Plan Commission Meeting Minutes
Monday, April 13, 2020 at 6:00 pm
Virtual Meeting

Members Present: Mayor Tim Swadley, Chair; Phil Caravello; Todd Barman; Brett Schumacher; Tom Robinson; and Tom Selsor
Members Absent: Tom Majewski, Vice-Chair
Staff: Rodney Scheel, Director of Planning & Development; Michael Stacey, Zoning Administrator; Dan Glynn, Parks and Recreation Director
Press: None
Guests: Blake George; Scott Truehl; Dennis Steinkraus; Jim Bricker; Kevin and Tara Whitford; Dan O'Callaghan; Dave Jenkins

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 March 9, 2020.**
   Motion by **Robinson** to approve the minutes as presented, 2nd by **Schumacher.** Motion carried 5 - 0.

3. **Council Representative Report.**
   Caravello stated the Common Council approved the rezoning and conditional use for 1640 E. Main Street.

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

5. **Request by Scott Truehl for site plan approval to construct a building addition at The Printing House/Madison Powder Coating, 540 Business Park Circle.**
   Scheel gave an overview of the project while displaying the updated plan submitted 4-13-2020 and reported the endorsement approved by the Business Park North Committee. The owner, Kevin Whitford, gave an overview of the project and their business and Scott Truehl, the contractor, provided input on the project.

   The applicant plans to use a combination of gray and dark gray metal wall panels for the addition and to repaint the existing building.

   Scheel stated the Business Park North Committee recommends approval contingent on the 3-foot brick veneer be added to the addition.

   Motion by **Schumacher**, seconded by **Caravello** to approve the building and site plans (per updated plans submitted 4-13-2020) for the addition at 540 Business Park Circle with the addition of a 3-foot brick wainscot on the south elevation of the addition except for where it transitions to the existing building. Motion carried unanimously.

   Barman arrived at 6:15pm.

6. **Request by Blake George for site plan approval to construct a commercial building at 1008 Nygaard Street.**

Scheel gave an overview of the commercial building project and shared the support for the two access points onto Nygaard Street and no access to Roby Road. Scheel discussed the planned roundabout at USH 51 and Roby Road and the tendency of drivers to accelerate when leaving a roundabout which supports to driveway access onto Roby for this project. Scheel displayed the landscaping plan that was received late today and reported that staff has not completed the review on the landscaping plan.

Blake George provided a summary of the project. Scheel reported the truck turning information in the packet does not reflect the two access points on Nygaard Street and no access to Roby Road but does confirm truck turning movements can be made on-site without backing into or from Nygaard Street. Barman inquired about the lighting plan and staff reported the updated plan has been submitted and found to be compliant. Schumacher inquired about potential tenants and stormwater management. Blake George indicated they have a primary tenant that will use most of the space but don't have the second tenant lined up yet. He further indicated the stormwater design has been prepared by Royal Oak Engineering and will meet City/County standards with connection to the City's storm water system. There was discussion about the use of female Ginko trees versus male Ginko trees.

Motion by **Robinson**, seconded by **Selsor** to approve the resolution that approves the project subject to the staff review letter and allow staff to confirm compliance of the landscaping plan. Motion carried unanimously.

7. Request by George Blake for approval of a CSM to combine the parcels at 1008 Nygaard Street.

Scheel gave an overview of the certified survey map to combine the parcels into one lot. Motion by **Robinson**, seconded by **Schumacher** to approved the Council resolution approving the certified survey map. Motion carried unanimously.

8. Request by Forward Development Group for approval of The Meadows at Kettle Park West Final Plat.

Scheel gave an overview of the previously approved plat (Kettle Park West – The Meadows Addition) and certified survey map and identified the area of the final plat currently being considered called The Meadows at Kettle Park West. The preliminary plat for this area has already been approved.

The overall Kettle Park West development is planned to included 306 residential units (this includes the 100 senior housing units already constructed but outside of these plats). The developer is proposing to provide approximately 4 acres of land adjacent to this plat that would allow the dedicated park to be extended to the west. The additional 4 acres will a meet the full park land dedication requirement without having to pay a fee in lieu of dedication. There was discussion about this additional 4 acres and Recreation Director Dan Glynn provided input. Dan O'Callaghan indicated the developer is willing to deed this land instead of paying a fee in lieu of dedication if the details can be worked out.

Scheel discussed the final plat and highlighted several conditions in the Council resolution. One condition requires the creation of a homeowner's association to own and maintain private outlots and alleys. Another condition that was placed on the preliminary plat was that "An agreement providing for uninterrupted access to and connectivity between the proposed "Oak Opening Drive" within the Plat, and Deer Point Drive within the Town of Rutland continuing to U.S.H. 51, must be approved and executed by the City and the Town of Rutland. The City shall have no obligation to negotiate or enter such an agreement." The City has offered to make such improvements to the Town but an agreement has not yet been reached. The City intends to continue pursuing such an agreement, but since such an agreement cannot be certain this resolution removes the condition for the final plat approval.

Barman inquired about the one-way traffic pattern for Castle Circle and the back-in parking stalls in the outlot of this circle. Scheel reported the outlot will be maintained by the homeowner's association and that the back in stalls can be found elsewhere in the County. The overall terrace tree planting plan has been provided to illustrate the intended canopy and will be confirmed by the City Forester as the project moves through construction.

Motion by **Barman,** seconded by **Robinson** to support the preference of dedicating the land adjacent to the plat over fees in lieu of dedication. Motion carried 5-1 with Selsor voting No.

Motion by **Barman,** seconded by **Robinson** to approve the Council resolution approving The Meadows at Kettle Park West final plat with conditions. Motion carried 5-0-1 with Selsor abstaining.

9. Future agenda items.

Schumacher would like to discuss improvements to Oak Opening Drive in the Town of Rutland.

10. Adjournment.

Motion by **Schumacher** to adjourn at 6:55 pm, 2nd **Caravello**. Motion carried 6 – 0.

Respectfully Submitted,

Michael P. Stacey

Special Plan Commission Meeting Minutes
Thursday, April 23, 2020 at 6:00 pm
Virtual Meeting

Members Present: Mayor Tim Swadley, Chair, Phil Caravello; Todd Barman; Tom Robinson; and Tom Selsor
Members Absent: Tom Majewski, Vice-Chair and Brett Schumacher
Staff: Rodney Scheel, Director of Planning & Development; Finance Director Jamin Friedl
Press: None
Guests: Dan O'Callaghan; Dennis Steinkraus; David Ferris; David Jenkins, Konner Kearney,

1. **Call to order.** Mayor Swadley called the meeting to order at 6:02 pm.

2. **Public Hearing regarding the proposed amendment of project plan for Tax Incremental District No. 7 (See the Public Hearing Notice which was published on April 16, 2020).**

   No one registered to speak and no one spoke during the public hearing.

3. **Consideration and possible action on "Resolution Approving a Project Plan Amendment for Tax Incremental District No. 7, City of Stoughton, Wisconsin".**

   David Ferris, the City's consultant from Ehlers, gave a detailed presentation on the proposed Project Plan Amendment of Tax Incremental District No. 7.

   It was reported the Joint Review Board has held their initial meeting on the proposed Project Plan Amendment.

   Motion by **Barman,** 2nd by **Robinson** to approve the Project Plan Amendment R-9-2020 as presented. Motion carried unanimously.

4. **Adjournment.** Motion by **Robinson** to adjourn at 6:30 pm., 2nd by **Caravello**. Motion carried unanimously.

   Respectfully Submitted,

   Rodney Scheel