

Minutes
City of Monona
Plan Commission
Monday February 13, 2023

The meeting of the City of Monona Plan Commission was called to order (6:00pm).

Present: Alder Nancy Moore (Chair), Alder Brian Holmquist, Mr. Brandon Gries, Mr. Robert Stein, Ms. Susan Fox, and Mr. Chris Homburg

Excused: Ms. Coreen Fallat and Mr. Chris Conrad

Also Present: Doug Plowman, Planning Director

Approval of Minutes

A motion by Ms. Fox, seconded by Mr. Gries, to approve the minutes of January 23, 2022 carried with two corrections.

Order of Business

There were no changes to the order of business.

Appearances

None.

Unfinished Business

A. Public Hearing on Request by Madison Pediatric Dental & Orthodontics, LLC, for Consideration of a Zoning Permit for Construction of a New Dental Office at 220 W. Broadway. (Case No. 2-019-2022)

Mr. Aaron Breitenfeldt of Robert E Lee & Associates presented the application. Since the previous prehearing conference, the site layout has been slightly revised. He stated that landscaping islands were added in the parking lot and more greenspace was added along W. Broadway. Bike parking was also added at the front of the building. The applicant confirmed that all of the parking stalls in the easement north of the site are available for use. Preliminary architectural, lighting, and landscaping plans are also included in the submittal for the first time.

Mr. Ian Wilson of Nolan Carter Architectural Design presented the architectural plans. He stated that the building has been slightly repositioned due to site constraints. The building will be full masonry in most locations, with metal paneling for the remainder. The applicant is seeking feedback on the use of using a flat or pitched roof. Conduit for future EV charging stations is planned. There were no other appearances and the public hearing was declared closed.

B. Prehearing Conference on Request by Madison Pediatric Dental & Orthodontics, LLC, for Consideration of a Zoning Permit for Construction of a New Dental Office at 220 W. Broadway. (Case No. 2-019-2022)

Planning Director Plowman shared the staff report. The request is for the demolition of the existing structure and the construction of a new pediatric dental office. The parcel is zoned Community Design District (CDD) and the Comprehensive Plan identifies the site as

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commercial use. The application has had previous prehearing conferences with the Commission in August and November 2022.

An ADA-accessible walkway is proposed to connect the two parcels. In response to Commission feedback, access to the main entrance from the parking lot has been improved and landscaping islands were added. The number of parking stalls has been reduced to 63, with another 28 shown on the adjacent parcel. An estimated 40 stalls are needed for employees and 25-30 for patients each hour. Bike parking was added near the main entrance. A central walkway between parking stalls was previously discussed, and the applicant has stated that it is not feasible due to space constraints between drive aisles.

The building features a façade and signage in the style of a movie theater, with high quality materials, masonry, and large windows. The applicant proposes a two-story building with a basement built in to the grade. The second floor will be for staff facilities and future expansion space.

There is a discrepancy in the location of the floodplain between the FEMA and WDNR floodplain maps and the applicant's ALTA survey. The applicant is pursuing a Letter of Map Amendment (LOMA).

Planning Director Plowman noted a few instances of light trespass at the north and west ends of the site. Color temperatures in the lighting plan are listed as 4000K. Conceptual signage is shown in the renderings, and would be approved as part of a separate application.

1,350 landscaping points and 8 canopy trees are required, and the applicant currently proposes 5 canopy trees, 8 ornamental trees, and 1,700 landscaping points. Extensive plantings are shown along the north and east sides of the building, with less on the south and west sides. The site plan shows 31.6% green space, which is more than the minimum required.

Mr. Stein supported the flat roof option and requested the addition of curb stops in front of the building. He asked about the narrow width of the entrance drive, and the applicant stated it was a one-way entrance and will match the existing width of the curb cut. Mr. Stein reminded the applicant that the trash enclosure will need to match the building's façade. He generally supported the landscaping plan but pointed out that trees were proposed to be planted behind light poles on two of the landscaping islands. He suggested canopy trees rather than ornamental trees on the landscaping islands and felt that hawthorn trees could obstruct vehicles. He felt that the gaps in the landscaping along Broadway should be filled in.

Alder Moore also preferred the flat roof and suggested the applicant rough-in for or install solar panels. She liked the changes to the parking lot and site circulation.

Mr. Homburg asked for clarification on the floodplain map discrepancy. The applicant stated that their surveyor used contours measured in the field, which don't match the FEMA and WDNR maps. He said that the floodplain was only in the wooded area and that

discrepancies are common. Mr. Homburg asked to see the 500-yr floodplain contour on the next submittal to ensure there were no openings to the building within the 500-yr floodplain.

Mr. Homburg expressed support for the materials and architecture and preferred the pitched roof. He agreed that curb stops were needed in front of the building and that canopy trees could fit within the parking lot islands. He suggested that the front walkway should connect to the east path. The applicant said that grade issues prevented the connection. Mr. Homburg asked the applicant to consider adding the connection next to the parking lot. He felt that the light trespass was acceptable and that more light was needed on the adjacent property. He felt that parking demand will necessitate all of the proposed stalls. He stated that landscaping could be improved on the west and south sides of the building, and stressed that EV charging stations should not be placed in the most convenient parking stalls, which could prevent availability.

Mr. Gries asked the applicant if they had explored moving the building north and placing parking under the building. The applicant said that underground parking and a parking ramp were explored with the previous building and were cost prohibitive.

Mr. Gries asked that the vertical elements of the façade and certain massing details not be structural, to ensure easier reuse of the building. The applicant said that those elements were not structural. He liked the vertical sign and suggested the movie theater theme extend down to the doors and to the rear of the building. He supported the flat roof.

Ms. Fox also supported the flat roof. She liked the extent of the theme and felt that it did not need to be extended.

Alder Holmquist requested additional design details for the trash enclosure and the second-floor patio on the building's west side.

New Business

A. Public Hearing for Michael Palovcsik Represented by Birrenkott Surveying on Request for Consideration of a Certified Survey Map (CSM) to Consolidate Two Lots for the Purpose of Constructing a New Single-Family Residence at 4506 Shore Acres Road. (Case No. 2-004-2023)

Mr. Danny Scott of Scott Brothers Remodeling presented the application. The applicant is proposing the consolidation of two lots for the purpose of building a new addition to the existing single-family home. The plans for the addition are not yet finalized, but would be within required setbacks of the new consolidated lot. There were no other appearances and the public hearing was declared closed.

B. Prehearing Conference for Michael Palovcsik Represented by Birrenkott Surveying on Request for Consideration of a Certified Survey Map (CSM) to Consolidate Two Lots for the Purpose of Constructing a New Single-Family Residence at 4506 Shore Acres Road. (Case No. 2-004-2023)

Planning Director Plowman shared the staff report. He noted that the purpose for the lot combination is for an addition to the existing home, not for the construction of a new home. Public notices went out to neighbors with the incorrect information and will be corrected prior

to a formal hearing. Standards for land division require approval from the Plan Commission and the Public Works Committee, which will consider the proposed CSM on March 1st. After Public Works approval, the application would return for formal consideration by the Plan Commission before consideration by City Council.

The parcels have not been previously subdivided. Access to streets is required and the lot must front on a street at least 60 feet in width. The proposed lot fronts on Shore Acres Road and backs to Schofield Street. The right of way is shown as 60 ft. but the width of the road is less. The Commission may request this information on the map. The proposed lot meets minimum lot size requirements. No easements are shown on the CSM.

The Commission generally had no concerns. Mr. Homburg felt that a hardship was likely considering the placement of the streets after the creation of the lots. He and Alder Moore felt that a variance could be warranted if the addition encroaches upon the required setbacks. Mr. Homburg asked that staff look in to the City Ordinance requiring that lots front on a 60-ft. wide street, because it should be 60 ft. of right of way.

C. Public Hearing on Request by Good Ear, LLC dba The Sleepy Reaper, Represented by Colliers Commercial Real Estate for Approval of a Zoning Permit for a New Use at 6000 Gisholt Drive, Suite 104. (Case No. 2-003-2023)

Mr. Mitch Koch introduced the application and provided information about his business. The proposal is for an approximately 2,000 sq. ft. tattoo studio at the South Towne Office Park. The business will focus on high quality service, with less customers per day than others because of this. There were no comments and the public hearing was declared closed.

D. Consideration of Action on Request by Good Ear, LLC dba The Sleepy Reaper, Represented by Colliers Commercial Real Estate for Approval of a Zoning Permit for a New Use at 6000 Gisholt Drive, Suite 104. (Case No. 2-003-2023)

Planning Director Plowman shared the staff report. The applicant is requesting a zoning permit for a new use. The change in use necessitates Plan Commission review. The proposal is for an approximately 2,000 sq. ft. by-appointment tattoo studio with space for up to six artists. Anticipated business hours are 11:00AM-7:00PM Tuesday – Saturday. The property is zoned Community Design District (CDD) and is shown as commercial in the Comprehensive Plan. A public hearing notice was shared with neighbors and the use appears to be compatible with surrounding land uses and adjacent tenants. A few small building modifications are proposed, including new flooring, the addition of half walls, and the removal of other walls. Expected parking demand is minimal with three employees upon opening and 3-10 expected visitors per day. 285 parking stalls are provided on site with 30 stalls directly in front of the tenant space. City parking standards require seven parking stalls for this use. No signage is included as part of the proposal. Staff recommends approval.

The Commission generally had no concerns. Mr. Homburg suggested the applicant encourage their landlord to improve access to the parking lot given modifications that were made for a previous tenant.

A motion was made by Mr. Gries, seconded by Ms. Fox, to approve a Zoning Permit for a new use, requested by Mitchell Koch, of Good Ear, LLC dba The Sleepy Reaper to be located at 6000 Gisholt Drive, Suite 104, as proposed and according to

Chapter 480-55 of the Monona Municipal Code of Ordinances with the following 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 for any new signage on the building.
3. Any significant change to the proposed hours of operation or number of employees may require additional approval from the Plan Commission.

The motion carried unanimously.

E. Public Hearing on Request by Paula Doherty dba Expand Massage, for Approval of a Zoning Permit for a New Use at 2000 Engel Street, Suite D. (Case No. 2-005-2023)

Ms. Paula Doherty presented the application for a new message therapy studio. The applicant is currently operating an in-home massage therapy business and is seeking a permanent space. No building modifications are proposed and expected parking demand is minimal. There were no other appearances and the public hearing was declared closed.

F. Consideration of Action on Request by Paula Doherty dba Expand Massage, for Approval of a Zoning Permit for a New Use at 2000 Engel Street, Suite D. (Case No. 2-005-2023)

Planning Director Plowman shared the staff report. The request is for a zoning permit for a new use. The change in use necessitates Plan Commission review. The proposal is for an approximately 330 sq. ft. massage therapy practice with one employee and 3-4 expected clients per day. Parking is expected to be sufficient with 285 stalls provided on site. Anticipated business hours are 8:00AM-6:30PM Monday-Friday with occasional Saturday morning appointments. No signage is expected. The property is zoned Community Design District (CDD) and is shown as commercial in the Comprehensive Plan. A public hearing notice was shared with neighbors and the use appears to be compatible with surrounding land uses and adjacent tenants. The space appears to comply with regulations on massage establishments, but staff recommends the applicant verify licensing needs with the City Clerk. Staff recommends approval.

The Commission generally had no concerns. Mr. Homburg ensured the applicant was aware of additional licensing requirements for massage establishments.

A motion was made by Ms. Fox, seconded by Mr. Gries, to approve a Zoning Permit for a new use, requested by Paula Doherty, of Expand Massage to be located at 2000 Engel Street, Suite D, as proposed and according to Chapter 480-55 of the Monona Municipal Code of Ordinances with the following 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 for any new signage on the building.

3. The applicant shall coordinate with the City Clerk to obtain any massage establishment licenses required by City Ordinance prior to starting operations.

The motion carried unanimously.

Reports of Staff and Commission Members

A. Staff Report Regarding Status of Development Project Proposals.

1. Economic Development Update

Planning Director Plowman shared that the Community Development Authority (CDA) met in late January and considered TIF requests for 5105 Monona Drive and for the private drive and residential development at approximately 1208 E. Broadway. The applicants are expected to return to the CDA at the February 28 meeting.

2. Potential Upcoming Plan Commission Items

The Northpointe project at approximately 1208 E. Broadway is expected at the February 27 meeting for formal consideration of a Precise Implementation Plan (PIP), Certified Survey Map (CSM), and private drive. The Pediatric dental clinic at 220 W. Broadway is also likely to return for formal consideration.

3. Updates/Discussion on Diversity, Equity, and Inclusion (DEI) Efforts.

None.

4. Updates/Discussion on Sustainability Efforts

Mr. Homburg pointed out that the Commission often asks developers to rough-in for or include solar arrays and asked how the City could showcase good examples of private solar projects, such as at the Dave Jones development. Alder Moore said that the City website showcases projects on the Sustainability Champions Story Map. She will reach out to Alder Teresa Radermacher who chairs the Sustainability and Community Media Committees.

Alder Moore said that transit and alternative modes of transportation have come up in discussion for recent developments. She shared that the Transit Commission has been working to hold public hearings and has developed a new survey on transit for residents, business, and employees of Monona. Other resources such as maps and FAQs on the existing bus service and the proposed Madison Metro service have been created. The Transit Commission will be doing an outreach and marketing campaign for the survey and these resources.

5. Upcoming Meetings: February 27, 2023 and March 13, 2023

B. Plan Commission Requests for Information from City Staff.

None.

Adjournment

A motion by Mr. Stein, seconded by Mr. Gries, to adjourn carried. (7:21pm)

Respectfully submitted by:
Thor Jeppson, Assistant Planner