

## **MEETING NOTICE**

The City of Stoughton will hold a Regular meeting of the **Planning Commission** on **Monday, October 8, 2012 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 10, 2012.
  3. Council Representative Report.
  4. Meeting Summary & Status of Developments/Projects. (Page 5)
  5. Resolution to approve Tax Incremental District #3, Amendment #2 Budget Project Plan. (Page 7)
    - Public Hearing
  6. Jim Hitchins, Stoughton Trailers, LLC requests a building addition approval at 1111 Veterans Road. (Page 29)
  7. US Highway 51 Corridor Study Update.
  8. Review Draft Future Urban Development Area (FUDA) Study Memorandum of Understanding. (Page 35)
    - Recommendation to Council
  9. Discuss a proposed zoning ordinance amendment to section 78-206 (4)(d), Outdoor display. (Page 44)
  10. Future agenda items
  11. Adjournment
- 10/3/12mps

### **COMMISSIONERS:**

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

Todd Krcma  
Rollie Odland

Ron Christianson  
Eric Olstad

### **CC:PACKETS:**

Rodney Scheel  
Todd Krcma

Michael Stacey (3)  
Mayor Donna Olson

Rollie Odland  
Scott Truehl

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

All Department Heads  
Area Townships  
City Attorney Matt Dregne  
Citizen Planning Commissioners  
Jim Hitchins

Council members  
Stoughton Hub  
Peter Sveum  
Bill Livick  
Dan McAuliffe

Steve Kittelson  
Derek Westby  
Scott Wegner  
Jeff Berens  
Ben Zellers

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 10, 2012 - 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; Todd Krcma, Scott Truehl and Eric Olstad

**Absent and Excused:** Ron Christianson; Rollie Odland

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

**Press:** Mark Ignatowski

**Guests:** Kevin Doerr; Jeanette Walker; Marno Stellmacher; Ben Zellers; Jason Jerman and Matt Oliver.

1. **Call to order.** Mayor Olson called the meeting to order at 6:02 pm.
2. **Consider approval of the Planning Commission meeting minutes of August 13, 2012.**  
Motion by Hohol to approve the Planning Commission minutes of August 13, 2012 as presented, 2<sup>nd</sup> by Krcma. Motion carried 4 – 0.
3. **Council Representative Report.**  
Hohol stated 3 items were on the Council agenda for a first reading with the second reading coming on Sep. 11<sup>th</sup>.
4. **Status of Developments/Projects.**  
Scheel introduced the status of developments. There were no questions.
5. **Matt Oliver requests Certified Survey Map (CSM) approval for a lot line adjustment between 2225 Stone Crest Road and 2309 Autumn Crest.**  
Scheel explained the request. Matt Oliver was available for questions.  
  
Motion by Krcma to recommend Council approve the CSM as presented, 2<sup>nd</sup> by Truehl. Motion carried 4 – 0.
6. **Lawrence Franceschi and Kevin Doerr request a conditional use permit to operate an automobile retail sales business at 817 W. Main Street.**  
Scheel gave an overview of the request noting the updated zoning ordinance now requires a 20-foot setback from the front property line for display of vehicles. Scheel stated the applicant has provided a site plan that will comply with the existing ordinance but would like that section reviewed in the future to reduce the required setback for display of vehicles. Scheel referred to the site plan suggesting all entrances be blocked except the eastern most entrance to prevent vehicle access and backing into the street.

Eric Olstad arrived at 6:10 pm.

Mayor Olson opened the public hearing

No one registered to speak.

Mayor Olson closed the public hearing

Truehl questioned if there was value in having the south entrance along Van Buren Street open. Scheel did not believe that would be necessary since that entrance does not lead to the display area and functions as an alley to properties to the east.

Kevin Doerr arrived.

Motion by **Hohol** to recommend Council approve the Conditional Use request contingent on the staff review letter dated September 5, 2012 including preventing vehicular access to all entrances except the eastern most entrance along Main Street and southern most drive on Van Buren Street, 2<sup>nd</sup> by **Krcma**.

The applicant shall install raised planters, barriers, etc... to prevent ingress/egress from the three access points, two on Van Buren Street and one on Main Street.  
Motion carried 5 – 0.

**7. Jason Jerman requests to rezone the property at 1528 W. Main Street from MR-10 Multi-Family Residential to MR-24 Multi-Family Residential.**

Scheel explained the proposed rezoning. Jason Jerman was available for questions.

Mayor Olson opened the public hearing

Jeanette Walker spoke in opposition to the rezoning stating she would rather the density be 6 – 7 unit rather than 12 units.

Marno Stellmacher spoke in favor but would rather the site plan use plantings instead of fencing to keep the neighborhood open.

Jason Jerman spoke in favor stating he agrees but the fencing is required by zoning.

Mayor Olson closed the public hearing.

Hohol stated we are only looking at the rezoning tonight and it appears the rezoning request meets all the requirements.

Motion by **Hohol** to recommend Council approve the rezoning ordinance amendment for 1528 W. Main Street as presented, 2<sup>nd</sup> by **Olstad**.

Hohol thanked the people that spoke at the public hearing and stated we will take the comments into consideration when the site plan is under review.

Motion carried 5 – 0.

- 8. Review Tax Incremental District #3, Amendment #2 Budget Project Plan.** Finance Director Sullivan and Ben Zellers of Vierbicher & Associates gave an overview of TID #3, Amendment #2. A brief discussion took place regarding the amendment.

Motion by Hohol to set a public hearing date of October 8, 2012 for TID #3, Amendment #2, 2<sup>nd</sup> by Truehl. Motion carried 5 – 0.

- 9. Future agenda items.** TID #3 Amendment and Review Ordinance amendment related to setback for display areas.

- 10. Adjournment.** Motion by Olstad to adjourn at 6:45 pm, 2<sup>nd</sup> by Krcma. Motion carried 5 – 0.

Respectfully Submitted,  
Michael Stacey



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

RODNEY J. SCHEEL  
DIRECTOR

(608) 873-6619      [www.cityofstoughton.com/planning](http://www.cityofstoughton.com/planning)

Date:            October 3, 2012

To:              Planning Commission Members

From:           Rodney J. Scheel  
                    Director of Planning & Development

                    Michael Stacey  
                    Zoning Administrator/Assistant Planner

Subject:        October 8, 2012 Planning Commission Meeting - Status of Developments and Meeting Summary.

**Status of Developments:**

- West View Ridge - 25 improved lots remaining.
- Stone Crest - 10 improved lots remaining.
- Proposed Kettle Park West development – In process.
- Nelson Global – construction in process.
- Proposed Settler's Point development – waiting for concept plan & narrative

**Department of Planning & Development Information:**

Planning staff has been working primarily on the following:

- Proposed Kettle Park West Development – Progress meetings
- Continued building and zoning inspections
- Public Safety Building landscaping upgrades
- Illicit discharge inspections
- WDOT mileage report
- Sidewalk replacement
- Non-compliance inspections
- Budget

**Meeting Summary:**

**Item #5 - Resolution to approve Tax Incremental District (TID) #3, Amendment #2 Budget Project Plan.** The intent of the TID No. 3 amendment is to add project costs to the TID No. 3 budget, primarily for infrastructure improvements and discretionary funds to promote industrial development. A public hearing is required. The resolution and supplemental materials are provided.

**Item #6 – Jim Hitchins, Stoughton Trailers, LLC requests a building addition approval at 1111 Veterans Road.** This request for a loading dock addition comes to us after the addition construction has

started. Concrete footings and walls have been poured without inspections. The addition meets all necessary zoning requirements. State approved plans and City building permits are necessary. Site plans and a staff review letter are provided. Staff recommends approval.

**Item #7 - US Highway 51 Corridor Study Update.** Jeff Berens of the Wisconsin Department of Transportation will be available to provide an update.

**Item #8 – Review Draft Future Urban Development Area (FUDA) Study Memorandum of Understanding (MOU).** The MOU has been amended to address concerns raised during meetings with the area Towns and the City of Stoughton. If the changes made are acceptable, a recommendation to Council is appropriate.

**Item #9 - Discuss a proposed zoning ordinance amendment to section 78-206 (4) (d), Outdoor display.** As requested by the Planning Commission a staff review was done related to setbacks for outdoor displaying of automobiles for sale. It is evident this requirement is only found in ordinances drafted by Vandewalle & Associates. Other ordinances do not require such stringent setbacks rather five feet is a more typical setback requirement. A draft ordinance amendment is provided. Staff recommends having a public hearing next month to amend the zoning code to reflect the proposed changes.

**PLAN COMMISSION RESOLUTION NO. R-126-2012**  
**APPROVING TAX INCREMENT DISTRICT NO. 3**  
**PROJECT PLAN AMENDMENT**

**WHEREAS**, the City of Stoughton Plan Commission has prepared and reviewed a Project Plan amendment for Tax Increment District (TID) No. 3 and finds the amendment to be feasible and conforming to the requirements described in ss. 66.1105(4)(f); and

**WHEREAS**, the City of Stoughton Plan Commission has invited the public to review the TID No. 3 Project Plan amendment and comment upon such Plan amendment at a Public Hearing held on October 8, 2012, and that the Public Hearing was duly noticed in conformance with ss. 66.1105(4)(e);

**NOW, THEREFORE, BE IT RESOLVED** after due consideration, the City of Stoughton Plan Commission hereby approves the Project Plan amendment for Tax Increment District No. 3; and

**BE IT FURTHER RESOLVED** that City of Stoughton Plan Commission hereby submits the Project Plan amendment for Tax Increment District No. 3 to the City of Stoughton City Council for approval.

This Resolution is being adopted by the City of Stoughton Plan Commission at a duly scheduled meeting on October 8, 2012.

\_\_\_\_\_, Chair

\_\_\_\_\_, Secretary

**CITY OF STOUGHTON  
NOTICE OF PUBLIC HEARING ON PROJECT PLAN AMENDMENT FOR  
TAX INCREMENT DISTRICT (TID) NO. 3**

NOTICE IS HEREBY GIVEN that on Monday, October 8, 2012 at 6:00 p.m., or shortly thereafter, the City of Stoughton will hold a Public Hearing pursuant to sections 66.1105(4)(a) and 66.1105(4)(e) of Wisconsin State Statutes in Council Chambers on the second floor of the Public Safety Building, 321 South Fourth Street, Stoughton, WI. At that time, a reasonable opportunity will be afforded to all interested parties to express their view on the proposed Tax Increment District Project Plan amendment. TID No. 3 is being amended to add approximately \$2.5 million of project costs for infrastructure improvements and discretionary spending to promote industrial development. As part of the Project Plan, cash grants may be made by the City to owners, lessees, or developers of property within TID No. 3.

A copy of the TID No. 3 Project Plan amendment is available for inspection and will be provided upon request. Arrangements for either inspection or receipt of a copy of the amendment may be made by contacting Laurie Sullivan, Finance Director, 381 E. Main Street, Stoughton, WI; Phone (608) 873-6677.

Publication Dates: September 20, 2012 and September 27, 2012.

Sent to overlying jurisdictions: September 14, 2012.



# Tax Increment District #3 Amendment #2 City of Stoughton, WI

Prepared For:



City of Stoughton  
381 East Main Street  
Stoughton, WI 53589

Prepared By:

**vierbicher**  
planners | engineers | advisors



999 Fourier Drive, Suite 201  
Madison, WI 53717

**DRAFT:**  
**September 17, 2012**

**Tax Increment District #3 Created: November 24, 1992**  
**Amendment #1 Adopted: October 23, 2007**  
**Amendment #2 Adopted: \_\_\_\_\_**

## **Acknowledgements**

### **City Council**

Donna Olson – Mayor  
Tim Swadley  
David Kneebone  
Elvin Swangstu  
Paul Lawrence  
Ron Christianson  
Michael Engelberger  
Tom Majewski  
Greg Jenson  
Tricia Suess  
Eric Olstad  
Eric Hohol  
Larry Peterson

### **Plan Commission**

Donna Olson – Mayor & Chair  
Todd Krcma  
Scott Truehl  
Rollie Odland  
Eric Hohol  
Eric Olstad  
Ron Christianson

### **City Staff**

Laurie Sullivan, Building Inspector/Assessor  
Rodney Scheel, Director of Planning & Development  
Michel Stacey, Zoning Administrator/Assistant Planner

### **Joint Review Board**

Laurie Sullivan – City of Stoughton  
David Worzala – Dane County  
Tim Onsager – Stoughton School District  
Ed Noehre – Madison Area Technical College  
Dave Phillips – At-Large Member

### **Vierbicher Associates, Inc.**

Gary Becker, Project Manager

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## **Appendix A: Financial Projections**

- Attachment #1: Planned Project Costs
- Attachment #2: Financing Summary
- Attachment #3: Debt Service Plan
- Attachment #4: Tax Increment Pro Forma
- Attachment #5: Tax Increment Cash Flow

## **Appendix B: Resolutions, Notices, Minutes, and Other Attachments**

- Attachment #1: Map – TID #3 Boundary and Potential Projects
- Attachment #2: Timetable
- Attachment #3: Public Hearing Minutes
- Attachment #4: CDA Resolution
- Attachment #5: City Council Resolution
- Attachment #6: Joint Review Board Approval Resolution
- Attachment #7: Proof of Publication
- Attachment #8: Attorney Opinion Letter
- Attachment #9: JRB Meeting Minutes
- Attachment #10: Public Hearing Notice to Taxing Jurisdictions

# 1 Introduction

This is an amendment to the City of Stoughton's Tax Increment District (TID) #3 Project Plan. TID #3 was created by resolution of the Stoughton City Council in November of 1992. The TID must be closed in 2020, with November 2014 being the final month for project cost expenditures. This amendment is to add project costs not included in the original project plan, primarily in relation to infrastructure improvements and land acquisition. This amendment also authorizes TID #3 to expend money within a half-mile of the TID boundary on projects that benefit the TID.

As authorized in Wisconsin Statutes 66.1105, Tax Increment District #3 was created to promote the orderly development of the City of Stoughton by promoting industrial development and causing infrastructure improvements to be made within the TID #3 boundary. The amended project plan for Tax Increment District #3 in the City of Stoughton has been prepared in compliance with Wisconsin Statutes Chapter 66.1105(4)(h). The TID #3 Project Plan Amendment shall be attached to the City of Stoughton TID #3 Project Plan, and become part of the original project plan adopted by resolution of the Stoughton City Council.

The City Council is not mandated to make expenditures described in this Amendment; however, they are limited to implementing only those projects identified in the original Project Plan and its amendments.

As required by Wisconsin Statutes Chapter 66.1105(5)(b), a copy of the Amendment will be submitted to the Wisconsin Department of Revenue and used as the basis for the certification of the Amendment of Tax Increment District #3.

## Approval Process

The City Council authorized the Plan Commission to initiate planning for an amendment to TID #3 on August 14, 2012. The Amendment to TID #3 was introduced at the Stoughton Plan Commission meeting on September 10, 2012 where the Plan Commission discussed the draft plan and scheduled a public hearing for October 8, 2012. Public Hearing notices were published on September 20, 2012 and September 27, 2012. A Joint Review Board notice was published on September 20, 2012. The initial meeting of the Joint Review Board was held on October 3, 2012 where [REDACTED] was confirmed as the at-large board member and [REDACTED] was confirmed as board chair. The Public Hearing for the TID #3 Project amendment was held on October 8, 2012. After the public hearing, the Plan Commission approved the TID #3 Project Plan amendment and recommended it to the City Council for adoption. This Project Plan amendment was adopted by resolution of the City Council on October 23, 2012. The TID #3 Project Plan, as amended, is to be used as the official Plan for the district.

The TID #3 Project Plan Amendment has been reviewed and approved by a Joint Review Board as required by Wisconsin Statutes. A notice for the final meeting of the JRB was published on [REDACTED]. The final meeting of the JRB was held on [REDACTED]. At that meeting, the JRB approved the City's Amendment of TID #3.

## 2 Proposed Amendment

The City of Stoughton has historically been successful in using tax increment financing to facilitate business development, job growth, and increase property values. The City created TID No. 2 to assist Stoughton Trailers in its expansion on the southeast side of the City, retaining hundreds of jobs in the community. TID #3 has been successful as well, facilitating about 68 acres of manufacturing development in the City's industrial park. With this success, the City has run out of land that is suitable for industrial development. The City would like to leverage the success of TID #3 to lay the foundation for continuing the City's successful industrial development program.

The two items added to the TID #3 budget for the remaining years of the TID's life, aside from costs related to the amendment itself, are:

**Discretionary Payments: \$1,400,000.** These are payments made, at the discretion of the local legislative body, which are found to be necessary or convenient to the creation of tax incremental districts or the implementation of Project Plans. This could include expenditures to make additional land available for industrial development, remove obstacles to development, provide labor force training, payments to a Town to compensate for territory to be included in a TID, or neighborhood improvements to improve the quality of life or safety of the residents, workers, or visitors, and any other payments which are necessary or convenient to the implementation of this Project Plan.

A portion of the above budget may be used to expand the industrial park. The City's industrial park is full, and the City would like to have the ability to purchase land immediately adjacent to the park to the north to allow existing industrial park businesses to expand and to be able to attract new businesses. The property in question is currently just outside the boundary of TID #3. The City will consider creating another tax increment district to include the business park expansion area at an appropriate time in the future. It is important that the City be prepared for future development and job creation opportunities by securing land for expansion.

**Infrastructure: \$1,100,000.** This includes the portion of costs related to the engineering, construction or alteration of sewerage treatment plants, water supply facilities or other environmental protection devices, storm or sanitary sewer lines, stormwater management facilities, water lines, or amenities on streets or the rebuilding or expansion of streets the construction, alteration, rebuilding or expansion of which is necessitated by the Project Plan for a district and is within or adjacent to the district. Infrastructure can also be installed outside of the district, if required to carry out Project Plans, but only the portion which directly benefits the district is an eligible cost.

Williams Drive, which is along the western edge of the TID, provides the only access to property in the TID. With all the truck and employee traffic on Williams Drive generated by the businesses in the park, the roadway has deteriorated significantly and requires reconstruction. The sanitary sewer, water main, and storm sewer will also be improved in association with the road reconstruction project, and a water main loop to North Johnson Street will be added increase the reliability of water service to the park.

No "non-project costs" are included in this amendment.

The original project plan and all amendments thereto for this TID, including all maps and attachments, proposed public works and improvements within and outside the TID, and estimated project and nonproject costs, are incorporated by reference except as specifically modified herein.

This amendment to TID #3 also authorizes expenditures that benefit the TID to be made within a half mile of the TID #3 boundary. Any expenditures made under this authorization would come from previously authorized expenditure categories in the original TID #3 plan or its amendments.

Please see Section 3, Economic Feasibility and Financing, for an analysis of TID #3 cash flow.

### 3 Economic Feasibility & Financing

It is necessary to project the amount of tax incremental revenue that can reasonably be generated from the district over its remaining life to evaluate the economic feasibility of the TID amendment. The ability of the municipality to finance proposed projects must also be determined. The TID #3 amendment is economically feasible if the tax incremental revenue projected to be generated over the remaining life of the TID is sufficient to pay all project and financing costs incurred during the TID's remaining expenditure period. The components of such an analysis include:

- A. The expected increase in property valuation due to inflation and the impact of general economic conditions on the TID.
- B. The expected increase in property valuation due to new development encouraged by the TID.
- C. Any change that may take place in the full value tax rate.
- D. The expected TID revenues.
- E. The expected TID cash flow (the *timing* of the revenue).

#### A. Inflation

Throughout the past twenty years, the annual rate of inflation in the construction industry has averaged 2.5 percent (source: Engineering News-Record Construction Cost Index History - <http://enr.construction.com/cost/costcci.asp>). Inflation for purposes of projecting future project costs is assumed to be 3.0 percent in this plan.

#### B. Increase in Property Value

While there is some space for existing businesses to expand on their respective parcels, the business park is essentially full, and does not have land for new development. This amendment assumes \$1.5 million of expansion by existing businesses over the remaining life of the TID. The inflation rate, for the purpose of making projections of equalized value, will be 1.0 percent. Please see Appendix A, Attachment #4.

#### C. Full Value Tax Rate

The third variable to consider in projecting TID revenues is the full value tax rate (Table #1). The full value tax rate is adjusted annually based on property valuation and the amount of funds required by all taxing jurisdictions to support their adopted annual budgets. The following chart summarizes the historic full value tax rate in the City between 2000 and 2011 (the mill rate is shown for the year the taxes are levied).

On a year-to-year basis, the percentage decrease (or increase) in the mill rate has varied widely over the past 11 years. The mill rate declined from 2000 through 2006, before rebounding to roughly its year 2000 level in 2011. For the purposes of projecting the mill rate for the remainder of the district's life a 0% change per year will be used. The assumption of no change will provide a conservative estimate, since increases in the full value tax rate would result in an increase in tax increment for the District. It also reflects the long-term average shown in the table at right.

**Table #1: Full Value Tax Rate**

Year	Mill Rate/ \$1,000	Percent Change
2000	0.02225	--
2001	0.02160	-2.92%
2002	0.02154	-0.28%
2003	0.02031	-5.71%
2004	0.02027	-0.20%
2005	0.01882	-7.15%
2006	0.01826	-2.98%
2007	0.01843	0.93%
2008	0.01856	0.71%
2009	0.01985	6.95%
2010	0.02117	6.65%
2011	0.02244	6.00%

**D. TIF Revenues**

A total of approximately \$3.1 million in additional TIF revenue is expected over the remaining life of TID #3. The projected TIF Revenue from TID #3 is shown in the Tax Increment Proforma in Attachment #4 of Appendix A. The total tax increment revenue is sufficient to pay all TID-related costs for the projects and amounts shown in the Planned Project Costs in Attachment #1 of Appendix A, as well as pay down existing outstanding debt.

**E. Cash Flow**

Another consideration regarding the adequacy of TID revenues toward paying TID project costs is the relative timing of revenues and expenditures, or cash flow. The TID ended 2011 with a fund balance of \$443,625. This fund balance is projected to grow in 2013 and 2014, before being drawn down over the final six years of the TID as the district pays back debt service associated with this amendment. If the projections hold true, the TID will have a surplus of approximately \$184,000 in its final year. The Tax Increment Cash Flow Worksheet shown on Attachment #5 in Appendix A summarizes the projected cash flow.



## **4 Overlying Taxing Jurisdictions**

Taxing Districts overlying TID #3 in the City of Stoughton include Dane County, the Stoughton Area School District, Madison Area Technical College, and the State of Wisconsin.

The amendment to allow additional infrastructure expenditures and discretionary costs may result in TID #3 utilizing its full life to pay off project costs, instead of closing in 2014 when existing project costs are paid off. While this amendment results in dollars being retained in TID #3 for the near-term, the City believes that the long term benefits, in the form of supporting new and ongoing development efforts through an upgrade in municipal infrastructure and setting the stage for an industrial park expansion, will result in an overall long-term boost in taxable value in and around the TID that will outweigh a shorter term delay in the return of parcels to the property tax rolls.

## **5 "12% Test"**

The City cannot create new TIDs or add territory to existing TIDs if more than 12% of its equalized value is TID value increment. The City currently has about 3% of its total equalized value as increment in TIDs, however, because this Amendment does not add any property to the TID, the 12% test does not impact the Amendment.

## **6 Changes to Maps, Plans, Ordinances**

No changes to the Comprehensive Plan, Building Codes, or official map are proposed as part of this amendment. Any land purchased by the City for industrial park expansion will be annexed to the City and zoned appropriately for industrial development. No changes to the City's Zoning Ordinance or other City Ordinances are required to implement this project plan amendment.

## **7 Relocation**

No persons are expected to be displaced or relocated as a result of proposed projects in this TID amendment; however, if relocation were to become necessary in the future, the following is the method proposed by the City for displacement or relocation. Before negotiations begin for the acquisition of property or easements, all property owners will be contacted to determine if there will be displaced persons as defined by Wisconsin Statutes and Administrative Rules. If it appears there will be displaced persons, all property owners and prospective displaced persons will be provided an informational pamphlet prepared by the Wisconsin Department of Administration (DOA). If any person is to be displaced as a result of the acquisition they will be given a pamphlet on "Relocation Benefits" as prepared by the DOA. The City will file a relocation plan with the DOA and shall keep records as required in Wisconsin Statutes 32.27. The City will provide each owner a full narrative appraisal, a map showing the owners of all property affected by the proposed project and a list of neighboring landowners to whom offers are being made as required by law.

## **8 Promoting Orderly Development**

TID #3 was created to promote industrial development within the City of Stoughton. The success of TID #3 now places the City in the position of no longer being able to promote industrial development within the current industrial park boundary. This amendment to TID #3 will allow the TID to make further investments in infrastructure and land to fully carry out the goal of supporting industrial development in the future.

## **9 District Boundaries**

The TID #3 boundary is not affected by this amendment. A map of the existing TID boundary has been provided in Appendix B, Attachment #1.

# **A** Financial Projections

## **Appendix A – Financial Projections**

Attachment #1: Planned Project Costs  
Attachment #2: Financing Summary  
Attachment #3: Debt Service Plan  
Attachment #4: Tax Increment Pro Forma  
Attachment #5: Tax Increment Cash Flow

**Attachment #1: Planned Project Costs**  
**City of Stoughton**  
**TID #3 Amendment**  
**9/17/2012**

Type of Expenditure	Amount	% Paid By		Costs Allocated to Project
		Project	Other	
<b>A. Capital Costs</b>				
	<b>\$0</b>	<b>100%</b>	<b>0%</b>	<b>\$0</b>
<b>B. Infrastructure</b>				
Williams Drive Reconstruction*	\$901,000	100%	0%	\$901,000
Water Main Loop to N. Johnson St.	\$193,000	100%	0%	\$193,000
	<b>\$1,094,000</b>	<b>100%</b>	<b>0%</b>	<b>\$1,094,000</b>
<b>C. Site Development Costs</b>				
	<b>\$0</b>	<b>100%</b>	<b>0%</b>	<b>\$0</b>
<b>D. Land Acquisition &amp; Assembly</b>				
	<b>\$0</b>	<b>100%</b>	<b>0%</b>	<b>\$0</b>
<b>E. Development Incentives</b>				
	<b>\$0</b>	<b>100%</b>	<b>0%</b>	<b>\$0</b>
<b>F. Professional Services</b>				
	<b>\$0</b>	<b>100%</b>	<b>0%</b>	<b>\$0</b>
<b>G. Discretionary Payments</b>				
	<b>\$1,400,000</b>	<b>100%</b>	<b>0%</b>	<b>\$1,400,000</b>
<b>H. Administration Costs</b>				
	<b>\$0</b>	<b>100%</b>	<b>0%</b>	<b>\$0</b>
<b>I. Organizational Costs</b>				
Department of Revenue Submittal Fee	\$1,000	100%	0%	\$1,000
TID Creation Fees	\$16,000	100%	0%	\$16,000
City Staff & Publishing	\$5,000	100%	0%	\$5,000
<b>Total Organization Costs</b>	<b>\$22,000</b>	<b>100%</b>	<b>0%</b>	<b>\$22,000</b>
<b>Inflation</b>	<b>\$42,000</b>	<b>100%</b>	<b>0%</b>	<b>\$42,000</b>
<b>Total Project Costs</b>	<b>\$2,558,000</b>	<b>100%</b>	<b>0%</b>	<b>\$2,558,000</b>
<b>J. Interest, Fininacing Fees, Less Cap. Interest</b>				\$402,525
Plus Capitalized Interest				\$0
<b>Total TIF Budget</b>				<b>\$2,960,525</b>
* Includes sanitary sewer, water main, storm sewer, stormwater dentention, and street construction.				

**Attachment #2: Financing Summary**  
**City of Stoughton**  
**TID #3 Amendment**  
**9/17/2012**

<b>TID Activities</b>	<b>Loan #1 6/1/2013</b>	<b>Loan #2 6/1/2014</b>	<b>Loan #3 --</b>	<b>Total</b>
A. Capital Costs	\$0	\$0	\$0	\$0
B. Infrastructure	\$1,094,000	\$0	\$0	\$1,094,000
C. Site Development Costs	\$0	\$0	\$0	\$0
D. Land Acquisition & Assembly	\$0	\$0	\$0	\$0
E. Development Incentives	\$0	\$0	\$0	\$0
F. Professional Services	\$0	\$0	\$0	\$0
G. Discretionary Payments	\$0	\$1,400,000	\$0	\$1,400,000
H. Administration Costs	\$0	\$0	\$0	\$0
I. Organizational Costs	\$22,000	\$0	\$0	\$22,000
<b>Subtotal</b>	<b>\$1,116,000</b>	<b>\$1,400,000</b>	<b>\$0</b>	<b>\$2,516,000</b>
Inflation Factor Cost Adj. @ 3% per year	\$0	\$42,000	\$0	\$42,000
Grants	\$0	\$0	\$0	\$0
Reduction for Land Sale Revenue	\$0	\$0	\$0	\$0
<b>Total Cost For Borrowing</b>	<b>\$1,116,000</b>	<b>\$1,442,000</b>	<b>\$0</b>	<b>\$2,558,000</b>
Capitalized Interest	\$0	\$0	\$0	\$0
Financing Fees (2%)	\$22,776	\$29,429	\$0	\$52,204
Debt Reserve	\$0	\$0	\$0	\$0
Subtotal	\$1,138,776	\$1,471,429	\$0	\$2,610,204
Less Interest Earned	\$0	\$0	\$0	\$0
<b>BORROWING REQUIRED</b>	<b>\$1,138,776</b>	<b>\$1,471,429</b>	<b>\$0</b>	<b>\$2,610,204</b>

**Attachment #3a - Debt Service Plan  
City of Stoughton  
TID #3 Amendment  
Tax Exempt Bond Issue  
9/17/2012**

Principal:		\$1,138,776	Project Cost:		\$1,116,000	
Interest Rate:		3.50%	Finance Fees:		\$22,776	
Term (Years):		7	Interest Earned:		\$0	
# of Principal Payments:		7	Capitalized Interest:		\$0	
Date of Issue:		6/1/2013	Total TID Cost of Loan:		\$1,303,683	
Year	Principal Payment #	Unpaid Principal	Principal Payment	Interest Payment	Total Payment	Apply Surplus to Principal
2012	0	\$0	\$0	\$0	\$0	\$0
2013	0	\$1,138,776	\$0	\$0	\$0	\$0
2014	1	\$1,138,776	\$146,383	\$39,857	\$186,240	\$0
2015	2	\$992,392	\$151,507	\$34,734	\$186,240	\$0
2016	3	\$840,885	\$156,809	\$29,431	\$186,240	\$0
2017	4	\$684,076	\$162,298	\$23,943	\$186,240	\$0
2018	5	\$521,778	\$167,978	\$18,262	\$186,240	\$0
2019	6	\$353,800	\$173,857	\$12,383	\$186,240	\$0
2020	7	\$179,942	\$179,942	\$6,298	\$186,240	\$0
Total			\$1,138,776	\$164,908	\$1,303,683	\$0

**Attachment #3b - Debt Service Plan  
City of Stoughton  
TID #3 Amendment  
Tax Exempt Bond Issue  
9/17/2012**

Principal:		\$1,471,429	Project Cost:		\$1,442,000	
Interest Rate:		3.50%	Finance Fees:		\$29,429	
Term (Years):		6	Interest Earned:		\$0	
# of Principal Payments:		6	Capitalized Interest:		\$0	
Date of Issue:		6/1/2014	Total TID Cost of Loan:		\$1,656,842	
Year	Principal Payment #	Unpaid Principal	Principal Payment	Interest Payment	Total Payment	Apply Surplus to Principal
2012	0	\$0	\$0	\$0	\$0	\$0
2013	0	\$0	\$0	\$0	\$0	\$0
2014	0	\$1,442,000	\$0	\$0	\$0	\$0
2015	1	\$1,471,429	\$224,640	\$51,500	\$276,140	\$0
2016	2	\$1,246,788	\$232,503	\$43,638	\$276,140	\$0
2017	3	\$1,014,285	\$240,640	\$35,500	\$276,140	\$0
2018	4	\$773,645	\$249,063	\$27,078	\$276,140	\$0
2019	5	\$524,582	\$257,780	\$18,360	\$276,140	\$0
2020	6	\$266,802	\$266,802	\$9,338	\$276,140	\$0
Total			\$1,471,429	\$185,414	\$1,656,842	\$0

**Attachment #4: Tax Increment ProForma**  
**City of Stoughton**  
**TID #3 Amendment**  
**9/17/2012**

Assumptions		
Base Value	\$94,000	
Equalized Tax Rate	0.02244	For County, Village, Technical College, and School District
Property Appreciation Rate	1.00%	For Existing Construction
Annual Change in Tax Rate	0.00%	

Year	Previous Valuation	Inflation Increment	Increment	Total Valuation	Cumulative Increment	TIF Tax Rate	TIF Revenue
2012	\$14,746,400	\$147,464	\$0	\$14,893,864	\$14,799,864	0.022440	\$259,739
2013	\$14,893,864	\$148,939	\$0	\$15,042,803	\$14,948,803	0.022440	\$330,909
2014	\$15,042,803	\$150,428	\$0	\$15,193,231	\$15,099,231	0.022440	\$332,109
2015	\$15,193,231	\$151,932	\$1,500,000	\$16,845,163	\$16,751,163	0.022440	\$335,451
2016	\$16,845,163	\$168,452	\$0	\$17,013,615	\$16,919,615	0.022440	\$338,827
2017	\$17,013,615	\$170,136	\$0	\$17,183,751	\$17,089,751	0.022440	\$375,896
2018	\$17,183,751	\$171,838	\$0	\$17,355,588	\$17,261,588	0.022440	\$379,676
2019	\$17,355,588	\$173,556	\$0	\$17,529,144	\$17,435,144	0.022440	\$383,494
2020	\$17,529,144	\$175,291	\$0	\$17,704,436	\$17,610,436	0.022440	\$387,350
<b>Total</b>		<b>\$1,458,036</b>	<b>\$1,500,000</b>				<b>\$3,123,451</b>



**Attachment #5: Tax Increment Revenue**  
**City of Stoughton**  
**TID #3 Amendment**  
**9/17/2012**

Year	Beginning Balance	Revenues					Expenses		Annual Surplus (Deficit)	Balance After Surplus to Principal
		Capital Interest	Total TIF Revenues	Interest Income	Other	Total Revenues	Future Debt Service	Existing Debt Service		
2012	443,625	0	259,739	0	0	259,739	0	217,548	42,191	485,816
2013	485,816	0	330,909	4,858	0	335,767	0	243,354	92,413	578,229
2014	578,229	0	332,109	5,782	0	337,891	186,240	0	151,651	729,880
2015	729,880	0	335,451	7,299	0	342,750	462,381	0	(119,631)	610,249
2016	610,249	0	338,827	6,102	0	344,929	462,381	0	(117,452)	492,797
2017	492,797	0	375,896	4,928	0	380,824	462,381	0	(81,557)	411,240
2018	411,240	0	379,676	4,112	0	383,789	462,381	0	(78,592)	332,648
2019	332,648	0	383,494	3,326	0	386,820	462,381	0	(75,560)	257,088
2020	257,088	0	387,350	2,571	0	389,921	462,381	0	(72,460)	184,628
<b>Total</b>		<b>0</b>	<b>3,123,451</b>	<b>38,979</b>	<b>0</b>	<b>3,162,430</b>	<b>2,960,525</b>	<b>460,902</b>		

1.00% = Assumed Investment Rate For Interest Income

## **B** Resolutions, Notices, Minutes

### **Appendix B – Resolutions, Notices, Minutes, and Other Attachments**

Attachment #1: Map – TID #3 Boundary and Potential Projects

Attachment #2: Timetable

Attachment #3: Public Hearing Minutes

Attachment #4: CDA Resolution

Attachment #5: City Council Resolution

Attachment #6: Joint Review Board Approval Resolution

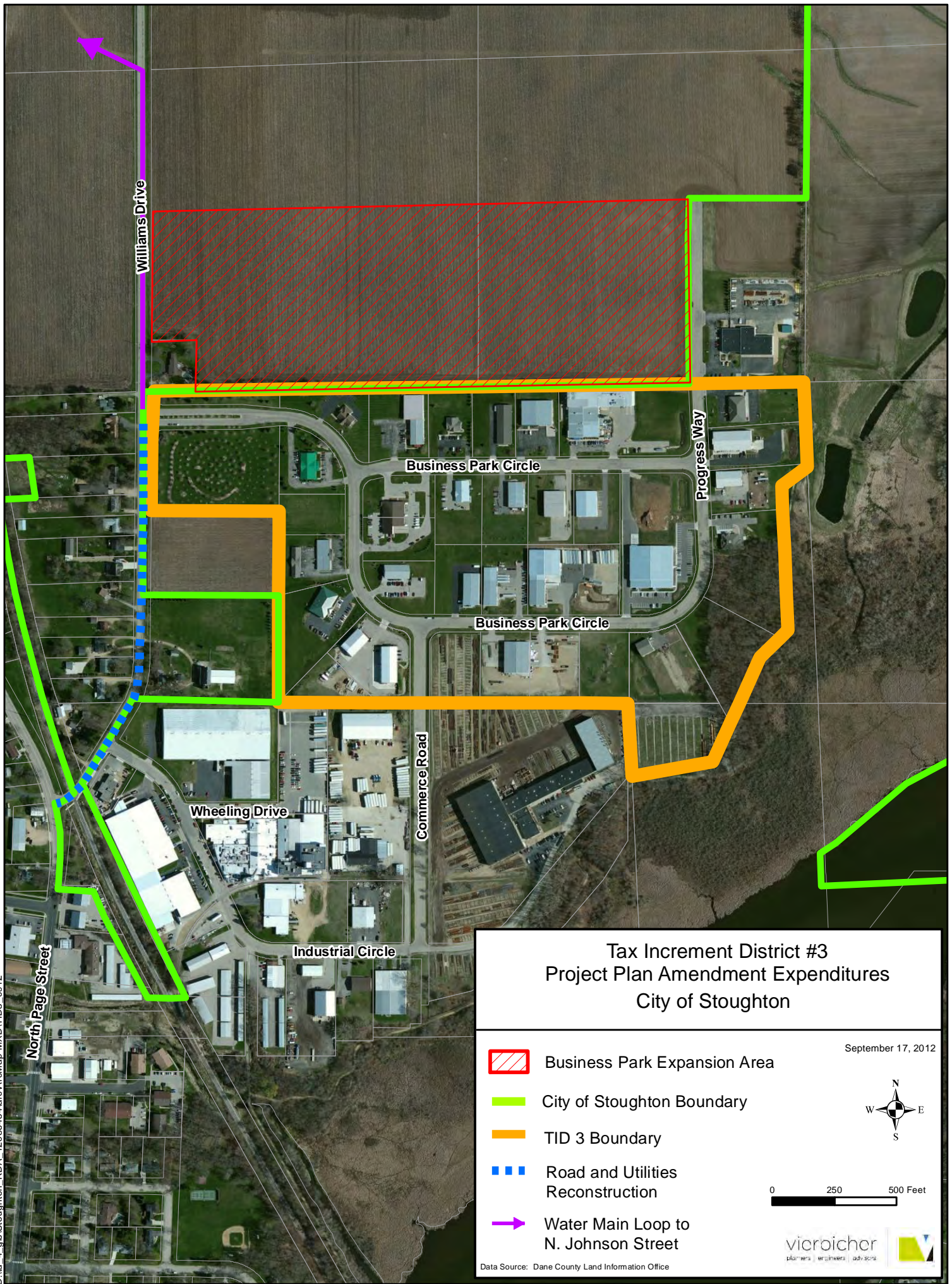
Attachment #7: Proof of Publication

Attachment #8: Attorney Opinion Letter

Attachment #9: JRB Meeting Minutes






Attachment #10: Public Hearing Notice to Taxing Jurisdictions





# Tax Incremental District #3 Project Plan Amendment Expenditures City of Stoughton

September 17, 2012

-  Business Park Expansion Area
-  City of Stoughton Boundary
-  TID 3 Boundary
-  Road and Utilities Reconstruction
-  Water Main Loop to N. Johnson Street



0 250 500 Feet



# CITY OF STOUGHTON: TAX INCREMENT DISTRICT #3 PROJECT PLAN AMENDMENT

Summary of Activities and Timetable  
Updated: 9/14/12

Action	Party Responsible	Date
1. <b>City Council Meeting:</b> Presentation on TIF; Discuss TID #3 amendment; authorization to proceed with amending TID #3.	Vierbicher/ City Council	8/14/12
2. Letters to taxing jurisdictions requesting JRB appointments	Vierbicher	8/15/12
3. Prepare Draft TID #3 Project Plan amendment and resolutions.	Vierbicher	8/15/12 – 9/4/12
4. <b>Plan Commission Meeting:</b> <ul style="list-style-type: none"> <li>Review TID #3 amendment budget and Project Plan</li> <li>Recommend edits to plan</li> <li>Schedule Plan Commission public hearing for TID #3 amendment (if no further discussion needed)</li> </ul>	Vierbicher / Plan Commission	9/10/12
5. Public hearing notice and JRB notice to newspaper.	Vierbicher	9/14/12
6. Send hearing notice to taxing entities.	Vierbicher	9/14/12
7. Publish notice for TID JRB meeting ( <i>Class I</i> )	Stoughton Courier Hub	9/20/12
8. Mail out JRB packets.	Vierbicher	9/20/12
9. Publish notices for TID #3 Project Plan amendment public hearing ( <i>Class II</i> )	Stoughton Courier Hub	9/20/12 & 9/27/12
10. <b>JRB – First Meeting on TID #3 Amendment:</b> Confirm chairperson and at-large member, discussion of draft TID #3 Project Plan ( <i>at least 5 days after publication of JRB meeting notice; latest date 14 days after first notice of Public Hearing</i> )	Vierbicher / JRB	10/3/12 9:00 am
11. <b>Plan Commission Meeting:</b> <ul style="list-style-type: none"> <li>Public hearing –TID #3 Project Plan amendment (<i>at least 7 days after last insertion of public notice</i>)</li> <li>Adoption of TID #3 Project Plan amendment, submission to City Council for Approval</li> </ul>	Vierbicher / Plan Commission	10/8/12
12. Provide information to City Attorney for TID #3 amendment attorney opinion letter.	Vierbicher	10/9/12
13. <b>City Council Meeting:</b> <ul style="list-style-type: none"> <li>Review TID #3 Project Plan amendment.</li> <li>Approve TID #3 Project Plan amendment (<i>Not less than 14 days after public hearing</i>)</li> </ul>	Vierbicher / City Council	10/23/12
14. JRB notice to newspaper.	Vierbicher	10/25/12
15. Mail out JRB packets.	Vierbicher	10/25/12
16. Publish JRB meeting notice.	Stoughton Courier Hub	11/1/12
17. <b>JRB – Final Meeting on TID #3 Amendment:</b> Approval of TID #3 Project Plan amendment by JRB ( <i>At least 5 days after publication of meeting notice and within 30 days of Board approval</i> )	Vierbicher / JRB	11/7/12 – 11/22/12
18. Submit TID #3 amendment information to Wisconsin Department of Revenue (with \$1,000 certification fee)	Vierbicher / City Clerk	Dec. 2012

Courier Hub is published on Thursdays; notices must be provided prior to noon the previous Monday. Contact: Terry Leonard – [tleonard@wcinet.com](mailto:tleonard@wcinet.com), 845-9559.

## Public Access System

Public Access | Public Agency Access | Subscription Access | Log Out

Wednesday, October 3, 2012

Parcel information updated on Wednesday, October 03, 2012 unless otherwise noted.

**Parcel Number - 281/0511-093-6025-2**[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	SW
Quarter-Quarter	NE
Plat Name	CSM 06876
Block/Building	
Lot	1
Restrictive Covenants	<a href="#">Show Restrictions for this Plat, CSM, or Quarter</a>

**Zoning Information**

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

**Owner Name and Address**

Owner Status	CURRENT OWNER
Name	STOUGHTON TRAILERS INC
Property Address	416 S ACADEMY ST
City State Zip	STOUGHTON, WI 53589
Country	USA
	- Edit Owner Address

**Parcel Address**

Primary Address	1111 VETERANS RD
	- Edit Parcel Address
	- Add More Addresses

**Billing Address**

Attention	
Street	PO BOX 606
City State Zip	STOUGHTON, WI 53589 0606
Country	USA
	- Edit Billing Address

**Assessment Information**

Assessment Year	2012
Valuation Classification	G3
Assessment Acres	0
Land Value	\$0.00
Improved Value	\$0.00
Total Value	\$0.00
Valuation Date	05/10/2012

[About Annual Assessments](#)**Tax Information**[Pay Taxes Online](#)**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  
 LOT 1 CSM 6876 CS34/172&173 R20234/10&11-9/24/92 F/K/A LOTS  
 24, 25, 26, 27, 28, 29, 30, 31 STOUGHTON INDUSTRIAL PARK  
 SOUTH & PRT VAC EAST ST DESCR AS SEC 9-5-11 NE1/4SW1/4 &  
 SE1/4SW1/4 & ALSO INCL LOT 1 CSM 7211 CS36/305&306  
 R24257/45&46-8/27/93 DESCR AS SEC 9-5-11 PRT SW1/4SE1/4 &  
 NW1/4SE1/4

**Recorded Documents**

Doc.Type	Date Recorded	Doc. Number	Volume	Page
WD		<a href="#">2445481</a>	21952	15
WD		<a href="#">2151733</a>	13082	24
QCD		<a href="#">2114795</a>	12205	1
QCD		<a href="#">1833691</a>	5675	89
WD		<a href="#">1832021</a>	5635	34
TJT		<a href="#">1699273</a>	2624	29
TJT		<a href="#">1690207</a>	2428	89

**DocLink Now Available!**

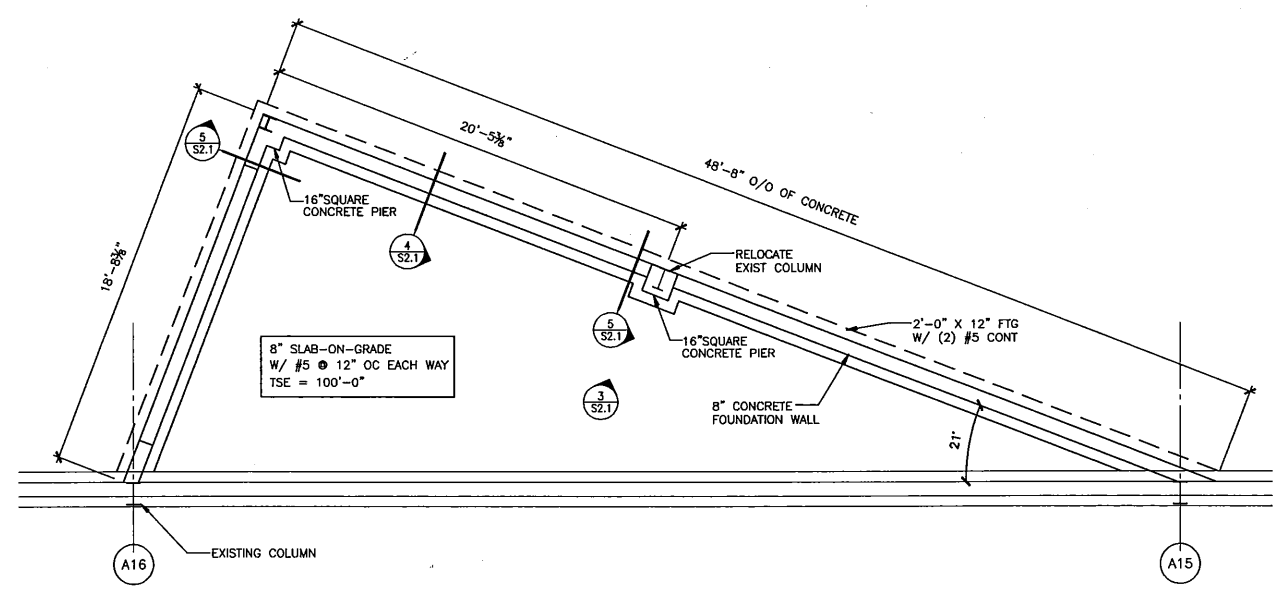
DocLink is a feature that connects this property to recorded documents. If you'd like to use DocLink, all you need to do is select a link in this section. There is a fee that will require either a credit card or user account. [Click here for instructions.](#)

**STOUGHTON TRAILERS  
 WALL MODIFICATIONS**

REVISION HISTORY				
DATE	4/20/12			
DRAWN	JPS			
PROJECT NO.	66-002-00			

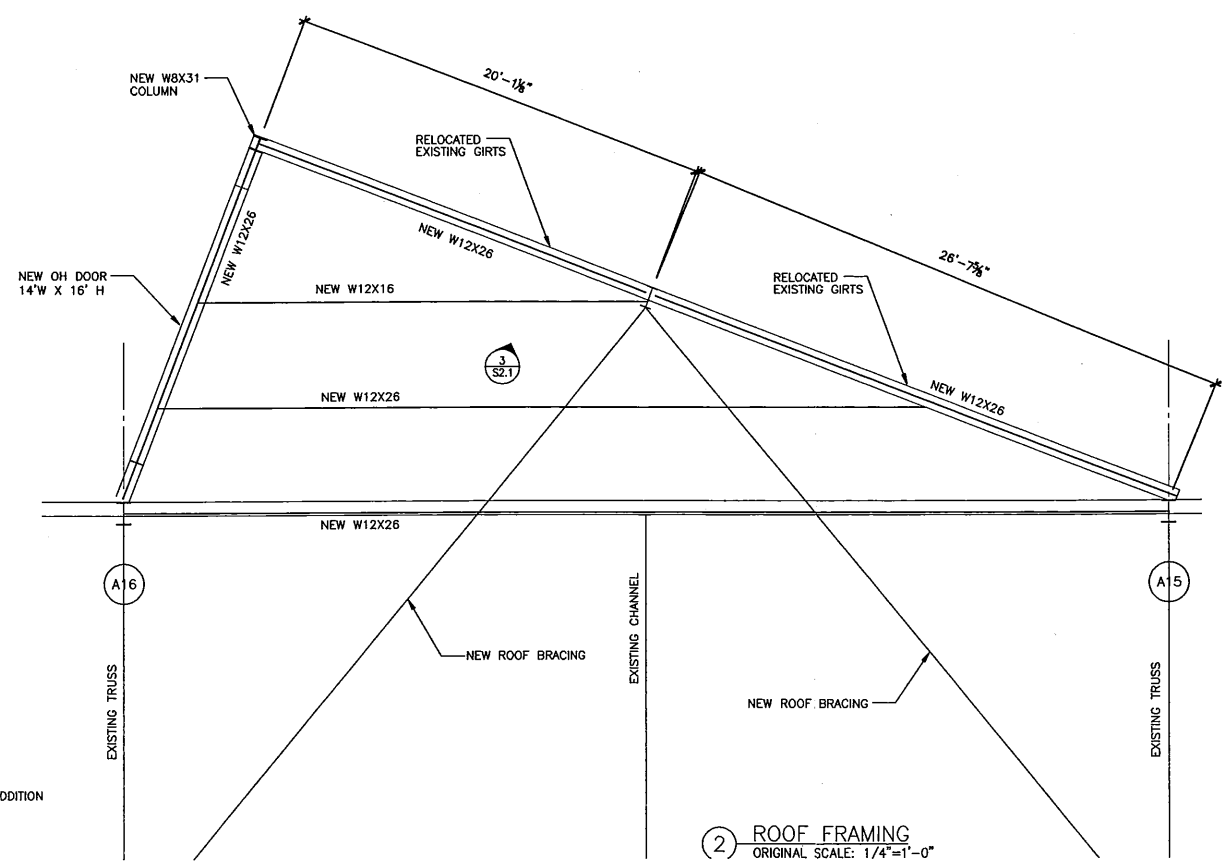
FRAMING PLANS  
 AND ELEVATIONS

**S2.1**

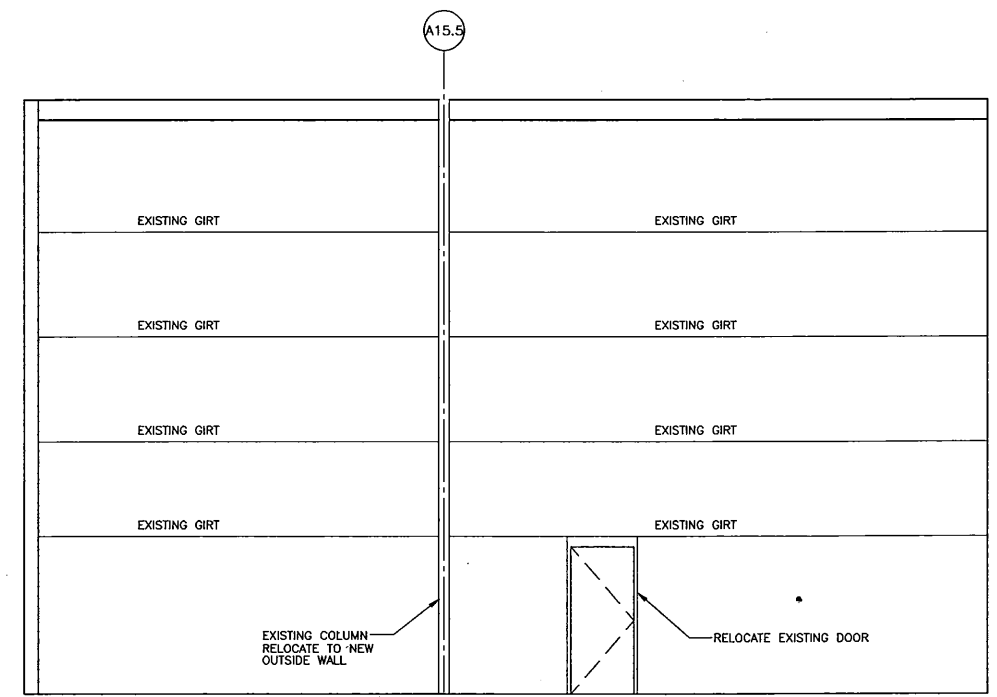


① FOUNDATION FRAMING  
 ORIGINAL SCALE: 1/4"=1'-0"

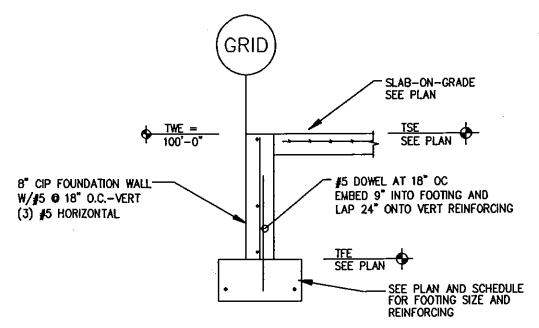
EXTEND (4) SPRINKLER LINES INTO ADDITION



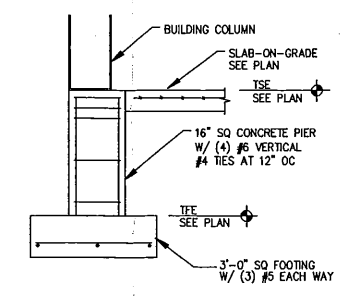
② ROOF FRAMING  
 ORIGINAL SCALE: 1/4"=1'-0"



③ WALL FRAMING ELEVATION  
 ORIGINAL SCALE: 1/4"=1'-0"

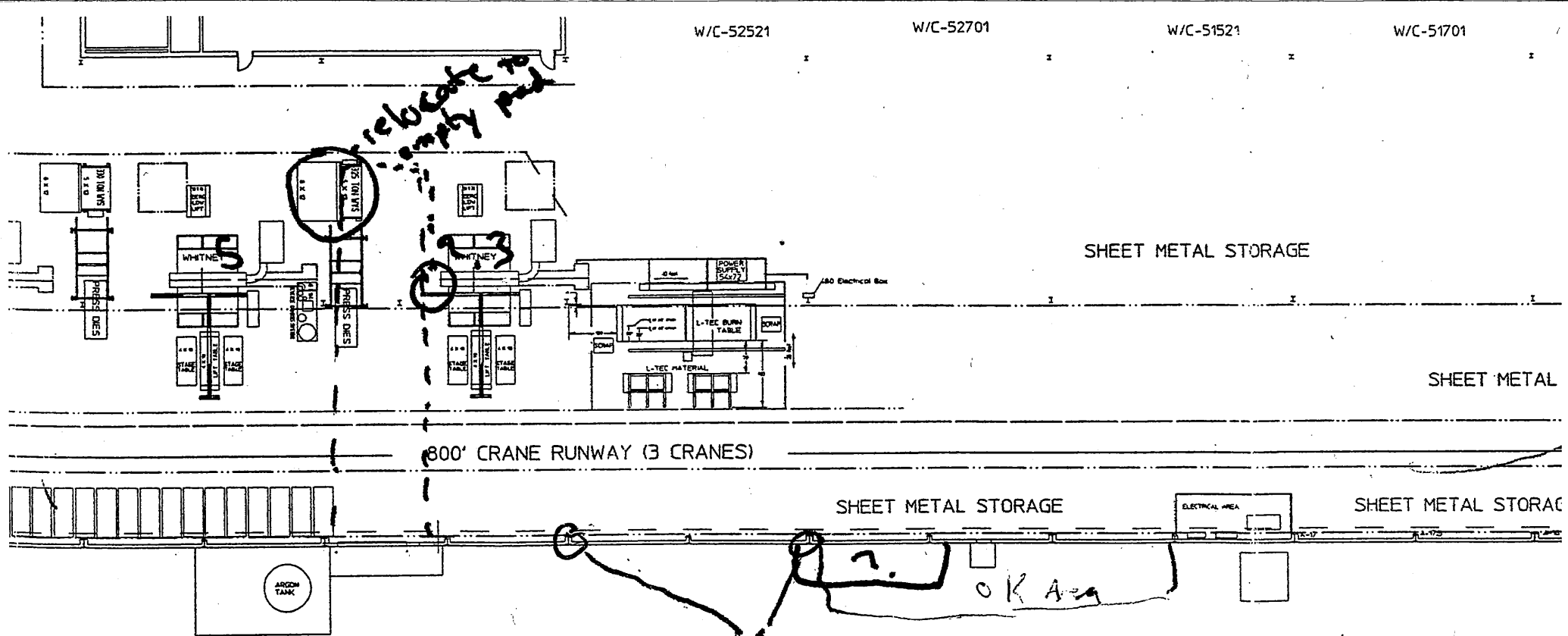


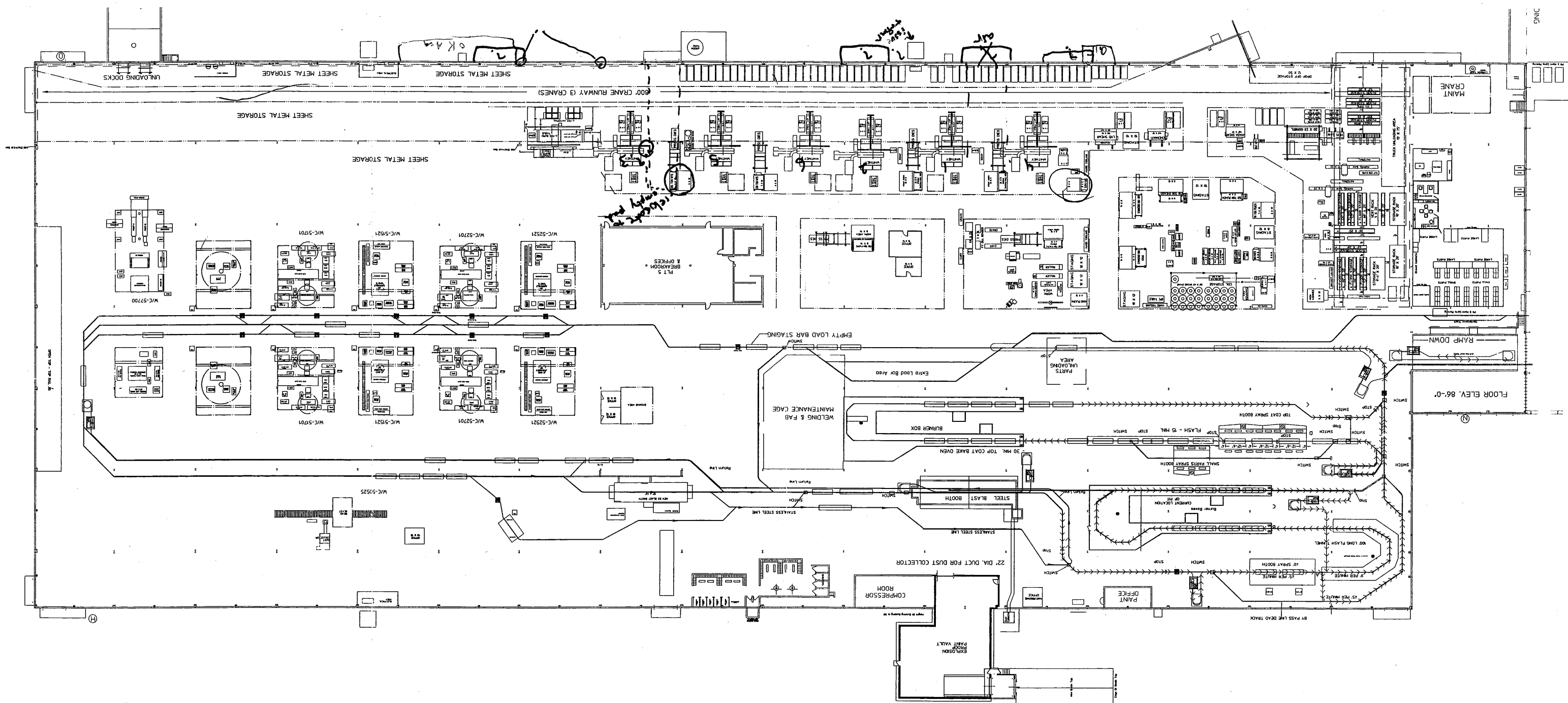
④ FOUNDATION WALL SECTION  
 ORIGINAL SCALE: 1/2"=1'-0"



⑤ COLUMN PIER DETAIL  
 ORIGINAL SCALE: 1/2"=1'-0"

**NOT FOR  
 CONSTRUCTION**











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 3, 2012

Stoughton Trailers, LLC  
Attn: Jim Hitchins  
416 S. Academy Street  
Stoughton, WI. 53589

Dear Mr. Hitchins:

I have completed a review of the proposed addition for Stoughton Trailers, LLC, 1111 Veterans Road, Stoughton - Plan submitted 10/2/12.

1. The property at 1111 Veterans Road is zoned HI – Heavy Industrial. **Heavy Industrial uses are conditional within the HI district. Since the addition is not significantly changing the use or affecting adjacent properties, a conditional use process is not necessary. Rather, a site plan approval by the Stoughton Planning Commission will be necessary.**
2. The Comprehensive Plan, planned land use map designates this property as General Industrial which is consistent with the use.
3. The proposed addition is for a loading dock and does not require any changes to the parking, loading or lighting requirements.
4. The building addition meets the height and setback requirements of the Heavy Industrial district. **A building elevation drawing is needed for the Planning Commission meeting.**
5. It does not make sense to require foundation landscaping around this proposed addition since plantings will likely not survive and the public cannot see this area.
6. **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.**
7. **City of Stoughton zoning and building permits are also required.**

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

## **Southern Yahara/Stoughton Area FUDA Memorandum Of Understanding**

### **DRAFT**

The following memorandum of understanding describes the Future Urban Development Area (FUDA) planning process. The process will identify future growth considerations and development/preservation options for the Stoughton Urban Service Area (USA).

### **Project Intent and Purpose**

FUDA planning is a voluntary, locally-driven intergovernmental process. The process provides information, analysis and public involvement to aid communities make more informed decisions about future growth. The project utilizes broad public participation to identify future development/preservation options that are mutually beneficial and equitable to participating communities while protecting vital natural resources, promoting efficient development, and preserving farmland through cooperative planning for long-term growth.

### **Participating Entities**

Primary participants include the City of Stoughton, the towns of Dunn, Dunkirk, Pleasant Springs and Rutland. These primary participants will have a Memorandum of Understanding executed with CARPC prior to the initiation of the project. Other participants may include but are not limited to the Stoughton Area School District, local service providers such as fire departments, senior/community centers, a CARPC commission representative, Dane County. Through the public involvement process, other members of the community are likely to participate in FUDA planning.

### **Timeline and Study Process**

The estimated timeline for a completed FUDA project, including the Environmental Conditions Report (ECR), public involvement, scenario planning, and final study is approximately one year. Developing the ECR is expected to take approximately five to six months (basic package). Participants have the ability to opt-out at various times throughout the process, and these have been noted below.

The attached draft schedule outlines the major work activities and potential Steering Committee meeting agendas. Upon execution of the MOU and creation of the Steering Committee, the Steering Committee will be able to modify the project schedule as appropriate.

The following outlines the FUDA planning process (subject to change by the Steering Committee).

1. Execute the MOU between the participating community and CARPC, acknowledging the outlined process and responsibilities of involved parties.
2. Formation of the Steering Committee and commencement of meetings
3. Formally establish the FUDA Study Area as basis for investigation and planning.
4. Adopt the Public Participation Plan (PPP) which seeks full community participation including traditionally under-represented groups.
5. Staff review of comprehensive and other plans.
6. Existing Conditions Report (ECR) preparation, inventory and assessment of natural resources, agricultural resources, and community development (population, land use trends; redevelopment opportunities<sup>1</sup>; projected future land demand<sup>2</sup>).

---

1 Infill and redevelopment capacity calculations will not reduce future land demand estimates.

2 The population and land demand estimates conducted using CARPC methodology as approved by WI DOA.

- *Potential community opt-out point*
- 7. Community outreach and engagement (as per PPP) to educate stakeholders and community about FUDA, and identify community assets and opportunities.
- 8. Future development scenario preparation addressing development and preservation accompanied by measurement of indicators.
- 9. Conduct community scenario polling.
  - *Potential community opt-out point*
- 10. Select Preferred Scenario by Steering Committee and discussion of implementation methods.
- 11. Prepare draft FUDA Study, summarizing the preferred scenario, impacts and implementation measures, with community review and input and CARPC comment upon request of Steering Committee.
- 12. Steering Committee recommends FUDA Study to local planning commissions.
- 13. FUDA Study recommendations considered locally for incorporation of into comprehensive plans by participating units of local government.<sup>3</sup>

### **Steering Committee**

The Steering Committee is the primary decision-making body for the FUDA planning process. The Steering Committee is intended to be comprised with members representing the views and interests of the larger planning area and reflect the values of participating communities. Steering Committee members are designated by participating units of local government. The Steering Committee composition shall be as follows<sup>4</sup>:

- A balanced City -Town representation, with four (4) voting Steering Committee members selected by the City of Stoughton and one (1) for each of the participating towns.
- One (1) voting Steering Committee member representing the Stoughton Area School District, Dr. Tim Onsager, Superintendent
- Advisory, non-voting representatives of other entities which represent community and stakeholder interests that are mutually agreeable to participating communities, such as the senior center, local Chamber of Commerce, community organizations, etc.
- One (1) CARPC commissioner acting as a liaison (non-voting)
- One (1) County Supervisor acting as a liaison (non-voting)

Additional non-voting Steering Committee members may be selected by each community. These members would have the ability to vote in absences of the designated voting Steering Committee member.

---

3 CARPC considers outcome of FUDA as part of USA Amendment process when FUDA recommendations are incorporated into comprehensive plans.

4 Recommendation subject to change upon input from participating entities and final composition shall be agreed upon prior to the execution of the MOU.

### **Steering Committee Responsibilities**

Steering Committee members are responsible for attending monthly meetings, reviewing and providing timely feedback on materials presented at meetings. The time commitment for Steering Committee members is estimated to be two to four hours per month. Other responsibilities of the Steering Committee include but are not limited to:

- Establish the goals and desired outcomes of the FUDA process
- Approval of project work plan, schedule and public participation plan
- Review and commenting on documents including the ECR and FUDA Study
- Assistance with public outreach and engagement by identifying contacts and publicizing events and participation opportunities
- Consider and respond to public comments at meetings or other venues
- Participation in the development of future growth scenarios
- Act as a liaison with local entities including Plan Commissions, including making monthly reports to those entities and reporting issues and concerns of the Planning Commissions back to Steering Committee.
- Recommendation of FUDA Study to participating local units of government for consideration to be incorporated into updates of local comprehensive plans.

### **Project Staff**

Primary CARPC Staff

*CARPC Community Development Division:*

Dan McAuliffe, Senior Community Planner/Urban Designer (Project Lead)

Bridgit Van Belleghem, Senior Community Planner (Project Co-Lead)

*CARPC Natural Resource Division:*

Kamran Mesbah, Deputy Director (Principal In-Charge)

Mike Kakuska, Senior Environmental Planner

Jason Granberg, Restoration Ecologist Biologist

Mike Rupiper, Senior Environmental Engineer

*Participating CARPC Staff:*

Steve Steinhoff, Senior Community Planner

Rachel Holloway, Community Planner

Aaron Krebs, GIS Specialist

Heath Anderson, GIS Specialist

Steve Wagner, Graphic/Web Specialist

*Note that while specific staff members are planned for this project, they are subject to change due to unforeseen circumstances.*

### **CARPC Staff Responsibilities:**

CARPC staff is responsible for the majority of the work entailed in the FUDA process. This includes but is not limited to the overall coordination of the process, completion of tasks outline in the project schedule, preparation and early distribution of materials for staff team and Steering Committee meetings and public outreach effort.



Unless otherwise discussed, CARPC staff will attempt to deliver completed Steering Committee meeting materials one week prior to the meeting.

### **Staff Team**

Participating communities contribute staff for the staff team. The time commitment for Staff Team members is estimated to be four to ten hours per month. The FUDA process is most effective when Staff Team members are selected from local staff, officials or other knowledgeable local parties, however towns who cannot fill this role may request staff assistance through the CRSC grant from Dane County Planning and Development or another entity to act on behalf of and at the direction of that community. The staff team is responsible for timely review and feedback on materials provided by CARPC staff, attending monthly staff team meetings (anticipated to occur two weeks prior to Steering Committee meetings). Additionally staff team member are encouraged to attend Steering Committee meetings. Staff team members will assist in the coordination [and implementation](#) of public outreach events that may include stakeholder interviews, public forums, focus groups and other presentations.

### **Commission Involvement**

The Commission has not defined criteria for their involvement in FUDA projects or the work products. Precedent indicates the Commission will simply acknowledge the project completion without taking any official action. Official actions would occur locally first and then be taken up by the Commission through existing processes for updating planning documents.

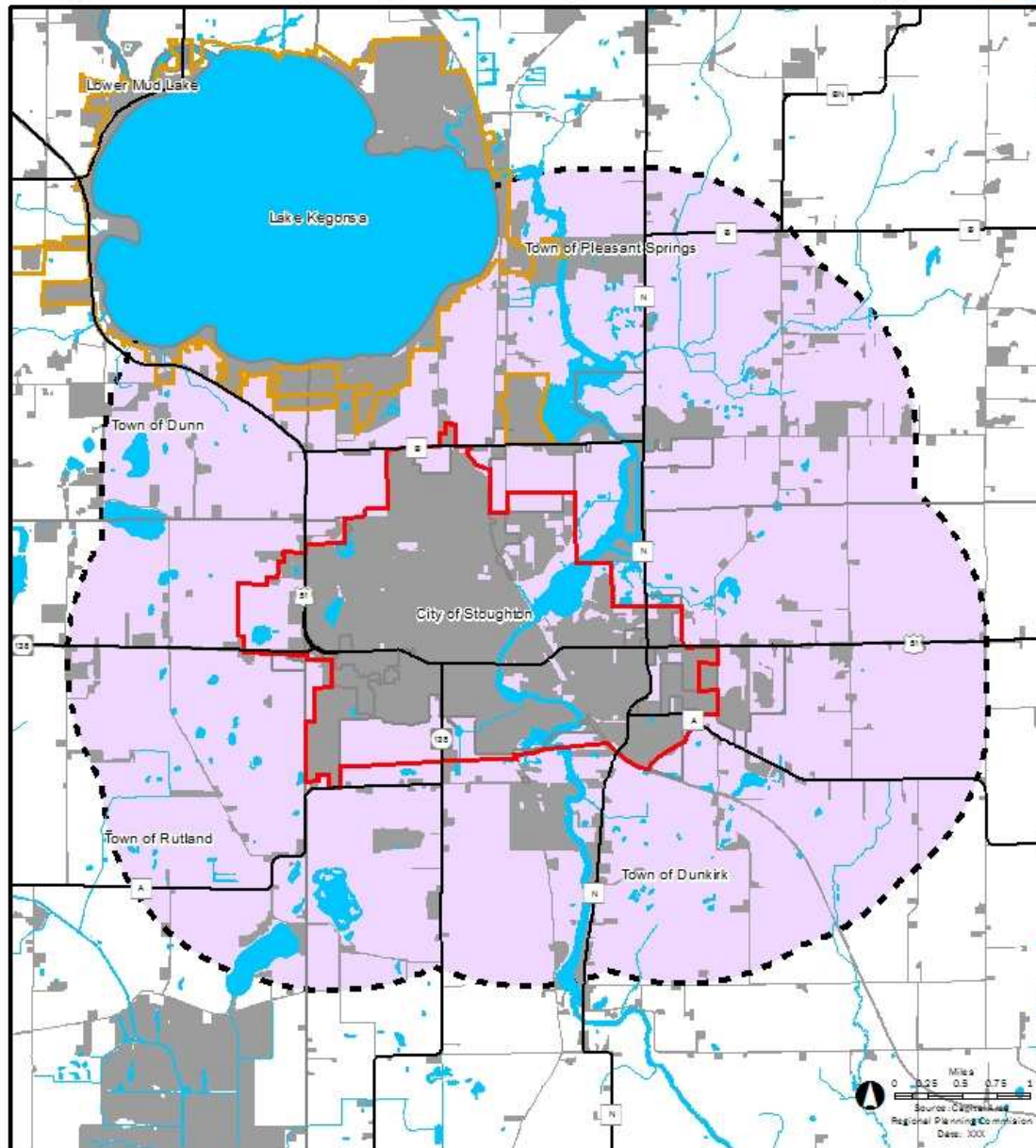
### **Funding and Cost**

Funding for this project comes from CARPC and local budgets and the Sustainable Regional Planning Grant from US Department of Housing Urban Development for staff time. Cost to participating communities includes staff time and potentially supplies, use of facilities and equipment. There is no cash cost. The time requirement of the project is anticipated to be one meeting per month for the Steering Committee, one additional meeting per month for the staff team and sufficient time allocated to review and comment upon materials submitted to those bodies.

### **Study Area**

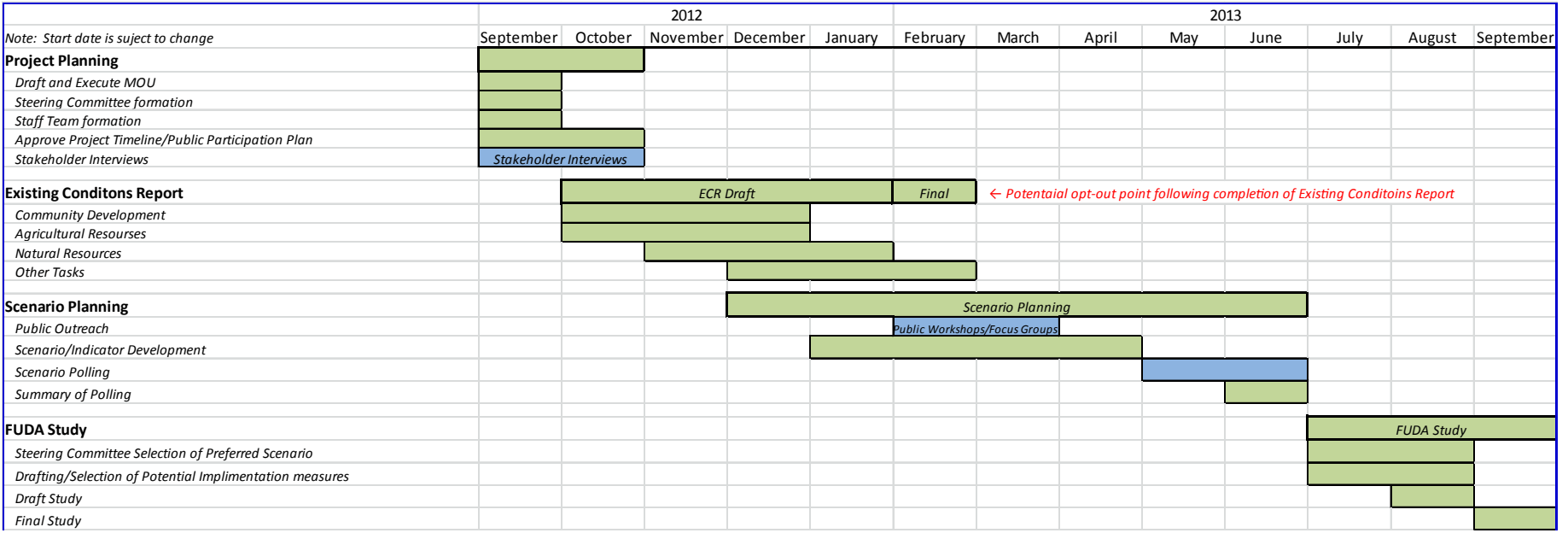
The primary purpose of the study area is to create an outer limit for the in-depth documentation and analysis of natural resources, agriculture and community demographic and development trends for the Environmental Conditions Report. In scenario planning, this information can be used to define development alternatives for the growth projected during the 25-year time horizon of the FUDA study. The 25 year growth area is anticipated to be a small portion of the larger study area.. This area is initially defined using the City of Stoughton's Extra Territorial Jurisdiction (ETJ) boundary, which extends 1.5 miles beyond the city's current boundary (see attached map). The study area can be modified by action of the Steering Committee.

**Map 1: Study Area**  
**Stoughton FUDA Study Area, Dane County, WI**



- |  |                 |  |                      |  |                    |
|--|-----------------|--|----------------------|--|--------------------|
|  | FUDA Study Area |  | Urban Service Area   |  | Municipal Boundary |
|  | FUDA Study Area |  | Limited Service Area |  | Major Roadway      |

The study area was derived using the extra territorial jurisdictional boundaries of the City of Stoughton as the base area. Gray area indicates land currently developed.





**The following parties agree to execute this Memorandum of Understanding:**

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CARPC Representative Signature

Date

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Representative Signature

Title

Municipality

Date



## Summary of Comments on the Stoughton Area FUDA MOU

City of Stoughton, Town of Dunn, Town of Dunkirk, Town of Pleasant Springs, Town of Rutland

September 25, 2012

The following is a list of comments and concerns raised by participants who reviewed the draft Memorandum of Understanding between CARPC and participants. CARPC staff has provided responses and recommendations to the comments where appropriate and has made revisions to the draft MOU.

- 1. Steering Committee Composition:** The Towns of Dunn, Dunkirk, Pleasant Springs and Rutland have expressed concern that including voting members of the Steering Committee from entities other than the City and Towns could create an imbalance and limit their input into the process. They have stated they believe voting members of the Steering Committee should comprise of only four members from the City of Stoughton and four representing the Towns (one from each community) and remain Steering Committee members would be advisory only to ensure their concerns are heard. The City of Stoughton did not express this concern.

**CARPC Staff Response:** *The composition of the Steering Committee was intended to seek balanced representation and input from the City of Stoughton, participating Town and other important stakeholders. While one of the purposes of the Steering Committee is to vote on certain items before it, the importance of having a certain number of votes has been overstated. One of the purposes of FUDA process is to identify areas of agreement and find outcomes that benefit all participants and one goal of the Steering Committee is to pursue consensus or understanding on issues that are raised. A FUDA study (which is advisory) that is approved based solely on an imbalance of power would likely not be used and benefits no one.*

*With that said, the Towns concern about having voting members from the Chamber of Commerce (whose interest will likely focus on the commercial core of Stoughton), the fire department, the senior center (both service providers of the City of Stoughton) and others is not unreasonable. However, the school district, as an independent, multi-jurisdictional service provider and taxing authority, is distinct from the other non-municipal Steering Committee members discussed.*

**CARPC Staff Recommendation:** *CARPC staff recommends the Steering Committee be comprised of four voting members selected by the City of Stoughton, one voting member from each of the four participating Towns and one voting member from the Stoughton Area School District. Remaining stakeholders are welcome and encouraged to participate as advisory Steering Committee members.*

- 2. FUDA Study Area Boundary:** Several of the towns have indicated they feel the study area is excessively large and that future growth anticipated over the course of the 25 year planning timeline will not require this much land.

**CARPC Staff Response:** *The primary purpose of the study area is to create an outer limit for the in-depth documentation and analysis of natural resources, agriculture and community demographic and development trends for the Environmental Conditions Report. In past FUDA*



## Summary of Comments on the Stoughton Area FUDA MOU

City of Stoughton, Town of Dunn, Town of Dunkirk, Town of Pleasant Springs, Town of Rutland

*studies, towns have requested the study area be expanded to gain a more detailed assessment of their agricultural areas. If communities proceed with scenario planning, the area required for anticipated future urban growth will be a small portion of the area inside the 1.5 mile boundary.*

**CARPC Staff Recommendation:** *CARPC staff does not recommend a reduction of study area, however the study area boundary can be discussed further at the first Steering Committee meeting.*

3. **Staffing and Time Requirement:** As mentioned in the draft MOU, the FUDA process utilizes a Staff Team as well as a Steering Committee. There have been questions about the time requirement and the potential to utilize Dane County Planning and Development staff.

**CARPC Staff Response and Recommendation:** *The envisioned time requirement for Staff team members would be one Staff Team meeting per month in addition to the Steering Committee meeting. With time to review and comment on materials, it is envisioned the time commitment would be between five and ten hours per month for Staff Team members. CARPC believes it is best if all municipalities are able to fulfill this role with local staff, officials or other knowledgeable local parties. In the pilot FUDA projects, some Steering Committee members also served as Staff Team members. If communities are unable to fill this role, CARPC may be able to utilize Dane County Planning and Development staff (as an in-kind match to the CRSC grant) or other staff as representatives for the community. These representatives would serve on behalf of and at the direction of that community. These communities would need to meet with the staff person on a regular basis to ensure they have an understanding of the communities' position on issues discussed at the Staff and Steering Committees*

4. **Naming of FUDA Study:** It was suggested that the name of the FUDA Study be changed from the Stoughton FUDA to one that is less municipally-specific and more regional in nature.

**CARPC Staff Response:** *The Stoughton FUDA initially received this title because it was addressing the Stoughton Urban Service Area, not the City of Stoughton specifically, and one of the purposes of the FUDA study is to evaluate lands to determine if they are appropriate for urban development in and around Stoughton. However past FUDA names have been more regional in nature (North Mendota, Northern Yahara), though this is due to the presence of multiple urban service areas. CARPC staff maintains no position on this issue.*

**CITY OF STOUGHTON, 381 E. Main Street, Stoughton, WI 53589**

**ORDINANCE OF THE COMMON COUNCIL**

Amending Zoning Code Table 78-206 (4)(d) of the Stoughton Municipal Code

Committee Action:

Fiscal Impact: None

**File Number:** O- -2012

**Date** October 23, 2012 First Reading

**Introduced:** November 13, 2012 Second Reading

The Common Council of the City of Stoughton do ordain as follows:

1. 78-206 (4) (d) *Outdoor display.*

*Description:* Outdoor display land uses include all land uses which conduct sales, display sales or rental merchandise or equipment outside of an enclosed building. Example of such land uses include: vehicle sales, vehicle rental, manufactured and mobile housing sales and monument sales. The area of outdoor sales shall be calculated as the area which would be enclosed by a required physical separation installed and continually maintained in the most efficient manner which completely encloses all materials displayed outdoors. Such land uses do not include the storage or display of inoperative vehicles or equipment, or other materials typically associated with a junkyard or salvage yard. (See subsection (5), below, also.) If a land use displays for sale or rent only a limited amount of product outside of an enclosed building, such use may instead be considered incidental to indoor sales under subsection 78-206(8)(f).

1. *Regulations:*

- a. The display of items shall not be permitted in permanently protected green space areas, required landscaped areas, or required bufferyards.
- b. The display of items shall not be permitted within five feet of a property line ~~required setback areas for the principal structure.~~
- c. In no event shall the display of items reduce or inhibit the use or number of parking stalls provided on the property below the requirement established by the provisions of section 78-704. If the number of provided parking stalls on the property is already less than the requirement, such display area shall not further reduce the number of parking stalls already present.
- d. Display areas shall be separated from any circulation area by a minimum of ~~ten~~ five feet. This separation shall be clearly delimited by a physical separation such as a greenway, curb, fence, or line of planters, or by a clearly marked paved area.
- e. Signs, screening, enclosures, landscaping, or materials being displayed shall not interfere in any manner with either on-site or off-site traffic visibility, including potential traffic/traffic and traffic/pedestrian conflicts.
- f. Outdoor display shall be permitted during the entire calendar year, however, if goods are removed from the display area all support fixtures used to display the goods shall be removed within ten calendar days of the goods' removal.
- g. Inoperative vehicles or equipment, or other items typically stored or displayed in a junkyard or salvage yard, shall not be displayed for this land use.

- h. Facility shall provide a bufferyard with a minimum opacity of .60 along all borders of the display area abutting residentially zoned property, except per subsection e., above (See section 78-610.).

2. *Parking regulations:* One space per 300 square feet of gross floor area.

- 1. This ordinance shall be in full force and effect from and after its date of publication.

Dates

Council Adopted:\_\_\_\_\_

Mayor Approved: \_\_\_\_\_

Published: \_\_\_\_\_

Attest: \_\_\_\_\_

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

\_\_\_\_\_  
Nick Probst, City Clerk