

Planning Commission Meeting Minutes

Monday, March 12, 2018 at 6:00 pm

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

Members Present: Mayor Donna Olson; Todd Barman; Matt Bartlett; Michael Engelberger and Matt Hanna

Members Absent: Todd Krcma and Scott Truehl

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

Press: None

Guests: Scott Skavlen; Linda Baxter Page and Emily Bahr

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 12, 2018.**
Motion by **Engelberger** to approve the minutes as presented, 2nd by **Hanna**. Motion carried 5 - 0.
3. **Council Representative Report.** Engelberger stated the Common Council approved the following: rezoning for the public works property; CSM for the public works property; conditional use permit for the public works facility; ETJ land division in the Town of Rutland; fee schedule amendment for the Planning Department; GDP for 565 Kensington Square; and rezoning for 1035 Sundt Lane.
4. **Status of Current Developments.**
Scheel gave an overview of the status of developments as outlined in the packet of materials. There was a short discussion regarding the clearing of land near the Eggleston's Woods development, both of which are not within the City limits except a sliver of land along the north property line.
5. **Request by Scott Skavlen, SDS Builders for General Development Plan amendment approval to construct a deck addition and for an existing deck conversion to a screen porch at 815 Berry Street.**
Scheel explained the request.

Mayor Olson opened the public hearing.

No one registered to speak.

Mayor Olson closed the public hearing.

Barman questioned if approval of a screen porch would allow future conversion to a 4 season porch. Scheel stated zoning would cover the building envelope which in this case would allow a 4 season porch.

Motion by **Engelberger** to recommend the Common Council approve the general development plan amendment as presented, 2nd by **Hanna**. Motion carried 5 - 0.

Motion by **Engelberger** to approve the site plan as presented, 2nd by **Hanna**. Motion carried 5 - 0.

6. Request by Linda Baxter Page, Aro Eberle Architects, for design approval to replace the second story windows at the Chorus Public House, 154 W. Main Street.

Scheel introduced the request.

Linda Baxter Page explained the request.

Barman questioned if repairing of the existing windows was considered. Ms. Page stated they did consider that but the windows had too much rot. Barman also questioned the reflective quality of the proposed paint. Ms. Page stated the paint will be flat.

Motion by **Engelberger** to approve the window replacement as presented, 2nd by **Barman**.

Engelberger stated this type of request is better suited for the Landmarks Commission who have the expertise to review changes to historic buildings.

Motion carried 5 - 0.

7. Request by the City of Stoughton for a conditional use permit to allow a composting operation at 1101 Collins Road.

Scheel explained the request.

Mayor Olson opened the public hearing.

No one registered to speak.

Mayor Olson closed the public hearing.

Motion by **Engelberger** to recommend the Common Council approve the conditional use resolution as presented, 2nd by **Hanna**. Motion carried 5 – 0.

Motion by **Engelberger** to approve the site plan as presented, 2nd by **Hanna**. Motion carried 5 – 0.

8. Request by Bill and Carly Miller for certified survey map (CSM) approval to adjust the side lot line at 904 and 920 Dunkirk Avenue.

Scheel explained the request.

Bartlett questioned if a letter was provided by the property owners acknowledging the request. Stacey stated he received a letter today.

Motion by **Engelberger** to recommend the Common Council approve the certified survey map as presented, 2nd by **Bartlett**. Motion carried 5 – 0.

- 9. Discuss proposed ordinance amendments 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.**

Scheel gave an overview of the proposed changes to section 78-517 and noted that staff has added the existing design requirements and the design guideline language for comparison. Scheel stated we hoped to be able to craft language using both standards.

A discussion took place about the existing ordinance design regulations vs the historic downtown design guidelines.

The Commissioner's expressed interest in combining the existing regulations with the design guidelines and possibly add commentary referencing the design guideline booklet for further explanation.

Hanna questioned what to do about the non-contributing buildings within the district and how to treat the areas that are out of the public view.

Scheel stated we should have a list of contributing properties that would have to conform to the design requirements and we'll have to decide how to handle the non-contributing buildings and areas out of public view.

Hanna stated the non-contributing buildings should be in keeping the character of the district but not be required to meet all design requirements but maybe meet some of the requirements.

Engelberger suggested updates to ordinances related to building minimum maintenance and repairs. He has noticed building minimum maintenance issues in the downtown area. Scheel stated we need to discuss minimum maintenance standards and acknowledged a need for a code enforcement officer in the future. Stacey noted the Landmarks Commission has requested direction from the Common Council regarding updates to ordinances related to minimum maintenance standards.

The Commission discussed the new demolition requirements and the need for further updates such as using an occupancy standard rather than the vision of the owner.

10. Future agenda items.

Ordinance amendment for section 78-517 and Arnett USAA materials.

11. Adjournment.

Motion by Engelberger to adjourn at 7:00 pm, 2nd by Bartlett. Motion carried 5 – 0.

Respectfully Submitted,

Michael Stacey