

# VILLAGE OF OSCEOLA PLAN COMMISSION MEETING

**Date:** Tuesday, February 6, 2024  
**Time:** 6:00 p.m.  
**Place:** Large Conference Room (Rm 205), 310 Chieftain Street, Osceola WI 54020

## AGENDA

1. Call the meeting to order
2. Approval of agenda
3. Approval of minutes
  - a. January 2, 2024
4. Public input and ideas (Limit 3 minutes per speaker)
5. Discussion and possible action re:
  - a. Comprehensive Plan – Public Inclusion Plan
  - b. Ridge Road Development
  - c. April 2<sup>nd</sup> meeting date to be moved – Election Day
6. Future agenda items and updates
7. Adjourn

**NOTE:** It is possible that members of other governmental bodies of the municipality may be present at the above scheduled meeting to gather information about a subject over which they have decision-making responsibility. No action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.

Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Village Hall at (715) 294-3498.

## **PLAN COMMISSION MEETING PROCEEDINGS**

### **January 2, 2024**

The Plan Commission of the Village of Osceola met on January 2, 2024, to hold a regular monthly meeting. Chair Gilliland called the meeting to order at 6:00 p.m.

Present: Bruce Gilliland, Brad Lutz, Kim O'Connell, Dennis Tomfohrde, Bill Chantelois V, Rob Bullard, and Mike Sine

Others present: Devin Swanberg and Tanya Batchelor

Motion to approve the agenda was made by Bullard, second by Chantelois.

Motion passed 7-0

Motion to approve the minutes of the previous meeting, December 5, 2023, was made by Bullard, second by O'Connell.

Motion passed 7-0

**Public Input and Ideas-** None

#### **Discussion and possible action re:**

##### a. Comprehensive Plan Update

Swanberg explained this will be on every agenda until it is completed. The survey is now live and was sent out with utility bills in December. Our new website is up and running as of Saturday and the survey is on the website as well.

##### b. Ridge Road Future Development

Swanberg explained that he has met with Matt Hayton to discuss a possible development that would include housing and a church. The property is located in TID#3 and we don't want to lose the taxes on a church. Matt Hayton has agreed to pay a PILOT (Payment In Lieu of Taxes) which will help with the development of the road in this TID. The PILOT would only be on the church property and would end in 2040, when the TID is closed. The proposed development includes 32 to 50 housing units and this portion would be taxable as it is developed. Devin stated the price for this property is \$200,000, which is market rate. Utilities are located in the cul-du-sac and the developer would pay for extending utilities from there. There was discussion whether this property has ever been marketed and what market rate is for this area. The village took bids on the property prior to Kwik Trip coming. A development agreement will be necessary for this property. There will be more discussion on this before anything is finalized. The Town of Farmington is doing a traffic study on Hwy 35 south of this property, so Devin will reach out to see if we could include Ridge Road in the study. No action was taken.

The Board may consider going into closed session pursuant to Wisconsin Statue §19.85(1)(e) deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specific public business, whenever competitive or bargaining reasons require a closed session. This pertains to possible sale of land, PID #165-00582-0000. Closed Session was not needed.

Future Agenda Items – Update on the lawsuit – January 23, 2024 is the hearing.

The meeting was adjourned at 6:26 p.m.

Minutes Respectfully submitted by Tanya Batchelor, Village Treasurer

**VILLAGE OF OSCEOLA**

**RESOLUTION NO. 24-02**

**A RESOLUTION TO ESTABLISH PUBLIC PARTICIPATION PROCEDURES FOR  
COMPREHENSIVE PLAN UPDATE**

**WHEREAS**, the Village of Osceola has decided to prepare a comprehensive plan under the authority of and procedures established by Section 66.1001(4), Wis Stats; and

**WHEREAS**, Section 66.1001(4)(a), Wis. Stats, requires that the governing body of the local governmental unit adopt written procedures designed to foster public participation at every stage of comprehensive plan preparation, and that such written procedures shall provide for wide distribution of draft plan materials, and a process for the governing body to respond to such comments; and

**WHEREAS**, the Village of Osceola believes that regular, meaningful public involvement in the comprehensive plan process is important to assure that the resulting plan meets the wishes and expectations of the public; and

**WHEREAS**, the attached Village of Osceola Comprehensive Plan Update Public Participation Plan includes written procedures to foster public participation, ensure wide distribution of draft plan material, provide opportunities for written comments on such materials, and provide mechanisms to respond to such comments.

**NOW, THEREFORE, BE IT RESOLVED** that the Osceola Village Board hereby adopts the written procedures included in the attached Village of Osceola Comprehensive Plan Update Public Participation Plan as its public participation procedures meeting the requirements of Section 66.1001(4)(a), Wis. Stats, for its current comprehensive planning efforts.

The above and foregoing Resolution was duly adopted by the Village Board of the Village of Osceola, Polk County, Wisconsin at a regular meeting held on February 13, 2024 by a vote of \_\_\_ ayes and \_\_\_ nays, with \_\_\_ members not voting.

VILLAGE OF OSCEOLA

Approved:

By: \_\_\_\_\_  
Brad Lutz, Village President

Attest: \_\_\_\_\_  
Carie Krentz, Village Clerk

APPROVED:

POSTED:



# Public Inclusion Plan

In developing the 2024 Comprehensive Plan Update, the Village of Osceola will encourage and enable public participation through...

## Village Staff and Committees

### Village Staff Communications

The Village has contracted with MSA Professional Services, Inc. as the consultant for the Comprehensive Plan Update. The consultant will communicate with Village Staff throughout the process via email, phone, and virtual meetings to move the project along and address any issues that may arise.

### Working Group Meetings

The Village of Osceola Plan Commission will serve as the working group to discuss planning issues and review draft documents. The Plan is expected to be on at least five (5) meeting agendas, as described below. These are public, noticed meetings that interested stakeholders may attend.

1. Project Kick-off | Issues and Opportunities analysis and discussion
2. First Policy Review | Discuss approximately half of the elements and initial discussion of Land Use
3. Second Policy Review | Discuss the remainder of the elements and review a draft of the Land Use Maps
4. Full Plan Review & Open House | Review second draft of Land Use Map(s) and Implementation Plan
5. Plan Commission Adoption | Plan Commission Public Hearing for public comment and adoption

## Open House

The planning process will include one (1) open house meeting near the end of the planning process to seek feedback on the draft plan before it is formally adopted by the Village. The time and location will be at the discretion of the Village, and chosen for optimal public participation. Promotion may occur through the Village website, social media account(s), email distribution list, and other methods used by the Village. The presentation may be broadcast and/or recorded for additional viewing.

## Survey

### Community Survey

The Consultant will help the Village conduct an online survey of residents related to all major topics addressed in the plan.

## Promotional Methods & Digital Engagement

To encourage participation, the Village will utilize, as appropriate, the following outreach methods:

### Village Website

The Village may use, at its discretion, the Village website to share information and documents throughout the process.

### Flyers/Posters

Physical flyers and posters may be used in common public locations, as well as in municipal buildings to encourage engagement from residents that may be harder to reach through other methods.

### Emails

The Village will utilize, when possible, existing email listservs to promote project events. In addition, the Village may seek assistance from local associations and community groups willing to assist in distribution of project information, meetings, and upcoming engagement opportunities.

### Social Media

Announcements regarding project meetings may be promoted through Village social media sites.

### Newspaper Postings

The Village will post, as required by law, public hearing notifications and other relevant information with appropriate newspaper outlets.

## Other Methods

The Village may choose to also offer other opportunities for input, such as

### Focus Group Meetings

### Project Website

## Plan Adoption Procedures:

- » The Plan Commission shall, by majority vote, adopt a resolution recommending that the Village Board of Trustees pass an ordinance to adopt the Comprehensive Plan (Wis. Stat. 66.1001(4)b).
- » Prior to adopting the Comprehensive Plan, the Village will hold at least one Public Hearing on the plan. As stated in Wis. Stat. 66.1001(4)d, the hearing must be preceded by a Class 1 notice under ch.985. a minimum of 30 days prior to the hearing. Said notice shall contain at least the following information:
  - The date, time and place of the hearing.
  - 66.1001(4)(d)2.A summary, which may include a map, of the proposed comprehensive plan or amendment to such a plan.
  - 66.1001(4)(d)3.The name of an individual employed by the local governmental unit who may provide additional information regarding the proposed ordinance.
  - 66.1001(4)(d)4.Information relating to where and when the proposed comprehensive plan or amendment to such a plan may be inspected before the hearing, and how a copy of the plan or amendment may be obtained.
- » At least 30 days before the public hearing is held the Village shall provide written notice to all of the following, as stated in Wis. Stat. 66.1001(4)e:
  - An operator who has obtained, or made application for, a permit that is described under s. 295.12(3)d, within the jurisdiction of the Village.
  - A person who has registered a marketable nonmetallic mineral deposit under s. 295.20 within the jurisdiction of the Village.
  - Any other property owner or leaseholder who has an interest in property pursuant to which the person may extract nonmetallic mineral resources, if the property owner or leaseholder requests in writing that the Village provide the property owner or leaseholder notice of the hearing.
  - Any person who has submitted a request to receive notice of any proposed ordinance that affects the allowable use of property owned by the person.
- » An electronic copy of the draft plan, or notification on how to view/download a copy of the plan online, will be disseminated to neighboring jurisdictions and appropriate governments, as stated in Wis. Stat. 66.1001 (4) b, providing 30 days for written comments.

The Village Board of Trustees, by a majority vote, shall enact the ordinance adopting the recommended plan (Wis. Stat. 66.1001(4)c). An electronic copy of the adopted plan and ordinance, or notification on how to view/download a copy of the plan online, will be disseminated to the required governing bodies, as stated in Wis. Stat. 66.1001(4)b.



# Memo

To: Planning Commission  
From: Devin Swanberg Village Administrator  
CC: Village Board  
Date: December 7<sup>th</sup>, 2023  
Re: Ridge Road

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Matt Hayton is Proposing the following for the parcel ID 165-00582-0000. (See attached Map for location)

Matt Hayton would purchase the entire remaining 10+ acres for a price of \$200k (either can purchase through just an LLC or 2 separate purchases: 1 via a development LLC & 1 via the church).

\*Willing to offer a \$50k premium to acquire all of the land collectively.

\*If purchased through just the LLC, a portion would then be sold to the church for church building site.

Terms:

-The church pays a payment in lieu of taxes (PILOT) of \$12k annually through 2040.

-Development LLC agrees to build at least one 8-plex per year with a minimum of 32 units. Depending upon how the parcels would be orientated, Matt is wondering if there would be a way to get up to 50 units. Potentially leaving more land on the tax roll and developing more worker housing for the community.

-If we could reorient the lots, think we could possibly reduce razing some of the buildings, where the church pays that expense and not the village. \*Can talk more about this in the future

-Subject to a feasibility study to ensure the lots can support the development proposed.

-Can close as soon as we can work through the logistics of a purchase and sale and get the feasibility study completed.

To: Devin Swanberg  
 Village of Osceola

From: Jason Raverty

Project/File: 193810006

Date: February 1, 2024

**Reference: Concept Design Review – Ridge Road Development**

Below is a review of the Concept Design plan for 4-lot subdivision located at the north end of Ridge Road. The concept plan illustrates that Lot 1 is planned for a church and lot 2 is planned for a 12-unit multifamily building. Lots 3 and 4 are noted as multifamily.

The following information was received from Cedar Corporation on November 16, 2023.

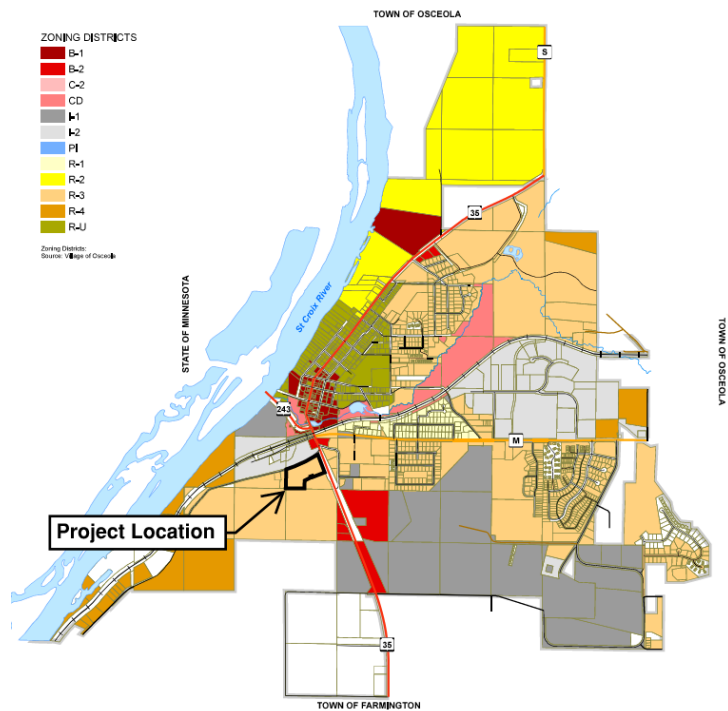
- Concept Design plan by Cedar Corporation (dated January 30, 2024).

**Comprehensive Plan**

1. The Comprehensive Plan future land use identifies this property as multi-family.

**Zoning Requirements**

2. The property is currently zoned R-3 Multifamily Residential District.
3. Required minimum lot width is 90-feet and the minimum lot area is 12,000 square feet. All lots exceed the 12,000 square foot minimum and appear to have a width greater than 90-feet. The developer will need to comply with all additional lot, setback, building height, and special ratio requirements applicable to R-3 district.
4. Churches are a conditional use in R-3 district requiring a conditional use permit.
5. Additional consideration will need to be given to the applicable requirements for churches in the R-3 district. The requirements of the Public Institution district may be applicable to churches allowed in unrelated use districts as a conditional use.



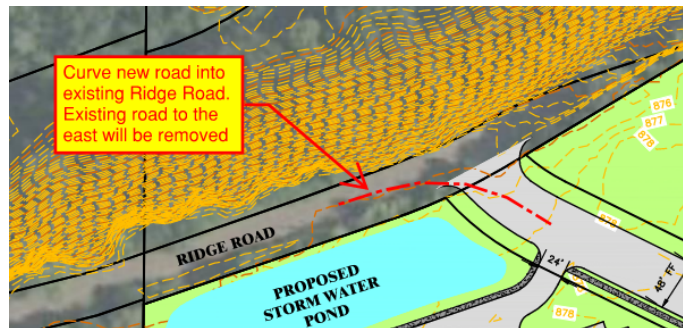


**Reference: Concept Design Review – Ridge Road Development**

6. Parking Requirements:
  - a. R-3 Multifamily requires no less than 1.5 parking spaces per unit. The plan notes that Lot 1 will have 24 spaces for 12-units. Lots 3 and 4 will need to comply with these requirements.
  - b. Parking count requirements for churches are not identified in the Village Code. As a comparison, Polk County specifies 1 parking stall per 7 seats. Further consideration may be warranted by the Plan Commission.
7. This property is located within zones 4 and 5 of the Osceola Airport Overlay Zoning. The maximum allowable top of building elevation is 945.0. The developer will need to comply with all applicable provisions of the Airport Overlay Zoning.

**Design / Site Requirements**

8. The provided 80-foot right of way and 48-foot road width is consistent with the existing segment of Ridge Road to the south and are identified in 218.10.B as the required widths for collector streets.
9. The extension of Ridge Road will curve into Ridge Road to the north. The remaining existing Ridge Road to the east will be removed.



10. City sanitary sewer and water main will need to be extended north within the road right-of-way as needed to serve all lots.

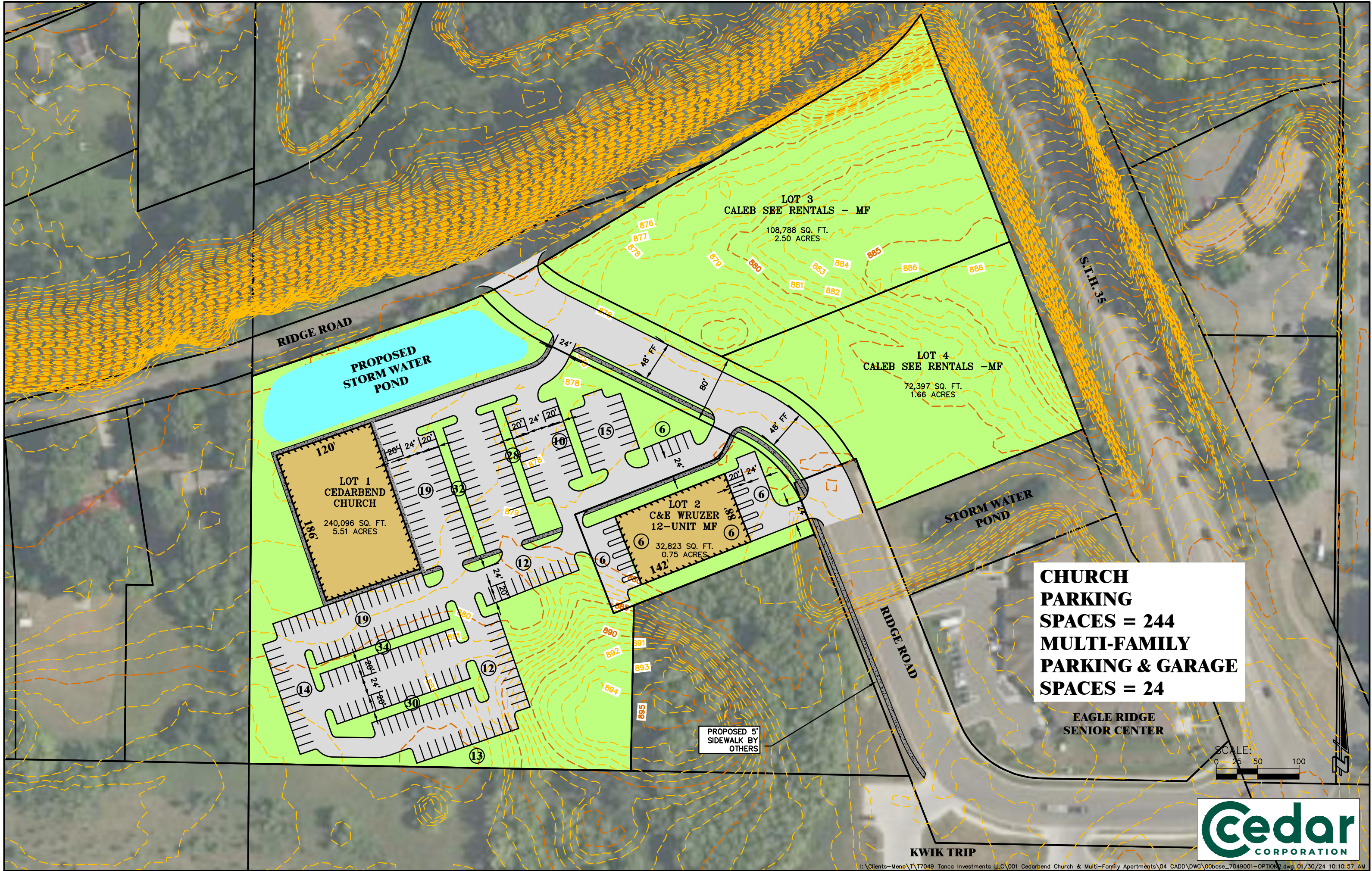
If there are any questions regarding the information in this memo or if you need additional information, please do not hesitate to contact me. Thank you.

Sincerely,

**STANTEC CONSULTING SERVICES INC.**

A handwritten signature in black ink that reads "Jason R. Raverty".

**Jason Raverty**  
Project Manager  
Phone: 651-294-4596  
jason.raverty@stantec.com



RIDGE ROAD

PROPOSED  
STORM WATER  
POND

LOT 1  
CEDARBEND  
CHURCH

240,096 SQ. FT.  
5.51 ACRES

LOT 2  
C&E WRUZER  
12-UNIT MF

32,823 SQ. FT.  
0.75 ACRES

LOT 3  
CALEB SEE RENTALS - MF

108,788 SQ. FT.  
2.50 ACRES

LOT 4  
CALEB SEE RENTALS -MF

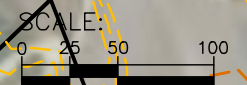
72,397 SQ. FT.  
1.66 ACRES

STORM WATER  
POND

**CHURCH  
PARKING  
SPACES = 244  
MULTI-FAMILY  
PARKING & GARAGE  
SPACES = 24**

EAGLE RIDGE  
SENIOR CENTER

PROPOSED 5'  
SIDEWALK BY  
OTHERS



RIDGE ROAD

S.T.H. 35

KWIK TRIP

