

**Plan Commission Meeting Minutes**  
**Monday, May 10, 2021 at 6:00 pm**  
**Virtual Meeting**

**Members Present:** Mayor Tim Swadley, Chair; Todd Barman; Phil Caravello; Tom Majewski; Tom Robinson; and Brett Schumacher

**Members Absent:** Tom Selsor

**Staff:** Michael Stacey, Zoning Administrator

**Press:** None

**Guests:** Bob Dvorak; Steve Tremlett; Chuck Nahn; Robert Hostrawser; Bryan Earleywine; Kevin Yeska; Attorney Rachel Snyder; Brad Koning; Konner Kearney; Phil Harrison; Laura Breuch; Anne Dullum; Karen Germann; Ross Treichel; Fauna Justman; S. Linnerud; Bob McGeever; Dale Alme.

- 1. Call to order.** Mayor Swadley called the meeting to order at 6:00 pm.
- 2. Consider approval of the Plan Commission meeting minutes of April 12, 2021.**  
Motion by **Barman** to approve the minutes as presented, 2<sup>nd</sup> by **Caravello**. Motion carried unanimously.
- 3. Council Representative Report.** Caravello reported ordinance 9-21 and resolutions 54, 55, 56 and 57-21 were all approved by Council.
- 4. Staff Report - Status of Current Developments.** Mayor Swadley stated the current status of developments are outlined in the packet.

Schumacher questioned the use of the NAFA building by Second Harvest. Mayor Swadley stated they have a 1-year lease.

- 5. Request by Bryan Earleywine for approval of front façade improvements at 173-177 W. Main Street.**

Stacey introduced the request.

Barman asked for details regarding the siding. Bryan Earleywine stated the existing siding is vinyl while the proposed is smooth Hardie siding. Barman is fine with the siding as long as it is smooth.

Barman is not comfortable with the faux stone veneer and residential front wood door and provided options for the applicant. Bryan Earleywine is amenable to making changes. Barman stated textured wood would be better than the faux brick. Caravello agrees with Barman.

Motion by **Caravello** to approve the request contingent on making the changes provided by Barman, 2<sup>nd</sup> by **Schumacher**.

Barman suggested seeing this back again with changes. Bryan Earleywine would like to get this done as soon as possible and agrees to find a faux brick that is similar to the brick of other buildings downtown. Barman suggested a front door that can be painted and capping the shorter section of roof to match the upper roof. Stacey to provide Bryan Earleywine Barman's contact info so he can provide the requested updates to him for a recommendation.

Motion carried 6 – 0.

**6. Request by ROB REAL ESTATE BROKERAGE & BUILDERS LLC to rezone the parcel at the west end of Isham Street from SR-6 Single Family Residential to TR-6 Two Family Residential.**

Chuck Nahn explained the rezoning request including street layout and proposed cul-de-sac.

Rob Hostrawser explained the intent to construct twin homes on 6 lots.

Majewski expressed concern about trail access from the greenspace corridor. Chuck Nahn stated the trail was discussed with Staff and a 10-foot trail was placed between 2 of the lots as shown on the provided plan. Majewski stated 10 feet is not enough. Staff needs to identify what is required.

Rob Hostrawser explained that he purchased the Teigen property which is now just in holding with no current plans for development.

Mayor Swadley opened the public hearing.

No one registered to speak.

Mayor Swadley closed the public hearing.

Motion by Schumacher to recommend the Common Council approve the rezoning contingent on Alder Majewski's concerns about the trail being addressed, 2<sup>nd</sup> by Caravello. Motion carried 6 – 0.

**7. Request by Bob Dvorak for approval of a resolution to proceed with the Urban Service Area Amendment (USAA) application for the proposed 51 West Development area.**

Steve Tremlett explained the request. Mayor Swadley stated the Capital Area Regional Planning Commission will review the application while the City continues to work through platting and zoning.

Motion by Schumacher to recommend the Common Council approve the resolution as presented, 2<sup>nd</sup> by Barman. Motion carried 6 - 0.

**8. Request by Bob Dvorak for a preliminary plat approval for the proposed 51 West Development.**

Steve Tremlett explained the request and noted the GDP and Rezoning request will be forthcoming for next month.

Mayor Swadley opened the public hearing.

No one registered to speak.

Mayor Swadley closed the public hearing.

Stacey stated the plan is to have the public hearing only and table the request to allow more staff time to review the preliminary plat. A special meeting will need to be planned to meet the June 14, 2021 timeline for approval.

The group discussed creating less square stormwater ponds and the request by the City to have a pond on the east side of Hwy 51 used for fishing. Steve Tremlett noted there are additional costs to create a pond for fishing. Caravello and Majewski are interested in gaining more details regarding the fishing pond.

Motion by **Barman** to Table this request to allow more staff time for review, 2<sup>nd</sup> by **Majewski**. Motion carried 6 – 0.

**9. Request by Forward Development Group for approval of a specific implementation plan (SIP) for 2501 Jackson Street.**

Mayor Swadley introduced the request.

Konner Kearney gave an overview of the changes made to the building and site from comments received last month.

Barman questioned the connection to the interior by customers from the north side of the building. Konner Kearney stated there will be an access to the restaurant use from the north side. The other north building access points are for employees.

Barman questioned how much the approved GDP can be changed at the SIP stage. Stacey stated his experience has been that the SIP is very similar to the approved GDP.

Staff to provide information regarding how much can change is allowable from GDP to SIP.

Motion by **Barman** to approve the SIP as presented, 2<sup>nd</sup> by **Schumacher**. Motion carried 6 – 0.

**10. Proposed amendments to the zoning code to allow mobile food vending on private property as a temporary use and to clarify regulations for general temporary outdoor sales regulations.**

Attorney Rachel Snyder gave a summary of the proposed ordinance amendments.

Barman questioned the requested drive-thru options from last month. Stacey stated Staff had discussions with the Police Chief who identified existing issues with drive-thru establishments, so there are already several know issues with permanent drive-thru establishments. Due to safety concerns staff recommends no drive-thru's for temporary uses.

Phil Harrison provided a site plan showing how he believes his temporary use drive-thru could work at Pick and Save.

Mayor Swadley discussed the safety issues he has witnessed.

Schumacher expressed safety concerns he has noticed with the existing temporary use.

Barman stated he can see several issues with the provided plan.

Attorney Snyder stated there is currently a conditional use process for permanent drive-thru establishments.

Motion by **Schumacher** to recommend the Common Council approve the ordinance amendments as presented, 2<sup>nd</sup> by **Majewski**. Motion carried 6 – 0.

**11. Future agenda items.**

51 West Preliminary Plat; Isham Street Platting; Discuss face to face meetings; Discuss trail requirements for developments; Review parking lot and drive-thru safety issues; Discuss what can change from a GDP to an SIP.

12. **Adjournment.** Motion by **Schumacher** to adjourn at 7:15 pm, seconded by **Majewski**. Motion carried 6 - 0.

Respectfully Submitted,

*Michael P. Stacey*