

Minutes
City of Monona
Plan Commission
Monday October 9, 2023

The meeting of the City of Monona Plan Commission was called to order (6:03pm).

Present: Alder Patrick DePula (Acting Chair), Mr. Brandon Gries, Mr. John Chapman, Mr. Robert Stein, Ms. Susan Fox, Ms. Coreen Fallat, and Mr. Chris Homburg

Excused: Alder Nancy Moore (Chair)

Also Present: Doug Plowman, Planning Director

Approval of Minutes

A motion by Mr. Stein, seconded by Ms. Fox, to approve the minutes of September 25, 2023 carried with no corrections.

Order of Business

There were no changes to the order of business.

Appearances

None.

Unfinished Business

A. Public Hearing for Ken Walz on Request for Consideration of a Certified Survey Map (CSM) to Consolidate Two Lots for the Purpose of Constructing an Addition to the Single-Family Residence at 4405 Outlook Street. (Case No. 2-015-2023)

Mr. Ken Walz presented the application. Since the prehearing, further research showed that his property was not included in Replat A. The property deed lists the lot as Lot 51 of the proposed Replat A. Due to this, it was decided to continue with the CSM process.

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

B. Consideration of Action for Ken Walz on Request for Consideration of a Certified Survey Map (CSM) to Consolidate Two Lots for the Purpose of Constructing an Addition to the Single-Family Residence at 4405 Outlook Street. (Case No. 2-015-2023)

Planning Director Plowman shared the staff report. The request is to consolidate two lots in to one. Earlier this year, the Zoning Board of Appeals granted a variance to build a second story, with a condition to combine the two lots. A quit claim deed was explored, but the City Attorney felt that it would be more appropriate for transferring ownership of the lot rather than combining the two lots. Last week, the Public Works Committee recommended the CSM to City Council for approval. Vierbicher reviewed the CSM and provided comments.

Planning Director Plowman noted that City Ordinance states that a land division shall front on a dedicated street at least 60 feet in width. Outlook Street is 25 feet wide and the right of way is 50 feet wide. The Commission has previously been comfortable with granting exceptions when conditions are pre-existing. The proposed lot is approximately 7,600 sq. ft.

and accessed off a 12 ft. driveway. The building line at its widest point is 55 feet. Plans were shared with Department Heads for comment, and Staff recommends approval.

Mr. Homburg suggested adding a finding of fact stating that this is an existing lot, so there is no need to apply the City standards for access, fronting on streets, and lot dimensions for newly created lots.

Ms. Fallat asked if Mr. Walz's lender was okay with the CSM process. Mr. Walz replied that he has received mixed opinions from his bank. Mr. Homburg pointed out that the CSM includes a condition to provide a consent of mortgage certificate, and that the property itself is not changing.

A motion was made by Mr. Homburg, seconded by Ms. Fox, to recommend that the Monona City Council approve a 1-Lot Certified Survey Map (CSM) to combine Lots 5 and 6 of the Shore Acres Plat at 4405 Outlook Street, as proposed, according to Section 473-4(b) of the Monona Municipal Code of Ordinances and Section 236.34 of the Wisconsin Statutes with the following finding of fact and conditions of approval:

Finding of Fact:

1. This is an existing grandfathered property and does not require dimensions to be met for new lot creation. The CSM retains the existing property boundaries.

Conditions of Approval:

1. City Council review and approval is required prior to the recording of the CSM.
2. Final staff approval of the CSM is required, including the edits in the review letter dated October 4 from Vierbicher, the City's engineering consultant as well as any additional edits needed to the updated CSM.

The motion carried unanimously.

New Business

A. Public Hearing on Request by US Air Force Recruiting, Represented by CR&A Custom for Approval of New Signage at 6524 Monona Drive. (Case No. S-022-2023)

Mr. Dennis Bise, of CR&A Custom, presented the application. They are proposing to install security film on the windows at the US Air Force Recruiting office at 6524 Monona Drive. The film will cover 50% of the total window area. White film with six logos will also be placed on the door window. The upper and lower windows will be covered with a dark tint. The lower windows are currently covered by ballistic panels, and the tint will create a more natural appearance.

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

B. Consideration of Action on Request by US Air Force Recruiting, Represented by CR&A Custom for Approval of New Signage at 6524 Monona Drive. (Case No. S-022-2023)

Planning Director Plowman shared the staff report. The applicant is seeking new window signage for their location at 6524 Monona Drive, Building C of the Pier 37 Development. They are seeking an exception to allow for additional window signage greater than what is allowed by the Sign Code, due to security reasons. The property is zoned Community Design District (CDD) which allows for window signage on up to 50% of the total glass area. A Comprehensive Sign Plan (CSP) does exist for Pier 37, but does not specifically regulate the window signage. As proposed, approximately 49% of the window area will be covered with security film, and 51% with window tint. The City's Sign Code does not permit window signs on doors, which need to be clear for pedestrian safety. The proposal includes window film with graphics on the door. Plans were shared with the Police and Fire Chiefs, who had no concerns with the window signage, but preferred that the door window not be covered as a matter of public safety.

Mr. Homburg had no issues with the proposal and felt it improved the aesthetics compared to the shades being drawn down. He felt that if the Fire and Police Chiefs were not in favor of the door covering, then he would go along with their recommendation. He suggested the logos be moved to a different window. Mr. Stein agreed with the comments from the Fire and Police Chiefs.

Ms. Fallat felt that it was also a security concern to have the shades drawn down, as it prevents seeing into or out of the building. She asked the applicant if the shades would be drawn without the covering on the door window. The applicant said yes and asked if it would be possible to install the covering on the door window, and then have the Chiefs make a determination based on the real appearance. Ms. Fallat felt that it was reasonable.

Ms. Fox felt that the door window signage would be a safer alternative to the window shades.

Mr. Homburg agreed that the Police and Fire Chiefs should have the final say. Planning Director Plowman clarified that the proposal is for the door to have a vinyl covering, and suggested that an alternative could be to have window tint if the vinyl does not meet their expectations.

A motion was made by Mr. Homburg, seconded by Mr. Stein, to approve a sign permit for new window signage, as requested by US Air Force Recruiting, to be located at 6524 Monona Drive, as proposed and according to Chapter 480 Article XII of the Zoning Code of the Monona Municipal Code of Ordinances, with the following findings of fact and condition of approval:

Findings of Fact:

1. An exception from the sign code allowing for additional window signage may be warranted given the property's demonstrated need for heightened security measures.
2. An exception from the sign code allowing for signage on the door window may be warranted as it provides the additional security needed at this site while maintaining sufficient visibility for pedestrian safety.

Condition of Approval:

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Approved October 23, 2023

1. City Planning staff shall have final approval of the material used for the entry door signage, and the Police and Fire Chiefs shall have final approval of any copy or logos placed on the entry door.

The motion carried unanimously.

Reports of Staff and Commission Members

A. Staff Report Regarding Status of Development Project Proposals.

1. Economic Development Update

None.

2. Potential Upcoming Plan Commission Items

Planning Director Plowman shared that the Bloom will be back at the October 23rd meeting for formal consideration of their Precise Implementation Plan (PIP) and Certified Survey Map (CSM).

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

None.

4. Updates/Discussion on Sustainability Efforts

Planning Director Plowman shared that the City was recognized as a Dane County Climate Champion and awarded a "Rising Star" award in the Fleet category for hybrid and electric vehicle upgrades in the Police and Parks Departments.

5. Upcoming Meetings: October 23, 2023 and November 13, 2023

B. Plan Commission Requests for Information from City Staff.

Ms. Fallat asked Alder DePula if there were any updates on the Dane County Regional Housing Strategy. Alder DePula replied that the strategy phase of the project has finished, and there will be a break until November when the implementation committee gathers.

Mr. Homburg stated that in the past, the Commission has elected an alternate chair in case both council members are absent. He asked if City Council would be comfortable with having a chair that is not a council member. He said that the alternate chair could be elected on the night of the meeting, but that knowing in advance offers communication benefits for the alternate chair and for staff. Alder DePula was okay with the proposal.

Adjournment

A motion by Ms. Fallat, seconded by Mr. Gries, to adjourn carried. (6:33pm)

Respectfully submitted by:
Thor Jeppson, Assistant Planner