Plan Commission Meeting Minutes  
Monday, July 12, 2021 at 6:00 pm  
Virtual Meeting

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

**Members Absent:** Tom Majewski

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

**Press:** None

**Guests**: Bob Dvorak; Rob Hostrawser; Scott Truehl; Steve Tremlett; Kevin Whitford; Brent Ellifson; Joe Klein; Dean Slaby; Richard Hammes; Maggie Gasner; Priscah Norton; Arne Dullum; Fauna Justman and Leo Castle.

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 June 14, 2021.**

Motion by **Farrow** to approve the minutes as presented, 2nd by **Barman**. Motion carried unanimously.

1. **Council Representative Report.** Caravello stated the Common Council approved R-19-21 on June 22 and had several first readings.
2. **Staff Report - Status of Current Developments.**Scheel gave an overview of the current status of developments as outlined in the packet of materials. There were no questions.
3. **Request by Priscah Norton for approval of a conditional use permit for a restaurant use at 2300 US Highway 51.**Scheel gave an overview of the request and noted this location has historically been used as a restaurant type conditional use which expired since it was closed for over a year.

Mayor Swadley opened the public hearing.

No one registered to speak.

Mayor Swadley closed the public hearing.

Motion by **Robinson** to recommend the Common Council approved the conditional use request as presented, 2nd by **Caravello**. Motion carried unanimously.

1. **Request by Maggie Gasner for approval of a conditional use permit to construct a second principle building for a daycare use at 1640 E. Main Street.**Scheel explained the conditional use request.

Mayor Swadley opened the public hearing.

No one registered to speak.

Mayor Swadley closed the public hearing.

Motion by **Caravello** to recommend the Common Council approve the conditional use request as presented, 2nd by **Schumacher**. Motion carried unanimously.

1. **Request by Maggie Gasner for approval of a site plan to construct a commercial building at 1640 E. Main Street.**Scheel gave an overview of the site plan.

Farrow questioned if parking would be in the vision triangle at the intersection of US Hwy 51 and Hwy N. Scheel stated the parking will not be in the vision triangle.

Scheel discussed the reasoning to recommend no sidewalk or curb & gutter improvements along Highway N to encourage pedestrian use of the crosswalk at the intersection of US Hwy 51 and Hwy N.

Barman questioned the location of the private sidewalk. Scheel stated the private sidewalk is on the site plan and is more centered on the lot.

Barman likes the location of the trees south of the parking area but would like to see some understory plantings such as shrubs to further screen the parking area. The applicant acknowledged the recommendation.

Farrow questioned if the trees would be within the vision triangle. Scheel stated they will not.

Caravello questioned the timeline for WDOT improvements for pedestrians in this area. Scheel stated the WDOT improvements are scheduled for 2025.

Motion by **Robinson** to approved the site plan as presented, 2nd by **Schumacher**. Motion carried unanimously.

1. **Request by Rob Real Estate Brokerage & Builders LLC for approval of a preliminary plat at the west end of Isham Street extended.**Mayor Swadley introduced the request.

Farrow questioned if there are any City policies for replacement of trees during development. Scheel stated only for terrace trees.

Barman questioned whether public sidewalks would be installed along the north side of Isham Street. Scheel stated sidewalks would likely be installed on both sides.

Mayor Swadley opened the public hearing.

No one registered to speak.

Mayor Swadley closed the public hearing.

Scheel explained the compromise for the trail with 25 feet proposed along the west side of the Outlot. The other 25 feet would be added when the property to the west is developed.

Motion by **Robinson** to recommend the Common Council approve the preliminary plat as presented, 2nd by **Schumacher**. Motion carried unanimously.

1. **Request by Kettle Park West LLC for approval of a preliminary plat named “Replat of the Meadows”.**Scheel explained the reasoning for the replat is to vacate Castle Court and make several lot line adjustments to create an additional 7 lots.

Mayor Swadley opened the public hearing.

No one registered to speak.

Mayor Swadley closed the public hearing.

Schumacher questioned where the additional 7 lots are located on the plat. Scheel explained.

Motion by **Schumacher** to recommend the Common Council approve the preliminary replat as presented, 2nd by **Barman**. Motion carried unanimously.

1. **Request by Bob Dvorak for approval of the final plat for the 51 West Development.**Scheel explained the proposed final plat for both sides of US Highway 51. Scheel indicated he would like to recommend access restrictions from lots on to Rutland Dunn Town Line Road, Oak Opening Drive (near Rutland Dunn Town Line Road), Velkommen Way (near USH 51) and from lot 18. The specific recommended access restrictions will be presented to the City Council. DOT access restrictions onto USH 51 are expected as part of their plat review. Therefore, Scheel requested latitude by the Commission to allow staff to recommend access restrictions directly to the Common Council when they take action on the final plat.

Bob Dvorak stated they are aware of the access concerns and hope to hear back from the WDOT next week regarding their review of this project.

Motion by **Schumacher** to recommend the Common Council approve the final plat resolution as presented and with City staff providing recommendations for access restrictions for the plat to the Common Council, 2nd by **Caravello**. Motion carried unanimously.

1. **Request by Scott Truehl for a building addition site plan approval at 540 Business Park Circle.**Scheel explained the request. Scott Truehl was available for questions.

Motion by **Schumacher** to approve the site plan as presented, 2nd by **Robinson**. Motion carried unanimously.

1. **Discussion regarding the Planned Development – General Development Plan (GDP) vs Specific Implementation Plan (SIP).**Scheel explained the difference between the GDP and SIP.

Barman stated there was recent confusion when building footprints were included in an approved GDP. Scheel stated there are sometimes a lot of illustration in a GDP document but the deviations from the underlying zoning are what is important.

Scheel stated staff will continue to work to improve language on future GDP ordinances to make it more clear what is being approved.

1. **Discuss Current Development Requirements for Trails.**Scheel explained the current policy for trails in newly developed areas. Scheel noted the Parks and Recreation Committee are actively involved and staff leans on their recommendations.

Mayor Swadley stated the Kettle Park West and 51 West are perfect examples of the collaboration between staff and committees.

Caravello stated the need to place emphasis on maintaining natural vegetation along trails as something to keep in mind going forward.

Farrow questioned if the trails were for bike and pedestrians. Scheel stated the trails are for off roadway.

Caravello discussed the challenge to create connectivity for trails.

1. **Discuss Drive-Thru Safety Issues.**Mayor Swadley stated these issues began because of Covid.

Scheel explained the issues with some of the drive-thru restaurant establishments such as Culvers and Dunkin Donuts. Scheel stated staff plans to send letters to business owners to discuss corrective actions. Scheel stated there will likely be more scrutiny for drive-thru requests going forward.

Robinson questioned if there were any issues prior to Covid. Scheel stated he knows of none.

Schumacher started there may also be issues at KFC/Taco Bell but are currently less apparent since Nygaard Street terminates at this location.

1. **Discuss future Plan Commission Hybrid Meetings.**Mayor Swadley stated there has been some testing done for hybrid meetings using Zoom in the Council Chambers.

Robinson and Schumacher like the hybrid option. Farrow likes the in person only option.

All Commissioners are ready to meet face to face in August.

1. **Future agenda items.** None discussed.
2. **Adjournment.** Motion by **Robinson** to adjourn at 7:30 pm, seconded by **Caravello**. Motion carried unanimously.

Respectfully Submitted,

Michael P. Stacey