Plan Commission Meeting Minutes
Monday, August 8, 2022 at 6:00 pm
Hybrid Meeting

Members Present: Mayor Swadley, Chair; Brett Schumacher, Vice-Chair; Dorann Bradford; Phil Caravello; Al Farrow; Tom Robinson and Tom Majewski
Members Absent: None
Staff: Michael Stacey, Zoning Administrator
Guests: Jeff Kraemer; Todd Nelson; Bob Dvorak; James McFadden; David West; Jeff Groenier; Fred Van Buren; Bruce Hollar; Amy Hartsough; Dennis Huvila; Rob Hostrawser and Paul Blommel.

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

2. **Plan Commission meeting minutes of July11, 2022.**
   Motion by **Majewski** to approve the minutes as presented, 2nd by **Bradford**. Motion carried unanimously.

3. **Council Representative Report.**
   Caravello stated the Common Council approved R-146, 147 and 148 - 2022 and O-14-2022.

4. **Status of Current Developments.**
   Mayor Swadley gave an overview of the status of developments as outlined in the packet of materials and noted that the contractor is working on the irrigation system at Walmart before installing plantings.

5. **Planned Development - General Development Plan for Lot 6 within the 51 West Development.**
   Mayor Swadley explained the request to increase density on this site.

   Mayor Swadley opened the public hearing.

   No one registered to speak.

   Mayor Swadley closed the public hearing.

   Farrow questioned the signage listed in the application. Bruce Hollar representing the applicants stated there is not a detailed plan yet for signage. Schumacher questioned if there will be more details for signage at the SIP stage. Stacey stated there would be.

Robinson questioned if the Fire Department had reviewed the site plan. Stacey stated they have and the applicant added the additional access to Oak Opening Drive for better emergency access per their recommendation.

Motion by **Schumacher** to recommend the Common Council approve the General Development Plan as presented, 2nd by **Caravello**.

Fred Van Buren, applicant, questioned if the approval is for increasing the density to 20 units. Mayor Swadley stated the recommendation is for 20 units.

Motion carried unanimously.

6. New signage within the Downtown Design Overlay Zoning District at 135 W. Main Street.
Mayor Swadley introduced the request.

Stacey gave an overview of the request.

Motion by **Robinson** to approve the signage as presented, 2nd by **Bradford**. Motion carried unanimously.

7. Amended site plan for 314 W. Main Street.
Mayor Swadley introduced the request.

Amy Hartsough and Dennis Huvila, 311 W. Washington Street explained they only had a verbal agreement with Todd Nelson to change the access easement from the Main Street to Prairie Street. They had an attorney draft an access easement document for recording. However, at this point they have no signed agreement and have not heard back from Todd Nelson. Todd Nelson eliminated their access to Main Street without a signed agreement. They are still willing to work with Todd Nelson to change the access to Prairie Street.

The Commission discussed options.

Motion by **Schumacher** to postpone this request until an access agreement has been worked out, 2nd by **Caravello**. Motion carried unanimously.

8. Site plan for Water Street Tavern, 324 S. Water Street.
Mayor Swadley introduced the request.

Stacey explained the intent of the request.

Schumacher recommends they add a deep sand bed under the concrete where the planned freezer will be located. Schumacher noted these areas are prone to black mold.

Motion by **Robinson** to approve the site plan as presented, 2nd by **Bradford**. Motion carried unanimously.

9. Certified Survey Map (CSM) to combine parcels at 1000 East Street.
Mayor Swadley introduced the request.

Stacey explained the applicant is planning a future building addition and currently a lot line splits the building.

Paul Blommel, owner, explained the intent is to eliminate the non-conforming lot line and prepare for a future addition to add office space and he plans to upgrade the looks of the exterior.

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

10. Concept plan at 1424 US Highway 51-138 (former pizza hut site).
Mayor Swadley introduced the request.

Jeff Kraemer gave an overview of the concept plan and described a new pick-up only model that does not use a menu board and payments are made prior to pick-up.

Robinson questioned where customers drive once they pick up their order. Jeff Kraemer stated he envisioned them turning sharp right and leaving the site. Robinson stated there does not appear to be ample room for the turn-around there. Jeff Kraemer agreed that will need to be reviewed.

Bradford questioned if both drive thru's were pick-up only. Jeff Kraemer stated the west drive thru has a menu board.

The Commission discussed options for the site.

Stacey stated the plan is based on the current code requirement for 100 feet of vehicle stacking before the drive-up window and we know this is not working for several sites already. Stacey noted this section of code is on our list for attorney review.

Farrow stated traffic in this area is very busy at times which makes it difficult to access this site.

Jeff Kraemer stated he needs to make a decision on the site within the next 30 days.

The Commission indicated a willingness to work with him on a development plan.

11. Planned Development – Concept Plan for Lots 1, 3 and 4 within the 51 West Development.

Mayor Swadley introduced the request.

Stacey explained the intent of the zoning change is to increase density on each lot.

Schumacher questioned if the increase in density will affect the traffic impact.

Jeff Groenier, representing the applicant stated the density is only increased by 14 units even with the density increase at Lot 6. He stated the request is also for a reduced rear setback from 30 to 20 feet.

Bob Dvorak stated the increase in density should not affect the development and noted that Lot 17 cannot be developed until the round-about is constructed at Hwy 51 and Rutland-Dunn.

Jeff Groenier stated the intent is to come back with the General Development Plan for the October 10th meeting.

12. Proposed ordinance amendments to Chapter 30 – Floodplain Zoning.

Mayor Swadley introduced the request.

Stacey explained the WDNR updated the model floodplain ordinance in March of this year and communities in the State are required to meet these requirements. Since the City has not updated the Floodplain ordinance since 2004 we were due to update this ordinance. Stacey worked with WDNR staff to make the necessary amendments.

Mayor Swadley opened the public hearing.

No one registered to speak.

Mayor Swadley closed the public hearing.

Schumacher questioned if the floodplain maps changed as part of this amendment. Stacey stated they did not change.

Motion by **Bradford** to recommend the Common Council approve the Ordinance amendment as presented, 2nd by **Farrow**. Motion carried unanimously.

13. Future agenda items.

314 W. Main Street site plan and GDP for Lots 1, 3 and 4 at 51 West

14. Adjournment.

Motion by **Schumacher** to adjourn at 7:35 pm, 2nd by **Caravello**. Motion carried unanimously.

Respectfully Submitted,

Michael P. Stacey