

Minutes  
City of Monona  
Plan Commission  
Monday July 10, 2023

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

Present: Alder Nancy Moore (Chair), Alder Patrick DePula, Ms. Coreen Fallat, Mr. Robert Stein, Ms. Susan Fox, and Mr. Brandon Gries

Excused: Mr. Chris Homburg

Also Present: Doug Plowman, Planning Director

**Approval of Minutes**

A motion by Alder DePula, seconded by Ms. Fallat, to approve the minutes of June 26, 2023 carried with no corrections.

**Order of Business**

There were no changes to the order of business.

**Appearances**

None.

**Unfinished Business**

None.

**New Business**

**A. Public Hearing on Request by Pellitteri Waste Systems for Approval of a Zoning Permit for a New Use and Site Improvements at 2801 Industrial Drive. (Case No. 2-011-2023)**

Mr. David Pellitteri presented the application. Pellitteri Waste Systems purchased the property out of need for additional space for trucking and maintenance operations. Parking will be kept as is, and the applicant plans to come back to Plan Commission at a later time with additional building improvements. Pellitteri has had issues with break-ins at other facilities, so they are seeking a height exception for 8 ft. fencing to protect heavy equipment.

There were no other appearances and the public hearing was declared closed.

**B. Consideration of Action on Request by Pellitteri Waste Systems for Approval of a Zoning Permit for a New Use and Site Improvements at 2801 Industrial Drive. (Case No. 2-011-2023)**

Planning Director Plowman shared the staff report. Pellitteri are proposing minor site improvements and a new use at 2801 Industrial Drive. The parcel is zoned Commercial/Industrial (C/I) and a zoning permit is needed for the new use and improvements. The 2016 Comprehensive Plan and Future and Existing Land Use Maps identify the site as Industrial.

The applicant is proposing to make use of the existing curb cuts, but directional signage is recommended to direct trucks. Additional seeding is also recommended. The site will have 20-30 employees and provide overflow parking for other Pellitteri locations. Truck parking will

be separate from visitor and staff parking. Ample parking is available, but parking lot restriping is recommended with ADA stalls and staff parking clearly delineated. A 6 ft. tall chain link fence with mesh screening is proposed at the back of the site. The applicant is also considering an 8 ft. fence, and the Commission may choose to consider a height exception. No changes to the site's lighting are proposed. For hours of operation, maintenance work will occur throughout the working day, while trucking will occur between 2:00AM-9:00PM. The previous tenant, Go Riteway, operated from 5:30AM-8:00PM. The Commission should discuss potential noise impacts. Staff recommends approval.

The Commission generally had no issues with the proposed 8 ft. tall fence. Ms. Fox suggested including a Finding of Fact stating that a height exception is warranted given the security concerns.

Mr. Stein agreed that restriping and additional seeding was needed. The applicant stated that the company had hired grounds and maintenance crews to help with seeding and site cleanup. Mr. Stein asked about the fence materials. The applicant confirmed with his contractor that the fence would be metal without vinyl inserts.

Ms. Fox felt that additional lighting would be helpful given the security concerns and hours of operation. She agreed that some site cleanup was needed before any major improvements.

Ms. Fallat clarified that no interior improvements were proposed. The applicant stated that the building was suitable for light maintenance in its existing state, but that improvements would be needed in the future.

A motion was made by Ms. Fox, seconded by Alder DePula, to approve a Zoning Permit for a new use and site modifications at 2801 Industrial Drive, as proposed and according to Chapter 480-55 of the Monona Municipal Code of Ordinances with the following finding of fact and conditions of approval:

Finding of Fact:

1. An exception is granted for an 8' fence in light of security concerns from the applicant given the storage of vehicles and equipment on site.

Conditions of Approval:

1. All required state and local building permits shall be obtained.
2. Separate sign permits shall be obtained from the Plan Commission for any new signage.
3. General site cleanup and maintenance shall be coordinated with City Staff, with work to be completed by October 15, 2023.
4. The applicant shall consider adding site lighting, with improvements reviewed by City Staff.
5. A formal parking lot striping plan shall be submitted to City Staff for review and approval, with work to be completed by October 15, 2023.
6. All truck maintenance shall occur inside the building.
7. Outdoor storage of materials shall be limited to the fenced portion of the site.

The motion carried unanimously.

**Reports of Staff and Commission Members**

**A. Staff Report Regarding Status of Development Project Proposals.**

**1. Economic Development Update**

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July 10, 2023

Approved August 14, 2023

Planning Director Plowman shared that the Monona Gardens development team is looking to pull permits soon. Demolition has begun for the Madison Pediatric Dental and Orthodontics project, and the development team has early start permits.

**2. Potential Upcoming Plan Commission Items**

Planning Director Plowman shared that the Bloom is expected at the August 14<sup>th</sup> meeting for a PIP prehearing.

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

Alder Moore shared that she and Alder DePula met with Planning Department staff and members of the Diversity, Equity, Inclusion, and Belonging (DEIB) Implementation Committee. The DEIB Implementation Committee has identified three priorities, which includes affordable housing and transportation. The meeting was to discuss what has happened since the DEI workgroup's report was released in 2022, and potential actions that can be taken by the Plan Commission and Community Development Authority.

**4. Updates/Discussion on Sustainability Efforts**

None.

**5. Upcoming Meetings: July 24, 2023 and August 14, 2023**

Planning Director Plowman shared that the July 24<sup>th</sup> meeting is likely to be cancelled.

**B. Plan Commission Requests for Information from City Staff.**

None.

**Adjournment**

A motion by Alder DePula, seconded by Mr. Gries, to adjourn carried. (6:27pm)

Respectfully submitted by:

Thor Jeppson, Assistant Planner