

Planning Commission Meeting Minutes

Monday, February 12, 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; and Michael Engelberger

Members Absent: Todd Krcma

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

Press: Amber Levenhagen

Guests: Kevin Burow; Todd Nelson; Tom Peters; Peter Sveum; Greg Jenson; Dennis Pince; Attorney Matt Dregne; and Aaron Falkosky.

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 January 8, 2018.**
Motion by **Truehl** to approve the minutes as presented, 2nd by **Hanna**. Motion carried 5 - 0.
3. **Council Representative Report.** Truehl stated the Common Council will act on the Kensington Square and Sundt Lane rezoning's Tuesday night.
4. **Status of Current Developments.**
Scheel gave an overview of the current status of developments as outlined in the packet of materials.

Truehl stated the Pancake Café plans to open April 1, 2018.

Hanna questioned the two-family and multi-family lots sold in Nordic Ridge. Scheel stated the developer has accepted offers on all of these lots and we've seen a concept plan for the multi-family lot near County Highway A. Scheel noted Hoel Avenue should be completed to County Highway A this year.

Barman arrived at 6:05 pm.

5. **Request by Kevin Burow for approval of an amended specific implementation plan (SIP) for McFarland State Bank, 2401 Jackson Street.**
Scheel explained the request and noted the plan was changed to meet the recommendation from the Planning Commission for better traffic and parking around the drive-through area.

Motion by **Truehl** to approve the amended SIP as presented, 2nd by **Engelberger**. Motion carried 6 - 0.
6. **Request by Todd Nelson for approval of a Specific Implementation Plan (SIP) to construct two 4-unit residential multiplex at 314 W. Main Street.**
Scheel explained the request and noted the approval should be based on the site plan and landscaping plans we received today as depicted on the overhead.

Hanna questioned the landscape surface area ratio and photometric requirements as outlined in the staff review. Staff believes the landscape plan will meet the requirements and there is no plans to have exterior lightings at this time.

Motion by **Engelberger** to approve the resolution pending staff review of the site plan and landscaping plan, 2nd by **Truehl**. Motion carried 6 - 0.

- 7. Request by Dale Furseth for extra-territorial jurisdictional land division approval to split the property at 731 Bass Lake Road by certified survey map (CSM) in the Town of Rutland.**
Scheel explained the request.

Motion by **Truehl** to recommend the Common Council approve the land division as presented, 2nd by **Engelberger**. Motion carried 6 - 0.

- 8. Request by Tom Peters for site plan approval to construct a portico addition including exterior building improvements at Van Horn Automotive Group, 1411 US Highway 51.**
Scheel explained the request.

Tom Peters explained the proposed exterior changes.

Motion by **Truehl** to approve the resolution as presented, 2nd by **Hanna**. Motion carried 6 - 0.

- 9. Request by AJ Arnett of Norse View Holdings LLC to discuss a concept plat for property located at the northwest corner of County Highway B and Williams Drive.**
Scheel introduced the request.

Aaron Falkosky of Quam Engineering stated the developer is seeking support and feedback including a street name. Aaron stated the developer is planning the single family lots to be about 45 feet wide by 120 feet deep and plans to construct homes in the \$200 – \$220 thousand dollar range.

Truehl questioned how the small lots will be able to meet the setback requirements.

Aaron stated the plan is to construct the homes at approximately 2,000 square feet in area.

The Commission and staff expressed concerns about the plan as follows:

- Lift station location may need to be moved due to elevation and access issues;
- Density appears too high for that location;
- Parkland dedication is required and will need to be looked into;
- A cul-de-sac is likely required rather than the dead-end street;
- The cul-de-sac may be required to be limited to 600 feet long;
- Traffic and access will need to be reviewed for safety;
- Angled parking along Williams Drive will need to be reviewed for safety;
- Concerns city services, fire access and transition between uses;
- Access to Highway B is not likely to the lift station.

Aaron stated the developer will work with the city to make the site attractive.

10. Request by the City of Stoughton for certified survey map (CSM) approval to combine the parcels at 2439 County Highway A for the new public works facility and 1101 Collins Road for a composting operation.

Scheel explained the request.

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

Bartlett questioned if the heavy industrial zoning is required for the composting operation. Scheel stated it is.

Motion carried 6 - 0.

11. Request by the City of Stoughton to rezone the parcels at 2439 County Highway A from RH – Rural Holding to I – Institutional to accommodate a public works facility and 1101 Collins Road from RH – Rural Holding to HI – Heavy Industrial to accommodate a composting operation.

Scheel 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 Engelberger. Motion carried 6 - 0.

12. Request by the City of Stoughton for a conditional use permit to allow more than 120% of the required parking stalls for a public works facility at 2439 County Highway A.

Scheel 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 resolution as presented, 2nd by Hanna. Motion carried 6 - 0.

13. 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. (Tabled from January 8, 2018)

Hanna questioned the number of historic districts in the city. Scheel stated there are 4 residential and 1 commercial historic districts.

Scheel and Attorney Matt Dregne gave an overview of staff comments and questions.

The commission is in favor of guidelines for conforming buildings within the Downtown Design Overlay Zoning District (DDOZD).

The group had a lengthy discussion regarding the content of the proposed new section 78-517 requirements including demolitions summarized as follows:

- The commission needs time to review the design guidelines;
- The design guidelines will likely need to be modified;
- Some believe the landmarks commission should be involved;
- Need to determine what standards should apply to non-conforming buildings;
- The conforming buildings should be the ones that are contributing to the historic district;
- Barman plans to look into the definition of “repair”;
- Matt Dregne plans to look into defining “economically viable use”.

The commission will continue the review next month.

14. Proposed Department of Planning & Development Fee Schedule amendment.

Scheel explained the request.

Motion by Truehl to recommend the Common Council approve the resolution as presented, 2nd by Engelberger. Motion carried 6 - 0.

15. Future agenda items.

Zoning code updates.

16. Adjournment.

Motion by Hanna to adjourn at 9:45 pm, 2nd by Bartlett. Motion carried 6 – 0.

Respectfully Submitted,

Michael Stacey