Plan Commission Meeting Minutes
Monday, November 8, 2021 at 6:00 pm
Virtual Meeting

Members Present: Mayor Tim Swadley, Chair; Brett Schumacher, Vice-Chair; Phil Caravello; Tom Majewski; and Tom Robinson
Members Absent: Al Farrow and Todd Barman
Staff: Rodney Scheel, Director of Planning and Development; Michael Stacey, Zoning Administrator
Press: None
Guests: Luke Campion; Susan Burgard; Konner Kearney; Chuck McMillan and Colette Spranger

1. **Call to Order.** Mayor Swadley called the meeting to order at 6:03 pm.

2. **Consider approval of the Plan Commission meeting minutes of October 11, 2021.** Motion by **Majewski** to approve the minutes as presented, 2nd by **Caravello**. Motion carried unanimously.

3. **Council Representative Report.** Caravello stated Council approved O-20 and 21 on Oct 12th and R-159 on Oct 26th.

4. **Staff Report - Status of Current Developments.** Scheel gave an overview of the status of developments as outlined in the packet. There were no questions.

5. **Request by Luke Campion for Conditional Use Permit approval for an Indoor Commercial Entertainment use (restaurant) at 177 W. Main Street.** Scheel explained the request.

   Mayor Swadley opened the public hearing.

   No one registered to speak.

   Mayor Swadley closed the public hearing.

   Luke Campion was available for questions.

   Motion by **Caravello** to recommend Council approval of the resolution as presented, 2nd by **Majewski**.

   Caravello questioned if there will be sale of whole pies and slices. Luke Campion stated whole pies initially.

   Caravello questioned if the proposed use is for take-out and delivery only. Luke Campion stated yes.

Luke Campion stated he will be seeking future approval of a new awning and signage. Mayor Swadley suggested Luke talk to Michael Stacey during this process.

Motion carried unanimously.

6. **Request by Jessica Vaughn, JSD Professional Services for approval of a Planned Development – General Development Plan at 2525 Jackson Street.**
Scheel explained the request.

Mayor Swadley opened the public hearing.

No one registered to speak.

Mayor Swadley closed the public hearing.

Konner Kearney of Forward Development Group gave an overview of the request.

Scheel gave an overview of the GDP document, the ordinance and requested exceptions.

Scheel explained the need to address parkland, park improvements and provided updated language as a condition of approval.

Caravello would like to expand the language to include the parkland will be used to expand the parkland already along Oak Opening Drive.

Majewski questioned the timeline for parkland dedication. Scheel stated the intent is to not approve any building permits until the City has a satisfactory agreement approved by the Common Council on parkland and park improvements.

Schumacher is concerned about density and how it will affect City services such as EMS, Fire and Police. Scheel stated he can't speak to Police, Fire or EMS services. Mayor Swadley stated there will be future discussions about what those impacts mean.

Mayor Swadley asked Konner Kearney what he is seeing around Dane County for residential trends. Konner Kearney stated the current trend is for multi-family residential.

Tom Robinson arrived at 6:34 pm.

Majewski and Schumacher would like to hear from the EMS Director, Police Chief and Fire Chief regarding the proposed density and how it will affect services.

Motion by **Schumacher** to Table the request until the next meeting to allow the EMS Director, Police Chief and Fire Chief to respond to the propose density and how it may affect their services, 2nd by **Majewski** . Motion carried unanimously.

7. **Request by Susan Burgard, Forward Development Group for approval of a Specific Implementation Plan Amendment for 2501 Jackson Street.**
   Scheel explained the request.

   Susan Burgard of Forward Development Group was available for questions.

   Majewski questioned the change in lighting. Susan Burgard stated they are changing one brand of light for another.

   Schumacher questioned how the window removal will affect that tenant space. Susan stated the change should not affect the tenant space at all.

   Scheel suggested better screening on that side of the building where the electrical meters and transformer are planned. Susan stated she can look into that with required setback.

   Susan Burgard stated she expects completion of the project by end of June 2022.

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

8. **Request by Purvish Patel for approval of an accessory structure at Quality Inn, 660 Nygaard Street.**
   Scheel explained the request.

   Schumacher questioned any need to remove trees for the new shed location. Scheel stated there is not but we are working with the owner to replace plantings that were removed around the trash enclosure.

   Motion by **Majewski** to approve the shed installation as presented, 2nd by **Robinson**. Motion carried unanimously.

9. **Request by Ray and Lisa Zovar for approval of façade improvements at 143 E. Main Street.**
   Scheel explained the request.

   Schumacher likes the new colors except for the door.

   The Commission discussed exterior color requirements.

   Motion by **Schumacher** to Table the request to allow the applicant to provide a different color proposal for the door, 2nd by **Robinson**. Motion carried unanimously.

10. Future agenda items.

Majewski - Discuss residential density and Discuss review of exterior colors in the Downtown.

Input from EMS, Police and Fire regarding future multi-family residential planned development requests.

11. Adjournment.

Motion by **Majewski** to adjourn at 7:35 pm, 2nd by **Robinson**. Motion carried unanimously.

Respectfully Submitted,

Michael P. Stacey

FINANCE COMMITTEE MINUTES
Tuesday, December 14, 2021 @ 6:00 p.m.
GoToMeeting

Present:
Schumacher, Reeves, Engelberger (arrived at 6:26 pm), Doom, Mayor Swadley, Hirsch

Absent Excused:
Neigum

Also Present:
Finance Director Friedl, Planning Director Scheel, Attorney Dregne

Call to Order:
Schumacher called the meeting to order at 6:03 p.m.

Communications:

None.

Reports:

- None

Approval of the November 23, 2021 Finance Committee Minutes
Motion by Reeves, second by Hirsch to approve the November 23, 2021 minutes. Motion carried 5-0.

Discussion and possible action regarding revisions to the application by RHD properties, LLC for Tax Incremental Financing ("TIF") for the project known as 51 West

Friedl provided a summary of the changes that have occurred since the decision made by Council on October 26th to move forward with creation of the TID and begin deliberations on the Developer's Agreement.

Mayor Swadley and Director Scheel provided some additional information as it relates to DOT's proposed changes along the 51 corridor.

Motion by Reeves to go into closed session at 6:19 pm, second by Doom. Motion carried on roll call vote 5-0.

Motion by Engelberger to go into open session at 6:58 pm, second by Reeves. Motion carried on roll call vote 6-0.

Motion by Engelberger to advance the TIF application with the proposed changes to City Council for approval and direct City staff to continue developer agreement negotiations under the parameters discussed in closed session, second by Hirsch. Motion carried 6-0.

Discussion and possible action regarding City Council pay changes
This item was not discussed and will be brought back to the next Finance meeting.

Adjournment:
Motion by Engelberger, second by Doom to adjourn at 7:00 p.m. Motion carried 6-0.

Respectfully Submitted,

Jamin Friedl, Finance Director

FINANCE COMMITTEE MINUTES
Tuesday, November 23, 2021 @ 6:00 p.m.
GoToMeeting

Present:
Schumacher, Reeves, Engelberger, Doom, Mayor Swadley, Neigum

Absent Excused:
Hirsch

Also Present:
Finance Director Friedl, Planning Director Scheel

Call to Order:
Schumacher called the meeting to order at 6:01 p.m.

Communications:

None.

Reports:

- October Treasurer's Report
- October 15, 2021 Contingency Report
- October 31, 2021 Financial Statements
- October 31, 2021 YTD CIP Report

Approval of the November 9, 2021 Finance Committee Minutes
Motion by Reeves, second by Doom to approve the November 9, 2021 minutes. Motion carried 6-0.

Discussion and possible action regarding whether or not to continue processing Dane County Dog Park permit requests

Motion by Reeves recommending the City cease processing Dane County Dog Park permits on-site and forward to Council for approval, second by Engelberger. Motion carried 6-0.

Adjournment:
Motion by Doom, second by Reeves to adjourn at 6:25 p.m. Motion carried 6-0.

Respectfully Submitted,

Jamin Friedl, Finance Director

CACP Minutes December 7, 2021 @ 6:00 p.m.

The meeting of the CA/CP was conducted virtually due to COVID-19.
https://global.gotomeeting.com/join/922787389

Call to Order: Chairperson Heili called the meeting to order 6:06 p.m.

Present: Heili, Jenson, Ligocki, Masa-Myers, Tilleson and Mayor Swadley

Absent and excused: Venegas

Also Present: Dayna Verstegen

Communications-Attorney Dregne memo in packet regarding social media

Approval of the November 2, 2021 CACP Minutes

Motion by Jenson, second by Ligocki to approve the November 2, 2021 CACP Minutes

Motion carried 5-0

Diversity, equity and inclusion-Alder Heili is updating cities actions to date regarding diversity, equity and inclusion.

Sustainability Committee update-Alder Heili gave an update on most recent Sustainable Committee meeting.

Discussion and possible action about forming an Equity and Inclusion committee-Alder Ligocki provided written ideas for the formation of a Task Force. This will be discussed in more detail at future meeting.

Future Agenda Item

Review Attorney Dregne's memo regarding social media

Sustainability Committee update

Diversity, Equity and Inclusion Task Force

4th Class City vs 3rd Class City

Adjourn:

Motion by Jenson to Adorn, second by Masa-Myers to adjourn at 7:50 p.m.

Motion carried 5-0.

CACP Minutes November 2, 2021 @ 6:00 p.m.

The meeting of the CA/CP was conducted virtually due to COVID-19.
https://global.gotomeeting.com/join/115143589

You can also dial in using your phone. United States: +1 (571) 317-3129 –
One-touch: tel:+15713173129, 115143589# Access Code: 115-143-589

Call to Order: Chairperson Heili called the meeting to order 6:05 p.m.

Present: Ben Heili, Greg Jenson, Jean Ligocki, Zachary Masa-Myers, Jordan Tilleson and Mayor Swadley

Absent and excused: Rachel Venegas

Also Present: Matt Dregne, Cindy McGlynn

Approval of the October 5, 2021 CACP Minutes

Motion by Jenson, second by Ligocki to approve the October 5, 2021 CACP Minutes

Motion carried 6-0

Step Forward Program-Director McGlynn gave an overview of the Senior Center's role in the program

Motion by Ligocki, second by Heili to approve Senior Center participation with the Step Forward Program

Motion carried 5-0, Masa-Myers abstained

Social Media Policy-limits and consistency of public use-Attorney Dregne gave legal overview of the Social Media Policy and Open Records Law. He will send out memo he had previously authored.

Compensation of governing bodies- Attorney Dregne gave legal guidelines to adjust council member pay. Directed staff to gather information from other municipalities.

Motion by Jenson, second by Ligocki to recommend Finance Committee for discussion/possible action at a later date

Motion carried 6-0

Sustainability Committee update-Alder Heili gave an update on most recent Sustainable Committee meeting

Diversity, equity and inclusion-Alder Heili is updating cities actions to date regarding diversity, equity and inclusion. Committee is planning to communicate to City Council on 11-23-21

Future Agenda Item

Diversity, Equity and Inclusion Task Force

Adjourn:

Motion by Jenson to Adorn, second by Tilleson to adjourn at 7:13 p.m.

Motion carried 6-0.

COMMUNITY AFFAIRS/COUNCIL POLICY OF THE CITY OF STOUGHTON

Minutes October 5, 2021

GoToMeeting Call to order: Chairperson Heili called the meeting to order at 6:05 p.m.

Present: Heili, Jenson, Ligocki, Venegas, Tilleson and Mayor Swadley

Absent and excused: Masa-Myers

Also present: Clerk Christen

Approval of September 7, 2021 CACP minutes

Motion by Jenson, second by Ligocki to approve the minutes from September 7, 2021. Motion carried 6-0.

Census update: Mayor Swadley and Clerk Christen spoke briefly about the redistricting process and the recent release of the census numbers. Deadline for City map approval and return to Dane County is November 5, 2021.

Carl Sampson Park was approved by Council.

Sustainability Committee update: September 27 meeting, presentation by Brett Hebert, Public Works Director.

McFarland Sustainability plan reviewed, Utilities Director Jill Weiss to present in October. Diversity, Equity, and Inclusion draft by Mayor Swadley, Heili will work on final version.

Social Media Policy – discussed points of legality, use of social media effectively, clear guidelines, walking quorums, public record, consistency of use.

Future agenda items:

Social Media Policy

Sustainability

Diversity/equity

Adjourn: Motion by Venegas, second by Ligocki to adjourn. Motion carried 6-0. Adjourned 7:10 p.m.

Submitted,

Candee Christen, City Clerk