

OFFICIAL NOTICE AND AGENDA

The City of Stoughton will hold a meeting of the **Business Park North Committee** on **Monday, August 8, 2016 at 5:30 pm** in the **Council Chambers, Second Floor, Public Safety Building, 321 S. Fourth Street, Stoughton WI.**

AGENDA

1. Call to order.
2. Consider approval of the Business Park North meeting minutes of June 13, 2016.
3. Request by Emily Schmoll of Exclusively Roses for an outdoor storage area approval at 221 Business Park Circle.
 - Recommendation to Planning Commission
4. Future agenda items
5. Adjournment

Paul Lawrence – Chair, Business Park North Committee

Packets sent to:

Business Park North Committee

Paul Lawrence, Council member, Chair
Greg Jenson, Council member, Vice-Chair
Laura Trotter, Chamber Director
Kate Schieldt, Chamber President
David Wendt, Business Park North Rep.
Laurie Sullivan, Finance Director
Rodney Scheel, Planning Director

cc: Michael Stacey (2 Packets)
Utilities Director Bob Kardasz (Packet)
Stoughton Newspapers (fax)
City Attorney Matt Dregne (email)
Department Heads (email)
Kelli Krcma (email)
Derek Westby (email)
smonette@stolib.org

Area Towns (email)
Peter Sveum (email)
DERickson@madison.com
Bill Livick (email)
Emily Schmoll (email)
Council Members (email)
Steve Kittelson (email)

IF YOU ARE DISABLED AND NEED ASSISTANCE, PLEASE CALL 873-6677 PRIOR TO THE MEETING.

NOTE: AN EXPANDED MEETING MAY CONSTITUTE A QUORUM OF THE COUNCIL.

Business Park North Committee Minutes

Monday, June 13, 2016– 5:30 p.m.

Council Chambers, Second Floor, Public Safety Building, 321 S. Fourth Street, Stoughton WI.

Business Park North Members Present: Laura Trotter; Paul Lawrence; Greg Jensen; and Laurie Sullivan

Absent and Excused: Rodney Scheel; David Wendt and Kate Schieldt

Staff Present: Zoning Administrator, Michael Stacey

Press: None

Guests: James Brooks; Kris Rosholt; Chad Strutzel and Ken Kluever Sr.

1. **Call to Order.** Sullivan called the meeting to order at 5:30 pm.
2. **Elect Business Park North Chair**
Jensen nominated Lawrence as Chair. There were no other nominations. Nomination approved 4 – 0.
3. **Elect Business Park North Vice-Chair**
Trotter nominated Jensen as Vice-Chair. There were no other nominations. Nomination approved 4 – 0.
4. **James Brooks requests a conditional use permit to allow an Outdoor Commercial Entertainment use at 150 Business Park Circle. (Military Style Obstacle Course).**
Lawrence introduced the request.

Stacey explained that Mr. Brooks made a request last month to amend the zoning ordinance to allow outdoor commercial entertainment within the Planning Industrial District. A recommendation to approve that amendment is on the Common Council agenda for Tuesday, June 14, 2016.

Stacey introduced James Brooks to explain the intent of the obstacle course outdoor use.

Mr. Brooks explained the use and the proposed layout of the obstacle course.

Motion by Sullivan to recommend the Planning Commission approve the conditional use permit request as presented, 2nd by Lawrence. Motion carried 4 – 0.

5. **Future agenda items.**
None discussed.
6. **Adjournment.** Motion by Jensen to adjourn at 5:35 pm, 2nd by Lawrence. Motion carried 4 - 0.

Respectfully submitted,

Michael P. Stacey

We are proposing to add a concrete slab on the north end of our building to keep excess pallets stored and out of sight. The dimensions of this slab will be 70' x 10', with slatted fencing around the perimeter.

In addition, we are also proposing to add a recycling compactor on the north end of our parking lot to consolidate all of the cardboard we go through. This compactor will sit on a 40' x 10' concrete slab with slatted fencing around the perimeter.

Both of these additions will allow our business to operate more efficiently and clean up our appearance, especially on the holidays when there is increased activity.

Plat Map

STOUGHTON BUSINESS PARK NORTH

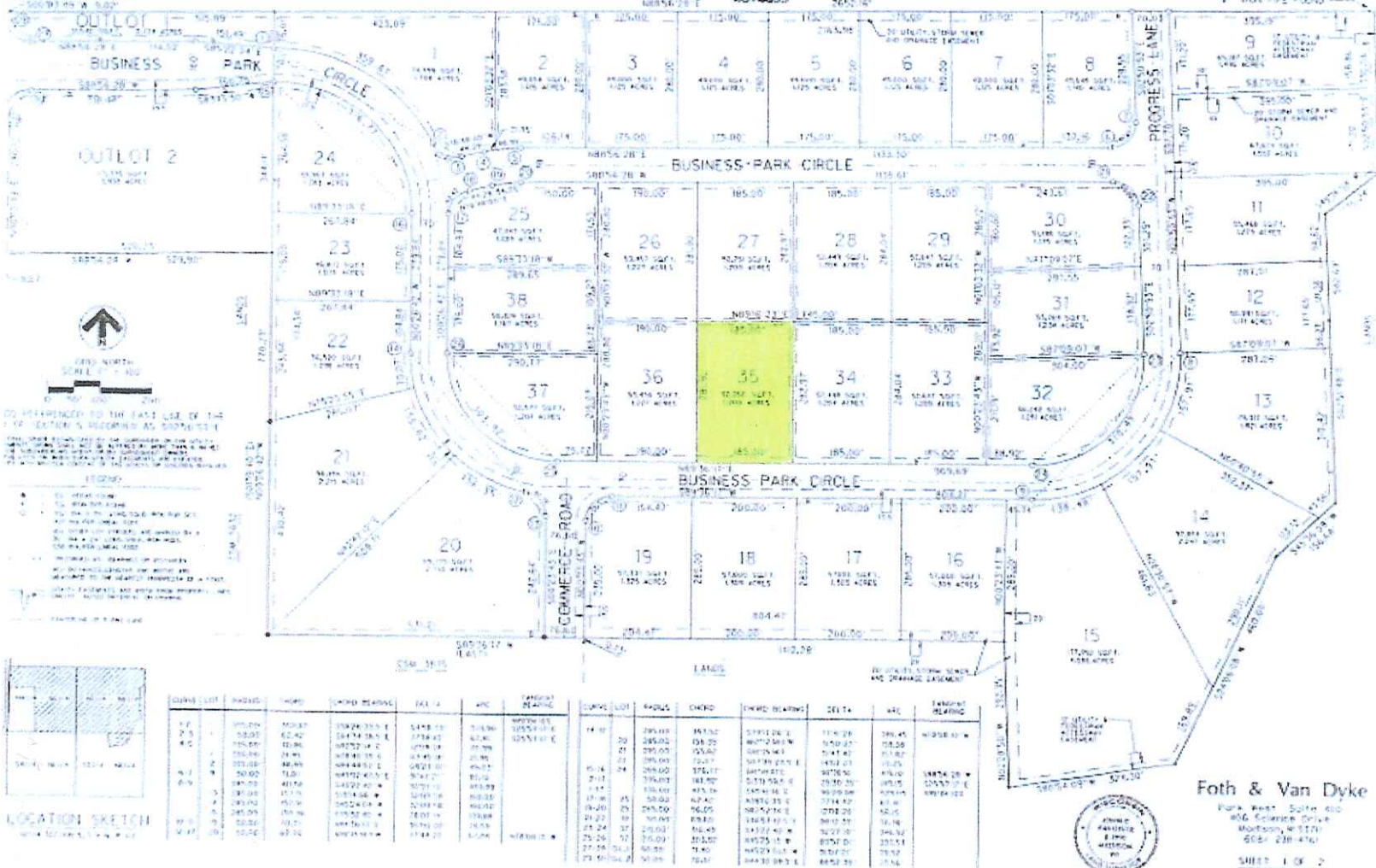
VOL 26-1994 PLATS PAGE 320

PART OF THE NW1/4 OF THE NE1/4, PART OF THE NE1/4 OF THE NE1/4 AND PART OF THE SE1/4 OF THE NE1/4 OF SECTION 5, TOWN 5 NORTH, RANGE 11 EAST, CITY OF STOUGHTON, DANE COUNTY, WISCONSIN

As shown for the record in this plat with respect to the 2001
A-11, 2001-16, 2001-20 and 2001-21 (and 22) State Statutes,
as amended by Chapter 2001-16.

Created by: *John A. Starn*
Dane County Register of Deeds
Department of Agriculture, Trade & Consumer Protection

NO. 4, CORNER SECTION 5
2001-16, 2001-20 and 2001-21
2001-22

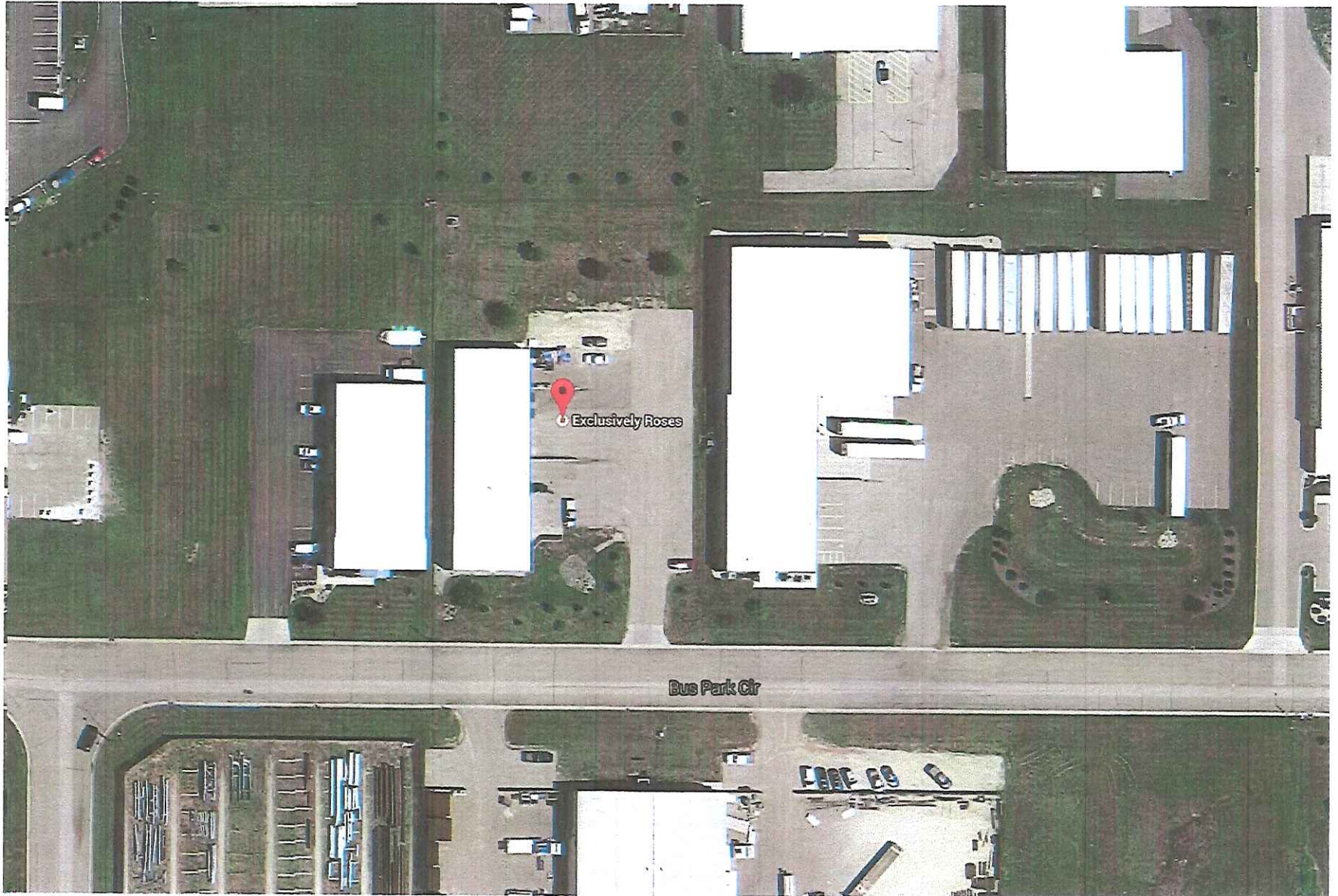


Foth & Van Dyke

Park West, Suite 400
400 Coleman Drive
Stoughton, WI 53589
608-238-4761

SHEET 1 OF 2

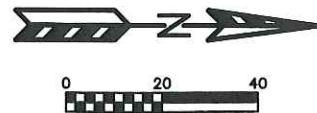
Aerial Map









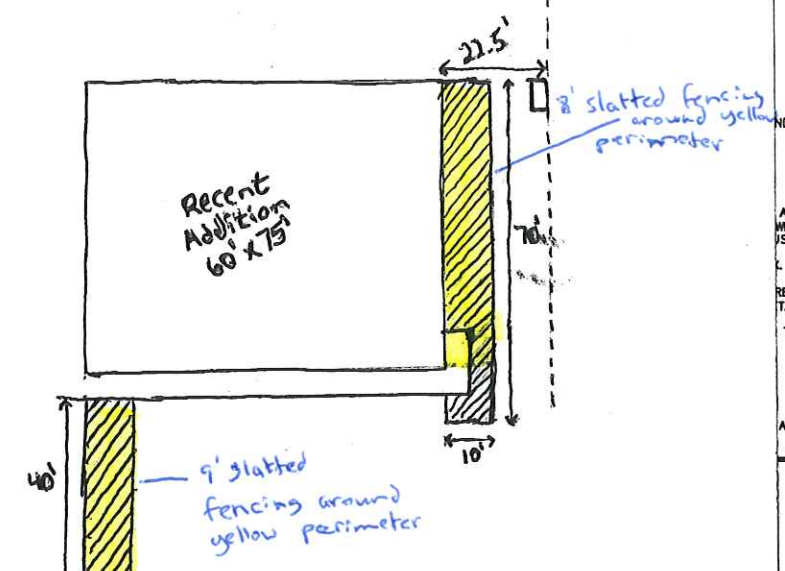
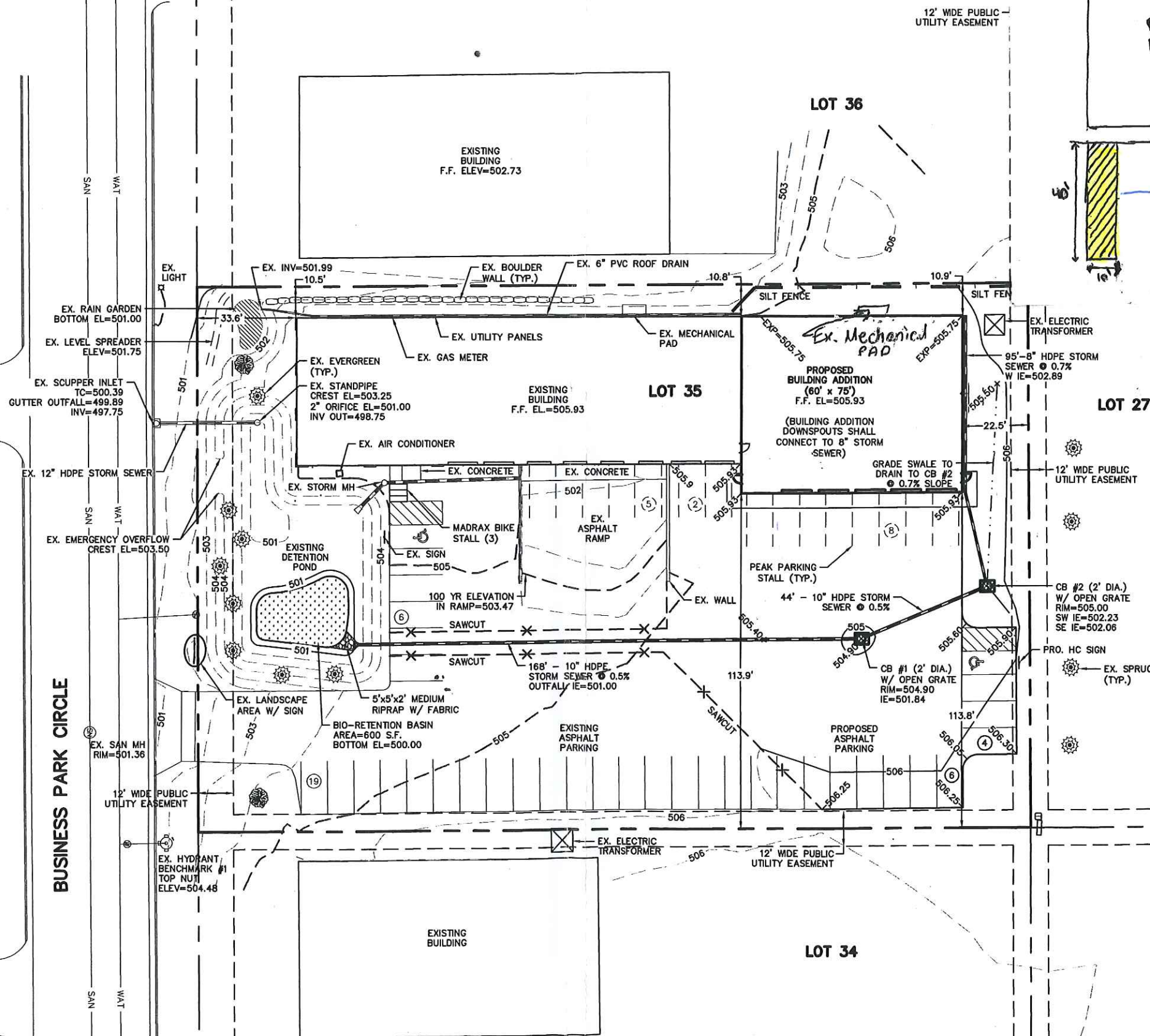


LEGEND:

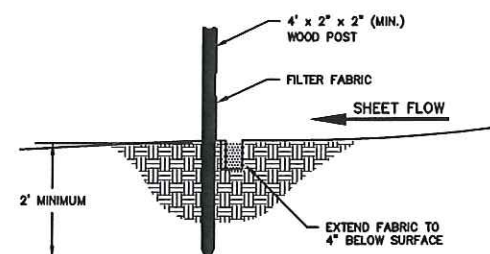
- 502 - - EXISTING MINOR CONTOUR.
- 500 - - EXISTING MAJOR CONTOUR.
- 506 - - PROPOSED MINOR CONTOUR.
- 505 - - PROPOSED MAJOR CONTOUR.
- - INSTALL WDOT TYPE D INLET PROTECTION.

SITE INFORMATION:
 LOT AREA=52,250 SQ.FT.
 IMPERVIOUS AREA=37,161 SQ.FT. (71%)
 GREENSPACE AREA=15,089 SQ.FT. (29%)

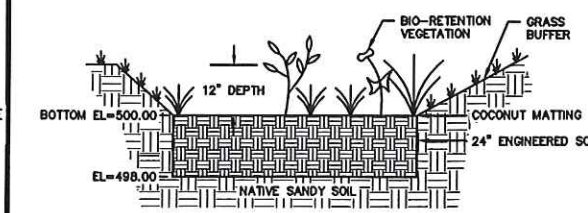
PARKING INFORMATION:
 25 EXISTING PARKING STALLS
 10 PROPOSED PARKING STALLS
 15 PEAK PARKING STALLS
 50 TOTAL PARKING STALLS



WS. STATUTE 182.0175 (1974)
 REQUIRES MIN. OF 3 WORK DAYS
 NOTICE BEFORE YOU EXCAVATE



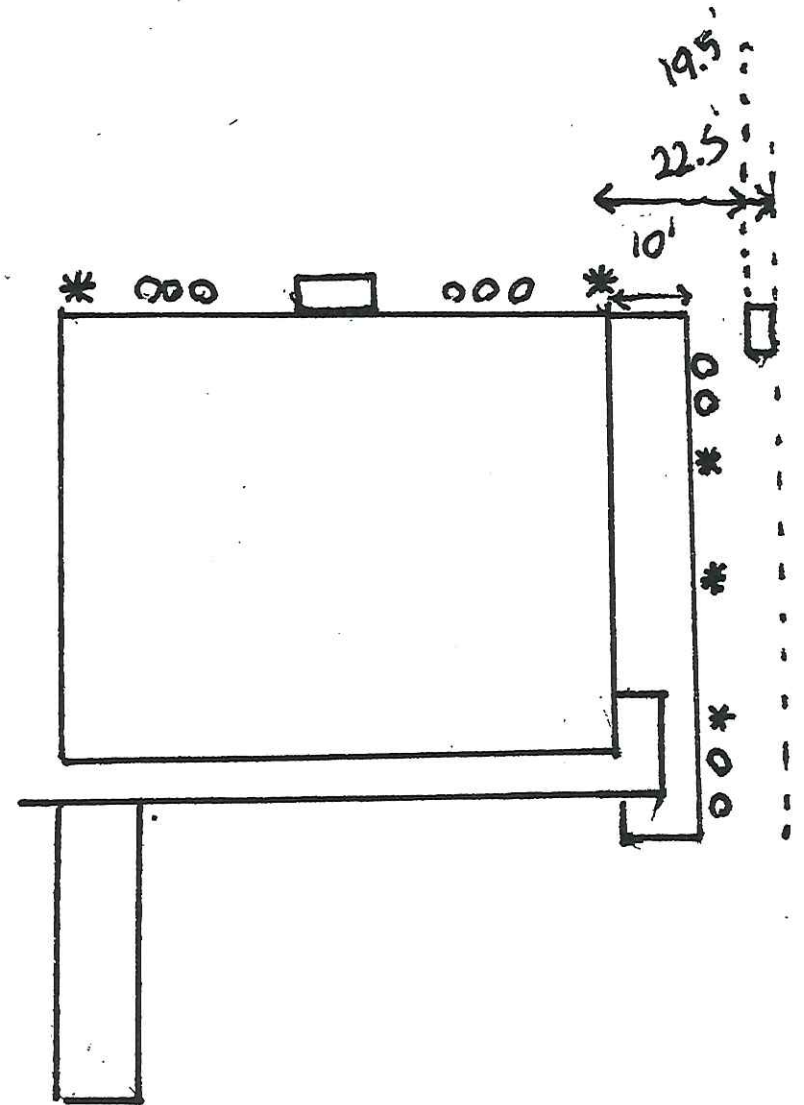
SILT FENCE CONSTRUCTION (SHEET FLOW)



ENGINEERED SOIL SHALL CONSIST OF THE FOLLOWING:
 70% SILICA SAND; 30% COMPOST W/ PH 5.5-6.5
 COMPOST SHALL MEET NMR SPECIFICATION 5100.
 STORAGE/INTERFACE LAYER SHALL CONSIST OF SAND AS FOLLOWS:
 SAND: WASHED QUARTZ OR SILICA 0.02 - 0.04 INCHES IN DIA.
 THE SEED MIXTURE FOR THE BIO-RETENTION BASIN BOTTOM SHALL BE "WET MEADOW" AS
 SUPPLIED BY PRAIRIE NURSERY OR EQUIVALENT. SEE THE GRADING AND EROSION CONTROL
 PLAN FOR APPLICATION DETAILS.
 TO PREVENT COMPACTION OF ENGINEERED SOIL AND SUBSOILS, CONTRACTOR SHALL PROTECT
 AGAINST MACHINERY ENTERING OR COMPACTING THE BIO-RETENTION BASIN AREA.

BIO-RETENTION BASIN DETAIL

EXCLUSIVELY ROSES - BUILDING ADDITION
 GRADING AND EROSION CONTROL PLAN
 PAGE: 2 OF 4
 DATED: DECEMBER 17, 2014
 REVISED: AUGUST 5, 2015
QUAM ENGINEERING, LLC
 Residential and Commercial Site Design Consultants
 www.quamengineering.com
 4604 Siggelkow Road, Suite A; McFarland, Wisconsin 53558
 Phone (608) 838-7750; Fax (608) 838-7752



Landscaping Plan

PLANT LIST

KEY	SIZE	COMMON NAME	ROOT	QUAN:
<u>Canopy Trees</u>				
SWO	2 1/2"	Swamp White Oak	BB	1
		Evergreen Shrubs		
EA	4"	Emerald Arborvitae	BB	5
<u>Ornamental Shrubs</u>				
GD	24"	Grey Dogwood	Pot	10
RTD	18"	Red Twig Dogwood	Pot	5
YTD	18"	Yellow Twig Dogwood	Pot	2

NOTES:

- 1) Turf areas to receive a minimum of 4" of topsoil, seed (no-mow mix), starter fertilizer, and straw mulch.
- 2) Turf areas in drainage swales and slopes 3:1 and greater shall be mulched with Curlex erosion control fabric (installed per manufacturer's specifications).
- 3) Individual trees and shrub groupings in lawn areas to receive shredded hardwood bark mulch plant rings (4" diameter) spread to a depth of 3".
- 4) Contractor will be responsible for landscape maintenance until completion and acceptance of the project.
- 5) Owner will be responsible for landscape maintenance after completion and acceptance of the project.

LANDSCAPE WORKSHEET

Landscape Points Required	
Lot zoning: Light Industrial	
Foundation Points Required:	100 points
Parking Lot Points Required: (80 points/20 stalls)	
10 new stalls =	30 points
Total Landscape Points Required	130 points
Landscape Points Supplied	
<u>Foundation:</u>	
5 Emerald Arborvitae @ 12pts =	60 points
10 Grey Dogwood @ 3pts =	30 points
Foundation subtotal:	110 points
<u>Parking Lot</u>	
1 Swamp White Oak @ 7.5 =	7.5 points
Foundation subtotal:	7.5 points
Total landscape points supplied =	117.5 points

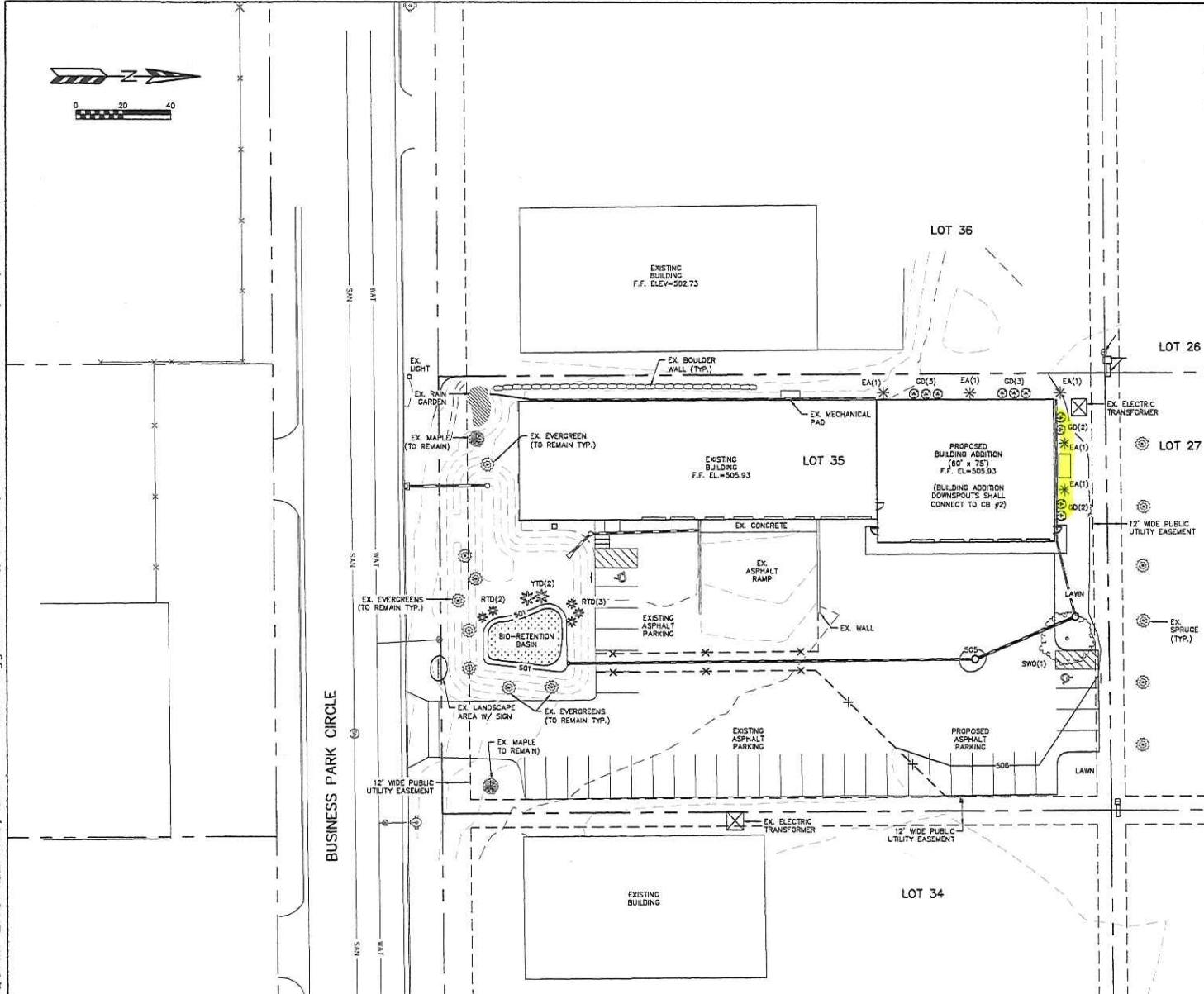
s.p.s.

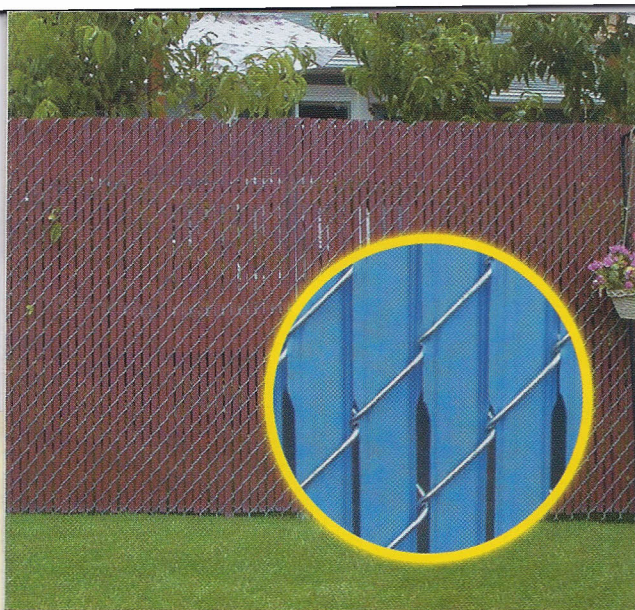
Paul Skidmore, Landscape Architect LLC
Paul Skidmore, ASLA
Landscape Architect

13 Red Maple Trail (608) 826-0032
Madison, WI 53717 (608) 335-1529 (c)
paulskidmore@sps.net

EXCLUSIVELY ROSES - BUILDING ADDITION
LANDSCAPE PLAN
PAGE: 3 OF 4
DATED: DECEMBER 17, 2014
REVISED: JULY 22, 2015

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FeatherLock™



1 Seller

Self - Locking

Easiest to Install

The Feather Lock slat is the most "user friendly" slat on the market today. This slat is totally self-locking and does not need a locking device at the top or bottom. It locks in at the top 10" of the fence by itself (2" mesh locking width is 1 1/2" and 2 1/4" mesh locking width is 1 11/16"). Feather Lock can be installed faster than any other slat.

This slat is the consumer's choice of all slats.

Installation: Insert the narrow end of each slat into the fence vertically. All slats should line up horizontally at the top of the fence. The locking device is the feather portion of the slat at the top.

Standard Heights: 4 ft., 5 ft., 6 ft., 7 ft., 8 ft., 10 ft., 12 ft.

Special heights available upon request.

Slat Length: 1 1/2" shorter than the overall height of the fence.

Wind Load and Privacy Factor: Approximately 80%.

Slat Name	Slat Width	Mesh Size	Wire Gauge	Slats Per Bag
Feather Lock 2"	1 1/4"	2"	9 or 11	Covers 10 linear feet
Feather Lock 2 1/4"	1 5/16"	2 1/4"	11 1/2	Covers 10 linear feet



CITY OF STOUGHTON
DEPARTMENT OF PLANNING & DEVELOPMENT
381 East Main Street, Stoughton, WI. 53589
www.cityofstoughton.com/planning

RODNEY J. SCHEEL
DIRECTOR
(608) 873-6619
fax: (608) 873-5519

July 25, 2016

Exclusively Roses
Emily Schmoll
221 Business Park Circle
Stoughton, WI. 53589

Dear Ms. Schmoll:

I have completed a final review of the conditional use permit request for the proposed outdoor storage expansion at 221 Business Park Circle, Stoughton, WI. 53589. A site plan review/approval by the Planning Commission and Business Park North Committee are both part of this process. A public hearing is scheduled for the August 8, 2016 Planning Commission meeting at 6:00 pm of which you will receive notice. The Business Park North Committee will also meet that same night at 5:30 pm to review this submittal. You and/or a representative will need to attend both meetings to answer questions if necessary.

Zoning Code Requirements:

1. The property at 221 Business Park Circle, Stoughton is zoned PI – Planned Industrial. The existing principle use is Light Industrial. This proposal is for approval to allow Outdoor Storage which is allowable as a conditional use in the Planned Industrial district. **A summary letter has been provided regarding the outdoor storage use.**
2. Outdoor Storage and wholesaling are described as follows: Outdoor storage and wholesaling land uses are primarily oriented to the receiving, holding, and shipping of packaged materials for a single business or a single group of businesses. Such a land use, in which any activity beyond loading and parking is located outdoors, is considered an outdoor storage and wholesaling land use. Examples of this land use include contractors' storage yards, equipment yards, lumber yards, coal yards, landscaping materials yard, construction materials yards, and shipping materials yards. Such land uses do not include the storage of inoperative vehicles or equipment, or other materials typically associated with a junkyard or salvage yard. **We have deemed the proposed outdoor storage of pallets is consistent with the examples of the outdoor storage land uses.**
3. Regulations related to outdoor storage and wholesaling are as follows:
 - a. All outdoor storage areas shall be completely enclosed by any permitted combination of buildings, structures, walls and fencing. Such walls and fencing shall be a minimum of eight feet in height and shall be designed to completely screen all stored materials from view from non-industrialized areas at an elevation of five feet above the grade of all adjacent properties and rights-of-way. Said walls or fencing shall be screened from residentially zoned property by a bufferyard with a minimum opacity of .80. **There are no residential properties nearby. All outdoor storage will need to meet the above**

screening requirements. Materials shall not be stored above screening/fencing. We have been provided details to confirm these requirements.

- b. The storage of items shall not be permitted in permanently protected green space areas (see section 78-608). **N/A**
 - c. The storage of items shall not be permitted in required frontage landscaping or bufferyard areas. **The plan meets this requirement.**
 - d. In no event shall the storage of items reduce or inhibit the use or number of parking stalls provided on the property below the requirement established by the provisions of section 78-704. If the number of provided parking stalls on the property is already less than the requirement, such storage area shall not further reduce the number of parking stalls already present. **This proposal eliminates one seasonal parking space. We have been informed that by adding the compactor, fewer seasonal employees will be needed.**
 - e. Storage areas shall be separated from any vehicular parking or circulation area by a minimum of ten feet. This separation shall be clearly delimited by a physical separation such as a greenway, curb, fence, or line of planters, or by a clearly marked paved area. **Details have been provided to confirm this requirement.**
 - f. Materials being stored shall not interfere in any manner with either on-site or off-site traffic visibility, including potential traffic/traffic and traffic/pedestrian conflicts. **N/A**
 - g. Inoperative vehicles or equipment, or other items typically stored in a junkyard or salvage yard, shall not be stored under the provisions of this land use. **This is expected.**
 - h. Facility shall provide a bufferyard with a minimum opacity of .60 along all property borders abutting residentially zoned property (see section 78-610). **N/A**
 - i. All outdoor storage areas shall be located no closer to a residentially zoned property than the required minimum setback for buildings on the subject property. **N/A**
4. The parking requirement for outdoor storage and wholesaling is one space for every 10,000 square feet of gross storage area, plus one space per each employee on the largest work shift. **The outdoor storage use is supplemental to the light industrial use and will not increase the parking demand. One parking space is eliminated as outlined in 3d above.**
5. All exterior trash storage areas shall be located within a gated enclosure which completely screens the view the compactor. The exterior of said enclosure shall be constructed of some or all of the materials used on the main building. **Details have been provided to confirm this requirement.**
6. The minimum landscape surface ratio is 25%. **Details have been provided to confirm this requirement.**
7. The Comprehensive Plan, planned land use map designates this property as Planned Industrial which is consistent with the zoning and use.
8. All off-street parking and traffic circulation areas shall be paved with a hard, all-weather surface and completed prior to building occupancy. **The site will meet this requirement.**
9. Any previously approved landscaping affected by this proposal shall be relocated if possible or replacement plants shall be installed. **A plan has been provided showing where plantings will be located or relocated.**

10. There are no exterior lighting requirements for this proposal. **Nothing proposed.**
11. Erosion control is expected for any excavation related to the outdoor storage use area. **Expected.**
12. A zoning permit is required prior to fence installation. **Expected.**
13. There are setback requirements from electric transformers. **Typically at least a 12-foot setback is required from the openable side of a transformer. Details have been provided to confirm this requirement.**
14. The outdoor storage area is not allowed within any easement area. **The plan meets this requirement.**

Business Park Covenants:

1. OUTDOOR STORAGE

- a) All outdoor storage shall be visually screened from access streets and adjacent property. Said screening shall form a complete opaque screen up to a point eight (8) feet in vertical height but need not be opaque above that point. Outdoor storage shall be meant to include parking of all company owned and operated motor vehicles, with the exception of passenger vehicles. No storage shall be permitted between a frontage street and the Building Line. **Details have been provided to confirm this requirement.**
 - b) No materials, supplies or products shall be stored or permitted to remain on the premises outside a permanent structure without the prior written consent of the Committee. **All materials are proposed to be screened from public view.**
2. Any other information considered pertinent by the Committee.

If you have any questions, please contact me at 608-646-0421

Sincerely,
City of Stoughton

Michael P. Stacey

Michael P. Stacey
Zoning Administrator/Assistant Planner

3.

a) The compactor height is 8'8" and screening will be 9'. The screening around the north face of the building will be 8'. Pallets will not be stacked above this height.

e) See 4.

4. The compactor would completely eliminate one peak season parking space, but we would also require fewer people to dispose of cardboard during our peak season. The yellow area on the site plan indicates area enclosed by fencing, which shows the compactor will be separated from additional peak season parking.

5. Fencing slats will be colored the same as the existing building.

6. The current lot area is 52,250 SQ.FT. and our current impervious area is 37,161, leaving 29% green space. The concrete area would cover an additional 650 SQ.FT., still leaving 28% of our green space.

The original site proportions can be seen in the upper left corner of the site plan that we provided.

9. Shrubs highlighted on the landscaping plan will need to be moved to the outside of the enclosure on the north face of the building.

13. The openable side of the transformer is right at the property line. The slab will extend 10' from the building as shown in the plan. This will leave 12.5 feet from the openable side.

Covenants:

1.

a) See 3. a)

b) See 3. a)



06.02.2016 14:28



06.02.2016 14:28