



REPORT TO THE PLAN COMMISSION

Meeting of February 5, 2015

Plan Commission Agenda Format

---

**RECOMMENDATION:** Provide City Staff with direction in regard to the Plan Commission agenda format.

---

**INTRODUCTION**

Mayor Olson has requested that staff and the Plan Commission review the Commission's agenda format and provide direction to staff for any appropriate format changes.

It can be noted that periodically, various staff, officials, or members of the public have inquired about possible changes to the format of the Plan Commission's agenda. Examples of such inquiries have included how to identify those items which have a public hearing, the amount of information to be provided on each item, etc.

The last time such a review was undertaken was at the Plan Commission meetings of May 18, 2006 and August 17, 2006. At that time, the Plan Commission directed the item to City Development Staff to work with the City Attorney and Commissioner Ritter on a recommended agenda format. Further discussion on this topic occurred at the August 17<sup>th</sup> meeting.

**BACKGROUND**

Staff's notes from the August 17, 2006 Plan Commission meeting on this subject indicate that the Plan Commission at that time may have preferred a certain version (see Version 1 attached). The City Attorney had also provided a version (see Version 2 attached) as well as Commissioner Ritter (see version 3 attached).

All things being equal, staff would prefer an agenda that is as short and simple as possible (shorter than the versions attached and what we currently use), and adding only those things that would be a significant benefit to the general public.

Of the three versions attached, staff prefers Version 1, but:

- with former Commissioner Ritter's idea of splitting those items with Public Hearings from those that don't;
- adding "Public Hearing" to each specific item which has the actual public hearing (at the location where it says "Regarding");
- removing the zoning if possible;
- removing the tax key number if possible; and
- keeping the "Regarding" description as short as possible.

However, for the general public, we might want to consider: entirely separating the public hearing portions of a project from everything else (similar to what the Common Council does); and adding the common name of the project or location, possibly to the "Property" description.

Other possible outside the box ideas:

- put the entire packet online before the Plan Commission meeting;
- include an aerial photograph view of the area for each item, either with the online version of the agenda, the hard copy version, or both;
- require that the applicant place a billboard on the subject property indicating something similar to what the agenda item would say;
- include agendas as an optional text alert for those people who participate in that program.

City of Franklin  
Plan Commission Meeting Agenda \*  
Franklin City Hall Council Chambers  
9229 West Loomis Road – Franklin, Wisconsin  
7:00 PM, Thursday, May 18, 2006

**I. Call to Order & Roll Call**

**II. Approval of Minutes**

**A. Regular Meeting** Thursday, May 04, 2006

**III. Public Hearings & Business Items (Action may be taken on any item)**

**A. Equitable Development, LLC (Fountains of Franklin Multi-Building Commercial Development)**

**Property:** Approximately 5610 West Rawson Avenue; Tax Key Number 741-9998-000

**Zoning:** M-1 Limited Industrial District

- Regarding:**
1. Comprehensive Master Plan Amendment from M-1 Limited Industrial District to B-2 General Business District.
  2. An ordinance to amend the Zoning Code (Map) for the property from M-1 Limited Industrial District to B-2 General Business District.
  3. A Site Plan for a multi-building commercial development

**B. Tuckaway Pines, LLC (Tuckaway Pines Condominiums) (44 units)**

**Property:** Approximately 8050 South 76<sup>th</sup> Street; Tax Key Number 804-9999-000

**Zoning:** R-8 Multiple-Family Residence District

- Regarding:**
1. A Special Use Amendment to change building number 5 from a 4-unit to a 3-unit building.
  2. A Condominium Plat for the 3<sup>rd</sup> Addendum.

**C. ASI General, Inc. (Southeastern Pediatric & Adolescent Medicine Center)**

**Property:** Approximately 10500 West Loomis Road; Tax Key Number 846-9992-000

**Zoning:** R-3 Suburban/Estate Single-Family Residence District

- Regarding:**
1. An ordinance to amend the Zoning Code (Map) for the property from R-3 Suburban/Estate Single-Family Residence District to B-1 Neighborhood Business District.

**D. City of Milwaukee Police Department**

**Property:** Approximately 7401 West Puetz Road; Tax Key Number 850-0003-000

**Zoning:** I-1 Institutional District

- Regarding:**
1. An amendment to Special Use Resolution 2000-5130 for two radio antennas to be placed on top of the City of Franklin water tower.

**E. City of Franklin**

**Property:** Approximately South 31<sup>st</sup> Street and West Minnesota Avenue; Tax Key Numbers 761-9963-006, 761-9988-006

**Zoning:** R-6 Suburban Single-Family Residence District

- Regarding:**
1. Certified Survey Map to create right-of-way for the South 31<sup>st</sup> Street extension and to create two outlots.

**F. Creative Homes, Inc. (Berkshire Addition No. 2 Subdivision) (22 lots)**

**Property:** Approximately 6600 South 51<sup>st</sup> Street; Tax Key Numbers 712-8997-000, 712-0188-000, 712-0189-002

**Zoning:** R-5 Suburban Single-Family Residence District

**Regarding:** Preliminary Plat for residential subdivision

**G. Outlook Development, LLC (Franklin Retail Center)**

**Property:** Approximately 2810 West Rawson Avenue; Tax Key Number 738-9997-001

**Zoning:** B-4 South 27th Street Mixed Use Commercial District

**Regarding:** Proposed one-story multi-tenant commercial center of approximately 14,000 square feet in area.

**H. City of Franklin**

**Property:** Approximately 8717 West Drexel Avenue; Tax Key Number 802-9994-003

**Zoning:** P-1 Park District and FW Floodway District

- Regarding:**
1. A Site Plan for a proposed 'open-air pavilion,' of approximately 5,000 square feet in area in Lion's Legend Park.

**L. Reinhart, Boerner, Van Deuren, S.C.**

- Regarding:**
1. Conceptual proposed amendment to the 125,000 gross square foot maximum permitted floor area for a retail building to delete that maximum size limit for the properties along South 27<sup>th</sup> Street between West Rawson Avenue and West College Avenue.

City of Franklin  
Plan Commission Meeting Agenda \*  
Franklin City Hall Council Chambers  
9229 West Loomis Road – Franklin, Wisconsin  
7:00 PM, Thursday, May 18, 2006

**M. Plan Commission Agenda Format.** (City staff requests Commission review and direction to work toward and return a clearer and more concise agenda format.

**N. Next Regular Meeting scheduled for Thursday, June 08, 2006**

**IV. Adjournment**

*\*Notice is given that a majority of the Common Council may attend this meeting to gather information about an Agenda item over which they have decision making responsibility. This may constitute a meeting of the Council per State ex rel. Badke v. Greendale Village Board even though the Council will not take formal action at this meeting.*

CITY OF FRANKLIN  
PLAN COMMISSION MEETING\*  
FRANKLIN CITY HALL COUNCIL CHAMBERS  
9229 W. LOOMIS ROAD, FRANKLIN, WISCONSIN  
AGENDA  
THURSDAY, MAY 18, 2006, 7:00 P.M.

- A. Call to Order and Roll Call
- B. Approval of Minutes
  - 1. Approval of regular meeting of May 4, 2006.
- C. Business (action may be taken on all matters)
  - 1. FOUNTAINS OF FRANKLIN development. Comprehensive Master plan amendment and rezoning (from existing M-1 Limited Industrial District to B-2 General Business District), and site plan applications by Equitable Development, LLC, for the development of a multi-building commercial development to be known as Fountains of Franklin, for the property located at approximately 5610 West Rawson Avenue, Tax Key No. 741-9998-000. PUBLIC HEARING.
  - 2. TUCKAWAY PINES CONDOMINIUMS. Special use amendment and condominium plat applications by Tuckaway Pines, LLC, to change building number 5 from a 4-unit to a 3-unit building in the development known as Tuckaway Pines Condominiums, for property zoned R-8 Multiple-Family Residence District located at approximately 8050 South 76<sup>th</sup> Street; Tax Key No. 804-9999-000. PUBLIC HEARING.
  - 3. SOUTHEASTERN PEDIATRIC & ADOLESCENT MEDICINE CENTER. Rezoning (from existing R-3 Suburban/Estate Single-Family Residence District to B-1 Neighborhood Business District) application by ASI General, Inc., for the development of a medical clinic to be known as the Southeastern Pediatric & Adolescent Medicine Center, for the property located at approximately 10500 West Loomis Road; Tax Key No. 846-9992-000. PUBLIC HEARING.
  - 4. CITY WATER TOWER RADIO ANTENNA installation. Special use amendment application by the City of Milwaukee, for the installation of 2 radio antennas on the top of the City of Franklin water tower on property zoned I-1 Institutional District located at approximately 7401 West Puetz Road; Tax Key No. 850-0003-000. PUBLIC HEARING.
  - 5. RIGHT OF WAY CERTIFIED SURVEY MAP. Certified survey map application by the City of Franklin, to create right of way for the extension of South 31st Street and to create 2 outlots, for property zoned R-6 Suburban Single-Family Residence District located at approximately South 31st Street and West Minnesota Avenue; Tax Key Nos. 761-9963-006 and 761-9988-006.

Franklin Plan Commission Agenda

5/18/06

Page Two

6. BERKSHIRE SUBDIVISION ADDITION NO. 2. Preliminary plat application by Creative Homes, Inc., for the development of a 22 lot residential subdivision to be known as Berkshire Subdivision Addition No. 2, for the property zoned R-5 Suburban Single-Family Residence District located at approximately 6600 South 51st Street; Tax Key Nos. 712-8997-000, 712-0188-000 and 712-0189-002.
7. FRANKLIN RETAIL CENTER. Concept Review application by Outlook Development, LLC, for the development of a one-story multi-tenant commercial center of approximately 14,000 square feet, to be known as Franklin Retail Center, for property zoned B-4 South 27th Street Mixed Use Commercial District located at approximately 2810 West Rawson Avenue; Tax Key No. 738-9997-001.
8. SITE PLAN FOR LION'S LEGEND PARK PAVILION. Site Plan application by the City of Franklin, for the development of an 'open-air pavilion' of approximately 5,000 square feet in Lion's Legend Park, for property zoned P-1 Park District and FW Floodway District located at approximately 8717 West Drexel Avenue; Tax Key No. 802-9994-003.
9. UNIFIED DEVELOPMENT ORDINANCE TEXT AMENDMENT TO THE 125,000 SQUARE FOOT MAXIMUM FLOOR AREA SIZE LIMIT FOR A RETAIL BUILDING REQUIREMENTS. Concept Review application by the Reinhart, Boerner, Van Deuren, S.C. law firm, regarding an amendment to the 125,000 gross square foot maximum permitted floor area for a retail building, to delete that maximum size limit for the properties along South 27th Street between West Rawson Avenue and West College Avenue.
10. PLAN COMMISSION AGENDA FORMAT. Request by City staff for Commission review and direction upon Commission meeting agenda format.

D. Adjournment

\*Supporting documentation and details of these agenda items are available at City hall during normal business hours.

\*\*Notice is given that a majority of the Common Council may attend this meeting to gather information about an agenda item over which they have decision-making responsibility. This may constitute a meeting of the Common Council per *State ex rel. Badke v. Greendale Village Board*, even though the Common Council will not take formal action at this meeting.

[Note: Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information, contact the City Clerk's office at (414) 425-7500.]

REMINDERS:

Next Regular Plan Commission Meeting: June 8, 2006



**City of Franklin**  
**Plan Commission Meeting Agenda\***  
**Franklin City Hall Council Chambers**  
**9229 W Loomis Road – Franklin WI 53132**  
**7:00 p.m., Thursday, May 18, 2006**

**I. Call to Order & Roll Call**

**II. Approval of Minutes**

- A. Regular Meeting**                      **Thursday, May 04, 2006**

**III. Public Hearings and Possible Action**

- A. Property:** Approximately 5610 West Rawson Avenue; Tax Key Number 741-9998-000

**Applicant:** **Equitable Development, LLC**  
**(Fountains of Franklin Multi-Building Commercial Development)**

**Zoning:** M-1 Limited Industrial District

1. Comprehensive Master Plan Amendment from M-1 Limited Industrial District to B-2 General Business District.
2. An ordinance to amend the Zoning Code (Map) for the property from M-1 Limited Industrial District to B-2 General Business District.
3. Site Plan for a multi-building commercial development.

- B. Property:** Approximately 8050 South 76<sup>th</sup> Street; Tax Key Number 804-9999-000

**Applicant:** **Tuckaway Pines, LLC**  
**(Tuckaway Pines Condominiums) (44 units)**

**Zoning:** R-8 Multiple-Family Residence District

1. Special Use Amendment to change building number 5 from a 4-unit to a 3-unit building.
2. Condominium Plat for the 3<sup>rd</sup> Addendum.

- C. Property:** Approximately 10500 West Loomis Road; Tax Key Number 846-9992-000

**Applicant:** **ASI General, Inc.**  
**(Southeastern Pediatric & Adolescent Medicine Center)**

**Zoning:** R-3 Suburban/Estate Single-Family Residence District

An ordinance to amend the Zoning Code (Map) for the property from R-3 Suburban/Estate Single-Family Residence District to B-1 Neighborhood Business District.

- D. Property:** Approximately 7401 West Puetz Road; Tax Key Number 850-0003-000

**Applicant:** **City of Milwaukee Police Department**

**Zoning:** I-1 Institutional District

An amendment to Special Use Resolution 2000-5130 for two radio antennas to be placed on top of the City of Franklin water tower.

**IV. Other Action Items**

- A. Property:** Approximately South 31<sup>st</sup> Street and West Minnesota Avenue;  
Tax Key Numbers 761-9963-006, 761-9988-006

**Applicant:** **City of Franklin**

**Zoning:** R-6 Suburban Single-Family Residence District

**Regarding:** Certified Survey Map to create right-of-way for the South 31<sup>st</sup> Street extension and to create two outlets.

- B. Property:** Approximately 6600 South 51<sup>st</sup> Street; Tax Key Numbers 712-8997-000, 712-0188-000, 712-0189-002

**Applicant:** **Creative Homes, Inc.**  
**(Berkshire Subdivision Addition No. 2) (22 lots)**

**Zoning:** R-5 Suburban Single-Family Residence District

**Regarding:** Preliminary Plat for residential subdivision.

- C. **Property:** Approximately 2810 West Rawson Avenue; Tax Key Number 738-9997-001  
**Applicant:** Outlook Development, LLC  
(Franklin Retail Center)  
**Zoning:** B-4 South 27th Street Mixed Use Commercial District  
**Regarding:** Concept Review - Proposed one-story multi-tenant commercial center of approximately 14,000 square feet in
- D. **Property:** Approximately 8717 West Drexel Avenue; Tax Key Number 802-9994-003  
**Applicant:** City of Franklin  
**Zoning:** P-1 Park District and FW Floodway District  
**Regarding:** Site Plan for a proposed 'open-air pavilion,' of approximately 5,000 square feet in area in Lion's Legend Park.
- E. **Unified Development Ordinance**  
**Applicant:** Reinhart, Boerner, Van Deuren S.C.  
**Regarding:** Conceptual proposed amendment to the 125,000 gross square foot maximum permitted floor area for a retail building to delete that maximum size limit for the properties along South 27<sup>th</sup> Street between West Rawson Avenue and West College Avenue.
- F. **Plan Commission Agenda Format.**  
**Regarding:** City staff requests Commission review and direction to work toward and return a clearer and more concise agenda format.

L. **Next Regular Meeting scheduled for Thursday, June 08, 2006**

V. **Adjournment**

*\*Notice is given that a majority of the Common Council may attend this meeting to gather information about an Agenda item over which they have decision making responsibility. This may constitute a meeting of the Council per State ex rel. Badke v. Greendale Village Board even though the Council will not take formal action at this meeting.*