Plan Commission Meeting Minutes
Monday, December 14, 2020 at 6:00 pm
Virtual Meeting

Members Present: Mayor Tim Swadley, Chair; Todd Barman; Phil Caravello; Tom Robinson; Tom Selsor; and Brett Schumacher
Members Absent: Tom Majewski
Staff: Rodney Scheel, Director of Planning and Development; Michael Stacey, Zoning Administrator
Press: None
Guests: Phil Harrison; Vic Malling; Dennis Steinkraus; Rachel Snyder; Ryan Wiesen; Jamin Friedl

1. **Call to order.** Mayor Swadley called the meeting to order at 6:03 pm.

2. **Consider approval of the Plan Commission meeting minutes of November 9, 2020.** Motion by **Schumacher** to approve the minutes as presented, 2nd by **Caravello**. Motion carried unanimously.

3. **Council Representative Report.**
   Caravello stated the Common Council approved the ordinance to repeal group developments regulations.

4. **Staff Report - Status of Current Developments.**
   Scheel gave an overview of the current status of developments as outlined in the packet of materials. He highlighted that the Madison Powder Coating expansion project will now likely proceed. There were no questions.

5. **Set Public Hearing date regarding a TIF 4 allocation amendment to donate excess increment to TIF 5 and 8.**
   Ryan Wiesen, Assistant Finance Director explained the intent of the allocation amendment. TID 4 expenditure period will end in March 2021 and State law allows communities to allocate excess funds to other TID's.

   Motion by **Schumacher** to set a Plan Commission public hearing date of January 11, 2021 at 6 pm to amend TIF 4, 2nd by **Caravello**. Motion carried unanimously.

   Barman arrived at 6:08 pm.

6. **Request by Vik Malling to amend zoning ordinance section 78-722(7) Swimming Pool Standards. (public hearing on September 12 and postponed from November 9, 2020)** Scheel gave an overview of the proposed amendments.

   Barman likes the changes but questions the language in section

   7. Attorney Rachel Snyder suggested modifying section 7.

   Vik Malling inquired whether there is a depth amount that triggers fencing. Scheel stated the regulations require fencing for any pool that has the ability to have a water depth greater than 36".

   The group discussed possible changes to section 7.

There was agreement to amend a portion of section 7 to read, "All pools, including those pools existing at the time of passage of this section, shall comply with the fencing requirements of this section."

Motion by **Barman** to recommend the Common Council approve the proposed ordinance as amended, 2nd by **Robinson**. Motion carried unanimously.

7. **Request by Phil Harrison to discuss the regulations for flags and banners used for commercial signage.** (Tabled on November 9, 2020) Scheel explained the proposed ordinance amendments.

   Barman suggested instead of allowing each business to have a feather flag, allow one feather flag per street frontage. This will prevent clutter.

   Business districts in the City include: Planned Business, Neighborhood Business and Central Business.

   The group discussed how this would affect the downtown. Scheel stated zoning regulates private property not signage within the public right-of-way. A separate ordinance regulates what is placed in the right-of-way in Ordinance Section 64-9.

   A public hearing will be set for January 11, 2021.

8. **Discuss potential zoning code amendments to allow mobile food vending on private property.** (Tabled on November 9, 2020)
   Scheel introduced Attorney Rachel Snyder who has been working on mobile vending ordinance amendments for the City.

   Rachel Snyder gave an overview of the proposed ordinance amendments including handling mobile vending by licensing vs zoning.

   Schumacher questioned whether the language would affect private use in a residential district. Rachel Snyder stated the intent is to regulate venders selling a product for consumption to the general public. A vendor hired by a resident to serve guests at a home would generally not be covered under these regulations. Schumacher would like to see language added to be clear that this does not apply for private residential use.

   Barman stated there is considerable redundancy between General Temporary Outdoor Sales and Mobile Food Vending. Barman believes these 2 sections should be combined.

   The group discussed whether or not to combine the sections. Consensus is to not combine the sections because one section is for temporary outdoor sales while mobile vending may become more permanent.

   Barman stated the limit of 180 days/year will be a discussion point.

Schumacher would like the Chamber of Commerce notified of the public hearing for this agenda item.

9. Request by Junction 138, LLC for annexation approval of 1.152 acres of land from the Town of Rutland. Scheel explained the request.

Motion by **Robinson** to recommend the Common Council approve this annexation, 2nd by **Schumacher**. Motion carried unanimously.

10. Request by Kettle Park West LLC for annexation approval of 4.010 acres of land from the Town of Rutland. Scheel explained the request.

Motion by **Robinson** to recommend the Common Council approve this annexation, 2nd by **Schumacher**.

Caravello questioned if there is a way to pursue access to the west for the parkland. Dennis Steinkraus stated they will be looking at access to the west as part of future development.

Motion carried unanimously.

11. Future agenda items.
Sign code rewrite; Outdoor dining; USAA for Dvorak property

12. Adjournment.
Motion by **Schumacher** to adjourn at 7:25 pm, seconded by **Robinson**. Motion carried unanimously.

Respectfully Submitted,

Michael P. Stacey

Landmarks Commission Meeting Minutes
Thursday December 10, 2020 – 6:30 pm
Virtual

Members Present: Peggy Veregin, Chair; Todd Hubing; Greg Pigarelli, Secretary; Kimberly Cook; Kristi Panthofer; Jean Ligocki and Alan Hedstrom, Vice-Chair
Staff: Michael Stacey, Zoning Administrator
Absent: None
Guests: Curt Brink; Bill Weber; Doug Hursch
Press: None

1. **Call to order.** Veregin called the meeting to order at 6:30 pm.

2. **Consider approval of the Landmarks Commission meeting minutes of November 12, 2020.**
   Motion by **Hedstrom** to approve the minutes as presented, 2nd by **Hubing.** Motion carried 7 - 0.

3. **Request by Bill Weber for COA approval for roof replacement at 529 E. Main Street.**
   Veregin introduced the request for a COA.

   Bill Weber explained the proposed project is due to many roof leaks and a deteriorating roof. Bill noted the roof materials are manufactured by GAF and the color palate is provided in the packet. Diaz Roofing will be doing the job.

   Motion by **Hedstrom** to approve the COA for roof replacement, 2nd by **Hedstrom**. Motion carried unanimously.

4. **Discuss Stoughton Riverfront Development Concept.**
   Master Developer Curt Brink and Doug Hursch gave a presentation and explained the conceptual plans.

   The group discussed the project including the proposed residential uses, street/trail location, area elevations, potential rooftop greenspace, project timing and potential future uses of the power plant building.

   The Commissioners are pleased with the proposed project concepts.

5. **Discuss Local Downtown District Planning.**
   Veregin stated that due to extenuating circumstances, the new date for the final presentation is tentatively planned for January 6, 2021 since this date is the soonest the Lakota Group are available. The Commissioners are fine with this new date.

   Veregin stated property owners within the district will need to be notified. Hedstrom suggested a HUB article and will contact Mackenzie Krumme.

   Stacey to check with Mayor Swadley about having a Committee of the Whole meeting.

   Veregin will work with Stacey and Lakota Group to get the meeting setup with Lakota Group essentially running the meeting from their office.

6. **Decide on potential projects for CLG grant application**.
   Veregin stated the new deadline for grant applications is January 4, 2021.

   Veregin stated the Commission decided on 2 options for the grant application, one being a resurvey of the historic districts and the other being updating the downtown design guidelines.

   Veregin spoke with the grant administrator who suggested this may be the year to request a grant for design guidelines which normally would not be high priority. Due to Covid, it is anticipated there will be fewer applications.

   Veregin suggested the Commission only apply for the design guidelines to increase the odds of acceptance. The Commissioners agreed.

   Veregin has already filled out the application and has prepared the request for proposals (RFP) to finalize the application related to cost of the project. Veregin will work with Stacey to get the RFP's out tomorrow.

   Motion by **Hedstrom** to submit a CLG application for downtown design guidelines, 2nd by **Hubing**. Motion carried unanimously.

7. **Discuss the Landmark website.**
   Stacey reported Derek Westby will be leaving the City for a new job by the end of the year.

   Hedstrom will have something to report by next meeting.

   Veregin has found a good website and will provide a link to the Commissioners.

8. **Commission Reports/Calendar.**
   None discussed.

9. **Future agenda items.**
   Veregin would like to move forward with listing the Depot Hill Historic District.

   Veregin stated the Commission will need to review the draft nomination for the power plant building.

   Ligocki would like to discuss drafting advanced directives with the group.

10. **Adjournment.** Motion by **Hedstrom** to adjourn at 8:40 pm, 2nd by **Hubing**. Motion carried unanimously.

Respectfully Submitted,

Michael P. Stacey

FINANCE MINUTES
December 22, 2020 @6:00 p.m.
GoToMeeting

Present:
Jenson, Doom, Schumacher, Reeves and Mayor Swadley

Also Present:
Finance Director Friedl, Police Chief Leck, Opera House Director Brehm, Clerk Licht, Alder Hundt

Call to Order:
Schumacher called the meeting to order at 6:00 pm.

Communications:
Friedl said that he is in communication with the Senior Center Annex businesses and that item would be back on the finance agenda in January.

Reports: The following reports were entered into the record.

- YTD December 15, 2020 Contingency Report
- November 2020 Financial Report
- November 2020 Treasurer's Report

Approval of the December 8, 2020 Finance Committee Minutes
Motion by Jenson, second by Reeves to approve the minutes. Motion carried 5-0.

Discussion and possible action regarding request from the Police Department to utilize unspent 2020 CIP amounts to exceed the Community Camera Interface budgeted costs by approximately $4,000
Motion by Jenson, second by second by Reeves to approve the request. Motion carried 5-0.

Discussion and possible action regarding request from the Opera House to invest up to $52,000 from its 2020 Entertainment Venue Relief Program funds to install a permanent streaming system
Motion by Reeves, second by Doom to recommend that council approve. Motion carried 5-0.

FUTURE AGENDA ITEMS

- Senior Center Annex Lease Agreements

- Future Treatment of Costs Eligible for Special Assessments

Adjournment:
Motion by Jenson, second by Reeves to adjourn at 6:48 p.m. Motion carried 5-0.

Respectfully Submitted,

Holly Licht, City Clerk