

Minutes
City of Monona
Plan Commission
Monday April 12, 2021

The meeting of the City of Monona Plan Commission was called to order (7:00 pm).

Present: Alder Nancy Moore (Chair), Alder Kristie Goforth, Mr. Chris Homburg, Ms. Coreen Fallat, Mr. Robert Stein, and Mr. Brian Holmquist

Absent: Ms. Susan Fox

Also Present: Doug Plowman, City Planner and Elisa Guerrero, City Planning Intern

Approval of Minutes

A motion by Alder Goforth, seconded by Mr. Stein, to approve the minutes of March 22, 2021 carried with one correction.

Appearances

None.

Unfinished Business

A. Public Hearing on Request by Restaurant Depot, Represented by ADA Architects, Inc. for Approval of a Zoning Permit for a New Use and Construction at 6950 Gisholt Drive. (Case No. 2-007-2021)

Ms. Mize, the project architect, summarized the main elements of the project, outlining the proposed loading dock addition, minor equipment removal and replacement, and the newly submitted landscaping plan. The landscaping plan included new foundation plantings and four new trees, three of which would replace existing trees. The proposal included resurfacing and restriping the parking lot with 10-foot stalls in the front of the building, as well as adding more employee parking in the back of the building. The store would expect about four deliveries per day, in small delivery vehicles, not semi-trucks. The windows at the front of the building would be covered in film, similar to the nearby Walmart.

B. Consideration of Action on Request by Restaurant Depot, Represented by ADA Architects, Inc. for Approval of a Zoning Permit for a New Use and Construction at 6950 Gisholt Drive. (Case No. 2-007-2021)

Mr. Plowman presented the staff report, adding that a lighting plan was also included in the application. The landscaping plan met the points required for the site, mostly from existing plantings, and resurfacing the parking lot might trigger further review. Comments were received from both the City Engineer about stormwater and erosion control measures, and from the Fire Chief about adding a Knox Box.

Mr. Homburg commented that all the light fixtures in the lighting plan needed to be full cut off fixtures, per the City's code. He also said that depending on the size of the replacement mechanical equipment, it might require screening and would need Plan Commission approval.

Ms. Fallat, Mr. Homburg, Mr. Stein and Alder Goforth commented that some of the existing landscaping should be spruced up. Mr. Homburg suggested more plantings be added on the

property line facing the road, to keep headlights from shining into oncoming traffic, and along the northeast driveway. Mr. Stein suggested using more native plants and grasses in the foundation plantings, and recommended filling the empty parking lot island with a tree. Ms. Fallat asked if water from the roof would drain to the parking lot and Ms. Mize said that the down spouts would be run under the parking lot into the conveyance ditches.

Mr. Homburg commented that the applicant should work with the Fire Chief to find a suitable place for the building's address sign, taking visibility from the road and fire safety into account.

Mr. Homburg, seconded by Mr. Holmquist, moved approval of a Zoning Permit for a new use and construction at 6950 Gisholt Drive, as proposed and according to Chapter 480-55 of the Monona Municipal Code of Ordinances with the following conditions of approval:

Conditions of Approval:

1. All required state and local building permits shall be obtained.
2. A separate sign permit shall be obtained from the Plan Commission for any new signage on the building.
3. All required State and Local Fire Codes shall be complied with and requirements shall be confirmed with City of Monona Fire Chief Jeremy McMullen. Install a Knox Box (if needed) that can store building keys for access to the building.
4. The applicant shall respond to the comments from the review letter dated 4.6.2021 prior to building permits being issued. These revisions shall be reviewed by the city's consulting engineer, with final approval by City Staff.
5. A revised landscape plan shall be resubmitted to Plan Commission for review and approval.
6. All electrical fixtures shall be full cut off.
7. A revised erosion control plan shall be submitted to City Staff for approval.
8. Screening may be required if the replacement or alternate mechanical equipment is substantially larger than the existing equipment.
9. The applicant shall meet with the City's Fire Chief to find a suitable location for their address sign on the building.

The motion carried unanimously.

New Business

A. Public Hearing on Request by Restaurant Depot for New Signage at 6950 Gisholt Drive. (Case No.S-005-2021)

Ms. Mize presented the proposed signage, which included a monument sign, directional signage for the parking lot entrances, and a wall sign for the building's front. She explained that all other

Restaurant Depot locations had directional signs, which helped reduce traffic conflict. The applicant also planned to paint thin blue and yellow stripes along the front façade.

B. Consideration of Action on Request by Restaurant Depot for New Signage at 6950 Gisholt Drive. (Case No.S-005-2021)

Mr. Plowman said that the wall sign met City standards. The monument sign fit the total sign area requirements, but was over the monument sign height limit. The directional signs fell within size requirements, but their location, along with the location of the monument sign, disrupted the vision triangle and appeared to be located off-premise.

Ms. Fallat and Alder Goforth recommended making the logo on the monument sign smaller or more horizontal, so that the sign could be made shorter. Mr. Holmquist, Mr. Homburg and Mr. Stein said that the monument sign should be placed further back, out of the right of way. Mr. Homburg explained that the right of way should be kept clear for safety reasons, and in case the City decided to put a sidewalk in on that side of the street in the future. Mr. Stein said that the wall sign would adequately identify the building without the monument sign being in the right of way.

Ms. Fallat asked about the directional signs and Ms. Snider explained that delivery trucks would be directed to one entrance, with customer traffic directed to another. The applicant had success with this traffic flow at other locations.

Mr. Homburg said that the proposed painted stripes were not considered a sign and did not need Plan Commission approval.

A motion was made by Mr. Homburg, seconded by Mr. Stein, to approve the new signage at 6950 Gisholt Drive, with the following finding of fact and conditions of approval:

Finding of Fact:

1. The additional striping on the building façade is not considered signage, rather an architectural element of the building.

Conditions of Approval:

1. The monument sign shall have a maximum height of 5 feet and be located northeast of the northeast driveway.
2. All ground signs shall be located out of the right-of-way.
3. The applicant shall work with Madison Metropolitan Sewerage District to ensure that no signs are placed directly above the interceptor main on the property.
4. The revised landscaping plan to be submitted shall include adequate plantings along the base of the monument sign.

The motion carried unanimously.

C. Public Hearing on Request by ENR Investment (c/o Mohammed Naser Farooqui) for Approval of a Zoning Permit for a New Use at 6325 Monona Drive. (Case No. 2-008-2021)

Mr. Farooqui presented his application, explaining that the site had been vacant for five years and that his proposed use was a tobacco store. The store would sell tobacco, tobacco products and cigars, and would be open from 9am to 9pm, seven days a week. He proposed some changes to the store interior, like shelving and new display cases. Exterior changes would be

minimal. The unit had about ten parking stalls, which were separate from the parking designated for the adjacent liquor store.

Mr. Plowman read comments from Mr. Greg Hayes, owner of Tully's Food & Spirits (6401 Monona Drive), which requested that no alcohol, food or beverage be sold by the tobacco shop and asked that parking for the shop not encroach on parking for Tully's.

D. Consideration of Action on Request by ENR Investment (c/o Mohammed Naser Farooqui) for Approval of a Zoning Permit for a New Use at 6325 Monona Drive. (Case No. 2-008-2021)

Mr. Plowman said the new use required a zoning permit because the property had been vacant for more than 6 months. This use aligned with the future land use maps that show this property as commercial. He added that O'Connell's has individual signs designating their parking stalls, suggesting that similar signs could be added for the tobacco store parking.

The Commission members agreed that it would be good to have the vacant space filled. Mr. Stein and Alder Goforth suggested adding a trashcan and cigarette pole outside the storefront. Ms. Fallat asked if the store would sell CBD products, and Mr. Farooqui said they did not plan to sell CBD products, so as not to compete with the CBD store across Monona Drive. Mr. Homburg said the existing parking should be adequate for the use.

A motion was made by Mr. Homburg, seconded by Alder Goforth, to approve a Zoning Permit for a new retail store, requested by Mohammed Naser Farooqui, of ENR Investment, to be located at 6325 Monona Drive, as proposed and according to Chapter 480-55 of the Monona Municipal Code of Ordinances with the following conditions of approval:

Conditions of Approval:

1. All required permits from state and local agencies shall be obtained. The applicant shall contact the City of Monona Building Inspection Department to confirm requirements.
2. A separate sign permit shall be obtained from the Plan Commission for any new signage on the building.
3. All required State and Local Fire Codes shall be complied with and requirements shall be confirmed with City of Monona Fire Chief Jeremy McMullen. Install a Knox Box (as needed) that can store building keys for access to the building.
4. An additional trash can and cigarette butt receptacle shall be installed in front of the store, with final design and location approval by City Staff.

The motion carried unanimously.

E. Public Hearing on Request by Owner Andrew McCarthy for Approval of a Zoning Permit for a New Boathouse in a Multi-Family Zoning District at 4017 Monona Drive. (Case No. 2-009-2021)

Mr. McCarthy presented plans for a new boathouse on his property. The old boathouse was in general disrepair and was further damaged by flooding in 2017 and 2018. He explained that the plans followed setback and area guidelines for single-family zones, and that the boathouse height would not extend beyond the terracing in the yard. He explained that the boathouse was a final piece in their work to upgrade the backyard of their property.

Travis and Wendy Gavinski, 4011 Monona Drive, spoke in favor of the proposal, because it would help elevate and beautify the area, and would reduce erosion of the shoreline.

F. Consideration of Action on Request by Owner Andrew McCarthy for Approval of a Zoning Permit for a New Boathouse in a Multi-Family Zoning District at 4017 Monona Drive. (Case No. 2-009-2021)

Mr. Plowman shared the staff report, explaining that the multi-family zoning district does not have setback or height standards like the single-family district, but rather follows general performance standards.

The Commission members agreed that the boathouse would be a good addition to the property. Alder Goforth asked if the siding on the boathouse would match the main house, and Mr. McCarthy said that the two would match as much as possible. Mr. Homburg said that all work should be done above the Ordinary High Water Mark.

A motion was made by Mr. Homburg, seconded by Mr. Stein, to approve a Zoning Permit for construction of a new boathouse at 4017 Monona Drive, as proposed and according to Chapter 480 of the Monona Municipal Code of Ordinances with the following conditions of approval:

Conditions of Approval:

1. All required state and local building permits shall be obtained.
2. No portion of this work shall be below the Ordinary High Water Mark.

The motion carried unanimously.

G. Prehearing Conference on Request by One City Schools for Consideration of a Zoning Permit for a New Use at 1707 W. Broadway. (Case No. 2-010-2021)

Mr. David Stephan, COO of One City Schools (OCS), presented the proposal of using the former WPS building to grow OCS into a full K-12 school, with about 880 students, over the next couple of years. There would be no changes to the footprint of the building, but they would make interior renovations. Mr. Stephan said that the school would have staggered start and end times for the school day, to accommodate student pick-up and drop off through the front parking lot loop, since OCS does not provide school buses. Other than pick-up and drop-off, there would be minimal traffic on site during the day. They would also provide plenty of bike parking on site, and estimated using only about 300 of the parking stalls in the 700 stall parking garage.

Mr. Stephan said they would like to maintain the landscaping and trees on the property, making some minimal changes to create a student play area. The school was also exploring the possibility of turning the top floor of the parking structure into a gym for more recreation space.

Ms. Davis, the School Developer for One City Schools, and Mr. Kaleem Caire, the One City Schools founder and CEO, spoke in more depth about One City School's students, programs and educational model.

Mr. Roseth, from WPS, said they were happy to be working with One City Schools and felt it would be a good fit to be on the WPS campus.

Mr. Plowman shared the staff report, suggesting that comments focus on the appropriateness of the land use and site circulation, as this feedback would be useful for the applicant at this juncture.

Mr. Holmquist, Ms. Fallat, Mr. Stein, Alder Goforth and Mr. Homburg felt that the proposal was an appropriate use for the site and would be a good addition to the Monona Community. Mr. Homburg said that Monona Grove High School was also in the CDD, so there was precedent to have another school use in the CDD. Mr. Stein asked if they had any plans to expand the building footprint as their student body grows to meet the building's capacity. Mr. Caire said that their plan is to grow to about 880 students and cap the student body there, to fit within the existing building. They did not plan to expand the existing building footprint.

Ms. Fallat, Mr. Stein, Alder Goforth and Mr. Homburg said that site circulation, especially during pick-up and drop-off time would need to be planned carefully, and asked what the traffic flow would be like during those times. Mr. Stephan said that they did not yet have specific traffic flow plans, but that students could likely be dropped off on both sides of the building.

Ms. Fallat, Mr. Stein and Mr. Holmquist asked how the outdoor, forested area would be used as play space for students, suggesting that the forest could be a good tool to educate students about environmental stewardship. Ms. Fallat asked what the school would do for play/recreation space if building the gym on the parking structure wasn't feasible, to which Mr. Stephan responded that they hadn't decided yet but might put in a blacktop area. Mr. Caire said that if the gym facility were feasible, they would like it to be a community resource available to all of Monona. Mr. Homburg said the parking structure might not have the structural capacity to hold up an outdoor recreation space.

Reports of Staff and Commission Members

A. Staff Report Regarding Status of Development Project Proposals.

- 1. Economic Development Update**
- 2. Potential Upcoming Plan Commission Items**

Mr. Plowman said that the Restaurant Depot landscaping plan and the One City Schools application would be on future agendas. He mentioned that future agendas might include a couple different development projects along Monona Drive, although the proposals were not yet finalized.

- 3. Upcoming Meetings: April 26, 2021 (Canceled), May 10, 2021.**

B. Plan Commission Requests for Information from City Staff.

Mr. Homburg asked that staff look into possibly revising the front and rear yard setbacks for smaller lots within the single-family zoning district to allow smaller homes to be expanded, allowing occupants to stay in their homes as needs change.

Adjournment

A motion by Mr. Stein, seconded by Mr. Holmquist, to adjourn carried. (9:50pm)

Respectfully submitted by:
Elisa Guerrero, City Planning Intern