Plan Commission Meeting Minutes
Monday, September 14th, 2020 at 6:00 pm
Virtual Meeting

Members Present: Mayor Tim Swadley, Chair; Todd Barman; Phil Caravello; Tom Majewski; Tom Robinson; Tom Selsor; and Brett Schumacher
Members Absent: None
Staff: Michael Stacey, Zoning Administrator and Rodney Scheel, Director of Planning and Development
Press: None
Guests: Jim Lutz; Jim Bandt; Peter Fortlage; Mark Kruser; Joseph Baird; Kevin Yeska; Tim Miller; Gary Blazek; Kelli Bialkowski; Deirdre Bouzek; Michael Chandler; Jason Chandler; Eric Urtes; Steve Richards; Steve Hanrahan; Taylor Drye; Steve Richards; Jan Tetzlaff; Micah MacDonald; Joe Werns

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 August 10 and 25, 2020.**
   Motion by **Schumacher** to approve the minutes as presented, 2nd by **Caravello**. Motion carried unanimously.

   Majewski arrived at 6:04 pm.

3. **Council Representative Report.**
   Caravello stated the Common Council approved an zoning amendment for substandard/non-conforming lots and had a first reading for an ordinance amendment which is on tonight's agenda.

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

5. **Request by Habitat for Humanity to resurvey the properties at 1114, 1115, 1122 and 1123 Abel Court.**
   Scheel explained the request.

   Schumacher questioned the zoning/future use of the two lots on the west end of Abel Court. Gary Blazek stated the zoning is MR-10 Multi-Family Residential. Steve Hanrahan noted that Habitat for Humanity does not own the end lots. Schumacher questioned the future uses to gauge what future traffic may be coming out of Abel Court.

   Motion by **Schumacher** to recommend the Common Council approve the resolution to resurvey the properties as presented, 2nd by **Robinson**. Motion carried unanimously.

6. **Request by Habitat for Humanity to rezone the properties at 1114 and 1115 Abel Court from SR-4 Single Family Residential to TR-6 Two Family Residential.**
   Scheel explained the amendment.

   Barman questioned the number of units per lot. Scheel explained the TR-6 Two Family Residential District allows a duplex lot to be split to create a twin home or zero lot line structure.

Mayor Swadley opened the public hearing.

Joe Werns spoke with concern about people crossing the property into his property. Steve Hanrahan stated that Habitat for Humanity does not own the two west lot which is where it would make sense to have some sort of barrier to prevent crossings. Steve Hanrahan indicated they would consider the issue and is willing to discuss concerns with neighbors. Gary Blazek of Vierbicher is working with Habitat suggested the new street with sidewalks should provide a route for people migrating through the development area.

A resident of 126 Lincoln Avenue representing David Olson also spoke with concern about people cutting through yards and would like to see fencing put up to prevent crossings.

Mayor Swadley closed the public hearing.

Steve Hanrahan stated Habitat for Humanity will be sending letters to area neighbors for a future meeting to discuss their plans.

Motion by **Schumacher** to recommend the Common Council approve the ordinance to rezone the properties as presented, 2nd by **Caravello**. Motion carried unanimously.

7. **Proposed Zoning Ordinance Amendment to Section 78-206(7)(a), Light Industrial Land Use.**
Scheel explained the zoning code amendment and noted the first reading was already at Council on September 8, 2020 with the second reading planned for September 22, 2020.

Mayor Swadley opened the public hearing.

No one spoke at the public hearing.

Mayor Swadley closed the public hearing.

Barman questioned what incidental means. Scheel stated ordinance section 78-206(8)(i) outlines regulations for the accessory use such as the 15% maximum area requirement. Scheel stated Attorney Dregne drafted the ordinance amendment.

Motion by **Barman** to recommend the Common Council approve the ordinance amendment as presented, 2nd by **Robinson**. Motion carried unanimously.

8. **Request by Joseph Baird of Mershon's Cidery for a conditional use permit for an indoor commercial entertainment use (tavern uses) and for light industrial activities incidental to indoor sales (Cider Manufacturing) at 124 W. Main Street.**
Scheel explained the request.

Barman questioned the percent of the building being used for cider production. Scheel believes only the production area would count towards the 15%, not storage areas.

Schumacher questioned if the fruit is pressed onsite or off-site. Baird stated 95% of the fruit is pressed off-site from the suppliers. The waste is sent to the Dane County compost site.

Mayor Swadley opened the public hearing.

No one spoke at the public hearing.

Mayor Swadley closed the public hearing.

Motion by **Schumacher** to recommend the Common Council approve the resolution for the conditional use permit as presented, 2nd by **Robinson**.

Schumacher questioned what is used to clean the equipment. Joseph Baird stated a product called One Step is used to clean in place.

Schumacher questioned water usage. Joseph Baird stated water usage is minimal.

Caravello asked if odors are detectible. Joseph Baird stated not usually but if a problem presents itself it can be rectified at the tank level.

Barman is concerned the 15% requirement will be a problem for the future of this use. Joseph Baird stated he anticipates increasing production by 50% over the next 2 years and stated it is not easy to increase production.

Motion carried unanimously.

9. Request by Lutz Brothers Investments, ABC Home Specialists, for a conditional use permit (Group Development (2 principal structures)) and site plan approval to construct a new building at 520 Business Park Circle.

Scheel explained the request and noted the Business Park North Committee recommends approval of the new building and site plan.

Mayor Swadley opened the public hearing.

Jim Bandt and Jim Lutz are available for questions.

Tim Miller asked what is planned for the site. Jim Lutz explained the new building will be for cold storage and nothing is built onsite. There will be no noise and everything will be kept neat and clean.

Mayor Swadley closed the public hearing.

Motion by **Caravello** to recommend the Common Council approve the resolution for the conditional use permit as presented, 2nd by **Barman**. Motion carried unanimously.

Scheel gave an overview of the site plan.

Barman questioned the cool straw gold color of the exterior wrap. Jim Lutz stated the color is more taupe than gold. Barman stated the color appears brighter than the existing office with the roof being green metal. Jim Lutz stated the roof is sloped to the rear. Barman suggested cool sierra tan color may be less bright and would allow the front building to stand out rather than the rear cold storage building. Jim Lutz stated he planned to put a new exterior on the existing building too at some point.

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

10. Request by Deirdre Bouzek for a conditional use permit for an indoor commercial entertainment use (youth theater group) at 318 Water Street.
Scheel explained the request.

Mayor Swadley opened the public hearing.

Deirdre Bouzek explained how the building would be used.

Barman likes the use and questioned the potential for future open air performances. Barman noted there is a building next door without a roof. Deirdre Bouzek stated she may consider purchasing the adjacent building in the future.

Mayor Swadley closed the public hearing.

Motion by **Schumacher** to recommend the Common Council approve the resolution for the conditional use permit as presented, 2nd by **Barman**. Motion carried unanimously.

11. Request by Michael Chandler, Farmers Insurance, for approval of new signage at 334 E. Main Street within the Downtown Design Overlay Zoning District.
Scheel explained the request.

Barman questioned the type of material the wall sign is made of. Michael Chandler stated it is all metal.

Motion by **Robinson** to approve the signage as presented, 2nd by **Caravello**.

Barman stated it would be nice to light the sign with an external fixture. Michael Chandler stated it is possible to internally light the sign. Barman stated an internally lit sign is non-conforming. Chandler stated there is no power or bulbs in the sign. Scheel stated compliance can be controlled at the permit level since a permit is necessary for electrical work.

Motion carried unanimously.

12. Request by Mark Kruser, OPN Architects for site plan approval of a building addition and parking lot expansion for the Dane County Sheriff's Office – SE Precinct at 125 Veterans Road.

Scheel explained the request.

Mark Kruser gave an overview of the site plan.

Schumacher questioned changes to the exterior lighting. Mark Kruser stated there will be all new lighting to dark sky standards.

Barman questioned if the exterior metal fasteners would be concealed. Mark Kruser stated they will be concealed.

Barman is not comfortable with the aesthetics of the exterior. Majewski agrees with Barman. Robinson stated it looks better than the existing building.

Mayor Swadley questioned what will happen if the WDOT does not allow the access to Hwy 51. Mark Kruser stated the site would remain the same without the access.

Mark Kruser discussed the reasoning for the proposed exterior finishes. Barman expressed his concern about the white color metal wrap and wood used under the windows and around the garage door.

Barman stated he is not really in favor of the access the Hwy 51 when the WDOT denied access across the street.

Barman is in favor of sidewalk along Veterans Road.

Majewski asked if solar was considered. Mark Kruser stated solar comes from a different County budget and he did not know if funds would be available for this project.

Mark Kruser stated the exterior is actually an off white, vertical, wood look.

Barman questioned if anyone else is concerned about the aesthetics and believes the sidewalk and vision triangles need to be part of the approval.

Caravello and Majewski both agree with Barman on aesthetics.

Motion by **Barman** to approve the site plan subject to a recommendation that the County reconsider the wrap aesthetic and exterior color, confirm that sidewalk shall be installed along Veterans Road, compliance with vision triangles be achieved and allow the emergency exit to Hwy 51 if approved by DOT, 2nd by **Schumacher**. The Commission is requesting the County provide a copy of DOT Appeal materials.

Mark Kruser questioned if they need to check with City staff on exterior finishes. Barman stated it is not a requirement rather a recommendation.

Majewski questioned how the City would monitor the emergency exit.
Barman stated horizontal exterior would be better than vertical.

Motion carried unanimously.

13. Request by Ben Menaker, JP Cullen for site plan approval to install an external nitrogen tank/system for Stoughton Trailers, 1111 Veterans Road.
Scheel explained the request.

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

14. Request by Robert Lange for extra-territorial jurisdictional approval for a land division (CSM) at County Highway N, Town of Dunkirk.
Scheel explained the request.

Motion by **Barman** to recommend the Common Council approve the resolution as presented, 2nd by **Robinson**. Motion carried unanimously.

15. Request by Jason Chandler for extra-territorial jurisdictional approval for a land division (CSM) at 1645 Lake Kegonsa Road and 3610 Rutland-Dunn Town Line Road, Town of Dunn.
Jason Chandler explained the request.

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

16. Discuss Conceptual Plans for Dvorak's 51 North Subdivision.
Scheel gave an overview of the request.

Steve Tremlett gave an overview of the conceptual plans.

Bob Dvorak explained the intent behind the proposed uses stating there is 8 – 10 years left to complete Nordic Ridge and there is a need for multi-family residential.

Mayor Swadley explained the discussions that led to the proposed trail and connection to the existing trail system.

Caravello questioned access points to Hwy 51. Mayor Swadley explained that the Velkommen Way access to Hwy 51 would likely be eliminated.

Barman questioned the location of paved paths.

Mayor Swadley questioned Scheel on next steps. Scheel stated an urban service area amendment is necessary including the preliminary platting process, development agreements, etc.

17. Proposed Zoning Ordinance Amendment to Section 78-707 and 78-704, Commercial Exterior Lighting Standards.
Scheel explained the request.

Mayor Swadley opened the public hearing.

No one registered to speak.

Mayor Swadley closed the public hearing.

Scheel explained the changes will still control fugitive light leaving sites. Schumacher likes the changes.

Barman questioned if staff checks the lighting for compliance. Scheel stated we do have a light meter an in many cases changes have to be made to gain compliance.

Motion by **Barman** to recommend the Common Council approve the ordinance amendment as presented, 2nd by **Caravello**. Motion carried unanimously.

18. Future agenda items.
Zoning code amendments, Dvorak development and Sheriff's office info.

19. Adjournment.
Motion by **Robinson** to adjourn at 8:51 pm, seconded by **Caravello**. Motion carried unanimously.

Respectfully Submitted,

Michael P. Stacey

Public Works Committee
Thursday, September 17, 2020
(Virtual Meeting)

Members Present: Tom Majewski, Sid Boersma, Fred Hundt and Mayor Swadley

Absent/Excused: Lisa Reeves

Staff: Public Works Director Brett Hebert and Vickie Erdahl

Guests:

Call to Order: *Majewski* called the meeting to order at 6:10 PM

1) **Communications:** *Hebert* reported:

- No large increases were requested in the 2021 Public Works Operating Budget, however, an additional $3,000 increase was requested for tree planting infill since there is no more funds in the EAB account.
- A staff position for an Equipment Operator was requested for the Parks Department

2) **Approve August 20, 2020 Meeting Minutes: Motion by Boersma seconded by Hundt to approve the minutes. Motion carried 3-0.**

Old Business:

3) **Review Rollout of Curbside E-waste Program:**

The Public Works Committee approved the program for e-waste to be part of the bulk pick up for the City and will now be discussed at Council. The electronic pick up can occur twice a year in place of a regular monthly bulk pick up and must be called in to schedule.

The program will begin on January 1, 2021 at a charge of $6.00/yr. or .50 cents per resident which will be put on the tax roll.

New Business:

4) **Review Council Goals Pertaining to Public Works:** Committee reviewed with the goals from the City Council for 2020. Staff will provide responses to various items pertaining to Public Works and Planning. Several items were discussed in greater detail see item #'s 5 & 6.

5) **Approve the Director of Public Works or Their Designee to Apply for the DNR Urban Forestry Projects Grant to Purchase Trees to Distribute to Residents to Replace Ash Trees on Their Property that were removed due to the Emerald Ash Borer:**

Hundt addressed the committee regarding the grant in which 40 bare root trees will be purchased and placed in a gravel bed. In the fall of 2021 these trees will be given to city residents who have had to remove ash trees on private property to restore canopy coverage.

The funds will be spent from the Tree Commission Donation Fund. Total Cost of the project of $4,144.60 with half of that cost being reimbursed back to the city by the DNR upon completion. The city's share of the project is $2,072.30 with $1,344.60 of that cost being covered by staff and volunteer time. Therefore, the city portion of the project is $727.70. This cost will be borne by the Tree Commission Budget, which currently has in excess of $4,800 in that account.

The grant needs to be submitted by October 1, 2020 to be considered.

Motion by Hundt and seconded by Boersma to move forward with the process and submit the application for the 2021 Grant to the Department of Natural Resources Grant.

Motion carried 4-0 with the Mayor voting yes.

6) **Discuss the creation of a storm water basin design standard:** *Majewski* would like a storm water basin design standard/ordinance developed for the city stating that he would like the shape and esthetics of the basins to be more natural.

Scheel stated that the DNR has standards and design criteria in place that could be reviewed. *Hebert* stated that the committee should also consider and discuss the maintenance after installation.

Committee members will research topography and designs for basins and bring the information to a future meeting.

7) **Discussion on the Minimum Terrace Widths for New Developments**: *Majewski* would like a review of the right-of-way standards and minimum terrace widths. *Scheel* stated that the standards were updated in 2009 and in newer subdivisions the terrace widths are substantially larger along and remember there is a lot of competition for the right-of-way.

A suggestion made was that when designing a new subdivision, terrace widths be determined by what category the road is (i.e. main or collector street) and a width that can support the urban forest.

8) **Discussion Pertaining to the DOT Inspection of the Jefferson St Pedestrian Bridge:** *Hebert* stated that as of September 17, 2020 the bridge had been closed until further notice as the State had deemed the bridge structurally unsafe. The annual inspection report should be received by next week. At that point Strand can develop a design and costs to either remove or repair the bridge. *Hebert* will bring the costs to the committee when available.

The bridge was already in the CIP budget for 2021 to remove or replace. *Mayor Swadley* stated that a federal grant had been applied for, however, we did not receive the grant –

- should we apply again in 2021 and put off making a decision for another year?
- Is the bridge even worth repairing?
- Remove and not replace? *Majewski* stated that the last time this issue was brought up, a lot of people showed up at the public meeting in support of keeping the bridge
- Get data on usage of the bridge and other similar structures
- Look at another type of grant through the DNR

9) **Future Agenda Items:** Storm Water Basins, Pedestrian Bridge and Terrace Widths

10) <u>Adjourn:</u> Motion to adjourn by Majewski, seconded by Hundt to adjourn the meeting at 6:52 pm. Motion carried 3-0. Respectfully submitted by Vickie Erdahl

Tree Commission Meeting Minutes
Thursday September 10, 2020 @ 5:00 PM
Public Works Facility, 2439 Cty Rd, Stoughton, WI

Members Present: Mitch Bergeson, Mike Point, Kevin Short, Jim Fitzgibbon and Fred Hundt

Absent & Excused: Dean Tangeman

Staff: City Forester John Kemppainen and Admin Asst. Vickie Erdahl

Guest:

Call to order: Bergeson called to order @ 5:03 PM

1) **Communications:**

Short stated that the WI Arborist Assc. Winter Conference was going to be done virtual but was unsure of the pricing for each webinar.

Hundt (the new council report) so introductions were made as this was the first meeting for him.

Kemppainen stated he purchased 130 trees for the fall planting

Committee decided to try a virtual meeting for October

2) **Approval of minutes from June 11, 2020 Meeting: Motion by Short, seconded by Hundt to approve the minutes. Carried 5-0.**

3) **Forestry Reports:** *Kemppainen* stated:

June:

- Tree planting was completed in June. Both nurseries (Arthur Weiler Nursery and McKay Nursery) performed well and will continue to be utilized as long as prices stay fair.
- Tree protection was installed for road construction projects throughout town.
- Tree removals were conducted in preparation for road construction. Approximately 35 trees were removed as well as some shrubs and overgrown natural areas in Bjoin Park neighborhood.
- Tree inventory updates were started in Zone 3. This work will continue throughout summer as it takes many hours to walk the streets and measure every tree/perform inspections and update information.
- I was voted in to continue serving on the steering committee for Wisconsin Urban Wood

July:

- Updated tree inventory in GIS for Zones 3 & 4.
- Trimmed suckers and water sprouts off dozens of young trees in street terraces.
- Sanitary sewer project in Bjoin Park was completed. Preparations have begun for replanting trees in park and on private property which were removed for the project.
- Road construction projects were monitored for tree protection and corrections were made on a couple of occasions.
- Amundson Park Disc Golf course and surrounding trails were inspected for dead/dying ash trees. A total of 233 ash trees were marked for removal during the month of August. Jims Tree Service will conduct the removals.
- Removed several dead oak trees from Bjoin Park (northern section). Sample sent to UW plant clinic last year came back negative for oak wilt. Did not send additional samples this year.

- Agreed to take part in a research project regarding tree roots and sidewalk replacement as part of a DNR research grant. Details will be forthcoming.

August:

- I visited McKay Nursery to select trees for the fall planting program. At this I have ordered 116 trees, more may be purchased based on need.
- Work began in Amundson Park to remove ash trees. Jim's Tree Service will complete this work sometime in September.
- I assisted with the brush collection program in August
- The Forestry intern completed her summer term with the city in August. She was very helpful with all aspects of the Forestry program.
- I met with the DNR and agreed to take part in a research project looking at tree root/sidewalk conflicts. The study will look at different treatment methods to address roots which are affecting hardscape infrastructure.
- Multiple private ash trees were condemned in July and August.

4) Discussion and possible action on a DNR Grant: *Bergeson* submitted a completed application for the 2021 grant to the committee for review. *Kemppainen* drafted a resolution to submit which is part of the application.

The title of our project is "*Canopy Restoration".* Since this a matching 50/50 grant monies will be spent from the Tre Commission Donation Account and then this same account will be reimbursed when the project is completed, if the Commission receives the grant.

Kemppainen stated that the gravel bed has been installed at the Public Works Facility. The bed will be able to hold 40 bare-root trees which will be planted in the spring of 2021. In the fall of 2021 trees will then be provided to city residents.

Criteria(s) and a form will be established so applications can be processed.

The committee after reviewing the application, decided that 40 (forty) trees instead of 30 (thirty) should be purchased and the volunteer hours for John Kemppainen be increased from 4 (four) to 16 hrs. and the volunteer(s) hours to 8 hrs.

Motion by Short, seconded by Hundt to modify the application with above listed changes, then forward the Grant to the Public Works Committee for review and approval. Motion carried 5-0.

Office staff will then prepare and submit the package to the DNR. The deadline to apply is October 1, 2020.

5) Future Agenda Items: Landscape / Zoning Ordinance Review, Tree application criteria / form

Motion by Hundt seconded by Short to adjourn the meeting at 6:29 p.m. Respectfully submitted 9/14/2020, Vickie Erdahl - Staff

PARKS AND RECREATION COMMITTEE MEETING MINUTES

Tuesday September 15, 2020 at 6:00 pm

This is a virtual meeting. Please use the information below to attend:
Please join my meeting from your computer, tablet or smartphone.
https://global.gotomeeting.com/join/488914301
You can also dial in using your phone.
United States: +1 (669) 224-3412
Access Code: 488-914-301

Present: Alderpersons: Phil Caravello, Regina Hirsch, Ben Heili, Mayor Tim Swadley and Parks & Recreation Director Dan Glynn

Guests: Bob Dvorak, Steve Tremlett, Ron Mckittrick, Fred Hundt

Meeting called to order at 6:01 pm.

Motion to approve the Minutes from August 15, 2020 by Hirsch seconded by Heili
Motion carried unanimously

Communication; none

Directors Report-Director Glynn highlighted Gazebo Music events and tutoring at Youth Center

51 West Development Parkland Dedication-Steve Tremlett gave an overview of 51 North Concept, questions and comments regarding parkland dedication, park access and trail system options were discussed.

Park Design Guidelines-Director Glynn gave an overview of the Draft proposal of the Park Design Guidelines

Future Agenda Items
Park Design Guidelines
Whitewater Park decision making

Motion to adjourn by Heili seconded by Hirsch
Motion carried unanimously at 7:53 pm.

WHITEWATER PARK STEERING COMMITTEE MEETING MINUTES
July 20, 2020
8:00 AM
Virtual Meeting

Present Members: Regina Hirsch, Vik Malling, Alex DeSmidt, Brandon Holstein, Bob Diebel, and Parks & Recreation Director Dan Glynn

Guests: Fred Hundt, Mark Hale, Jennifer Wendt, Tim Swadley, John Bottorof, Merle Lebakken, Sarah Ebert, Chuck Ungs, Mackenzie Krumme, Rick Gullickson, Ron Jake, Laura Davis, Darren Hartberg, Jake Lyon, Eric Olsen

1. Call to Order
Meeting called to order at 8:02 am.

2. Approval of the June 15, 2020 Minutes
Motion by Diebel and seconded by Holstein to approve the minutes as presented. Motion passed unanimously.

3. Public Comment
John Bottorof wanted to know the status of the hydraulic study and it is needed to form an opinion on the project.

Laura Davis wanted to know what will happen to the water levels and trash that may be created.

Mark Hale commented that he continues to be concerned about water levels in the upper reaches of the Yahara River.

4. Communications
Mayor Swadley shared various pictures of the Yahara River showing poor water quality.

New Business

5. Pinnicon Ridge Dam Modification Project Impacts – Chuck Ungs
Ungs discussed the different Iowa projects, and his background as fisheries biologist, fisherman, and his current role for Linn County Conservation Department. He told the committee that fishing has improved in Iowa where these types of projects have happened. This is due to better habitat for fish such as smallmouth bass and walleye. Ungs said that better habitat means better fishing.

He lives in Manchester where a whitewater park was built. He has seen first-hand an economic boon and talked about small businesses benefiting. He estimated 350 people would use the park on a Saturday. The number of fisherman using the area has also increased.

He said that the hydraulic modeling that was done for the project is consistent with today's water levels. He explained how run of river works and why the upstream areas were unaffected. The water quality at the whitewater park and upper reaches of the Maquoketa River have improved.

Manchester received funding from the Iowa DNR to build their park. He was asked about the safety of the whitewater park and he said that is safer than the dam that it replaced. People will get the occasional bumps and bruises, but no major safety issues. He created a safety class to teach users of the park how to safely use it.

Ungs was asked about changes he would like to see in Manchester. He replied with having more fishing access, changing rooms and/or outdoor showers.
6. Grants Budget
Glynn shared the budgets for the project. There are two funding options; state grants and the BUILD grant budget. The City should find out the results of the BUILD grant in September.

Future Agenda Items
- Water Quality

- Phase I Prelim Design Review

Adjournment
Motion made by DeSmidt and seconded by Malling at 9:58 am. Motion carried unanimously.