

## MEETING NOTICE

The City of Stoughton will hold a Regular meeting of the **Planning Commission** on **Monday, December 12, 2011 at 6:00 pm** 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 Planning Commission meeting minutes of November 14, 2011 and November 29, 2011.
  3. Council Representative Report.
  4. Meeting Summary & Status of Developments/Projects. (Page 5)
  5. Preliminary Kettle Park West Detailed Neighborhood Plan. (Page 7)
  6. Proposed zoning ordinance amendments. (Page 9)
    - Public Hearing
    - Recommendation to Council
  7. Closed Session – Discuss Town of Rutland boundary agreement.  
**\*The Planning Commission may convene in closed session pursuant to §19.85(1) (e) Wis. Stats to discuss future meetings and negotiations with the Town of Rutland. The Planning Commission will reconvene into Open Session to continue the meeting.**
  8. Future agenda items
  9. Adjournment
- 12/8/11mps

### COMMISSIONERS:

Mayor Donna Olson, Chair  
Eric Hohol, Vice-Chair  
Scott Truehl

Todd Krcma  
Dave McKichan

Ron Christianson  
Rollie Odland

### CC:PACKETS:

Rodney Scheel  
Todd Krcma  
Scott Truehl

Michael Stacey (3)  
Mayor Donna Olson  
Dave McKichan

Rollie Odland

### E-MAIL NOTICES:

All Department Heads  
Area Townships  
Pili Hougan  
City Attorney Matt Dregne

Council members  
Stoughton Hub  
Peter Sveum

Steve Kittelson  
Derek Westby  
Scott Wegner

**MAIL NOTICES:** JSD Professional Services Inc., Jim Bricker, 161 Horizon Drive, Suite 101, Verona, WI. 53593; Oakbrook Corporation, Charles Redjinski, 2 Science Drive, Madison, WI., 53744; Forward Development Group, LLC, Dennis Steinkraus, 161 Horizon Drive, Suite 101, Verona, WI. 53593; Area Neighbors (Kettle Park West DNP)

IF YOU ARE DISABLED & IN NEED OF ASSISTANCE, PLEASE CALL 873-6677 PRIOR TO THIS MEETING.

**NOTE: AN EXPANDED MEETING MAY CONSTITUTE A QUORUM OF THE COUNCIL.**

## **Planning Commission Meeting Minutes**

**Monday, November 14, 2011 - 6:00 p.m.**

**Public Safety Building, Council Chambers, Second Floor, 321 S. Fourth Street,  
Stoughton, WI.**

**Members Present:** Mayor Donna Olson, Chair; Ron Christianson; Todd Krcma; Dave McKichan and Scott Truehl

**Absent and Excused:** Eric Hohol, Vice-Chair and Rollie Odland

**Staff:** Zoning Administrator, Michael Stacey

**Press:** Mark Ignatowski

**Guests:** Ted Cone; Richard Johnson and Mike Ashiku

1. **Call to order.** Mayor Olson called the meeting to order at 6:00 pm.
2. **Consider approval of the Planning Commission minutes of October 10, 2011.**  
Motion by **Christianson** to approve the Planning Commission minutes of October 10, 2011 as presented, 2<sup>nd</sup> by **Truehl**. Motion carried 5 – 0.
3. **Council Representative Report.**  
Christianson reported the Common Council approved the recommendation to oppose Assembly Bill 260 regarding components in County Comprehensive Plans.
4. **Status of Developments/Projects.**  
Stacey introduced the status of developments. There were no questions.
5. **Ted Cone, Convenience Store Investments requests Certified Survey Map (CSM) approval to combine 2 parcels and approval for a walk-in cooler addition at Kwik Trip East, 1231 E. Main Street.** Stacey explained the request. Ted Cone was available for questions.

Motion by **McKichan** to recommend Council approve the resolution to combine the two lots owned by Kwik Trip by CSM as presented, 2<sup>nd</sup> by **Truehl**.  
Krcma questioned if the neighbors were informed about this proposal. Stacey stated notification is not required. Motion carried 5 – 0

Motion by **Truehl** to approve the walk-in cooler addition as presented contingent on the CSM being approved by Council, 2<sup>nd</sup> by **Christianson**. Krcma questioned whether there are any requirements for appearance of the addition. Stacey stated that issue was discussed with the applicant and the staff review letter addresses the zoning requirement. Stacey noted there is a picture of what the proposed addition will look like in the packet. Ted Cone explained what materials will be used for the addition. Motion carried 5 – 0

6. **Mike Ashiku of Sunrise Family Restaurant requests approval of a one year extension for the conditional use permit originally approved on November 23, 2010.** Stacey explained the request. Mike Ashiku was available for questions. Christianson questioned the two year time limit for completion of the project. Stacey

stated that if the extension is approved, the applicant will have two years to complete the project.

Motion by **Christianson** to recommend Council approve the resolution for the one-year conditional use extension as presented, 2<sup>nd</sup> by **Truehl**. Motion carried 4 – 0 (McKichan abstained)

7. **Discuss the zoning requirements related to garden/landscape features & accessory structures.** Stacey checked with other communities to find out how accessory structures such as trellises, arbors, pergolas and gazebos are regulated. Stacey found that most communities have minimal regulations for garden and landscape features. Stacey stated these structures are non-roofed and are non-habitable. Stacey stated Krcma was correct last month in that the gazebo at 215 N. Page Street is an exception since gazebos are typically roofed structures and are intended for people to spend time in them. Stacey also noted that communities have setback requirements for garden and landscape features from private properties. The Commission generally agreed that garden and landscape features should be allowed with minimal restrictions.

Motion by **McKichan** to define the existing gazebo at 215 N. Page Street as a garden/landscape feature, 2<sup>nd</sup> by **Truehl**. Christianson expressed concern about large structures being in the front setback area. Christianson would also like staff to look into possible size and height restrictions. Motion carried 5 – 0

Richard Johnson, 215 N. Page Street explained the reasoning behind height of the gazebo which is primarily to allow people to see through it.

8. **Future agenda items.** Zoning Code Updates and Kettle Park West.
9. **Adjournment.** Motion by **McKichan** to adjourn at 6:25 pm, 2<sup>nd</sup> by **Christianson**. Motion carried 5 – 0.

Respectfully Submitted,  
Michael Stacey

## **Special Planning Commission Meeting Minutes**

**Tuesday, November 29, 2011 - 6:00 p.m.**

**Public Safety Building, Council Chambers, Second Floor, 321 S. Fourth Street,  
Stoughton, WI.**

**Members Present:** Mayor Donna Olson, Chair; Eric Hohol, Vice-Chair; Rollie Odland;  
and Dave McKichan

**Absent and Excused:** Todd Krcma; Ron Christianson; and Scott Truehl

**Staff:** Planning & Development Director, Rodney Scheel; Zoning Administrator, Michael  
Stacey

**Press:** None

**Guests:** Jim Bricker; Tom Lynch; Dennis Steinkraus; and Charles Vervoot.

1. **Call to order.** Mayor Olson called the meeting to order at 6:08 pm.
  
2. **Kettle Park West - Detailed Neighborhood Plan Workshop.**  
Scheel introduced Jim Bricker of JSD Professional Services who will be leading the detailed neighborhood planning discussion. Jim Bricker gave an overview of the proposed detailed neighborhood planning process including traffic planning, bike and pedestrian routes, parkland and proposed land uses. A group discussion ensued. It was decided that Jim Bricker would put together a detailed neighborhood plan that includes points from this discussion to the December 12, 2011 Planning Commission meeting for further planning and discussion. The group also recommended inviting the following individuals to the next Planning meeting: Utilities Director Robert Kardasz and business owners along US Highway 51 and along McComb Road.
  
3. **Future agenda items.** Kettle Park West detailed neighborhood plan.
  
4. **Adjournment.** Motion by **McKichan** to adjourn at 7:25 pm, 2<sup>nd</sup> by **Hohol**. Motion carried 4 – 0.

Respectfully Submitted,  
Michael Stacey



CITY OF STOUGHTON  
DEPARTMENT OF  
PLANNING & DEVELOPMENT  
381 East Main Street, Stoughton, WI. 53589

RODNEY J. SCHEEL  
DIRECTOR

(608) 873-6619      [www.cityofstoughton.com/planning](http://www.cityofstoughton.com/planning)

Date: December 7, 2011

To: Planning Commission Members

From: Rodney J. Scheel  
Director of Planning & Development

Michael Stacey  
Zoning Administrator/Assistant Planner

Subject: December 12, 2011 Planning Commission Meeting - Status of Developments and Meeting Summary.

**Status of Developments:**

- West View Ridge - 29 improved lots remaining.
- Stone Crest - 11 improved lots remaining.
- Proposed Kettle Park West development – on agenda
- Park Place New Building under construction (BPN)
- Gundlach building addition (BPN)
- McDonalds addition

**Department of Planning & Development Information:**

Planning staff has been working primarily on the following:

- Building maintenance.
- Kettle Park West Development.
- Continued building and zoning inspections.
- Census Boundary and Annexation Survey Response.
- Developing a list for 2012 sidewalk replacement.
- Zoning Ordinance Amendments.
- Building & Zoning permit fee increases.
- Setting up new computers for city staff.

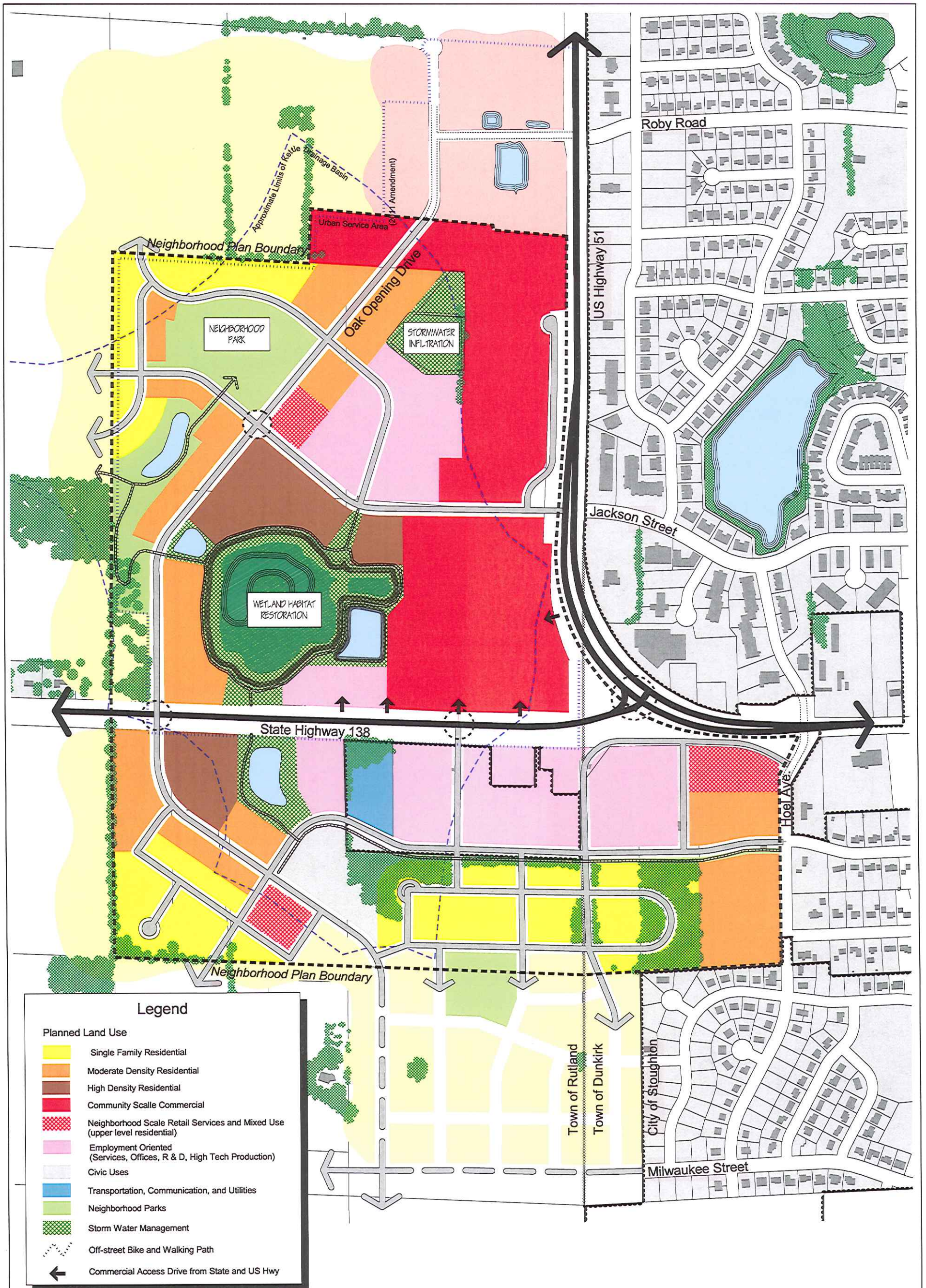
**Meeting Summary:**

**Item #5 – Preliminary Kettle Park West Detailed Neighborhood Plan.** Jim Bricker of JSD Professional Services will be presenting a preliminary detailed neighborhood plan.

**Item #6 - Proposed zoning ordinance amendments.** There are numerous proposed amendments including accessory structure clarification as recommended by the Planning Commission and the addition of recreational vehicle requirements.

**Item #7 – Closed Session – Discuss Town of Rutland boundary agreement.**

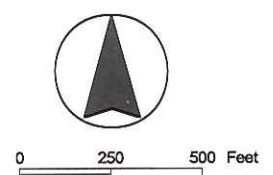
Discussion will be related to a boundary agreement meeting with the Town of Rutland set for December 15, 2011.



# 51 x 138 Westside Neighborhood Plan

## Stoughton, Wisconsin

**JSD Professional Services, Inc.**  
 • Engineers • Surveyors • Planners  
 09-3591  
 6 December 2011



**CITY OF STOUGHTON, 381 E. Main Street, Stoughton, WI 53589**

<b>ORDINANCE OF THE PLANNING COMMISSION</b>	
Amend multiple Zoning Code Sections of the Stoughton Municipal Code	
Committee Action:	
Fiscal Impact:	None
<b>File Number:</b>	O- -2011
<b>Date Introduced:</b>	

The Common Council of the City of Stoughton do ordain as follows:

1. **Sec. 78-306 (3)(e)**

**(e) Determine the Maximum Floor Area Permitted on the Site:**

The Maximum Floor Area Ratio (FAR), identified in ~~(e)~~ (d) above, multiplied by the Gross Site Area (GSA) calculated in Step (c), above, equals the maximum square footage of gross floor area permitted on the subject property within that zoning district. The ability to actually develop this amount of floor area is not guaranteed by the provisions of this Chapter. Inefficient site design, poor property configuration, and other factors may result in a smaller amount of area actually fitting on the site.

2. **Sec. 78-703 (2) Visibility Standards**

**(2) Requirement**

In order to provide a clear view of intersecting streets to motorists there shall be a triangular area of clear vision formed by the two intersecting streets and a chord connecting said centerlines, as determined by the Director of Planning and Development. Generally, the following standards shall apply:

**Table 78-703: Vision Clearance Triangle Standards**

Right-of-Way Width	Distance from Right-of Way Intersection
<del>less than</del> 66 feet <u>or less</u>	10 feet
<u>more than</u> <del>66</del> 7 feet	20 feet

Within said triangular area, no signs, parking spaces, structures, or earthwork in excess of 30 inches, and no vegetation, fencing, nor other such obstructions between 30 inches and 8 feet in height ~~which exceeds an opacity of 0.2 (see Section 78-610(4) (b))~~ shall be permitted which exceeds 30 inches in height above either of the centerline elevations of said two streets.

3. **Sec. 78-706 (4) Exterior storage standards for residential, office, and business districts.**

**(4) Exterior Trash Storage**

All exterior trash storage shall be located within an gated enclosure that completely screens the view of said trash. The exterior of said enclosure shall be constructed of some or all of the materials used on the main building. ~~A solid wood fence shall be used to gain access to the storage area.~~

4. **Sec. 78-706 (5) Exterior storage standards for residential, office, and business districts.**

**(5) Exterior parking or storage of recreational vehicles such as mobile homes, boats, trailers, campers, snowmobiles and ATV's.**

Recreational vehicles:

(a) Shall be parked or stored within dedicated parking spaces and shall be a minimum of five feet from any property line or right-of-way line.

(b) Shall not be parked or stored within a front or street yard except for (a) above.

(c) Shall be owned by the resident who is occupying the property on which the vehicle is parked or stored.

(d) Are permitted only for storage purposes except mobile homes and campers may be used for overnight sleeping for a maximum of 14 days in one calendar year.

(e) May not be permanently connected to wastewater or sanitary sewer lines, or electricity except for charging of batteries.

(f) May not be used for storage of goods, materials or equipment other than those items considered to be part of the unit or essential for its use.

5. **Sec. 78-721 (1) Signal receiving antennas (satellite dishes) standards.**

**(1) Purpose**

This Section regulating the placement of signal receiving antennas (~~including roof mounted antennas which are greater than 15 feet and satellite dishes which are greater than 18 inches~~) is adopted to:

6. **Sec. 78-611 Classification of plant species.**

For the purpose of this chapter, plant materials are classified into thirteen (13) groupings: "climax tree", "tall deciduous tree", "medium deciduous tree", "low deciduous tree", "tall evergreen tree", "medium evergreen tree", "low evergreen tree", "tall deciduous shrub", "medium deciduous shrub", "low deciduous shrub", "medium evergreen shrub", "low evergreen shrub", and non-contributory plants. Species suitable for landscaping use and compatible with Dane County climate and soil factors are listed in Table ~~78-44-611~~, below. The Zoning Administrator shall review proposals for, and the applicability of, species not contained in this list and is authorized to approve appropriate similar species.

7. **Sec. 78-206 (8) Accessory land uses and structures**

Accessory uses and structures ~~are land uses which are~~ shall be incidental to the principal activity conducted on the subject property. Only those accessory uses and structures listed below shall be permitted within the jurisdiction of this Chapter. With the exception of a commercial apartment (see (a), below), or a farm residence (see (b), below), in no instance shall an accessory use, cellar, basement, tent or recreational trailer be used as a residence. With the exception of farm buildings, accessory buildings located within a residential district shall be constructed or finished in a complimentary architectural style and with complimentary materials to the principal residential buildings in the neighborhood. Accessory ~~uses~~ structures shall not be located between a principal building and a street frontage on the same lot, nor within any required front yard or street side yard, except when there is a shoreyard. In instances where there is a shoreyard, shoreyards shall be treated as front yards and street yards as rear yards, whereby accessory structures may be located between a principal building and a street frontage on the same lot. Garden and landscape features such as walks, steps, terraces, trellises, arbors, bird feeders/baths, swing sets, sandboxes, compost storage, sprinkler systems, landscape battery operated lighting, clothes lines, and similar features are exempt from zoning and permitting requirements except these features may not be placed within an easement designed to convey electric, water, wastewater or stormwater and shall be setback a minimum of 4 feet from any private property line. Additionally, these features must not exceed one-half the maximum height requirement for an accessory structure for the specific district where located and shall not exceed 200 square feet in area. Stand alone, roofed structures such as a gazebo or shed, and

structures such as a pergola that are attached to a principal structure or any other accessory structure shall meet all zoning and permitting requirements.

8. **Sec. 78-206 (8)(o) Private residential recreational facility**

Description: This land use includes all active outdoor recreational facilities located on a private residential lot which are not otherwise listed in the Table of Land Uses in the Appendix. Materials and lighting shall limit light levels at said property line are to be equal to or less than 0.5 foot candles (see Section 78-707). All private residential recreation facilities and their attendant structures shall comply with the bulk requirements for accessory structures. (See Article IV.) Common examples of these accessory uses include ~~swing sets~~, tree houses, basketball courts, tennis courts, and swimming pools; ~~and recreation type equipment.~~

1. **Regulations:**

- a. Swimming pools shall be regulated by the performance standards provided in Section 78-723.
- b. Treehouses and similar platforms shall not exceed a platform height of eight feet and shall be setback twice their elevation from any property line.

9. This ordinance shall be in full force and effect from and after its date of publication.

Dates

Council Adopted: \_\_\_\_\_

Mayor Approved: \_\_\_\_\_

Published: \_\_\_\_\_

Attest: \_\_\_\_\_

\_\_\_\_\_  
Donna Olson, Mayor

\_\_\_\_\_  
City Clerk