Plan Commission Meeting Minutes
Monday, February 8, 2021 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: Rodney Scheel, Director of Planning and Development; Michael Stacey, Zoning Administrator
Press: None
Guests: Jim Bricker; Dennis Steinkraus; Kirk Biodrowski; Attorney Rachel Snyder; Attorney Matt Dregne; Mackenzie Krumme; Peter Sveum; Rachel Venegas; C. Perret

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 January 11, 2021.**
   Motion by **Robinson** to approve the minutes as presented, 2nd by **Caravello**. Motion carried unanimously.

3. **Council Representative Report.**
   Caravello stated on January 26th the Common Council approved ordinances 1, 2, and 3 and resolutions 7 and 8.

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

5. **Request by James and Michelle Gerber for Certified Survey Map (CSM) approval to combine the parcels at 404 W. Wilson Street and 900 Bickley Court.**
   Scheel explained the request.

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

6. **Request by Kirk Biodrowski for approval of a conditional use permit (CUP) to allow an Indoor Commercial Entertainment use (restaurant type use) and for an In-Vehicle Sales and Service use (drive-thru) at 1720 US Highway 51-138.**
   Scheel introduced the request.

   Robinson has concerns about traffic safety and conflicts with the mobile vending use.

   Rachel Venegas questioned the ownership of the lots. Kirk Biodrowski stated the same entity owns the Pick and Save lot and the proposed Starbucks lot. Starbucks will lease the property as outlined in the application and packet of materials.

   Attorney Dregne gave an overview of the requirements to review/approve a conditional use permit application.

   Barman stated there is nothing in the ordinance that allows review of a local vs national business rather this request is for the evaluation of the coffee use. Attorney Dregne agrees.

Mayor Swadley opened the public hearing.

- Rachel Venegas is in favor of mobile vending for more than 180 days per year.
- Phil Harrison is not opposed to Starbucks if they meet all requirements.
- Kirk Biodrowski is in favor of the request and can answer questions if necessary.
- Rachel Venegas questioned access to the site and how traffic would flow. Kirk Biodrowski explained the route of the drive-thru and the exiting toward the south.

Mayor Swadley closed the public hearing.

Majewski is concerned about traffic flow and exiting for traffic wishing to head east on Hwy 51.

Kirk Biodrowski stated the previous bank had the same configuration.

The group discussed safety and traffic flow concerns on the adjacent Pick and Save site.

Caravello stated increasing bike parking spots would be a good idea.

The group discussed conditional use vs site plan review and it was determined the site plan is part of the conditional use review according to the conditional use requirements within the zoning code and as outlined in the resolution.

Attorney Dregne questioned if the Commissioners have enough information from the application to make a decision.

Robinson there are not enough signs or arrows directing traffic out of the site.

Barman stated there is not enough evidence to show how traffic would flow out of the site.

Kirk Biodrowski is concerned about what is being required.

Attorney Dregne stated it sounds like a site plan needs to be provided that demonstrates appropriate traffic flow. Attorney Dregne stated the application and CUP packet materials are part of the record for the CUP application.

Motion by **Majewski** to postpone the conditional use request until an updated site plan is provided to show the appropriate traffic flow, 2nd by **Selsor**.

A discussion took place about what the easement allows. Kirk Biodrowski stated the easement agreement gives the right to use any part of the parking lot for access.

Mayor Swadley stated the Plan Commission could have a special meeting if necessary to review an updated site plan.

Barman stated he would like to see traffic circulation off the Starbucks site including signage and potentially striping.

Schumacher stated if available he'd like to see incident rates of accidents on the site and average volume of traffic.

Dregne stated the resubmittal should speak to the easement for ingress and egress.

Motion carried unanimously.

Motion by **Barman** to postpone the site plan review until the site plan resubmittal for the conditional use review, 2nd by **Majewski**. Motion carried unanimously.

7. Request by KPW LLC for Preliminary Plat approval to re-plat Outlot 1, Block 1 of the KPW Meadows Addition.
Scheel gave an overview of the request.

Mayor Swadley opened the public hearing.

No one registered to speak.

Mayor Swadley closed the public hearing.

Majewski stated cul-du-sac's are discourage by Public Works due to the difficulty to remove snow.

Scheel stated cul-du-sac's were anticipated within this development and is allowable by ordinance.

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

8. Request by KPW LLC for rezoning approval of the parcels within the re-plat to Outlot 1, Block 1 of the KPW Meadows Addition.
Scheel gave an overview of the request.

Mayor Swadley opened the public hearing.

No one registered to speak.

Mayor Swadley closed the public hearing.

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

9. **Future agenda items.**
   Mobile vending ordinance; Kettle Park West final plat; Starbucks CUP and site plan.

10. **Adjournment.** Motion by **Majewski** to adjourn at 7:23 pm, seconded by **Schumacher**. Motion carried unanimously.

Respectfully Submitted, Michael P. Stacey

Plan Commission Special Meeting Minutes
Wednesday, February 24, 2021 at 6:00 pm
Virtual Meeting

Members Present: Mayor Tim Swadley, Chair; Todd Barman; Phil Caravello; Tom Robinson; Tom Selsor; and Brett Schumacher
Members Absent: Tom Majewski
Staff: Rodney Scheel, Director of Planning and Development; Michael Stacey, Zoning Administrator
Press: None
Guests: Steve Shulfer; Phil Harrison; C. Perret

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

2. **Request by Kirk Biodrowski for approval of a conditional use permit (CUP) to allow an Indoor Commercial Entertainment use (restaurant type use) and for an In-Vehicle Sales and Service use (drive-thru) at 1720 US Highway 51-138.**
   Mayor Swadley introduced the request.

   The following additional items have been provided for consideration:
   - Traffic Review Plan sheet provided on behalf of the applicant that illustrates their anticipated traffic flow along with anticipated traffic metrics
   - Existing Cross-Easement Agreement with Covenants and restrictions provided on behalf of the applicant
   - Traffic Accident Exhibit provided by Stoughton Police Department
   - A draft Easement Agreement that has been provided on behalf of the applicant
   - Traffic circulation concept provided by Commissioner Barman

   Steve Shulfer, representing Starbucks, referenced the provided Traffic Review plan and explained how traffic could flow through the site.

   Barman provided a traffic circulation plan to explain how he thought traffic could best flow through the site including an entrance only in the northeast corner of the Starbucks site. Barman is not in favor of an exit only at the northeast corner because the angle parking for Pick and Save will have traffic heading south to that entrance.

   Steve Shulfer stated they don't have a preference and just want the site to be safe for everyone.

   Robinson arrived at 6:09 pm

   The Commission discussed having an entrance only, exit only or completely closing the access at the northeast corner.

   Selsor stated he believes the Starbuck proposed traffic flow with the exit only at the northeast access point is a good start.

   Scheel noted the existing site (proposed Starbucks site) does have enough width between parking stalls to allow for two-way traffic.

   Robinson stated he drove through the site and found it easy to navigate out to the north from the northeast access.

Barman is in favor of the northeast access being either entrance only or closing it off altogether due to the Pick and Save parking lot layout.

Caravello stated he is in favor of leaving it exit only and see how it works.

Selsor believes the Starbucks plan is a good plan and Schumacher agrees.

Mayor Swadley likes the Starbucks proposal as presented and believes traffic flow can be revisited in the future if necessary.

The Commission discussed the few traffic incidents in that area of US Highway 51 as provided by Stoughton Police Department.

The Commission briefly discussed the provided new easement agreement.

Scheel stated any conditional use recommendation should list the reasons for the recommended approval.

Motion by **Barman** to recommend the Common Council approve the conditional use resolution and to require the northeast access be an entrance only based on Commission deliberation of the application, Starbucks Traffic Review plan, traffic accident statistics, the new access easement agreement and Commissioner Barman's traffic circulation concept. Motion failed for lack of a second.

Motion by **Selsor** to recommend the Common Council approve the conditional use resolution as presented using the Traffic Review Plan submitted by Starbucks with traffic flow adjustments as needed based on Commission deliberation of the application, Starbucks Traffic Review plan, traffic accident statistics, the new access easement agreement and Commissioner Barman's traffic circulation concept, 2nd by **Robinson**. Motion carried 6 – 0.

Motion by **Barman** to approve the site plan resolution as presented, 2nd by **Robinson**. Motion carried 6 – 0.

3. **Adjournment.** Motion by **Robinson** to adjourn at 6:44 pm, seconded by **Caravello**. Motion carried unanimously.

Respectfully Submitted,

Michael P. Stacey