Plan Commission Meeting Minutes
Monday, September 12, 2022 at 6:00 pm
Hybrid Meeting

Members Present: Mayor Swadley, Chair; Brett Schumacher, Vice-Chair; Dorann Bradford; Phil Caravello; Tom Robinson and Tom Majewski
Members Absent: Al Farrow
Staff: Rodney Scheel, Planning and Development Director
Guests: Bob Dvorak; Rick Manthe; Tim Kotlowski; Austin Kotlowski; Eric Olson; Alexi Heidkamp and M. Havlik.

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

2. **Plan Commission meeting minutes of August 8, 2022.**
   Motion by **Schumacher** to approve the minutes as presented, 2nd by **Bradford**. Motion carried unanimously.

3. **Council Representative Report.**
   Caravello stated the Common Council approved O-16-2022 and R-169-2022.

4. **Status of Current Developments.**
   Scheel gave an overview of the status of developments as outlined in the packet of materials. He highlighted the number of single-family home permits and that there are several new permit applications being processed now. Schumacher inquired whether the easement and site plan are still in the works by the owners of 314 W. Main Street and Scheel reported we plan to have them at a future meeting once the information becomes available.

5. **Rezoning request for 1008 Riverview Drive from SR-4 Single Family Residential to SR-5 Single Family Residential.**
   Scheel explained the request. Schumacher inquired about the future driveway orientation and Eric Olson reported the driveway will be on Riverview Drive. Olson also acknowledged the need to work with Stoughton Utilities regarding water and sanitary sewer laterals for the new parcel.

   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 **Bradford**.

   Motion carried unanimously.

6. **Certified survey map (CSM) request to split the parcel at 1008 Riverview Drive to create a new single family lot.**
   Scheel explained the request and reinforced the need to work with Stoughton Utilities regarding how the new parcel will be served with sanitary sewer and water laterals.

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

   Motion carried unanimously.

7. **Rezoning request for 2232 Otteson Drive from Institutional to Planned Development – General Development Plan**.
   Scheel explained the request.

   Mayor Swadley opened the public hearing.

   No one registered to speak.

   Mayor Swadley closed the public hearing.

   Motion by **Caravello** to recommend the Common Council approve the rezoning ordinance as presented, 2nd by **Bradford**.

   Motion carried unanimously.

8. **Vacation of a portion of Velkommen Way at US Highway 51.**
   Scheel explained the request.

   Alder Majewski suggested that a 15-foot pedestrian/bicycle easement be preserved in the area to be vacated to connect Nygaard Street to USH 51. The easement is intended to accommodate a 10-foot wide sidewalk or shared-use path. It is not intended to be construct at this time but will be a logical connection to the 10-foot sidewalk planned to be installed along USH 51 in 2026 with the DOT Majors Project.

   Motion by **Majewski** to recommend the Common Council approve the vacation as presented with the condition that a 15-foot pedestrian/bicycle easement be preserved in the area to be vacated to connect Nygaard Street to USH 51, 2nd by **Caravello**.

   Motion carried unanimously.

9. **Extra-territorial land division at 3511 State Highway 138, Town of Rutland.**
   Scheel explained the request.

Motion by **Bradford** to recommend the Common Council approve the CSM resolution as presented, 2nd by **Majewski**.

Motion carried unanimously.

10. Discuss a zoning code amendment for communication towers.

Attorney Rick Manthe discussed the state of City ordinances along with an overview of State and Federal regulations governing communication towers. He discussed the concept to provide setback distances from properties that allow single-family homes and the more complicated process to develop a Conditional Use Permit (CUP) process. He discussed challenges with using a CUP process for regulation of such towers.

The Commissioners agree we should move forward with considering ordinance amendments to restrict the setback distances from properties that allow single-family homes.

11. Future agenda items.

314 W. Main Street site plan; GDP for Lots 1, 3 and 4 at 51 West; Stone Crest Urban Service Area Amendment; Magnolia Springs Preliminary Plat

12. Adjournment.

Motion by **Majewski** to adjourn at 6:55 pm, 2nd by **Caravello**. Motion carried unanimously.

Respectfully Submitted,

Rodney J. Scheel