

## **Planning Commission Meeting Minutes**

**Monday, January 8, 2018 at 6:00 pm**

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

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

**Members Absent:** None

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

**Press:** None

**Guests:** Ronald Furseth; Katrina Bower; Peggy Veregin; Jeff Kossman; Perry & Kim Wentorf.

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 December 11, 2017.**  
Motion by **Truehl** to approve the minutes as presented, 2<sup>nd</sup> by **Krcma**. Motion carried 6 - 0.
3. **Council Representative Report.** Truehl stated the conditional use for TRU Hotel will go to Council tomorrow night.
4. **Status of Current Developments.** Scheel gave an overview of the current developments as provided in the packet of materials. Scheel noted the substantial increase in the value of residential construction in 2017 over 2016.

Engelberger arrived at 6:04pm

5. **Request by Ronald Furseth for certified survey map (CSM) approval to split the property at 1035 Sundt Lane to create 2 residential lots (Lots 1 and 3) while leaving the remaining neighborhood business lot (Lot 2).**  
Scheel explained the request.

Motion by **Bartlett** to recommend the Common Council approve the CSM as presented, 2<sup>nd</sup> by **Truehl**. Motion carried 7 - 0.

6. **Request by Ronald Furseth to rezone property at 1035 Sundt Lane (CSM Lots 1 and 3) from NB Neighborhood Business to SR4 Single Family Residential.**  
Scheel explained the request.

Mayor Olson opened the public hearing.

Kim Wentorf asked if there were any plans for the remaining neighborhood business lot. Scheel stated the lot can be used as neighborhood business until a zoning change takes place.

Mayor Olson closed the public hearing.

Motion by **Hanna** to recommend the Common Council approve the rezoning request as presented, 2<sup>nd</sup> by **Truehl**. Motion carried 7 - 0.

**7. Request by Lewis and Deloris Huntington for planned development – general development plan approval for expansion of a deck at 565 Kensington Square.**

Scheel explained the request.

Mayor Olson opened the public hearing.

No one registered to speak.

Mayor Olson closed the public hearing.

Barman asked if the deck was already installed. Scheel stated the deck is installed.

Barman stated the deck expansion seems reasonable due to the small size of the existing deck.

Motion by **Barman** to recommend the Common Council approve the General Development Plan to expand the deck as presented, 2<sup>nd</sup> by **Bartlett**.

Truehl questioned if this change will take care of any other potential expansions in Kensington Square. Scheel stated this is only for this unit. Scheel noted that staff has historically educated and tried to work with the Kensington Square residents and Condominium Association regarding expansions.

Hanna noted the normal rear setback for multi-family is 40 feet.

Motion carried 7 - 0.

**8. Request by Calvin Merath for site plan approval to construct a garage addition at 320 North Street for Stoughton Area School District.**

Scheel explained the request.

Hanna questioned if the building materials are consistent with the existing building. Katrina Bower, representing the school district stated the addition will match the existing garage.

The landscaping location was discussed.

Motion by **Truehl** to approve the garage addition as presented, 2<sup>nd</sup> by **Engelberger**. Motion carried 7 - 0.

**9. Request by Ruth Sigle for renovation approval of a new sign within the Downtown Design Overlay Zoning District at 135 W. Main Street, Suite 100.**

Scheel explained the request and noted the sign is already installed.

Motion by **Bartlett** to approve the new signage as presented, 2<sup>nd</sup> by **Krcma**.

Engelberger asked what is being done about these installations before approval. Scheel stated we try to educate the public.

Truehl stated that doubling of fees for work done prior to a permit is pretty standard in communities he deals with.

Scheel stated former Council members have not been interested in extra fees.

Engelberger stated there needs to be something punitive.

Hanna agrees there should be a penalty.

Motion carried 7 - 0.

Scheel noted staff does a follow-up with all digger's hotline requests but that would not have applied to this case.

**10. Request by Scott Wegner for site plan approval to construct a pergola at the Sons of Norway Mandt Lodge, 317 S. Page Street.**

Scheel explained the request.

Hanna questioned the safety of having a fire pit under the pergola.

Hanna would like to see an elevation view and hopes the pergola fits the historic neighborhood. Hanna suggested cedar materials or something similar should be used.

Motion by Hanna to approve the pergola as presented, 2<sup>nd</sup> by Krcma.

Engelberger questioned if the building is a local landmark. Stacey stated it is not.

Motion carried 7 - 0.

**11. Discuss proposed urban service area amendment for Arnett's Addition to Norse View Heights.**

Scheel introduced Jeff Kossman who is representing the Arnett's.

Jeff Kossman explained the intent and area proposed for the urban service area amendment including the proposed lift station and direct boring under the RR tracks.

Scheel explained the process for the urban service area amendment. The developer prepares the materials and the City reviews/approves the materials before the City makes application with the Capital Area Regional Planning Commission for action.

Bartlett questioned who will pay for the costs. Jeff Kossman stated the costs will be taken care of by the developer.

Hanna questioned if the lift station will cover all of the area in the USA. Jeff Kossman stated the lift station will be designed to handle the existing homes, the church site and the proposed Arnett development.

Engelberger questioned why this area was not already in the City USA. Scheel stated this area was likely not added due to the inability for sewer to be handled by gravity. Engelberger questioned if there are any alternatives. Scheel stated none have been presented that are suitable for approval by the City.

Krcma asked if the sewer lift would handle any adjacent development. Scheel stated there has been no sign of anyone seeking development and the area to the northwest could potentially be suitable for gravity but no one is seeking a determination there. We are not aware of any developer investing money to conduct the necessary evaluation to include additional area.

Hanna stated it makes sense to proceed with the amendment process.

**12. Discuss proposed ordinance amendments as recommended by the Landmarks Commission related to the request by the Common Council to develop an ordinance for consideration by the council that would amend existing City ordinances such that no building in a historic district listed on the National Register of Historic Places may be demolished without review and recommendation by Landmarks Commission and a decision by the Common Council based on appropriate and lawful standards.**

City Attorney Matt Dregne gave an overview of the proposed ordinance amendments starting with Chapter 38.

Peggy Veregin, Landmarks Commission Chair, joined in the discussion.

There was a lengthy discussion about the definition of “Historic District (local)”

The proposed language is as follows:

*Historic district (local)* means an area designated by the commission which contains one or more landmarks or landmark sites, as well as those abutting improvement parcels which the commission determines should fall within the provisions of this article to ensure that their appearance and development is harmonious with the abutting landmarks or landmark sites.

The crux of the discussion was related to the “abutting improvement parcels” language in the definition.

The Planning Commission would like this (clarification of the Historic district definition) to go back to the Landmarks Commission for further clarification. Peggy Veregin agreed.

Another discussion occurred related to section 38-37 (c). The Planning Commission would like the Landmarks Commission to consider adding a section similar to “The building or improvement was not contributing at the time the district was created and is still not a contributing property”.

The concern is the requirements are much too restrictive to allow for future visionary development.

The suggested changes will go back to the Landmarks Commission who will review and send their recommendation to the Common Council for approval.

A short recess took place and Bartlett left at 8:00pm

Attorney Dregne began the discussion related to the zoning code changes. Attorney Dregne stated section 78-913 is proposed to be repealed and section 78-517 is proposed to be repealed and recreated.

Attorney Dregne stated that showing the strike through changes would be very hard to understand since the new section 78-517 combines portions of 78-913 and 78-517.

The Commissioners expressed concern over not knowing exactly what was changed.

Truehl stated he would like to see a staff recommendation and a summary from Attorney Dregne regarding the changes.

Barman suggested the word “historic” within the purposed statement should be modified.

Attorney Dregne gave an overview of the new section 78-517 and stated there are now standards based on the Design Guidelines.

It was pointed out that the threshold to allow a demolition in the draft ordinance is high.

The Commission would like a staff review and recommendation for the next meeting.

Attorney Dregne will come to the next meeting on February 12<sup>th</sup>.

**13. Request to approve the Listol-Kirby Annexation Ordinance.**

Scheel explained the request.

Motion by Truehl to recommend the Common Council approve the annexation as presented, 2<sup>nd</sup> by Krcma. Scheel stated there may be an amendment to the resolution before Council action for the ward designation.

Motion carried 6 - 0.

**14. Future agenda items.**

Rezoning, CSM and Conditional Use for the Public Works Facility property.

Staff recommendation for the doubling of fees when a project is started without a permit or approval.

**15. Adjournment**

Motion by Krcma to adjourn at 9:15 pm, 2<sup>nd</sup> by Hanna. Motion carried 6 – 0.

Respectfully Submitted,

*Michael Stacey*