

NOTICE

The **City of Stoughton** will hold a **Joint Meeting** of the **Planning Commission and Business Park North Committee** on **Monday October 12, 2009** at **6:00 p.m.**, in the **Council Chambers**, Second Floor, **Public Safety Building**, 321 S. Fourth Street, Stoughton WI.

AGENDA:

1. Call to Order
2. Consider approval of the Joint Business Park North/Planning Commission minutes of September 9, 2009
3. Jeff Davis requests site plan approval to construct a building for Tom Haag at 441 Business Park Circle, Lot 29, Stoughton Business Park. Plan dated 10-2-09.
4. Adjournment.

Planning Director Rodney Scheel – Chair, Business Park North Committee
Mayor Jim Griffin – Chair, Planning Commission
10/7/09mps

Packets sent to:

Planning Commission

Mayor Jim Griffin, Chair
Dave McKichan, Vice-Chair
Troy Weiser
Sonny Swangstu, Council member
Ron Christianson, Council member
Todd Krcma
Eric Hohol

Business Park North

Planning Director Rodney Scheel, Chair
Finance Director Laurie Sullivan, Vice-Chair
Tim Carter, Council member
Eric Olstad, Council member
Randy McLaury, Chamber Rep.
Dave Phillips, Chamber Executive Director
Dick Entwistle, Chamber Rep.
Keith Comstock

cc: Zoning Administrator Michael Stacey (3 Packets)
Building Inspector Steve Kittelson (email)
Utilities Director Bob Kardasz (Packet)
Stoughton Newspapers/Wisconsin State Journal (fax)
City Attorney Matt Dregne (e-mail)
Department Heads & Council Members (e-mail)
Pili Hougan (e-mail)
Area Towns (e-mail)
Tom Haag, 3128 Waucheeta Trail, Madison, WI. 53711
Dave Griffith, 3225 E. Washington Avenue, Madison, WI. 53704
Jeff Davis, 3482 Orvold Park Drive, McFarland, WI. 53558

"IF YOU ARE DISABLED AND IN NEED OF ASSISTANCE, PLEASE CALL 608-873-6677 PRIOR TO THIS MEETING."
AN EXPANDED MEETING MAY CONSTITUTE A QUORUM OF THE COUNCIL.

MINUTES OF THE JOINT MEETING OF THE BUSINESS PARK NORTH COMMITTEE

Wednesday, September 9, 2009 – 4:00 P.M.

Hall of Fame Room, City Hall

381 East Main Street, Stoughton, WI.

Present:

Business Park North Committee: Director of Planning & Development Rodney Scheel, Chair; Finance Director Laurie Sullivan, Vice-Chair; Keith Comstock; Tim Carter, Randy McLaury, Dave Phillips, and Mayor Jim Griffin.

Absent and Excused: Eric Olstad

Absent:

Guests: Chuck and Jeff Davis, Dave Griffith, Mike Tachick

Staff:

1. **Call to Order:** Scheel called the meeting to order at 4:00 p.m.
2. **Elect a Chairperson.**

Scheel opened the floor for nominations. Carter nominated Scheel. Scheel requested other nominations 3 times with no others being offered. Motion by Carter, seconded by Phillips to close the nominations and cast a unanimous ballot for Scheel. Motion carried unanimously.
3. **Elect a Vice Chairperson.**

Scheel opened the floor for nominations. Carter nominated Phillips. Scheel requested other nominations 3 times with no others being offered. Motion by Carter, seconded by Sullivan to close the nominations and cast a unanimous ballot for Phillips. Motion carried unanimously.
4. **Approval of January 12, 2009 and July 13, 2009 Business Park North Committee Meeting Minutes**

Motion by **Sullivan**, seconded by **Carter** to approve as presented on hard copy. The electronic copy did not include who made and seconded motions. Motion carried unanimously.
5. **Offer to Purchase - Lot 29 - Thomas Haag.**

Mr. Griffith, Mr. Jeff Davis and Mr. Chuck Davis presented information about the project on behalf of the purchaser, Mr. Haag. The committee was not presented an actual offer to purchase, but with the proposed project information. There was discussion about the use as a facility for the sale and resale of collector cars and parts. Scheel was concerned that this project was not a good fit for the Business Park. The Committee discussed valuation of the improvements, the proposed use, the employment, other facilities in the Business Park and the inventory of lots remaining. Comstock indicated he felt this building is a good fit for the Business Park even if this use is changed in the future but suggested the applicant consider positioning the building in a location to better accommodate an addition if necessary in the future. All site plan and building plan review requirements will be reviewed by the committee and the Planning Commission following favorable action by the City Council on the Offer to Purchase. Motion by **Carter**, seconded by **Comstock** to recommend to the Finance

Committee to approve a sale of Lot 29 for this project subject to the appropriate Offer to Purchase and review by the City Attorney. Motion carried 6 -1 with Scheel voting no.

6. Offer to Purchase - Lot 13 - Dairyland Electrical Industries, Inc.

Mr. Tachick of DEI presented his request to purchase Lot 13 that is adjacent to their facility on Lot 12. Mr. Tachick had originally hoped to purchase lots 13 and 14 last Fall instead of Lot 12 however the City was processing another offer on those two lots that ultimately fell through after DEI proceeded with their project on Lot 12. Mr. Tachick indicated that it may be possible that their northern Wisconsin facility will relocate to this location in the future. If the relocation did occur, Mr. Tachick indicated the size of this parcel would accommodate their needs and potentially relocate 7 positions from northern Wisconsin to Stoughton. Sullivan indicated that the current improvements on Lot 12 will meet the minimum valuation requirements for both Lot 12 and 13 when combined into one parcel. Motion by **Carter**, seconded by **Phillips** to recommend to the Finance Committee to approve a sale of Lot 13 subject to the price being adjusted to reflect the conservation easement along the rear 75 feet of the lot and Lot 12 and Lot 13 being combined into a single parcel by the Certified Survey process. Motion carried unanimously.

7. Adjournment: Motion by **Carter** to adjourn at 5:54 pm. 2nd by **Phillips**. Motion carried unanimously.

Respectfully submitted,
Rodney Scheel



August 31, 2009

Ms. Laurie Sullivan
Finance Director
City of Stoughton

Ms. Sullivan,

Davis Steel Buildings, Inc. and Bassett Renovation have a client interested in purchasing Lot #29 in the Stoughton Business Park North. We met with Rodney Scheel and Jim Griffin last week to discuss the details of the project. The following information was requested by Rodney Scheel for considering the sale of the property.

- The building usage would be an indoor showroom for sale and resale of collector cars. An additional use would be for the sale of used and new parts manufactured for collector cars. We believe this usage would comply with Section 78-247, item number (2). (Warehousing and warehouse distribution operations)
- The proposed building would be 8,000 ft² of warehouse and office space.
- The enclosed plans include a site plan including details for storm water management, parking, landscaping, etc.
- The value of the improvements would be approximately \$300,000.
- The proposed project would provide for 1 full-time employee and 2 part-time employees. In addition, the owner would also hire local businesses to maintain the landscaping, mowing and snow plowing.
- The construction phase of the project would commence as soon as permits were available this fall. The permit process would take approximately 6-8 weeks with the City of Stoughton, Dane County Land Conservation and the State of Wisconsin. The construction phase of the building would take approximately 10-12 weeks. The finalization of the landscaping, seeding and mulching would take place late in the fall of 2009 or early spring of 2010 depending upon weather conditions this fall.

Sincerely,

A handwritten signature in black ink, appearing to read 'JD', with a horizontal line extending to the right.


Jeff Davis
Davis Steel Buildings, Inc.

Dave Griffith
Bassett Renovation

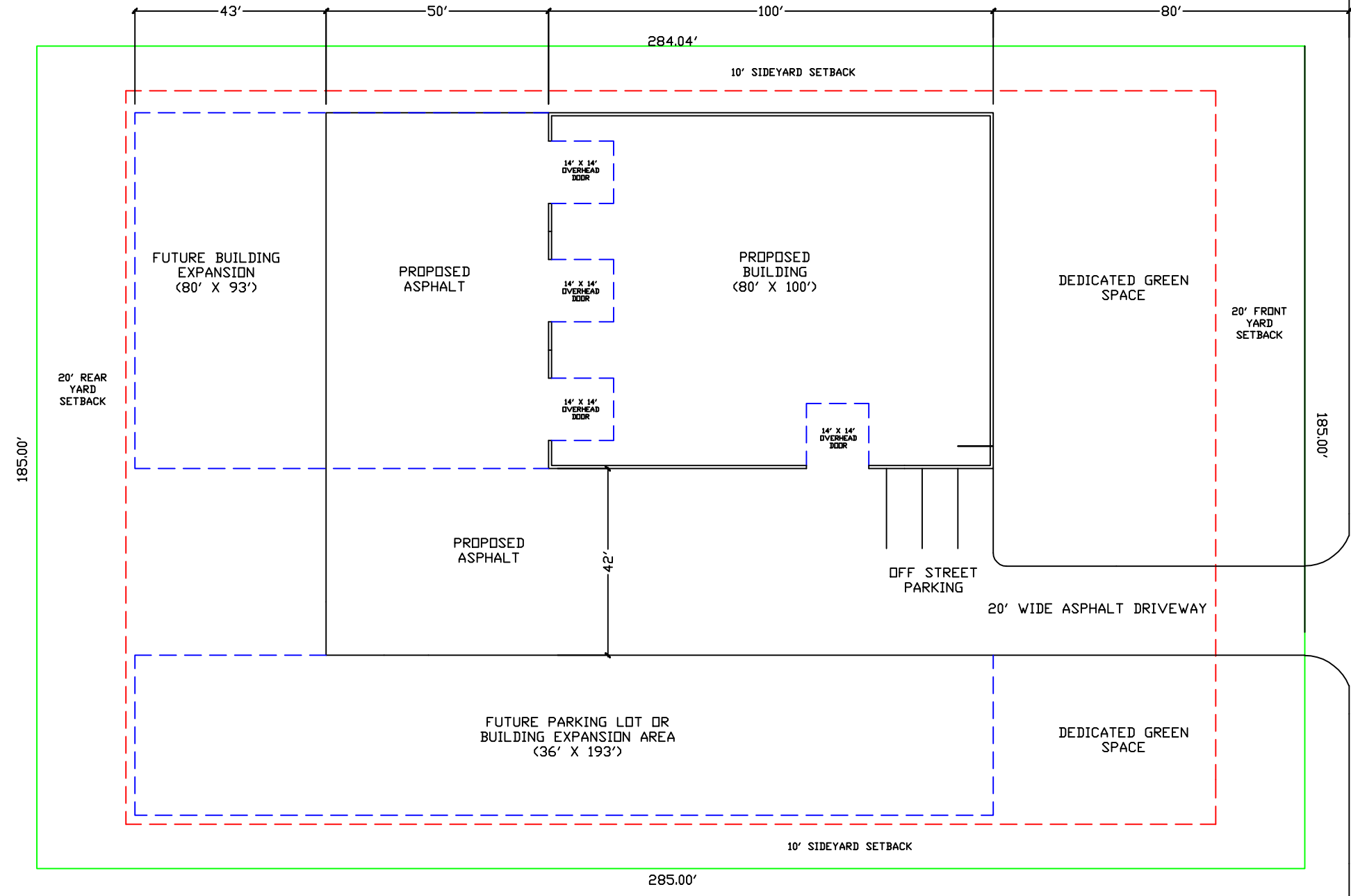
DAVE GRIFFITH PROJECT
LOT 29
STOUGHTON BUSINESS PARK
STOUGHTON, WI

- P.1- SITE PLAN AND EROSION CONTROL PLAN
- P.2- SITE PLAN WITH FUTURE EXPANSION
- P.3- LANDSCAPE PLAN
- P.4- PHOTOMETRIC PLAN
- P.5- BUILDING ELEVATIONS
- P.6- FRONT ELEVATION WITH ARCHITECTURAL DETAILS
- P.7- BUILDING FLOOR PLAN

SUBMITTAL DRAWINGS		JOB NO.	
DAVE GRIFFITH PROJECT		DATE	234E HWY AB
STOUGHTON, WI		DATE	MC FARLAND
		SCALE	WIS. 53958
		AS SHOWN	(608)838-8213
		DR. BY	DAVIS STEEL BUILDINGS, INC.
		JAD	




LOT #29
 52,647 FT² (1.209 acres)
 STOUGHTON BUSINESS
 PARK NORTH
 STOUGHTON, WI

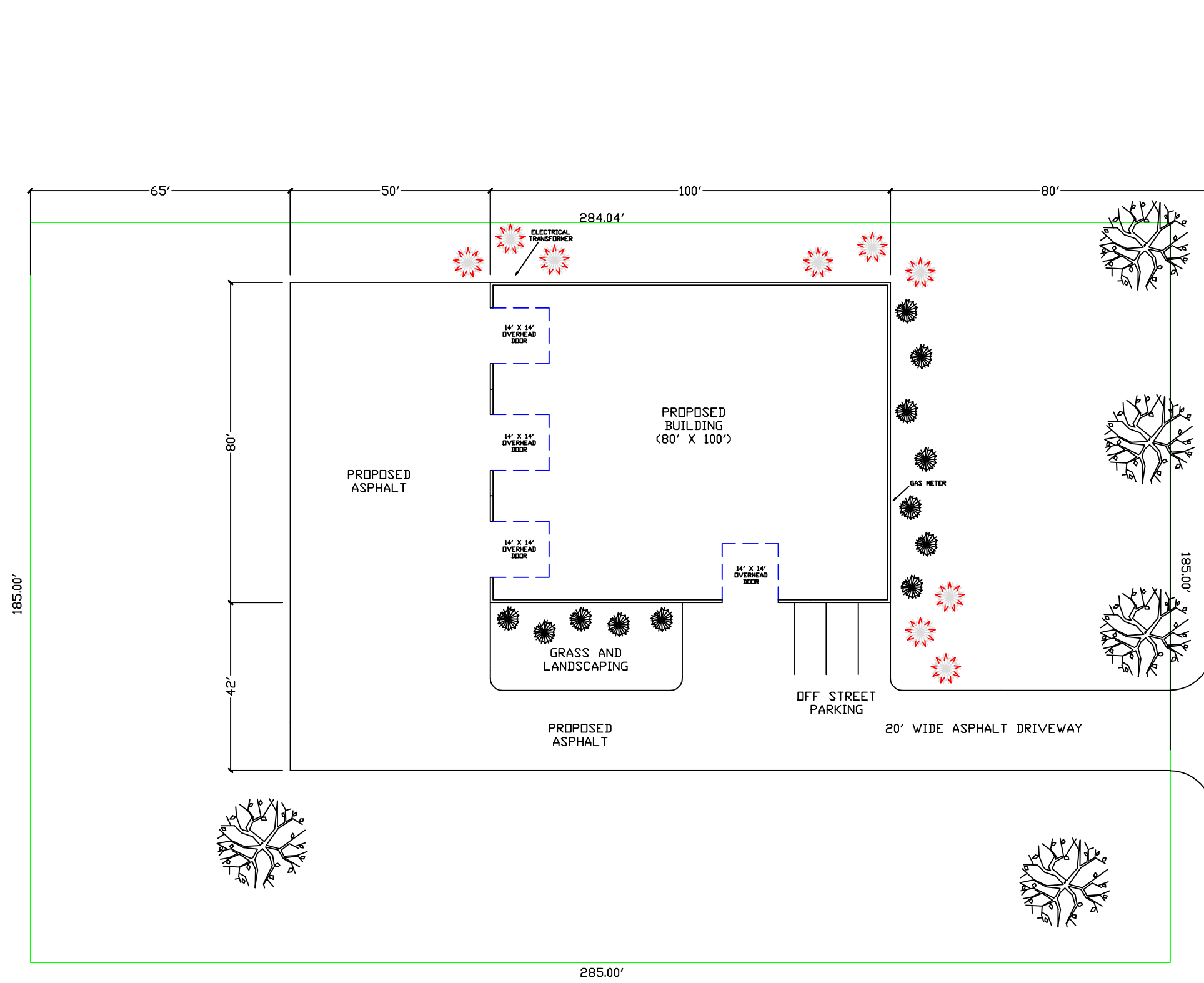


SITE PLAN-FUTURE EXPANSION
 1"=30'






BUSINESS PARK CIRCLE

		2342 HWY AB MCFARLAND WIS. 53558 (608)838-8213	
SITE PLAN-FUTURE EXPANSION DAVE GRIFFITH PROJECT		JOB NO.	DR. BY. JAD
STOUGHTON, WI		DATE 8/17/09	SCALE AS SHOWN



PLANTS:

-  **EVERGREEN SHRUBS**
-  **DECIDUOUS SHRUBS**
-  **CANOPY TREES- 1 1/2" TO 2" CALIPER**

LANDSCAPE PLAN
1"=30'



LANDSCAPE PLAN

TOM HAAG WAREHOUSE

STOLGHTON, WI

JOB NO.

DATE

SCALE

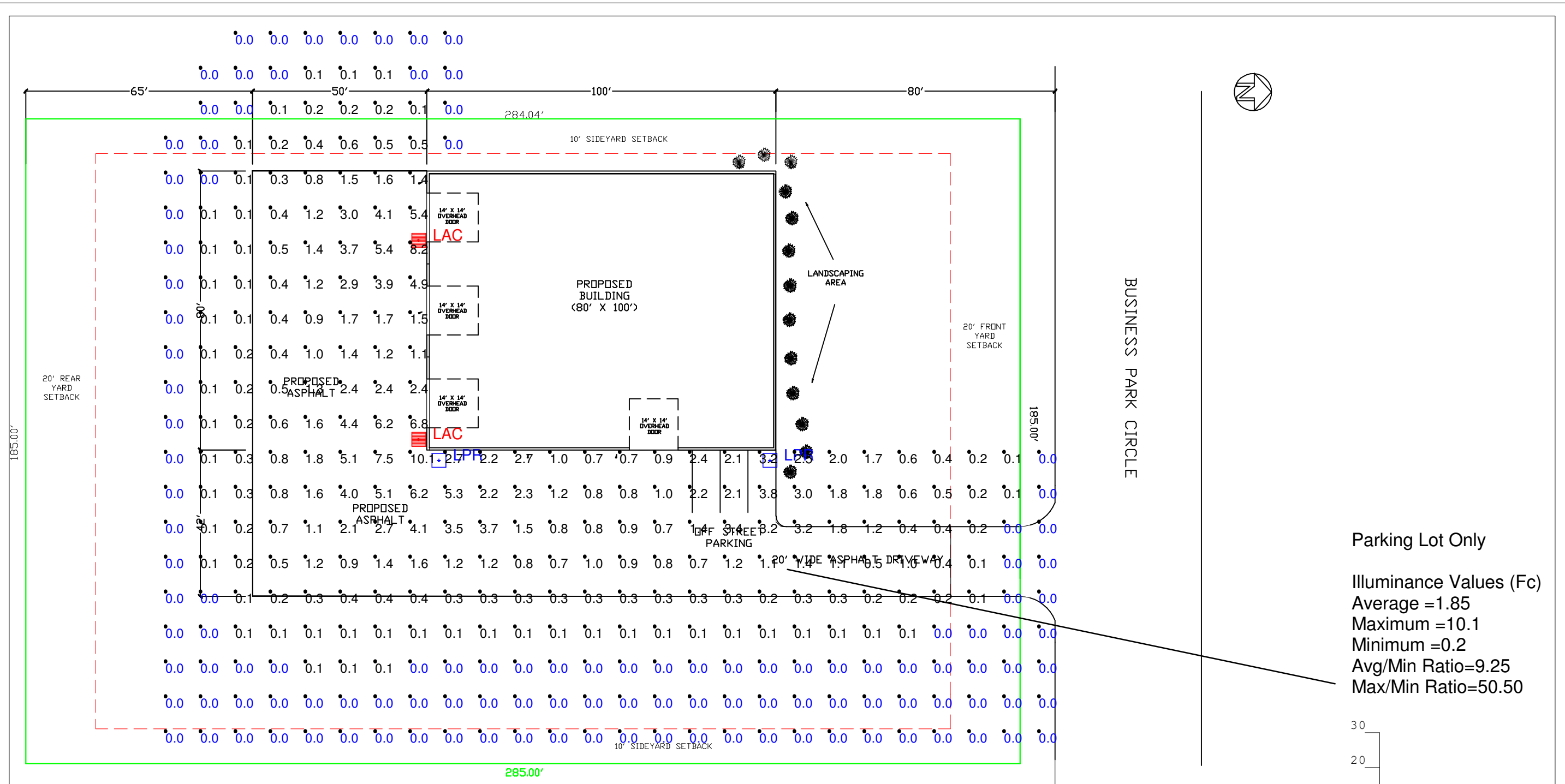
DR. BY.

JAD

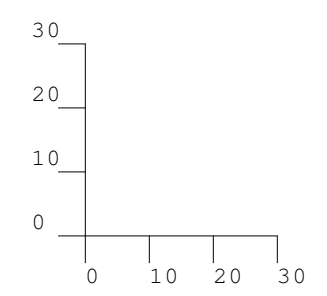
2342 HWY AB
MCFARLAND
WIS. 53558
(608)838-8213



DAVIS STEEL BUILDINGS, INC.



Parking Lot Only
 Illuminance Values (Fc)
 Average = 1.85
 Maximum = 10.1
 Minimum = 0.2
 Avg/Min Ratio = 9.25
 Max/Min Ratio = 50.50



Luminaire Schedule						
Symbol	Qty	Label	Arrangement	Lumens	LLF	Description
	2	LAC	SINGLE	12600	0.750	LACW615-M 150w psmh
	2	LPR	SINGLE	12600	0.750	LPRW615-M 150w psmh

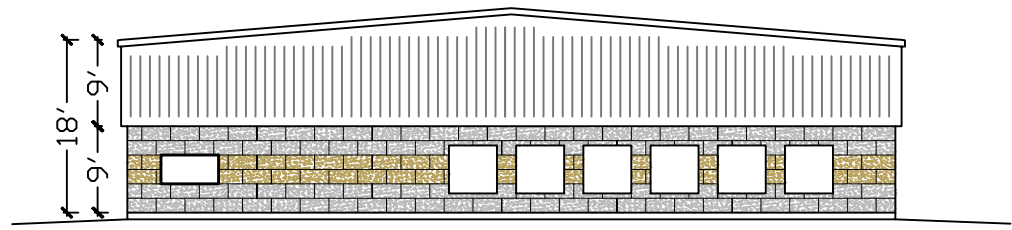
*** Fixtures mounted at 17' (on the wall) w/no tilt

RUUD LIGHTING

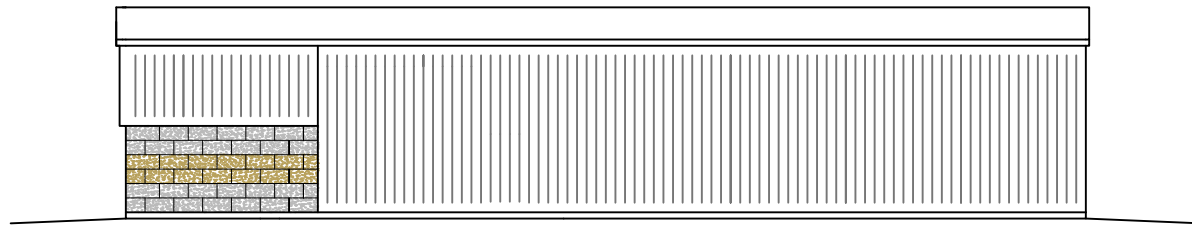
800.236.7000 USA <www.ruudlighting.com> 905.671.1991 CAN

Illumination results shown on this lighting design are based on project parameters provided to Ruud Lighting used in conjunction with luminaire test procedures conducted under laboratory conditions. Actual project conditions differing from these design parameters may affect field results. The customer is responsible for verifying compliance with any applicable electrical, lighting, or energy code.

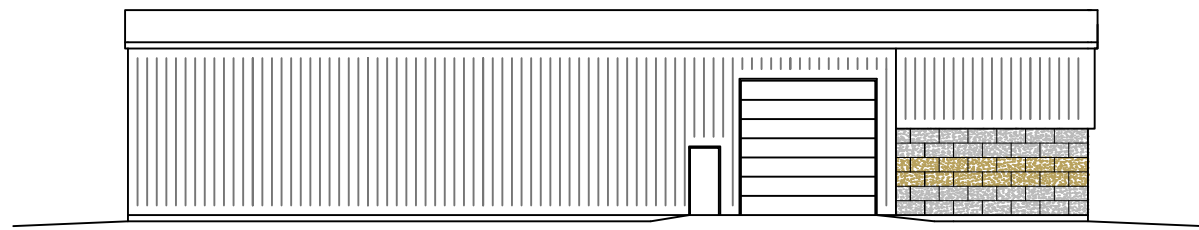
Date: 9/30/2009	Scale: 1"=30'	Engineer: Bill Schubert			
Project Name: #23840 - Stoughton Parking Lot					
Filename: 90930ES1BRSR1.AGI					
FOOTCANDLES CALCULATED AT GRADE USING MEAN LUMENS					
Numeric Summary					
Label	Avg	Max	Min	Avg/Min	Max/Min
Calc	0.80	10.1	0.0	N.A.	N.A.



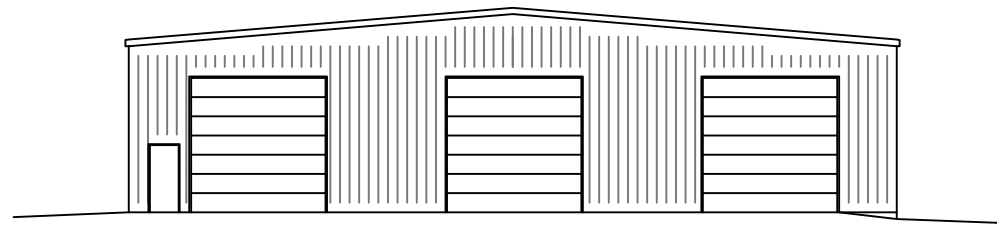
NORTH ELEVATION
1"=20'



WEST ELEVATION
1"=20'



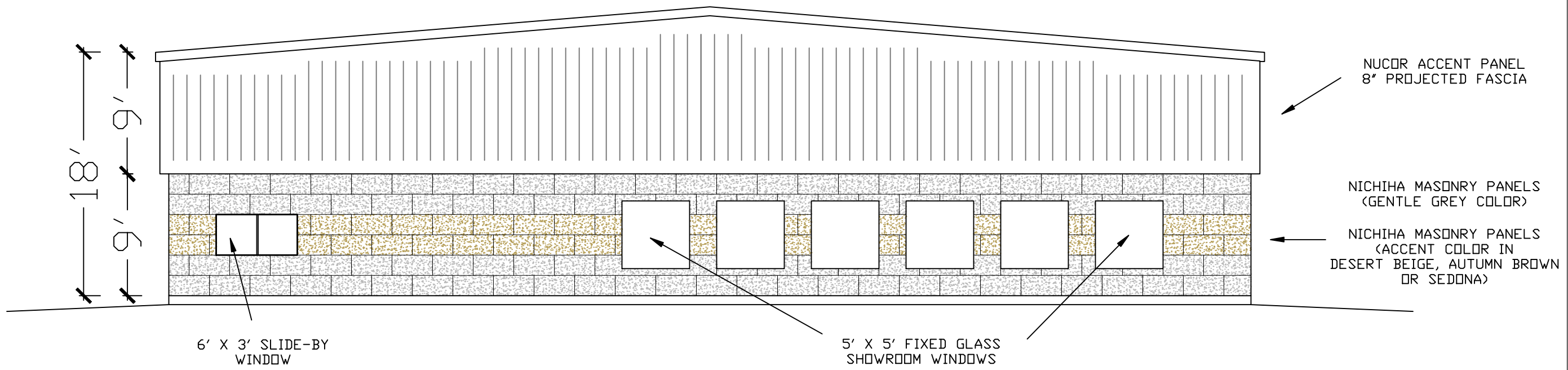
EAST ELEVATION
1"=20'



SOUTH ELEVATION
1"=20'

ELEVATIONS	JOB NO.	2342 HWY AB
	DATE	MCFARLAND
DAVE GRIFFITH PROJECT	SCALE	WIS. 53558
	AS SHOWN	(608)838-8213
STOUGHTON, WI	DR. BY.	DAVIS STEEL BUILDINGS, INC.
	JAD	





6' X 3' SLIDE-BY WINDOW

5' X 5' FIXED GLASS SHOWROOM WINDOWS

NUCOR ACCENT PANEL
8' PROJECTED FASCIA

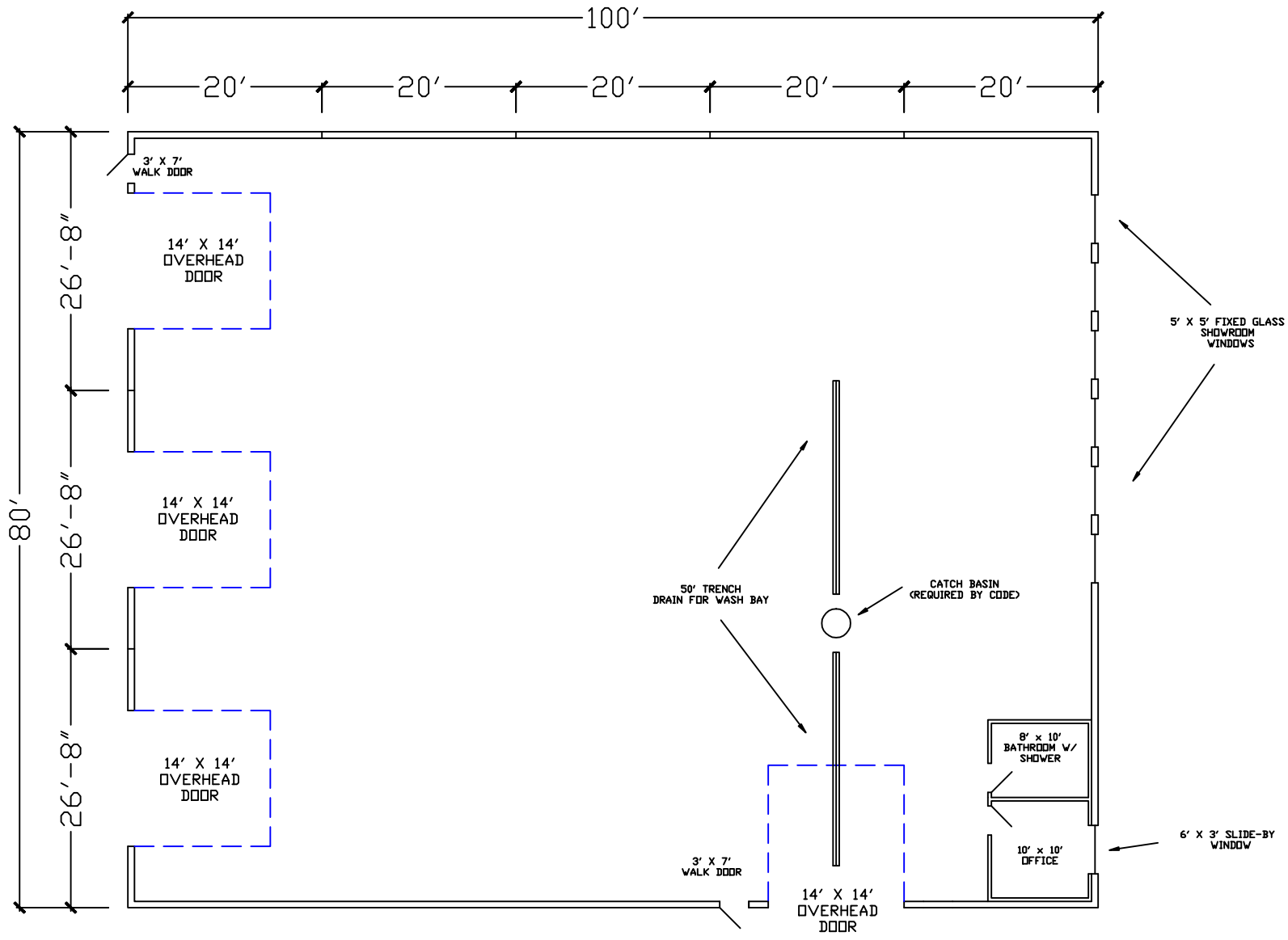
NICHIHA MASONRY PANELS
(GENTLE GREY COLOR)

NICHIHA MASONRY PANELS
(ACCENT COLOR IN
DESERT BEIGE, AUTUMN BROWN
OR SEDONA)

NORTH ELEVATION
1/8"=1'

ELEVATIONS	JOB NO.	2342 HWY AB
	DATE	MCFARLAND
DAVE GRIFFITH PROJECT	SCALE	WIS. 53558
STOUGHTON, WI	DR. BY:	(608)838-8213
	JAD	

DAVIS
DAVIS STEEL BUILDINGS, INC



FLOOR PLAN
1/16"=1'

		2342 HWY AB MCFARLAND WIS. 53558 (608)838-8213	
		DAVIS STEEL BUILDINGS, INC.	
FLOOR PLAN	JOB NO.	DATE	DR. BY.
DAVE GRIFFITH PROJECT		8/17/09	JAD
STOUGHTON, WI	SCALE	AS SHOWN	

CERTIFIED MAIL

October 7, 2009

Tom Haag
3128 Waucheeta Trail
Madison, WI. 53711

Dear Mr. Haag:

I have completed a review of the proposed site plan for the Dave Griffith Project, 441 Business Park Circle, Lot 29, Business Park North - Plan dated 10-2-09. As noted, additional information may be required to be provided or shown on the plan.

Zoning Code Requirements:

1. The property at 441 Business Park Circle is zoned I-1 (Light Industrial). For clarification, I am providing a list of permitted uses and uses that are not permitted related to this request.
 - Warehousing operations, not including predominantly retail sales are permitted.
 - Retail sales of used automobiles (SIC #5521) are not permitted.
 - Retail sales of used auto parts (SIC #5015) and retail sales of new auto parts (SIC #5013) are not permitted.

The proposed use is for an indoor showroom for sale and resale of collector cars and for the sale of used and new parts manufactured for collector cars. Used auto sales are not permitted. A warehousing operation is permitted. There could be an occasional sale of a used automobile including used/new auto parts though this would have to be secondary to the warehousing operation. The proposed uses as stated in the letter to Laurie Sullivan, City of Stoughton Finance Director from Jeff Davis are not permitted. We will need further clarification as to the proposed uses.

2. The proposed building meets the height and setback requirements of the I-1 district.
3. The parking requirement for industrial is 1 space per 1.3 employees. 3 stalls are shown on the plan which would allow up to 3 employees. **The provided letter confirms compliance.**
4. Parking stalls are required to be a minimum of 9 feet wide with a minimum length of 17 feet. The plan shows the stall length at 18 feet with a width of 8 feet. **The plan shall be modified to comply with the width requirement.**
5. Aisle width is required to be 24 feet for 90 degree parking. **The plan complies with this requirement.**
6. A 10-foot by 50-foot loading stall is required. **There appears to be ample room to meet this requirement though the loading stall is required to be delineated on the plan. There must be ample room for a truck turn-around to prevent backing of trucks into the street.**
7. All parking areas shall be provided with accessory landscape areas totaling not less than 10% of the surfaced area. **The plan complies with this requirement.**

8. Per Ord. 78-450, a landscaping plan shall be submitted “for approval as part of the site plan approval process...” Additionally, “Building foundation landscaping is required for all building frontages. At a minimum, such foundation landscaping shall be placed along 20% of the buildings total perimeter, predominately near and along customer facades and entrances facing public streets. One ornamental tree with a minimum one and one-half inch caliper or one minimum six-foot tall tree shall be planted (“whips” not permitted). Two shrubs at a minimum height of eighteen inches tall shall be planted for every ten linear feet of building foundation planter area. Appropriate trees and shrubs include crabapple, birch, cherry, hawthorne, service berry, arborvitae, dogwood, lilac, vibernum, cotoneaster, hazelnut, barberry, spirea, juniper, yew or similar species and varieties approved by the city.” Additionally, “One street tree at a minimum of two-inch caliper shall be planted at 50-foot intervals along and within ten feet of all public and private streets and drives, including parking lot connections, circulation drives, and loading areas.” **Additional information is necessary to confirm compliance. The street trees shall be placed so as not to interfere with future sidewalk installation.**
9. Any exterior lighting used for off street parking shall not exceed .50 footcandles at the lot line. **A compliant lighting photometric plan has been provided.**
10. Any refuse container must be enclosed with 6-foot gated enclosure. **A trash enclosure shall be delineated on the plan.**
11. Openings for ingress and egress shall not exceed 24 feet at the outer or street edge of the sidewalk, nor 30 feet in width at the curb, unless approved by Planning Commission. **The plan shows approximately 33 feet of width at the curb and 20 feet at the outer edge of where the sidewalk should be located. Planning Commission approval is necessary for the 33-foot width at the curb. Sidewalk is required to be installed to City of Stoughton standards through the driveway and shall be delineated on the plan.**
12. An erosion control and stormwater management plan, application and fee are required. Dane County Land Conservation, the City’s consultant, will review the plan and perform inspections. **The application and fee may be submitted at the Department of Planning & Development Office at Stoughton City Hall. Two complete sets of plans will need to be submitted.**
13. Proposed utilities-including electrical transformers and HVAC locations shall be shown on the plan. **The HVAC shall be delineated on the plan.**
14. A detailed plan, application and fee are required prior to signage placement. **No plan submitted.**
15. State approved plans and appropriate City of Stoughton building permits are required before construction.

Business Park Covenants:

The following items are contained in the Business Park Covenants and will need to be addressed as noted:

1. Plan Submittal
 - a. Name and mailing address of developer/owner. **Provided**
 - b. Utilities and utility right of way easements. **Easements are not shown.**
 - c. Exterior signs. **None Submitted.**
 - d. Exterior Lighting. **A compliant photometric plan is provided.**
 - e. Clearing, grading, and drainage plan showing proposed clearing limits, existing and proposed contours at two foot intervals. **This requirement should be taken care of as part of the erosion control plan.**

- f. Site statistics, including site square footage, percent of site coverage's and percent of park or open space. **Provided.**
 - g. All exterior materials and colors, including manufacturer's name and catalogue numbers or samples of the same. **Needed.**
 - h. Location and dimensions of all proposed outdoor storage areas, and the location and dimensions of all fencing and screening. **No outdoor storage or fencing shown.**
2. Development Standards
- a. "All electrical and air conditioning structures, including towers and air handling units, regardless of location and whether on the roof or otherwise, shall be concealed by landscaping or by decorative screening materials which form an integral part of the design." **This equipment shall be delineated on the plan including landscaping used for screening the listed equipment.**
 - b. All areas intended to be utilized for parking space and driveways shall be surfaced with bituminous asphalt or concrete." **Shown.**
 - c. "All parking stalls shall be marked with painted lines not less than 4" wide." **Required.**
 - d. "No parking areas will be permitted within the building set back lines with the following two exceptions:
 - 1. Office employee and visitor parking may be permitted within the front yard setback lines subject to approval of the Committee. **N/A**
 - 2. Lots bounded by more than one road may have parking areas within the building set back lines along roads other than the one on which the building fronts subject to approval by the Committee." **N/A**
 - e. "A scale drawing of any sign, trademark or advertising device to be used on any lot or the exterior of any building or structure will be submitted to the Committee in triplicate for the written approval by the Committee." **Needed if proposed.**
 - f. "The front yard setback area shall be landscaped with an effective combination of trees, ground cover and shrubbery. All unpaved areas not utilized for parking shall be landscaped in a similar manner. The entire area between the curb and a point 10 feet in back of the front property line shall be landscaped, except for any access driveway in said area. Notwithstanding the above, the entire area between the right-of-way and the building setback line shall be densely landscaped with a combination of effective visual screening on all use areas." **Provided -similar to other approvals. This requirement is at the discretion of the Committee.**
 - g. "Areas used for parking shall be landscaped and/or fenced in such a manner as to interrupt or screen said areas from view form access streets, freeways, and adjacent properties. Plant materials used for this purpose shall consist of lineal or grouped masses of shrubs and/or trees." **The Committee may require additional landscaping.**
 - h. "All outdoor storage shall be visually screened from access streets and adjacent property." **No outdoor storage is shown.**
 - i. "Outdoor storage shall be meant to include parking of all company owned and operated vehicles, with the exception of passenger vehicles." **None shown.**
 - j. "All outdoor refuse collection areas shall be visually screened from access streets and adjacent property by a complete opaque screen." **Needed.**
 - k. "Architectural Review. **The Business Park North Committee will take into account the appearance of all buildings, parking areas and storage areas.**"
3. Any other information considered pertinent by the Committee.

If you have any questions, please contact me at 608-646-0421

Sincerely,
City of Stoughton

Michael P. Stacey
Zoning Administration

cc. Planning Commissioners
Business Park North Committee
Mayor Jim Griffin (via-email)
Director of Planning and Development Rodney Scheel (via-email)
Building Inspector Steve Kittelson (via-email)
Utilities Director Bob Kardasz (via-email)
Dave Griffith, 3225 E. Washington Avenue, Madison, WI. 53704
Davis Steel Buildings, Inc., Jeff Davis, 3482 Orvold Park Drive, McFarland, WI. 53558