

Planning Commission Meeting Minutes

Monday, February 8, 2016 - 6:00 p.m.

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

Members Present: Mayor Donna Olson, Chair; Ron Christianson, Vice Chair; Michael Maloney; Pat O'Connor and Scott Truehl.

Absent: Todd Krcma and Matt Hanna

Staff: Planning & Development Director, Rodney Scheel; Zoning Administrator, Michael Stacey; Parks & Recreation Director, Tom Lynch

Guests: Dennis Steinkraus; Kevin Yeska; Josh Stands; Ashley Hopfensperger; AJ Arnett; Nicole Hines; Jordan Tilleson; Jean & Mike Nordlie; Tom Selsor

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 11, 2016.**
Motion by **Christianson** to approve the minutes of January 11, 2016 as presented, 2nd by **Truehl**. Motion carried 5 – 0.
3. **Council Representative Report.**
Christianson reported R-9-16 was approved and O-2-16 was a first reading at Council.
4. **Status of Developments.** Scheel gave an overview of the current developments as outlined in the packet of materials. There were no questions.
5. **Ashley and Tim Hopfensperger request to amend zoning ordinance sections 78-206(1)(a)2 and 78-206(1)(a)3 related to providing water and sewer services to a duplex and twin home.** **Tabled from January 11, 2016**
Scheel explained the ordinance amendment would allow existing improved duplex lots with one water and one sewer lateral already stubbed into the property to have one water lateral and one sewer lateral from the main while splitting the water with separate shutoff's in the terrace and splitting the sewer in the terrace. Splitting any duplex to create a twin home in the future will require separate water and sewer laterals from each unit to the main.

Motion by **Maloney** to recommend the Common Council approve the ordinance amendment as presented, 2nd by **Truehl**. Motion carried 5 – 0.
6. **Jean Nordlie requests extra-territorial jurisdictional (ETJ) approval to create one residential parcel south of 3415 State Highway 138, Town of Rutland.**
Scheel explained the request. O'Connor questioned the lot size. Scheel stated we defer to the County and Town to meet the County standards for lot size.

Motion by **Truehl** to recommend the Common Council approve the extra-territorial jurisdictional land division request contingent on Town of Rutland and Dane County approval, 2nd by **Christianson**. Motion carried 5 – 0.

7. Tom Vavra, representing Dhillon Petroleum LLC requests certified survey map (CSM) approval to combine the parcels at 1009 W. Main Street and 308 S. Gjertson Street.

A CSM was not submitted on time to be reviewed for this meeting. Scheel recommended tabling the item. The applicant was not present.

Motion by O'Connor to Table this agenda item until the applicant provides a CSM, 2nd by Christianson. Motion carried 5 – 0.

8. Tom Vavra, representing Dhillon Petroleum LLC requests Specific Implementation Plan approval to accommodate a retail building reconstruction including a drive-thru at 1009 W. Main Street and 308 S. Gjertson Street.

Scheel recommends tabling the item since the applicant will need to come back with the CSM. An updated plan will need to be submitted to address the staff review letter and general development plan approval. The applicant was not present.

Motion by Truehl to Table this agenda item until the applicant provides an updated specific implementation plan, 2nd by Christianson. Motion carried 5 – 0.

9. Nicole Hines and Jordan Tilleson request a conditional use permit and site plan approval for a commercial animal boarding use at 1115 W. Main Street.

Tabled on January 11, 2016

Scheel gave an overview of the request.

O'Connor questioned the driveway width. Scheel stated the driveway width at the property line is 30 feet while the lot width is approximately 66 feet.

Scheel noted the resolution states the “Planning Commission has determined the proposed parking which is designed to have vehicles back into the street to exit is a safe and efficient use of this site” if recommended for approval.

Motion by Truehl to recommend the Common Council approve the conditional use permit contingent on the staff review letter dated February 3, 2016 and the Planning Commission approved the site plan contingent on the staff review letter dated February 3, 2016, 2nd by Christianson. Motion carried 5 – 0.

10. Forward Development Group requests certified survey map (CSM) approval for Lot 4, Kettle Park West.

Scheel explained the request and stated splitting the lot creates zoning issues such as shared stormwater management, overlap of parking and access, and photometric standards for the exterior lighting.

The group discussed:

- Whether to split the lot, condo at a later date or maybe one owner would control the whole lot.
- Uses would likely be retail or restaurant but not known at this time.
- Parking will be influenced by the type of use.

- Parking ratios of 4:1 or 6:1 are typically used by the applicant depending on the type of use.
- The developer will wait on a decision to split the lot at this time.
No action was taken.

11. Forward Development Group requests Specific Implementation Plan approval for Lot 4B, Kettle Park West.

Kevin Yeska of JSD Professional Services and Kevin Stands of Iconica gave an overview of the site plan and architectural components.

The group discussed:

- Making the north or back side of the building (which is the primary viewpoint by the public) look less like that back of the building by limiting the number of back doors and considering splitting the units to have some access from the north.
- Potential future tenants are retail and restaurant.
- Photometrics were resubmitted and now are compliant.
- Samples of the architectural components were provided for discussion.

The developer plans to bring an updated plan for consideration next month.

No action was taken.

12. Forward Development Group requests certified survey map (CSM) approval for Lot 7, Kettle Park West.

Kevin Yeska of JSD Professional Services explained the request. Scheel stated there is an issue related to a sliver of land along the southern portion of the CSM that is still in the Town of Rutland. The Town land will need to be removed from the CSM or included once it is annexed to the City.

Similar to Lot 4, the developer will need to decide if a split of Lot 7 is necessary.

No action was taken.

13. Forward Development Group requests Specific Implementation Plan approval for Lot 7B, Kettle Park West.

Kevin Yeska of JSD Professional Services and Kevin Stands of Iconica gave an overview of the site plan with the same architectural components as Lot 4B.

The developer plans to bring an updated plan for consideration next month.

No action was taken.

14. Kettle Park West- Phase II – Staff Presentation of Project and Schedule and Discussion of Issues with the Commission.

*Information related to this item can be viewed at: <http://www.ci.stoughton.wi.us/planning>
Scheel gave an overview of the draft Kettle Park West timeline.

A public hearing for the preliminary plat and rezoning is planned for March 14th.

Scheel continued with an overview of the KPW Master Plan including the parkland component.

Parks and Recreation Director, Tom Lynch discussed parkland options that were discussed by the Parks and Recreation Committee. More parkland and trails are favored. A map was provided for example of where more parkland and trails could be located.

Scheel explained taking parkland vs fees in lieu of and fees required for park improvements.

Maloney questioned the timing of trail installation as his experience is that it is better to do it during development rather than later. Lynch agrees.

Truehl and Christianson favor more parkland.

Lynch stated the fee in lieu is enough to buy land elsewhere if necessary.

A discussion occurred related to access to State Highway 138 and access to Oak Opening Drive and Deer Park Road in the Town of Rutland.

Christianson stated the City needs to work with the Town of Rutland and the Developer to gain access to Oak Opening Drive to the north and to Deer Park Road.

15. Future agenda items. Kettle Park West Development Lot 4 and Lot 7 specific implementation plans (SIP); BP CSM and SIP; Public Hearing for KPW phase II preliminary plat and rezoning.

16. Adjournment.

Motion by O'Connor to adjourn at 7:25 pm, 2nd by Truehl. Motion carried 5 – 0.