

## **Planning Commission Meeting Minutes**

**Monday, August 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; Scott Truehl, Vice-Chair; Matt Hanna; Todd Krcma; Michael Engelberger; Tom Selsor and Michael Maloney

**Absent:** None

**Staff:** Zoning Administrator, Michael Stacey

**Press:** Tom Alesia

**Guests:** Emily Schmoll; Bradford Anderson; Jackie Mich; Michael Slavney; Jim Anderson; and Kris Krentz

- 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, 2016 and June 19, 2016.**  
Motion by **Truehl** to approve the minutes as presented, 2<sup>nd</sup> by **Engelberger**. Motion carried 6 - 0

Maloney arrived at 6:01 pm

### **3. Council Representative Report.**

Truehl reported the Common Council approved the following: Conditional use permit for the hotel and convention center; CSM for First Choice Dental; Outdoor consumption for the Nauti Norske; DiSalvo conditional use permit; Slinde and Manke extra-territorial CSM and the street name change for Nordic Ridge.

### **4. Status of Developments.**

Stacey gave an overview of the status of current developments as provided in the packet of meeting materials. There were no questions.

### **5. Request by Emily Schmoll of Exclusively Roses for a conditional use permit (CUP) to allow an outdoor storage area at 221 Business Park Circle.**

Stacey explained the request.

Mayor Olson opened the public hearing.

No one registered to speak.

Mayor Olson closed the public hearing.

Truehl asked for an overview from the applicant.

Bradford Anderson gave an explanation of the type of fencing proposed for the screening of the outdoor storage area and for the compactor.

Truehl questioned if there was ample room for the previously approved landscaping. Mr. Anderson stated there is plenty of room.

Motion by **Maloney** to recommend the Common Council approve the conditional use permit subject to the staff review letter dated July 25, 2016, 2<sup>nd</sup> by **Truehl**. Motion carried 7 – 0.

Motion by **Truehl** to approve the site plan as presented, 2<sup>nd</sup> by **Hanna**. Motion carried 7 - 0.

**6. Request by Skaalen Retirement Services for a Planned Development Concept Plan approval to construct a Residential Care Apartment Complex (RCAC) at 400 N. Morris Street.**

Kris Krentz, President/CEO of Skaalen Retirement Services gave an overview of the request and indicated the proposed Residential Care Apartment Complex is for 33 units with a future addition planned for 24 more units.

Engelberger questioned if Skaalen had any more area on their campus for development. Mr. Krentz stated it would be cost prohibitive to develop the vacant area they have left due to the elevation.

Hanna questioned the timing and what is planned for the future area to be developed. Mr. Krentz stated timing will depend on how quickly the 33 units fill up and the future building area is planned to be greenspace while saving as many trees as possible.

Motion by **Truehl** to approve the concept plan as presented, 2<sup>nd</sup> by **Hanna**. Motion carried 7 - 0.

**7. Comprehensive Plan Rewrite.**

Jackie Mich and Michael Slavney were present to provide guidance and answer questions related to the public participation plan; development of the survey and plan for the vision workshop.

Jackie Mich gave an overview of the public participation plan guidelines which is required by state law.

The group discussed how to get community involvement and what level of service would be best to gain involvement.

Krcma stated he would like to see the survey sent to as many residents as possible and the survey should have more comment area for questions that allow a comment.

Motion by **Truehl** to recommend Council approve the public participation plan as presented, 2<sup>nd</sup> by **Engelberger**. Motion carried 7 - 0.

Jackie Mich explained the level of service options including costs for the community survey.

There was a lengthy discussion about what level of service option to use to get the best outcome. With \$35,000 budgeted for the comprehensive plan rewrite, the group decided that option 1 would provide the best outcome while still staying under budget.

Truehl questioned the response rate expectation. Michael Slavney stated he believed a 35% response would be possible since on average that is what they typically see.

Motion by **Engelberger** to approve proceeding with option 1 for the community survey, 2<sup>nd</sup> by **Truehl**.

Krcma would like to include reaching individuals at special events as outlined in option 3.

Engelberger questioned if the mailing is sent to business owners and households. Michael Slavney stated the mailing is typically sent to households.

The group discussed how to track the online survey. Jackie Mich stated a unique identifier can be used to allow only one response per computer.

Krcma stated the distribution should also be to business owners as outlined in option 3.

The original motion was amended to include adding business owners and special events to the distribution list. Motion carried 7 – 0

Jackie Mich gave an overview of the survey questions.

A lengthy discussion took place regarding the survey questions summarized as follows:

- Add questions regarding if you own a business and work in Stoughton;
- Add question, if you do not live in Stoughton, where do you live;
- Add “no answer” to the #5 age question;
- Remove “close to Chicago or Milwaukee from #6;
- Add the Yahara River and recreation/parks/trails to #6;
- Also for #9 & #10 add the question under the “yes” answer for each (Where are they still needed?);
- Under #11 Add... Supervised after school youth programs already in existing facilities;
- Add a question regarding river access or use;
- Add walkability language to #9;
- Add transportation questions;
- Add affordable housing question include link to recent demographic data;
- Discussed blue collar vs white collar relevance;
- Add attract new business and retail development to #12;
- Remove duplicate estate homes in #13;
- Add 2 part question for what type of housing for #16;

- Add data from 2010-2015 for #15;
- Change #16 to build or purchase a home;
- Discussed adding direction features or map for #17 but decided to leave as is;
- Add technology park to #18, and #20-#22;
- Add plaza to parks and open space in #20-#22;
- Narrow options to 3 for #23;
- Remove supervised after school youth program and add aquatic outdoor facility and splash park to #23;
- Timing of survey was discussed with consensus being after Labor Day to mid-September;
- Jackie Mich stated the questions could be amended within a couple days and brought back for review at the next meeting.

Jackie Mich gave an overview of the vision workshop agenda.

Maloney stated we should seek business leader involvement in the process.

Motion by **Maloney** to approve the vision workshop agenda as presented, 2<sup>nd</sup> by **Krcma**.  
Motion carried 7 – 0.

The group discussed having the vision workshop on September 29<sup>th</sup> at the EMS Meeting Room.

**8. Future agenda items.**

Todd Nelson Chalet Court development; AJ Arnett development; Draft community survey; Skaalen planned development.

**9. Adjournment**

Motion by **Krcma** to adjourn at 8:17 pm, 2<sup>nd</sup> by **Hanna**. Motion carried 7 - 0.

**Respectfully Submitted, Michael Stacey**