Plan Commission Meeting Minutes
Monday, March 13, 2023 at 6:00 pm
Hybrid Meeting

Members Present: Mayor Swadley, Chair; Brett Schumacher, Vice-Chair; Phil Caravello; Dorann Bradford; Tom Majewski; Tom Robinson and Al Farrow
Members Absent: None
Staff: Director of Planning and Development, Rodney Scheel; Zoning Administrator, Michael Stacey
Guests: Tom Matson; Ryan Birschbach; John Ford; Teresa Lindfors; Chris Schmitz; Nick Tennessen; Lisa Reeves; Eric Sykes; Stephen Tremlett; Patricia Cross; Christopher Tank; James McFadden; Julie Peterson; Mark Holzmann; Layne and Pam Close; Michael Engelberger; Tyler Denig and John Matson.

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

2. **Roll call and verification of quorum.** Mayor Swadley verified a quorum is present.

3. **Certification and compliance with open meetings law.** Mayor Swadley certified compliance with open meetings law.

4. **Plan Commission meeting minutes of February 13 and 27, 2023.**
   Motion by **Robinson** to approve the minutes as presented, 2nd by **Bradford**. Motion carried unanimously.

5. **Council Representative Report.**
   Caravello stated the Common Council approved resolutions 17, 24 and 25, 2023 and postponed resolutions 26 and 27, 2023.

6. **Status of Current Developments.**
   Scheel introduced the status of developments as outlined in the packet of materials and reminded the Commission of the upcoming joint meeting with the Common Council on April 11, 2023 for the Kwik Trip CUP. There were no questions.

7. **Planned Development – General Development Plan for Stoughton Hospital at 900 Ridge Street.**
   Scheel gave an overview of the proposed planned development – general development plan.

   Teresa Lindfors of Stoughton Hospital explained the proposed project including:
   - Meeting with the area neighbors to discuss the project;
   - Reduction of 18 parking spaces to allow more landscaping and buffer at the west parking area;
   - Moved the entrance from Lynn Street to Ridge Street;
   - Plan to use the west parking area primarily for daytime staff use;
   - Plan to have the west parking lot lighting on a timer for less neighborhood disruption;

- Plan to continue to work with neighbors on the landscaping plan for the west parking area.

Mayor Swadley opened the public hearing.

Layne Close spoke in support of the project and to be included in the process.

Mark Holzmann spoke in support and expressed concern about aspects of the west parking lot plan.

Julie Peterson spoke with concern about the west parking lot plan along Lynn Street including the increase in traffic.

Teresa Lindfors registered in favor and spoke prior to the hearing.

Mayor Swadley closed the public hearing.

Scheel explained the planned development process and suggested adding a recital within the ordinance that describes all of the parcels that are part of the general development plan.

Farrow questioned if the parking could be one large lot instead of split. Nick Tennessen of Kapur Inc stated there is a 7-foot drop in elevation going to the west which will require a retaining wall between the east and west parking lots.

Farrow questioned the landscaping requirements. Scheel explained the landscaping requirements are by a point system. Mayor Swadley stated there have been recent changes to the landscaping requirements with the assistance of the City Tree Commission.

Farrow questioned the lighting footcandle requirements for the overall parking area. Scheel stated there is a maximum footcandle requirement of 0.5 at the property line.

Caravello questioned the entry/exit location for the west parking lot and the affect on the neighborhood.

Caravello questioned the difference between using the Institutional zoning vs the Planned Development classification. Scheel explained the Planned Development zoning still uses the underlying zoning of Institutional and the reason to use the Planned Development zoning is to reduce the required setbacks along Academy and Church Streets. Scheel stated a variance from the zoning code would be hard to acquire compared to using the Planned Development approach.

Caravello questioned the overage of parking stalls. Scheel stated the number of parking stalls will be reviewed as part of the Specific Implementation Plan process and is not part of the GDP process.

Majewski questioned why the whole parking area cannot be graded to be one parking lot and eliminate the need for a retaining wall. Majewski also questioned if there would be onsite stormwater retention. Scheel stated onsite management is required. Nick Tennessen stated grading the whole site is not feasible due to the extreme grade difference, higher cost and it would be difficult to manage stormwater.

Schumacher stated he is sad to see the mature trees will have to be removed and asked if a 2 layer parking structure was considered at the existing east parking area. Teresa Lindfors stated a parking structure was considered and the cost is around $30,000 per parking stall. This cost is prohibitive for a non-profit organization. Schumacher questioned if one would be considered in the long range plan. Teresa Lindfors could not say never but there are no plans at this time.

Scheel and Mayor Swadley explained the process going forward.

Caravello questioned the timing of the land banked parcels. Teresa Lindfors stated they cannot predict when those parcels would be needed for parking.

Motion by **Bradford** to recommend the Common Council approve the Planned Development – General Development Plan ordinance with the additional recital, 2nd by **Farrow**. Motion carried unanimously.

8. Certified Survey Map (CSM) for Stoughton Hospital, 900 Ridge Street, to combine several properties for a proposed building addition and parking lot expansion.

Scheel explained the request and noted the CSM will go to Council with the GDP second reading on April 11, 2023.

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

9. Urban Service Area Amendment for the expansion of Stone Crest.

Scheel gave an overview of the proposed amendment.

Tom and John Matson were available for questions.

Steve Tremlett had nothing more to add after Scheel's overview.

Motion by **Bradford** to recommend the Common Council approve the resolution for the Urban Service Area Amendment as presented, 2nd by **Farrow**. Motion carried unanimously. It was discussed that staff revisions may be incorporated prior to action by the Common Council

10. Building Additions and Site Improvements at Water Street Tavern, 324 S. Water Street.

Mayor Swadley introduced the request.

James McFadden gave an overview of the project.

Scheel stated the site plan will need to be modified to show the required dumpster screening. James McFadden stated he understood.

Bradford questioned the timing of the north addition. James McFadden stated the addition is planned for September-October of 2023.

Schumacher questioned if the north addition is completely enclosed. James McFadden stated it is.

Bradford questioned the distance the north addition would be from the north lot line. Scheel stated the Central Business allows a zero setback from lot lines.

Motion by **Robinson** to approve the site plan including the site plan amendment to include screening of the dumpster as required by code, 2nd by **Bradford**. Motion carried unanimously.

11. Request to amend the zoning code section 78-206(8)(j) related to home occupation sales.

Scheel introduced the request.

Eric Sykes explained the request to change the ordinance to sell products from a home. Eric Sykes stated many people sell various products from their homes especially since COVID.

Scheel explained the potential process to amend the code to allow sales. Scheel stated it is likely people are selling products from their homes and currently staff responds when a complaint is submitted.

Caravello stated he is concerned about someone opening a store vs just selling Mary Kay or Tupperware products.

Scheel stated all types of residential zoned properties are affected.

Farrow, Schumacher, Bradford, Swadley and Majewski are in favor of looking into making a change. Schumacher suggested creating a task force to review a change.

Robinson stated he is fine with the way it is as a change may create more complaints.

12. Future agenda items.

- Magnolia Springs Final Plat and Rezoning.
- Stoughton Hospital Addition SIP
- Stoughton Trailers Development USAA
- Comprehensive Plan Amendment for STI Holdings
- Kwik Trip Public Hearing
- Sales in Residential Areas

Caravello questioned if there are any or should there be requirements for a gas station to be setback a certain distance from a school. Scheel stated he does not know of any requirement.

Farrow would like to see the Attorney summary of the conditional use review requirements provided to the public. Scheel stated it is available online from the last meeting. Mayor Swadley stated he would check with IT for options to provide it to the public.

13. Adjournment.

Motion by **Caravello** to adjourn at 7:29 pm, 2nd by **Schumacher**. Motion carried unanimously.

Respectfully Submitted,

Michael Stacey