

## **Planning Commission Meeting Minutes**

**Monday, December 14, 2015 - 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; Matt Hanna; Todd Krcma; Michael Maloney; and Pat O'Connor

**Absent:** Scott Truehl

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

**Press:** None

**Guests:** Tom Vavra; Tarnam Dhillon; Dennis Steinkraus; Corey Potter

- 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 November 9, 2015.** Motion by **Christianson** to approve the minutes as presented, 2<sup>nd</sup> by **O'Connor**. Motion carried 6 – 0.
- 3. Council Representative Report.**  
Christianson reported ordinance 18 and 19 were unanimously approved.
- 4. Status of Developments.**  
Scheel gave an overview of the status of current developments. There were no questions.
- 5. Matt Hamacher requests extra-territorial jurisdictional approval to split the property at 3279 State Highway 138, Town of Rutland.**  
Scheel explained the request. O'Connor questioned the commercial use. Scheel stated it was for a lawn care business.

Motion by **O'Connor** to recommend the Common Council approve the extra-territorial jurisdictional request contingent on the Town of Rutland and Dane County approval, 2<sup>nd</sup> by **Krcma**. Motion carried 6 – 0.

- 6. James Steindl requests extra-territorial jurisdictional approval to combine 2 parcels at 981 Collins Road, Town of Dunkirk.**  
Scheel explained the request.

Motion by **O'Connor** to recommend the Common Council approve the extra-territorial jurisdictional request contingent on the Town of Dunkirk and Dane County approval, 2<sup>nd</sup> by **Christianson**. Motion carried 6 – 0.

- 7. Tom Vavra, representing Dhillon Petroleum LLC requests to rezone the properties at 1009 W. Main Street and 308 S. Gjertson Street from PB – Planned Business to PD – Planned Development (General Development Plan) to accommodate a retail building reconstruction including a drive-thru. Tabled on November 9, 2015.**

Scheel introduced the request.

Tom Vavra explained the changes to the site plan.

Scheel went over the deviations requested as identified within the provided ordinance.

A summary of the discussion that took place is as follows:

- Building height has not changed from the previous concept. The peak height is 23 feet.
- The planned development process allows deviations from corresponding traditional zoning district code requirements on a case by case basis.
- Landscaping plan needs to be modified during the specific implementation plan process. Many species are too large for the location planned.
- The applicant discussed their plan for snow removal, garbage pickup and stormwater management.
- The applicant anticipates the hours for Dunkin Donuts will be from 5am – 9pm.
- Exit from drive-thru is to be modified to angle to the north to avoid headlights shining at the home across the street when stopped before proceeding onto Gjertson Street.
- Yield and left turn only signage to be added at drive-thru exit.
- Parking is the primary concern for the site.
- Consideration for parking at the gas pumps. The applicant believes there is potential for 12 additional vehicles “parked” at the pumps.
- Applicant is seeking to rent parking at the adjacent lot and possibly purchasing the lot if the site is free of contaminated soils.
- Parking in the street is not a viable option.
- Discussed employees parking elsewhere.
- Applicant stated employees would probably take 2 parking stalls.
- 2 businesses on the site is a lot.
- Applicant stated they currently have 5 parking stalls and do not have a problem.
- Corey Potter (adjacent property owner) stated he would like the proposed fence between the properties to end at the front of his building and he is still concerned about the 15-foot setback including the height of plantings.
- The applicant reported Dunkin Donuts has a 40 second turnover to serve customers.

Motion by **O'Connor** to recommend the Common Council approve the Planned Development - General Development Plan as presented, 2<sup>nd</sup> by **Christianson**.

Krcma questioned if Wells Fargo parking is an option. The applicant stated he would check. Corey Potter questioned the 15-foot front setback and the plant height in that area. The applicant stated he would accommodate the appropriate plant height so as not to block Mr. Potter's business.

Motion carried 6 – 0.

**8. Discuss findings of the Public Safety Committee regarding potential traffic conflicts from the development of 400 S. Van Buren Street.**

Scheel explained the findings for the Public Safety Committee meeting. There were no questions.

**9. Forward Development Group requests to discuss future Specific Implementation Plan concepts for Kettle Park West, Lot 4 and Lot 7 and the concept for Kettle Park West Phase II.**

Dennis Steinkraus gave an update on the Kettle Park West Phase 1 progress and an overview of the plans for phase 2.

O'Connor left at 7pm.

Dennis Steinkraus stated he is seeking approvals for phase 2 by May of 2016.

**10. Future agenda items.**

Kettle Park West, Zoning ordinance amendments.

**11. Adjournment**

Motion by Krcma to adjourn at 7:30pm, 2<sup>nd</sup> by Hanna. Motion carried 5 – 0.

Respectfully submitted,  
*Michael P. Stacey*