Plan Commission Meeting Minutes
Monday, December 13, 2021 at 6:00 pm
Virtual Meeting

Members Present: Mayor Tim Swadley, Chair; Brett Schumacher, Vice-Chair; Todd Barman; Phil Caravello; Al Farrow; Tom Majewski; and Tom Robinson
Members Absent: None
Staff: Rodney Scheel, Director of Planning and Development; Michael Stacey, Zoning Administrator
Press: None
Guests: Rob Hostrawser; Curt Brink; Matt Brink; Ryan Genin; Doug Hursch; Brett Johnson; Rebecca de Boer; Terrance McMillan; and John Thousand

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

2. **Consider approval of the Plan Commission meeting minutes of November 8, 2021.**
   Motion by **Robinson** to approve the minutes as presented, 2nd by **Schumacher**. Motion carried unanimously.

3. **Council Representative Report.**
   Caravello stated R-170-21 was approved on November 23, 2021 for Luca's Pizza CUP.

4. **Staff Report - Status of Current Developments.**
   Scheel gave an overview of the current developments as outlines in the packet.

   Schumacher questioned if any new business has yet to seek out the old Pizza Hut property. Stacey stated there is a public hearing for a Group Daycare set for January.

   Majewski arrived at 6:03pm

5. **Façade improvements at 143 E. Main Street. (Tabled from November 8, 2021)**
   Scheel explained the Tabled request.

   Barman likes the existing blue around the door but does not like the salmon color of the lower façade.

   Robinson and Caravello agree with Barman.

   Schumacher stated he originally did not like the blue and purple colors of the door area because of how dark the colors are.

   Farrow explained his experience with the Navy is that they had specific colors that could be used.

   There was a discussion about code requirements for façade color.

Motion by **Barman** to approve the existing blue around the door and the purple door but the façade colors should be limited to 3 colors as required by code, 2nd by **Caravello.**

Barman suggested the salmon color could be changed to the cream color similar to the upper façade.

Caravello suggested leaving the proposed light gray around the door and replace the salmon color with that color. Barman agreed that may work.

The Commission discussed options to meet the required 3 colors for the façade.

Motion by **Majewski** to postpone the agenda item to allow the applicant to provide an updated proposal that will meet code, 2nd by **Robinson.**

Barman requested staff share the discussion info with the applicant.

Motion carried unanimously.

6. **Planned Development - General Development Plan (PD-GDP) Rezoning for the Stoughton Riverfront Redevelopment project area.**
Scheel gave an overview of the request.

Doug Hursch gave a presentation of the project.

Rebecca de Boer gave an overview of the landscaping plan including terrace trees.

Majewski expressed concern over the potential types of trees for the terrace and would like to see a wider terrace if possible. Majewski is not in favor of crabapple trees in the terrace.

Rebecca de Boer stated they are working with the City Forester on a plan for the terrace trees which will either be planted by the developer or there will be a fee of $300 per tree for the City to plant the trees.

Mayor Swadley stated the GDP stage allows these types of issues to be worked out before final approval.

Curt Brink stated there is limited room to widen the terrace near the Power Plant but there may be an opportunity farther to the east along River Street.

Rebecca de Boer stated the area along River Street past the Power Plant is part of a different project that is being bid out.

Barman stated the renderings show taller terrace trees.

Caravello questioned the trash enclosure location with the consensus being that it is located in the best spot to keep it hidden from the public.

Scheel explained the ordinance including the requested exceptions.

Barman questioned the parking count. Doug Hursch stated the street parking is not counted in the provided onsite parking number.

Mayor Swadley opened the public hearing.

The following registered in favor of the rezoning:

Doug Hursch
Rebecca de Boer
Curt Brink
Matt Brink

Mayor Swadley closed the public hearing.

Motion by **Barman** to recommend the Common Council approve the PD-GDP ordinance for the area known as Stoughton Riverfront Redevelopment as presented, 2nd by **Majewski.** Motion carried unanimously.

7. **Certified Survey Map (CSM) to reconfigure the properties associated with the Stoughton Riverfront Redevelopment project.**
Scheel gave an overview of the request.

John Thousand, Surveyor, explained some lots can be split in the future if necessary.

Motion by **Majewski** to recommend the Common Council approve the CSM resolution as presented, 2nd by **Schumacher.** Motion carried unanimously.

8. **Signage change at 135 W. Main Street, Suite 100.**
Scheel gave an overview of the request.

Motion by **Barman** to approve the signage resolution as presented, 2nd by **Caravello**. Motion carried unanimously.

9. **Parker Cole Additional Final Plat – Extension of Isham Street to the West.**
Scheel gave an overview of the request and resolution.

Motion by **Schumacher** to recommend the Common Council approve the Final Plat resolution as presented, 2nd by **Caravello.** Motion carried unanimously.

10. Site plan for an accessory building to house lab gas bottle distribution and storage at Cummins CES, 1801 US Highway 51-138.
Scheel gave an overview of the request.

Ryan Genin of Cummins explained how the building would be used with built in safety features for each of the 3 rooms. Ryan stated there will be 28 different gases that will be run into the main building.

Ryan Genin provided the type of gases to Schumacher for discussion.

Motion by **Schumacher** to approve the resolution for the building as presented, 2nd by **Caravello**. Motion carried unanimously.

11. **Site plan for a new building access at Sinobec Resources, 1600 Williams Drive.**
Scheel gave an overview of the request and resolution. Scheel noted there are no current plans for future building expansion or sale of excess acreage.

Motion by **Robinson** to approve the site plan resolution as presented, 2nd by **Farrow**.

Mayor Swadley stated it is good to get some closure on the extra site plan items that remain unfinished from the original site plan approval.

Motion carried unanimously.

12. Discuss residential density for planned developments.
Scheel explained the reasoning for the discussion item including the discussion he had with the Police Chief, Fire Chief and EMS Director about the effects of density.

The group discussed how to address residential density going forward.

Scheel stated the Comprehensive Plan could be amended to address density. Mayor Swadley stated that a Comprehensive Plan amendment would have to be budgeted.

13. Discuss review of building façade and signage colors for the Downtown Design Overlay Zoning District (DDOZD).
Scheel stated we need to understand the role the Plan Commission wants to take in reviewing façade colors in the DDOZD.

Majewski stated it is very subjective to review colors.

Barman stated it is much more difficult when the project has been completed prior to approval. Schumacher agrees.

Scheel stated we tried to include the property owners during the ordinance rewrite.

Barman stated there should be some type of welcoming committee for a new business to help explain the downtown requirements.

Scheel stated in many cases we do not hear of a new business until it is too late.

14. Discuss gaining input from Police, Fire and EMS regarding impacts of new development.
Scheel and Mayor Swadley touched on this topic earlier. The intent is to gain input for projects other than market rate.

15. Discuss restaurant drive-thru issues.
Mayor Swadley explained the restaurant drive-thru issues we've seen due to Covid.

Scheel explained how Culver's appears to be changing their business model geared toward drive-thru at a new building in Oregon. The City Attorney is working to potentially draft an ordinance amendment.

Mayor Swadley stated the recent approval for the new Starbuck's location appears to be working out fine but he does have concerns about KFC/Taco Bell once Nygaard Street is extended.

Barman stated some problems may be internal staffing or management.

16. Future agenda items. 2525 Jackson Street; Williams Drive ETJ and Group Daycare CUP.

17. Adjournment.
Motion by **Robinson** to adjourn at 8:27 pm, 2nd by **Caravello**. Motion carried unanimously.

Respectfully Submitted,

Michael P. Stacey

Landmarks Commission Meeting Minutes
Thursday December 9, 2021 – 6:30 pm
Virtual

Members Present: Todd Hubing, Chair; Greg Pigarelli, Vice-Chair; Peggy Veregin; Jean Ligocki, Secretary; Kimberly Cook; Kristi Panthofer and Alan Hedstrom
Staff: Michael Stacey, Zoning Administrator
Absent: None
Guests: None

1. **Call to order.** Hubing called the meeting to order at 6:30 pm.

2. **Consider approval of the Landmarks Commission meeting minutes of November 11, 2021.** Veregin provided an amendment.

   Motion by **Ligocki** to approve the minutes as amended, 2nd by **Veregin.** Motion carried unanimously.

3. **Discuss Potential New Member(s).**
   Hubing explained the confusion about the new member appointed by the Mayor and approved by Council without necessarily a need yet for the Commission. That has been resolved by the Mayor. Hubing stated the Commission is still seeking a new member with certain qualifications.

   The Commission discussed a potential ordinance amendment. Ligocki offered to draft an amendment that addresses the need for Commission approval of any new members prior to Council approval.

4. **Main Street Historic District Design Guidelines.**
   - Discuss proposed draft table of contents.

   Hedstrom questioned if signage will be addressed in the design guidelines.

   Stacey will send questions/comments to Erica Ruggiero.

   Veregin stated there is a need to address screening of parking lots and provide requirements for the placement of electrical vehicle charging stations.

   Veregin stated on Page 2, Materials: 120 E. Main Street façade is not metal as stated.

   Hedstrom did not specifically see windows listed in the table of contents.

   Veregin stated some styles listed are not found in the district but will wait to discuss until the initial draft comes out.

   Ligocki questioned the meaning of the term massing. Veregin stated massing is a term that refers to the general shape and size of a building.

Veregin questioned the sentence meaning in VIII A. Stacey will add it to the questions to Erica.

- Discuss marketing of design guidelines.

Hubing stated there was a recommendation from Erica Ruggiero and the Commission is interested in gaining community involvement.

Ligocki suggested putting information on the Landmark website, Landmarks Facebook page, Stoughton Hub and at the Stoughton Public Library.

Veregin suggested describing the process, grant funding acquired and information about the project.

Panthofer stated it will be important to keep the information consistent to avoid confusion.

Veregin will put together a short summary for publication.

5. **Downtown Local District.**
   Nothing new to report.

6. **Depot Hill Historic District.**
   Veregin stated the Depot Hill Historic District has been entered in the National and State Register of Historic Places on November 22, 2021 and notices have been sent to inform all property owners within the district.

   Veregin stated street sign toppers should be added if possible to identify the district. Stacey to check with Public Works about the signs.

   Veregin stated the district should be added to the Landmark website and Facebook.

   Hedstrom suggested a Hub article about the district. Ligocki has a contact at the Hub. Ligocki is also going to contact the Mayor about making an announcement at the next Council meeting. Stacey stated information has been provided to the Mayor for the Council meeting.

   Stacey questioned if the Depot Hill Historic District Map would be updated. Veregin stated the State Historic Preservation Office simply lifted the old objection to get the district listed as originally presented.

   Veregin stated the State Historic Preservation Office will typically send out a press release for a new historic district.

7. **Discuss providing plaques to Local Landmark properties.**
   Veregin requested prices from 4 different fabricators and heard back from 3 of them. Two of the firms provided prices to fabricate a cast aluminum plaque similar to what we have. One firm came in at $200 plus s/h and the other was $230 plus s/h. Both have an 8 week production time. Costs will go up about $50 next year so we should order now to save some money. The budget is $1000 so we should be able to get 3 done.

The Commission discussed who would install the plaques with the consensus being to let the property owner install the plaque but offer assistance if needed.

Hedstrom stated we'll need to verify the property owners want the plaques before we order.

Motion by **Hedstrom** to purchase up to 3 plaques at up to $250 each for the properties at South School, 1009 Summit Avenue; RR Depot, 529 E. Main Street and 118 N. Page Street, 2nd by **Pigarelli**. Motion carried unanimously

8. **Commission Reports/Calendar.**
   None discussed.

9. **Future agenda items.**
   None discussed.

10. **Adjournment.** Motion by **Hedstrom** to adjourn at 7:30 pm, 2nd by **Panthofer**. Motion carried unanimously.

Respectfully Submitted,

Michael P. Stacey

Landmarks Commission Special Meeting Minutes
Wednesday, December 15, 2021 – 6:30 pm
Virtual

Members Present: Todd Hubing, Chair; Greg Pigarelli, Vice-Chair; Peggy Veregin; Jean Ligocki, Secretary; and Alan Hedstrom
Staff: Michael Stacey, Zoning Administrator
Absent: Kristi Panthofer and Kimberly Cook
Guests: Tim Sweeney and Eric Francksen

1. **Call to order.** Hubing called the meeting to order at 6:30 pm.

2. **Certificate of Appropriateness for 327 E. Washington Street.**
   Hubing introduced the request.

   Eric Francksen gave an overview of the request.

   Tim Sweeney explained the reasoning for the structural changes to shore up the upper balcony.

   Motion by **Hedstrom** to approve the COA as presented, 2nd by **Pigarelli.** Motion carried 5-0.

   The meeting was adjourned by Hubing at 6:43 pm.

Respectfully Submitted,

Michael P. Stacey

Tree Commission Meeting Minutes
Thursday December 9, 2021 @ 5:00 PM
Virtual Meeting - Stoughton, WI

Members Present: Kevin Short, Mike Point, Aaron Mazzone & Kathy Engelberger

Absent & Excused: Fred Hundt, Jim Fitzgibbon & Dean Tangeman

Staff: City Forester John Kemppainen and Admin Asst. Jen Wagner

Guest:

Call to order: Engelberger called to order @ 5:00 PM

- **Communications:**

- **Approval of minutes from November 11, 2021 Meeting: Motion by Mazzone, seconded by Point to approve the minutes. Carried 3-0.**

- **November Forestry Reports:** *Kemppainen* stated:

  - Fall tree trimming began in November with the city's contractor (Tree Wise Men). 180 medium to large trees were trimmed for a total cost of $16,676. City crews will work on small trees in the same neighborhoods this coming winter.
  - Tree planting was completed for the fall. 90 trees were planted in the beginning of November, with the majority of the trees being planted in front of new homes and businesses in Stoughton. Total cost for trees this fall was $25,470.
  - I began the application process for the Tree City USA status in November. This year will mark 28 years in the TCU program for the city.
  - No residents were notified of code violations for dead/dying/dangerous trees in October. Complaisance from previous notifications has been mostly good thus far.

- **OLD BUSINESS: Update on Arbor Day Art show progress:**

- *Engelberger* put together and presented a flyer she created to help advertise & advocate for the show. She is hoping to make this available at the Library, with the next steps later on to put the City website and/or social media outlets.

- **Update on tree planting with the schools:**

- *Kemppainen* stated he was in touch with the school(s) and they are open to the idea but nothing further has been discussed. Ultimately, we would like to try and planting one tree at every school each year. Trees would need to be ordered by early March and he may look into having someone from the school attend a future Tree Commission meeting for input.

- **NEW BUSINESS: Evaluate and recommend plantings suggested by Saiki Design for the Hwy 51 Round-about Project:**

- *Kemppainen* presented the packet that was presented at the November Public Works meeting that Saiki Design put together. The tree commission would like to recommend native plants to be put in but would like to see what Saiki Design proposes at the December meeting and go from there. The city will be in charge of maintaining the plantings so they would like to have an input on what goes in.

- **<u>Future Agenda Items:</u>**
  - Propose a list for planting recommendations for Hwy 51 Round-about Project

Motion by Mazzone, seconded by Point to adjourn the meeting at 5:47 p.m.

Respectfully submitted 12/10/21, Jen Wagner - Staff

PUBLIC SAFETY COMMITTEE MEETING MINUTES
Wednesday, October 27, 2021
Virtual

Present: Chair, Greg Jenson, Alderpersons Ozzie Doom, Jean Ligocki, Joyce Tikalsky, Members; Tricia Suess Charleston, Staff; Mayor Swadley, and Police Chief Greg Leck.

Excused: none

Guests: Teressa Pellett.

Call to Order: Chair Jenson called the meeting to order at 6:24 p.m.

Old Business:

Pellett said that a draft Resolution is prepared but is not in the packet for discussion. Mayor Swadley presented the draft and members and will email them to PSC members.

Tabled to next meeting.

Communications: Chief Leck gave a brief update regarding that the new Speed Board still has not arrived. Updated the committee on Monday's High School lockdown incident.

New Business

4. Minutes of 9-23-21: **Moved by Doom 2nd by: Basco, to approve the minutes of 9-23-21. Motion carried: 5-0**

5. Discussion and possible action of a change of agent for the Stoughton Kroger/Roundy's Supermarket.

   Leck presented the request for change of agent for the Stoughton Krogers/Roundy's.

   Motion by Tikalsky, 2nd By Doom to recommend approval to the council contingent on the application be notarized. Motion carried 5-0

6. Discussion and possible action on amending Section 70-176 (50) regarding No Parking on portions of Ridge Street

   Motion by Doom, 2nd by Tikalsky to recommend approval to council. Motion carried 5-0

7. Discussion and possible action on amending Section 70-176 (84) regarding No Parking on portions of Ridge Street.

   Motion by Tikalsky: recommend to Council, 2nd by Doom. Motion carried 5-0

8. Discussion and possible action on amending Section 70-176 (85) regarding No Parking on portions of N. Madison Street.

   Motion by: Doom 2nd by Basco to recommend to Council. Motion carried 5-0

9. Discussion and possible action on amending Section 70-176 (86) regarding No Parking on portions of Hill Street.

Motion by Tikalsky, 2nd by Basco to recommend approval to Council

Motion carried 5-0

10. Discussion and possible action on amending Section 70-176 (87) regarding No Parking on portions of Hill Street.

Motion by: Doom, 2nd by: Tikalsky to recommend approval to Council

Motion carried 5-0

11. Discussion of Bullying/Harassment Ordinance Sec. 50-15

Discussion on how to inform public of this ordinance. Jenson stated that people are just not aware of ordinance. Tikalsky stated that she has also heard that there were incidents that she was aware of, especially regarding fears of retaliation. Chief Leck advised that the ordinance has not been used since it was adopted and that it would be a good idea to put it on the website or publicize it more.

Leck stated that he will work getting the Bullying Ordinance up on the website so that people are aware of it. Maybe through that messaging it will help people know that they is a City Ordinance. Jenson added that we can circle back to this next month and check the progress.

12. Discussion and possible action on transfer of Pizza Hut Class B license to new location.

Leck explained that Pizza Hut is moving to their new location on 11-1-21 and that this transfer of premises needs to be approved to change the license location. Leck added that City Clerk Christen will be approving a Provisional License that will cover the location until the City Council can approve on 11-9-21.

Motion by: Tikalsky, 2nd by Doom to recommend to council.

Motion carried 5-0

Future meetings topics; Bullying Ordinance review, Continue Liquor License process, EOC & Emergency Plan, Curbside pickup pilot.

Moved by Tikalsky, 2nd By Basco to adjourn at 6:54 p.m. Carried unanimously.

Respectfully Submitted,
Greg Leck, Chief of Police

Public Works Committee
Thursday, November 18th, 2021
(Virtual Meeting)

Members Present: Tom Majewski, Lisa Reeves, Fred Hundt, Kathy Engelberger, Kay Rashka, Rachel Venegas and Mayor Swadley

Absent/Excused: Rodney Scheel

Staff: Public Works Director Brett Hebert and Jennifer Wagner – Administrative Assistant

Guests:

Call to Order: *Majewski* called the meeting to order at 6:01 PM

1) Communications:

- *Hebert* stated that leaf collection will continue through the 24th with final pick up on the 29th. The last two weeks have been heavy but going well.
- *Hebert* stated 93 trees have been planted throughout the City recently
- *Hebert* stated tree trimming with Tree Wisemen started and hope to continue to work with them next year.
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2) Approve September 16th, 2021 Meeting Minutes: Motion by Reeves seconded by Hundt to approve the minutes. Motion carried 5-0.

Old Business:

3) Update from the Friends of the Stoughton Prairies Task Force:

Engelberger informed the Committee that things have been going well and have making good progress on their most recent work days despite the colder weather. She is currently working on creating a logo for the Task Force in hopes of putting on shirts, signs and materials.

4) Update from Tree Commission:

Engelberger informed the Committee she was recently elected Chair and has already started planning for the future. She plans to put together an Arbor Day art show at the Library to get more information out to the public. All ages will be encouraged to participate and will take place March 21st to May 19th. She would also like to hang Arbor Day flags during this timeframe in the Atrium.

She also stated the City Forrester has reached out to the local school districts about planting trees at each Elementary school.

New Business:

5) Saiki Design Highway 51 Roundabout Landscape Design Kickoff Presentation:

Hebert introduced Nik Swartz from Saiki Design who presented information on the upcoming Roudabouts that are scheduled to go in next year. He went over different ideas that could be implanted and what the DOT will approve of.

6) <u>Yard Waste Site Presentation:</u>

Hebert provided a slide show presentation of the Yard Waste Site and all the benefits it provides city residents for a place to take brush to the free compost they offer.

7) <u>Review and Recomment to Council the Acceptance of a Sidewalk Easement located at 125 Veterans Rd:</u>

Hebert stated the new Dane Co. Sherriff's office that is currently being remodeled on Main and Highway 51 installed a sidewalk but due to utility poles and wires, they were not able to install in the right of way. The sidewalk was installed on the county side but allows public to use space.

Motion by Reeves, seconded by Hundt to recommend approval to council for December meeting. Motion carried 5-0

8) <u>Future Agenda Items:</u>

Minimum Terrace Width for New Development

Minimum Landscape Maintenance Standards for Commercial Properties

Pedestrian Safety Features at Round-abouts

Tour of the Public Works Facility

9) <u>Adjourn:</u> Motion to adjourn by Hundt, seconded by Reeves to adjourn the meeting at 7:00 pm. Motion carried 5-0

Respectfully submitted by Jen Wagner