

Planning Commission Meeting Minutes

Monday, August 14, 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 and Matt Bartlett

Members Absent: Todd Barman

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

Press: None

Guests: John Hoenick; Jim Shebesta; Chris Schmitz; Brianna Cotten; Bob Harley; Ken Nadolski; Tim Swadley

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 July 11, 2017.**
Motion by **Engelberger** to approve the minutes as presented, 2nd by **Truehl**. Motion carried 6 – 0.
3. **Council Representative Report.** Truehl reported the splash pad and shelter were approved for Nordic Ridge Park. The property at 314 W. Main Street (former Marathon site) has sold contingent on approval of a development plan. There is a proposed Council resolution to change the makeup of the Planning Commission by having one Council member from each aldermanic district and an equal number of citizen members including the Mayor to bring the total members to nine.
4. **Status of Current Developments.**
Stacey gave a report of the current status of developments as outlined in the packet.
5. **Request by Laura Viney for site plan and certified survey map (CSM) approval for the daycare located at 320 Dvorak Court.**
Stacey explained the request. Truehl stated the conditional use was recently approved by Council so the site plan and CSM were expected.

Motion by **Krcma** to approve the site plan resolution as presented, 2nd by **Truehl**.
Motion carried 6 – 0.

Stacey stated the 3 lots are proposed to be combined by a certified survey map.

Motion by **Hanna** to recommend the Common Council approve the resolution to combine the parcels at 320 Dvorak Court, 2nd by **Truehl**. Motion carried 6 – 0.
6. **Request by John Hoenick for approval of the parking lot reconstruction at Associated Bank, 117 King Street.**
Stacey explained the request.

Motion by Truehl to approve the site plan resolution as presented, 2nd by Krcma.

Engelberger questioned the grandfathered status mentioned in the staff review letter. Stacey stated the plan cannot meet the required parking lot setback from the right-of-way and meet all the other parking lot requirements. The parking is essentially being reconstructed in nearly the original configuration.

Motion carried 6 – 0.

7. Request by Dwayne Strandlie for approval of an addition to an existing detached garage at Stoughton Hospital, 900 Ridge Street.

Stacey explained the request.

Motion by Truehl to approve the site plan resolution as presented, 2nd by Krcma.

Motion carried 6 – 0.

8. Request by Wade Wyse for approval of the rear parking lot reconstruction at Cummins Inc., 1801 US Highway 51-138.

Stacey explained the request.

Motion by Hanna to approve the site plan resolution as presented, 2nd by Truehl.

Motion carried 6 – 0.

9. Request by Katie Udell for approval of a storage yard expansion at Alliant Energy, 1521 Progress Lane.

Stacey explained the request.

The use of arborvitae plantings was discussed. Jim Shebesta of Alliant Energy stated the existing arborvitae seem to be doing well. The Commission is fine with the proposed plantings.

Motion by Truehl to approve the site plan resolution as presented, 2nd by Krcma.

Motion carried 5 – 0. (Bartlett abstained)

10. Request by Bob Williams for general development plan approval for BP – Stop and Shop, 1009 W. Main Street to allow a building addition and side improvements. (Only a public hearing is required since the owner has decided not to move forward with the building addition and site improvements)

Mayor Olson introduced the request and stated the applicants have decided not to move forward so only the public hearing is necessary.

Mayor Olson opened the public hearing.

No one registered to speak.

Mayor Olson closed the public hearing.

Stacey explained the costs were too much for the size of the addition planned and the applicants now plan to fix up the existing buildings.

No action taken.

11. Request by Ken Nadolski for approval of a vestibule addition at Pick and Save, 1750 US Highway 51-138.

Stacey explained the request.

Truehl questioned the number of parking stalls being modified. Ken Nadolski representing Pick n Save explained 4 stalls are being modified.

Terrace tree requirements were discussed. Stacey stated the applicant has to work with the Public Works Department to meet the terrace tree requirements. Additionally, plans are in the works to amend the ordinance related to terrace trees.

Motion by Krcma to approve the site plan resolution as presented, 2nd by Engelberger.

The Commission discussed the proposed 5 honey locust trees. Hanna does not see a problem with having 5 trees of the same species.

Motion carried 6 – 0.

12. Request by Steve Hansen for approval of a canopy addition at Stoughton Area School District, 320 North Street.

Stacey explained the request.

Motion by Hanna to approve the site plan resolution as presented, 2nd by Krcma.

Truehl questioned item number 8 in the staff review letter related to the architectural and design elements of the front of the building. Stacey stated this is typical in most reviews but is not necessary for this review since the proposal is only for a canopy.

Motion carried 6 – 0.

13. Request by Brett Olson for approval of an extra-territorial jurisdictional land division at 956 Vieum Road, Town of Dunkirk.

Stacey explained the request.

Motion by Truehl to recommend the Common Council approve the extra-territorial land division resolution as presented, 2nd by Krcma. Motion carried 6 – 0.

14. Request by Brad Crowley for re-approval of a certified survey map (CSM) to combine the properties at First Choice Dental, 1300 Nygaard Street.

Stacey explained the request is due to the original CSM not being recorded within a year of approval as required by code.

Motion by Truehl to recommend the Common Council approve the CSM resolution as presented, 2nd by Engelberger.

Engelberger stated it would be nice to have a map showing exactly where this property is located for people who don't know the City. Stacey had thought the CSM was sufficient in this case.

Motion carried 6 – 0.

15. Request to amend the zoning code to remove Appendix F, Procedural Checklists.

Stacey explained the request is to simplify the application process and allow staff to make changes to the applications without going through a public hearing process. The procedural checklists are planned to be converted to applications.

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 zoning code amendment as presented, 2nd by Krcma.

Engelberger stated zoning code section 78-008 states where there are conflicts between the text and the appendix, the text shall prevail.

Truehl questioned the difference between the applications and the existing procedural checklists going forward. Stacey stated some of the language from the procedural check list will be used in the applications. No one really expects to find applications within the zoning code. The applications will be available online.

Motion carried 6 – 0.

16. Future agenda items.

Stacey stated there are requests by Pick n Save for the addition of gas pumps; Goodwill for a drive-up canopy addition; Calvary Church at for a church use at 1401 E. Main Street and a rezoning request for 314 W. Main Street.

Truehl would like a report from staff regarding the status of the landscaping and other outstanding items for the Todd Nelson property at 400 S. Van Buren Street.

Engelberger questioned the status of closing the island at the dam. Mayor Olson stated it was closed for safety reasons due to high water and will be reopened when determined to be safe.

17. Adjournment

Motion by Engelberger to adjourn at 6:40 pm, 2nd by Hanna. Motion carried 6 – 0.

Respectfully Submitted,

Michael Stacey