.

Administrator Kerkman stated that there are a lot of different grants, and you have to search for them. He stated that they don't have a lot of grants for ball diamonds, they do have a lot of grants for trails, and they have a lot of grants for purchasing land. He stated that you have to apply when they are available, and it is very competitive stating that we write a tree grant every single year and get it every third or fourth year. He indicated for example with a tree grant if you don't get it for three years in a row there is a chance you will get it the fourth year. He stated that if you do not apply for it, it does not count so we keep applying for it.

Commissioner Sharp stated that she thinks the last time we had this discussion there were some municipalities that forfeit an approved grant.

Administrator Kerkman stated occasionally indicating that is how we got our trail grant, it was at the last minute when they called and asked if we could commit by Friday, and he indicated we could since the Board had already approved the application. He stated that what they did was just jump to the next person available.

A motion was made by Commissioner Leker and seconded by Commissioner Bolton to approve the Plan Commission recommend to the Village Board the **Conditional Approval** of the updated Comprehensive Outdoor Recreation Plan eliminating specific number of uses, eliminating pictures of all sets of ball diamonds for the Hanson Park expansion, updating the Table of Contents to reflect the correct page numbers and eliminating all specific numbers for park expansions. The motion carried unanimously.

b. A motion was made Commissioner Bolton and seconded by Commissioner Klemko for approval of removing the next Plan Commission meeting date of December 24, 2024 from the calendar. The motion carried unanimously.

Administrator Kerkman stated there has been nothing submitted for that agenda.

7. A motion was made by Commissioner Klemko and seconded by Commissioner Bolton to adjourn the meeting at 8:23 p.m..

Chairman Boldt wished everyone Happy Holidays!

Respectfully Submitted,

Renee Brickner
Plan Commission Secretary



collaborāte / formulāte / innovāte

MEMORANDUM

TO: Plan Commission
Village of Bristol

Copies to: Randy Kerkman, Village Administrator
Renee Brickner, Village Clerk
Ben Wood, P.E., Village Engineer

FROM: GRAEF
Dominic Marlow, AICP, Village Planner, GRAEF

DATE: January 21, 2025

SUBJECT: Review of the following:

- 1) A Site Plan Review on tax parcel #37-4-121-172-0201

I. INTRODUCTION AND BACKGROUND

Cory Maurer - CJMB Properties LLC (Applicant) submitted an application for a Site Plan Review for Mini-warehousing on 6.17 acre tax parcel #37-4-121-172-0201 on December 12, 2024. For informational purposes, the Subject Property is located at 8555 194th Ave.

The following documents were submitted by the Applicant as part of the "General Zoning & Land Division & Subdivision Application Form":

- a. "Village of Bristol General Zoning & Land Division & Subdivision Application Form" (6 pages, dated December 12th, 2024)
- b. Site Plan "8555 194TH AVE – PLANS" (8 pages, dated 12-13-2024)
- c. Architectural Plans "8555 194TH AVE – BUILDING PLANS" (7 pages, dated October 26, 2024)
- d. Stormwater Management Plan "8555 194TH AVE – SWM Report" (201 pages, dated 12/13/2024)

It is the understanding of GRAEF that reviews and comments on all engineering-related aspects of the proposed development are to be accomplished by the Village Engineer. Therefore, GRAEF defers all engineering-related review and comment to the Village Engineer.

It is the understanding of GRAEF that reviews and comments on all legal language and legal documents of the proposed development are to be accomplished by the Village Attorney. Therefore, GRAEF defers all legal-related review and comment to the Village Attorney.

II. SUBJECT PROPERTY – ZONING

- A. The Subject Property tax parcel #37-4-121-172-0201 is zoned M-2 Heavy Manufacturing District. The M-2 Heavy Manufacturing District is intended to provide for manufacturing and industrial development of a more general nature than in the M-1 Limited Manufacturing District in those areas where the relationship to surrounding land uses would create fewer problems of compatibility. Such districts should not normally abut directly upon residential districts nor be less than ten (10) acres in area. All uses in the M-2 Heavy Manufacturing District shall comply with the performance standards set forth in Sec. 13-1-320 of this Chapter. All new structures and uses and changes or additions to existing structures and uses shall be in compliance with the site plan review requirements of this Chapter.
- B. Subject Property

Figure 1: Subject Property Zoning



Table 1: Subject Property Details

Lot Area	6.15 acres
Access	Frontage along 194 th Ave with three (3) asphalt driveways (culvert and ditch), just north of the intersection of 194 th Ave and 86 th St
Site Conditions	Contains a ~65,000 sq ft building and parking lot with two (2) separate parking areas and two (2) separate loading zones. Contains wetlands on the southeast portion of the site. Contains a vegetated area to the rear of the site.
Uses	Existing uses include "warehousing": manufacturing "Beauti-View" and general merchandise "Addicted 2 Deals"
Adjacent Properties	North: Vacant, M-2 East: Conservancy, C-2 South: PR-1, Village of Bristol "Veterans Park" property West: Industrial, M-2

III. SITE PLAN REVIEW – GENERAL REQUIREMENTS

- A. Site Plan Features: The Applicant is proposing to construct three (3) mini-warehouse structures connected via a new asphalt driveway extending from the existing northern parking and loading area. No new access is proposed. Utility extensions from the right-of-way are proposed for water and sanitary service connecting to the existing water main and sewer line along 194th Ave.

Table 2: Proposed Site Plan

Site Access	No change to existing
Parking and Loading	No new parking proposed. New driveway extends from existing northern parking area. New driveway is 42 ft wide traveling ~150' east-west, then 60 ft wide traveling ~250' north-south. An 18 ft saw cut in the existing parking lot is proposed for the utility extension.
Buildings	Three (3) new buildings are proposed for storage occupancy, totaling 21 units: <ul style="list-style-type: none"> • Building 1: 8,820 Sq Ft (42 ft x 210 ft) <ul style="list-style-type: none"> ○ 8 units, each ~1000 Sq Ft (40 ft x 25 ft), including door, garage door, and restroom. Expandable via demising walls. Metal panel roof. • Building 2: 11,970 Sq Ft (57 ft x 210 ft) <ul style="list-style-type: none"> ○ 8 units, each ~1400 Sq Ft (55 ft x 25 ft), including door, garage door, and restroom. Expandable via demising walls. Metal panel roof. • Building 3: 7,481 Sq Ft (57 ft x 131.25 ft) <ul style="list-style-type: none"> ○ 5 units, each ~1400 Sq Ft (55 ft x 25 ft), including door, garage door, and restroom. Expandable via demising walls. Metal panel roof.
Landscaping	Prairie seed mix is proposed for 28,767 Sq Ft of the site surrounding the proposed improvements.
Lot Coverage	Total site area: 268,761 Sq ft (100%) Current impervious surface: 133,316 Sq Ft (50%) Net new impervious surface: 52,718 Sq Ft (20%) Proposed total impervious surface: 186,034 Sq Ft (69%) Proposed Landscape Surface Ratio: 0.31
Stormwater	Bio-retention basin proposed in northeast of site.

B. Conformity with Site Plan Review Requirements

- (1) Conformity of Use to Zoning District: Warehouses, mini are listed as a permitted use in the M-2 Heavy Manufacturing District (those industrial and office use permitted in the M-1 Limited Manufacturing District shall constitute permitted uses allowed in the M-2 Heavy Manufacturing District.)
- (2) Dimensional Requirements: Conforms

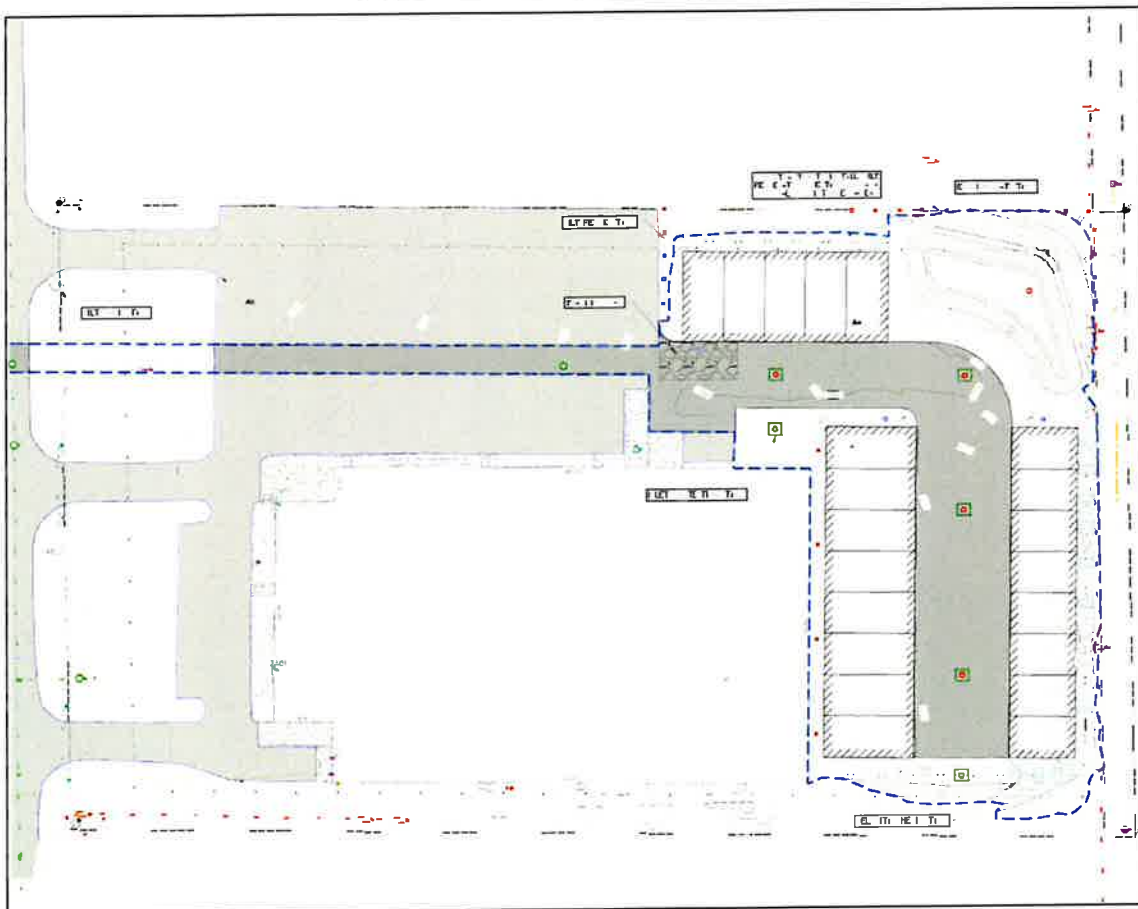
Table 3: Dimensional Requirements

Dimensional Standard	Required	Proposed
Lot Area, min	40,000 Sq ft	No change, 268,761 Sq Ft
Lot Width, min	150 Ft	No change, 398 Ft

Building Height, max	60 Ft	22 Ft - 7 in
Street Yard	40 Ft	Existing, >100 Ft
Shore Yard	N/A, no navigable waterways	N/A
Side Yard	25 Ft	North: 26.6 Ft South: ~50 Ft
Rear Yard	25 Ft	32.6 Ft

- (3) **Use and Design Provisions:** The proposed use shall conform to the performance standards in Article I §13-1-320 Performance Standards related to nuisance elements, hazards, noise, glare, heat, odors, water quality, etc. There are no architectural design requirements applicable to the M-2 District.
- (4) **Relation to Existing and Proposed Streets and Highways:** The Subject Property currently has three asphalt drives onto 194th Street approximately 120', 280', and 420' north of the T-intersection of 86th Street, respectively. No additional access is proposed.

Figure 2: Site Plan (Source: Applicant)



- (5) Impacts on Surrounding Uses: No adverse impacts are anticipated.
- (6) Natural Resources Protection: The Subject Property contains wetlands and marginal vegetation. The wetlands are indicated in the Stormwater Management Plan including a letter showing exemption from the US Army Corps of Engineers and Wisconsin DNR from mitigation, permitting construction activities.
- (7) Required Landscaping and Landscape Bufferyards:

Table 4: Required Zoning Bufferyards

Adjacent Zoning	Required Bufferyard	Proposed Bufferyard
M-2 (North, West)	None	None; existing vegetation
C-2 (East)	None	None; existing vegetation
PR-1 (South)	None	None; existing vegetation

- i. No zoning bufferyards are required as part of the proposed development.

Table 5: Required Street Bufferyards

Adjacent Street	Required Bufferyard	Proposed Bufferyard
194 th Ave	2	<u>None</u>

- ii. No street bufferyards are proposed. A Type 2 Street Bufferyard is required for site plans in the M-2 District along a non-highway street. The existing vegetation may count towards the required bufferyard.

Figure 3: Table F – Bufferyard Intensity Factor 2

BUFFERYARD ALTERNATIVES	TYPE OF PLANTS REQUIRED (a)	MINIMUM QUANTITY OF EACH PLANT TYPE REQUIRED PER 100 FEET OF BUFFERYARD LENGTH	MINIMUM REQUIRED BUFFERYARD WIDTH (feet)	MINIMUM STRUCTURE TYPE (if required)
TYPE 2A	Canopy/Shade Trees	1.7	15	2-foot berm
	Understory Trees	3.4		
	Shrubs	13.6		
TYPE 2B	Canopy/Shade Trees	2.3	20	None
	Understory Trees	2.3		
	Evergreen Trees	2.3		
	Shrubs	13.5		
TYPE 2C	Canopy/Shade Trees	2.1	25	None
	Evergreen Trees	4.2		
	Shrubs	10.5		
TYPE 2D	Evergreen Trees	5.9	30	None
	Evergreen Shrubs	27.3		
TYPE 2E	Canopy Trees	2.2	30	3-foot berm
	Shrubs	11.0		

- iii. The Applicant shall submit a revised landscape plan showing a street bufferyard with Intensity Factor 2 or greater along 194th Ave.

- (8) Provision of Emergency Vehicle Access: Land, buildings, and structures must be accessible to emergency vehicles.
- (9) Building Location: The location of the proposed buildings conforms to a logical layout, accessible via the new driveway extension and oriented inward to the site. The newly proposed buildings are mostly in the rear of the site and should not have substantial visual impact on the surrounding landscape or beauty of the area.
- (10) Building Separation: The proposed Building 2 as shown in the architectural plans and described in Table 2 of this memo is separated 10 feet from the existing principal structure on the Subject Property.
 - i. *Defer to Building Inspector for appropriate building separation.*
- (11) Location and Design of Loading Facilities: No new loading facilities are proposed. Existing loading serves the existing principal structure and does not appear to be impacted. The extended driveway width is sufficient for any circulation for loading activity on the site.
 - i. *Defer to Village Engineer for additional review of loading and circulation.*
- (12) Consistency with the Intent of the Village of Bristol Zoning Code: The Village Planner has no concerns about the consistency of the proposed Site Plan with the intent of the Zoning Code, pending conditions of approval outlined in the Recommendations section of this memorandum.
- (13) Consistency with the Intent of the Village of Bristol Comprehensive Plan: The Village Planner has no concerns about the consistency of the proposed Site Plan with the intent of the Comprehensive Plan, pending conditions of approval outlined in the Recommendations section of the memorandum.

V. RECOMMENDATION

Based upon the review of submitted materials, GRAEF recommends that the Plan Commission recommend to the Village Board the CONDITIONAL APPROVAL of the following, based on conformance with the Village Zoning Code if revised, subject to the following conditions:

Site Plan Review Agenda Item

- A. The request from Core Maurer - CJMB Properties LLC (Applicant) for a Site Plan Review on tax parcel #37-4-121-172-0201, Village of Bristol, Kenosha County and State of Wisconsin, subject to the following conditions:
 - 1) The Applicant shall submit a revised landscape plan showing a street bufferyard with Intensity Factor 2 or greater along 194th Ave;
 - 2) The Applicant shall apply and receive approval for any proposed signs before installing signs on the Subject Property;
 - 3) Any and all technical deficiencies shall be corrected;
 - 4) All applicable Village of Bristol application and review fees shall be paid by the applicant; and
 - 5) The Applicant shall address any other issues which are raised by an approving or objecting authority, which the Village Plan Commission and/or Village Board deem necessary for the applicant to address in the application materials, and which have been made, or may be made, by the Village Administrator, Village Attorney, Village Engineer, and Village Planner.



Strand Associates, Inc.®
126 North Jefferson Street, Suite 350
Milwaukee, WI 53202
(P) 414.271.0771
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January 21, 2025

Mr. Randy Kerkman, Administrator
Village of Bristol
19801 83rd Street
Bristol, WI 53104

Re: Plan Commission Submittal Comments–January 28, 2025
Preliminary Plan Review Comments for 8555 194th Avenue
Tax Key ID 37-4-121-172-0201
Village of Bristol, Wisconsin (Village)

Dear Randy,

On behalf of the Village, Strand Associates, Inc.® (Strand) has reviewed the most recent documents prepared by Vierbicher Associates, Inc. (Vierbicher) for CJMB Properties LLC. The comments in this letter will focus on preliminary plan review comments relative to the February 27, 2024, Plan Commission meeting.

Information Reviewed

1. 8555 194th Avenue Drawings–Dated December 12, 2024
2. 8555 194th Avenue Stormwater Management Report–Dated December 13, 2024

Information Not Reviewed

1. General Zoning and Land Division and Subdivision Application–Dated December 12, 2024
2. 8555 194th Avenue Building Drawings–Dated October 26, 2024
3. Items such as the number of parking spaces and driveways, screening, landscaping, zoning, setbacks, green space requirements, building architecture and aesthetics, and signage, which will be reviewed by the Village Planner.

Standards Used

1. Current version of the Village Code of Ordinances
2. Village Erosion Control and Stormwater Management Requirements
3. Chapter NR 151 of the Wisconsin Administrative Code–Runoff Management
4. Village Standards and Specifications for Development (Village Standards)

Mr. Randy Kerkman, Administrator
Village of Bristol
Page 2
January 21, 2025

Summary and Recommendation

The following comments should be addressed when submitting final engineering drawings for the Village's engineering plan review. These comments should not impact any action taken by the Plan Commission. This list may not be all-inclusive, and additional comments or questions may result after a submittal addressing the comments. Vierbicher should submit a response letter that includes a numbered list of responses to these comments to expedite future reviews.

General Comments

1. Provide full engineering drawings for the development improvements in accordance with the Village Standards. In addition to the drawings submitted, submit a proposed lighting plan, landscaping plan, bioretention basin details, and other construction details.
2. Provide information required in accordance with the Village's Site Plan Review Data and Information Submittal Requirements.
3. Prepare and submit Village permits after engineering drawings have been reviewed by Strand and approved by the Village.
4. Provide estimated sanitary sewer flows and water usage for the proposed units. Provide justification for the proposed sanitary sewer lateral and water service lateral sizes.
5. Provide an anticipated installation date for the utilities in the right-of-way (ROW). The Village will be replacing the water main and repaving on 194th Avenue in 2025. As part of the Village's project, it will plan to include the 6-inch water service from the new water main to the ROW. The sanitary sewer lateral in the ROW should be completed by the property owner and before the road is repaved. The driveway apron within the ROW and culvert will also be replaced as part of the project.
6. Clarify whether vehicles will be allowed to park between the buildings. Clarify where and how it would impact movement through this proposed area.
7. It is noted that an Approved United States Army Corps of Engineers Jurisdictional Determination and a Wisconsin Department of Natural Resources Nonfederal Wetland Exemption Determination were received that authorize filling of the existing 0.129-acre wetland on the project site.

Plan Comments

1. Indicate the proposed pavement structure.
2. Revise grading. Maximum allowable slope shall be a 4:1.
3. Connect to the existing sanitary sewer with a wye. Sanitary sewer within the ROW shall be polyvinyl chloride. Install a sampling manhole on the proposed sanitary sewer lateral at the ROW.

Mr. Randy Kerkman, Administrator
Village of Bristol
Page 3
January 21, 2025

4. Provide the elevations and slopes on the proposed utilities.
5. Indicate the water service lateral material.
6. Provide additional information on the yard drain.
7. Provide turf restoration information for the ROW.
8. Provide construction details.
9. Provide technical specifications. Specifications should reference Village Standards.

Stormwater Management Comments

1. In the Design Criteria table, revise "MSE4" to "MSE3" under design frequency. It appears that the MSE3 distribution was correctly used for the modeling.
2. Provide construction details for the proposed bioretention basin and outlet control structure.
3. On the Post-Developed Drainage Map, show the existing contours and entire area for Watershed 1.4.
4. Provide sizing calculations for the proposed storm sewer showing that there is sufficient capacity for the 10-year storm event and that the 25-year storm event is contained within the proposed storm sewer structures.
5. Revise the bioretention basin design so that the 80 percent total suspended solids (TSS) removal requirement is met. The current TSS removal is listed as 76.56 percent.
6. Provide documentation indicating the party responsible for owning and maintaining the stormwater detention facility. A stormwater maintenance plan in conformance with the Village Standards should be prepared and submitted with the maintenance agreement.
7. Please note that further review of the Stormwater Management Plan will be completed upon submittal of the full engineering drawings.

If you have any questions, please call 414-271-0771.

Sincerely,

STRAND ASSOCIATES, INC.®


Emily A. Rowntree, P.E.


Anna T. Sadowski, P.E.