CITY OF STOUGHTON
DEPARTMENT OF
PLANNING & DEVELOPMENT
381 East Main Street, Stoughton, WI. 53589

(608) 873-6619 www.ci.stoughton.wi.us

RODNEY J. SCHEEL
DIRECTOR

Date: August 31, 2021

To: Plan Commission and Common Council

From: Rodney J. Scheel
Director of Planning & Development

Michael P. Stacey
Zoning Administrator/Assistant Planner

Subject: Agenda Item for the September 13, 2021 Plan Commission meeting and Common Council meeting of September 28

Request by Joanne Grassman for conditional use permit (CUP) approval to allow an artisan production shop at 501 E. Main Street.
The applicant recently purchased this property to use as an artisan production shop or essentially leasing space for tenants to make wood products. The use and zoning meet the intent of the City Comprehensive Plan and Zoning. The building was previously used for storage. A public hearing and recommendation to Council is necessary by the Plan Commission. The resolution, staff review and application materials are provided.

CITY OF STOUGHTON, 207 S. FORREST STREET, STOUGHTON, WISCONSIN

RESOLUTION OF THE COMMON COUNCIL

Approving a Conditional Use Permit request by Joanne Grassman for an Artisan Production Shop use at 501 E. Main Street, Stoughton, Wisconsin.

Committee Action: Plan Commission recommends Common Council

Fiscal Impact: None.

File Number:	R- -2021	**Date Introduced:**

The City of Stoughton, Wisconsin, Common Council does proclaim as follows:

WHEREAS, on September 13, 2021 the City of Stoughton Plan Commission held a public hearing and reviewed the proposed conditional use permit application by Joanne Grassman for an Artisan Production Shop use at 501 E. Main Street, Stoughton, Wisconsin; and

WHEREAS, the Zoning Administrator has determined:

- The proposed conditional use (the use in general and at the proposed specific location) is in harmony with the purposes, goals, objectives, policies and standards of the City of Stoughton comprehensive Plan, zoning ordinance or any other plan;
- The conditional use in its proposed location and as depicted on the required site plan does not result in a substantial or undue adverse impact on nearby property, the character of the neighborhood, environmental factors, traffic factors, parking, public improvements, public property or rights-of-way, or other matters affecting the public health, safety, or general welfare, either as they now exist or as they may in the future be developed as a result of the implementation of the provisions of this chapter, the comprehensive plan, or any other plan, program, map, or ordinance adopted or under consideration pursuant to official notice by the city of other government agency having jurisdiction to guide development;
- The proposed conditional use maintains the desired consistency of land uses, land use intensities, and land use impacts as related to the environs of the subject property;
- The proposed conditional use is located in an area that will be adequately served by and will not impose an undue burden on any of the improvements, facilities, utilities or services provided by public agencies serving the subject property;
- The potential public benefits of the proposed conditional use outweigh any and all potential adverse impacts of the proposed conditional use, after taking into consideration the applicant's proposal and any requirements recommended by the applicant to ameliorate such impacts; and

WHEREAS, the Plan Commission and Common Council determined the proposed conditional use permit will not create undesirable impacts on nearby properties, the environment, nor the community as a whole; now therefore

BE IT RESOLVED, by the City of Stoughton Common Council that the Conditional Use Permit request by Joanne Grassman for an Artisan Production Shop use at 501 E. Main Street is hereby approved as presented.

Council Action: ☐ **Adopted** ☐ **Failed** **Vote** _____

Mayoral Action: ☐ **Accept** ☐ **Veto**

_____

Tim Swadley, Mayor Date

Council Action:_____ ☐ **Override** **Vote** _____

PUBLIC HEARING NOTICE

The City of Stoughton Plan Commission will hold a Virtual Public Hearing on Monday, September 13, 2021 for a proposed conditional use permit application by Joanne Grassman for an Artisan Production Shop use at 501 E. Main Street, Stoughton, WI.

The property is more formally described as:
Parcel # 281/0511-081-1201-5
Legal Description: ORIGINAL PLAT LOT 1 BLOCK 45
*This property description is for tax purposes. It may be abbreviated. For the complete legal description please refer to the deed.

See additional information at: http://stoughtoncitydocs.com/planning-commission/

You can join the meeting via Zoom or Phone below:
https://zoom.us/j/99947070566?pwd=a1hqU1pkWGdCWjNUUzRyUmFjN2dLZz09

Meeting ID: 999 4707 0566
Passcode: 497893

Phone in access: +1 312 626 6799 US (Chicago)
Meeting ID: 999 4707 0566
Passcode: 497893

If you wish to call in and speak at the meeting, please register at:
http://speak.cityofstoughton.com by 5:45 on or before the day of the meeting. Any written comments will be forwarded on to the "Organizer" and Commissioners.

For questions regarding this notice please contact Michael Stacey, Zoning Administrator at 608-646-0421.

Published August 26 and September 2, 2021 Hub

City of Stoughton Application for Conditional Use Review and Approval
(Requirements per Section 78-905)

Applicant Name: Joanne Grassman

Applicant Address: 3553 Orvold Park Dr., McFarland, WI 53558

Applicant Phone and Email: 608-345-9762 ; joanne@grandinspired.com

Property Owner Name (if different than applicant): Grand Inspired LLC

Property Owner Phone: 608-345-9762

Subject Property Address: 501 E. Main St., Stoughton, WI 53589

This form is designed to be used by the Applicant as a guide to submitting a complete application for a conditional use review *and* by the City to process said application. Parts II and III are to be used by the Applicant to submit a complete application. (See conditional use review and approval procedures attached)

I. Record of Administrative Procedures for City Use

Application form filed with Zoning Administrator — Date: 8/16/21

Application fee of $455 received by Zoning Administrator — Date: 8/16/21

II Application Submittal Packet Requirements

Prior to submitting the final complete application as certified by the Zoning Administrator, the Applicant shall submit an initial draft application for staff review at least 30 days prior to a Planning Commission meeting, followed by one revised draft final application packet based upon staff review and comments. The final application materials are required to be submitted at least 2 weeks prior to the Planning Commission meeting.

Initial Packet
(1 electronic 11 x 17 copy of plans to Zoning Administrator) — Date: _____

Final Packet
(1 electronic 11 x 17 copy of plans
and if necessary one large scalable copy of plans to Zoning Administrator) — Date: 8/16/21

(a) A map of the proposed conditional use:

- ☐ Showing all lands under conditional use consideration.
- ☐ All lot dimensions of the subject property provided.
- ☐ Graphic scale and north arrow provided.

(b) A written description of the proposed conditional use describing the type of activities, buildings, and structures proposed for the subject property and their general locations.

(c) A site plan (conforming to the requirements of Section 78-908(3)) of the subject property as proposed for development OR if the proposed conditional use is a large development (per Sections 78-205(11)). A proposed preliminary plat or conceptual plat may be substituted for the required site plan, provided said plat contains all information required on said site plan per Section 78-908.

(d) Written justification for the proposed conditional use indicating reasons why the Applicant believes the proposed conditional use is appropriate with the recommendations of the City of Stoughton Comprehensive Plan, particularly as evidenced by compliance with the standards set out in Section 78-905(5)(c)1.-6, as follows.

III Justification of the Proposed Conditional Use Request.

1. How is the proposed conditional use and location in harmony with the purposes, goals, objectives, policies and standards of the City of Stoughton Comprehensive Plan, the Zoning Ordinance, and any other plan, program, or ordinance adopted?

   Attached

2. Does the proposed conditional use, in its proposed location and as depicted on the required site plan (see Section 78-905(4)(d)), result in any substantial or undue adverse impact on nearby property, the character of the neighborhood, environmental factors, traffic factors, parking, public improvements, public property or rights-of-way, or other matters affecting the public health, safety, or general welfare, either as they now exist or as they may in the future be developed as a result of the implementation of the provisions of the Zoning Ordinance, the Comprehensive Plan, or any other plan, program, map or ordinance adopted?

   Attached

3. How does the proposed conditional use maintain the desired consistency of land uses, land use intensities, and land use impacts as related to the surroundings of the subject property?

Attached

4. Is the proposed conditional use located in an area that will be adequately served by and will not impose an undue burden on any of the improvements, facilities, utilities or services provided by public agencies serving the subject property?

Attached

5. Do the potential public benefits of the proposed conditional use outweigh all potential adverse impacts of the proposed conditional use (as identified in Subsections 78-905(5)(c)1-5.), after taking into consideration any proposed options to minimize such impacts?

Attached

Application for Conditional Use Review and Approval

Narrative for: Grand Inspired, LLC
501 E Main St.

Submitted by: Joanne Grassman
608-345-9762
joanne@grandinspired.com

II a) Maps Attached. Written description from appraisal dated 7/29/21.

Identification of the Subject Property

- General Location: The subject property is generally located near the center of the city of Stoughton. The city of Stoughton is located in the southern portion of Dane County, Wisconsin..
- Property Address: 501 East Main Street, Stoughton, Wisconsin.
- Legal Description: Lot 1, Block 45, in the City of Stoughton, Dane County, Wisconsin.

Site Description

- Size: The subject site is 6,160 square feet, or 0.14 acres, in size.
- Shape: The site is slightly irregular in shape.
- Topography: The subject site is sloped downward from south to north with a change in elevation of about five feet. The improvements are constructed into the hillside.
- Frontage & Access: The site has about 105 feet of frontage along South 7th Street, 77 feet of frontage along Main Street, and 47 feet of frontage along South 6th Street.
- There is one access point to the subject site located along each of the three roadways
- Parking: There is no on-site parking on the subject site. A majority of the streets in the subject's immediate area allow for street parking. There are also several municipal parking lots located in close proximity to the subject property. The parking is typical for the market, meets the local zoning requirements, and is adequate for the site's use.
- Utilities: Municipal utilities such as sewer and water, electricity, telephone, and natural gas are available at the site.
- Vegetation: A majority of the subject site is developed and does not have vegetation.
- Water Frontage: The subject site does not have any water frontage.
- Flood Plains: According to the Federal Emergency Management Agency (Flood Insurance Rate Maps, Panel Number 55025C0637H, effective date of September 17, 2014) the subject site is not located in a flood plain.
- Wetlands: According to the Dane County GIS, the subject site is not affected by wetlands.
- Adverse Easements: The site does not appear to be affected by adverse easements. It is assumed that the site has the typical utility and drainage easements.
- Environmental Contamination: According to the Wisconsin Department of Natural Resources Bureau for Remediation and Redevelopment Tracking System, the subject site is not affected by environmental contamination.
- Miscellaneous: None

II b) The proposed use of 501 E. Main St. will use only the existing vacant building on the property. There will be no alterations to the exterior footprint of the building. The interior of the building will have only minimal changes to the footprint, removing an interior apartment that was once rented.

The proposed use is two-fold: a woodworking maker space and a retail artisan home furnishings gallery. It is believed that the woodworking maker space is the part of the business that requires a conditional use permit. Approximately 2,500 sq ft of the back part (furthest from Main St) of the building will be used for this purpose. The maker space is a membership-based woodworking shop. Much like a gym, members pay monthly dues to have access to professional woodworking equipment. Members will have access to the space from 5:00 am to 11:00 pm through the use of an electronic security system. The space will be staffed during usual retail business hours. The closest zoning match is Artisan production shops (per section 78-206(4)(r)).

II c) Drawing Attached.

II d) Below

III 1) Harmony with Zoning Ordinance: The current zoning of 501 E Main St., is Central Business, "intended to provide an alternative, primarily infill development for commercial activity to the Planned Business (PB) District and is designed to assist in maintaining the long-term viability of the central city." Artisan Production Shop is an allowable conditional use of the Central Business zone.

Harmony with City of Stoughton Comprehensive Plan (Plan): The Conditional Use of 501 E Main St promotes the following Goals & Objectives of the Plan:

Preserve the historic Downtown Area and surrounding historic areas. The historic use of the building at 501 E Main as it is currently configured was an automobile showroom. The interior of the building was largely absent of partitioned spaces. The conditional use will preserve the industrial/warehouse interior footprint and feel of the building.

Planned Mixed Use in the Downtown: This is intended to create vibrant urban places containing a mix of quality commercial uses, office, light industrial, higher-intensity residential development, and community gathering spots. The conditional use includes three of the four components, providing commercial space with "destination quality" home furnishings and the maker space which will provide artisans and hobbyists a communal space to work and create

Central Business Area: Encourage redevelopment within the downtown area, particularly around City Hall and along the rail corridor, to increase foot traffic and provide a "built-in" market for goods and services in the Downtown. Located within the rail corridor, the conditional use of 501 E Main will bring foot traffic to the area not just for the retail gallery but also for members using the maker space from early morning until late in the evening.

III 2) The proposed conditional use does not negatively impact nearby property, the character of the neighborhood, environmental factors, parking, public improvements, public property/rights of way, or any other matters. Potential impacts that are mitigated include:

Parking: Members of the maker space for may use street parking on Main St., and 7th St for short term use of the space. For longer use periods, two city lots are within a 1-block walk of 501 E Main. Members may actually pull a vehicle into the maker space temporarily to unload materials so that street right-of-way is not blocked.

Environment: Ventilation, which may include ultra-fine particulate and gaseous organic compounds, for the maker space will exit the back of the building. Vents will be approximately 20 feet from property boundary on two sides and are adjacent to the roadway and sidewalk on the third side. To prevent the amount of particulate, the maker space will have a designated and contained “dirty” side in which all sawdust generating work will be completed. This space will be completely enclosed from the gallery and “clean” side of the maker space and will contain multiple sawdust collection systems to match the needs of equipment as well as air purifiers designed to filter out fine particulate from sawdust. No finishes applied with aerosol will be allowed in the maker space. Low VOC products will be encouraged and some common low VOC finishes will be supplied to members.

Safety & Security: Members will be provided access to the space after business hours by a phone app. This reduces the chances that non-members can gain access and ensures that all members will have a phone available to them while in the shop in case of an emergency. Multiple cameras will be installed inside the maker space. First aid kits will be easily available at all times and members will receive training regarding safe operation of equipment and what to do in the event of an injury, especially cuts. Exterior lighting will be motion sensitive at 6th and 7th St. side entrances after normal business hours.

Signage: All signage will be flat to the building and will not protrude more than 2 inches from the surface. Composition of signage will be metal, matching the character of the building and current historical signage. Colors will be tan, maize and dark blue. Signage will be lit at night.

Landscaping: Minimal landscaping is needed. Two small trees (red bud or similar) will be planted on the 7th St. easement. Wildflowers or another no-mow ground cover will be planted on the 7th St. and 6th St. easements. The 6th St easement consists of a patch of turf about 6 ft x 3 ft. right around the stop sign. Shrubs, small trees already create a visual border between the rental property to the south on 7th St. and the back side of 501 E Main. These plantings will be kept but will not be allowed to grow more than 20 ft tall.

Noise: The maker space has the potential for intermittent noise from woodworking equipment but it will be contained within a closed building and mitigated with noise absorbing materials inside the building including ceiling tile, wall insulation and rubber flooring.

III 3) The conditional use is consistent with the desired land uses of surrounding properties. Three neighboring businesses, Never Mind Saloon, Whatever Bar, The Lagaret are open during the evening hours that the maker space will operate, though noise is not anticipated to impact these businesses. A rental property above the Never Mind Saloon could potentially have a minimal intermittent noise impact, though it is likely less than noise from within the Saloon. The maker space closes at 11:00 pm, earlier than the Saloon. Other property uses within the area include auto repair, used auto sales, a woodworking shop, light-duty transportation service and warehouses. These businesses would not be negatively impacted.

III 4) The property is adequately served by public utilities and there are no anticipated adverse impacts to public agencies serving the property.

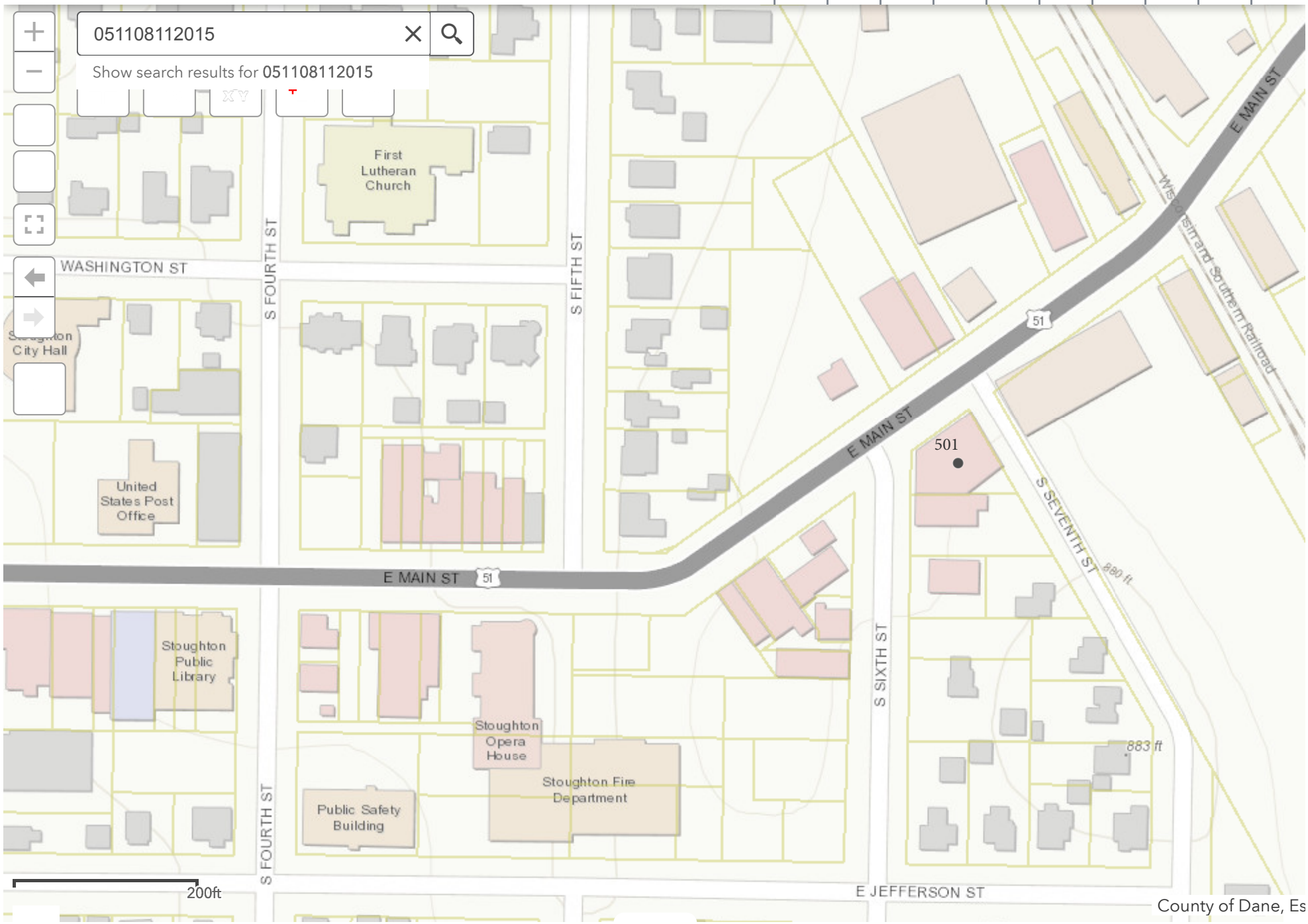
III 5) The proposed conditional use is consistent with the Plan for the downtown area and adds to the City’s intention to bring additional foot traffic to the Depot Hill Historic Area, increase the number of visitors to the downtown area,revitalize vacant and deteriorating buildings and increase the number of mixed use businesses in the area. The proposed use will make the area more attractive to additional arts-related businesses and may support security

and safety in the immediate area with the presence of maker space members in the evening hours and security systems operating at all hours. Any potential negative impacts are mitigated through the building's current renovation process. Benefits of the proposed conditional use do outweigh potential adverse impacts.

DCiMap Version 3.6.5

051108112015

Show search results for 051108112015



County of Dane, Es

ATTACHMENT #2: MAP

Historic Uses: Grocery/Dry Goods Store, Auto Services. This is a contributing property to the Depot Hill Historic District and listed in the Wisconsin Historical Society Architecture and History Inventory - https://www.wisconsinhistory.org/Records/Property/HI68438. Known as Doughboy Feeds. This property has been the site of a grocery/dry goods store since the first Sanborn map was published in 1884. The site converted to auto-related services around 1925 when the current structure was built. Until nearly the mid-1900's this has also had a residential use. In more recent times the building has been the home of a septic tank cleaning and installation service (Honey Wagon Services). The building's architectural style is modern.

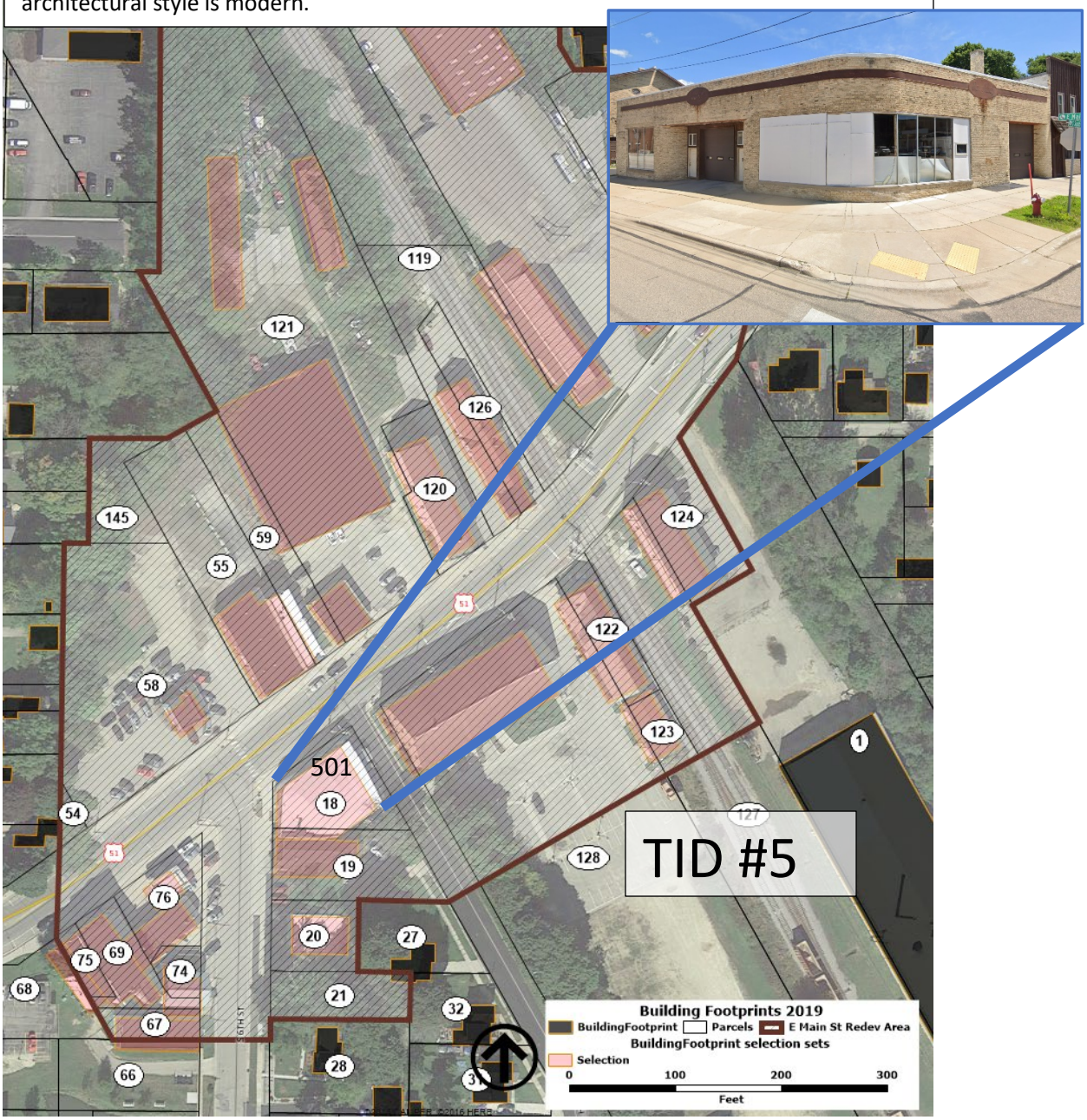
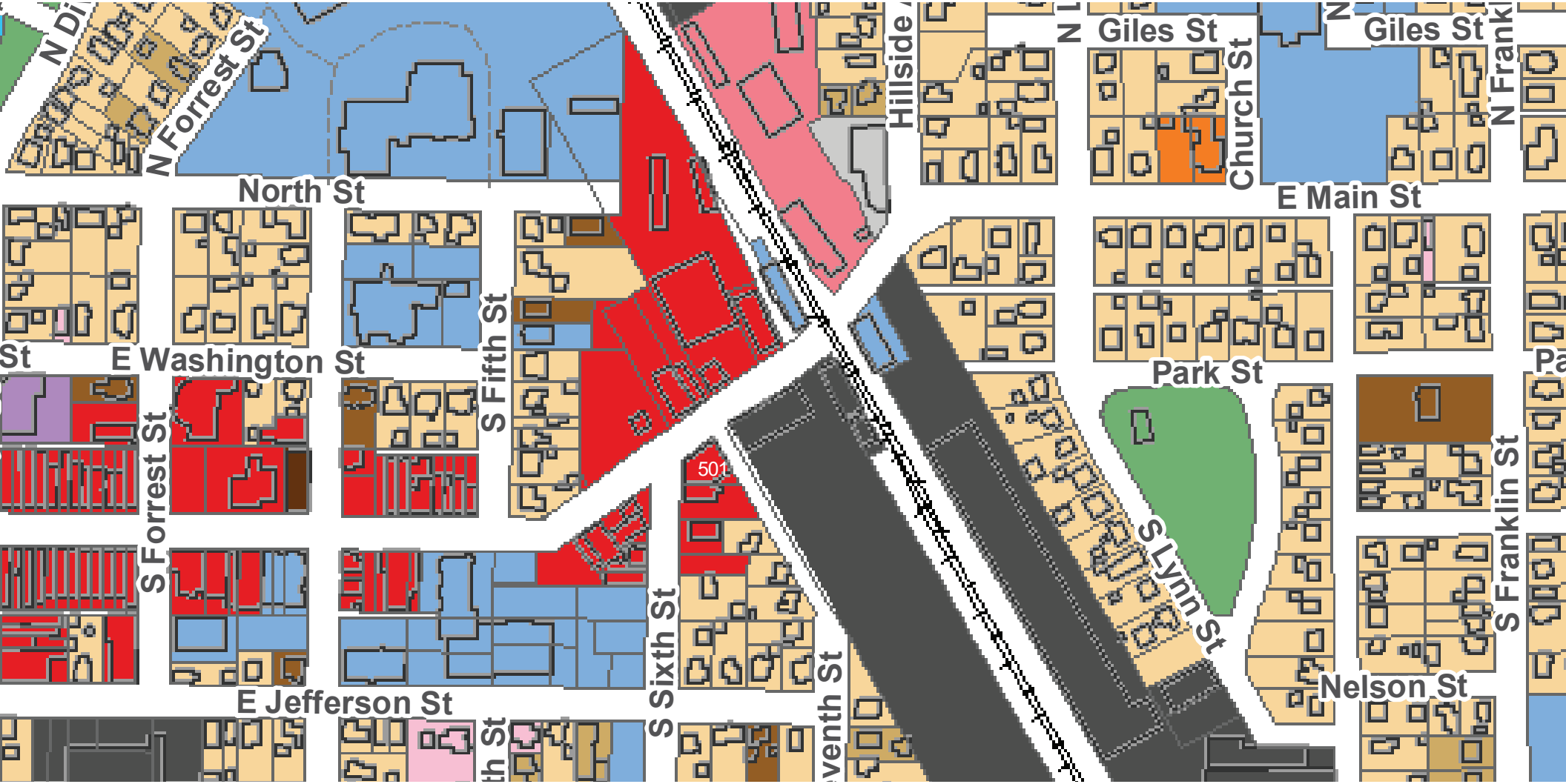
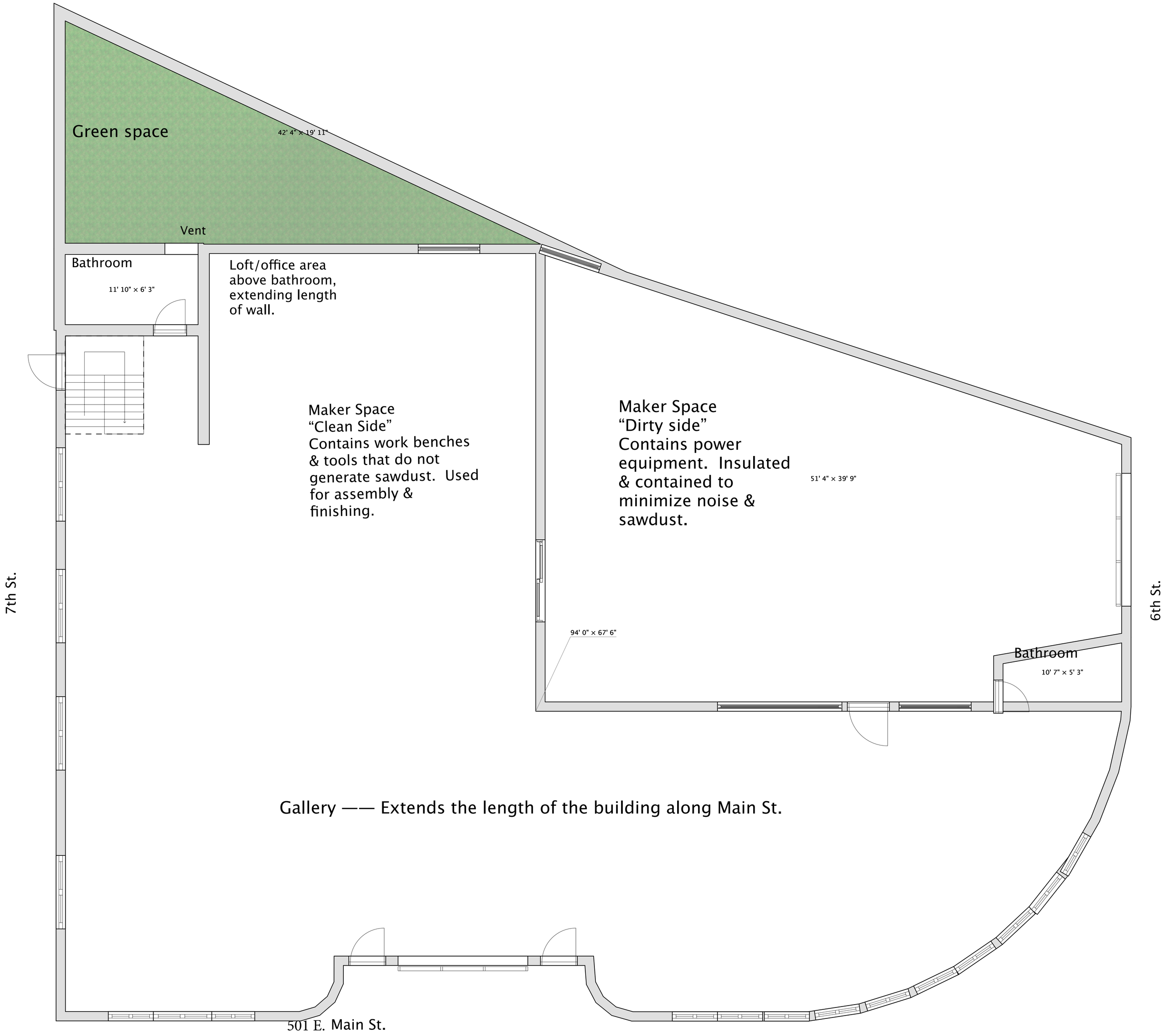


Figure 1: East Main Street Redevelopment Area, part of Tax Increment District #5. The Doughboy Building is number 18 on the map. This area is the east end of Stoughton's downtown.

STOUGHTON ZONING MAP SECTION




Green space
42' 4" × 19' 11"
Vent
Bathroom
11' 10" × 6' 3"
Loft/office area above bathroom, extending length of wall.
Maker Space "Clean Side" Contains work benches & tools that do not generate sawdust. Used for assembly & finishing.
Maker Space "Dirty side" Contains power equipment. Insulated & contained to minimize noise & sawdust.
51' 4" × 39' 9"
94' 0" × 67' 6"
Bathroom
10' 7" × 5' 3"
7th St.
6th St.
Gallery —— Extends the length of the building along Main St.
501 E. Main St.

CITY OF STOUGHTON
DEPARTMENT OF PLANNING & DEVELOPMENT
207 S. Forrest Street, Stoughton, WI. 53589
www.cityofstoughton.com/planning

RODNEY J. SCHEEL
DIRECTOR
(608) 873-6619
fax: (608) 873-5519

August 16, 2021

Joanne Grassman
501 E. Main Street
Stoughton, WI. 53589

Dear Ms. Grassman:

I have completed a review of the proposed conditional use permit (CUP) request for an Artisan Production Shop use at 501 E. Main Street, Stoughton – application and fee submitted 8.16.21. As noted, additional information may be required or shown on the plans.

1. The property at 501 E. Main Street is zoned CB – Central Business. **An Artisan Production Shop use is allowed as a conditional use within the CB district. A public hearing is scheduled for the Monday, September 13, 2021 Plan Commission meeting. It is anticipated that the Common Council will act on the CUP request at their September 28, 2021 meeting.**

2. Ordinance section 78-905(5)(c) provides the following criteria which the Zoning Administrator may use to evaluate the conditional use application to determine whether the request is in harmony with the recommendations of the Comprehensive Plan:

   a) Is the proposed conditional use (the use in general, independent of its location) in harmony with the purposes, goals, objectives, policies and standards of the City of Stoughton Comprehensive Plan, this chapter, and any other plan, program, or ordinance adopted, or under consideration pursuant to official notice by the city?

   We believe the conditional use in general is consistent with the Comprehensive Plan and Zoning Code.

   b) Is the proposed conditional use (in its specific location) in harmony with the purposes, goals, objectives, policies and standards of the City of Stoughton comprehensive plan, this chapter, and any other plan, program, or ordinance adopted, or under consideration pursuant to official notice by the city?

   We believe the conditional use in its proposed location is consistent with the Comprehensive Plan.

   c) Does the proposed conditional use, in its proposed location and as depicted on the required site plan (see subsection (4)(d), above), result in a substantial or undue adverse impact on nearby property, the character of the neighborhood, environmental factors, traffic factors, parking, public improvements, public property or rights-of-way, or other matters affecting the public health, safety, or general welfare, either as they now exist or as they may in the future be developed as a result of the implementation of the provisions of this chapter, the comprehensive plan, or any other plan, program, map, or ordinance adopted or under consideration pursuant to official notice by the city or other

governmental agency having jurisdiction to guide development? **We do not see any substantial or major adverse impacts related to the proposed use.**

d) Does the proposed conditional use maintain the desired consistency of land uses, land use intensities, and land use impacts as related to the environs of the subject property? **The use is consistent with the Central Business zoning classification.**

e) Is the proposed conditional use located in an area that will be adequately served by, and will not impose an undue burden on, any of the improvements, facilities, utilities or services provided by public agencies serving the subject property? **The use should not impose a burden on utilities or services.**

f) Do the potential public benefits of the proposed conditional use outweigh any and all potential adverse impacts of the proposed conditional use (as identified in subsections 1. through 5., above), after taking into consideration the applicant's proposal and any requirements recommended by the applicant to ameliorate such impacts? **No adverse impacts have been identified.**

3. An Artisan Production Shop is described as follows: *Description:* A building or portion thereof used for the preparation, display and sale of individually crafted artwork, jewelry, furniture, sculpture, pottery, leathercraft, hand-woven articles, and related items, as either a principal use or accessory use. An artisan production shop is an artisan studio used by more than three artists or artisans.

4. Regulations applicable to an Artisan Production Shop use are as follows:
   - Facility shall provide a bufferyard with a minimum opacity of .20 along all property borders abutting residentially zoned property (section 78-610). **N/A**

5. There are no parking requirements within the Central Business district.

6. Any proposed signage will require a permit prior to installation.

7. State of Wisconsin approved building plans may be necessary for the change of use and/or interior work and a building permit is necessary prior to any work.

If you have any questions, please contact me at 608-646-0421

Sincerely,
City of Stoughton

Michael P. Stacey

Michael P. Stacey
Zoning Administrator

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