

# **MEETING NOTICE**

The **City of Stoughton** will hold meeting of the **Business Park North Committee** on **Monday, July 11, 2011 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. Elect Chair and Vice-Chair.
3. Discuss meeting times and dates.
4. Discuss BPN Committee Membership.
5. Consider approval of the Business Park North Committee meeting minutes of February 14, 2011 and June 13, 2011.
6. Any other business as deemed necessary.
7. Adjournment.

Randy McLaury – Chair, Business Park North Committee

6/30/11mps

Packets sent to:

### **Business Park North Committee**

Randy McLaury, Chamber Rep., Chair

Keith Comstock, Vice-Chair

Dave Phillips, Chamber Executive Director

Mike Sasse, Chamber Rep.

Planning Director Rodney Scheel

Finance Director Laurie Sullivan

Ross Scovotti, Council member

Carl Chenoweth, Council member

\*Please contact Michael Stacey at 646-0421 if you cannot make it to the meeting.

**cc:** Zoning Administrator Michael Stacey (2 Packets)  
Utilities Director Bob Kardasz (Packet)  
Stoughton Newspapers/Wisconsin State Journal (fax)  
City Attorney Matt Dregne (e-mail)  
Department Heads & Council Members (e-mail)  
Pili Hougan (e-mail)  
Area Towns (e-mail)  
Derek Westby (email)

"IF YOU ARE DISABLED AND IN NEED OF ASSISTANCE, PLEASE CALL 608-873-6677 PRIOR TO THIS MEETING."  
**AN EXPANDED MEETING MAY CONSTITUTE A QUORUM OF THE COUNCIL.**

## **Business Park North Committee Meeting Minutes**

**Monday, February 14, 2011 - 9:00 a.m.**

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

**Members Present:** Randy McLaury, Chair; Keith Comstock, Vice-Chair; Dave Phillips; and Rodney Scheel.

**Absent and Excused:** Dick Entwistle; Laurie Sullivan; Dave McKichan; and Eric Olstad.

**Staff:** Street Superintendent, Karl Manthe; Zoning Administrator, Michael Stacey; Utilities Director, Bob Kardasz; Police Chief, Greg Leck and Mayor, Donna Olson.

**Guests:** Mike Sasse, Ted DeGroff and Mark Halverson.

1. **Call to order.** McLaury called the meeting to order at 9:00 a.m.
2. **Safety and security with the street lights.** Kardasz provided information regarding the policy for installation of street lighting. The group discussed pedestrian safety and possible modification of the street lighting at the southwest curve of the Business Park. Kardasz noted if the group decides they want to modify any of the street lighting, a request should be made to him and the request would go to the Utilities Committee and Council. Kardasz checked with his staff and found the lighting in the southwest curve of the Business Park is not the box type rather the lighting currently installed does illuminate farther out.
3. **Snow plowing.** McLaury stated he has heard the snowplowing has improved. Manthe explained how streets are categorized for snow removal and noted the business park typically gets plowed sooner than where they are on the list. Comstock suggested the snow be plowed back farther toward the curb. Manthe stated he would talk to his plow driver about the timing of plowing the park and plowing closer to the curb.
4. **Update on the City's overall marketing of the remaining lot and proposed business park expansion.** Mayor Olson stated there are ongoing discussions with the Moe family to expand the Park. The City has the remaining lot for sale and there are currently no offers. The group discussed the marketing history of the Business Park. Phillips stated he will seek including the vacant lot on the Chamber website.
5. **Update on the Storage Shop property relating to the minimum asset value versus the actual assessment. What are the plans for this site going forward?** Scheel explained that due to the timing of the transition of the Finance Director position and new City Attorney, he believes the condition to require a minimum asset value for this property was missed on the purchase agreement.
6. **Update on Stellar Services (fill dirt).** Scheel explained they have until May 30, 2011 to remove the pile of dirt as per the Dane County Land Conservation review.
7. **Signage improvement for the Park.** The group discussed the need to spruce up the area around the sign for the Business Park. Manthe stated his staff can trim back the shrubbery and trees this spring.

- 8. Parking on the streets.** Scheel explained the final plat for the business park includes a path on both sides of the street which prohibits parking. Scheel stated the final plat would have to be amended to allow parking and an ordinance would also have to be approved for parking. Scheel also found the business park covenants may also need to be amended. Leck stated if a business has a special need for temporary parking, the business should contact him directly and work out arrangements. A lengthy discussion took place regarding parking in the street. After the meeting, Scheel found a bike lane is delineated on the southern portion of business park circle. Motion by **McLaury** to allow Comstock to contact the business park owners regarding allowing parking in the street within the park, 2<sup>nd</sup> by **Sasse**. Motion carried unanimously.

**Planning Department Staff findings after the meeting.**

**Ordinance 70-176(47) prohibits parking at all times on both sides of Business Park Circle, Commerce Road and Progress Lane.**

**The Business Park North Plat identifies a bike lane on the south side of Business Park Circle (except the north leg that runs east and west), the east side of Progress Lane and the east side of Commerce Road.**

**The Covenants for Business Park North don't specifically state parking is not allowed on the streets contained within, however, it states the following: "All present and future vehicular parking, including trucks, trailers, employee and visitor parking shall be provided on the premises and shall comply with all the provisions of the applicable Stoughton City Zoning regulations."**

- 9. Mike Sasse joining the committee in place of Dick Entwistle.** A discussion took place regarding the process to replace Entwistle with Sasse. Mayor Olson stated a letter of resignation is expected from Entwistle. Motion by **Phillips** to have Sasse join the business park north committee, 2<sup>nd</sup> by **Comstock**. Motion carried unanimously.
- 10. Any other business as deemed necessary.** None
- 11. Adjournment.** Motion by **Phillips** to adjourn, 2<sup>nd</sup> by **Comstock**.

**MINUTES OF THE JOINT MEETING OF THE BUSINESS PARK NORTH COMMITTEE AND PLANNING COMMISSION**

**Monday June 13, 2011 – 5:30 P.M.**  
**Council Chamber, Public Safety Building**  
**321 S. Fourth Street, Stoughton, WI.**

**Present:**

**Business Park North Committee:** Keith Comstock, Vice-Chair; Director of Planning & Development, Rodney Scheel; Dave Phillips; and Ross Scovotti.

**Planning Commission:** Mayor Donna Olson, Chair; Ron Christianson; Todd Krcma and Rollie Odland.

**Absent and Excused:** Mike Sasse; Randy McLaury; Eric Hohol; Troy Wieser; Laurie Sullivan; and Carl Chenoweth

**Guests:** John Bieno and Ted Cone

**Press:** Mark Ignatowski

**Staff:** Director of Planning & Development Rodney Scheel and Zoning Administrator Michael Stacey.

1. **Call to Order:** Mayor Olson called the meeting to order at 5:50 p.m.
2. **Elect Chair and Vice-Chair.** Motion by **Scheel** to **Table** until the next meeting, 2<sup>nd</sup> by **Comstock**. Motion carried unanimously.
3. **Discuss meeting times and dates.** Motion by **Scheel** to **Table** until the next meeting, 2<sup>nd</sup> by **Comstock**. Motion carried unanimously.
4. **Consider approval of the Business Park North Committee meeting minutes of February 14, 2011.** Motion by **Scheel** to **Table** until the next meeting, 2<sup>nd</sup> by **Comstock**. Motion carried unanimously.
5. **Request by TJK Design Build, representing Heckman & Associates, Inc. to approve construction of a new building at Park Place, 160 Business Park Circle.**  
Scheel introduced the request. John Bieno of TJK Design Build explained the request.  
  
Motion by **Phillips** to approve the construction of a new building at 160 Business Park North contingent on the staff review letter dated June 7, 2011, 2<sup>nd</sup> by **Comstock**. Motion carried 8 - 0.
6. **Any other business as deemed necessary.** None discussed
7. **Adjournment:** Motion by **Scheel** to adjourn at 6:00 pm, 2<sup>nd</sup> by **Comstock**. Motion carried 8 - 0.

Respectfully submitted,  
Michael Stacey