

## **MEETING NOTICE**

The City of Stoughton will hold a Regular meeting of the **Planning Commission** on **Monday, October 10, 2011 at 6:00 pm** in the **Council Chambers, Second Floor, Public Safety Building, 321 S. Fourth Street**, Stoughton WI.

### **AGENDA**

1. Call to order
  2. Consider approval of the Planning Commission meeting minutes of September 12, 2011.
  3. Council Representative Report.
  4. Meeting Summary & Status of Developments/Projects. (Page 5)
  5. Dennis Barkenhagen, Stoughton Area School District requests approval for a garage addition at 320 North Street. (Page 7)
  6. Ted Cone, Convenience Store Investments requests Certified Survey Map (CSM) approval to combine 2 parcels and for a walk-in cooler addition at Kwik Trip East, 1231 E. Main Street. (Page 10)
    - Recommendation to Council
  7. Richard Johnson, 215 N. Page Street requests to discuss the zoning requirements related to site location for accessory structures. (Page 27)
  8. Alderman Carl Chenoweth requests to discuss Temporary Shelters for Seasonal Use. (Page 32)
  9. Discuss Future Urban Development Area (FUDA) with Capital Area Regional Planning Commission (CARPC). (Page 44)
  10. Closed Session – Discuss Town of Rutland boundary agreement negotiations.  
\*The Planning Commission may convene in closed session pursuant to §19.85(1)(e) Wis. Stats to discuss future meetings and negotiations with the Town of Rutland. The Planning Commission will reconvene into Open Session to continue the meeting.
  11. Future agenda items
  12. Adjournment
- 10/4/11mps

### **COMMISSIONERS:**

Mayor Donna Olson, Chair  
Eric Hohol, Vice-Chair  
Scott Truehl

Todd Krcma  
Dave McKichan

Ron Christianson  
Rollie Odland

### **CC:PACKETS:**

Rodney Scheel  
Todd Krcma  
Scott Truehl

Michael Stacey (3)  
Mayor Donna Olson  
Dave McKichan

Rollie Odland

### **E-MAIL NOTICES:**

All Department Heads  
Area Townships  
Pili Hougan  
City Attorney Matt Dregne

Council members  
Stoughton Hub  
Peter Sveum  
Kamran Mesbah - kamranm@danecorpc.org

Steve Kittelson  
Derek Westby  
Scott Wegner

### **MAIL NOTICES:**

Stoughton Area School District, Dennis Barkenhagen, 320 North Street, Stoughton; Ted Cone, 1626 Oak Street, LaCrosse, WI. 54601; Richard Johnson, 215 N. Page Street, Stoughton;

IF YOU ARE DISABLED & IN NEED OF ASSISTANCE, PLEASE CALL 873-6677 PRIOR TO THIS MEETING.

**NOTE: AN EXPANDED MEETING MAY CONSTITUTE A QUORUM OF THE COUNCIL.**

## **Planning Commission Meeting Minutes**

**Monday, September 12, 2011 - 6:00 p.m.**

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

**Members Present:** Mayor Donna Olson, Chair; Eric Hohol, Vice-Chair; Rollie Odland; Ron Christianson; Todd Krcma and Dave McKichan

**Absent and Excused:**

**Staff:** Director of Planning & Development, Rodney Scheel; Zoning Administrator, Michael Stacey

**Press:** Mark Ignatowski

**Guests:** Wade Wyse; Kenton Brose; Craig Thompson; Darren Marsh; Jim Bricker; Wayne & Judith Lynn

1. **Call to order.** Mayor Olson called the meeting to order at 6:00 pm.
2. **Consider approval of the Planning Commission minutes of August 8, 2011 and the Joint meeting of the Business Park North Committee & Planning Commission meeting minutes of August 8, 2011.**  
Motion by **McKichan** to approve the Planning Commission minutes of August 8, 2011 and the Joint meeting of the Business Park North Committee & Planning Commission meeting minutes of August 8, 2011 as presented, 2<sup>nd</sup> by **Christianson**. Motion carried 6 – 0.
3. **Council Representative Report.**  
Hohol reported 4 resolutions were approved at Council as presented.
4. **Status of Developments/Projects.**  
Scheel introduced the status of developments. There were no questions.
5. **Request by Wayne & Judith Lynn to rezone the property at 425 S. Fifth Street from HI – Heavy Industrial to SR-6 – Single Family Residential.**  
Scheel explained the request and noted City Attorney Matt Dregne suggested removing section 3 of the ordinance since the building code and Uniform Dwelling Code have nothing to do with zoning.

Mayor Olson opened the public hearing.

Wayne Lynn spoke in favor of the rezoning.

Mayor Olson closed the public hearing.

Motion by **Hohol** to recommend Council approve the rezoning ordinance and to strike section 3 of the ordinance as recommended by staff, 2<sup>nd</sup> by **Krcma**. Motion carried 5 – 1 (Christianson voted no)

**6. Request by A.J. Arnett to annex approximately 301 acres from the Town of Pleasant Springs and Town of Dunkirk. (Tabled June 13, 2011)**

Scheel gave an overview of the request and recommended amending point 3 and Section 2 of the ordinance, striking the exception that properties owned by Dane County shall temporarily remain their current County Zoning. Scheel noted that legally the City and applicant can work to find an appropriate zoning classification only after the annexation, while the proposed RH – Rural Holding zoning classification is appropriate for annexed lands.

A lengthy discussion took place regarding the City having dialogue with the Town of Pleasant Springs and Town of Dunkirk related to this annexation and prior to any urban service area amendment. Further discussions took place with Darren Marsh, Dane County Parks related the rural uses of Viking Park and the historic snowmobile trails in the area. McKichan suggested the ordinance language be reviewed related to snowmobile trail usage.

Motion by **McKichan** to recommend Council approve the resolution for the “city version” pre-annexation agreement, 2<sup>nd</sup> by **Hohol**.

Christianson questioned whether more time is needed to work out more details. Krcma questioned what would staff work out if this did not get approved at this time. Scheel stated we would likely look at how water and sewer may serve the property and start to look at potential development plans. Odland asked if staff is satisfied with the agreement. Scheel stated that in developing the pre-annexation agreement with the City Attorney, he recommends its approval. Motion carried 6 - 0.

Motion by **Hohol** to recommend Council approve the annexation ordinance and striking the language related to the exception for County Zoning in point 3 and section 2 of the ordinance, 2<sup>nd</sup> by **McKichan**. Motion carried 6 - 0.

**7. Request by Dennis Steinkraus of Forward Development Group, LLC, to authorize submission of a Traffic Impact Analysis (TIA) for the Kettle Park West Development to the Wisconsin Department of Transportation.**

Scheel introduced the request. There was a presentation by JSD Professional Services related to the Traffic Impact Analysis.

Motion by **Hohol** to recommend Council approve the resolution to authorize submission of a Traffic Impact Analysis (TIA) for the Kettle Park West development as presented, 2<sup>nd</sup> by **Krcma**. Motion carried 6 - 0.

**8. Jim Bricker, on behalf of Forward Development Group, LLC, will provide an approach to meeting the Detailed Neighborhood Plan requirements as required by the Large Development Regulations, Zoning Code Section 78-205(11)(e)4 and 5.**

Scheel introduced the request.

Jim Bricker gave an overview of the proposed Detailed Neighborhood Plan process. A discussion took place about the planning process including potential stakeholders. Hohol suggested the Planning Commissioners act as stakeholders while having a couple public hearings to gain public input.

Motion by **Hohol** to endorse the proposed process and have the Planning Commission work with the developer to develop a Detailed Neighborhood Plan including public hearings, 2<sup>nd</sup> by **Christianson**. Motion carried 6 – 0.

**9. Future agenda items.** Kettle Park West Detailed Neighborhood Planning.

**10. Adjournment.** Motion by **McKichan** to adjourn at 7:20 pm, 2<sup>nd</sup> by **Christianson**. Motion carried 6 – 0.

Respectfully Submitted,  
Michael Stacey



CITY OF STOUGHTON  
DEPARTMENT OF  
PLANNING & DEVELOPMENT  
381 East Main Street, Stoughton, WI. 53589

(608) 873-6619

[www.cityofstoughton.com/planning](http://www.cityofstoughton.com/planning)

RODNEY J. SCHEEL  
DIRECTOR

Date: October 4, 2011

To: Planning Commission Members

From: Rodney J. Scheel  
Director of Planning & Development

Michael Stacey  
Zoning Administrator/Assistant Planner

Subject: October 10, 2011 Planning Commission Meeting - Status of Developments and Meeting Summary.

**Status of Developments:**

- West View Ridge - 30 improved lots remaining.
- Stone Crest - 11 improved lots remaining.
- Proposed Kettle Park West development at NW corner of US Hwy 51 & State Hwy 138 – status provided at the meeting.
- Movin' Out (Elven Sted) project – Completed.
- Park Place permit issued.

**Department of Planning & Development Information/Happenings:**

Planning staff has been working primarily on the following:

- Grounds/building maintenance.
- Potential development at Marathon site.
- Proposed Kettle Park West Development.
- Continued building and zoning inspections.

**Meeting Summary:**

**Item #5 –Dennis Barkenhagen, Stoughton Area School District requests approval for a garage addition at 320 North Street.** This request is to add two more garage spaces for maintenance vehicles. The addition meets all zoning requirements. Staff recommends approval.

**Item #6 – Ted Cone, Convenience Store Investments requests approval for Certified Survey Map to combine 2 parcels and for a walk-in cooler addition at Kwik Trip East, 1231 E. Main Street.** This request is to combine 2 lots owned by Convenience Store Investments at 1231 E. Main Street and to construct a walk-in cooler addition. Combining the parcels is necessary for compliance with the zoning setback requirements.

**Item #7 – Richard Johnson, 215 N. Page Street has made a request to discuss the zoning requirements related to site location for accessory structures.**

The property owner constructed a gazebo like structure in the front yard of their property without a permit. The accessory structure is actually located in both front yards of the property. Accessory structures are not allowed within the front setback area. The property owner would like to discuss potentially amending the code to allow certain types of accessory structures to be allowed in the front setback area.

**Item #8 - Alderman Carl Chenoweth has made a request to discuss Temporary Shelters for Seasonal Use.** Zoning code section 78-206(9)(i) states, "Temporary Shelter. Description: These shelters are typically supported by poles, have a fabric roof and/or sides and are usually used to cover automobiles, boats, recreational vehicles, or fire wood on a temporary or permanent basis. These structures are not designed for the snow loading that can occur during the winter months. These shelters are not permitted in any zoning district in the City of Stoughton."

Staff has received complaints from property owners related to the unattractiveness of temporary shelters. Alderman Chenoweth would like to discuss seasonal use of temporary shelters. Pictures of temporary shelters throughout the City are provided. Since last May, Staff has been sending notices to property owners where shelters are located. Twelve shelters have been removed.

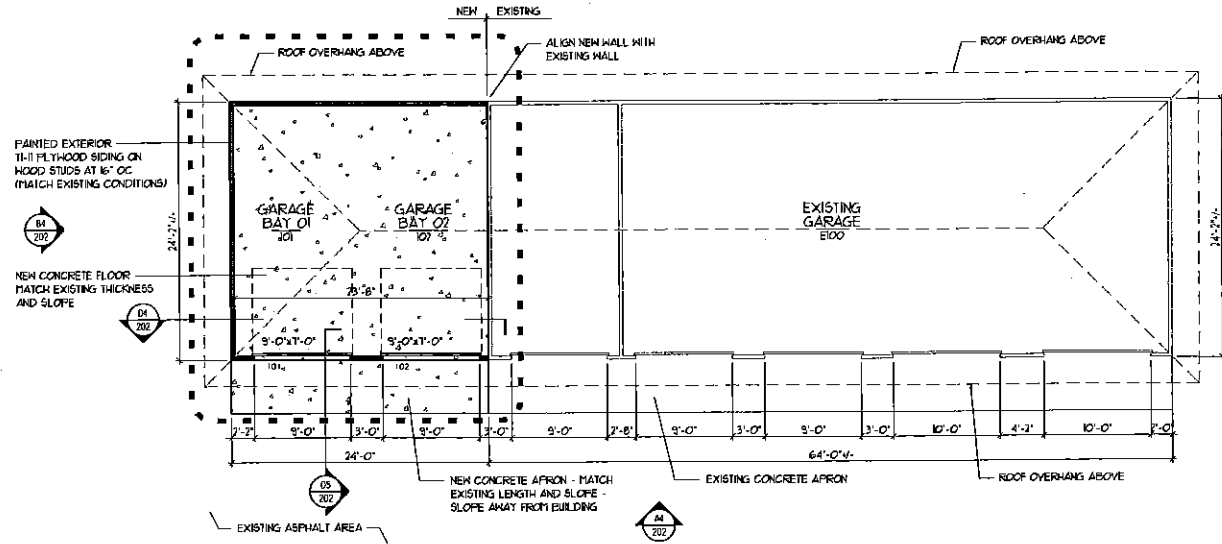
**Item #9 – Discuss Future Urban Development Area (FUDA) with Capital Area Regional Planning Commission (CARPC).**

Kamran Mesbah of CARPC will discuss FUDA with the Commission.

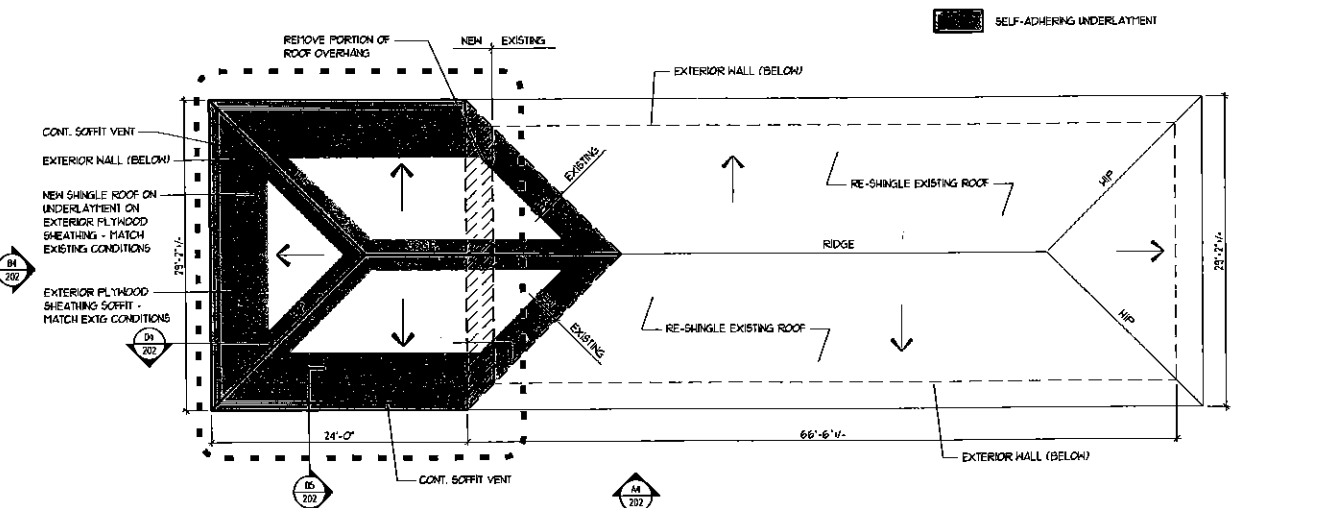
**Item #10 - Closed Session – Discuss Town of Rutland boundary agreement negotiations.**

\*The Planning Commission may convene in closed session pursuant to §19.85(1)(e) Wis. Stats to discuss future meetings and negotiations with the Town of Rutland. The Planning Commission will reconvene into Open Session to continue the meeting.

Plunkett Raysich Architects, LLP - T:\11034\Production\11034\_Proj\_Cdwg [202] June 02, 2011 - 1:23pm vread

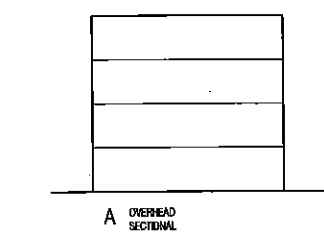


**A1 FLOOR PLAN - ADMIN. BUILDING GARAGE**  
1/8" = 1'-0"

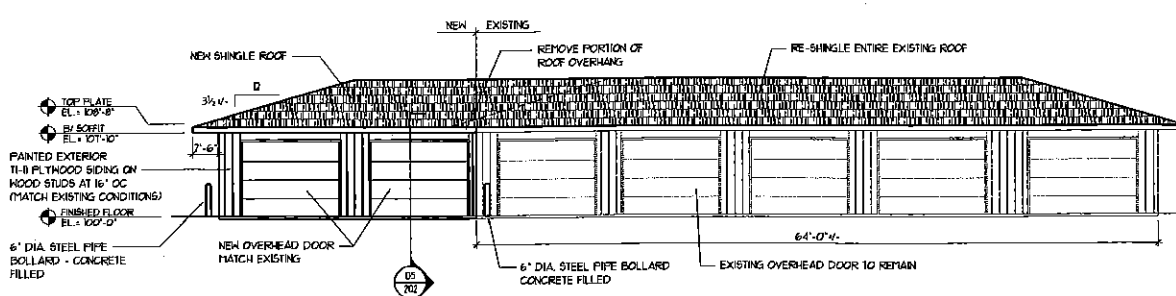


**C1 ROOF PLAN - ADMIN. BUILDING GARAGE**  
1/8" = 1'-0"

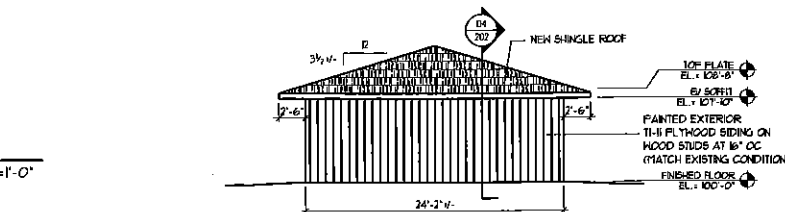
DOOR SCHEDULE											
PLUNKETT RAYSICH ARCHITECTS, LLP											
Project B: Admin Building Garage Addition											
Project No. 11034											
DOOR NO.	ROOM NO.	ROOM NAME	Size (W x H)	Type	DOOR Mat'l	Finish	Glass	Mat'l	FRAME Finish	Hardware Group	Notes
101	101	GARAGE BAY 01	9'-0 1/2" x 7'-0 1/2"	A	ALUM	-	-	ALUM	-	SEE SPEC	1, 2, 3
102	102	GARAGE BAY 02	9'-0 1/2" x 7'-0 1/2"	A	ALUM	-	-	ALUM	-	SEE SPEC	1, 2, 3
NOTES:											
CONTRACTOR TO FIELD VERIFY ALL DOOR OPENING SIZES. NEW GARAGE DOORS TO MATCH EXISTING CONDITIONS.											
1. PROVIDE MANUAL DOOR OPERATOR.											
2. SEE SPECIFICATION SECTION 08 36 13 - SECTIONAL DOORS FOR DOOR HARDWARE.											
3. FIELD VERIFY EXISTING DOOR HEIGHT AND DOOR WIDTH.											



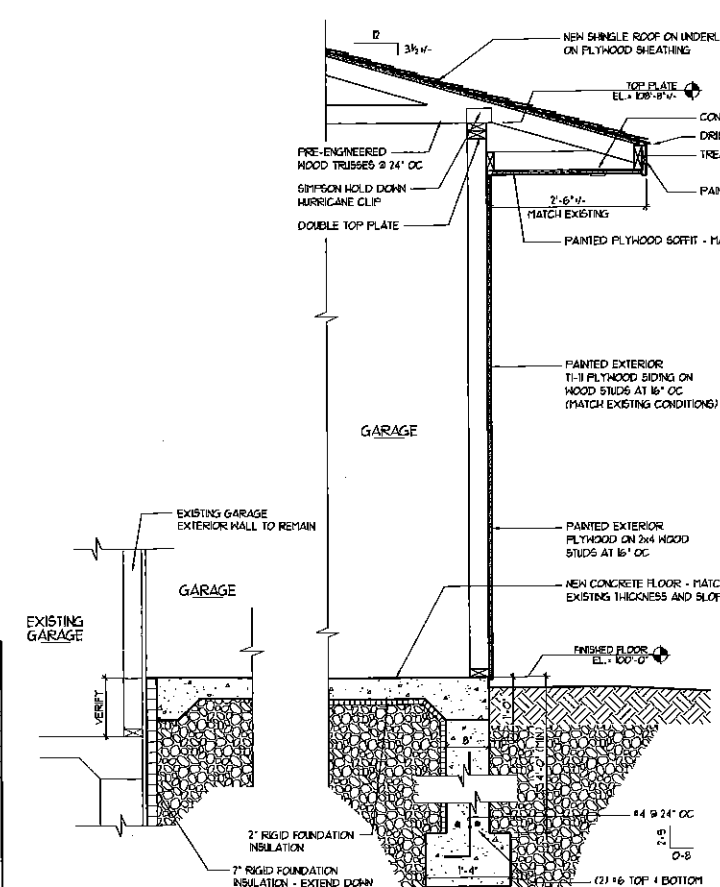
**A OVERHEAD SECTION**



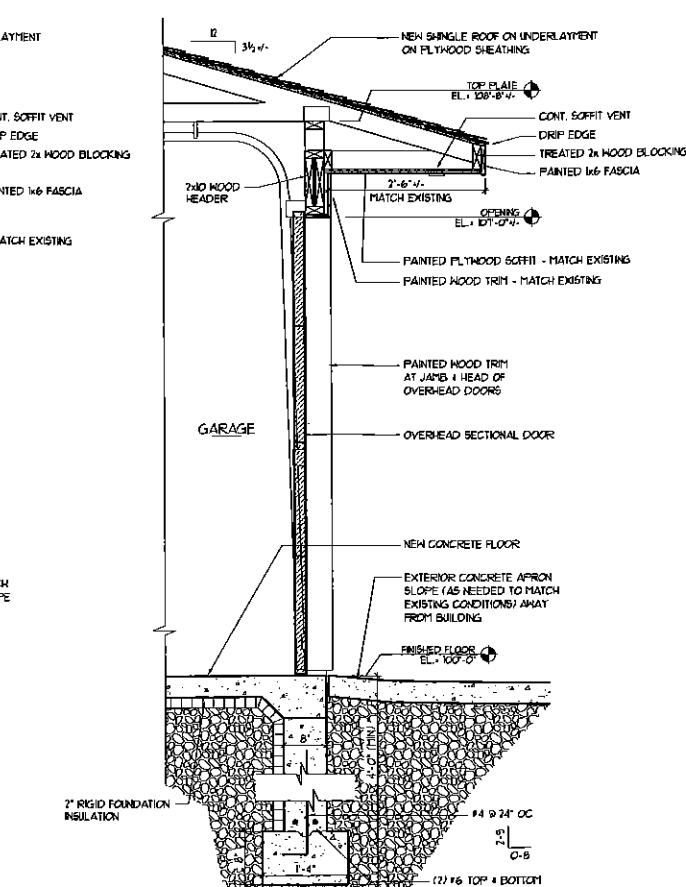
**A4 EXTERIOR ELEVATION - NORTH**  
1/8" = 1'-0"



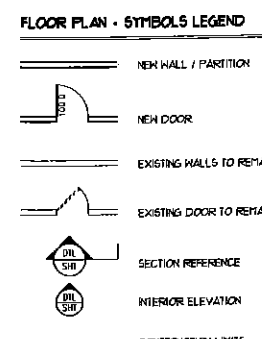
**B4 EXTERIOR ELEVATION - WEST**  
1/8" = 1'-0"



**D4 WALL SECTION**  
3/4" = 1'-0"



**D5 WALL SECTION @ GARAGE DOOR**  
3/4" = 1'-0"



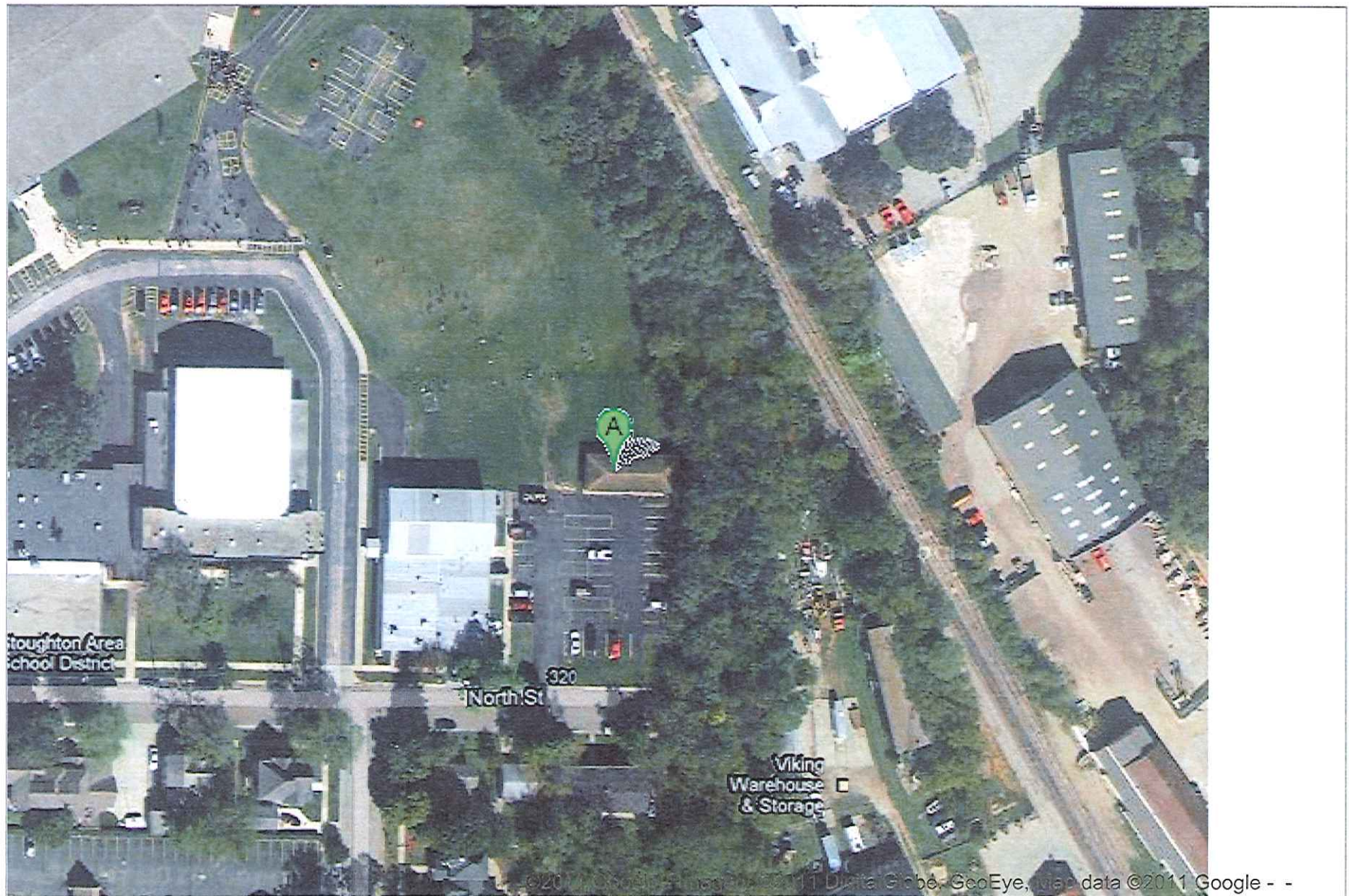
**FLOOR PLAN - SYMBOLS LEGEND**

- FLOOR PLAN - GENERAL NOTES**
- DIMENSIONS ON FLOOR PLAN ARE BASED ON FACE OF FINISHED WALL TO FACE OF FINISHED WALL (NOT INCL).
  - VERIFY ALL DIMENSIONS AND CONDITIONS AT JOB SITE. PORTIONS OF EXISTING CONSTRUCTION MAY HAVE BEEN REMOVED BY OWNER.
  - MAINTAIN CONTINUOUS UTILITY SERVICE TO ALL SPACES IN THE BUILDING NOT AFFECTED BY THIS WORK. COORDINATE WITH OWNER ANY DISRUPTION IN SERVICES REQUIRED TO PERFORM WORK OR TO MODIFY EXISTING PIPING, DUCTWORK OR ANY ASSOCIATED EQUIPMENT.

**ROOF PLAN - GENERAL NOTES**

- PROVIDE WATER TIGHT INTEGRITY AT ALL PENETRATIONS AND EQUIPMENT PER ROOFING MANUFACTURERS STANDARD DETAILS AND REQUIREMENTS FOR WARRANTY AND CURRENT NRCA STANDARDS.
- PROVIDE POSITIVE ROOF DRAINAGE INCLUDING TAPERED INSULATION LAYOUT. PROVIDE SADDLES AND CRICKETS AT ALL ROOF TOP EQUIPMENT AND PENETRATIONS TO ENSURE POSITIVE DRAINAGE.









**CITY OF STOUGHTON, 381 E. MAIN STREET, STOUGHTON, WISCONSIN**

**RESOLUTION OF THE PLAN COMMISSION**

Approving a Certified Survey Map (CSM) for Ted Cone, Convenience Store Investments at 1231 E. Main Street, Stoughton, Wisconsin. (Kwik Trip)

Committee Action:

Fiscal Impact:           None.

**File Number:**       R-   -2011

**Date Introduced:**    October 25, 2011

**WHEREAS**, on October 10, 2011, the City of Stoughton Planning Commission reviewed the Certified Survey Map approval request by Ted Cone, Convenience Store Investments for property located at 1231 E. Main Street, Stoughton, Wisconsin; and

**WHEREAS**, the Certified Survey Map was reviewed by the City Zoning Administrator and found to be in compliance with the City Zoning ordinance and Land Division ordinance; and

**WHEREAS**, the Certified Survey Map is requested to combine lots owned by Convenience Store Investments with parcel numbers: 281/0511-092-8500-6 & 281/0511-092-8505-1, to allow a walk-in cooler addition for the building at 1231 E. Main Street, Stoughton, Wisconsin, and

**WHEREAS**, the City Zoning Administrator has confirmed the Certified Survey Map will not interfere with and is consistent with the City's Comprehensive Plan; now therefore

**BE IT RESOLVED** by the Common Council of the City of Stoughton that the Certified Survey Map request by Ted Cone, Convenience Store Investments for property located at 1231 E. Main Street, Stoughton, Wisconsin, is hereby approved, as presented.

**Council Action:**   ☐ **Adopted**       ☐ **Failed**       **Vote** \_\_\_\_\_

**Mayoral Action:**   ☐ **Accept**       ☐ **Veto**

\_\_\_\_\_  
Donna Olson, Mayor

\_\_\_\_\_  
Date

**Council Action:**   \_\_\_\_\_   ☐ **Override**       **Vote** \_\_\_\_\_

**CITY OF STOUGHTON**  
**DEPARTMENT OF PLANNING & DEVELOPMENT**  
**BUILDING/ZONING PERMIT APPLICATION**

Date 9/20/11  
Owners Name Convenience Store Investments Address 1626 Oak St, La Crosse, WI 54601  
Property Address (if different than above) 1231 East Main St. Stoughton, WI  
Telephone # 608-793-5976 Zoning District PB  
Permit for Walk-in freezer addition  
Proposed use Indoor Sales Project area (sq. ft.) 104 sq. ft.  
Estimated cost including labor 20,000.- Permit fee \_\_\_\_\_

.....  
**Contractor Information:**

Construction Kwik Trip Inc. Phone# 608-793-5976 Lic# 240539  
Electrical TBD Phone# \_\_\_\_\_ Lic# \_\_\_\_\_  
Plumbing N/A Phone# \_\_\_\_\_ Lic# \_\_\_\_\_  
HVAC TBD Phone# \_\_\_\_\_ Lic# \_\_\_\_\_

**Cautionary Statement to Owners Obtaining Building Permits**

Section 101.65 (1r) of the Wisconsin Statutes requires municipalities that enforce the Uniform Dwelling Code to provide an owner who applies for a building permit with a statement advising the owner that:

If the owner hires a contractor to perform work under the building permit and the contractor is not bonded or insured as required under Section 101.654(2)(a), the following consequences might occur:

The owner may be held liable for any bodily injury to or death of others or for any damage to the property of others that arises out of the work performed under this building permit or that is caused by any negligence by the contractor that occurs in connection with the work performed under this building permit.

The owner may not be able to collect from the contractor, damages for any loss sustained by the owner because of a violation by the contractor of the one and two-family dwelling code or an ordinance enacted under sub. (1)(a), because of any bodily injury to or death of others or damage to property of others that arises out of the work performed under this building permit or because of any bodily injury to or death of others or damage to property of others that is caused by any negligence by the contractor that occurs in connection with the work performed under this building permit.

**Cautionary Statement to Contractors for Projects Involving Buildings Built Before 1978**

If this project is in a dwelling or child-occupied facility, built before 1978, and disturbs 6 sq. ft. or more of paint per room, 20 sq. ft. or more of exterior paint, or involves windows, then the requirements of Chapter DHS 163 requiring Lead-Safe Renovation Training and Certification apply. Call (608)266-6876 or go to <http://dhs.wisconsin.gov/lead/WisconsinRRPRule.htm>

**Wetlands Notice to Permit Applicants**

"You are responsible for complying with state and federal laws concerning construction near or on wetlands, lakes, and streams. Wetlands that are not associated with open water can be difficult to identify. Failure to comply may result in removal or modification of construction that violates the law or other penalties or costs. For more information, visit the Department of Natural Resources wetlands identification web page: (<http://dnr.wi.gov/wetlands/delineation.html>) or contact a department of Natural Resources service center."

**Additional Responsibilities for Owners with Projects Disturbing One or More Acres of Soil**

I understand that this project is subject to Chapter NR 151 regarding additional erosion control and stormwater management and will comply with those standards.

**IF APPLICABLE, A PLAN MUST BE SUBMITTED SHOWING LOT LINES AND ALL DIMENSIONS OF THE PROJECT. NO WORK SHALL BEGIN WITHOUT A BUILDING PERMIT. ANY QUESTIONS, CALL THE DEPARTMENT OF PLANNING & DEVELOPMENT AT 608-873-6677. THERE IS ADDITIONAL INFORMATION AT [WWW.CITYOFSTOUGHTON.COM/PLANNING](http://WWW.CITYOFSTOUGHTON.COM/PLANNING)**

Owner/Applicant/Contractor Signature *Tom Case agent for:* Date 9/20/11

Approved By \_\_\_\_\_ Date \_\_\_\_\_

## City of Stoughton Procedural Checklist for Site Plan Review and Approval (Requirements per Section 78-908)

This form is designed to be used by the Applicant as a guide to submitting a complete application for a site plan review *and* by the City to process said application. Part II is to be used by the Applicant to submit a complete application; Parts I - III are to be used by the City when processing said application.

Name of Applicant: Kwik Trip West, 1231 E. Main Street, Stoughton

Project Description: Walk-in freezer addition.

### I. Record of Administrative Procedures for City Use

Pre-submittal staff meeting scheduled N/A

Date of Meeting: \_\_\_\_\_ Time of Meeting: \_\_\_\_\_ N/A By: \_\_\_\_\_

Follow-up pre-submittal staff meetings scheduled if necessary

Date of Meeting: \_\_\_\_\_ Time of Meeting: \_\_\_\_\_ N/A By: \_\_\_\_\_

Application form filed with Zoning Administrator Date: 9/22/11 By: MPS

Application fee of \$65.00 received by Zoning Administrator Date: \_\_\_\_\_ By: \_\_\_\_\_

If necessary, reimbursement of professional consultant costs agreement executed: Date: \_\_\_\_\_ By: \_\_\_\_\_ N/A

### II Application Submittal Packet Requirements for Applicants Use

Prior to submitting a complete application as certified by the Zoning Administrator, the Applicant shall submit an initial draft application for staff review, followed by one revised draft final application packet based upon staff review and comments.

Initial Draft Application Date: \_\_\_\_\_ By: \_\_\_\_\_

↓ Final Application Packet (1 copy to Zoning Administrator) Date: September 22, 2011 By: MPS

↓  
☐ ☒ (a) A written description of the intended use describing in reasonable detail the following:

- ☒ Existing zoning district(s) (and proposed zoning district(s) if different). PB
- ☒ Planned Land Use Map designation(s). GENERAL BUSINESS
- ☒ Current land uses present on the subject property. CONVENIENCE STORES
- ☒ Proposed land uses for the subject property (per Section 78-206). SAME
- ☒ Projected number of residents, employees, and daily customers. N/A
- ☒ Proposed amount of dwelling units, floor area, impervious surface area, and landscape surface area, and resulting site density, floor area ratio, impervious surface area ratio, and landscape surface area ratio. N/A
- ☒ Operational considerations relating to hours of operation, projected normal and peak water usage, sanitary sewer or septic loadings, and traffic generation. N/A
- ☒ Operational considerations relating to potential nuisance creation pertaining to noncompliance with the performance standards addressed in Article VII N/A



(Sections 78-701 through 721) including: street access, traffic visibility, parking, loading, exterior storage, exterior lighting, vibration, noise, air pollution, odor, electromagnetic radiation, glare and heat, fire and explosion, toxic or noxious materials, waste materials, drainage, and hazardous materials. N/A

- ☒ If no nuisances will be created (as indicated by complete and continuous compliance with the provisions of Article VII), then include the statement "The proposed development shall comply with all requirements of Article VII". N/A
  - ☒ Exterior building and fencing materials (Sections 78-716 and 78-718). PROVIDED N/A
  - ☒ Possible future expansion and related implications for points above. N/A
  - ☒ Any other information pertinent to adequate understanding by the Plan Commission of the intended use and its relation to nearby properties.
- ☐ ☒ (b) A *Small Location Map* at 11" x 17" showing the subject property, all properties within 300 feet, and illustrating its relationship to the nearest street intersection. (A photocopy of the pertinent section of the City's Official Zoning Map with the subject property clearly indicated shall suffice to meet this requirement.) N/A
- ☐ ☒ (c) A *Property Site Plan* drawing which includes the following:
- ☒ A title block which indicates the name, address and phone/fax number(s) of the current property owner and/or agent(s) (developer, architect, engineer, planner) for project.
  - ☒ The date of the original plan and the latest date of revision to the plan. N/A
  - ☒ A north arrow and a graphic scale (not smaller than one inch equals 100 feet). N/A
  - ☒ A reduction of the drawing at 11" x 17". PROVIDED N/A
  - ☒ A legal description of the subject property. N/A
  - ☒ All property lines and existing and proposed right-of-way lines with bearings and dimensions clearly labeled. PROVIDED
  - ☒ All existing and proposed easement lines and dimensions with a key provided and explained on the margins of the plan as to ownership and purpose. N/A
  - ☒ All required building setback lines. PROVIDED
  - ☒ All existing and proposed buildings, structures, and paved areas, including building entrances, walks, drives, decks, patios, fences, utility poles, drainage facilities, and walls. PROVIDED
  - ☒ The location and dimension (cross-section and entry throat) of all access points onto public streets. PROVIDED
  - ☒ The location and dimension of all on-site parking (and off-site parking provisions if they are to be employed), including a summary of the number of parking stalls provided versus required by the Ordinance. PROVIDED
  - ☒ The location and dimension of all loading and service areas on the subject property and labels indicating the dimension of such areas. PROVIDED
  - ☒ The location of all outdoor storage areas and the design of all screening devices. N/A
  - ☒ The location, type, height, size and lighting of all signage on the subject property. N/A



- ☒ The location, height, design/type, illumination power and orientation of all exterior lighting on the subject property—including the clear demonstration of compliance with Section 78-707. *N/A*
- ☒ The location and type of any permanently protected green space areas. *N/A*
- ☒ The location of existing and proposed drainage facilities. *N/A*
- ☒ In the legend, data for the subject property on the following
  - a. Lot Area *N/A*
  - b. Floor Area
  - c. Floor Area Ratio (b/a)
  - d. Impervious Surface Area
  - e. Impervious Surface Ratio (d/a)
  - f. Building height
- ☐ ☒ (d) **A Detailed Landscaping Plan of the subject property:** *N E E O E O*
  - ☒ Scale same as main plan (> or equal to 1" equals 100').
  - ☐ Map reduction at 11" x 17".
  - ☐ Showing the location of all required bufferyard and landscaping areas.
  - ☐ Showing existing and proposed Landscape Point fencing.
  - ☐ Showing berm options for meeting said requirements.
  - ☐ Demonstrating complete compliance with the requirements of Article VI.
  - ☐ Providing individual plant locations and species, fencing types and heights, and berm heights.
- ☐ ☒ (e) **A Grading and Erosion Control Plan:** *N/A*
  - ☐ Scale same as main plan (> or equal to 1" equals 100').
  - ☐ Map reduction at 11" x 17"
  - ☐ Showing existing and proposed grades including retention walls and related devices, and erosion control measures.
- ☐ ☒ (f) **Elevation Drawings of proposed buildings or remodeling of existing buildings:**
  - ☒ Showing finished exterior treatment. *provided*
  - ☒ With adequate labels provided to clearly depict exterior materials, texture, color and overall appearance. *provided*
  - ☒ Perspective renderings of the proposed project and/or photos of similar structures may be submitted, but not in lieu of adequate drawings showing the actual intended appearance of the buildings. *N/A*

**NOTE:** Initiation of Land Use or Development Activity: Absolutely no land use or development activity, including site clearing, grubbing, or grading shall occur on the subject property prior to the approval of the required site plan. Any such activity prior to such approval shall be a violation of law and shall be subject to all applicable enforcement mechanisms and penalties.

**NOTE:** Modification of an Approved Site Plan: Any and all variation between development and/or land use activity on the subject property and the approved site plan is a violation of law. An approved site plan shall be revised and approved via the procedures of Subsections 78-908(2) and (4) so as to clearly and completely depict any and all proposed modifications to the previously approved site plan, prior to the initiation of said modifications.

### **III. Final Application Packet Information for City Use**

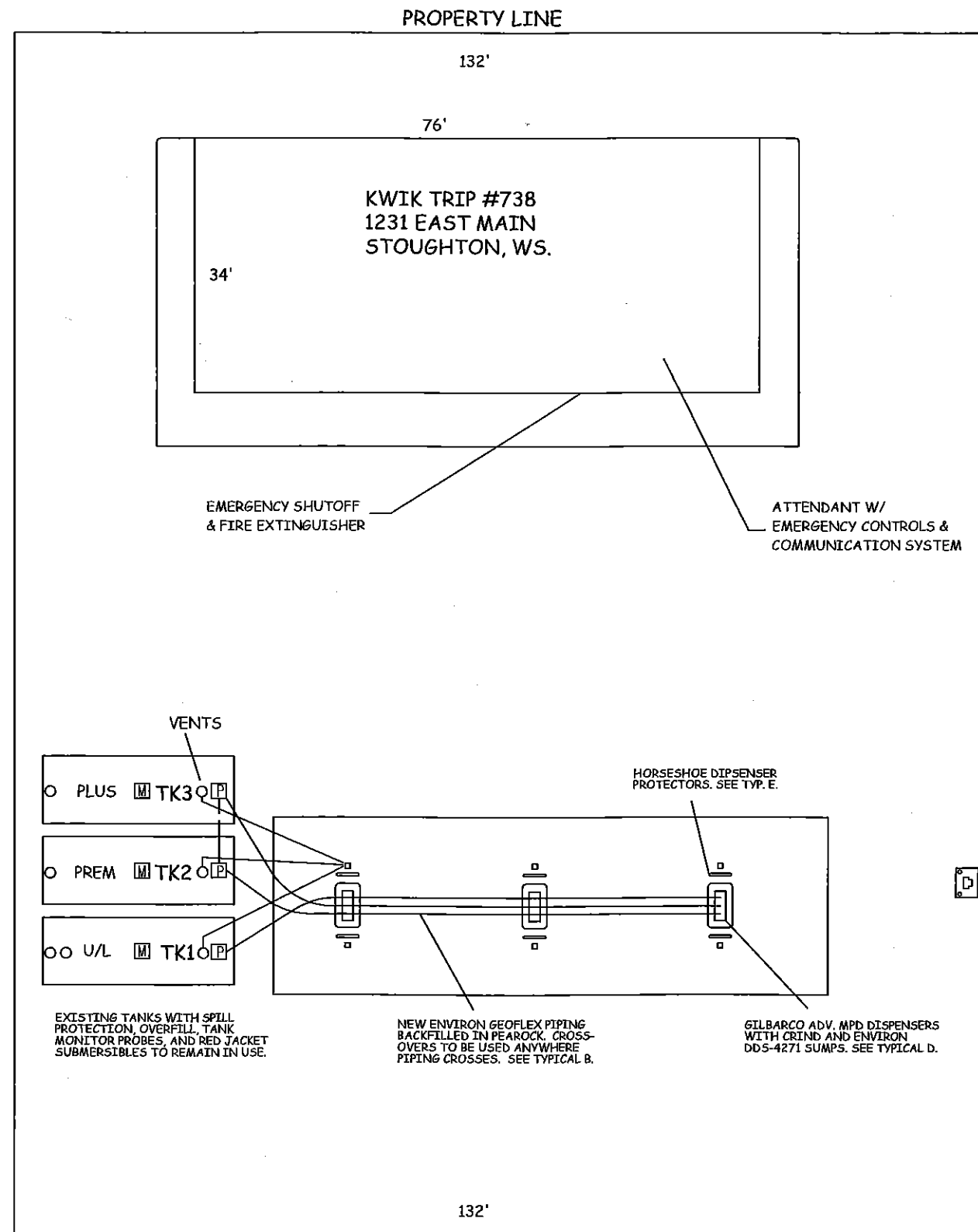
Receipt of one full-scale copy in blueline or blackline  
of complete Final Application Packet by Zoning Administrator (N/A)

Date: \_\_\_\_\_ By: \_\_\_\_\_

Receipt of one reduced (8.5" by 11" text and 11" by 17" graphics)  
copy of complete final application packet by Zoning Administrator

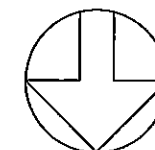
Date: 9/22/11 By: MPS

PROPERTY LINE  
162'



EAST MAIN HWY 51

PROPERTY LINE  
162'



NORTH

SITE I.D.: 101086

C  
S  
I

**Kwik Trip**  
STORES

GENERAL OFFICE

P.O. BOX 2107  
LA CROSSE, WI.  
54601-2107

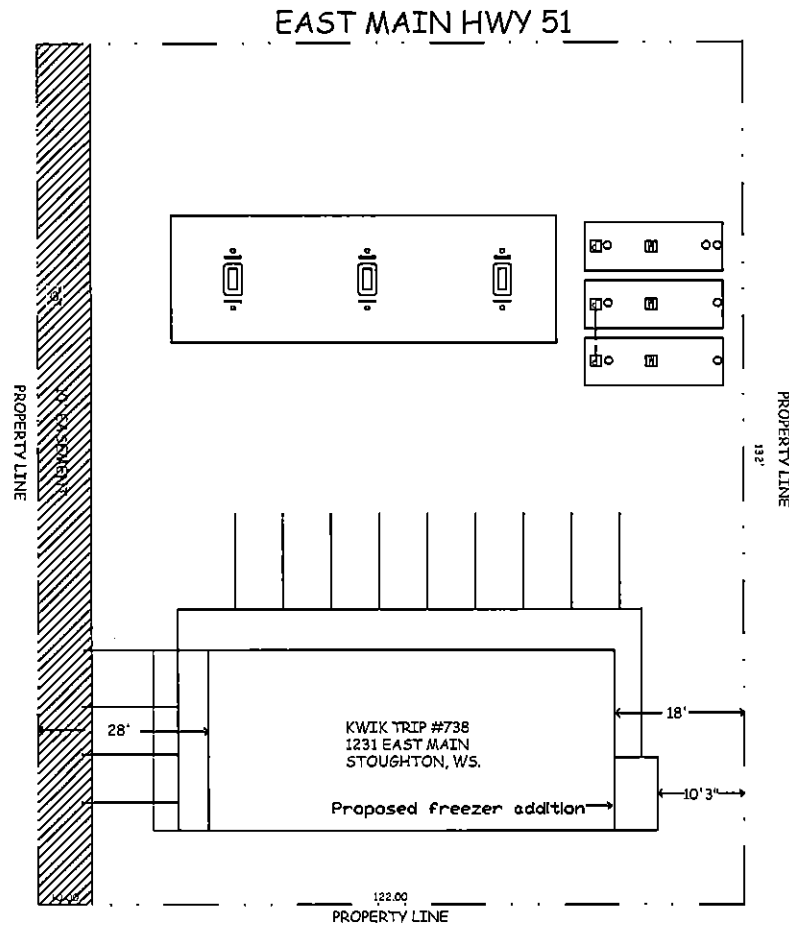
P=PUMP  
F=FILL  
TM=TANK MON.

JOB # 738GAS  
DRAWN BY: EP  
DATE: 1/15/02  
REVISION:

LOCATION:  
STOUGHTON  
1231 E. MAIN ST.

SCALE 1"=20'

SHEET #  
2 OF 4



Site Plan

9/16/11

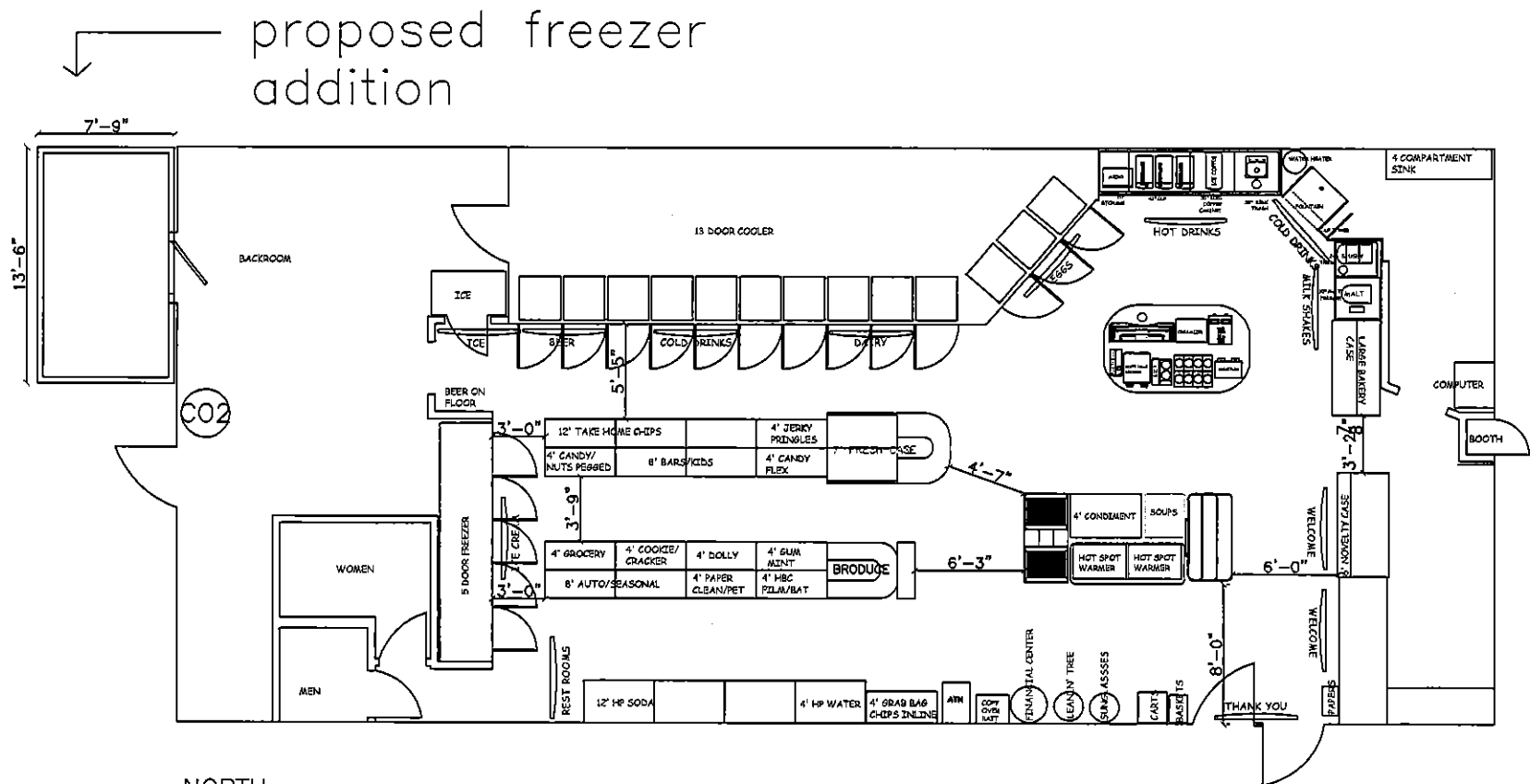
Kwik Trip Inc.  
1626 Oak St.  
LaCrosse, WI 54601  
608-793-5976  
Fax-608-793-6237  
Ted Cone-Project Manager

existing  
building = 2516 sq ft  
ADDN = 104.6 sq ft  

---

2620.6

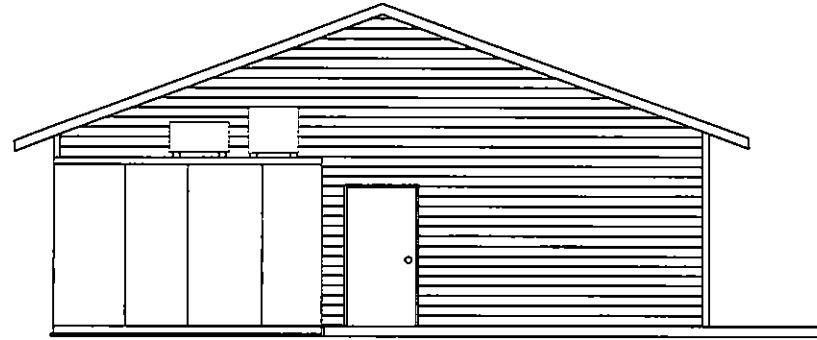




#738 Proposed Floorplan  
9/16/11

Kwik Trip Inc.  
1626 Oak St.  
LaCrosse, WI 54601  
608-793-5976  
Fax-608-793-6237  
Ted Cone-Project Manager





738 Elevation

Kwik Trip Inc.  
1626 Oak St.  
LaCrosse, WI 54601  
608-793-5976  
Fax-608-793-6237  
Ted Cone-Project Manager



CITY OF STOUGHTON  
DEPARTMENT OF PLANNING & DEVELOPMENT  
381 East Main Street, Stoughton, WI. 53589  
[www.cityofstoughton.com/planning](http://www.cityofstoughton.com/planning)

RODNEY J. SCHEEL  
DIRECTOR  
(608) 873-6619  
fax: (608) 873-5519

October 5, 2011

Convenience Store Investments  
Ted Cone, Agent  
1626 Oak Street  
LaCrosse, WI. 54601

Dear Mr. Cone:

I have completed a review of the proposed walk-in freezer addition at Kwik Trip East, 1231 E. Main Street, Stoughton. (Application and site plans received September 22, 2011). This item is scheduled for review at the October 10, 2011 Planning Commission meeting of which you will receive notice. The owner and/or a representative are required to attend the meeting. The following items are identified for your review.

1. The property at 1231 E. Main Street is zoned PB – Planned Business. Per Zoning Code section 78-206 (4) (c), Indoor Sales and Service land uses such as convenience stores are permitted uses within the Planned Business district.
2. Indoor sales and service is defined as follows: Indoor sales and service land uses include all land uses which conduct or display sales or rental merchandise or equipment, or non-personal or non-professional services, entirely within an enclosed building. This includes self-service facilities such as coin-operated laundromats. Depending on the zoning district, such land uses may or may not display products outside of an enclosed building. Such activities are listed as “Outdoor Display Incidental to Indoor Sales” under “Accessory Uses” in the Table of Land Uses, (subsection 78-206(8)(f)). A land use which contains both indoor sales and outdoor sales exceeding 15 percent of the total sales area of the building(s) on the property shall be considered an outdoor sales land use. **We believe the use is primarily related to indoor sales and service.**
3. The parking requirement for indoor sales and service is one space per 300 square feet of gross floor area. **Currently, there appears to be 11 parking stalls provided while 9 parking stalls are required.**
4. The rear yard setback requirement is 20 feet while the side yard setback requirement is 10 feet. **The plan does not meet the 20-foot rear yard setback requirement. Per our discussions, a certified survey map (CSM) will be submitted to combine the lots at 1231 E. Main Street. The CSM will be considered for approval by the Common Council on October 26, 2011.**
5. The Comprehensive Plan, planned land use map designates this property as General Business. Convenience Stores are consistent with this type of designation. **This property does not interfere with and is consistent with the City Comprehensive Plan.**
6. Building additions are required to be accented by a minimum amount of landscaping placed near the building foundation. For each 100 feet of building foundation perimeter, the landscaping

installed shall at a minimum have 40 points of landscaping. The proposed addition has approximately 22 feet of additional perimeter which requires 9 points of foundation landscaping. Additionally, developed lots require 10 points of landscaping per 1,000 square feet of building foot-print. The proposed addition is 104 square feet which requires 2 landscaping points. See article VI and Appendix B of the City zoning code for the landscaping requirements and chart which indicates the number of points for each plant species. **We will need a landscaping plan to meet these requirements.**

7. **State of Wisconsin approved building plans will be necessary prior to issuance of a building permit but are not necessary to begin the City review process.**

If you have any questions, please contact me at 608-646-0421

Sincerely,  
City of Stoughton

*Michael P. Stacey*

Michael P. Stacey  
Zoning Administrator//Assistant Planner

cc. Planning Commissioners

## Public Access System

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Tuesday, October 4, 2011

Parcel information updated on Tuesday, October 04, 2011 unless otherwise noted.

**Parcel Number - 281/0511-092-8500-6**[Return to Previous Page](#)**Parcel Status: Active Parcel**[Show Map](#)  
[Map Questions?](#)**Parcel Information**

Municipality CITY OF STOUGHTON  
 State Municipality Code 281  
 Township 05  
 Township Direction N  
 Range 11  
 Range Direction E  
 Section 09  
 Quarter NW  
 Quarter-Quarter NW  
 Plat Name NELSON'S ADDITION, JOHN, TO STOUGHTON

Block/Building

Restrictive Covenants [Show Restrictions for this Plat, CSM, or Quarter](#)**Zoning Information**

Contact your local city or village office for municipal zoning information.

**Owner Name and Address**

Owner Status CURRENT OWNER  
 Name ZRH PARTNERSHIP  
 Property Address 1626 OAK ST  
 City State Zip LACROSSE, WI 54601  
 Country USA

[- Edit Owner Address](#)**Parcel Address**

Primary Address 1231 E MAIN ST

[- Edit Parcel Address](#)[- Add More Addresses](#)**Billing Address**

Attention  
 Street PO BOX 2107  
 City State Zip LACROSSE, WI 54601  
 Country USA

[- Edit Billing Address](#)**Assessment Information**

Assessment Year	2011	2010
Valuation Classification	G2	G2
Assessment Acres	0.491	0.491
Land Value	\$72,000.00	\$72,000.00
Improved Value	\$330,400.00	\$330,400.00
Total Value	\$402,400.00	\$402,400.00
Valuation Date	04/05/2011	03/24/2010

The assessment values for this parcel includes values from parcel(s) **051109285051**.[About Annual Assessments](#)**Tax Information****2010 Tax Values**[E-Bill](#) [E-Receipt](#)

Category	Assessed Value	Average Assessment Ratio	Estimated Fair Market Value
Land	\$72,000.00 /	0.972	\$74,075.00
Improvement	\$330,400.00 /	0.972	\$339,918.00
Total	\$402,400.00 /	0.972	\$413,992.00

2010 Taxes:	\$8,181.49
2010 Lottery Credit(-):	\$0.00
2010 First Dollar Credit(-):	\$65.73
2010 Specials(+):	\$0.00
2010 Amount:	\$8,115.76

[Show Tax Information Details](#)[Show Tax Payment History](#)**District Information**

Type	State Code	Description
SCHOOL DISTRICT	5621	STOUGHTON SCHOOL DIST
TECHNICAL COLLEGE	0400	MADISON TECH COLLEGE

**Tax Property Description**

For a complete legal description, see the recorded documents  
 SEC 9-5-11 PRT NW1/4NW1/4 PRT JOHN NELSON ADDN DESCR AS  
 BEG NE COR SD 1/41/4 THS00DEG12'E 165 FT TH S89DEG21'W  
 131.8 FT TH N00DEG16'W 165 FT TH N89DEG21'E 132 FT TO POB  
 SUBJ TO ACC ESS ESMT AS DESCR IN R12412/39

**Recorded Documents**

Doc.Type	Date Recorded	Doc. Number	Volume	Page
QCD			11481	13
			11279	32

[Document Types and their Abbreviations](#)

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Tuesday, October 4, 2011

Parcel information updated on Tuesday, October 04, 2011 unless otherwise noted.

**Parcel Number - 281/0511-092-8505-1**[Return to Previous Page](#)**Parcel Status:** **Active Parcel**[Show Map](#)  
[Map Questions?](#)**Parcel Information**

**Municipality** CITY OF STOUGHTON  
**State Municipality Code** 281  
**Township** 05  
**Township Direction** N  
**Range** 11  
**Range Direction** E  
**Section** 09  
**Quarter** NW  
**Quarter-Quarter** NW  
**Plat Name** NELSON'S ADDITION, JOHN, TO STOUGHTON  
**Block/Building**

**Restrictive Covenants** [Show Restrictions for this Plat, CSM, or Quarter](#)

**Zoning Information**

Contact your local city or village office for municipal zoning information.

**Owner Name and Address**

**Owner Status** CURRENT OWNER  
**Name** ZRH PARTNERSHIP  
**Property Address** 1626 OAK ST  
**City State Zip** LA CROSSE, WI 54601  
**Country** USA  
 - Edit Owner Address

**Parcel Address**

**Primary Address** 1231 E MAIN ST  
 - Edit Parcel Address  
 - Add More Addresses

**Billing Address**

**Attention**  
**Street** 1626 OAK ST  
**City State Zip** LA CROSSE, WI 54601  
**Country** USA  
 - Edit Billing Address

**Assessment Information**

The assessments for this parcel have been added to parcel **051109285006**.

[About Annual Assessments](#)**Tax Information****No tax information available**

Please click on the [Show Tax Payment History](#) link to verify if a recent payment has been processed. Processed payments and payment history are updated nightly.

**District Information**

Type	State Code	Description
SCHOOL DISTRICT	5621	STOUGHTON SCHOOL DIST
TECHNICAL COLLEGE	0400	MADISON TECH COLLEGE

**Tax Property Description**

For a complete legal description, see the recorded documents SEC 9-5-11 PRT NW1/4NW1/4 PRT JOHN NELSON ADDN DESCR AS COM SEC NW COR TH N88DEG47'19"E 1209.81 FT TH S0DEG2'57"E 164.69 FT TO POB TH N88DEG45'7"E 132 FT TH S0DEG54'58"E 30 FT TH S 88DEG45'7"W 131.98 FT TH N0DEG2'57"W 30 FT TO POB SUBJ TO AC CESS ESMT AS DESCR IN R12412/39

**Recorded Documents**

Doc.Type	Date Recorded	Doc. Number	Volume	Page
QCD			11481	13
QCD			11279	32

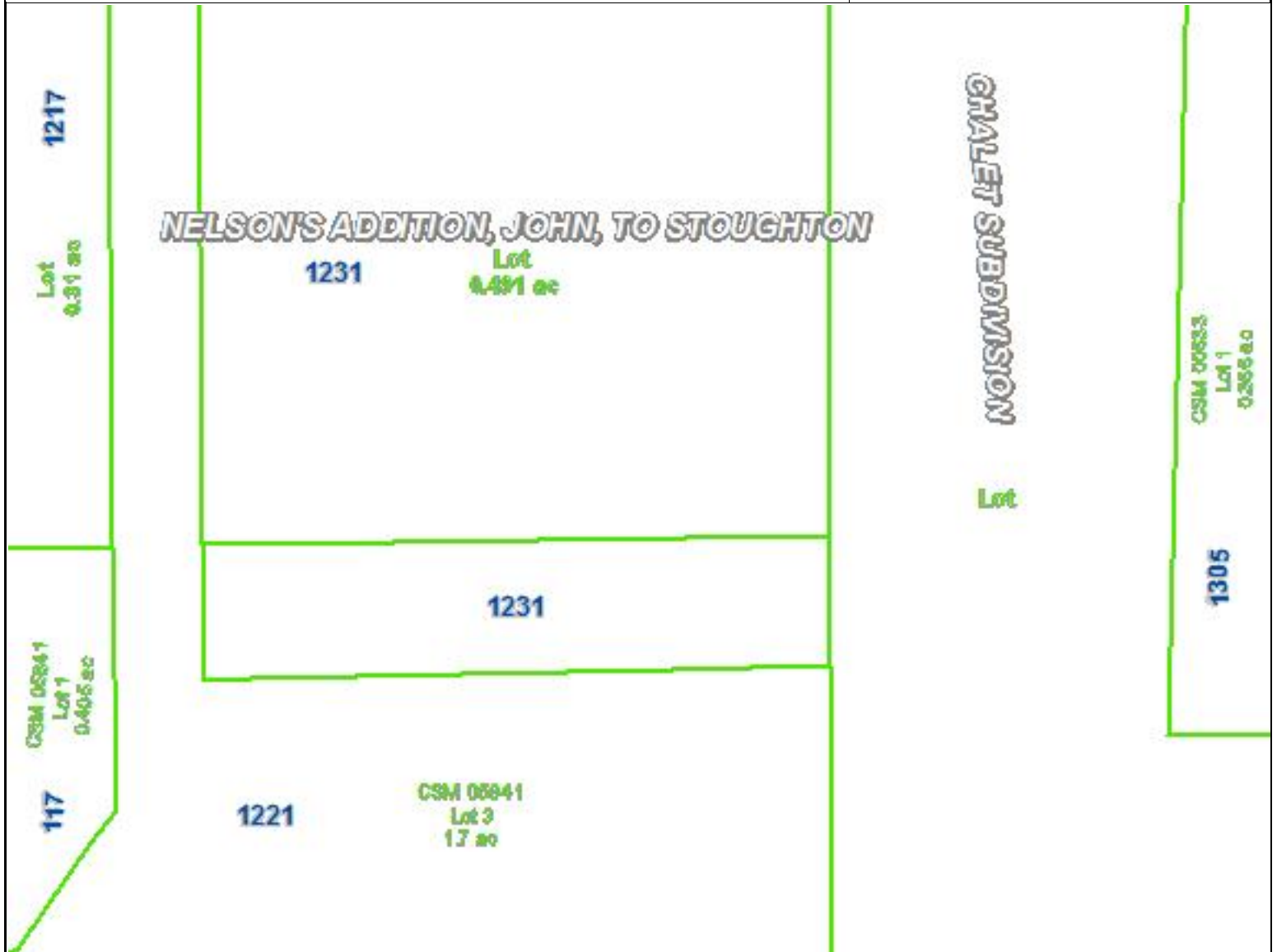
[Document Types and their Abbreviations](#)[Document Types and their Definitions](#)

- For questions on property and assessment information, contact [Real Property Listing](#)
- For questions on zoning information, contact the [Division of Zoning](#)
- For questions on tax information, contact the [Treasurer's Office](#)
- For questions on real property transactions and Recordings, contact the [Register of Deeds Office](#)

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 210 Martin Luther King Jr. Blvd  
 City-County Bldg, Room 360  
 Madison, WI 53703  
 Email - [accessdane@countyofdane.com](mailto:accessdane@countyofdane.com)





## Mike Stacey

---

**From:** Rick Johnson [tindoctor@gmail.com]  
**Sent:** Tuesday, October 04, 2011 10:14 PM  
**To:** Mike Stacey  
**Subject:** Structure at 215 N Page St.

Michael,

I am writing for the reason of trying to save a structure I had built for my wife as well as all of our friends and neighbors in Stoughton. As you may know my wife and I take great pride in our yard. We are continuously trying to improve the beauty of our landscape for all to enjoy. Before we had started building the arbor/trellis we had taken in consideration cost, building permits and of coarse aesthetics. It was fairly inexpensive (\$450.00). The structures only purpose is to grow bittersweet vines on. Assuming the trellis were able to stay, in a matter of years it would disappear behind tight groupings of intermingled vines. Additionally our yard is constantly growing and changing. Yearly, the gardens grow wider and the trees get taller, therefore the living trellis would probably become unnoticed in a matter of time. We are not trying to show boat by building things that are illegal, we are simply just trying to make the most wonderful yard Stoughton has ever seen. As I mentioned to you on the phone, I believe if my trellis had a large green awning, swings and a tornado slide I wouldn't be writing this right now. I have seen plenty of playgrounds in front yards in Stoughton and I would say they are not quite as pleasing to the eye. I realize playgrounds don't last forever, but neither will our trellis. I'm sure the hundreds of Stoughtonites and out of town folk who love walking the corner of Forton St. and Page St. to admire our garden sanctuary would be disappointed to see such a focal point of the gorgeous flowers go away. I thank you for you time and consideration. Please email me once you have confirmed my attendance at the next planning meeting.

Sincerely,

Richard J Johnson  
608-334-7507  
Home Owner  
215 N. Page St.

(1) **Accessory Land Uses**

Accessory uses are land uses which are incidental to the principal activity conducted on the subject property. Only those accessory uses listed below shall be permitted within the jurisdiction of this Chapter. With the exception of a commercial apartment (see (a), below), or a farm residence (see (b), below), in no instance shall an accessory use, cellar, basement, tent or recreational trailer be used as a residence. With the exception of farm buildings, accessory buildings located within a residential district shall be constructed or finished in a complimentary architectural style and with complimentary materials to the principal residential buildings in the neighborhood. Accessory uses shall not be located between a principal building and a street frontage on the same lot, nor within any required front yard or street side yard, except when there is a shoreyard. In instances where there is a shoreyard, shoreyards shall be treated as front yards and street yards as rear yards, whereby accessory structures may be located between a principal building and a street frontage on the same lot.



STOP

W 10th St

W 11th St







## **Planning Commission Meeting Minutes**

**Monday, May 9, 2011 - 6:00 p.m.**


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

**Members Present:** Eric Hohol, Vice-Chair; Carl Chenoweth; Ron Christianson; Rollie Odland; and Troy Wieser.

**Absent and Excused:** Mayor Donna Olson, Chair and Todd Krcma,

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

**Guests:** Ryan Quam; Erin Ruth; A.J. Arnett; Robert Arnett;

- 1. Call to order.** Hohol called the meeting to order at 6:00 pm.
- 2. Elect Vice-Chair.**  
**Chenoweth** nominated **Hohol** as Vice-Chair, 2<sup>nd</sup> by **Wieser**. There being no other nominations, a unanimous vote was cast for **Hohol** as Vice-Chair.
- 3. Discuss Meeting Times and Dates.**  
Motion by **Christianson** to continue the Planning meetings the second Monday of the month at 6:00 pm, 2<sup>nd</sup> by **Chenoweth**. Motion carried 5 – 0.
- 4. Consider approval of the Planning Commission minutes of April 11, 2011.**  
Motion by **Chenoweth** to approve the Planning Commission minutes of April 11, 2011, 2<sup>nd</sup> by **Christianson**. Motion carried 5 – 0.
- 5. Council Representative Report.**  
Hohol stated there was a first reading for the multiple zoning code amendments with the second reading coming Tuesday night.
- 6. Status of Developments/Projects.**  
Scheel gave an overview of the status of developments including an update on the Westend Development.
- 7. Request to review zoning ordinance section 78-206(9)(i) related to temporary structures.**  
 Scheel stated the ordinance does not allow temporary structures and the City has been receiving complaints. A brief discussion took place related to course of action, timing for removal, other options for owners of the structures, enforcement action. The consensus was to recognize the ordinance does not allow temporary structures and to pursue first with letters with a time table for removal.
- 8. Request by A.J. Arnett to discuss preliminary conceptual plan and preliminary land use plan for property located north of the County Garage on County Highway N. (Settlers Point)**



**78-206(9)(i)**

(i) Temporary Shelter

Description: These shelters are typically supported by poles, have a fabric roof and/or sides and are usually used to cover automobiles, boats, recreational vehicles, or fire wood on a temporary or permanent basis. These structures are not designed for the snow loading that can occur during the winter months. These shelters are not permitted in any zoning district in the City of Stoughton.































## **Draft Outline of Framework on Fees for Amendments to the Dane County Water Quality Plan (Service Area Expansion Requests)**

**Sept. 20, 2011**

**Purpose:** To augment CARPC revenues based on the actual cost of work conducted by staff on service area amendments. This cost is currently approximately \$110 per developable acre of proposed service area expansion.

### **Policy Implications:**

1. Reduces dependence on Dane County funding.
2. Can only be applied regardless of whether a request is approved or not (based on CARPC Legal Counsel) since it has to be based on actual cost of work.
3. Local units of government will have to pass an ordinance allowing them to charge this fee if they plan to pass the fee onto landowners or developers.
4. Fees may act as an incentive for applicants to prepare requests that are more likely to be approved by the CARPC.
5. Fees should be applied so as not to create a disincentive for good planning. For example, fees should be only applied to developable acres so applicants will not be penalized for designating environmental corridors liberally. Fees should also not create a disincentive for addressing failed septic systems and addressing water quality problems.
6. The amount of fees (maximum of \$110/developable acre) only marginally adds to the cost of development when compared to infrastructure extension and other development costs. Nonetheless, fees applied only to service area expansions would create the appearance of penalizing development with the full range of urban services while no similar charge would apply to development outside service areas.
7. Fees would have to be approved by the Budget and Personnel Panel before they can be implemented (according to the formation petition that supported the creation of the CARPC).

### **Implementation:**

1. Maximum fee of \$110/developable acre. The CARPC may decide on a lower amount.
2. Exempt Limited Service Area (LSA) additions (where only one or two urban services are provided as opposed to the full range of urban services) since these are meant to address water quality problems due to failing septic systems.
3. Fees should apply to LSA expansions (expansions are defined as additions to LSAs that are not infill, and are specifically to add developable acreage to the LSA).
4. Fees should be applied uniformly to cities, villages, and towns with service areas. CARPC should not give fee discounts as incentives for certain types of development, since this approach would result in a non-uniform implementation of fees.
5. CARPC should have a clear approach to the use of funds generated from service area expansion fees. The CARPC should first use these fees to regenerate an operational reserve before reducing its charge to Dane County. No more than 50% of funds generated from these fees should be used to reduce CARPC charge to Dane County in any year once CARPC has established its operational reserves. The CARPC share of fee revenues should be earmarked for special projects to expand CARPC capacity and functionality.