

Planning Commission Meeting Minutes

Monday, March 13, 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; Greg Jenson; Mike Maloney and Todd Krcma

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

Press: Amber Levenhagen

Guests: Jason Perry; Bob Kardasz; Dennis Kittleson; Amy Kittleson; Kathleen Tass-Johnson; Paul Lawrence; Sid Boersma; Tim Swadley; Andrew Chitwood; Alan Hedstrom and Dean Sutton.

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 February 13, 2017.** Motion by **Jenson** to approve the minutes as presented, 2nd by **Truehl**. Motion carried 6 – 0.
3. **Council Representative Report.** Truehl reported the Council heard the first reading for the rezoning of the property for Casey's General Store and approved the Park Place Condominium.
4. **Status of Developments.** Scheel summarized the status of current developments as outlined in the Planning packet of materials and noted there is a Comprehensive Plan Rewrite Open House at 7:00 pm at the EMS Building. There were no questions.

Krcma arrived at 6:02 pm

5. **Request by Tom Matson for extra-territorial jurisdictional approval of a land division to reconfigure the parcels at and adjacent to 3213 County Highway A, Town of Rutland.** Scheel gave an overview of the request.

Motion by **Truehl** to recommend the Common Council approve the land division request as presented, 2nd by **Hanna**. Motion carried 7 – 0.

6. **Request by Jason Perry for extra-territorial jurisdictional approval of a certified survey map to separate the existing residence from farmland at 1928 Williams Drive, Town of Pleasant Springs.** Scheel explained the request.

Motion by **Hanna** to recommend the Common Council approve the land division request as presented, 2nd by **Truehl**. Motion carried 7 – 0.

7. **Request by Tony Hill for certified survey map (CSM) approval to combine the parcels at 753 and 761 Nottingham Road.** Scheel explained the request.

Engelberger questioned if this is a typical request. Scheel stated there have been similar requests in the past.

Motion by **Truehl** to recommend the Common Council approve the CSM request as presented, 2nd by **Jenson**. Motion carried 7 – 0.

8. Request by Larry and Sandy Stenner for approval of a preliminary and final condominium plat to split a duplex at 1908/1910 Hilldale Lane.

Scheel explained the request.

Mayor Olson opened the public hearing.

No one registered to speak.

Mayor Olson closed the public hearing.

Motion by **Jenson** to recommend the Common Council approve the condominium plat request as presented, 2nd by **Truehl**.

Engelberger questioned what the alternatives are instead of a condominium. Scheel stated the owner install separate sewer laterals.

Maloney questioned the utility drawing in the packet. Stacey stated the diagram show the property having separate water laterals and shutoffs.

Scheel stated the owner would have to install separate sewer laterals to each side of the duplex or create a condominium to sell each side of the duplex.

Motion carried 6 – 1 (Engelberger voted no).

9. Request by the Stoughton Utilities for certified survey map (CSM) approval to split the property at 3201 McComb Road. Scheel explained the request.

Motion by **Hanna** to recommend the Common Council approve the CSM request as presented, 2nd by **Truehl**.

Truehl questioned if there are plans for the rest of the property. Scheel stated the Comprehensive Plan depicts the remainder as a separate use.

Motion carried 7 – 0.

10. Request by the Stoughton Utilities to rezone a portion of the property at 3201 McComb Road from RH – Rural Holding to I – Institutional. Scheel explained the request.

Mayor Olson opened the public hearing.

Dean Sutton spoke against the substation location.

Mayor Olson closed the public hearing.

Engelberger questioned if other locations had been considered. Robert Kardasz, Utilities Director stated the substation was planned where the load or demand will be and the location is where American Transmission Company has power available. Robert stated the circuits coming out of the substation are planned to be underground.

The group discussed the location of the ATC transmission line and existing easements to accommodate the lines.

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

11. Request by the Stoughton Utilities for site plan approval to construct a substation on a portion of the parcel at 3201 McComb Road. Scheel introduced the request.

Kardasz reported the substation will be state of the art. Hanna recommended that evergreens be planted along the full length of the western property line that should include a few white pines. There was discussion about the uncertain route ATC will use to bring their transmission lines to the substation and whether that would affect perimeter landscaping plans. Hanna reported that evergreens can be transplanted if necessary. Krcma agreed that more landscaping along the west property line is important.

Motion by **Hanna**, seconded by **Krcma** to approve the landscaping plan with the condition that the berm be continued along the west property line to the south property line and that plantings along the west line shall include 75% evergreens and landscaping with junipers being used as a lower growing option. Truehl requested that the motion be amended to require the construction of a berm built to an elevation of 935' be installed along the west property line adjacent to the substation. Hanna and Krcma accepted the addition to the motion.

Discussion took place about when Stoughton Utilities will know the route ATC may feed the substation. Additional discussion included consideration of landscaping along the south property line.

Motion by **Truehl**, seconded by **Engelberger** to table. Kardasz requested that a special meeting be considered to finalize site plan requirements. Motion carried unanimously.

12. Request for site plan approval by Robert Ahern of Dimension IV for property located at 1601, 1625 and 1649 Vernon Street (Park Vernon Apartments).

No action taken prior to adjournment.

13. Request by Dack Print, LLC (Dennis and Amy Kittleson) for approval of a Downtown Design Overlay Zoning District Project request to remove the building at 305/315 E. Main Street.

No action taken prior to adjournment.

14. Future agenda items. None discussed.

- 15. Adjournment.** Motion by Engelberger to adjourn at 7:10 pm, 2nd by Jenson. Motion carried 6 – 1 (Krcma voted no)

The Comprehensive Plan Open House presentation is to begin soon at the EMS Training Room.

Respectfully Submitted,

Michael Stacey

**Special Planning Commission Meeting for Comprehensive Plan Open House
Monday, March 13, 2017 at 7:00 pm
EMS Training Room, 516 S. Fourth Street, Stoughton, WI.**

Members Present: Mayor Donna Olson Chair; Michael Engelberger; Mike Maloney; Greg Jenson; Todd Krcma; and Scott Truehl

Absent: Matt Hanna

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

Guests: Open to the public – Approximately 53 in attendance

Jackie Mich and Mike Slavney of Vandewalle and Associates gave a presentation summarizing the draft Comprehensive Plan Rewrite including:

- Stakeholder Involvement
- Next Steps in the process
- Defined what a Comprehensive Plan is
- Gave an overview of the 9 maps
- Summarize key points taken from the workshop, community survey and various meetings
- Summarized primary changes to the future land use map
- Discussed an attempt to link the downtown to the river front
- Explained the planned mixed use category and location examples
- Explained the planned neighborhood category and location examples

The Open House was then opened for questions and discussion. Planning & Development Director Rodney Scheel and Vandewalle Associates staff answered questions and discussed proposed changes to the plan.

The Open House ended at 10:00 pm

Respectfully Submitted,
Michael Stacey

Special Planning Commission Meeting Minutes

Thursday, March 23, 2017 at 6:00 pm

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

Members Present: Mayor Donna Olson Chair; Michael Engelberger; Matt Hanna; Greg Jenson; Mike Maloney and Todd Krcma

Absent: Scott Truehl Vice-Chair

Staff: Director of Planning & Development, Rodney Scheel

Press: none

Guests: Robert Kardasz; Andy Chitwood; Zach Simpson, and Bruce Beth

1. **Call to order.** Mayor Olson called the meeting to order at 6:00 pm.
2. **Request for site plan approval by Robert Ahern of Dimension IV for property located at 1601, 1625 and 1649 Vernon Street (Park Vernon Apartments).**
Scheel explained the request. Mr. Chitwood explained that Dane County is set to purchase this property very soon.

Motion by **Maloney**, second by **Krcma** to approve R-9-2017. Motion carried unanimously.

3. **Request by the Stoughton Utilities for site plan approval to construct a substation on a portion of the parcel at 3201 McComb Road.**
Scheel gave an overview of the request highlighting the updated landscaping plan. Utilities Director Robert Kardasz introduced his team of consultants: Zach Simpson of Strand and Bruce Beth of Forester Electric. Discussion took place about the “berm” as shown on the updated landscaping plan dated 2-10-2017. Hanna suggested arborvitae plantings be replaced with deer resistant species such as juniper and to shift some of the plantings to the top of the berm.

Bruce Beth explained that the fence will be 8 feet with barbed wire on top. The electrical structures inside the fence will be 50 feet tall. He explained that if the fence or perimeter plantings are higher than proposed the interior structures will need to be raised by the same amount.

Hanna recommended a few more evergreens be included along the north side of the facility. Kardasz reported that Utilities staff will visit the site once per week once it is operational. Maloney appreciates the efforts taken to address landscaping concerns and their explanation of the “berm” elevation.

Kardasz reported they plan to have the substation operational by May 2018. Engelberger requested Kardasz address how this site was selected for the substation. Kardasz gave a summary of their electrical system and rationale for this site versus other locations. Engelberger questioned whether this is what the City wants people to see as they drive into Stoughton. He suggested that it be moved to a location south of the adjacent woods but currently not owned by the City. He suggested it may be appropriate to screen it like the Sun

Prairie substation along HWY 151. Kardasz indicated such a wall is about \$1 million to construct.

Motion by **Maloney**, second by **Jenson** to approve the R-8-2017 with the addition that the arborvitae plantings be changed to junipers. Additional discussion took place. By friendly amendment the following is to be added to the resolution: The approval is based on the updated landscaping plan; smooth sumac are to be removed from the plan and replaced with deer resistant evergreens; increase evergreen plantings on the north side of the substation by replacing the deciduous trees with large evergreen shrubs or small evergreen trees.

Motion carried 5-1 with Engelberger voting no.

4. **Adjournment.** Motion by **Jenson**, second by **Hanna** to adjourn at 6:50 pm. Motion carried unanimously.

Respectfully Submitted,

Rodney Scheel