

Planning Commission Meeting Minutes

Monday, September 11, 2017 at 6:00 pm

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

Members Present: Mayor Donna Olson, Chair; Scott Truehl, Vice-Chair; Michael Engelberger; Matt Hanna; Todd Krcma; Todd Barman and Matt Bartlett

Members Absent: None

Staff: Zoning Administrator, Michael Stacey

Press: None

Guests: Craig Whitehead; Joe Conant; Todd Nelson; Blake George; Gianna Catanzaro; Ryan Solum; Jeff Groenier; Tim Kratz; Mark Lambert; Jeff Stowe; Richard Thomas; Greg Jenson; David Natter; Shaun Nelson; Dan Olson; Dan Sissel and Mark Lambert.

1. **Call to order.** Mayor Olson called the meeting to order at 6:00 pm.
2. **Consider approval of the Planning Commission meeting minutes of August 14, 2017.**
Motion by **Engelberger** to approve the minutes as presented, 2nd by **Truehl**. Motion carried 7 – 0.
3. **Council Representative Report.** Truehl reported there were a couple extra-territorial land divisions that were approved.
4. **Status of Current Developments.**
Stacey gave a report of the current status of developments as outlined in the packet. Additionally, the Todd Nelson property at 400 S. Van Buren Street has about half of the landscaping completed and the sidewalk should be finished within the next couple weeks.

Stacey noted materials have been provided related to the Chalet Court development.

5. **Request by Craig Whitehead for a conditional use permit and site plan approval to allow a fuel center for Pick n Save at 1750 US Highway 51 & 138.**
Stacey explained the request.

Mayor Olson opened the public hearing.

Tim Kratz spoke in favor.

Shaun Nelson spoke in favor.

Craig Whitehead spoke in favor.

Dan Olson spoke in favor.

Hanna questioned the types of trees being proposed. The applicant stated 2 Gingko and 2 Elm.

Mark Lambert is in favor but did not speak.

Mayor Olson closed the public hearing.

Engelberger questioned the separation requirement from circulation areas within the staff review letter. Stacey stated an interpretation was made that the area next to the gas pumps is not considered a circulation area. The displaying of product next to gas pumps is consistent with other fuels stations.

A discussion took place about the proposed new sign, sign location and potential vision problems. Stacey stated the sign would need to meet vision triangle requirements.

Motion by **Hanna** to recommend the Common Council approve the conditional use permit resolution as presented, 2nd by **Bartlett**. Motion carried 7 – 0.

Motion by **Hanna** to approve the site plan resolution as presented, 2nd by **Bartlett**. Motion carried 7 – 0.

6. Request by Craig Whitehead for a conditional use permit and site plan approval to allow a front drive-up canopy and rear loading dock enclosure for Goodwill, 1780 US Highway 51 & 138.

Stacey explained the request.

Mayor Olson opened the public hearing.

Craig Whitehead spoke in favor.

Mark Lambert spoke in favor.

Dan Sissel spoke in favor.

Mark Lambert is in favor but did not speak.

Mayor Olson closed the public hearing.

A lengthy discussion took place about pedestrian safety at the drive-up canopy.

Ultimately, the Commission would like to see more pedestrian walk width between the Goodwill donation building entrance and the drive-up canopy area. Current plans show 3 feet of width.

Motion by **Hanna** to recommend the Common Council approve the conditional use permit resolution as presented, 2nd by **Truehl**. Motion carried 7 – 0.

Motion by **Hanna** to approve the site plan resolution contingent on a minimum 5-foot sidewalk in front of the Goodwill donations building entrance, restriping the north parking lot islands to widen the drive lanes and installation of curbed bump-outs on both sides of the canopy drive-thru to the edge of the outer south line of the striping, 2nd by **Truehl**. Motion carried 7 – 0.

7. Request by Todd Nelson to rezone the property at 314 W. Main Street from Planned Business to MR-24 – Multi-Family Residential.

Stacey explained the request.

Mayor Olson opened the public hearing.

No one registered to speak.

Mayor Olson closed the public hearing.

Motion by **Truehl** to recommend the Common Council approve the rezoning ordinance as presented, 2nd by **Krcma**. Motion carried 7 – 0.

8. Request by Joe Conant for a conditional use permit for a building addition and site improvements for the automotive repair business (Conant Automotive) at 1324 US Highway 51 & 138.

Stacey explained the request and noted the following information is still needed for site plan review: Landscaping plan; scalable plans; lighting plan; approval from Stoughton Utilities for setback from overhead powerlines, and bike parking shown on the plan.

Mayor Olson opened the public hearing.

Joe Conant and Jeff Groenier spoke in favor.

Mayor Olson closed the public hearing.

Motion by **Truehl** to recommend the Common Council approve the conditional use permit resolution as presented, 2nd by **Krcma**. Motion carried 7 – 0.

Motion by **Truehl** to approve the site plan resolution as presented, 2nd by **Krcma**. Motion carried 7 – 0.

9. Request by Blake George for a conditional use permit and site plan approval for Calvary Gospel Church at 1501 E. Main Street.

Stacey explained the request.

Mayor Olson opened the public hearing.

Blake George spoke in favor.

David Natter spoke about the US Highway 51 access and noted there is no access easement for use by this property.

Mayor Olson closed the public hearing.

Hanna questioned what type of signage is planned. Blake George stated the plan is to install a sign on the front façade.

Hanna questioned the history of the paved area and access. David Natter stated he used to own the property and still owns 3 adjacent parcels.

Engelberger questioned what portion of the building would be used. Blake George stated the church would use the upper portion of the front of the building and there are plans to close the bar.

Blake George stated they have no problem using the Chalet Drive access and will have limited use of the parking area for the church use.

Motion by **Hanna** to recommend the Common Council approve the conditional use permit resolution as presented, 2nd by **Truehl**. Motion carried 7 – 0.

Motion by **Hanna** to approve the site plan resolution as presented, 2nd by **Truehl**. Motion carried 7 – 0.

- 10. Request by Rob Dicke, Dane County Housing Authority for approval of a rehabilitation project for Maple Tree Apartments at 1650 – 1680 Hanson Road and 409 – 421 Rowe Street.**
Stacey introduced the request.

Rob Dicke gave an overview of the proposed project and reasoning for the resolution.

Motion by **Truehl** to approve the resolution as presented, 2nd by **Engelberger**. Motion carried 7 – 0.

- 11. Request by Gianna Catanzaro for Design Review approval for signage and façade improvements within the Downtown Design Overlay Zoning District at 161 and 167 E. Main Street.**
Stacey explained the request.

The Commission discussed the proposed color scheme and signage.

Motion by **Hanna** to approve the design review resolution as presented, 2nd by **Truehl**. Motion carried 7 – 0.

- 12. Request by Ryan Solum for approval of a specific implementation plan amendment for Walmart, 2600 State Highway 138.**
Stacey explained the request.

Ryan Solum stated Walmart is retro-fitting all stores to allow customers to order product online and pick the product up at the store. The product is delivered to their vehicles.

Motion by **Hanna** to approve the specific implementation plan resolution as presented, 2nd by **Truehl**. Motion carried 7 – 0.

- 13. Discussion and possible action regarding a proposed ordinance amendment of Chapter 2-376 relating to the Planning Commission member composition.**
Truehl explained the intent of the ordinance change is the have 4 Council members (1 from each district), the Mayor and 4 city residents make up the composition of the Planning Commission.

Bartlett stated Wisconsin Statutes states the composition shall be 7 members with the Building Inspector being the secretary. Engelberger agrees.

Engelberger questioned what are we trying to fix, this change will create less Council representation.

Hanna stated there needs to be more clarification.

Truehl stated Attorney Dregne has reviewed this proposed ordinance twice.

Motion by **Engelberger** to Table the ordinance request until more information is provided, 2nd by **Bartlett**. Motion carried 7 – 0.

14. Future agenda items.

Chalet Court development.

15. Adjournment

Motion by **Hanna** to adjourn at 8:05 pm, 2nd by **Krcma**. Motion carried 7 – 0.

Respectfully Submitted,

Michael Stacey