

## **MEETING NOTICE**

The City of Stoughton will hold a Regular meeting of the **Planning Commission** on **Monday, August 8, 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 minutes of July 11, 2011.
  3. Council Representative Report.
  4. Meeting Summary & Status of Developments/Projects. (Page 5)
  5. Request by Mark Forrer, Forrer's Service for a conditional use permit to operate an auto/truck repair business at 1133 E. Academy Street. (Page 7)
    - Public Hearing
    - Recommendation to Council
  6. Request by Tom Lynch, Recreation Director to construct a park shelter at Heggestad Park (John Nygaard's Virgin Lake Estates). (Page 19)
  7. Request by Tom Lynch, Recreation Director to construct a boardwalk at the disc golf course in Amundson Park. (Page 23)
  8. Request by Dennis Steinkraus of Forward Development Group, LLC, to present conceptual plans for Kettle Park West development (formerly West End) and to retain JSD Professional Services to proceed with a Transportation Impact Analysis as required by zoning code section 78-205(11)(e)2. (Page 29)
    - Recommendation to Council
  9. Request by Tom Matson to approve a Certified Survey Map for 904 & 920 Dunkirk Avenue. (Page 33)
    - Recommendation to Council
  10. Update regarding request by A.J. Arnett to annex approximately 301 acres from the Town of Pleasant Springs and Town of Dunkirk. (Tabled June 13, 2011)
  11. 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.**
  12. Future agenda items
  13. Adjournment
- 8/2//11mps

### **COMMISSIONERS:**

Mayor Donna Olson, Chair  
Eric Hohol, Vice-Chair  
Rollie Odland

Todd Krcma  
Dave McKichan

Ron Christianson  
Troy Wieser

### **CC:PACKETS:**

Rodney Scheel  
Troy Wieser

Michael Stacey (3)  
Todd Krcma

Rollie Odland  
Mayor Donna Olson

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

All Department Heads  
Pili Hougan  
Scott Wegner  
Area Townships

Council members  
Peter Sveum  
Autumn Dressell – HUB  
Robert Green – apples247@litewire.net

Steve Kittelson  
Derek Westby  
City Attorney Matt Dregne

**MAIL NOTICES:**

JSD Professional Services Inc., Jim Bricker, 161 Horizon Drive, Suite 101, Verona, WI. 53593; Oakbrook Corporation, Charles Redjinski, 2 Science Drive, Madison, WI., 53744; Forward Development Group, LLC, Dennis Steinkraus, 161 Horizon Drive, Suite 101, Verona, WI. 53593; AJ Arnett, 2255 Tower Drive, Stoughton; Mark Forrer, 1133 E. Academy Street, Stoughton; Tom Matson, PO Box 333, 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, July 11, 2011 - 6:00 p.m.**

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

**Members Present:** Eric Hohol, Vice-Chair; Ron Christianson; Todd Krcma and Dave McKichan (replacing Carl Chenoweth).

**Absent and Excused:** Mayor Donna Olson, Chair; Carl Chenoweth; Troy Wieser; and Rollie Odland

**Staff:** Zoning Administrator, Michael Stacey

**Press:** None

**Guests:** Mike Mangin; Sonny Swangstu; Lynn Hughes

1. **Call to order.** Vice-Chair Hohol called the meeting to order at 6:00 pm.
2. **Consider approval of the Planning Commission minutes of June 13, 2011.**  
Motion by **Christianson** to approve the Planning Commission minutes of June 13, 2011, 2<sup>nd</sup> by **Krcma**. Motion carried 4 – 0.
3. **Council Representative Report.**  
Hohol reported second readings are scheduled for the July 12<sup>th</sup> Council meeting to rezone 607 Kensington Square from PD – Planned Development to PD-GDP – Planned Development-General Development Plan for a deck addition and an ordinance amendment for chapter 30, Floodplain Zoning of the Stoughton Municipal Code which will allow the Fourth Street Dam Rating to be assigned a Low Hazard Rating.
4. **Status of Developments/Projects.**  
Stacey gave an overview of the status of developments. There were no questions.
5. **Request by Aaron Chupp, Chipman Design Architecture representing McDonald's USA, LLC, 1429 US Highway 51 & 138 for Conditional Use approval for an addition and other building and site improvements.**  
Vice-Chair Hohol opened the public hearing.

No one registered to speak at the public hearing.

Vice-Chair Hohol closed the public hearing.

Stacey gave an overview of the request.

Owner, Mike Mangin was available for questions.

Motion by **Christianson** to recommend Council approve the conditional use resolution contingent on the staff review letter dated June 21, 2011, 2<sup>nd</sup> by **Krcma**. Motion carried 4 - 0.

**6. Request by Sonny Swangstu representing American Legion Post 59, 803 N. Page Street for Conditional Use permit approval for a building addition.**

Vice-Chair Hohol opened the public hearing.

No one registered to speak at the public hearing.

Vice-Chair Hohol closed the public hearing.

Stacey gave an overview of the request and stated a timetable should be discussed to pave the parking area. A discussion took place regarding zoning requirements and a sunset for the paving. Sonny Swangstu answered questions. McKichan suggested a 2 year sunset on paving the parking area to give the American Legion time to do some fund raising.

Motion by **Christianson** to recommend Council approve the conditional use resolution contingent on the staff review letter dated July 1, 2011 including allowing 2 years to provide a hard surface for the parking area, 2<sup>nd</sup> by **McKichan**. Motion carried 4 - 0.

**7. Discuss status of proposed Westend Development.**

Stacey stated the Urban Service Area Amendment has been approved and discussions are continuing while the developer is putting together a timeline for annexation and development phasing.

**8. Future agenda items.** Arnett annexation request and agreement.

**9. Adjournment.** Motion by **Christianson** to adjourn at 6:16 pm, 2<sup>nd</sup> by **Krcma**. Motion carried 4 – 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: July 29, 2011

To: Planning Commission Members

From: Rodney J. Scheel  
Director of Planning & Development

Michael Stacey  
Zoning Administrator/Assistant Planner

Subject: August 8, 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 Westend Neighborhood at NW corner of US Hwy 51 & State Hwy 138 – status provided at the meeting.
- Movin' Out (Elven Sted) project – Under Construction.
- Park Place permit issued.

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

Planning staff has been working primarily on the following:

- Budgeting for outcomes.
- Numerous issues have come up due to the recent storm...loss of some computers, hvac hardware, door control hardware and network hardware....costs should be recoverable through insurance.
- Submitted request and materials to WDNR to lower the Stoughton Dam Hazard Rating to Low Hazard.
- Rodney and Steve helped with a Habitat for Humanity Home in Cuba City.
- Grounds/building maintenance.
- Proposed conditional use permit for Forrer's Service.
- Proposed Zoning Variance request by Wayne Lynn.
- Proposed solar array and CSM for Trantow Properties, LLC.
- Potential development at Marathon site.
- Westend Development.
- Cost Recovery and Annexation Agreement for AJ Arnett.
- Continued building and zoning inspections.
- Transitioning from old permitting software to a web-based software that will handle building permits, code enforcement and service requests.

**Meeting Summary:**

**Item #5 - Request by Forrer's Service, Mark Forrer, owner for a conditional use permit (CUP) to operate an auto/truck repair business at 1133 E. Academy Street.** This CUP request is to allow Mark Forrer to operate an auto/truck repair business at 1133 E. Academy Street. The property at 1133 E. Academy Street is zoned Heavy Industrial. Service Stations are considered vehicle repair and maintenance services and are conditional uses within the Heavy Industrial district. There are no proposed site changes. The site/building plans and conditional use application are provided including a staff review letter. A public hearing is scheduled and a recommendation to Council is necessary. Staff recommends approval contingent on the staff review letter dated June 30, 2011.

**Item #6 - Request by Tom Lynch, Recreation Director to construct a park shelter roof at Heggstad Park (John Nygaard's Virgin Lake Estates).**

The proposed structure meets the setback and height requirements for the Institutional district. Funds are available for this project to move forward. A memo and plans are provided from Tom Lynch. Planning Commission approval is necessary.

**Item #7 - Request by Tom Lynch, Recreation Director to construct a boardwalk at the disc golf course in Amundson Park.**

The proposed boardwalk is to allow users of the disc golf access through a wet area of Amundson Park. The Kiwanis Club has offered to purchase the materials, construct and install the boardwalk. A memo and plans are provided by Tom Lynch. The boardwalk is allowed to be installed within the proposed floodplain area per Wis. DNR staff. Planning Commission approval is necessary.

**Item #8 – Request by Dennis Steinkraus of Forward Development Group, LLC, to present conceptual plans for Kettle Park West development (formerly West End Development) and to retain JSD Professional Services to proceed with a Transportation Impact Analysis as required by zoning code section 78-205(11)(e)2.**

A powerpoint presentation will be provided by Forward Development Group. Zoning code section 78-205(11)(f) allows an exception or deviation to any large development requirement if the applicant can present justification for such exception or deviation. The resolution and information is provided.

**Item #9 - Request by Tom Matson to approve a Certified Survey Map for 904 & 920 Dunkirk Avenue.**

This CSM is proposed to eliminate an encroachment of the house at 904 Dunkirk Avenue on the property at 920 Dunkirk Avenue. All zoning requirements have been met. The CSM and staff review letter are provided. A recommendation to Council is necessary.

**Item #10 - Update regarding request by A.J. Arnett to annex approximately 301 acres from the Town of Pleasant Springs and Town of Dunkirk. (Tabled June 13, 2011)**

This request was tabled until staff had prepared an annexation agreement. Staff is waiting for A.J. Arnett to sign a cost recovery agreement and provide \$5,000 deposit to cover costs associated with the annexation.

**Item #11 - Closed Session – Discuss Town of Rutland boundary agreement negotiations.** Mayor Olson will provide an update of negotiations with the Town of Rutland.

## PUBLIC HEARING NOTICE

The City of Stoughton Planning Commission will hold a Public Hearing on Monday, August 8, 2011 at 6:00 o'clock p.m., or as soon after as the matter may be heard, in the Council Chambers, Public Safety Building, 321 South Fourth Street, Second Floor, Stoughton, Wisconsin, 53589, to consider a proposed Conditional Use Permit Application by Forrer's Service, Mark Forrer, owner to operate a auto/truck repair business at 1133 E. Academy Street, Stoughton, Wisconsin. The property at 1133 E. Academy Street, Stoughton, Wisconsin is more fully described as follows:

Parcel Number: 281/0511-093-2305-4, Stoughton Industrial Park South Lot 15

For questions regarding this notice please contact Michael Stacey, Zoning Administrator at 608-646-0421

Michael P Stacey  
Zoning Administrator

Published July 14, 2011 Hub

Published July 21, 2011 Hub

## City of Stoughton Procedural Checklist for Conditional Use Review and Approval (Requirements per Section 78-905)

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

Name of Applicant: Forrer's Service, Mark Forrer, Owner

Conditional Use Requested: Vehicle Repair and Maintenance Service as a new use.

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

Presubmittal staff meeting scheduled

Date of Meeting: June 27, 2011 Time of Meeting: 1:00 pm By: MPS

Follow-up staff meeting scheduled if necessary N/A

Date of Meeting: \_\_\_\_\_ Time of Meeting: \_\_\_\_\_ By: \_\_\_\_\_

Application form filed with Zoning Administrator Date: 6/27/11 By: MPS

Application fee of \$410 received by Zoning Administrator Date: 6/27/11 By: MPS

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

### II Application Submittal Packet Requirements for City and Applicant Use

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

Final Application (1 copy to Zoning Administrator) Date: 6/27/11 By: MPS



☒ (a) **A map of the proposed conditional use:**

- ☐ Showing all lands for which the zoning is proposed to be amended.
- ☐ Showing all other lands within 300 feet of the boundaries of the subject property.
- ☐ Referenced to a list of the names and addresses of the owners of said lands as they appear on the current records of the Register of Deeds of Dane County (as provided by the City of Stoughton).
- ☐ Map and all its parts are clearly reproducible with a photocopier.
- ☐ Map size of 11" by 17" and map scale not less than one inch equals 100 ft.
- ☐ All lot dimensions of the subject property provided.
- ☐ Graphic scale and north arrow provided.



- ☒ (b) A map, such as the Planned Land Use Map, of the generalized location of the subject property in relation to the City as a whole.
- ☒ (c) A written description of the proposed conditional use describing the type of activities, buildings, and structures proposed for the subject property and their general locations
- ☒ (d) A site plan (conforming to the requirements of Section 78-908(3)) of the subject property as proposed for development OR if the proposed conditional use is a large development (per Sections 78-205(11)) or a group development (per Section 78-205(12)) a proposed preliminary plat or conceptual plat may be substituted for the required site plan, provided said plat contains all information required on said site plan per Section 78-908.
- ☒ (e) Written justification for the proposed conditional use:
  - ☐ Indicating reasons why the Applicant believes the proposed conditional use is appropriate with the recommendations of the City of Stoughton Comprehensive Plan, particularly as evidenced by compliance with the standards set out in Section 78-905(4)

### III Justification of the Proposed Zoning Ordinance Amendment for Applicant Use

1. How is the proposed conditional use (the use in general, independent of its location) in harmony with the purposes, goals, objectives, policies and standards of the City of Stoughton Comprehensive Plan, the Zoning Ordinance, and any other plan, program, or ordinance adopted, or under consideration pursuant to official notice by the City?

One of the objectives of the Comprehensive Plan is to promote redevelopment of lands with existing infrastructure and public services while another objective is to Protect and Enhance Stoughton's economic independence. Though this is not redevelopment of property, it is a new use of an existing property. We believe this request meets those objectives and all zoning related requirements. The applicant is proposing a one bay auto and truck repair shop.

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2. How is the proposed conditional use, in its specific location, in harmony with the purposes, goals, objectives, policies and standards of the City of Stoughton Comprehensive Plan, the Zoning Ordinance, and any other plan, program, or ordinance adopted, or under consideration pursuant to official notice by the City?

The Comprehensive Plan Planned Land Use Map depicts this property as General Industrial which meets the Heavy Industrial zoning classification. The proposed use is consistent with Heavy Industrial type uses. The owner has allowed the applicant to have 6 – 8 parking stalls for this business while no vehicles will be on-site more than 3 days.

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3. Does the proposed conditional use, in its proposed location and as depicted on the required site plan (see Section 78-905(3)(d)), result in any substantial or undue adverse impact on nearby property, the character of the neighborhood, environmental factors, traffic factors,

parking, public improvements, public property or rights-of-way, or other matters affecting the public health, safety, or general welfare, either as they now exist or as they may in the future be developed as a result of the implementation of the provisions of the Zoning Ordinance, the Comprehensive Plan, or any other plan, program, map ordinance adopted or under consideration pursuant to official notice by the City or other governmental agency having jurisdiction to guide development?

The location should not result in any adverse impacts since the use is primarily on the opposite side of the property and building as the residential properties. The business owner recycles all oils, anti-freeze, etc...

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4. How does the proposed conditional use maintain the desired consistency of land uses, land use intensities, and land use impacts as related to the environs of the subject property?

The proposed use is generally consistent with the land uses within the Heavy Industrial district and should not have any impact related to intensity or environs of the subject property. The business owner has hours of 7:00 am – 6:00 pm daily.

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5. Is the proposed conditional use located in an area that will be adequately served by and will not impose an undue burden on, any of the improvements, facilities, utilities or services provided by public agencies serving the subject property?

The proposed use should not impose an undue burden on facilities, utilities or services provided by public agencies.

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6. Do the potential public benefits of the proposed conditional use outweigh all potential adverse impacts of the proposed conditional use (as identified in Subsections 78-905(4)(b)1.5.), after taking into consideration the Applicant's proposal and any requirements recommended by the Applicant to ameliorate such impacts?

We believe the public benefits outweigh any potential adverse impacts. The business owner has over 28 years experience in the auto repair business and has low overhead to keep costs low.

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

Receipt of 20 reduced (8.5" by 11" text and 11" by 17" graphics) Date: 6/27/11 By: MPS  
copies of final application packet by Zoning Administrator

Notified Neighboring Property Owners (within 300 feet) Date: 7/18/11 By: MPS

Notified Neighboring Township Clerks (within 1,000 feet) Date: 7/12/11 By: MPS

Class 2 legal notice sent to official newspaper by City Clerk Date: 7/12/11 By: MPS

Class 2 legal notice published on 7/21/11 and 7/28/11 By: MPS

Conditional Use recorded with the County Register of Deeds Office By: \_\_\_\_\_

# EAST ACADEMY



FULLER  
EXCAVATING  
SIDE

50'

FONNERS  
SERVICE

28'

DW  
WELSON

100' x 40' area

DRIVE

POOR



sh



DOOR

PARKING  
FOR  
6-8  
CARS

← 60 →



## Public Access System

Public Access | Public Agency Access | Subscription Access | [Log Out](#)

Tuesday, June 28, 2011

Parcel information updated on Tuesday, June 28, 2011 unless otherwise noted.

**Parcel Number - 281/0511-093-2305-4**[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	NW
Plat Name	STOUGHTON INDUSTRIAL PARK SOUTH
Block/Building	
Lot	15

**Assessment Information**

Assessment Year	2011	2010
Valuation Classification	G2	G2
Assessment Acres	0.528	0.528
Land Value	\$20,200.00	\$20,200.00
Improved Value	\$234,200.00	\$234,200.00
Total Value	\$254,400.00	\$254,400.00
Valuation Date	04/05/2011	03/24/2010

[About Annual Assessments](#)**Zoning Information**

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

**Tax Information****2010 Tax Values**

Category	Assessed Value	Average Assessment Ratio	Estimated Fair Market Value
Land	\$20,200.00 /	0.972	\$20,782.00
Improvement	\$234,200.00 /	0.972	\$240,947.00
Total	\$254,400.00 /	0.972	\$261,729.00

**Owner Name and Address**

Owner Status	CURRENT OWNER
Name	MLN LLC
Property Address	101 S FOURTH ST
City State Zip	STOUGHTON, WI 53589
Country	USA

- Edit Owner Address

2010 Taxes:	\$5,172.39
2010 Lottery Credit(-):	\$0.00
2010 First Dollar Credit(-):	\$65.73
2010 Specials(+):	\$0.00
2010 Amount:	\$5,106.66

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

Primary Address 1133 E ACADEMY ST

- Edit Parcel Address

- Add More Addresses

**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  
STOUGHTON INDUSTRIAL PARK SOUTH LOT 15**Billing Address**

Attention	
Street	101 S FOURTH ST
City State Zip	STOUGHTON, WI 53589
Country	USA

- Edit Billing Address

**Recorded Documents**

Doc. Type	Date Recorded	Doc. Number	Volume	Page
QCD	02/23/2006	4164279		

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

- For questions on property and assessment information, contact [Real Property Listing](#)

**Forrer's Service**  
**1133 E. Academy Street**





**FORREK'S  
SERVICE**  
AUTO & TRUCK  
REPAIR  
873-7487







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

June 30, 2011

Forrer's Service  
Mark Forrer  
1133 E. Academy Street  
Stoughton, WI. 53589

Dear Mr. Forrer:

I have completed a review of the proposed conditional use permit request to have an auto/truck repair business at 1133 E. Academy Street, Stoughton. (application received June 27, 2011). This item is scheduled for public hearing at the August 8, 2011 Planning Commission meeting of which you will receive notice. The applicant/owner and/or representative are required to attend the meeting. The following items are identified for your review.

1. The property at 1133 E. Academy Street is zoned HI – Heavy Industrial. Per Zoning Code section 78-105(5)(c)2b, Vehicle repair and maintenance service uses are permitted as a conditional use within the Heavy Industrial district. **The Planning Commission will conduct a public hearing and review your request for a conditional use permit to have a vehicle repair business. The Commission will offer a recommendation to the City Common Council. The Common Council should make their decision on August 23, 2011. The Common Council may place conditions on the use related to screening; lighting; parking, etc...**
2. Vehicle repair and maintenance services include all land uses which perform maintenance services (including repair) to motorized vehicles and contain all operations (except vehicle storage) entirely within an enclosed building.
3. Regulations pertaining to vehicle repair is as follows:
  - Storage of abandoned vehicles is prohibited.
  - Facility shall provide a bufferyard with a minimum opacity of .60 along all property borders abutting residentially zoned property.

**There are no abutting residentially zoned properties. Additionally, the vehicle repairing is at the back of the building and out of sight.**

4. The parking requirement for a vehicle repair business is one space per 300 square feet of gross floor area. Adequate on-site parking is required for all customer and employee vehicles.

**The vehicle repair business uses 1400 square feet which requires 5 parking stalls. The plan indicates there is room for 6 – 8 vehicles. The parking stalls have been delineated on the plan. Parking stalls need to be clearly marked on site. Parking stalls must be 18 feet in length and 9 feet wide for 90 degree parking. The appears to be ample room for the required aisle width of 24 feet.**



5. The Comprehensive Plan, planned land use map designates this property as General Industrial.  
**We believe vehicle repairing is an appropriate use at this property.**

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

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

**RESOLUTION OF THE PLAN COMMISSION**

Approving a Conditional Use Permit to allow vehicle repair and maintenance by Forrer's Service, Mark Forrer, owner at 1133 E. Academy Street, Stoughton, Wisconsin.

Committee Action:

Fiscal Impact:           None.

**File Number:**       R- -2011

**Date Introduced:**   August 23, 2011

**WHEREAS**, on August 8, 2011 the City of Stoughton Planning Commission held a public hearing and reviewed the Conditional Use Permit request by Forrer's Service, Mark Forrer, owner for property located at 1133 E. Academy Street, Stoughton, Wisconsin; and

**WHEREAS**, the Conditional Use application was reviewed by the City Director of Planning & Development and Zoning Administrator and found to be in compliance with the City Zoning ordinance; and

**WHEREAS**, the Comprehensive Plan, planned land use map is used as a guide for the general pattern of permanent zoning as determined by the Planning Commission and Common Council. The Comprehensive Plan depicts this property as General Industrial while the zoning is Heavy Industrial. The City Zoning Administrator has confirmed the proposed vehicle repair and maintenance business should not interfere with and is consistent with the City's Comprehensive Plan and Zoning; now therefore

**BE IT RESOLVED**, by the City of Stoughton Common Council that the Conditional Use Permit request for a vehicle repair and maintenance business by Forrer's Service, Mark Forrer, owner for property located at 1133 E. Academy Street, Stoughton, Wisconsin, is hereby approved, contingent on the following:

1. Staff review letter dated June 30, 2011 (attached)

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

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

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

\_\_\_\_\_  
Date

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



# CITY OF STOUGHTON

Parks and Recreation Department

**Date:** 7/18/11  
**To:** Mike Stacey  
**From:** Tom Lynch  
**RE:** Memory Walk/Heggestad Park Shelter

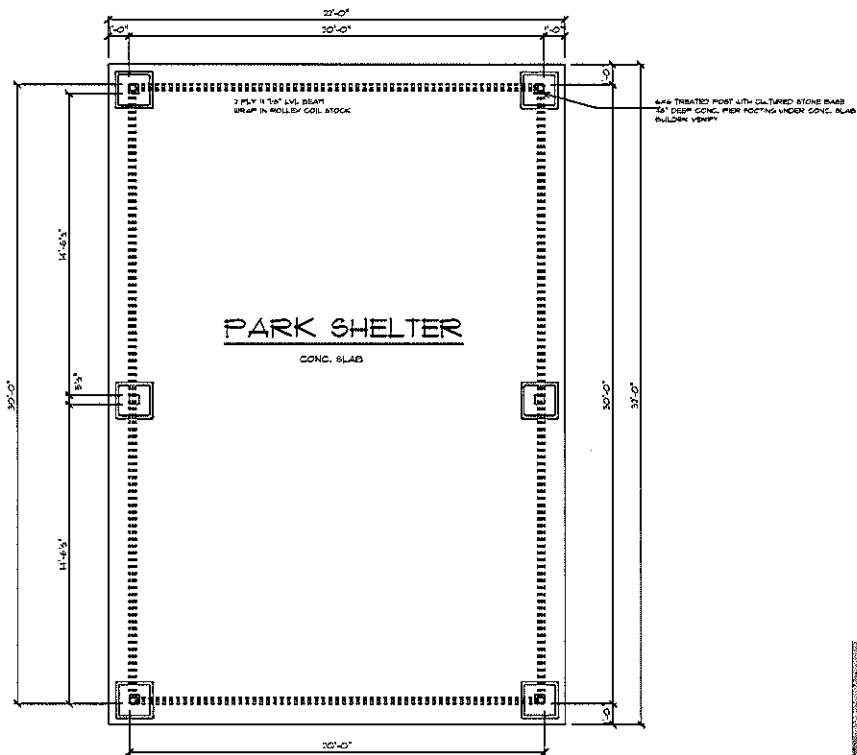
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Diane Anderson with help from Jeff Moyer would like to move forward with the shelter roof part of the approved plan to upgrade Heggestad Park with a Memory Walk. Funds are available, the plan is in place and the work crew is ready to proceed.

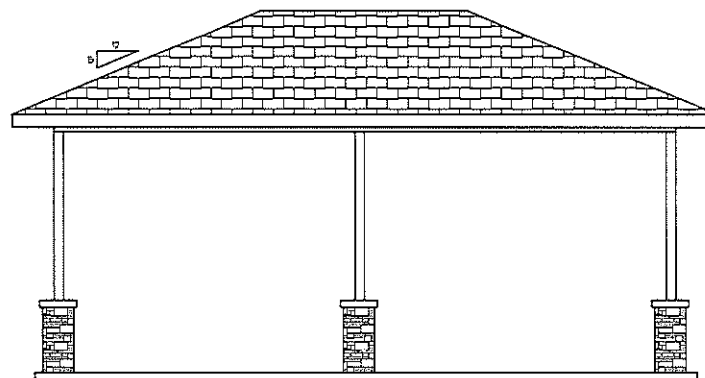
This project will give people a place to go to remember loved ones while having the option to purchase a stone in memory. Most of the walkways and shrubs are in place. The shelter will tie the project together and give the park a centerpiece that will draw positive attention.

The Parks and Recreation Department and the Parks Maintenance Department are in support of this project.

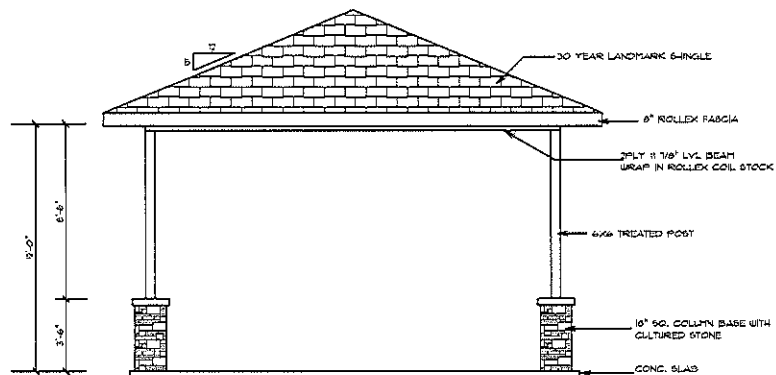




# **PARK SHELTER** CONC. SLAB



# **ELEVATION** SCALE: 1/4" = 1'-0"



# **ELEVATION** SCALE: 1/4" = 1'-0"



REVISED:

DATE:

3-8-2011

**STOUGHTON LUMBER CO.**

STOUGHTON, LI 03223  
388 PIERCE POINT DR  
PHONE: 1408 873-4411 FAX: 1408 873-4400

DRAWN BY: PHE BUREAU

JOB NAME:

**STOUGHTON PARK SHELTER**

SCALE: 1/4" = 1'-0"



OF





 **Dane County**  
Wisconsin

 DCiMap

Searches Metadata

Tools  FAQ



Scale 1: 1,345.44 GO



# CITY OF STOUGHTON

Parks and Recreation Department

**Date:** 7/18/11  
**To:** Mike Stacey  
**From:** Tom Lynch  
**RE:** Disc Golf Boardwalk

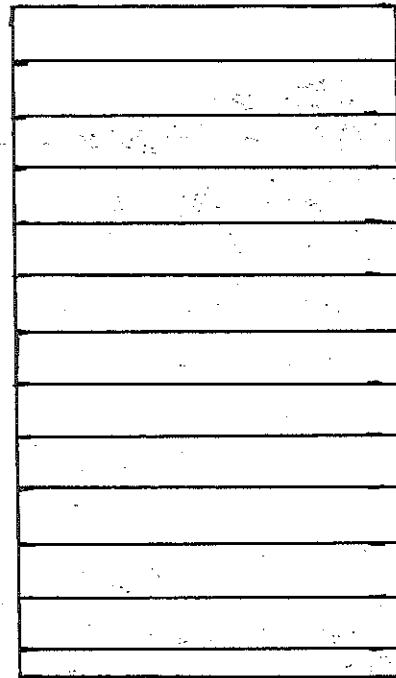
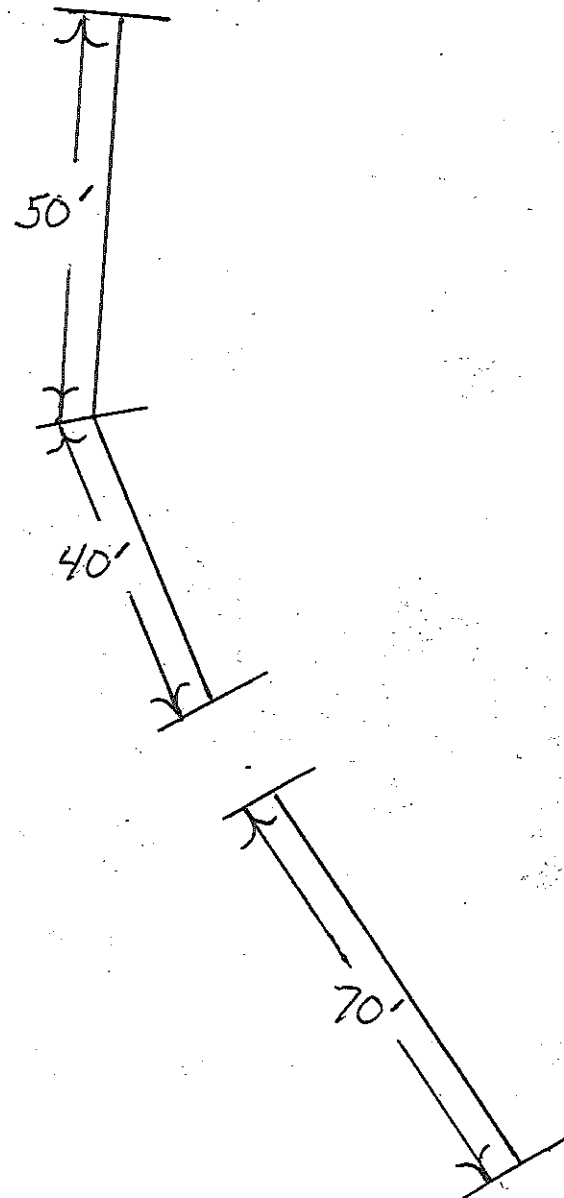
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The Stoughton Kiwanis Club would like to purchase, construct and install a boardwalk on the fairway of hole 5 at the disc golf course in Amundson Park. This area is wet during most of the summer. A boardwalk is the least intrusive to the environment. Posts will be set in cement base pieces that sit on top of the ground. The boardwalk will not restrict water from passing through the area.

The Recreation Department is in support of this project at our highly used and respected Kiwanis Disc Golf course.

# Hole #5 Boardwalk

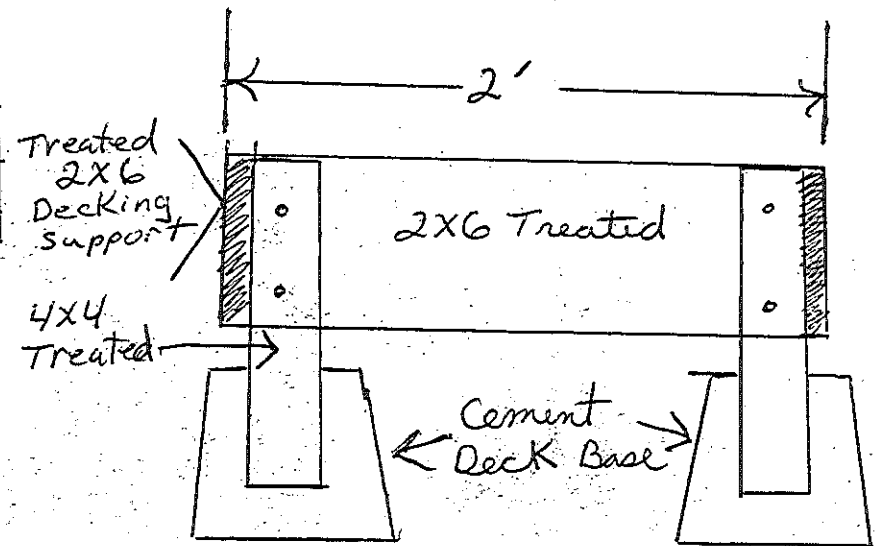
This will be assembled with screws + bolts



2X6 Treated Decking with 1/2" Spacing

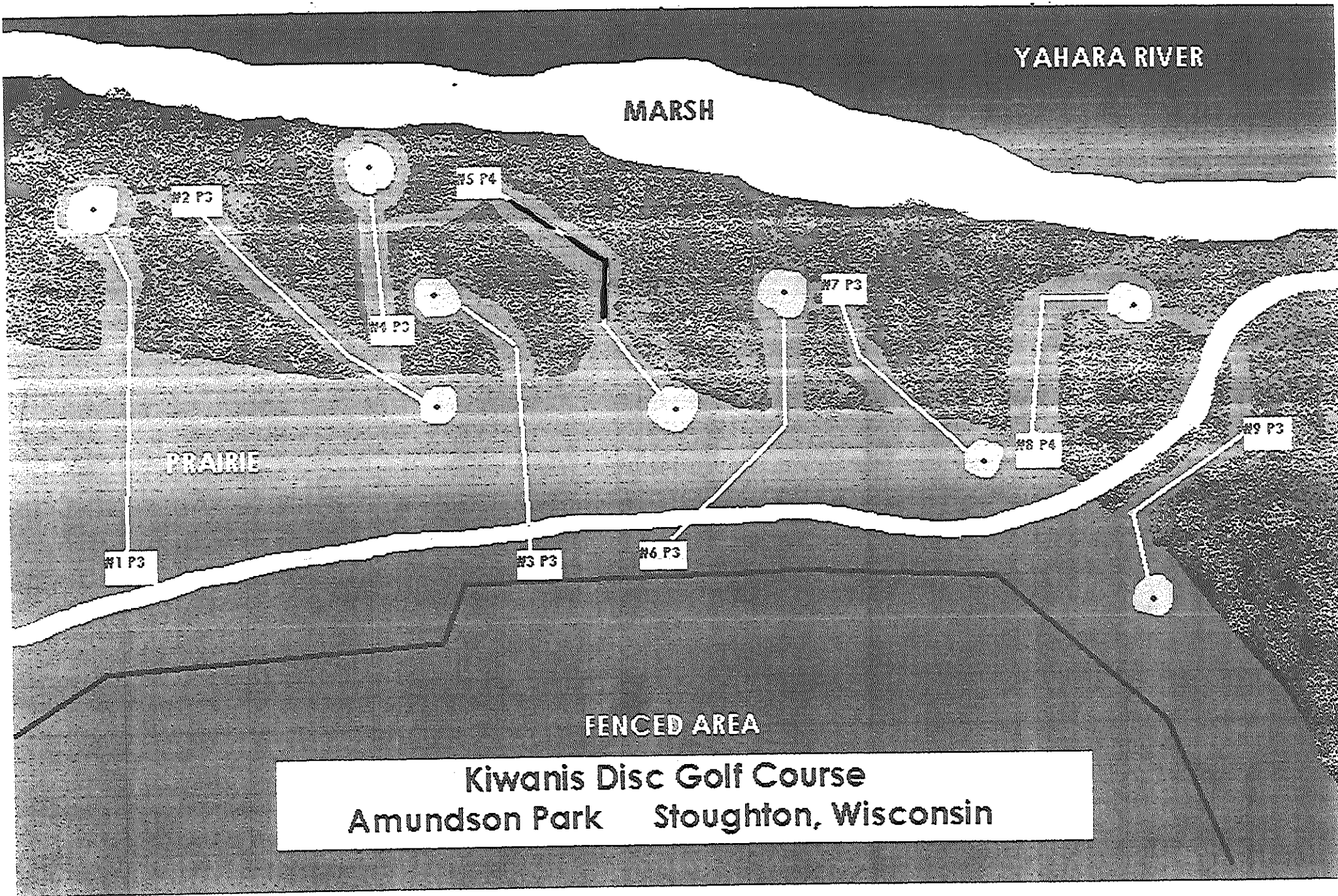
Every 8' There will be a Cement Deck Base

The Board walk will sit 8"-10" above The ground  
allowing water to pass under



These will sit on top of the ground





YAHARA RIVER

MARSH

PRAIRIE

FENCED AREA

Kiwanis Disc Golf Course  
Amundson Park Stoughton, Wisconsin

#2 P3

#5 P4

#4 P3

#7 P3

#8 P4

#9 P3

#1 P3

#3 P3

#6 P3





Searches Metadata

Tools

[Map Content](#)



Scale 1: 7,089.59 GO X : 867,264.20 , Y : 428,624.55



**Grant Application**  
**Kiwanis Club of Stoughton Foundation**



PO Box 555  
Stoughton, WI 53589  
Questions? Contact Mark Lohr, President, 873-0626

Date of Application:  
Name of Requestor:  
Street Address:  
City:  
State:  
Zip Code:

July 11, 2011

Howard Brantmeyer

P.O. Box 555

Stoughton

WI

53589

If other than yourself:  
Name of Organization  
requesting grant:  
Organization address:

Kiwanis Club of Stoughton

P.O. Box 555  
Stoughton, WI 53589

Amount requested:  
Purpose of request:

Not to exceed \$1,000

This request is to cover the cost of construction materials to build a boardwalk on hole 5 of the Stoughton Kiwanis Club Disc Golf Course in Amundson Park.

How is the money to be  
used?

The monies will be used to purchase wood, cement, fasteners, and other building materials to construct a boardwalk alongside low areas and wet spots of the fairway for hole 5. Labor for the construction will be provided by the Kiwanis Club of Stoughton members.

Have you or your  
organization received  
Kiwanis funding in the  
past?

Yes, the course and subsequent improvements were built and funded by the Kiwanis Club of Stoughton Foundation and other donors.

If approved, to whom  
should the check be  
made out?

If approved, the Foundation would be billed directly by Stoughton Lumber and, perhaps, by other suppliers if necessary.

Kiwanis Foundation use only:  
Kiwanis Foundation  
Board decision and date:



July 29, 2011

Mayor Olson & Members of the Stoughton Common Council and Plan Commission

Subject: Preparation of Traffic Analysis  
Kettle Park West

Dear Mayor Olson & Commission:

By this letter Forward Development Group (FDG) respectfully requests that the City of Stoughton retain JSD Professional Services, Inc. (JSD) to prepare the traffic Impact Analysis required by City of Stoughton Code of Ordinances Section 78-205 (11) (e) 2.

As we discussed, FDG is very close to completing purchase agreements with several key business prospects and it is critically important that we are able to assure them that building sites will be available by late Spring 2012. This "tight" schedule can only be met if FDG and the City are able to collaborate and accelerate the approval process as much as possible.

We feel that one of the ways to accomplish this is to assign JSD the task of preparing the required TIA. As we have worked with JSD on this project for over 2 ½ years it is clear that they are the most familiar with the proposed land use and traffic patterns on US 51, STH 138, and the City's existing and planned collector streets. Their past experience will prove invaluable in preparing the TIA in a timely manner. JSD's work thus far has included:

- AM and PM peak hour traffic counts
- Coordination with the Wisconsin DOT to forecast future traffic volumes.
- Developed trip generation and distribution numbers based on preliminary site plans and existing and proposed trip distributions
- Preliminary analysis of site accessibility and Level of Service for three phases of horizon years.

We understand that traffic engineering is an interactive process that requires collaboration and importantly, independent oversight. Since the Kettle Park West development will involve construction of the intersection of US 51 & SR 138 the Wisconsin Department of Transportation (WisDOT) will be the independent third party to review and approve of the TIA and access permits. It is therefore our opinion that JSD's service to prepare the TIA on behalf of the City and FDG does not represent a conflict of interest.

JSD has been working closely with Forward Development Group on this project and they are familiar with the timeline of the Kettle Park West Development. Because of the accelerated schedule of the development and JSD's knowledge of the project, it is our recommendation they continue in their efforts and prepare the final TIA for WisDOT.

Thank you for your time and attention to this matter. Feel free to contact our office with any comments or questions you may have.

Respectfully,

Forward Development Group, LLC

Dennis Steinkraus  
Development Manager

**(1) Large Development Regulations**

The following definitions shall be incorporated as part of this section:

- (a) Large scale retail and/or commercial development: An area of land comprising one or more contiguous parcels or building sites for a single enterprise or multiple enterprises engaged primarily in retail sales and/or commercial services, the area of which is subject to a coordinated plan of building placement where the cumulative size of the building or buildings housing enterprises that are or will be engaged in retail sales and/or commercial services exceeds 20,000 square feet of gross floor area, including both display and enclosed storage areas, and where one or both of the following conditions exist:
  - 1. The parking area is or will be served by an integrated system of off-street vehicular parking benefiting all or substantially all improvements within such area.
  - 2. The area is or will be subject to reciprocal access rights benefiting all or substantially all improvements within such area.
- (b) Large scale retail building: A single building in which 20,000 square feet or more of gross floor area, including enclosed storage areas, is or will be used primarily for retail sales.
- (c) Large scale commercial service building: A single building in which 20,000 square feet or more of gross floor area, including enclosed storage areas, is or will be used primarily for commercial services.
- (d) Retail sale: The transfer of title to tangible personal property in the ordinary course of business to the purchaser for consumption or use other than resale or further processing or manufacturing, but not including transfers in response to orders placed by mail, telephone, internet or similar means where the tangible personal property is shipped to the purchaser.
- (e) Commercial services: Labor or services provided in the ordinary course of business that do not produce a tangible commodity. For purposes of this ordinance, "commercial services" may include retail sales that are incidental to the primary use of providing commercial services.
  - 1. Applicability. The requirements of this section are applicable to all new retail and commercial service developments according to the schedule in Figure 2.1 at the end of this section, and such developments shall be conditional uses in the zoning districts in which they are allowed. A separate conditional use permit is not required where such developments are part of a PUD district. All additions to existing retail and commercial service developments built either before or after the adoption of this section, which results in the total development size reaching a new threshold limit as defined in Figure 2.1 shall also require a conditional use permit and become subject to the requirements of this section.

The following standards are intended to ensure that large retail and commercial service developments are properly located and are compatible with the surrounding area and the overall community character of the city. Such projects shall also be subject to the more general standards for the approval of conditional use permits or PUD districts.

- 2. Requirements.
  - a. Compatibility with city plans. A compatibility report is required when a retail and commercial service development reaches a defined threshold as outlined in Figure 2.1. The applicant shall provide, through a written compatibility report submitted with the petition for a conditional use permit or rezoning application for the PUD districts, adequate evidence that the proposed building and overall development project will be compatible with the city's comprehensive plan, any detailed neighborhood plan for the area, and any other plans officially adopted by the city.
  - b. Large development questionnaire. A large development questionnaire shall be completed when a development reaches a defined threshold as outlined in Section 78-205(11) Figure 2.1. The large development questionnaire shall be in the format included as Figure 2.2 at the end of this section.
  - c. Traffic impact analysis. A traffic impact analysis is required when a development reaches a defined threshold as outlined in Figure 2.1. The traffic impact analysis shall be completed in accordance with the most current revision of the Traffic Impact Analysis Guidelines published by the State of Wisconsin DOT. In addition, the following are required:

- d. All projects shall have direct access to an arterial street, or to a collector level street deemed appropriate by the planning commission;
- e. Vehicle access shall be designed to accommodate peak on-site traffic volumes without disrupting traffic on public streets or impairing pedestrian safety. This shall be accomplished through adequate parking lot design and capacity; access drive entry throat length, width, design, location, and number; traffic control devices; and sidewalks;
- f. The site design shall provide direct connections to adjacent land uses if required by the city;
- g. The applicant shall provide funding to the city to hire a traffic engineer of the city's choice to complete and present a traffic impact analysis;
- h. Where the applicant's or the city's traffic impact analysis indicates that a project may cause off-site public roads, intersections, or interchanges to function below level of service (LOS) C, then the city may deny the application, may require a size reduction in the proposed development, and/or may require the developer to construct and/or pay for required off-site improvements to achieve LOS C for a planning horizon of a minimum of ten years assuming full build-out of the development.
- i. The city has the option to require a trip generation study.

78-205 (11)

- (f) Exceptions. This section 78-205(11) establishes standards for the development of buildings over 20,000 square feet of gross floor area. In the event the applicant desires a deviation or exception from such requirements, the applicant shall present justification for such deviation or exception, which may be approved or denied by the Common Council after recommendation by the planning commission.
- (g) Appendices. The following appendices referenced herein are incorporated into the requirements of this section. Amendments to the Appendices may be made by a majority vote of the Common Council after review and recommendation by the planning commission.

**Figure 205.1: Large Scale Retail and Commercial Development Requirements**

Requirement	Large Scale Retail and Commercial Development:		
	Large Scale Retail and Commercial Development:	Large Scale Retail Building:	Large Scale Commercial Service Building:
Complete compatibility report-fits existing comp plan/DNP	>20,000 sq. ft	>20,000 sq. ft.	>20,000 sq. ft.
Complete latest big box questionnaire	>20,000 sq. ft.	>20,000 sq. ft.	>20,000 sq. ft.
In the absence of detailed neighborhood plan (DNP) and traffic district a 3rd party traffic impact study is required	>20,000 sq. ft. w/ > 50 parking stalls	>20,000 sq. ft. w/ > 50 parking stalls	>20,000 sq. ft. w/ > 50 parking stalls
3rd party economic impact study	>100,000 sq. ft.	>80,000 sq. ft.	Not Applicable
In absence of detailed neighborhood plan (dnp) a development is required to provide one	>80,000 sq. ft.	>80,000 sq. ft.	>80,000 sq. ft.
Facilities and associated features (materials, landscape, etc)	>20,000 sq. ft.	>20,000 sq. ft.	>20,000 sq. ft.



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

**RESOLUTION OF THE PLAN COMMISSION**

Approving a request by Forward Development Group, LLC for an exception to zoning section 78-205(11) allowing a 3<sup>rd</sup> party traffic impact analysis for the proposed “Kettle Park West” development to be done by JSD Professional Services, Inc. as allowed by zoning section 78-205(11)(f)

Committee Action:

Fiscal Impact:           None.

**File Number:**           R- -2011

**Date Introduced:**       August 23, 2011

**WHEREAS**, on August 8, 2011, the City of Stoughton Planning Commission reviewed the request to allow a 3<sup>rd</sup> party traffic impact analysis for the proposed “Kettle Park West” development to be done by JSD Professional Services, Inc. as allowed by zoning section 78-205(11)(f); and

**WHEREAS**, section 78-205(11)(f) states, “Exceptions. This subsection 78-205(11) establishes standards for the development of buildings over 20,000 square feet of gross floor area. In the event the applicant desires a deviation or exception from such requirements, the applicant shall present justification for such deviation or exception, which may be approved or denied by the Common Council after recommendation by the Planning Commission.”; now therefore

**BE IT RESOLVED**, by the Common Council of the City of Stoughton that the request by Forward Development Group, LLC for an exception to zoning section 78-205(11) allowing a 3<sup>rd</sup> party traffic impact analysis for the proposed “Kettle Park West” development to be done by JSD Professional Services, Inc. as allowed by zoning section 78-205(11)(f) is approved with the following conditions:

1.

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

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

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

\_\_\_\_\_  
Date

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



# Certified Survey Map

**YAHARA RIVER**

**W 1/4 Corner, Section 9,**  
Established on the extended  
North line of Stoughton Industrial  
Park South and the West line of  
Academy Street to the North.  
Location in river

**Lot 1**  
0.32 acre, 13,980 sq. ft. more  
or less to water's edge  
0.271 acre, or 11,791 sq. ft.  
to meander line

**Lot 2**  
0.66 acres, or 28,650 sq. ft. more  
or less to water's edge  
0.349 acres, or 15,224 sq.  
ft. to meander line

**DUNKIRK AVENUE**  
(recorded as S30°E)  
S30°04'32"E 126.44'  
Dedicated to the Public  
S30°04'32"E  
for stone retaining wall, iron  
set 0.63' East on line  
139.51'  
65.47'  
33.41'

**YAHARA RIVER**  
Water line  
7/20/2011  
Dedicated to the Public  
S88°55'22"W 97.87'  
N00°04'52"E 60.00'  
N01°45'34"W 130.47'  
meander line  
N08°56'00"E 256.31'  
N88°56'00"E 174.55'  
N88°56'00"E 37.73'  
N79°29'58"W 113.76'  
S67°41'08"W 49.74'  
S68°56'02"W 200.04'  
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*surveying and mapping services*  
306 West Quarry Street, Deerfield, Wisconsin 53531  
(608) 764-5602

**Dwg. No.** 4085-11 **Date** 7/21/11  
**Sheet** 1 **of** 3 revised 8/02/2011, river dedication  
**Document No.** \_\_\_\_\_  
**C. S. M. No.** \_\_\_\_\_ **V.** \_\_\_\_\_ **P.** \_\_\_\_\_

# **Certified Survey Map**

# Owner's Certificate

As owners, We hereby certify that we have caused the land described on this certified survey to be surveyed, divided, mapped and dedicated as represented on this certified survey map.

Brandon L. Tastge

Samatha K. Tatge

STATE OF WISCONSIN)  
COUNTY OF DANE )ss.

Personally came before me this \_\_\_\_ day of \_\_\_\_\_, 2011, the above named owners to me known to be the persons who executed the foregoing instrument and acknowledged the same.

Notary Public, Dane County, Wisconsin  
my commission expires \_\_\_\_\_.

## Consent of Mortgage Holder

As mortgage holder of the hereon described land, Blackhawk Credit Union does hereby consent to the above certificate of Brandon L. and Samantha K. Tatge, owners.

WITNESS the hand and seal of Blackhawk Credit Union,  
Stoughton, Wisconsin, has caused these presents to be executed by (name) \_\_\_\_\_,  
(title) \_\_\_\_\_, and (name) \_\_\_\_\_,  
(title) \_\_\_\_\_, and the Corporate Seal of said Corporation to be affixed  
this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

By: \_\_\_\_\_  
(name)  
(title)

Attest: \_\_\_\_\_  
(name)  
(title)

STATE OF WISCONSIN)  
COUNTY OF DANE )ss.

Personally came before me this \_\_\_\_ day of \_\_\_\_\_, 2011, the above named officers to me known to be the persons who executed the foregoing instrument and acknowledged the same.

Notary Public, Dane County, Wisconsin  
my commission expires \_\_\_\_\_.

## Owner's Certificate

As owners, We hereby certify that we have caused the land described on this certified survey to be surveyed, divided, mapped and dedicated as represented on this certified survey map.

Household Finance Corporation III,        by \_\_\_\_\_, Title \_\_\_\_\_

STATE OF WISCONSIN)  
COUNTY OF DANE )ss.

Personally came before me this \_\_\_\_ day of \_\_\_\_\_, 2011, the above named representative to me known to be the person who executed the foregoing instrument and acknowledged the same.

Notary Public, \_\_\_\_\_ County, California  
my commission expires \_\_\_\_\_.



# Wisconsin Mapping, LLC

\* *surveying and mapping services*  
306 West Quarry Street, Deerfield, Wisconsin 53531  
(608) 764-5602

<b>Dwg. No.</b> 4080-11	<b>Date</b> 7/21/2011
-------------------------	-----------------------

Sheet 2 of 3

**Document No.** \_\_\_\_\_

**C. S. M. No.** \_\_\_\_\_ **V.** \_\_\_\_\_ **P.** \_\_\_\_\_

**Certified Survey Map**

Surveyor's Certificate  
I hereby certify that in full compliance with the provisions of Chapter 236.34 of the Wisconsin Statutes and the subdivision regulations of the City of Stoughton, and by the direction of Thomas Matson, agent for the owner, I have surveyed, divided and mapped the lands described hereon, and that such map correctly represents the exterior boundaries of the lands surveyed, and that this land is located within and more fully described to wit:

Part of the NW ¼ of the NW ¼ of Section 9, T.5N., R.11E., City of Stoughton, Dane County, Wisconsin, being more fully described as follows:

Beginning at the W ¼ corner of Section 9; thence N88°56'00"E along the North line of the NW ¼, 256.31 feet to the centerline of Dunkirk Avenue; thence S30°04'32"E along said centerline, 126.44 feet; thence S68°56'02"W, 233.45 feet to a 1" diameter iron pipe found on the bank of the Yahara River; thence continue S68°56'02"W, 70 feet more or less to the centerline of said river; thence Northwesterly along said river centerline, 160 feet more or less to the West line of the NW ¼ of Section 9; thence N00°04'52"E along said West line, 60.00 feet to the point of beginning. The above described containing 1.091 acres or 47,523 square feet more or less, being subject to the dedication for Dunkirk Avenue and lands in the Yahara River as mapped hereon.



\_\_\_\_\_  
David C. Riesop S-1551

City Approval  
This Certified Survey Map, having been approved by Plan Commision action of \_\_\_\_\_, and Common Council action of \_\_\_\_\_, is hereby approved for recording. The City of Stoughton also accepts the dedications as shown hereon for road and watercourse use.

\_\_\_\_\_  
City Clerk, City of Stoughton

Register of Deeds Certificate  
Received for recording this \_\_\_\_\_ day of \_\_\_\_\_, 2011 at \_\_\_\_\_ o'clock \_\_\_\_ M. and recorded in Volume \_\_\_\_\_ of Certified Surveys, Pages \_\_\_\_\_.

\_\_\_\_\_  
Kristi Chlebowski, Register of Deeds



CITY OF STOUGHTON  
DEPARTMENT OF PLANNING & DEVELOPMENT  
381 East Main Street, Stoughton, WI. 53589  
www.cityofstoughton.com/planning

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

July 26, 2011

Tom Matson  
1601 E. Main Street  
Stoughton, WI. 53589

Dear Mr. Matson:

I have completed a review of the proposed Certified Survey Map (CSM) for 904 and 920 Dunkirk Avenue, Stoughton. The Planning Commission will review your request on August 8, 2011 and will forward a recommendation to the Common Council. The Council should act on the CSM resolution at the August 23, 2011 meeting.

1. The properties at 904 and 920 Dunkirk Avenue are zoned SR-6 Single Family Residential.
2. The minimum lot size for the SR-6 district is 6,600 square feet. **Both lots will meet this requirement.**
3. The minimum lot width for the SR-6 district is 40 feet. **Both lots meet this requirement.**
4. **Both lots meet the setback requirements of the SR-6 district.**
5. **If approved, the CSM will need to be recorded with Dane County Register of Deeds and a copy provided to the Stoughton Department of Planning & Development.**

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

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

**RESOLUTION OF THE PLAN COMMISSION**

Approving a Certified Survey Map (CSM) for property located at 904 and 920 Dunkirk Avenue, Stoughton, Wisconsin.

Committee Action:

Fiscal Impact:           None.

**File Number:**       R- -2011

**Date Introduced:**   August 23, 2011

**WHEREAS**, on August 8, 2011, the City of Stoughton Planning Commission reviewed the Certified Survey Map approval request by Tom Matson for property located at 904 and 920 Dunkirk Avenue, Stoughton, Wisconsin; and

**WHEREAS**, this Certified Survey Map was reviewed by the City Director of Planning & Development and Zoning Administrator and found to be in compliance with the City Zoning ordinance and Land Division ordinance; 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 Tom Matson for property located at 904 and 920 Dunkirk Avenue, Stoughton, Wisconsin, is hereby approved, as presented.

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

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

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

\_\_\_\_\_  
Date

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