

AGENDA
City of Monona Plan Commission
Monona Public Library - Municipal Room
1000 Nichols Road, Monona, WI
Monday March 28, 2016
7:00p.m.

1. Call to Order
2. Roll Call
3. Approval of Minutes of January 25, 2016
4. Appearances
5. Unfinished Business
6. New Business
 - A. Consideration of Action on Landscape Ground Sign Permit Request for Watertower Plaza, 6000 Monona Drive, Requested by Owner Bert Slinde and Represented by Dan Yoder of Sign Art Studio. (Case No. S-006-2016)
 - B. Consideration of Action on Sign Permit Request for the City's Radio Station, 98.7 FM WVMO, Requested by the Community Media Committee to be located on the City Hall Building at 5211 Schluter Road. (Case No. S-010-2016)
 - C. Consideration of Action on Sign Permit Requests for the Gordon Flesch Building and Site at 2501 Kilgust Road, including two wall signs and a landscape ground sign, as requested by Zingg Design, Inc. (Case No. S-011-2016)
 - D. Discussion of UniverCity Year (UCY) Housing Projects Presented by Jason Vargo, UCY Program Director, Kurt Paulsen, UW Associate Professor of Urban and Regional Planning, and Sonja Reichertz, City Planner.
 - E. Review of Conditions of Approval Spreadsheet – Sonja Reichertz, City Planner.
7. Reports of Staff and Commission Members
 - A. Staff Report Regarding Status of Development Project Proposals.
 - i. Review of 2015 Planning & Community Development Annual Report
 - ii. Upcoming Meetings: April 11, 2016 and April 25, 2016
 - B. Plan Commission Requests for Information Concerning Development Projects.
8. Adjournment

NOTE: Upon reasonable notice, the City of Monona will accommodate the needs of disabled individuals through auxiliary aids or services. For additional information or to request this service, contact Joan Andrusz at (608)222-2525, FAX: (608)222-9225, or through the City Police Department TDD telephone number 441-0399. The public is notified that any final action taken at a previous

meeting may be reconsidered pursuant to the City of Monona ordinances. A suspension of the rules may allow for final action to be taken on an item of New Business.

It is possible that members of an a possible quorum of members of other governmental bodies of the municipality may be in attendance at the above state meeting to gather information or speak about a subject, over which they have decision-making responsibility. Any governmental body at the above state meeting will take no action other than the governmental body specifically referred to above in this notice.

Agenda posted 3/22/2016 on the City Hall, Library, and Community Center bulletin boards and on the City of Monona's website, www.mymonona.com.

**Minutes
Plan Commission Meeting
January 25, 2016
7:00pm**

Chair Busse called the meeting of the City of Monona Plan Commission to order at 7:00pm.

Present: Chair Aldm. Jim Busse, Mr. Grif Dorschel, Mr. Robert Stein, Mr. Dale Ganser, Aldm. Brian Holmquist, Mr. Chris Homburg
Excused: Mr. Dennis Kugle
Also present: City Planner Sonja Reichertz

Approval of Minutes

A motion by Mr. Ganser, seconded by Alder Holmquist, to approve the minutes of January 11, 2016 carried with corrections.

Appearances

There were no appearances.

Unfinished Business

A. Consideration of replacement of the existing signage plan for the South Towne II building at 2401 W Broadway with a new signage plan date 1/25/16, and consideration of request by Jackson Hewitt Tax Service for approval of a sign permit for 2401 W Broadway.

A motion was made by Mr. Homburg, seconded by Mr. Ganser to remove this item from the table. The motion carried.

David Israel, Property Owner, Lears & Co., presented his request for a new signage plan for the South Towne II building at 2401 W Broadway.

Mr. Homburg said the staff report requested clarification on whether a certain type of sign should be enforced for future tenants, specifically whether the individual letters shall be flush mounted to the building, or raceway mounted. He said he believes this should be up to the property owner, but said a raceway is generally appropriate for when tenant signage changes because then holes made directly to the façade do not need to be repaired.

Mr. Ganser agreed that the raceway is easier to use for this reason, but aesthetically is inferior to flush mounted individual letters.

A motion was made by Alder Holmquist, seconded by Mr. Stein, to approve the signage plan as requested on the plans submitted dated January 25, 2016.

Planner Reichertz confirmed that the Signage Plan is being approved without a specification for either raceway or flush-mounted letters, which means the tenant and the owner can make this decision, and tenants on the building could use either type of sign. The Commission agreed.

The motion carried.

The Plan Commission discussed the specific tenant signage request from Jackson Hewitt Tax Service with revisions made from the previous Plan Commission review.

A motion was made by Alder Holmquist, seconded by Mr. Stein, to approve the wall sign permits for Jackson Hewitt Tax Service at 2401 B, W Broadway, as proposed.

A friendly amendment was made by Mr. Homburg, and accepted by the makers of the motion, to require that the raceway be painted to match the building.

The motion carried.

B. Consideration of action on sign permit request by James Andrews, property owner, and Alvin Huddleston, AH Graphic Arts and Signs, for a landscape ground sign for the building at 6203 Monona Drive.

A motion was made by Mr. Homburg, seconded by Alder Holmquist to remove this application from the table. The motion carried.

Alvin Huddleston, AH Graphic Arts & Signs and Rebecca Aide, representing tenant Booth 121 were present.

Mr. Homburg said the changes have made an improvement. He added that the red in the legacy martial arts logo seems to help make the logo more recognizable for the business and he does not have a problem with using the red color.

Mr. Stein said the landscaping is still not adequate, and the applicant should revisit the comments previously made and submit a revised landscaping plan to staff for approval.

A motion was made by Mr. Homburg, seconded by Mr. Ganser, to approve the sign permit request for a landscape ground sign as proposed, according to section 13-1-220 of the Monona Municipal Code of ordinances with the following conditions of approval:

1. The sign location shall be a minimum of 15' setback from the curb on Monona Drive, and the location shall be verified by the zoning administrator prior to the sign's installation.
2. A revised landscaping plan shall be revised as discussed at the 1/11/16 and 1/25/16 Plan Commission meetings and shall be submitted to staff for final approval.
3. Landscaping shall be planted at the time the sign is installed, or by May 2016 weather permitting.

The motion carried.

C. Consideration of Resolution 1-25-16 Recommending the Adoption of the City of Monona Comprehensive Plan 2016-2036.

Planner Reichertz reviewed the final draft of the Comprehensive Plan. She said this meeting was noticed by a Class I notice published in the local newspaper. There were no public comments submitted, and no public appearances made for tonight's meeting. She reviewed the highlights of changes from the 2004 plan to the new draft. She outlined the issues and opportunities identified under each plan element and goals over the next ten years that are identified in the implementation element. The Commission agreed to add a closer look at long-range facilities planning to the implementation element. Reichertz said this will be scheduled for the final steps with a public hearing and presentation at a Council meeting in March, after which the Council will consider approving the ordinance that would formally adopt the plan.

A motion was made by Mr. Homburg, seconded by Mr. Stein to approve the Plan Commission resolution number 1-25-16 recommending the adoption of the City of Monona Comprehensive Plan 2016-2036 to the City Council.

The motion carried unanimously.

New Business

There was no new business.

Reports of Staff and Commission Members

A. Staff Report Regarding Status of Development Project Proposals.

Staff reported that 2/8/16 meeting is cancelled due to a lack of agenda items.

B. Plan Commission Requests for Information Concerning Development Projects.

There were no questions.

Adjournment

A motion by Mr. Dorschel, seconded by Mr. Stein, to adjourn was carried. (7:45 pm)

Respectfully submitted by:
Sonja Reichertz, City Planner

**PLAN COMMISSION STAFF REPORT
CITY OF MONONA**

**MEETING DATE: March 28, 2016
AGENDA ITEM 6A
CASE NO. S-006-2016**

Project: Recommendation on Sign Permit Request for a Landscape Ground Sign
Project Address: 6000 Monona Drive
Applicants: Bert Slinde, Property Owner
Dan Yoder, Sign Art Studio

Proposal Summary:

Sign Art Studio has submitted signage plans on behalf of the property owner and tenants of 6000 Monona Drive for new off-building signage including: (1) one landscape ground sign, and (2) one directional sign.

Applicable Regulations, Policy, or Practice:

Section 13-1-220 of the Monona Code of Ordinances regulates all signs. Requests for landscape ground sign permits require approval by the Plan Commission. Regulations for landscape ground signs include:

- Minimum fifteen feet setback from the curb, outside of vision triangle.
- Landscaping of sign required around base, and to be integrated with site landscaping.
- Maximum height of five feet above grade.
- Maximum size allowed is sixty square feet.

Regulations for directional signs include:

- Maximum height allowed is four feet.
- Maximum size allowed is four square feet.

All signs shall be reviewed according to the standards in the Sign Code and according to the following evaluation factors:

- 1) Conformance to the Zoning and Sign Code.
- 2) Minimization of conflict with vehicular or pedestrian circulation.
- 3) Compatibility with the building characteristics, adjacent uses and adjacent signs.
- 4) Compatibility with specific physical site conditions which warrant approval of the proposed sign.
- 5) Materials and maintenance aspects.
- 6) Legibility and visual clarity.

Staff Comments:

- The landscape plan is shown on the provided site plan but it is difficult to read. The applicants have provided additional written plans describing the landscaping as follows. The monument sign will have a total of ten Arizona Sun Gaillardia plants, providing five on each side. The directional sign will have four burgundy Bunny Miniature Fountain grasses, providing two on each side.
- Generally the Plan Commission has required a minimum of 3" letters of consistent font style. The letter size shown on tenant panels is 3".
- Note that the directional sign is only one-sided. The non-message side will face Monona Drive, as shown on the plans submitted.
- Note that there are two other directional signs on the site (which direct traffic to the Subway drive-thru). The proposed professional offices directional sign is shown next to an existing subway sign on the south end of the site.

Recommendation:

Approval of Landscape Ground Sign Permit and Directional Sign Permit for 6000 Monona Drive, according to Sec. 13-1-220 of Monona Municipal Zoning Code is recommended with the following Conditions of Approval:

1. The sign location shall be a minimum of 15' setback from the curb on Monona Drive, and the location shall be verified by the zoning administrator prior to the sign's installation.
2. Landscaping is required to be planted with the sign's installation as shown on the approved materials.
3. Applicant shall obtain all required electrical permits.

March 11, 2016

Plan Commission
City of Monona
5211 Schluter Rd.
Monona, WI 53716

Re: **Monument Sign Review- 6000 Monona Dr.**

Owner: Bert Slinde: Slinde Realty – 4705 Monona Dr. – 608.221.1900

Signage Subcontractor: Dan Yoder: Sign Art Studio - 608.437.2320

Plan Commission Members,

Please accept our formal ground sign proposal for your review.

We are proposing one main monument sign for the building as well as a small directional monument sign.

There had been a monument sign approved by Plan Commission but that sign was never built and installed. We revised the design of the sign and are asking for your review and approval. The sign is code complaint and does comply with all setbacks and vision triangles.

In addition to the main monument sign we are proposing a small directional to better help traffic flow for the offices located on the back side of the building.

Thank you for your time. If you have any questions please do not hesitate to call or email.

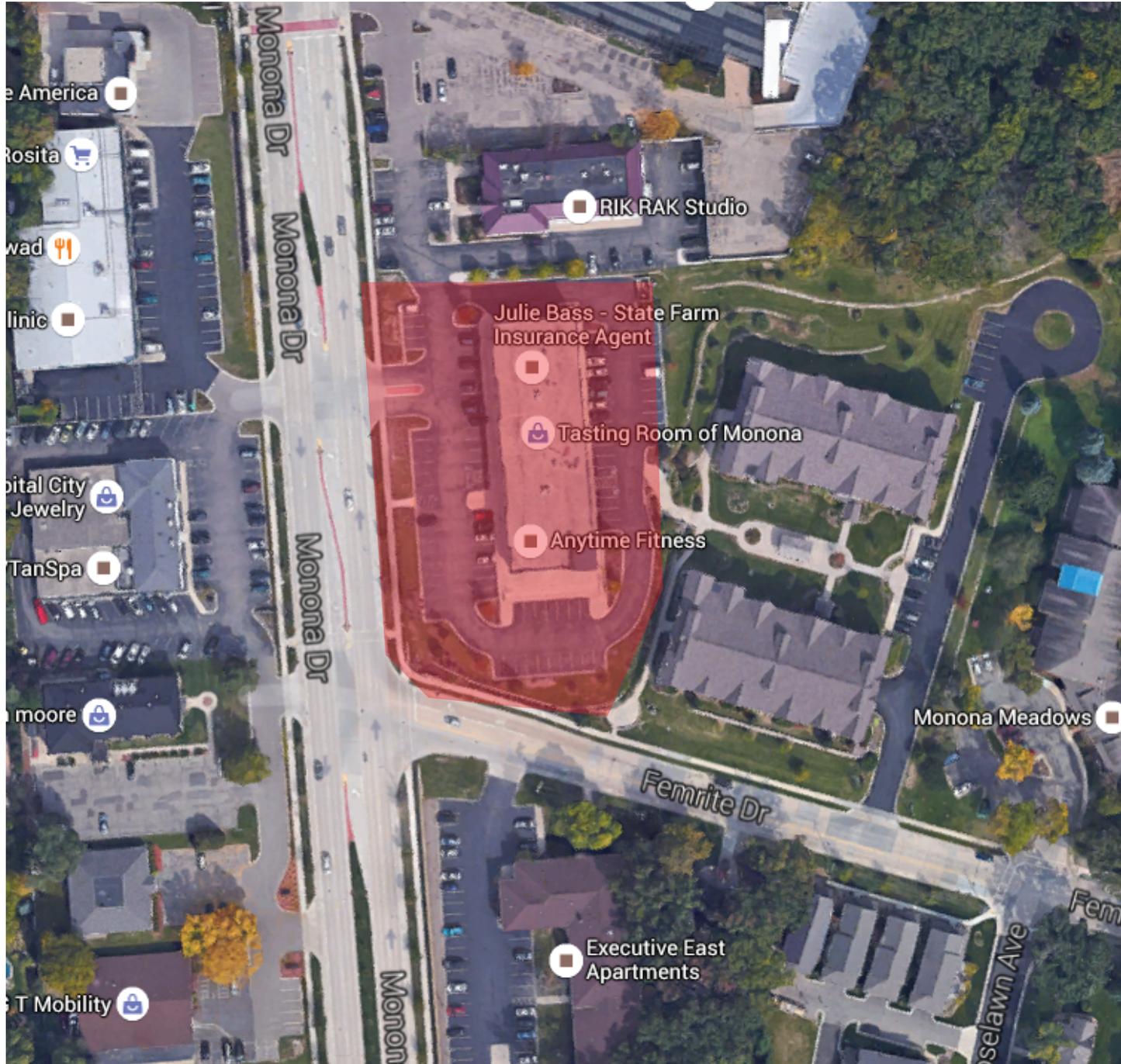
Regards,

Dan Yoder
Sign Art Studio
126 S. First St.
Mount Horeb, WI 53572

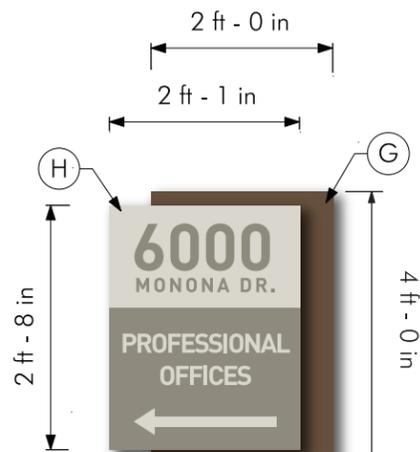
608-437-2320

dan@signartmadison.com

6000 Monona Dr

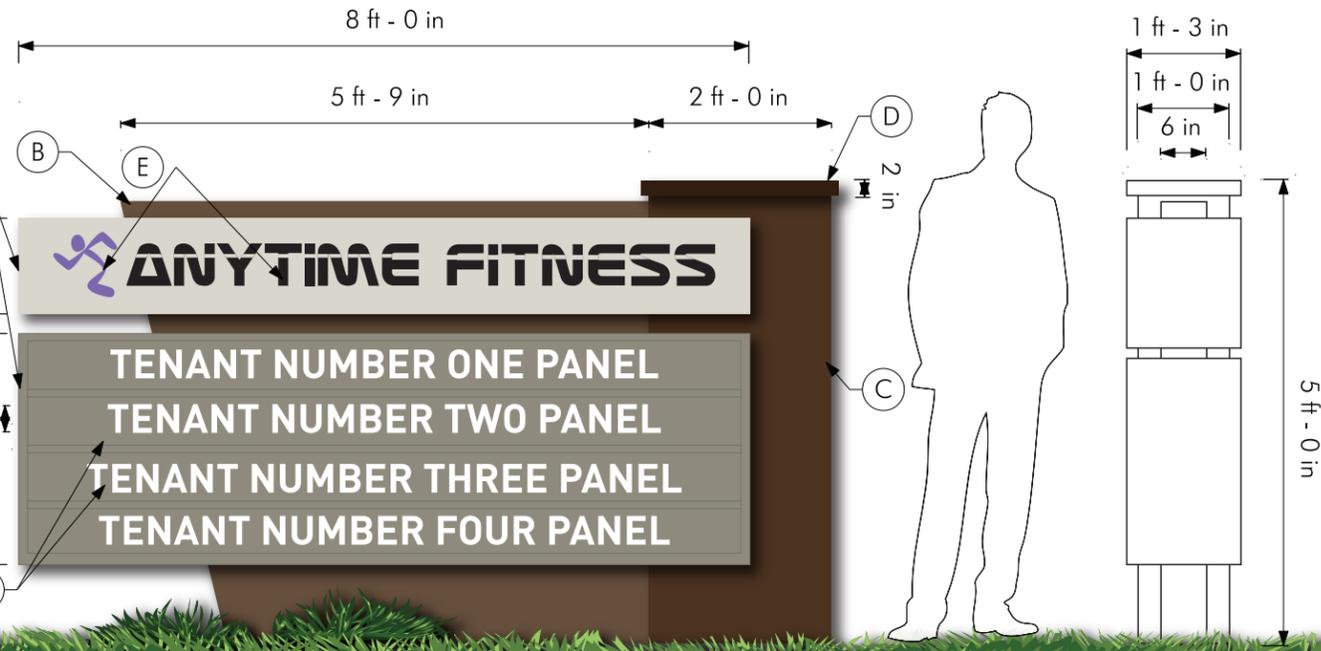


Single faced Directional Sign (see site plan for location)



Back of sign facing Monona Dr

Double faced main monument Sign (see site plan for location)



Tenant panel font to be as shown. No logos or colors other than what is shown above will be allowed



KEY NOTES:

- A- Double sided fabricated aluminum cabinets with internal fluorescent lighting
- B- Fabricated cabinet with internal single 4"x4" pylon saddle mounts
- C- Fabricated aluminum column
- D- Fabricated aluminum cap
- E- Reverse routed aluminum letters
- F- Acrylic panels with painted opaque vinyl applied to faces with letters reverse cut out
- G- Fabricated cabinet with internal 2"x2" saddle mounts
- H- Single-faced fluorescent lit cabinet with slide face acrylic panel, painted vinyl

FINISHES:

- Matthew Satin urethane-TBD
- 3M Trans Dual Color Black
- 3M Translucent vinyl- Plum Purple
- 3M Trans Dual Color Painted

CALCULATIONS:

LETTER SECTION:



CUSTOMER APPROVAL: _____

DATE: _____

LANDLORD APPROVAL: _____

DATE: _____

By signing this approval you are hereby authorizing Sign Art Studio LLC to proceed with the work as described. Any deviation from these specifications will become the customer's financial responsibility.

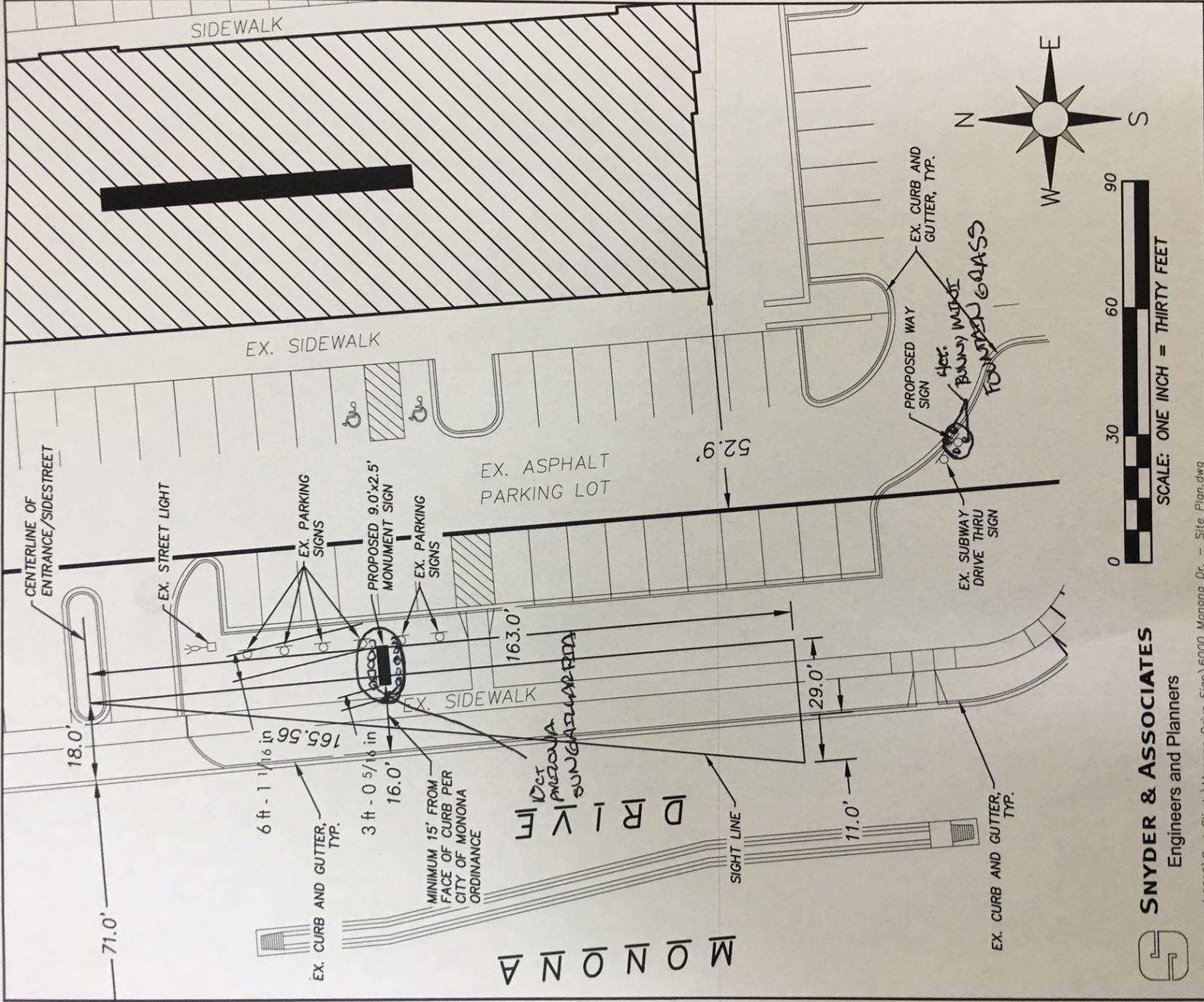
© The above artwork and or conceptual design, less customer provided artwork or plans, is property of Sign Art Studio and may not be reproduced without written consent .

SCALE: 3/8-1'

S H E E T

GS-1

GROUND SIGN: GS-1



SITE PLAN

LOT 4, CERTIFIED SURVEY MAP NUMBER 11237, AS RECORDED IN VOLUME 68 OF CERTIFIED SURVEY MAPS, ON PAGES 11-16, AS DOCUMENT NUMBER 3986811, DANE COUNTY REGISTRY AND LOCATED IN THE NORTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 21, TOWNSHIP 7 NORTH, RANGE 10 EAST, CITY OF MONONA, DANE COUNTY, WISCONSIN.

PREPARED BY:
Snyder & Associates, Inc.
5010 Voges Road
Madison, WI 53718
(608) 838-0444
www.snyder-associates.com

PREPARED FOR:
Berton M. Slinde, Jr.
Slinde Realty Company
4705 Monona Drive
Monona, WI 53716

SNYDER & ASSOCIATES
Engineers and Planners

P:\Proposals\2016\Bert Slinde Monona Drive Sign\6000 Monona Dr. - Site Plan.dwg



6000 Monona Dr. Existing Signage



**PLAN COMMISSION STAFF REPORT
CITY OF MONONA**

**MEETING DATE: March 28, 2016
AGENDA ITEM 6B
CASE NO. S-010-2016**

Project: Recommendation on Sign Permit Request for the City's Radio Station, 98.7 WVMO, Requested by the Community Media Committee to be located on the City Hall Building at 5211 Schluter Road.
Project Address: 5211 Schluter Road
Applicants: Lindsay Wood Davis Representing the Monona Community Media Committee
Neon Lab, Neon Art Signage Company

Proposal Summary:

Lindsay Wood Davis has submitted plans on behalf of the Monona Community Media Committee, requesting Plan Commission approval of an illuminated neon sign identifying the radio station, to be placed inside the window at the Monona City Hall building, viewable from outside. Drawings were provided by NeonLab of Madison which show individual neon letters mounted to a Plexiglas sheet hung behind the entryway glass of City Hall above the doors. The sign would remain lit at all times, according to the letter submitted.

Applicable Regulations, Policy, or Practice:

Section 13-1-220 of the Monona Code of Ordinances regulates all signs. All signs shall be reviewed according to the standards in the Sign Code and according to the following evaluation factors:

- 1) Conformance to the Zoning and Sign Code.
- 2) Minimization of conflict with vehicular or pedestrian circulation.
- 3) Compatibility with the building characteristics, adjacent uses and adjacent signs.
- 4) Compatibility with specific physical site conditions which warrant approval of the proposed sign.
- 5) Materials and maintenance aspects.
- 6) Legibility and visual clarity.

Staff Comments:

- Plan Commission assistance is requested in interpretation of the existing code for where this request falls.
- A wall sign is defined as a sign mounted parallel to and on the building façade, which identifies the building and business. The requested sign is intended to identify/advertise a separate entity, WVMO.
- After Staff and Plan Commission Chair discussions, the proposed process is to review the sign permit request as a commercial wall sign permit by the Plan Commission, likely with authorization by the City Council for placement on City Hall.

Recommendation:

Plan Commission should discuss the request, and may take action on approving, tabling, or denying the wall sign permit request, and may condition it upon discussion and approval by City Council.

Article L: Signs, Canopies, Awnings and Billboards

Sec. 13-1-220 Purpose and Review Authority.

- (a) **Purpose.** The purpose of this Article is to establish standards for the display of all signs specified within this Zoning Code. Signs shall be regulated to promote public safety, minimize conflict with vehicular and pedestrian traffic and other signs, and promote harmonious appearance which will encourage a healthy business environment. Approval of a sign permit for specific signs by the Zoning Administrator or Plan Commission shall be required as indicated by the table of sign district standards.
- (b) **Review Authority.** The Plan Commission shall review all freestanding signs and landscape ground signs, all signs accompanying changes in use or new use which must receive approval of a zoning permit, and all proposed signs which would require approval of a special exception to the sign district requirements. The Plan Commission may require submittal and approval of a comprehensive signage plan for a site or sites which will have more than one (1) sign viewed together as part of a group of signs. This may be required with a zoning permit for change of use or a sign permit. All signs which require approval of a sign permit by the Zoning Administrator or Plan Commission shall be reviewed according the following evolution factors:
 - (1)Conformance to the Zoning and Sign Code.
 - (2)Minimization of conflict with vehicular or pedestrian circulation.
 - (3)Compatibility with the building characteristics, adjacent uses and adjacent signs.
 - (4)Compatibility with specific physical site conditions which warrant approval of the proposed sign.
 - (5)Materials and maintenance aspects.
 - (6)Legibility and visual clarity.
- (c) **Exceptions to Requirements.** The Plan Commission may grant special exceptions to this Article upon demonstration of due cause. Every applicant for a special exception to the sign district requirements shall submit a written statement to the Plan Commission which explains the reason for the request and how it meets the evaluation factors.
- (d) **Temporary Districts.** The Plan Commission shall have the authority to establish special temporary geographic districts for the purpose of reviewing all the signs within a specific area and establishing a signage plan for the district to improve the overall appearance of signs in the district. Before designation of the boundaries of a special district, all property owners with land in the proposed district shall be notified and the Plan Commission shall hold a public hearing to make a finding of need for the temporary district. Adoption and review of special districts shall be based on the following factors:
 - (1)The proposed district has a concentration of obsolete signs or signs in deteriorated condition.
 - (2)The proposed district will be a part of other planned projects or improvements by the City or its agencies.
 - (3)District boundaries will be used to develop a physical improvement plan for the neighborhood.
- (e) **Hearings.** The Plan Commission shall adopt guidelines for any special requirements for signs in a special district only after holding a public hearing.
- (f) **Review of Sign Code.** The Plan Commission shall review the Sign Code every two (2) years, effective February 20, 1984. The Plan Commission shall suggest to the Common Council any changes in the ordinance which would improve the administration and regulations of the Sign Code.

Sec. 13-1-221 Definitions.

- (a) The following definitions shall be applicable in this Article (refer to District Regulations for Permitted Signs, Specific Site Regulations and Permit Requirements):
 - (1) **Abandoned Signs** Any sign advertising a business, commodity, service, entertainment or activity conducted, sold, or offered on the premises where the sign is located, where the business, sale of commodity, offer of service or entertainment, or activity has been discontinued.

- (2) **Auxiliary Sign.** A sign which provides secondary information such as price, sales information, hours of operation, warning, or directories of tenants in buildings.
- (3) **Building Identification Sign.** A sign which promotes the name of the building, building tenant and/or type of business on the premises where the sign is located. Each site may have one (1) sign on the building per use and one (1) sign off the building. These may include the following types of signs:
 - a. Signs on the Building. Includes wall signs, projecting signs and graphic signs.
 - b. Signs Off the Building. Includes freestanding signs and landscape ground signs.
- (4) **Building Site.** A single building and its associated contiguous parking and circulation. The Plan Commission shall make the final determination of the boundaries of a building site if there is any disagreement.
- (5) **Commercial Variable Message Sign (CEVMS).** A sign which may be manual, electronic or electrically controlled, capable of showing a series of different messages in a predetermined sequence.
- (6) **Construction Sign.** A sign which is confined to the site of construction, gives information such as the builder and contractor, and is removed thirty (30) days after completion of construction or prior to occupancy, whichever is sooner.
- (7) **Dangerous, Deteriorated or Dilapidated Signs.** Signs which are an imitation of, or resemble in shape, size, copy or color an official traffic sign or signal; or which block traffic visibility; or which through age, neglect, or weather are determined to be unsafe by the Zoning Administrator.
- (8) **Façade.** The portion of a building facing the street from which it has its main access, and defined by the area between the entrance grade and the bottom of the roof edge or fascia.
- (9) **Flagpoles and Flags.** Poles and flags for the United States, State of Wisconsin, or City of Monona, or one (1) free speech flag or insignia, which meet size restrictions in the district regulations. Flags and poles other than the permitted types may be specifically permitted by the Plan Commission with approval of a zoning permit.
- (10) **Flashing or Moving Signs.** Signs which are artificially lighted with blinking or traveling lights or animated signs, except for changeable message signs; or signs with physical moving components visible from the right-of-way except for those which revolve around a vertical axis at speeds less than eight (8) revolutions per minute.
- (11) **Floodlighted Signs.** Reflection illuminated signs whose light source is positioned so that twenty-five percent (25%) or more of light intensity directly from the light source is visible from a public right-of-way by vehicular traffic or whose light source is visible from residential property.
- (12) **Freestanding Sign.** A self-supporting sign resting on or supported by means of poles, standards, or any other type of base on the ground.
- (13) **Garage Sale Sign.** A sign to advertise garage sales, yard sales, and similar merchandise sales by non-profit, philanthropic, or civic organizations.
- (14) **Graphic Sign.** A sign which is an integral part of a building façade. The sign is painted directly on, carved in, or otherwise permanently embedded in the façade.
- (15) **Landscape Ground Sign.** A freestanding sign which designates a project, business or building, is no higher than five (5) feet high as measured from the closest of either the top of the curb gutter or sidewalk, is designed of materials complimentary to and harmonious with the building and site, and is closely integrated with site landscaping.
- (16) **Non-Commercial Free Speech, Symbols or Insignia, Religious Symbols, Commemorative Plaques of Recognized Historic Agencies.** Identification emblems of religious orders or historic agencies, or statements of speech which do not advertise a business, entertainment, or sale of service. This may include wall, projecting, graphic, freestanding, landscape and temporary wall signs, or a flag.
- (17) **Off-Premises Advertising Signs.** Signs which advertise goods, products, or services on a different location from where the sign is located; excepting signs which direct motorists to educational, cultural, public, religious, or historical sites located on premises other than where the sign is located.
- (18) **Operation Sign.** Directions to parts of the site or building such as entries or exits, addresses of buildings, designation of parking areas.

- (19) **Permitted Off-Premises Signs.** Signs which direct motorists to educational, cultural, public, religious, or historical sites located on premises other than where the sign is located.
- (20) **Political or Campaign Signs.** Signs on behalf of candidates for public office or measures on election ballots which shall be erected not earlier than thirty (30) days prior to the primary election and removed within seven (7) days following the general election.
- (21) **Portable Signs.** Any pennants, streamers, banners, posters, sandwich board signs, attention getting devices, or other signs which are not permanently attached to the ground or building.
- (22) **Projecting Sign.** A sign other than a wall sign which is attached to the building whose leading edge extends beyond the wall to a maximum of four (4) feet from the wall. Projecting signs shall have a minimum clearance from the ground of eight (8) feet, and shall be no higher than the top of the lower edge of the roof or building eave line. The area of double-faced projecting signs is calculated by measuring one (1) face of the sign only.
- (23) **Changeable Copy Signs.** A blank sign, either permanently mounted to a building as a wall sign or self-supporting as a freestanding sign, allowing letters to be affixed to its face so that messages may be changed by manual replacement of the letters. The changeable letters shall be an integral part of the business identification sign, letters shall be all one (1) color with the background consistent with the business sign, and the combined area of the changeable message sign and business sign shall not exceed the total allowable sign area for that district.
- (24) **Real Estate Sign.** A sign which advertises that the land or building on which the sign is located is for sale, rental, or lease, provided the sign is removed within seven (7) days after the sale, rental, or lease is confirmed.
- (25) **Roof Sign.** A sign erected above the lower edge of the roof or building eave line; or if the roof is flat, a sign on top of the roof which shall not exceed the maximum height above the roof as designated in the district standards.
- (26) **Sign.** Any emblem, painting, design, sculpture, identification, description, illustration or device, illuminated or non-illuminated, to advertise, identify, convey information or direct attention to a product, service, place, activity, person, institution, business, or solicitation. For the purpose of removal, signs shall also include sign structures.
- (27) **Sign Area.** The entire area within the smallest simple geometric shape (rectangle, circle, or triangle), which encompasses the extreme limits of advertising message, announcement, or decoration of the sign. In a two (2) faced (sided) freestanding sign, the area of each face may be allowed to be the maximum size stated in the size requirements of the Sign Districts Standards Table. On multiple faced freestanding signs, the total area of all faces shall not exceed the area of the total of the two (2) faces of an allowable two (2) sided sign.
- (28) **Sign Structure.** Any device or material which supports, has supported, or is capable of supporting a sign in a stationary position, including decorative covers.
- (29) **Temporary Wall Sign.** Special events signs which announce events such as sales or grand openings for a period not to exceed twenty-eight (28) calendar days in any six (6) month period; signs which pertain to drives or events of civic, philanthropic, educational, religious organizations, provided such signs are posted not more than thirty (30) days before said event and removed within seven (7) days after the event; or signs which are considered non-commercial free speech.
- (30) **Temporary Window Signs.** In business, commercial and industrial districts, the inside surface of any ground floor window may be used for attachment of temporary signs. The sign shall not be placed on door windows or other windows needed to be clear for pedestrian safety.
- (31) **Wall Sign.** A sign mounted parallel to and on the building façade, which identifies the building or business, does not extend beyond the edge of any wall or other surface to which it is mounted and does not project more than eighteen (18) inches from the wall.
- (32) **Window Sign.** A sign installed on a window for purposes of viewing from outside the premises.

Sec. 13-1-222 Prohibited Signs in All Districts.

- (a) The following signs are prohibited in all zoning districts:
 - (1) Abandoned signs.

Sign District Standards

The location of the front elevation of the building determines which district standards must be followed.

Refer to the map showing the location of the Commercial, Broadway, Gateway, South Towne and Multi-Family and Single Family Residential Sign Districts.

COMMERCIAL DISTRICT

Retail, commercial and industrial properties along Monona Drive, Femrite Drive, Edna Taylor Parkway, Cops Avenue, Bridge Road and including commercial and industrial lands south of Gateway District.

BROADWAY DISTRICT

Includes all retail, commercial, and industrial uses adjoining County Trunk Highway BW (Broadway) and signage directed towards BW (Broadway). Where the Broadway District overlaps with the Commercial District the requirements of the Broadway District shall apply. All existing freestanding signs should come into conformance with this ordinance within ten (10) years of the date of when this section was adopted in 1988.

GATEWAY DISTRICT

Includes all retail, commercial, and industrial uses adjoining Highway 12 and 18 and signage directed towards Highway 12 and 18 traffic.

SIGNAGE PLAN FOR SOUTH TOWNE MALL AND OUTLOTS

A separate set of sign regulations and standards shall apply to the area comprising the South Towne Mall and Outlots, as adopted by the Plan Commission on July 25, 1983.

SIGN DISTRICT STANDARDS TABLE

TYPE OF SIGN	NO. OF SIGNS ALLOWED PER SITE	SIZE REQUIREMENTS	APPROVAL REQUIRED	OTHER REQUIREMENTS
Auxiliary	Flexible	Maximum 16 square feet per sign	Zoning Administrator	Pump price signs may be erected within pump island
Commercial Variable Message				Not allowed
Construction	Two	Maximum 32 square feet per sign in Commercial, and 100 square feet in Broadway and Gateway Districts	None	Must be removed within 30 days after completion of construction or occupancy whichever is sooner
Flagpoles and Flags	One flagpole	Maximum 24 square feet per flag, maximum 25 foot high flagpole	Zoning Administrator	
Freestanding (Not allowed in Broadway and Commercial Districts)	One if no other building identification sign off the building	Maximum 15% of front façade but not to exceed 200 square feet; 30 foot maximum height	Plan Commission	Must be at least 55 feet from right-of-way
Graphic	One per use if no other building sign on the	Maximum 10% of façade but not to exceed 200 square feet	Plan Commission	

TYPE OF SIGN	NO. OF SIGNS ALLOWED PER SITE	SIZE REQUIREMENTS	APPROVAL REQUIRED	OTHER REQUIREMENTS
	building			
Landscape Ground	One if no other building identification sign off the building	Maximum 60 Square feet, maximum 5 feet high, as measured from the closest of either the top of curb and gutter or the sidewalk	Plan Commission	Must be at least 15 feet from curb but not on right-of-way. Landscaping of sign to be integrated with site landscaping. Height requirement may be modified when unusual ground conditions exist and make the benchmark for computing the 5 foot maximum height unreasonable. In no case shall the sign be more than 5 feet above the adjacent ground.
Non-Commercial Free Speech, Symbols or Insignia	One. May be on or off the building	Maximum 15 square feet in Commercial, 60 square feet in Broadway and 100 square feet in Gateway Districts. If off the building, maximum height 5 feet in Commercial and Broadway, and 25 feet in Gateway Districts	Plan Commission in all cases except Temporary Wall Signs which may be approved by the Zoning Administrator	Shall not interfere with vehicular or pedestrian circulation. If off the building, shall be a minimum of 15 feet from curb but not on right-of-way
Off Premises Advertising (Not allowed in Commercial District)	500 foot minimum interval between off premises advertising signs	Maximum 60 square feet in Broadway and 100 square feet in Gateway Districts for each face of a double side sign. Maximum height is 5 feet in Broadway and 25 feet in Gateway Districts	Plan Commission	Same setback requirements as landscape ground signs in Broadway District and freestanding signs in Gateway District.
Operational (Amended per Ordinance 1-11-624, adopted Feb. 7, 2011)	Flexible – more than 3 will require Plan Commission approval	Maximum 4 square feet, 48 inch maximum height	Zoning Administrator	May contain commercial logo but not messages.
Permitted Off Premises Signs	Flexible	Flexible	Zoning Administrator	
Political or Campaign	Not more than one per candidate or issue on the ballot	Maximum 16 square feet per sign in Commercial District, and 32 square feet per sign in Broadway and Gateway Districts	None	May be erected not earlier than 30 days before primary election and shall be removed within 7 days of general election. Must not be placed on right-of-way, trees, utility poles, or traffic control devices.
Projecting	One per use if no building identification	Maximum 12 square feet	Zoning Administrator	
Reader Boards	One per site, either attached to building or as permanent freestanding sign	Maximum 32 square feet, (included within maximum allowable area of total freestanding, projecting, or wall signs)	Plan Commission	A specific type of freestanding, wall or projecting sign within total regulated area allowed for that type of sign with applicant demonstrating a unique business need.
Real Estate	One per site	Maximum 16 square feet Commercial, and 50square feet Broadway and Gateway	None	Must be removed within 7 days after the sale, rental, or lease is accomplished.

TYPE OF SIGN	NO. OF SIGNS ALLOWED PER SITE	SIZE REQUIREMENTS	APPROVAL REQUIRED	OTHER REQUIREMENTS
		Districts		Must not be placed on right-of-way
Roof				Not allowed
Temporary Real Estate Open House	Three	Maximum 12 square feet	None	Must not be erected within right-of-way on utility poles, trees or traffic control devices, and must be removed immediately after close of operation
Temporary Wall	Two	Maximum 32 square feet per sign	Zoning Administrator	Not to be used more than 28days in any 6 month period. May only be placed on the building
Temporary Window	Flexible	Maximum 50% of window area	None	Shall not be placed on door windows or windows needed for pedestrian safety
Wall	One per use on front of building if no other building identification signs on the building. Where building fronts on more than one street, and is designed with more than one front, additional wall signs may be approved	Maximum 10% of front façade but not to exceed 150square feet total of all signs on building in Commercial, and 200square feet in Broadway and Gateway Districts	Zoning Administrator unless accompanying a need for a zoning permit according to Sec. 13-1-183	Where multiple uses are located in one building or center, wall signage shall generally identify each use, while off building signage shall identify the building only
Window	Flexible	Maximum 50% of window area	Zoning Administrator	

MULTIPLE-FAMILY RESIDENTIAL, PARKS, GOVERNMENTAL, PUBLIC AND QUASI-PUBLIC USE DISTRICTS

All multiple-family properties, parks, conservancy areas, governmental uses, schools, and religious uses.

TYPE OF SIGN	NO. OF SIGNS ALLOWED PER SITE	SIZE REQUIREMENTS	APPROVAL REQUIRED	OTHER REQUIREMENTS
Auxiliary	Flexible	Maximum 25 square feet per sign	None	
Construction	One	Maximum 36square feet per sign	None	Must be removed within 30 days after completion of construction or occupancy, whichever is sooner
Flagpoles and Flags	One flagpole	Maximum 24 square feet per flag, maximum 25 foot high flagpole	Zoning Administrator	
Freestanding	One per governmental, school, religious or multiple family	Maximum 36 square feet, maximum 25 feet high, maximum 10 feet from building	Plan Commission	Must be reviewed according to Plan Commission review criteria

City of Monona Code of Ordinances

TYPE OF SIGN	NO. OF SIGNS ALLOWED PER SITE	SIZE REQUIREMENTS	APPROVAL REQUIRED	OTHER REQUIREMENTS
	site if no other building identification sign off the building			
Graphic	One if no other building identification sign on the building	Maximum 15% of facade but not to exceed 100 square feet	Zoning Administrator	
Landscape Ground	Two permitted per park conservancy area if no other site identification sign off building. One for other uses if no other site identification sign off building	Maximum 36 square feet, maximum 5 feet high	Plan Commission	Must be reviewed according to Plan Commission review criteria. Must be at least 15 feet from curb but not on right-of-way
Non-Commercial Free Speech Symbols or Insignia	One. May be on or off the building	Maximum 25 square feet. If off the building, maximum height 25 feet	Zoning Administrator	Shall not interfere with vehicular or pedestrian circulation
Permitted Off Premises	One wall sign or one freestanding sign, if no other freestanding sign on the site	Maximum 25 square feet	Zoning Administrator	
Political or Campaign	Not more than one per candidate or issue on the ballot on privately owned uses. None on parks, governmental or other publicly owned uses	Maximum 8 square feet per sign	None	May be erected not earlier than 90 days before primary election and shall be removed within 7 days of general election. Must not be placed on right-of-way, trees, utility poles, or traffic control devices
Real Estate	One per site	Maximum 8 square feet	None	Must be removed within 7 days after the sale, rental, or lease is accomplished. Must not be placed on right-of-way, utility poles, trees, or traffic control devices
Temporary Wall	Two	Maximum 16 square feet per sign	None	Shall be erected not more than 30 days before event and removed within 7 days after event
Temporary Window	Flexible	Maximum 50% of window area	None	Shall not be placed on door windows or windows needed for pedestrian safety
Construction	One	Maximum 20 square feet per sign	None	Must be removed within 30 days after completion of construction or occupancy, whichever is sooner
Flagpoles and Flags	One flagpole	Maximum 24 square feet per flag, maximum 20 foot high flagpole	None	
Garage Sale	As regulated in §12.33			
Non-Commercial Free Speech	One. May be on or off the building	Maximum 25 square feet. If off the building, maximum	None	Shall not interfere with vehicular or pedestrian

City of Monona Code of Ordinances

TYPE OF SIGN	NO. OF SIGNS ALLOWED PER SITE	SIZE REQUIREMENTS	APPROVAL REQUIRED	OTHER REQUIREMENTS
Symbols or Insignia		height 10 feet		circulation
Political or Campaign	Not more than one per candidate or issue on the ballot	Maximum 4 square feet per sign	None	May be erected not earlier than 90 days before primary election and shall be removed within 7 days of general election. Must not be placed on right-of-way, trees, utility poles, or traffic control devices
Real Estate	One per site	Maximum 6 square feet	None	Must be removed within 7 days after the sale, rental, or lease is accomplished. Must not be placed on right-of-way, utility poles, trees, or traffic control devices



March 14, 2016

To: Monona Plan Commission
From: Monona Community Media Committee, represented by
Lindsay Wood Davis
Re: WVMO Neon sign project for City Hall

Greetings:

The following is a proposal for a piece of neon art, in the form of a sign for the call letters of WVMO Radio. There's little question that this is an unusual request, one that the Plan Commission has probably never before faced. We present it to you in the same spirit with which we first presented the idea of a community-owned Radio station to the city council: This isn't something you've ever contemplated needing or even having, but once it happens we believe you'll be glad that it did. That is certainly the case with what Mayor Bob Miller has called the "wildly successful" launch of WVMO Radio. We believe the same will be said about this piece of neon.

Therefore, the Community Media Committee of the Monona City Council unanimously presents for your approval, this proposal:

WVMO requests permission to mount a neon sign behind the glass on the outer entryway of City Hall, below the carved "Monona" sign. The lettering on the neon sign would be smaller than that of the lettering on the carved "Monona" sign. The sign will depict the WVMO logo, derived from the City logo, with Monona Blue letters and to include the city's signature "waves" inside the logo's "O."

The sign would be produced by NeonLab of Madison, an experienced, professional neon art signage company. The neon and any components

will be mounted to a Plexiglas sheet and hung behind the entryway glass; nothing will be mounted directly to the entryway glass itself. This sign will be plugged into an existing outlet and would not need care from city staff. It could easily be taken down for maintenance.

There will no cost to the city, except for (very minimal) electrical charges, already covered by the Community Media budget for WVMO. The sign is meant to remain lit at all times, and, while visible from the parking lot, will not cast its light as far as neighboring properties.

I have attached a mock-up of the sign, provided by NeonLab. Please note that the large logo at the top is only for you to be able to study detail. The actual depiction is the part below, showing the building, Monona logo and WVMO neon sign.

This sign is meant to show **Pride** in the station, **Position** WVMO as, literally, “The Voice of Monona,” and help to **Promote** the station in general and its location, in particular. It is both a sign and art, functional and a statement about our station and our city.

Thank you for your consideration. The scores of WVMO volunteers across the community are excited by the idea of this piece of neon art representing WVMO!



WVMO Neon sign.



To be mounted on 6mm polycarb sign sheet, clear. Indoor UL listed transformer to be mounted on back. D ring hooks on the top of sign for hanging.

Neon colors: 15mm BL51 rich blue, 10mm voltarc blue, 10mm 6500 s. white.

Plex will be bent at top and bottom, acting as a bumper to keep glass off of window.





5211 SCHLUTER ROAD

MONONA, WI 53716-2598
CITY HALL (608) 222-2525
FAX (608) 222-9225
<http://www.mymonona.com>

MEMO

TO: Plan Commission
FROM: Sonja Reichertz, City Planner
RE: Gordon Flesch Signage 3/28/16
DATE: March 24, 2016

Item 6C

The Agenda for March 28, 2016 includes a request under item 6C for consideration of sign permits requested by Gordon Flesch at 2501 Kilgust Road. Final plans were not completed in time for the Plan Commission meeting, and therefore staff requests this item be tabled until a future date.



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MEMO

TO: Plan Commission
FROM: Sonja Reichertz, City Planner
RE: UniverCity Year Housing Projects
DATE: March 24, 2016

Item 6D

This item is regarding the City of Monona's upcoming "UniverCity Year (UCY)" partnership with the University of Wisconsin-Madison. The program was funded in the 2016 City budget process with funds allocated to four different topic areas: housing, transportation, connectivity/radio, and parks.

Jason Vargo of the UW Global Health Institute is the UCY Program Director. Jason's role includes facilitating project matches to existing campus courses and faculty. Jason will attend the Plan Commission meeting on Monday to provide a brief overview of the project model and be available to answer questions. Additional information on the program overall is enclosed in the Plan Commission packets.

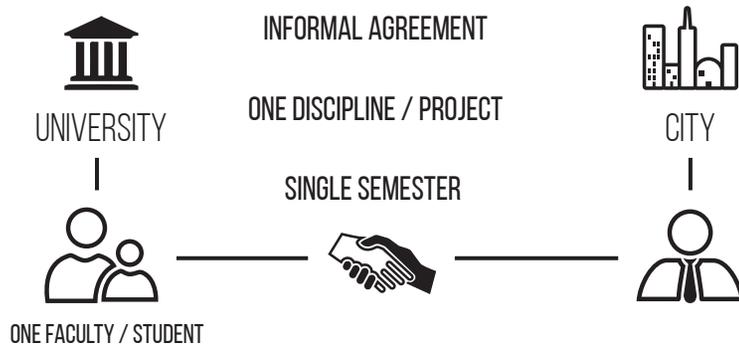
Kurt Paulsen, Associate Professor in the UW's Urban and Regional Planning (URPL) Graduate Program will also attend Monday's meeting to introduce the Plan Commission to the courses he teaches in Fall 2016 and Spring 2017, and to begin discussions about what the Plan Commission desires for research and project deliverables. Enclosed in the packets is a draft Scope of Work for the Fall 2016 URPL Workshop course. This draft is intended to guide discussion at Monday's meeting.

The intent of this discussion is to exchange ideas between Plan Commissioners, Program Directors and Faculty to ensure that the final project deliverables align with Plan Commission goals. This is a brainstorming session for project ideas and no final action is required.

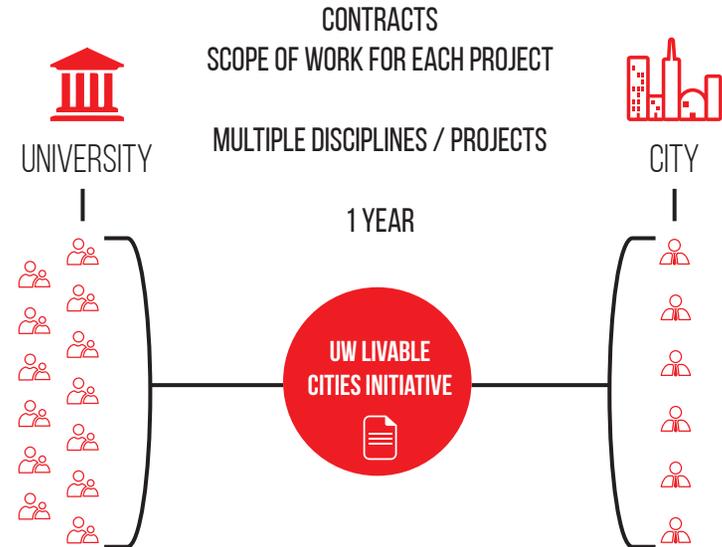
UW LIVABLE CITIES INITIATIVE

PARTNERING WITH CITIES TO IMPROVE WELLBEING

TRADITIONAL



UNIVER-CITY YEAR



BENEFITS TO ...

CITIES

- Increased Capacity
- Expanded Breadth of Conversation
- Testing the Water (Riskier Solutions)
- Sustainability Overlay
- Outreach
- Moving Projects Forward
- Engaging Marginalized Groups
- Energy
- Attract new talent

STUDENTS / UW

- Serving Wisconsin Communities
- Learning Sustainability in Practice
- Real-world Experience
- Testing Career Waters
- Furthering the Wisconsin Idea
- Opportunity to Make a Difference
- Career Prospects
- Testing Ideas within Context
- Connection to Communities off-Campus

PRIVATE SECTOR

- Get Projects 'unstuck'
- Educating Future Client (on sustainability)
- "Tilling the Soil" for Projects
- Testing Approaches (Feasible / Political)
- Connecting with University (research / students)



Monona, UW-Madison partner on first “UniverCity Year” project

A new UW-Madison initiative to help boost urban sustainability in Wisconsin has landed its first partner: the city of Monona.

The Dane County community will participate in the inaugural “UniverCity Year” project, which will mobilize an army of students enrolled in more than a dozen university courses. Under the guidance of faculty, student teams will work on issues identified by the city as priorities, including housing, transportation, parks and broadband infrastructure.

The year-long project is an outgrowth of a campus-wide program called the UniverCity Alliance, a joint effort among several UW-Madison units that have been exploring ways to leverage UW expertise to help create more livable cities.

Monona, a community of about 8,000 residents, is surrounded by part of Madison and the shore of Lake Monona. It has been pursuing sustainability initiatives for several years under the leadership of Mayor Bob Miller.

“We’ve been trying to make Monona the best city we can,” says Miller, who has issued environmental declarations throughout his tenure, focusing on water quality, transportation and other causes. The city has also undertaken the largest solar installation of any municipality in the state and has hosted several Nelson Institute for Environmental Studies capstone courses to work on local projects.

That record of commitment appealed to Jason Vargo, an assistant scientist with the Nelson Institute and the Global Health Institute (GHI) at UW-Madison.

“I met Mayor Miller at a Rotary meeting in Madison, where I presented, with other members from GHI, about the livable cities initiative,” says Vargo, the coordinator of the UniverCity Year project. “He mentioned that he would love to collaborate.”

Vargo saw Monona as a great fit, since it’s close to campus and small enough for a low-cost pilot project. He and Nelson Institute Director Paul Robbins made presentations to municipal leaders about the project’s vision and potential. The city council then authorized up to \$50,000 to support the work of UW students and faculty members, in spite of a tight city budget.

“In my five years as mayor, this was the most difficult budget to put together,” says Miller. “But I perceive this partnership to be priceless for the coming year, and the council approved it unanimously.”

Making connections

The Morgridge Center for Public Service, which fosters campus-community partnerships involving UW-Madison students, is helping to match faculty and courses with the city’s priorities.

“Our role is to listen to the needs of Monona and then carefully try to identify people on campus who might be interested in addressing them,” says Morgridge Center Director Katherine Cramer. “Sometimes it’s going to be students, sometimes it’s going to be courses, and sometimes it’s going to be staff and faculty who have an interest in that particular issue.”

According to Monona officials, several projects are ready and waiting – areas of need that have outpaced the capacity of the small city staff.

“The city was able to pull from already identified projects that needed that extra nudge to move forward,” explains Sonja Reichertz, city planner and economic development director. “These are often longer-term, more complex projects that are perfect for student work; the students can lay the groundwork by compiling key data or completing public input and participation processes in the beginning. Any project component left undone can still be carried out by city staff or consultants, while saving money overall.”

So far, more than a dozen UW classes have been connected with the UniverCity Year project, mostly taking place in the fall and spring semesters of the 2016-2017 academic year. They include courses in urban and regional planning (URPL), soil science, landscape architecture, engineering, business, life sciences communication and several other disciplines, at both the undergraduate and graduate levels.

Vargo says each of those classes will tackle specific problems and tasks tied to the priorities identified by the city. At least one overview course will track the progress and effectiveness of the entire partnership.

“One class that will be doing this is URPL’s fall workshop, led by Professor Ken Genskow,” Vargo explains. “It’s going to work to ensure collaboration, as well as think about how to evaluate results.”

Other UW programs and classes may also help develop program metrics, including some through UW Extension and the School of Human Ecology.

Listening sessions

Vargo plans to organize mid-semester community meetings that bring together students, community groups and professionals to discuss ideas and receive feedback.

“We hope these events will not only give Monona citizens a way to inform the work and provide students a real-world critique, but that they will also help explore the overlap of courses and projects to generate new ideas,” says Vargo.

The outcomes from the partnership with Monona could also help other communities, not only in Wisconsin, but around the country. UW-Madison’s UniverCity Alliance is part of a national university network called Educational Partnerships for Innovation in Communities (EPIC-N). Vargo, who serves on the organization’s steering committee, says information, models and evaluation tools are shared through the network, and those have been essential to the UW project.

“The EPIC-N model is built on being open-source, so materials from established programs are shared among members,” he says. “This has helped immensely in getting the UniverCity Year off the ground in a short time.”

While the Monona project is slated to last one year, additional projects there could follow. But the UniverCity Alliance -- which includes the Nelson Institute, GHI, the Morgridge Center, URPL, the Center on Wisconsin Strategy (COWS), the Institute for Research on Poverty, the Population Health Institute, the Wisconsin Center for Educational Research and UW Extension – intends to partner with a new Wisconsin municipality each year, using the lessons learned from Monona, subsequent partners and the national network to build and improve the program.

And in Monona, a long and successful experience with UW-Madison students and faculty has local officials confident in the UniverCity Year project.

“I expect that the students and faculty will produce high-quality projects at the end of the partnership,” says Reichertz. “And while the final product is critical, the process itself will be just as important, allowing important conversations to develop that are otherwise stuck due to staff time constraints, funding issues or other barriers.”

For more information about the UniverCity Alliance, visit UniverCity.wisc.edu or email univercityalliance@wisc.edu.

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Draft for Discussion by Plan Commission – March 28, 2016

Draft Outline scope of work – Housing Study

Kurt Paulsen, Urban and Regional Planning
Sonja Reichertz, City of Monona

[details of institutional arrangements to be filled in here from Jason Vargo's drafts and via Pre-Workshop module class]

Problem statement: The City of Monona is a welcoming and vibrant community, combining a small-town feel with the amenities and economic opportunities from its location within the Madison metropolitan area. The city is landlocked, meaning that new growth and economic development will come from the development or redevelopment of existing areas. The city has experienced a lot of growth, redevelopment and change in the past 10-15 years. "With an aging housing stock, an aging population, and a projected decline in population, Monona leaders are striving to meet the housing needs of the existing population while seeking opportunities to attract and retain families with children." (City Strategic Housing Plan) The city is interested in preserving and promoting its strong single-family neighborhoods, while addressing the challenges associated with an aging housing stock and an increased demand for rental housing. Like many communities in Dane County, leaders in Monona seek to balance stable neighborhoods, housing needs, and economic development. Like many older communities across the country, the city has seen a recent increase in single-family rentals due to the housing/foreclosure crisis of 2007-2010.

At present, the city is an older and established city, with lots of amenities and a prime location. How do we preserve the high quality of life and strong sense of place in Monona while also managing growth in a changing and growing region?

The Department of Urban and Regional Planning (URPL) provides graduate-level education and training for students from a wide range of backgrounds. As part of their professional training, graduate students in URPL work collaboratively with communities on applied projects through their "workshop" course. The learning objectives for the students are to develop experience working on real-world problems with real-world public clients, and develop professional skills in planning methods and processes.

Project objectives:

- Provide a research and best-practices report to guide Monona (plan commission, city, etc) in addressing preservation and stability of single-family neighborhoods while also addressing community change and redevelopment opportunities. This research will include an inventory of available tools, strategies, and financing for neighborhood stability, including approaches for assisting first-time homebuyers and senior households.
- Provide to Monona with relevant data, maps, and analysis to inform decision making and planning around these issues
- Provide a review/update of the 2007 Strategic Housing Plan. The Strategic Housing Plan was written in 2006, before the major changes in housing/economy due to the housing and financial crises of 2007-2010.
- Provide a research and best-practices guide regarding rehabilitation of older multifamily housing stock in the City.

Project deliverables:

- Report, final version delivered to city staff by December X, 2016
- A public presentation of major findings and recommendations to at least one public forum or body (plan commission, CDA, city council, etc.) by the students in December 2016.



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MEMO

TO: Plan Commission
FROM: Sonja Reichertz, City Planner
DATE: March 24, 2016
RE: Agenda Item 6E Review of Conditions of Approval Spreadsheet

This spreadsheet records and tracks the status of conditions of approved zoning permits. The spreadsheet also serves as a reminder to inspect approved site improvements and construction projects upon their completion. The last Plan Commission review of the spreadsheet was September 2015. This memo provides a summary and update on the spreadsheet as of March 24, 2016. The numbers below correspond with the attached spreadsheet items.

Items Requiring Plan Commission Review:

- None of the current items require additional or revised plans to be submitted for review by Plan Commission.

Follow-up is Ongoing:

Aside from the items listed on the spreadsheet, compliance letters have recently been sent to the following commercial properties regarding zoning or sign code violations:

- 5713 Monona Drive Ultimate Salon dumpsters not properly enclosed (Code Sec.13-1-42)
- 5713 Monona Drive Ultimate Salon sandwich board sign (13-1-223)
- 107 River Place H&R Block portable signs (13-1-223)
- 115 W Broadway Integrated Sport and Spine temporary banner (13-1-223)
- 4033 Monona Drive, Lake Edge leasing flag signs (13-1-223)
- 320 W Broadway, Tresyta leasing flag signs (13-1-223)
- 103 W Broadway Mr. Brews portable signs (13-1-223)
- 5511 Monona Drive Pizza Oven outdoor storage of old sign (13-1-42)
- 103 W Broadway Qdoba Flag signs (13-1-223)
- 6500 Monona Drive Verizon wireless window signs (13-1-223)

- #1: Meineke items are on hold until TIF request resolved.
- #2: Gordon Fleisch: Waiting for final recorded items and signage from applicants.
- #3: Rosy Cheeks: new owner/tenant has not moved into building yet.
- #4: Staff needs to follow-up with owner regarding zoning permit, and sign landscaping.

Require Long-Term Follow-Up (colored purple):

- #5: Four Lakes Yacht Club – Tenant Bourbon Street Grille closed their doors to business 1/25/2016. BSG officially relinquished their liquor license on 3/23/16. This item will be removed from the conditions of approval spreadsheet, and new business proposals will be monitored.
- #6: Global Presence Ministries – if tenant stays past original temporary approval landscaping plans shall be submitted.
- #7: Starion Financial – remove off-premise sign by January 2018.

Items Requiring Landscaping (colored green):

- #8: Salonz. This project has been slowing moving forward since its approval in 2012 and the final outstanding item is landscaping in the new parking lot islands. Owner will call for inspection when completed in Spring 2016.
- #9: EDO Garden Landscape Ground Sign
- #10: WPS ground sign installed, check for plantings.
- #11: New ground sign at 6203 Monona Drive
- #12: M&M Real Estate Sign, 6033 Monona Drive

Line No.	Permit No.	Business Name or Project Site	Project contact (Owner, Applicant)	Type of Improvement	Property Address	Date Approved	Summary of outstanding conditions and Inspection status	Staff Follow-Up	Due Date
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CONDITIONS OF APPROVAL FOLLOW-UP SCHEDULE -- For zoning and sign permit conditions

Last updated: 3/24/2016

1	2-013-2015	Meineke Car Service	Bob Poch, Keller Builds, Eric Drazkowski Excel Engineering, Robert Proctor Legal and Financing	Zoning Permit for New Construction	1000 E Broadway		2. Approval by the CDA and City Council for consistency with the goals of the Redevelopment Area No. 6 Project Plan is required prior to approval of building permits. 6. A City of Monona Erosion Control and Stormwater Management Permit Application signed by the Landowner or Applicant, and accompanied by a check in the amount of the review fee, shall be submitted to the City's Public Works Director prior to approval of building permits. 7. Payment of the required Madison Metropolitan Sewerage Connection Fees per the invoice dated 10/07/2015 is required prior to approval of building permits. 9. Future signage shall be submitted to Plan Commission.	CDA approved development. TIF request pending. Council authorization of development and TIF required. Final items as noted required prior to Building Permit approval.	Upon outcome of TIF request.
2	2-012-2015	Gordon Flesch	Zingg Architects, Homburg Contractors	Zoning Permit for Building and Site Improvements	2501 Kilgust Road	12/14/2015	2 and 3. Revised plans and letter addressing Vierbicher concerns (completed). 4. Need recorded copy of SWMA prior to issuing: 5. SW and EC Permits. 6. Future signage to be submitted for PC approval (pending, April 2016).	Need recorded copy of SWMA before approving EC and SW Permits. Sent email to project engineer on 3/18/16 requesting update. Follow-up with project engineer for update.	4/18/2016
3	2-019-2015	Rosy Cheeks and Co	Mary Lou Reinwand	Zoning Permit for a Change in Use	6045 Monona Drive	1/11/2016	Conditions: 1. All required building, electrical, and plumbing permits required by the City of Monona and State Building Code shall be obtained. 2. Compliance with all City of Monona Fire Code regulations is required. 3. Future substantial exterior alterations shall be submitted for Plan Commission review and approval.	Sent approved zoning permit on 1/13/16. Business owner is pending closing on the property before moving in and completing outstanding requirements. Check back shortly for update.	4/24/2016
4	2-017-2014	Legacy Martial Arts Studio	Anthony Harper, Treasurer, Jim Andrews, Building Owner	Zoning Permit for New Use - Martial Arts Studio	6203 Monona Drive	10/27/2014	1. The landscaping improvements shall be planted by May 1, 2015 weather permitting. 2. The dumpster enclosure shall be completed no later than May 1, 2015. Owner said: "6/18/2015 Sierra Development the owner of the property has sent MSJ Corporation DBA Central Service a claim for damage to building once the insurance company does an inspection we will continue the upgrade process to meet the city's requirement."	Asked for update on 9/8/15.	Landscaping and Dumpster by 5/1/2016
5	2-001-2014	Four Lakes Yacht Club	Mike Duesing, Director of Buildings and Grounds, Four Lakes Yacht Club	Zoning Permit for Addition/Enlargement - Outdoor Deck Bar Seating	6312 Metropolitan Lane	1/27/2014	9. The new deck shall be subject to the previously approved zoning permit and conditions for outdoor live music as approved by the Plan Commission 5/27/08 except that condition number nine from the 5/27/08 permit shall state: "If no complaints about the outdoor live music are received by the City of Monona through September 30th of any year, the Zoning Permit may be renewed by City Staff for the following year."	Have not received any complaints on new deck to date.	9/30/2015 9/30/2016
6	2-014-2014	Global Presence Ministries	Scott Revolinski, RFP Commercial and Steven and Rene Springer	Zoning Permit for Change of Use to Church	6406 Bridge Road	9/22/2014	1. If parking becomes an issue, the Plan Commission reserves the right to restrict use of the building so as to comply with available parking stalls on the property. 2. If the use becomes an extended use past 24 months from the date of approval, then plans for landscaping modifications shall be submitted to the Plan Commission for review and approval.	Continue to monitor.	9/22/2016
7	S-007-2015	Starion Financial	John Hecht, Straion Financial	Sign Permit	5900 Gisholt Drive	5/11/2015	The Sign shall only be permitted until the end of the current lease term for Starion Financial, which ends in January 2018, at which time the off-premise landscape ground sign shall be removed.	Send reminder letters in fall 2017.	9/1/2017
8	2-014-2012	Salonz	Bruce Zauft, Building Owner and Stephen Uselman, Architect	Zoning Permit for Remodel/Enlargement of Use	5910 Monona Drive	7/23/2012	Landscaping plans have been submitted and approved by staff 10/29/12. As of 5/28/2013: Bruce Zauft has paid the building permit fee and is awarding contracts to start work soon. Talked to Bruce Zauft 9/8/15 - He said it will be done by end of September. 3/24/16: All curb and gutter done last fall and he will do plantings this spring and call me for inspection.	Inspect by 5/1/2016	5/1/2016
9	S-016-2013	EDO Garden Landscape Ground Sign	Dianna McMaster, Badger State Designs	Sign Permit	6309 Monona Drive	9/13/2013	3. Landscaping of the sign shall be installed by April 31, 2014 depending on weather conditions.	Letter sent 4/16/14 reminder to landscape. Send another letter January 2015 about landscaping. Restaurant has new owner.	Fall 2015
10	S-023-2015	WPS Sign	Mary-Beth Growney Selene	New Ground Sign and Flagpoles	1717 W Broadway	10/12/2015	Sign has been installed, location verified in October 2015. Inspect for landscaping compliance.	Inspect landscaping Spring.	5/1/2016
11	S-002-2016	6203 Monona Drive: Booth 121 and Legacy Martial Arts	AH Graphic Arts & Signs	New Ground Sign	6203 Monona Drive	1/25/2016	Revised landscaping plan shall be submitted as discussed at th 1/11/16 Plan Commission meeting and shall be submitted to staff for final approval.	Tenant indicated landscaping plan will be submitted on 3/11/16. Staff will following up with reminder.	4/1/2016
12	S-009-2015	M&M Real Estate	Dianna McMaster, Badger State Designs	Sign Permit	6033 Monona Drive	5/11/2015	The landscaping as shown on the plans for the ground sign shall be planted by July 15, 2015.		Fall 2015



5211 SCHLUTER ROAD

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MEMO

TO: Plan Commission
FROM: Sonja Reichertz, City Planner
RE: Agenda Item 7Ai. 2015 Annual Report
DATE: March 24, 2016

I did not finish the annual report prior to delivering the Plan Commission packets. I will send it by email if completed by Monday's meeting. The annual report is mostly for record keeping and communication and is not a required action item.