COMMUNITY AFFAIRS/COUNCIL POLICY MEETING MINUTES
Tuesday, July 6, 2017, 6:00 p.m.
Hall of Fame Room, City of Stoughton, WI

Present: Alderpersons Lisa Reeves, Regina Hirsch, Scott Truehl, Tim Swadley, and Mayor Olson

Absent: None

Guests: Clerk Kropf, Tom Majewski, Tricia Suess, and Greg Jenson

Call to Order: The meeting was called to order at 6:00 p.m. by Chairperson Reeves.

Communications:
None

Discussion and possible action regarding the amended bylaws for the Stoughton Visitor Services:
Tricia Suess, the Chamber representative of the Stoughton Visitor Services, presented the Visitor Services bylaws as amended. She noted that many of the changes came to fit what was already occurring within the organization. Hirsch questioned if one person could serve in multiple capacities within Visitor Services, in a financial responsibility stand point. The committee also questioned if the municipal code that is cited in the bylaws is correct. Clerk Kropf indicated that she would work with Suess to make sure that the code was correct. The Committee wanted further clarification on the responsibility of the visitor services members and to bring back findings to the committee.

Motion by Hirsch, to table the item to clarify issues, second by Truehl. Motion carried 5-0.

Discussion and possible action regarding goals/objectives for the 2017/2018 Council term:
Chairperson reeves noted that she had gone through the Council goals/objectives and condensed them so that there were not any duplicates. The Committee discussed the best way to approach the goals as far as determining which goals should be assessed first. The Committee thought that the Council should review the goals that were listed under "Improve Efficiency" and "Internal/External Communication" first. Clerk Kropf indicated that some of the goals/objectives have already been addressed by staff and other committees. All members agreed that the leadership team should review the goals and return to the Clerk if any work has already happened or commenced on certain topics.

Motion by Swadley, to send the Council goals/objectives to the Stoughton Leadership team for their review and input then and return to the Committee for review, second by Truehl. Motion carried 5-0.

Approval of the June 6, 2017 Community Affairs and Council Policy Meeting Minutes:
Motion by Swadley, to approve the June 6, 2017 Community Affairs and Council Policy Meeting Minutes, second by Hirsch. Motion carried 5-0.

Discussion and possible action regarding current Planning Commission composition/duties and the possible creation of a Standing Planning Committee:
Majewski explained that he requested that this item be brought to the CA/CP committee for consideration. He feels that the Planning Commission has too much power and shouldn't be able to make decisions without the Council's consideration. The Planning Commission should have its own standing committee to review items before Council. Mayor Olson explained that the Planning Commission does have its own statutory duties and powers. The Council may not be able to remove powers from the Planning Commission that have been granted by state law. Truehl questioned the placement of alderpersons on the Planning Commission and wondered why each district was not

represented. The committee would like to see the ordinance of the Planning Commission composition changed to allow for an alderperson from each district and the same number of citizens members. Currently that would allow four alderpersons and four citizens to serve on the commission. He noted that in case of redistricting, the ordinance language should not identify a specific number of aldermanic districts, but note that there should be an even number of alderman and citizen appointees.

Motion by Truehl, to amend the ordinance relating to the Planning Commission composition to allow for each aldermanic district to be represented and to have the same number of citizen appointees and to amend this ordinance by the 2018 re-organizational meeting, second by Hirsch. Motion carried 5-0.

Motion by Hirsch, to request that Planning Director Scheel compile a list of items that the Planning Commission has complete authority over and that does not require Council consideration, second by Truehl. Motion carried 5-0.

Adjournment:
Motion by Swadley, to adjourn the July 6, 2017 meeting of the Community Affairs and Council Policy Committee, second by Truehl. Motion carried 5-0. The Community Affairs and Council Policy Committee adjourned at 7:33 p.m.

OFFICIAL NOTICE AND AGENDA

Notice is hereby given that the Finance Committee of the City of Stoughton, Wisconsin will hold a regular or special meeting as indicated on the date, time and location given below.

Meeting of the:	**FINANCE COMMITTEE OF THE CITY OF STOUGHTON**
Date /Time:	**Tuesday, April 24, 2018 @ 6:00 p.m.**
Location:	Council Chambers (Stoughton Police Department 2nd floor), 321 S Fourth St, Stoughton
Members:	Denise Duranczyk, Kathleen Johnson, Greg Jenson, Pat O'Connor, and Mayor Tim Swadley (ex-officio)

Item #	AGENDA
1	Call to Order
2	Finance Committee Election of Chair
3	Finance Committee Election of Vice Chair
4	Set Meeting Dates & Times
5	Communications
6	Reports

OLD BUSINESS

NEW BUSINESS

7 Approval of the April 10, 2018 Finance Committee Minutes

8 Discussion and possible action to approve the request for city participation and contribution to partner with the Wisconsin Partnership for Housing Development (WPHD), Stoughton Area Resource Team (START) and the Housing Advocacy Team of Stoughton (HATS) to support development of rental housing for families to address homelessness in Stoughton

9 Discussion and possible action to authorize and direct the proper city officials to write off the 2011 to 2016 Delinquent Personal Property tax bills that have been proven to be uncollectible for a total amount of $12,011.38

10 Discussion and possible action to approve the Redevelopment Authority's application for the Idle Sites Grant for the Riverfront Development area

11. Discussion and possible action regarding request to apply for Stewardship Grant through the Wisconsin Department of Natural Resources

FUTURE AGENDA ITEMS

Review of financial reports and fund balances in the Library, Senior Center, and Food Pantry Funds
McFarland State Bank building condition report

ADJOURNMENT

"IF YOU ARE DISABLED AND 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, September 11, 2017 at 6:00 pm
Public Safety Building, Council Chambers, Second Floor, 321 S. Fourth Street, Stoughton, WI.

Members Present: Mayor Donna Olson, Chair; Scott Truehl, Vice-Chair; Michael Engelberger; Matt Hanna; Todd Krcma; Todd Barman and Matt Bartlett
Members Absent: None
Staff: Zoning Administrator, Michael Stacey
Press: None
Guests: Craig Whitehead; Joe Conant; Todd Nelson; Blake George; Gianna Catanzaro; Ryan Solum; Jeff Groenier; Tim Kratz; Mark Lambert; Jeff Stowe; Richard Thomas; Greg Jenson; David Natter; Shaun Nelson; Dan Olson; Dan Sissel and Mark Lambert.

1. **Call to order.** Mayor Olson called the meeting to order at 6:00 pm.

2. **Consider approval of the Planning Commission meeting minutes of August 14, 2017.**
   Motion by **Engelberger** to approve the minutes as presented, 2nd by **Truehl**. Motion carried 7 – 0.

3. **Council Representative Report.** Truehl reported there were a couple extra-territorial land divisions that were approved.

4. **Status of Current Developments.**
   Stacey gave a report of the current status of developments as outlined in the packet. Additionally, the Todd Nelson property at 400 S. Van Buren Street has about half of the landscaping completed and the sidewalk should be finished within the next couple weeks.

   Stacey noted materials have been provided related to the Chalet Court development.

5. **Request by Craig Whitehead for a conditional use permit and site plan approval to allow a fuel center for Pick n Save at 1750 US Highway 51 & 138.**
   Stacey explained the request.

   Mayor Olson opened the public hearing.

   Tim Kratz spoke in favor.
   Shaun Nelson spoke in favor.
   Craig Whitehead spoke in favor.
   Dan Olson spoke in favor.

   Hanna questioned the types of trees being proposed. The applicant stated 2 Gingko and 2 Elm.

   Mark Lambert is in favor but did not speak.

   Mayor Olson closed the public hearing.

Engelberger questioned the separation requirement from circulation areas within the staff review letter. Stacey stated an interpretation was made that the area next to the gas pumps is not considered a circulation area. The displaying of product next to gas pumps is consistent with other fuels stations.

A discussion took place about the proposed new sign, sign location and potential vision problems. Stacey stated the sign would need to meet vision triangle requirements.

Motion by **Hanna** to recommend the Common Council approve the conditional use permit resolution as presented, 2nd by **Bartlett.** Motion carried 7 – 0.

Motion by **Hanna** to approve the site plan resolution as presented, 2nd by **Bartlett**. Motion carried 7 – 0.

6. Request by Craig Whitehead for a conditional use permit and site plan approval to allow a front drive-up canopy and rear loading dock enclosure for Goodwill, 1780 US Highway 51 & 138.

Stacey explained the request.

Mayor Olson opened the public hearing.

Craig Whitehead spoke in favor.
Mark Lambert spoke in favor.
Dan Sissel spoke in favor.
Mark Lambert is in favor but did not speak.

Mayor Olson closed the public hearing.

A lengthy discussion took place about pedestrian safety at the drive-up canopy.

Ultimately, the Commission would like to see more pedestrian walk width between the Goodwill donation building entrance and the drive-up canopy area. Current plans show 3 feet of width.

Motion by **Hanna** to recommend the Common Council approve the conditional use permit resolution as presented, 2nd by **Truehl.** Motion carried 7 – 0.

Motion by **Hanna** to approve the site plan resolution contingent on a minimum 5-foot sidewalk in front of the Goodwill donations building entrance, restriping the north parking lot islands to widen the drive lanes and installation of curbed bump-outs on both sides of the canopy drive-thru to the edge of the outer south line of the striping, 2nd by **Truehl**. Motion carried 7 – 0.

7. Request by Todd Nelson to rezone the property at 314 W. Main Street from Planned Business to MR-24 – Multi-Family Residential.

Stacey explained the request.

Mayor Olson opened the public hearing.

No one registered to speak.

Mayor Olson closed the public hearing.

Motion by **Truehl** to recommend the Common Council approve the rezoning ordinance as presented, 2nd by **Krcma.** Motion carried 7 – 0.

8. Request by Joe Conant for a conditional use permit for a building addition and site improvements for the automotive repair business (Conant Automotive) at 1324 US Highway 51 & 138.

Stacey explained the request and noted the following information is still needed for site plan review: Landscaping plan; scalable plans; lighting plan; approval from Stoughton Utilities for setback from overhead powerlines, and bike parking shown on the plan.

Mayor Olson opened the public hearing.

Joe Conant and Jeff Groenier spoke in favor.

Mayor Olson closed the public hearing.

Motion by **Truehl** to recommend the Common Council approve the conditional use permit resolution as presented, 2nd by **Krcma.** Motion carried 7 – 0.

Motion by **Truehl** to approve the site plan resolution as presented, 2nd by **Krcma**. Motion carried 7 – 0.

9. Request by Blake George for a conditional use permit and site plan approval for Calvary Gospel Church at 1501 E. Main Street.

Stacey explained the request.

Mayor Olson opened the public hearing.

Blake George spoke in favor.

David Natter spoke about the US Highway 51 access and noted there is no access easement for use by this property.

Mayor Olson closed the public hearing.

Hanna questioned what type of signage is planned. Blake George stated the plan is to install a sign on the front façade.

Hanna questioned the history of the paved area and access. David Natter stated he used to own the property and still owns 3 adjacent parcels.

Engelberger questioned what portion of the building would be used. Blake George stated the church would use the upper portion of the front of the building and there are plans to close the bar.

Blake George stated they have no problem using the Chalet Drive access and will have limited use of the parking area for the church use.

Motion by **Hanna** to recommend the Common Council approve the conditional use permit resolution as presented, 2nd by **Truehl.** Motion carried 7 – 0.

Motion by **Hanna** to approve the site plan resolution as presented, 2nd by **Truehl**. Motion carried 7 – 0.

10. Request by Rob Dicke, Dane County Housing Authority for approval of a rehabilitation project for Maple Tree Apartments at 1650 – 1680 Hanson Road and 409 – 421 Rowe Street.
Stacey introduced the request.

Rob Dicke gave an overview of the proposed project and reasoning for the resolution.

Motion by **Truehl** to approve the resolution as presented, 2nd by **Engelberger.** Motion carried 7 – 0.

11. Request by Gianna Catanzaro for Design Review approval for signage and façade improvements within the Downtown Design Overlay Zoning District at 161 and 167 E. Main Street.
Stacey explained the request.

The Commission discussed the proposed color scheme and signage.

Motion by **Hanna** to approve the design review resolution as presented, 2nd by **Truehl**. Motion carried 7 – 0.

12. Request by Ryan Solum for approval of a specific implementation plan amendment for Walmart, 2600 State Highway 138.
Stacey explained the request.

Ryan Solum stated Walmart is retro-fitting all stores to allow customers to order product online and pick the product up at the store. The product is delivered to their vehicles.

Motion by **Hanna** to approve the specific implementation plan resolution as presented, 2nd by **Truehl**. Motion carried 7 – 0.

13. Discussion and possible action regarding a proposed ordinance amendment of Chapter 2-376 relating to the Planning Commission member composition.
Truehl explained the intent of the ordinance change is the have 4 Council members (1 from each district), the Mayor and 4 city residents make up the composition of the Planning Commission.

Bartlett stated Wisconsin Statutes states the composition shall be 7 members with the Building Inspector being the secretary. Engelberger agrees.

Engelberger questioned what are we trying to fix, this change will create less Council representation.

Hanna stated there needs to be more clarification.

Truehl stated Attorney Dregne has reviewed this proposed ordinance twice.

Motion by **Engelberger** to Table the ordinance request until more information is provided, 2nd by **Bartlett**. Motion carried 7 – 0.

14. Future agenda items.
Chalet Court development.

15. Adjournment
Motion by **Hanna** to adjourn at 8:05 pm, 2nd by **Krcma**. Motion carried 7 – 0.

Respectfully Submitted,

Michael Stacey

Planning Commission Meeting Minutes
Monday, October 9, 2017 at 6:00 pm
Public Safety Building, Council Chambers, Second Floor, 321 S. Fourth Street, Stoughton, WI.

Members Present: Mayor Donna Olson, Chair; Scott Truehl, Vice-Chair; Michael Engelberger; Matt Hanna; Todd Krcma; Todd Barman and Matt Bartlett
Members Absent: None
Staff: Zoning Administrator, Michael Stacey
Press: None
Guests: Emily Bahr and Alley Burke.

1. **Call to order.** Mayor Olson called the meeting to order at 6:00 pm.

2. **Consider approval of the Planning Commission meeting minutes of September 11, 2017.**
   Motion by **Engelberger** to approve the minutes as presented, 2nd by **Truehl**. Motion carried 7 - 0.

3. **Council Representative Report.** Truehl reported that Council approved the conditional use permits for Calvary Church, Conant Automotive and Goodwill. Council tabled the Pick n Save gas pump conditional use permit request until more information is provided related to the potential requirements related to parking lot maintenance work.

4. **Status of Current Developments.**
   Mayor Olson directed the commission to the current status of developments as outlined in the packet. There were no questions.

5. **Request by Todd Nelson for a conditional use permit to allow two principle structures on one lot at 314 W. Main Street.**
   Stacey explained the request and noted there is a group development requirement to have 40 feet of separation between the buildings. This section would need to be amended to approve the conditional use permit as proposed.

   Todd Nelson could not be at the meeting and provided a letter regarding the project.

   Mayor Olson opened the public hearing.

   Alley Burke questioned the project including requesting that the dumpster be moved to a new location.

   Mayor Olson closed the public hearing.

   Truehl is in favor of 2 buildings.

   Truehl questioned where Mr. Nelson is at with the S. Van Buren Street project and history for why the project is not complete. Stacey gave a history of the project setbacks related to the stormwater management plan and noted the landscaping is mostly completed and sidewalk will be done soon.

Truehl stated the timing of this project approval is to complete the offer to purchase and there is a valuation requirement on a date specific tied to the sale of the lot.
Hanna questioned if tabling this request will have a negative effect on the sale. Truehl stated a special meeting may be necessary.

Barman expressed concern that the zoning was not approved yet but likes the 2 building concept.

Motion by **Hanna** to Table the conditional use permit request, 2nd by **Krcma**. Motion carried 7 - 0.

Request by Todd Nelson for site plan approval to construct 2 four unit residential buildings at 314 W. Main Street.
Stacey explained the zoning requirement for a building separation of 40 feet while the proposal is for 20 feet. A code change would be necessary to approve the site plan as proposed. Stacey provided information obtained by other communities related to building separation requirements with many communities using fire and building codes to drive the building separation.

Todd Nelson could not be at the meeting and provided a letter regarding the project.

Truehl would like to see the dumpster moved to the east.

Hanna stated the landscaping plan is deficient and questioned the required gathering area. Stacey noted the applicant provided a picnic table on the site for a gathering area.

Truehl stated some of these zoning requirements appear to be for a larger development.

Barman also would like to see the dumpster moved to a new location and would like to see entrances and patio areas in the front of the buildings.

Truehl would like to have staff check with fire and EMS to make sure emergency access is appropriate.

Engelberger stated this project is close to downtown and maybe there is too much on the site to make it work. Engelberger stated we really need to look more closely at these building plans that come before us.

Motion by **Krcma** to Table the site plan request, 2nd by **Truehl**. Motion carried 7-0.

Stacey asked for direction for the developer to proceed.

Krcma stated he agrees with having front access and patio's.

Hanna likes the idea of patios in front, the landscaping plan needs to be updated for compliance and the dumpster should be moved to a new location.

Hanna stated a planned development is an option to allow more flexibility or changes could be made to the code related to development along Main Street.

Barman also likes the idea of a planned development to provide flexibility.

6. Request by Terry Rigdon for certified survey map (CSM) approval to combine the properties at 500 Dunkirk Avenue.
Stacey explained the request.

Motion by **Hanna** to recommend Council approval of the CSM as presented, 2nd by **Truehl**. Motion carried 7 - 0.

7. Discussion and possible action regarding a proposed ordinance amendment of Chapter 2-376 relating to the Planning Commission member composition.
Truehl explained the ordinance amendment.

Mayor Olson explained how appointments have historically been chosen for the Planning Commission by choosing Council members with a background in the building trades. Mayor Olson stated there are letters from Attorney Dregne and the League of Municipalities regarding the legality of making changes to the Planning Commission composition.

Bartlett stated he does not have a problem with the change and having representation from each district is appropriate.

Truehl stated he does not have a problem with the change.

Engelberger stated he is not in favor of the change and does not see any advantages.

Barman stated we should not politicize the commission by adding more Council members.

Hanna agrees with Engelberger and Barman that there is nothing wrong with the current composition.

Stacey stated he is not in favor of making this change and that if anything adding more citizen members with expertise in the building trades would be more beneficial.

Krcma believe politics has been a part of the commission for years and that likely won't change so he is voting in favor of the change.

Motion by **Krcma** to recommend Council approval of the ordinance amendment as presented, 2nd by **Truehl**.

Engelberger stated no politics are being played here rather the commission reviews and votes on submitted plans according to the requirements. Engelberger stated he will vote against the motion for an amendment.

Truehl stated he is comfortable either way this goes and explained the intent of the amendment which stemmed from the last April appointments.

Mayor Olson stated anything can get political but this commission has the task of reviewing submitted plans according to specific requirements. Mayor Olson would like to see the commission stay with the same composition.

Hanna stated adding additional members won't change anything.

Truehl stated the current commission works well together and in many cases recommendations are going to Council with a unanimous vote.

Engelberger stated he was voted in by the citizens of district 2 but when on the commission he represents the whole City.

Motion failed 6 – 1 (Krcma voted yes)

8. Future agenda items.
Todd Nelson development of 314 W. Main Street.

9. Adjournment
Motion by **Krcma** to adjourn at 7:25 pm, 2nd by **Truehl**. Motion carried 7 – 0.

Respectfully Submitted,

Michael Stacey

CITY OF STOUGHTON
Administrative Services

MEMORANDUM

September 6, 2017

To: Planning Commission

From: Lana Kropf, City Clerk

RE: Planning Commission Composition Ordinance Amendment

Per the request of the Common Council, the Community Affairs and Council Policy Committee reviewed the current ordinance of the Planning Commission's Composition. After much discussion, the committee felt that the addition of one alderperson and one citizen to the commission would encompass the Council's directive.

The ordinance language amendment was reviewed by the City Attorney and the final language was approved by the Community Affairs and Council Policy Committee, 5-0 on September 5, 2017.

This ordinance will need to be reviewed by the Planning Commission and if approved, will be offered to the Common Council for their consideration on September 26, 2017.

Please feel free to contact me with any questions.

Lana Kropf

381 E. Main Street, Stoughton, WI 53589 608.873.6677 fax 608.873.5519

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

ORDINANCE OF THE COMMOM COUNCIL			
Amending Chapter 2-376 of the City of Stoughton Municipal Code; relating to the Planning Commission Composition and terms of service			
Committee Action:	Community Affairs and Council Policy Committee recommends approval 5-0		
Fiscal Impact:	N/A		
File Number:	O-10-2017	**1st Reading:**	September 26, 2017
		2nd Reading:	October 10, 2017

1. Section 2-376 of the Municipal Code is amended to provide as follows:

Section 2-376 Composition

(a) Effective as of April 18, 2017, and continuing through April 17, 2018, the ~~The~~ plan commission shall consist of the following seven members: the mayor, three~~an alderperson from each aldermanic district within the City and an equal number of~~ city residents who are not city officials for three-year staggered terms (one for one year, one for two years, one for three years, and thereafter for three-year terms), and three alderpersons. Effective as of April 18, 2017, the three city resident member seats are held by a commissioner whose term expires on April 17, 2018, a commissioner whose term expires on April 16, 2019, and a commissioner whose term expires on April 21, 2020.

(b) Effective April 17, 2018, the plan commission shall consist of the following nine members: the mayor, one alderperson from each city aldermanic district, and four city residents who are not city officials. At the common council's ~~. Alderpersons shall be appointed at the~~ organizational meeting in April 2018, two city~~for the term of one year. City~~ residents shall be appointed for three-year terms. The city-resident commissioner who is at that time serving for the term that expires on April 16, 2019, shall serve the remainder of that term, unless that seat is vacant, in which case the vacancy shall be filled for the remainder of that term. The city-resident commissioner who is at that time serving for the term that expires on ~~organizational meeting in~~ April 21, 2020,~~and~~ shall serve the remainder of that term, unless that seat is vacant, in which case the vacancy shall be filled for the remainder of that term. The alderpersons shall be appointed for one~~a three~~-year terms.

(c) ~~term.~~ The commission shall~~will~~ elect an alderperson to be the liaison with the city council, and shall elect an alderperson to be an alternate liaison to the city council, ~~annually~~ at its first regularly scheduled meeting after the council

organizational~~reorganization~~ meeting. The~~ and an~~ alternate liaison shall serve in~~to~~ the event~~city council, if~~ the primary liaison~~elected alderperson~~ is unavailable. ~~not available.~~ All members of the commission shall be appointed by the mayor and approved by the city council. The planning director~~Planning Director~~ shall serve as staff to the commission, and the zoning administrator~~. The Zoning Administrator~~ shall serve as ~~the~~ secretary to the commission~~Commission~~. The mayor~~Mayor~~ shall act as chair and shall vote aye, nay, or abstain. The commission shall elect a vice-chair annually at its first regularly scheduled meeting after the council reorganization meeting.

2. This ordinance shall be effective upon passage~~in full force~~ and posting pursuant to law~~effect on April 17, 2018~~.

Dates

Council Adopted:_____

Mayor Approved: _____ _____

Donna Olson, Mayor

Published:_____

Attest:_____ _____

Lana Kropf, City Clerk