Plan Commission Meeting Minutes
Monday, August 14, 2023 at 6:00 pm
Hybrid Meeting

Members Present: Mayor Swadley, Chair; Brett Schumacher; Phil Caravello, Vice-Chair; Tom Majewski; Dorann Bradford; Tom Robinson and Al Farrow
Members Absent: None
Staff: Zoning Administrator, Michael Stacey
Guests: Justin Hanson; Dustin Oler; Dean Slaby; Dan Hanson; Jodi Hanson; Daniele St. Marie Thompson; Gary Becker; Katrina Becker; Kirt Andersen; Konner Kearney; Connor Nett; Ingrid McMasters; Attorney Matt Dregne; Tricia Suess; Tyler Denig; Alan Kirchoff; Robert Wahlin; Eric Quam; David Ferris; Amber Cedarstrom; Glenn Prescott and Joe Herr.

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

2. **Roll call and verification of quorum.** Mayor Swadley verified a quorum is present.

3. **Certification and compliance with open meetings law.** Mayor Swadley certified compliance with open meetings law.

4. **Plan Commission meeting minutes of July 10, 2023.**
   Motion by **Caravello** to approve the minutes as presented, 2nd by **Bradford**. Motion carried unanimously.

5. **Council Representative Report.**
   Caravello stated the Common Council approved R-119, R-120 and R-121 on July 25th and O-23 and O-25 on August 8th.

6. **Status of Current Developments.**
   Stacey introduced the status of developments as outlined in the packet of materials. There were no questions.

7. **TID No. 6 – Project Plan & Territory Amendment.**
   David Ferris gave an overview of the project plan including next steps in the process. A public hearing is planned for the September 11th Plan Commission meeting.

8. **Rezoning of Certified Survey Map, Lots 1, 2, 3 and Outlot 1 in the southeast corner of US Highway 51 and County Highway B.**
   Mayor Swadley introduced the rezoning request. Stacey noted the CSM will be reviewed at the September 11th Plan Commission meeting.

   Daniele St. Marie Thompson stated they will be prepared to discuss further next month when the CSM is on the agenda.

   Mayor Swadley opened the public hearing.

No one registered to speak.

Mayor Swadley closed the public hearing.

Motion by **Bradford** to recommend Common Council approval of the rezoning as presented, 2nd by **Schumacher**. Motion carried unanimously.

9. Planned Development – General Development Plan for 211 S. Water Street.
Mayor Swadley introduced the rezoning request. Stacey explained the intent for the Planned Development zoning is to provide flexibility from the Central Business zoning code requirement to first have commercial space in the first 24 feet of building depth on the main floor prior to having residential apartments as an accessory use.

Justin Hanson explained the intent of the requested zoning change.

Dustin Oler explained where they are at in discussions related to leasing parking spaces from the City.

Mayor Swadley gave an overview of parking options and discussions he has had with City Staff and the applicants.

Mayor Swadley opened the public hearing.

Ingrid McMasters spoke with concern about parking and density but is in favor of fixing up the building and affordable housing.

Amber Cedarstrom spoke in support of the project.

Joe Herr spoke in support of the project and explained how the project would move forward.

Mayor Swadley closed the public hearing.

Caravello asked for details about providing bike racks. Dustin Oler stated he had no details for the bike racks yet and will discuss later. Mayor Swadley stated this will be covered when the specific implementation plan is reviewed.

Bradford questioned if the City can legally lease parking stalls to some people but not others. Mayor Swadley stated he had planned on focusing leasing spaces at the north and south municipal lots. Attorney Dregne stated legally the City can lease stalls on a case by case basis, though people could point to whether that is fair or appropriate.

Motion by **Robinson** to recommend Common Council approval of the Planned Development - General Development Plan as presented, 2nd **Farrow**. Motion carried unanimously.

10. Rezoning of 2605 Cromwell Court and the rear portion of 2500 Jackson Street to MR-24 Multi-Family Residential.

Connor Nett gave an overview of the request.

Mayor Swadley opened the public hearing.

No one registered to speak.

Mayor Swadley closed the public hearing.

Stacey explained the applicants have heard the Commission and Council and came back with a straight zoning request with a reduction in density and a site plan that will meet all zoning requirements. A conditional use request will follow to allow more than one principal structure on a lot and for more than 12 apartments per building.

Attorney Dregne had questions about how the park dedication will be addressed prior to approval of the rezoning and suggested having an agreement for how that would be handled. Stacey stated there is language in the ordinance that addresses parkland prior to the ordinance being effective.

Attorney Dregne questioned how the change from Planned Business zoning to Multi-Family zoning would be handled when it goes against the Comprehensive Plan. Stacey stated there is language in the Comprehensive Plan that gives the Plan Commission flexibility to rezone the property to multi-family since it is adjacent to existing multi-family zoning. Stacey will provide language to Attorney Dregne.

Attorney Dregne questioned the legal description that states a piece of the property is being rezoned from Planned Business to Planned Business. Connor Nett stated that is just the portion of lot 15 where the zoning is not changing rather remaining Planned Business for the TRU Hotel site.

There was a discussion about the timing of parkland. Konner Kearney explained the need for flexibility for fees in lieu of parkland in case they are not able to acquire the land.

Attorney Dregne stated the Plan Commission can provide a recommendation to the Council for the rezoning while Stacey can work with Attorney Rick Manthe on the parkland language in the ordinance.

Motion by **Schumacher** to recommend Common Council approval of the rezoning as presented, 2nd by **Bradford**. Motion carried unanimously.

11. Conditional use permit for 2605 Cromwell Court to allow multiple principal buildings on a lot.

Attorney Dregne gave an overview of the conditional use legal requirements and recommended any approval be contingent on the rezoning.

Mayor Swadley opened the public hearing.

No one registered to speak.

Mayor Swadley closed the public hearing.

Stacey noted the proposed conditional uses are for more than one principal structure on the lot and for more than 12 residential units per building.

Motion by **Farrow** to recommend Common Council approval of the Conditional Use as presented, 2nd by **Schumacher**. Motion carried 5 – 2 (Majewski and Caravello voted no)

12. Specific Implementation Plan for Champion Xpress Car Wash at 2400 State Highway 138.

Kirt Anderson of Priority Engineering gave an overview of the Champion Xpress Company and the specific implementation plan.

Stacey explained the previously approved General Development Plan allows drive-thru establishments as a permitted use outright, so no conditional use process is necessary. The site meets all zoning requirements.

Kirt Anderson stated they will likely start construction in 2024.

Schumacher questioned saturation in the market for car washes. Kirt Anderson stated they have done their homework and this is a different type of car wash with a yearly card option.

Caravello questioned how stacking of vehicles and backups would be handled. Kirt Anderson stated there will be staff on hand to speed up the washes if necessary.

Motion by **Majewski** to approve the site plan as presented, 2nd by **Schumacher**. Motion carried unanimously.

13. Extra-territorial jurisdictional land division at 2355 Leslie Road – Town of Dunkirk.

Stacey explained the request is to separate the agricultural land from the buildings and the site is located at the outer limits of the City's extra-territorial jurisdiction.

Motion by **Caravello** to recommend Common Council approval of the ETJ Land Division as presented, 2nd by **Bradford**. Motion carried unanimously.

14. Future agenda items.

STI CSM.
Final plat for Lots 1, 3 and 4 at 51 West Subdivision.
Preliminary condominium plat for Lot 6 at 51 West Subdivision.

Final condominium plat for 839-981 N. Page Street.

15. Adjournment.
Motion by **Caravello** to adjourn at 7:35 pm, 2nd by **Schumacher**. Motion carried unanimously.

Respectfully Submitted,

Michael Stacey

Joint Review Board
City of Stoughton
May 5, 2022 @ 5:00 p.m.

The meeting was held at the Stoughton City Hall, 207 S. Forrest St, Stoughton, WI. In addition, the meeting was held concurrent via Zoom.

1. **Call to order** – The meeting was called to order by Mayor Tim Swadley at 5:02 p.m.
2. **Roll call** -- The following members were present. A quorum is available.

Ebert, Sarah	in person	Stoughton Chamber of Commerce
Gallagher, Adam	remote	Dane County
Ramirez, Sylvia	Remote	Madison College
Sullivan, Frank	Remote	Stoughton Area School District
Swadley, Tim	in person	City of Stoughton

In addition, the following individuals were present:

Dvorak, Bob	Remote	Property owner
Ehlinger, Dave	in person	City of Stoughton
Ferris, Dave	Remote	Ehlers & Associates

3. **Review and consideration of minutes from organizational meeting of 03/14/2022** – Motion by Gallagher/Sullivan to approve the minutes as drafted. The motion passed 5-0.
4. **Review and consideration of minutes from 10/14/2021** -- Motion by Gallagher/Sullivan to approve the minutes as drafted. The motion passed 5-0.
5. **Review the public record, planning documents, Planning Commission resolution adopting the project plan, and the resolution passed by the Common Council approving the creation** – Ferris discussed the history of the proposed Tax Incremental District (TID) creation as well as reviewing the 04/29/2022 letter from Ehlers and Associates to the Joint Review Board. Swadley briefly recapped the resolution from the plan commission for the proposed TID.
6. **Consideration and possible action on resolution approving Tax Incremental District No. 9 creation** – Motion by Sullivan/Gallagher to approve the resolution as drafted. The motion passed 5-0.
7. **Adjournment** – Motion by Gallagher/Sullivan to adjourn at 5:18 p.m. The motion passed 5-0.

Respectfully submitted,

David P. Ehlinger, CPA
City of Stoughton
Director of Finance/Comptroller

Finance Committee of the City of Stoughton
Tuesday, August 22, 2023 at 6:00 p.m.

The meeting was a hybrid meeting located in the City Council chambers of the Public Safety Building at 321 S. Fourth St as well as concurrently held via Zoom.

Committee members present: Brett Schumacher (Chair), Lisa Reeves (Vice Chair Ben Heili (remote, arrived 6:05 p.m.), Greg Jenson, Tim Swadley (Mayor, ex-officio) and David Thomas
Members absent: Leonard "Ozzie" Doom
Guests present: Dave Ehlinger and Rodney Scheel

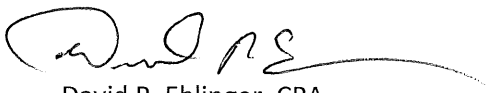
1. **Call to order** - Schumacher called the meeting to order at 6:02 p.m.
2. **Roll call and verification of quorum** – A quorum was present.
3. **Certification and compliance with open meetings law** – Schumacher indicated the meeting was properly noticed.
4. **Public comment** - None
5. **Communications** - None
6. **Reports**
    a. **Treasurer reports July 2023 – Bank reconciliation, cash summary by fund, receipt register**
    b. **Budget amendment and journal entry report July 2023**
    c. **General Fund revenue / expenditure reports July 2023 – City Council, Municipal Court, City Attorney, Mayor, Finance, General Revenues**
    d. **Balance Sheet / Revenue-Expenditure reports July 2023 – Tourism Fund, Affordable Housing Fund, ARPA fund, Redevelopment Authority Fund, Shared Ride Services Fund, Firefighters Pension Fund**
    e. **Retirement payouts July 2023 – None** – Ehlinger indicated that he had no additional comments other than those already provided on the reports. No questions were raised. By consensus, the committee was okay with the grouping methodology for the reports used above.
7. **Approval of minutes of August 8, 2023** – Motion by Thomas/Reeves to approve the minutes as drafted. The motion passed 6-0.
8. **R-129-2023 Amend 2023 adopted budget for closure of Fund 411 Building Maintenance** – Ehlinger recapped the reason for the suggested closure of the fund. Motion by Jenson/Reeves to recommend approval to the Common Council as drafted. The motion passed 6-0.
9. **R-130-2023 Repeal of city policy for Scheduled Building Maintenance Fund** – Ehlinger indicated that without the Building Maintenance Fund the related policy is no longer needed. Motion by Reeves/Jenson to recommend approval of the resolution as drafted. The motion passed 6-0.
10. **R-131-2023 Amend city policy regarding funding for vested sick leave payouts** – Ehlinger recapped the history of the sick leave policy funding and the recommended changes. Motion by Jenson/Thomas to recommend approval of the resolution as drafted. The motion passed 6-0.
11. **R-133-2023 Veterans Road Storm Sewer Replacement Project Contract 6-2023** – Scheel spoke about the project and indicated that the last paragraph should award the contract to Poblocki Paving Corporation of West Allis, WI as opposed to BKS Excavating, Inc. of Edgerton, WI. Motion by Heili/Jenson to recommend approval to the Common Council as corrected. The motion passed 6-0.
12. **Future agenda items**
    a. **September 12, 2023**
        i. **R-xxx-2023 Debt Issue 2023A – Bond issue**

ii. **R-xxx-2023 Debt Issue 2023B – Promissory note issue**
iii. **R-xxx-2023 Establish City policy for facility rental charges to Stoughton Utilities and Emergency Medical Services**
iv. **DPW site remediation bid specs (time sensitive item)**
v. **Emmi Roth cost reimbursement agreement and updated TIF application**

b. **September 26, 2023 – August fiscal reports**
c. **October 10, 2023 – Single Audit report**
d. **To be determined – Creation and/or modification of city policies**
   i. **Future treatment of costs eligible for special assessments and related interest rate**
   ii. **Updates to fund balance policy, including policy specific to K-9 Fund**
   iii. **Potential revisions of Capital Improvement Plan and Debt Management policy**
   iv. **Update policy regarding city asset disposal**
e. **To be determined – Other**
   i. **Update regarding marketing of ARPA business revolving loan program**
   ii. **Yahara Riverfront Development developer and property sale agreements**
   iii. **Municipal Court receivables / debt collection policy**
   iv. **Creation of overlay downtown Tax Incremental District** – No additional items were requested.

13. Adjourn – Motion by Jenson/Thomas to adjourn at 6:24 p.m. The motion passed 6-0.

Respectfully submitted,



David P. Ehlinger, CPA
Director of Finance/Comptroller
City of Stoughton

Redevelopment Authority of the City of Stoughton
Wednesday, August 9, 2023 at 6:00 p.m.

The meeting was a hybrid meeting located in the Fire Department training room located at 411 E. Main St. as well as concurrently held via Zoom.

Committee members present: Pete Manley (Chair, remote), Lukas Trow (Vice Chair), Regina Hirsch, Daniel Payton (remote), David Pluymers and Dale Reeves
Members absent: Roger Springman
Guests present: Katrina Becker (Becker Professional Services), Curt Brink (Stoughton Riverfront Development), Dave Ehlinger and Jan Kucher (UW Madison College of Engineering)

1. **Call to order** – Trow called the meeting to order at 6:01 p.m.
2. **Roll call and verification of quorum** – A quorum was present.
3. **Certification of compliance with open meeting law** – Ehlinger indicated the meeting was properly notice.
4. **Public Comment** - None
5. **Communications – Summary of recent workforce housing legislation – Dane County** – Becker gave an overview of the legislation. General discussion on the topic took place.
6. **Reports**
    a. **Revolving loan program activity 2nd quarter 2023** – Ehlinger indicated the second quarter payment from WWBIC (Wisconsin Women Business Initiative Corporation) was received on a timely basis.
    b. **Fiscal reports – July 2023** – Ehlinger indicated there were no items that he wished to highlight.
7. **Approval of 06/12/2023 minutes** – Ehlinger indicated that Trow's name was included twice as being present and needs to be corrected. Motion by Hirsch/Reeves to approve the minutes as amended. The motion passed 6-0.
8. **Chair report** - None
9. **Discussion and possible action regarding Stoughton Hydro Power Adaptive Reuse design project -** Kucher had a PowerPoint presentation on past student project for Wisconsin Historical Society and proposed that a capstone project be done for the Hydro Power Station. After general discussion of the proposed project the Redevelopment Authority committee expressed interest in going forward. Trow deleted the older capstone project for the same building off the RDA's website. Ehlinger was directed to review the draft Request for Proposals that was provided in the packet and communicate with Kucher on the proposal.
10. **Discussion and possible action regarding Depot Hill and East Main Street plan** – Becker recapped the document included in the packet because she wanted to keep the discussion on this topic going. After general discussion on the topic, Hirsch requested a map showing owners in this area that might consider selling their property. Becker indicated that she could provide this for the next meeting.
11. **Discussion and possible action regarding Yahara Riverfront Development project**

    - Brink indicated that he is still running into issues with condominiums in the secondary market that he is going through.
    - He indicated that he wishes to setup a storefront in Stoughton for potential pre-

sales. After general discussion, it was suggested to use a worksite job trailer located in Mandt Park for the pre-sales.

- Brink indicated that it would take three to four weeks to do the renderings. Once that is completed, the plan is to present to all realtors in the area, Stoughton Courier Hub and Wisconsin State Journal at the same time to spark interest. This presentation is anticipated to be at the regularly schedule meeting of the RDA on October 11th.
- Brink indicated that he was on vacation for three weeks beginning September 8th.

12. **Discussion and possible action regarding 2024 requested budget** – Ehlinger recapped the 2024 budget being proposed to Mayor Swadley with the tax levy decreasing by $5,190. General discussion on the proposed budget occurred. Becker indicated that the amount for her firm's professional services seems reasonable based upon current year invoices.
13. **Future agenda items**

    After further discussion, the RDA agreed that the September 13th would have to be detailed prep work for the October 11th meeting so that the presentation was successful. They also indicated that in the event Brink was not ready to move forward at the September 13th meeting with the October presentation they RDA would have to have a serious discussion that evening how to move forward.

    It was requested that the September 13th agenda include language allowing going into closed session regarding potential negotiations with property owners indicated above in item #10 that might consider selling their property.

    Additional conversation occurred about potential usage of ARPA funds. Ehlinger directed Trow to contact Swadley about possible uses of the City's Affordable Housing Fund for down payment assistance.

14. **Adjourn** – Motion by Reeves/Hirsch to adjourn at 7:59 p.m. The motion passed 6-0.

Respectfully submitted,

David P. Ehlinger, CPA
Director of Finance/Comptroller
City of Stoughton

Minutes of Stoughton Food Pantry June 2023

1. Roll call, attending Diane Williams, Mike Heger, Sandy Fleming and Val Macho, Tammy Nimmo, not in attendance Linda Lane
2. Meeting called to order 2:35 pm
3. Approval of Minutes from April 12, 2023- Motion to approve made by Val Macho, 2nd by Diane Williams, passed 4-0 all in favor
4. Discussion on financials with no changes
5. Update to Website- Mike will send suggestions to Justin Packard for updating and maintaining the Food Pantry website, this will enable announcements, deliveries, hours and any other changes/updates needed in a timely manner.
6. Discussion on Mission Statement, the committee agreed to submit a proposal of change to the City Council meeting on June 27, 2023.
7. Cab fare will remain, but will be available to any client regardless of age or disability. Volunteers should suggest using delivery service to any client wishing cab service.
8. Purchasing of additional food choice items with possible personal care items to be added, this is tabled for the next meeting.
9. Updating the food pantry flooring and paint, volunteers will be helping with the needs of painting, moving food, equipment and reassembling the pantry when completed.
10. Additional hours were discussed to add 30 minutes to the weekday shifts morning and afternoon only, evening and Saturday shifts will remain the same
11. Meeting adjourned at 3:52 pm motion to adjourn made by Val Macho, 2nd by Sandy Fleming, all in favor.

IDEA Minutes August 16, 2023 at 6:00 p.m.

The meeting of the IDEA Committee was held as a virtual meeting on Zoom:
https://us02web.zoom.us/j/84889723302
Meeting ID: 848 8972 3302

Present	Abha Thakkar, Laura Roeven, Kelly Cuene, Kathy Andrusz, Jennifer Mohyddin, Tim Swadley
Absent	
Guests	
Communication	

Agenda Item	**Point Person**	**Notes / Motions Offered & Results (Motion by [name] Motion carried by [results]**
Call to Order	Chair	AbhaThakkar called the meeting to order at 6:05 pm
Approval of Minutes	Chair	No previous minutes to approve.
Introductions	Abha	
Discuss Roles & Responsibilities Designate a Chair, Vice Chair, Secretary	Abha / Mayor Swadley	Chair: TBD Vice Chair: Laura Roeven Secretary: Kristin Forde Will vote at next meeting
Announcements of upcoming learning opportunities	Abha	YWCA Madison 2023 Racial Justice Summit: http://ywcamadison.org/racial-justice-summit Contact Abha if interested in a scholarship
Discussion of member recruitment and retention	Abha	-Discussion on stipends for committee work -Tim and Abha will follow up with each other separately
Review structure of other municipal plans	Abha	-Several municipal plans demonstrating a range of impact and scope were shared: King County, Washington State: https://aqua.kingcounty.gov/dnrp/library/dnrp-directors-office/equity-social-justice/201609-ESJ-SP-FULL.pdf City of Philadelphia DEI Plan Template: https://www.phila.gov/media/20230124131349/DEI-plan-template-2023.pdf Hillsboro, Oregon: https://www.hillsboro-oregon.gov/our-city/diversity-equity-and-inclusion

		Roseville, MN: https://performance.envisio.com/dashboard/cityofrosevillemn/ Morgantown, WV: https://www.morgantownwv.gov/DocumentCenter/View/3269/Diversity-Equity-and-Inclusion-Plan---Adopted-March-3-2020 City of Madison Racial Equity Social Justice (RESJ) Tool: https://www.cityofmadison.com/civil-rights/documents/ComprehensiveRacialEquityAnalysis.docx
Review Terms a. Intersectionality b. Levels of Impact c. Power	Abha	-Intersecting Axes of Privilege/Oppression presented (PDF attached) -Demonstration of levels of impact - committee was asked to consider which levels of impact our IDEA plan should focus on for Stoughton (PDF attached) -Definition of Power provided -Committee asked to complete Reflections on Power worksheet (PDF attached)
Ideas for Community Engagement and Outreach	Abha	Deferred agenda item
Future Agenda Items	Abha/ Members	● Establishing our group agreements in the context of identity and power. ● Finalizing the scope & timeline of our plan ● Developing a community engagement strategy ● Reviewing our reflections on power and the levels of impact ● An exploration of US history and various justice movements ● Trauma and its role and impact on ourselves and our communities ● Dominant Culture & Liberatory Practice ● Moving from Punitive Justice to Restorative and Transformative Culture ● Others?
Adjournment	Chair	Motion by Kristin Forde to Adjourn, second by Laure Roeven at 8:08 Motion [carried]