

Plan Commission Meeting Minutes

Monday, April 8, 2019 at 6:00 pm

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

Members Present: Mayor Tim Swadley, Chair; Todd Barman; Matt Bartlett, Vice-Chair; Greg Jenson; Phil Caravello; Tom Robinson; and Tom Selsor

Members Absent: None

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

Press: None

Guests: Jim Bricker; Dennis Steinkraus; Emily Bahr; Dennis Reinstad; Diane Reinstad; John Thompson; and Ron Cotter.

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 March 11, 2019.**
Motion by **Bartlett** to approve the minutes as presented, 2nd by **Jenson**. Motion carried 6-0.
3. **Council Representative Report.**
Bartlett stated with the upcoming elections there will be some new commission members next month. At the last meeting, the Common Council sent back the proposed comprehensive plan amendment - public participation plan for future review which is on the agenda tonight.

4. **Staff Report - Status of Current Developments.**
Scheel gave an overview of the status of current developments as outlined in the packet of materials.

Caravello questioned the status of the Tru Hotel. Scheel stated we heard they plan to break ground in May.

Jenson questioned the status of the Nelson property on Van Buren Street. Scheel stated another citation has been issued.

5. **Request by Dave Riesop for extra-territorial land division approval at 1494 Pleasant Hill Road, Town of Dunkirk.**
Scheel explained the request.

Motion by **Bartlett** to recommend the Common Council approve the resolution as presented, 2nd by **Caravello**. Motion carried 6-0.

6. **Request by Elizabeth Reinstad for extra-territorial land division approval at 1924 County Highway A, Town of Dunkirk.**
Scheel explained the request.

Motion by **Robinson** to recommend the Common Council approve the ETJ land division as presented, 2nd by **Caravello**. Motion carried 6-0.

7. Request by Forward Development Group for approval of a public participation plan to amend the Comprehensive Plan related to Kettle Park West Phase 2.

Scheel explained the request.

Mayor Swadley spoke about creating a policy for future consistency in creating public participation plans.

Scheel went over the proposed draft schedule and noted a change for the Plan Commission meeting from June 3rd to June 10th.

Barman questioned if the start times for the Plan Commission meetings would be the typical 6pm. Mayor Swadley stated yes.

Caravello suggested an end time for the public event. Scheel stated a 1 – 1.5 hour timeframe makes sense.

Mayor Swadley discussed the public input opportunities.

Selsor suggested the timeframe for the public event could be at the discretion of the chair depending on turnout.

Barman questioned if the event would be sequenced or can the public show up anytime. Scheel stated there would be a presentation set for a specific time.

Caravello asked if the presentation could be put on the City website. Scheel stated yes.

Scheel explained the public participation plan document including the alternate language provided by the developer.

Jim Bricker explained the intent of the public participation plan including alternate or supplemental language. Bricker noted the major changes which prompted the comprehensive plan amendment are the relocation of Oak Opening Drive and changing the location of the parkland.

Bartlett asked when the materials would be available at the Library for public view. Bricker stated after the Common Council adopts to the Plan Commission recommended draft document which is referred to as the public hearing draft.

Mayor Swadley stated a social media policy is in the works but it is not known yet when that will be finished. Once finished, information can then be placed on social media sites.

Motion by **Jenson** to recommend the Common Council approve the public participation plan with the draft schedule as amended, 2nd by **Bartlett**. Motion carried 7-0.

Barman suggested the alternate material could be added as additional language. The commission agreed.

Motion by **Barman** to include the additional language to the public participation plan, section 4, 2nd by **Jenson**. Motion carried 7-0.

8. Request by Forward Development Group to introduce the proposed Kettle Park West Phase 2 –North Addition Final Plat.

Scheel introduced the discussion item.

Bricker described the area of the approved preliminary plat that is still consistent with the comprehensive plan and will be the North Addition. Bricker noted the area that is still consistent with the comprehensive plan can be developed once the land division and rezoning are approved.

The group discussed changes planned for Kettle Park West Phase 2.

This agenda item is for discussion only and is not an action item. The land division and rezoning will be on future agendas.

9. Proposed ordinance amendments to establish requirements for the keeping of bees in certain zoning districts – code sections 6-2, 78-105, 78-206(8)(z) and zoning code Appendix C.

Scheel explained the proposed amendment.

Mayor Swadley opened the public hearing.

John Thompson spoke in favor of the request, suggested a change to the ordinance language related to cleaning up equipment and offered his assistance in training for inspection of beekeeping sites.

Mayor Swadley closed the public hearing.

Motion by **Jenson** to recommend the Common Council approve the ordinance as presented, 2nd by **Bartlett**.

Barman arrived at 6:18pm

The commission had further discussions related to potential changes to the ordinance with John Thompson. Jenson suggested allowing a 2 week period to clean up equipment for #6 in the ordinance. Selsor believes the original language is fine.

Motion by **Jenson** to amend #6 in the ordinance to allow 2 weeks for the cleaning up of equipment, 2nd by **Bartlett**. Motion carried 6-1 (Selsor vote no).

Original motion carried 7-0.

10. Proposed ordinance amendments for the keeping of chickens to sections 14-461, 78-105, 78-206(8)(y) and zoning code Appendix C.

Scheel explained the amendment.

Mayor Swadley opened the public hearing.

No one registered to speak.

Mayor Swadley closed the public hearing.

Motion by **Jenson** to recommend the Common Council approve the amendment as presented, 2nd by **Caravello**. Motion carried 7-0.

- 11. Request by the City of Stoughton for Downtown Design Overlay Zoning District (DDOZD) approval to install City Hall and McFarland State Bank signage at 216 E. Main Street.**
Scheel explained the request.

Barman recommended option 2 which increases the height and provides better visibility for the McFarland Bank signage. Barman questioned if the City has a specific font or color palate that is used. Scheel stated the clock tower was considered but not a City specific font or color palate.

Barman suggested the City discuss branding and he likes the font on the second page.

Jenson and Bartlett agree with Barman on option 2.

Motion by **Jenson** to approve the sign option 2 with the discussed font, 2nd by **Caravello**. Motion carried 7-0.

- 12. Future agenda items.**
Comprehensive plan amendment for KPW phase 2.

- 13. Adjournment.**
Motion by **Jenson** to adjourn at 7:12 pm, 2nd by **Robinson**. Motion carried 7-0.

Respectfully Submitted,

Michael P. Stacey