

AGENDA
City of Monona Plan Commission
Monona Public Library - Municipal Room
1000 Nichols Road, Monona, WI
Monday April 25, 2016
7:00p.m.

1. Call to Order
2. Roll Call
3. Approval of Minutes of March 28, 2016
4. Appearances
5. Unfinished Business
 - A. 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. (Tabled 3/28/16) (Case No. S-011-2016)
6. New Business
 - A. Public Hearing and Recommendation to City Council on Ordinance Amendment Required by State and Federal Law to Title 13, Chapter 2, of the Monona Municipal Zoning Code Regarding Floodplain and Shoreland-Wetland Zoning. (Case No. 2-001-2016)
7. Reports of Staff and Commission Members
 - A. Staff Report Regarding Status of Development Project Proposals.
 - i. Upcoming Meetings: May 9, 2016 and May 23, 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 4/19/16 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
March 28, 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 & Economic Development Director Sonja Reichertz

Approval of Minutes

A motion by Mr. Stein, seconded by Mr. Ganser, to approve the minutes of January 25, 2016 carried with no corrections.

Appearances

There were no appearances.

Unfinished Business

There was no unfinished business.

New Business

A. Consideration of Action on Landscape Ground Sign Permit Request for Watertower Plaza, 6000 Monona Drive.

Dan Yoder, Sign Art Studio, presented plans for a new landscape ground sign and one new directional sign for the property at 6000 Monona Drive. Staff reported that the sign meets all the minimum requirements in the Code, and that approval is recommended with three conditions of approval regarding verification of the location, deadline for planting landscaping, and requirements for electrical permits.

Mr. Homburg said the directional sign is certainly warranted due to the office entrance locations in the back and he has no problem with it being next to the Subway directional sign.

A motion was made by Mr. Homburg, seconded by Mr. Dorschel to approve a landscape ground sign permit for 6000 Monona Drive according to Sec. 13-1-220 of the Monona Municipal Zoning Code with the following conditions of approval:

1. The sign 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.

The motion carried.

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.

Lindsay Wood Davis, member of the Monona Community Media Committee, presented plans for signage for the City's radio station, WVMO on the City Hall building at 5211 Schluter Road. Mr. Davis explained that the sign is intended to be a piece of art as well as promotion and identification for the radio station. He said it may be turned off at night and that it is smaller than the etched word "Monona" on the building.

Staff reported that a neon sign is not typically expected in a single family or governmental district and the sign is unique due to its location on City Hall; therefore Plan Commission recommendation and interpretation is requested.

Mr. Homburg said his interpretation is that this is not a wall sign and it does not require Plan Commission approval. He added that Walgreens has a similar sign installed behind a window which was not considered a wall sign because it meets the definition of a window sign instead. Window signs do not require Plan Commission approval. He added that City Council should weigh in because it is proposed for the City Hall building.

Mr. Stein asked about the lighting. Mr. Davis said it will not be obtrusive.

Mr. Ganser suggested that a location on the ground sign might be more appropriate for promotion of the radio station.

A motion was made by Mr. Homburg and seconded by Mr. Holmquist with the determination that the request is not a wall sign and it does not require Plan Commission approval, and that it should be referred to Council for any action the Council deems necessary.

The motion carried.

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.

Final plans were not submitted.

A motion was made by Mr. Dorschel, seconded by Mr. Ganser to table the request. The motion carried.

D. Discussion of UniverCity Year (UCY) Housing Projects.

Jason Vargo, UCY Program Director, presented an overview of the UCY partnership between UW-Madison and the City of Monona beginning this year. The program includes matching of priority city projects with existing courses and faculty on campus to conduct research and complete projects for the city's use. Each course will develop a formal Scope of Work for a city project which will serve as a formal document with deliverables that each party agrees upon. He said one of the topics the city has put forward for this project is housing. There will be three or four courses paired with the housing topic.

Kurt Paulsen, Associate Professor of Urban and Regional Planning (URPL), appeared to present his involvement in the partnership and to be available for Plan Commission questions and comments. Professor Paulsen will direct the URPL department workshop course in the fall with teams dedicated

to housing and transportation. He also teaches a spring course on Housing Policy. Some suggested deliverables include updated maps and data for the Strategic Housing Plan and a report on strategies and recommendations for rehabilitation of older multi-family developments.

The Plan Commission offered their perspectives on housing issues and opportunities in the City.

Chair Busse said there is a concern in general about an increasing level of multi-family and rental units, but there are different opinions amongst Commission members. He said there is a different fiscal impact from different types like senior housing and family housing for example. He said we want to encourage home investment and attract the millennial generation to the City in general. He added that we have commercial districts that are underperforming and would like to know more about best practices to incorporate mixed-use developments with the housing issues in mind. He also wanted to know about best practices to incorporating affordable units within market rate multi-family developments.

Mr. Homburg said the percentage of housing in the community as rental is his biggest concern. He indicated that owner-occupiers may often have more of a stake in the community because they are invested through ownership of their home. If the community becomes predominantly renter-occupied, he is concerned that the small-town character of the community would change. He discussed comparison of Monona to other communities of our size that have much higher owner-occupancy proportions.

Mr. Ganser said he agrees with the concerns, but questioned Monona's options given our landlocked status. He asked if we do not add more multi-family rental units, are we effectively saying we do not want to grow our population. The small-lot single-family home subdivision is an excellent model but very difficult to replicate.

Professor Paulsen said the project may also discuss these housing challenges in the perspective of economic development to address some of these issues.

Mr. Stein said community members have expressed concerns with conversion of single-family neighborhoods to rental properties. He would like to have data on this trend specific to Monona.

Mr. Dorschel said it seems that real estate investment groups are purchasing properties for the purpose of conversion to rental. He would like to know how this can be controlled. He also discussed affordability and would like to know what market demands in Monona are unmet with our current housing stock.

Alder Holmquist said our older multi-family developments are tired and need rehabilitation. He would like to see this as a component of the study. He also talked about possible transition of areas that are rental into ownership.

Staff will work with Professor Paulsen to refine a scope of work based on the Plan Commission's feedback and noted that the Community Development Authority will also provide input.

E. Review of Conditions of Approval Spreadsheet – Sonja Reichertz, City Planner.

Staff reviewed the spreadsheet used to track compliance with recently approved zoning permits and Plan Commission applications. The staff memo also reviewed letters sent to businesses that have current zoning or signage violations.

Reports of Staff and Commission Members

A. Staff Report Regarding Status of Development Project Proposals.

Staff reviewed the 2015 Planning & Community Development Annual Report and noted that it will be posted online on the Planning Department webpage. Staff reviewed upcoming agenda items for the April 11th meeting including a minor revision to the Floodplain Ordinance required by the WDNR.

B. Plan Commission Requests for Information Concerning Development Projects.

Mr. Homburg asked for an update on the Council's review of the Comprehensive Plan. Staff and Alder Holmquist reported that there were no public comments submitted during the thirty day public review period and that a brief summary presentation was provided. The Council did not have detailed questions but thought the overall document was well done.

Mr. Homburg noted that while the WVMO sign does not require a sign permit from the Plan Commission, if it is installed and lighting or glare becomes a disturbance, it could be reviewed by the Plan Commission for modification of the lighting in accordance with the lighting sections of the zoning code.

Adjournment

A motion by Mr. Dorschel, seconded by Mr. Stein, to adjourn was carried. (8:10 pm)

Respectfully submitted by:
Sonja Reichertz, City Planner

**PLAN COMMISSION STAFF REPORT
CITY OF MONONA**

**MEETING DATE: April 25, 2016
AGENDA ITEM 5A
CASE NO. S-011-2016**

Project: Recommendation 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. (Tabled 3/28/16)
Project Address: 2501 Kilgust Road
Applicants: Zingg Design

Proposal Summary:

Gordon Flesch at 2501 Kilgust Road recently received approval of a zoning permit for site improvements and building alterations to the building and site. As part of the overall improvements, they are also replacing two walls signs and a landscape ground sign. Sec.13-1-220 of the zoning code states that any sign permits that accompany a zoning review require approval by the Plan Commission. Any new landscape ground signs require Plan Commission approval.

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:

- Wall sign requirements include: One per use on front of building. Where building fronts on more than one street, and designed with more than one front, additional wall signs may be approved. Maximum 10% of the front façade but not to exceed 200 square feet.
- Landscape ground sign requirements include: One per site. Maximum 60 SF, Maximum height 5 feet. 15 foot setback from the curb.
- It appears all sign elements meet the code requirements.

Recommendation:

Approval of three signs for Gordon Flesch at 2501 Kilgust Road, as proposed, according to Section 13-1-220 of the Monona Municipal Code of Ordinances is recommended with the following findings of fact and conditions of approval:

Findings of Fact:

1. Two wall signs are allowed because the building fronts on more than one street.

Conditions of Approval:

1. The existing landscape ground sign shall be removed.
2. All required electrical permits shall be obtained.



5211 SCHLUTER ROAD ■ MONONA, WI 53716-2598
CITY HALL (608) 222-2525
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<http://www.mymonona.com>

ZONING PERMIT

_____ NEW STRUCTURE X ENLARGEMENT/ADDITION/ALTERATION
_____ NEW CONSTRUCTION NEW USE

PERMIT NO.: 2-012-2015
PROPERTY OWNER: Gordon Flesch Company
PROJECT/BUSINESS: Site and Building Alteration
LOCATION: 2501 & 2551 Kilgust Road
DESCRIPTION OF USE: Parking lot expansion and building entry / façade alteration.

APPROVAL OF THIS ZONING PERMIT IS SUBJECT TO THE FOLLOWING CONDITIONS:

1. In accordance with Sec. 13-1-183(e) of the Monona Municipal Code, all permits are subject to review and appeal within thirty (30) days after issuance.
2. This approval does not preclude the applicant from obtaining any and all other permits not under the purview of this Permit.
3. The conditions of approval shall also be met as attached but are subject to approval of the minutes of the Plan Commission meeting of December 14, 2015.
4. In accordance with Sec. 13-1-183(e) of the Monona Municipal Code, this Approval may be revoked if the Conditions of Approval of the permit have not been satisfied, or the holder of the Permit cited under Sec. 13-1-163 of the Monona Municipal Code.
5. In accordance with Sec. 13-1-181(a) of the Monona Municipal Code a performance bond or irrevocable letter of credit for any of the improvements shown on the approved site plan which have not been completed at the time of request for an occupancy permit, with the amount to be determined by the Plan Commission, may be required before an occupancy permit is granted.

This Zoning Permit is issued for the use, construction, or structure described above, at the above location, and as depicted in plans and statements on file with the City of Monona according to Sec. 13-1-180 of the Monona Municipal Code. Having determined that the proposal complies with the standards, procedures, and applicable provisions of the Municipal Code of the City of Monona, I hereby issue this Zoning Permit, effective December 14, 2015.

12/14/15

Zoning Administrator

Date

DATE OF APPROVAL BY PLAN COMMISSION: December 14, 2015 . The applicant should notify the Zoning Administrator upon beginning construction. If construction or occupancy has not commenced by June 14, 2016 this zoning permit is void. The Zoning Administrator may extend this date for just cause.

**ZONING PERMIT
CONDITIONS OF APPROVAL**

Gordon Flesch Site & Building Improvements
2501 & 2551 Kilgust Road
Approved by Plan Commission December 14, 2015

A motion carried to approve a zoning permit, site plans, and building elevations for site and building improvements for the Gordon Flesch Company, 2501 and 2551 Kilgust Road, as proposed, according to Section 13-1-180 of the Monona Municipal Zoning Code with the following findings of fact and conditions of approval:

Findings of Fact:

1. A regional stormwater basin for the South Towne Industrial Park Plat was approved by the City of Monona in 1982 and was designed for runoff rate control and TSS reduction for the entire plat without the need for stormwater management facilities on the individual parcels.

Conditions of Approval:

1. All required State and local building permits shall be obtained.
2. Revised plans that address the comments in the 11/17/2015 Vierbicher letter and a letter stating how each comment has been addressed are required prior to approval of building permits. **Completed. Darrin Pope approved 3/17/16.**
3. A stormwater management plan report letter, as described in the 11/17/2015 Vierbicher letter, along with an appendix containing the items described in the Vierbicher letter, shall be submitted prior to approval of building permits. **Completed. Darrin Pope approved 3/17/16.**
4. A Dane County Register of Deeds recorded copy of the stormwater maintenance agreement which has been modified specifically for this site, including maintenance provisions for the storm sewer, storm inlets, and grass swales, shall be provided before issuance of Erosion Control and Stormwater Management Permits. **Completed. Recorded copy received 4/18/16.**
5. 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. **Completed. Darrin Pope approved 3/17/16.**
6. **Future signage permits shall be submitted for approval by the Plan Commission. Plans submitted.**



April 11, 2016

Sonja Reichertz, AICP
City Planner & Assistant Economic Development Director
City of Monona
5211 Schluter Road
Monona, WI 53716

To Sonja Reichertz,

Project Narrative:

Zingg Design is pleased to announce that Gordon Flesch Company is requesting approval for (1) newly relocated ground sign; (1) east side entry sign and (1) replacement of existing west side signage to their existing 2501 Kilgust Road, Monona site facility. The ground sign is self explanatory via the attached hard copy package.

The main entry signage consists of 35 square feet and well under the wall area requirement.

As for the west side elevation, the intent is basically "letter and verbiage" replacement along with company logo to match the east side. The backer panel shown is simply more cosmetic to hide the imperfections of the removed signage with a color to match the existing metal panels. This area is 280 square feet and does not exceed the code allowed wall area.

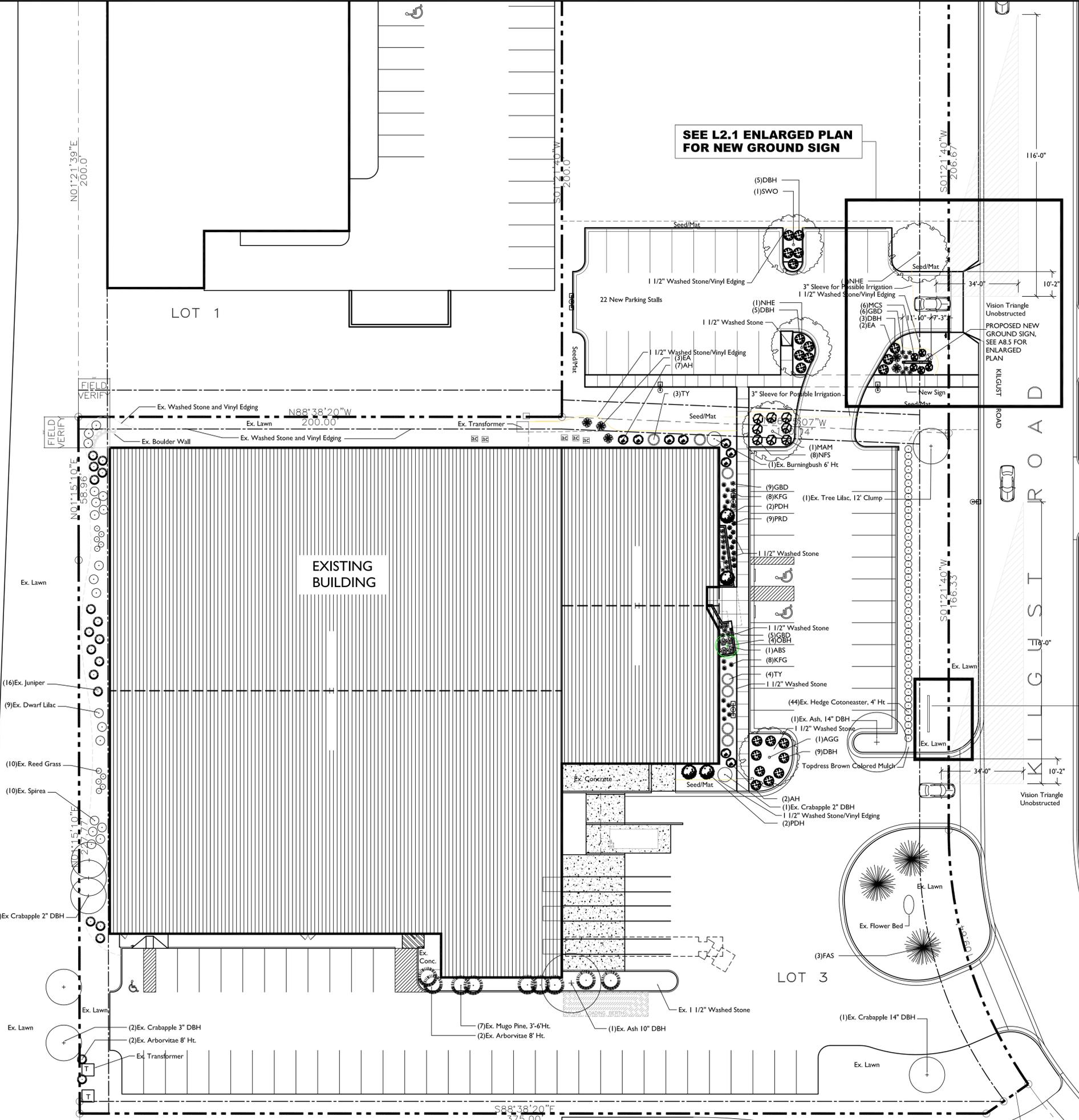
We hope that the city finds these plans sufficient towards approval to move forward with construction.

Thank you for your consideration.

Mark Zingg, AIA
CEO/President
Zingg Design, Inc.

SOUTH TOWNE DRIVE

SOUTH TOWNE DRIVE



SEE L2.1 ENLARGED PLAN FOR NEW GROUND SIGN

REMOVE EXISTING GROUND SIGN

Plant Material List

Quantity	Code Name	Common Name	Planting Size
Broadleaf Deciduous			
1	ABS	Autumn Brill Serviceberry	6' B&B
1	AGG	Autumn Gold Ginkgo	2 1/2" B&B
1	MAM	Marmo Maple	2 1/2" B&B
2	NHE	New Horizon Elm	2 1/2" B&B
1	SWO	Swamp White Oak	2 1/2" B&B
Conifer Evergreen			
5	EA	Emerald Arborvitae	5' B&B
3	FAS	Fat Albert Blue Spruce	6' B&B
7	TY	Taunton Yew	18" B&B
Perennial			
20	GBD	Going Bananas Daylily	#1 CONT.
16	KFG	Karl Foerster's Feather Reed Grass	#1 CONT.
4	OBH	Olive Bailey Langdon Hosta	#1 CONT.
9	PRD	Prairie Dropseed	#1 CONT.
Shrub			
9	AH	Annabelle Hydrangea	#3 CONT.
22	DBH	Dwf Bush-Honeysuckle	#2 CONT.
6	MCS	Magic Carpet Spirea	#2 CONT.
8	NFS	Neon Flash Spirea	#2 CONT.
4	PDH	Pink Diamond Hydrangea	#5 CONT.

REVISIONS

#	Date	Description

ARCHITECT OF RECORD

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THE BRUCE COMPANY
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MIDDLETON, WI 53562
PH: 608-836-7041

PROJECT

GORDON FLESCH
WAREHOUSE
2501 KILGUST ROAD
MONONA, WI 53713

SHEET TITLE

EXISTING
AND PROPOSED
SITE LANDSCAPE PLAN

NOTES

DATE: 04.11.2016
PROJECT NO: 1521
DRAWN BY: FH/RS
SCALE: SEE DRAWING
NOTE: THESE DRAWINGS ARE THE PROPERTY OF ZINGG DESIGN INC. AND CANNOT BE USED IN WHOLE OR PART WITHOUT THE EXPRESSED WRITTEN CONSENT BY ZINGG DESIGN.

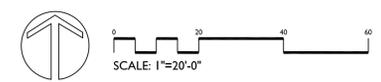
SHEET NUMBER

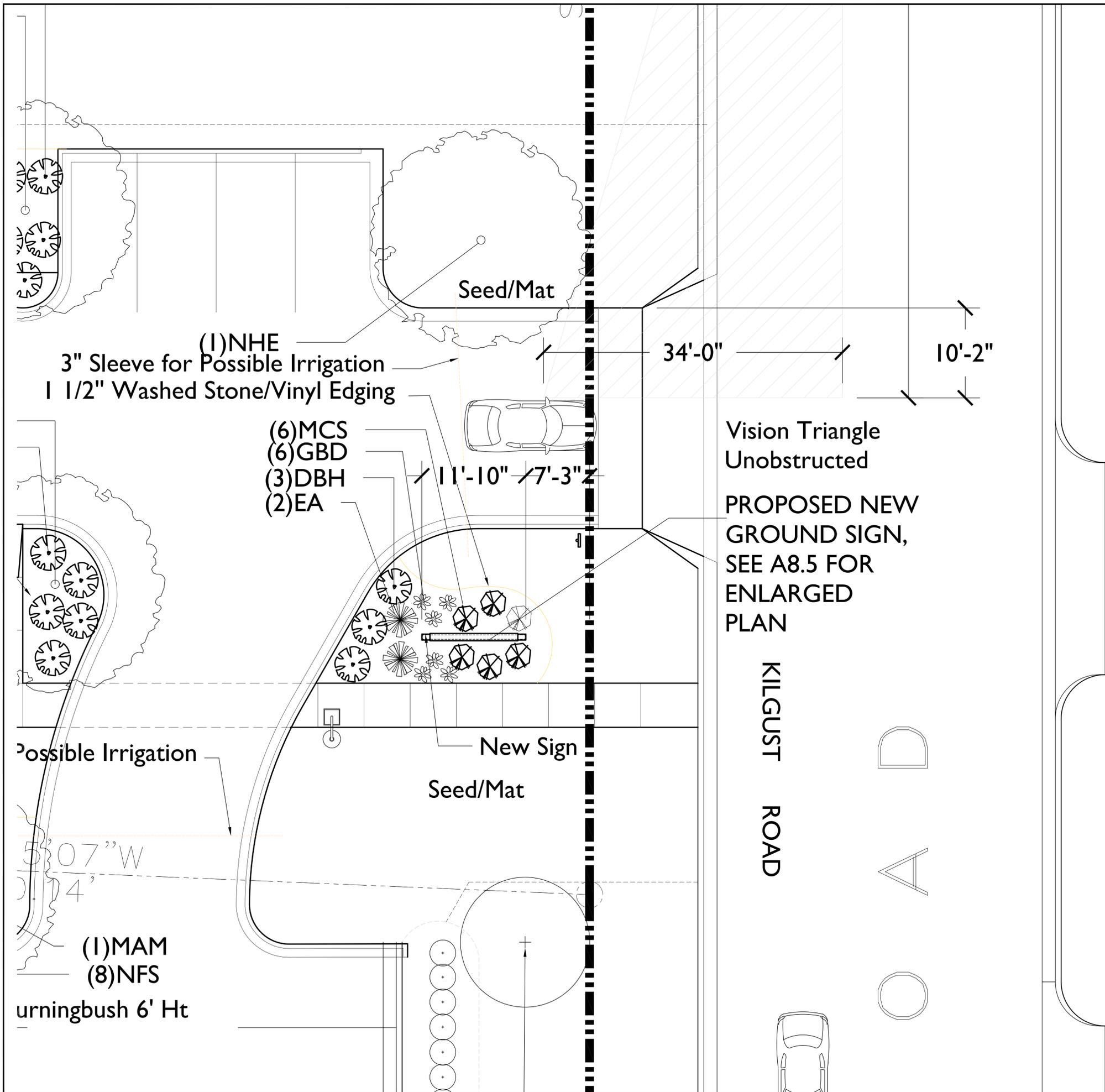
L2.0

ZINGG DESIGN, INC. ©2015



DETAIL LANDSCAPE PLAN





Plant Material List

Broadleaf Deciduous			
Quantity	Code Name	Common Name	Planting Size
1	ABS	Autumn Brill Serviceberry	6' B&B
1	AGG	Autumn Gold Ginkgo	2 1/2" B&B
1	MAM	Marmo Maple	2 1/2" B&B
2	NHE	New Horizon Elm	2 1/2" B&B
1	SWO	Swamp White Oak	2 1/2" B&B
Conifer Evergreen			
Quantity	Code Name	Common Name	Planting Size
5	EA	Emerald Arborvitae	5' B&B
3	FAS	Fat Albert Blue Spruce	6' B&B
7	TY	Taunton Yew	18" B&B
Perennial			
Quantity	Code Name	Common Name	Planting Size
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16	KFG	Karl Foerster's Feather Reed Grass	#1 CONT.
4	OBH	Olive Bailey Langdon Hosta	#1 CONT.
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Shrub			
Quantity	Code Name	Common Name	Planting Size
9	AH	Annabelle Hydrangea	#3 CONT.
22	DBH	Dwf Bush-Honeysuckle	#2 CONT.
6	MCS	Magic Carpet Spirea	#2 CONT.
8	NFS	Neon Flash Spirea	#2 CONT.
4	PDH	Pink Diamond Hydrangea	#5 CONT.

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PROJECT

**GORDON FLESCH
WAREHOUSE
2501 KILGUST ROAD
MONONA, WI 53713**

SHEET TITLE

**ENLARGED
GROUND
SIGN PLAN**

NOTES

DATE: 04.11.2016
PROJECT NO: 1521
DRAWN BY: FH/RS
SCALE: SEE DRAWING

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SHEET NUMBER

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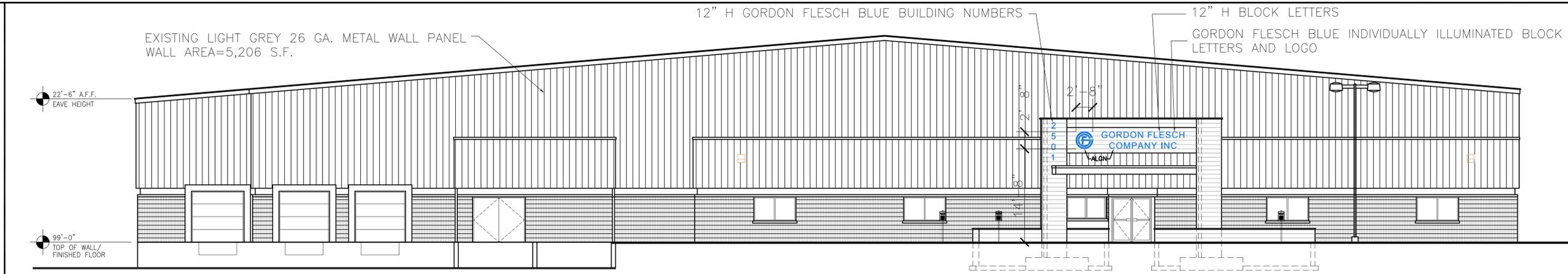


01 ENLARGED GROUND SIGN PLAN
SCALE: 3/16" = 1'-0"

Vision Triangle
Unobstructed

PROPOSED NEW
GROUND SIGN,
SEE A8.5 FOR
ENLARGED
PLAN

KILGUST ROAD



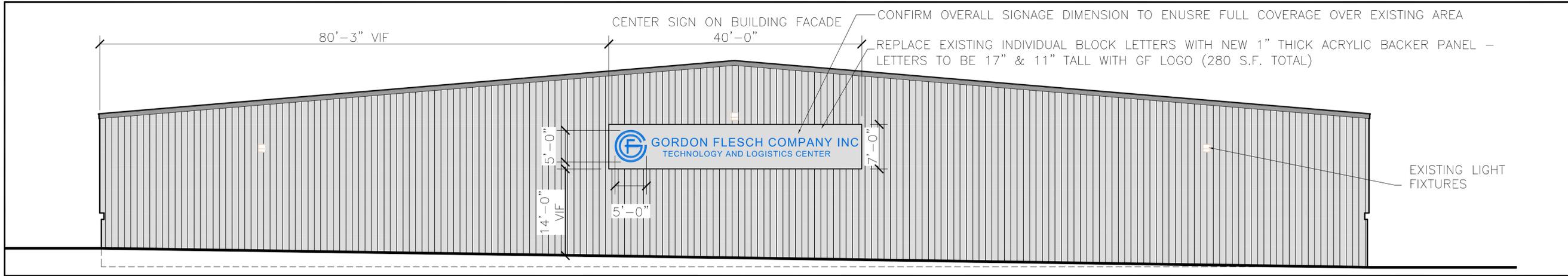
1 PROPOSED MAIN ENTRY EAST SIDE SIGNAGE ELEVATION
SCALE: 1/8" = 1'-0"



EXISTING WEST SIDE SIGNAGE REFERENCE PHOTO
SCALE: NTS

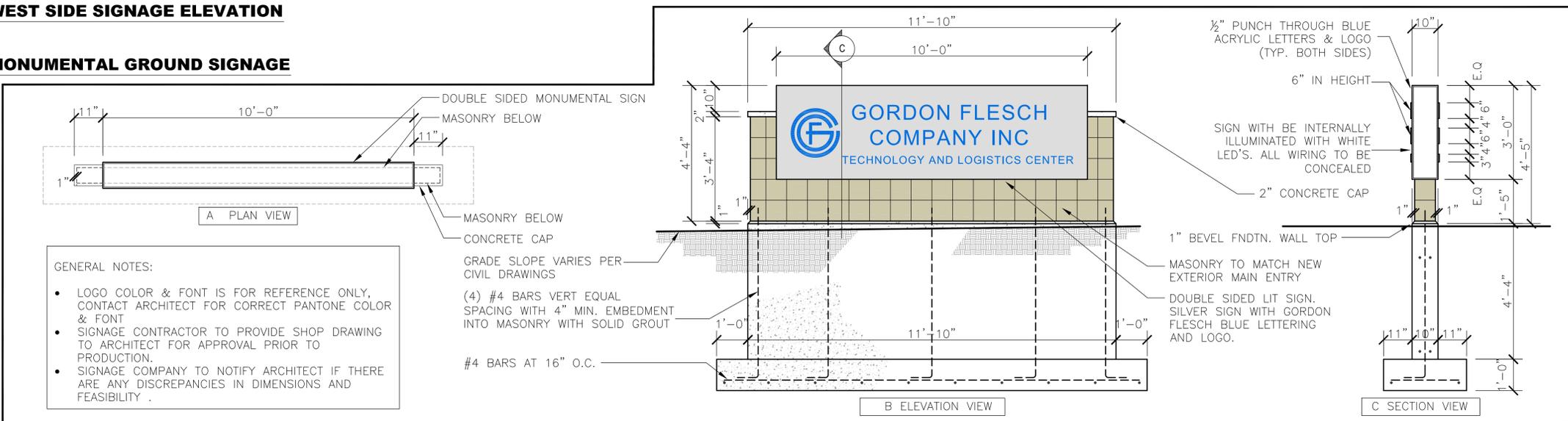


1A PROPOSED MAIN ENTRY EAST SIDE SIGNAGE ELEVATION
SCALE: 1/8" = 1'-0"



2 PROPOSED WEST SIDE SIGNAGE ELEVATION
SCALE: 1/8" = 1'-0"

3 PROPOSED MONUMENTAL GROUND SIGNAGE
SCALE: 1/2" = 1'-0"



GENERAL NOTES:

- LOGO COLOR & FONT IS FOR REFERENCE ONLY, CONTACT ARCHITECT FOR CORRECT PANTONE COLOR & FONT
- SIGNAGE CONTRACTOR TO PROVIDE SHOP DRAWING TO ARCHITECT FOR APPROVAL PRIOR TO PRODUCTION.
- SIGNAGE COMPANY TO NOTIFY ARCHITECT IF THERE ARE ANY DISCREPANCIES IN DIMENSIONS AND FEASIBILITY.

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PROJECT

**GORDON FLESH
WAREHOUSE
2501 KILGUST ROAD
MONONA, WI 53713**

SHEET TITLE

**EXTERIOR SIGN
ELEVATIONS**

NOTES

DATE: 03/10/16
PROJECT NO: 1521
DRAWN BY: KK
SCALE: SEE DRAWING

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SHEET NUMBER

A8.5

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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
DATE: April 19, 2016
RE: Floodplain Ordinance Amendment – Updated FIS

In 2014, the City completed an ordinance review process to repeal and replace the Floodplain Ordinance with the State's model ordinance in order to meet minimum requirements of the National Flood Insurance Program (NFIP).

The City received the attached letter explaining that additional updates are needed to continue compliance with the NFIP requirements. Various communities in the state had updated Flood Insurance Rate Maps (FIRMs) and/or Flood Insurance Studies (FIS). **There have been no changes to the FIRMs for Monona.** We are required to amend our ordinance to reference a new FIS volume number and effective date **only**. WI Department of Natural Resources (WDNR) staff explained that this FIS was updated regarding a different community in the watershed and that there **are no changes in the study specifically regarding Monona.**

WDNR staff determined that this change could be done administratively (see attached letter), but advised that communities confirm with their legal counsel. City Attorney Bill Cole noted that since this references a new FIS completely, that the full ordinance amendment process should be followed including committee review and public notification.

A public hearing is scheduled at Plan Commission for April 25th. This was published in the newspaper as a Class II notice consistent with the requirements of Sec. 62 23(7)(d)2. Plan Commission should make a recommendation on the proposed ordinance amendments to the City Council. The City Council will review and vote on the amendment in two meetings in May.



January 8, 2016

The Honorable Robert Miller
City of Monona
5211 Schluter Road
Monona, WI 53716-2598

Dear Mayor Miller,

Recently, the City of Monona received a Letter of Final Determination (LFD), dated December 16, 2015, from the Federal Emergency Management Agency (FEMA) notifying the City that updated Flood Insurance Rate Maps (FIRMs) and Flood Insurance Study (FIS) for Dane County must be adopted into the local floodplain ordinance within six months. Flood Storage District (FSD) maps produced by the Wisconsin Department of Natural Resources (DNR) have also been issued for Dane County. The Village's ordinance must be amended and approved by DNR and FEMA no later than June 16, 2016 or the City will be suspended from the National Flood Insurance Program (NFIP).

This letter and the documents on the attached CD explain the ordinance adoption process. The attached document entitled *FIRM and FIS Information for Official Maps Section of Local Floodplain Ordinances* can be used to determine which ordinance amendment process below the City should follow.

1. For Communities with Updated FIRMs (and/or FSD Maps) and FIS

The DNR issued new Model Floodplain Ordinances (Standard and Flood Storage) effective January 1, 2012 which meets the minimum requirements of the National Flood Insurance Program (NFIP). Copies of the Model Floodplain Ordinances in Word format can be found on the attached CD.

The attached document entitled *FIRM and FIS Information for Official Maps Section of Local Floodplain Ordinances* lists each community's updated FIRMs and FIS along with a list of the still effective FIRMs. It also provides an example of the text required for the *Official Maps* section of the ordinance. The *Official Map* section must include all updated FIRM panels as well as any other FIRM panels still in effect. Please be aware that the effective date and map number are only changing for the updated FIRM panels; all other currently adopted panels remain the same. The community must also delete the currently referenced FIS and adopt the updated FIS and date.

The process for amending a local floodplain ordinance requires the publication or posting of two (2) notices of public hearing with the final notice being published or posted no less than seven (7) days prior to the public hearing (Class 2 notice).

Both the DNR and FEMA will review the ordinance to ensure it is compliant with the minimum standards of 44 CFR 60 and Chapter NR 116, Wisconsin Administrative Code. If the DNR Model Ordinance is used a community should submit the adopted ordinance to the DNR and FEMA for final review and processing at least 30 days prior to the effective date. If the model is modified, then a draft of the proposed ordinance should be submitted to the DNR and FEMA at least 90 days prior to the effective date.

Communities may adopt amended ordinances at any time after the issuance of an LFD. Once the amended ordinance is adopted and approved, the FIRMS and FIS become the effective maps and study for regulatory purposes and permits can be issued using the updated FIRMs. However, lenders and insurers will continue to use the previous FIRMs until the new effective date. Please note that under NR 116.20 (2) (d), Wis. Admin. Code, communities must submit a copy of the amended ordinance to the DNR within ten (10) days of adoption.

1. For Communities with Updated FIS only

If your community did not receive new FIRM panels, the only change required is the deletion of the current FIS volume number and effective date and its replacement with the updated FIS volume number and effective date. The attached document entitled *FIRM and FIS Information for Official Maps Section of Local Floodplain Ordinances* lists each community's updated FIRMs and FIS along with a list of the still effective FIRMs.

DNR Legal staff has determined that updating the FIS number and effective date is an administrative change which doesn't require a public notice/hearing. However, a community should discuss the needed amendment with its corporation counsel to determine whether or not the full ordinance adoption process must be followed or if the change can be made administratively. DNR staff will approve ordinances amended by either process.

The DNR issued new Model Floodplain Ordinances (Standard and Flood Storage effective January 1, 2012). The new Model Ordinances include numerous changes from previous models required by FEMA to meet the minimum requirements of NFIP. It is strongly recommended that all communities not using the latest version of the model ordinance consider repealing any current floodplain ordinance and replacing it with the text from the January 1, 2012 Model Floodplain Ordinance. Copies of the Model Floodplain Ordinances in Word format can be found on the attached CD. If the [Type] chooses to update the local ordinance using the 2012 Model Ordinance, the [Type] must follow the full ordinance adoption process. The ordinance process is outlined in the *For Communities with Updated FIRMs and FIS* section above.

2. For Communities Currently not Participating in the NFIP

Some communities in Dane County do not currently participate in the NFIP. Please contact me for information and forms on joining the NFIP.

DNR staff are prepared to assist in the ordinance review and adoption process and explain state and federal regulatory requirements. Regional staff may be available to attend public meetings if needed. Communities should have DNR staff review the local floodplain ordinance well before the ordinance is presented to the local governing body for adoption in order to ensure compliance with the NFIP and Chapter NR 116, Wisconsin Administrative Code.

Wisconsin Act 72, adopted in 2008, modifies the ordinance publication requirements for all Wisconsin towns, villages, cities and counties. A "summary" of the revised ordinance can now be published or posted. The summary must still be published as a Class 1 notice and contain the following information, in a brief, precise and plain-language description:

1. the number and title of the ordinance;
2. the date of the enactment;
3. a summary of the subject matter and main points of the ordinance; and

4. information as to where the full text of the ordinance may be obtained, including the phone number of the village/city/county clerk, a street address where the full text of the ordinance may be viewed, and a Web site, if any, at which the ordinance may be accessed.

Once an amended floodplain ordinance has been adopted, a certified copy of the ordinance along with copies of the two notices of public hearing and proof of publication must be sent to the DNR for review and approval within ten (10) days. A scanned copy of the ordinance package can be emailed to the DNR at DNRfloodplain@wisconsin.gov. DNR staff will then forward the approved ordinance to FEMA.

If sending a scanned copy via email is not possible, a paper copy may be mailed to: Meg Galloway, WDNR WT/3, PO Box 7921, Madison, WI 53707-7129. The final ordinance package should be sent at least one week before the June 16, 2016 effective date of the FIRMs and FIS in order to ensure sufficient time to review and approve the ordinance.

For further information on the ordinance adoption process or the Wisconsin Model Ordinances, please contact Emily Szajna, GIS Specialist at Emily.Szajna@Wisconsin.gov or (608) 264-6047.

Sincerely,



Meg Galloway, Section Chief
Dams and Floodplain Section
Meg.Galloway@wisconsin.gov
608-266-7014

Cc: Sonja Reichertz, City Planner (CD Included)

Enc.

Water Division Customer Service Survey
We are committed to service excellence.
<http://dnr.wi.gov/customersurvey>

Ordinance No. _____

AN ORDINANCE AMENDING SECTION 13-2-1 OF THE CODE OF ORDINANCES REGARDING FLOODPLAIN AND SHORELAND-WETLAND ZONING

WHEREAS, the City of Monona is required to regulate land uses and development in floodplains as a condition of qualification for participation in the National Flood Insurance Program; and

WHEREAS, the City's floodplain zoning regulations must meet certain requirements established by State and Federal authorities; and

WHEREAS, the City's floodplain zoning regulations describe the boundaries of the floodplain by reference to maps based on a Flood Insurance Study. The relevant Flood Insurance Study has recently been updated. The City is required to update its floodplain zoning regulations to incorporate the updated Flood Insurance Study.

NOW, THEREFORE, the Common Council of the City of Monona, Dane County, Wisconsin, do ordain as follows:

SECTION 1. Section 13-2-1(e)(2)c. of the Code of Ordinances is hereby amended to read as follows:

Floodplain zoning maps entitled "The Flood Insurance Rate Map (FIRM) Dane County, Wisconsin and Incorporated Areas", panels 55025C0428G, 55025C0436G, 55025C0437G, and 55025C0441G, prepared by the Federal Emergency Management Agency (FEMA), dated January 2, 2009; panel 55025C0429H, dated September 17, 2014, with corresponding profiles that area based on the Dane County Flood Insurance Study, volumes 55025CV001D, 55025CV002D, 55025CV003D, and 55025CV004D, dated June 16, 2016, prepared in connection therewith.

SECTION 2. This ordinance shall take effect upon passage and publication as provided by law.

Adopted this _____ day of _____, 2016.

BY ORDER OF THE COMMON COUNCIL

Robert E. Miller
Mayor

Joan Andrusz
City Clerk

Requested By: Sonja Reichertz, City Planner – 2/11/16
Drafted By: William S. Cole, City Attorney – 2/11/16
Approved As To Form By: William S. Cole, City Attorney – 2/11/16

REDLINE SUMMARY OF AMENDMENTS TO EXISTING SECTIONS

Sec. 13-2-1 Statutory Authorization, Finding of Fact, Statement of Purpose, Title and General Provisions.

- c. Floodplain zoning maps entitled “The Flood Insurance Rate Map (FIRM) Dane County, Wisconsin and Incorporated Areas”, panels 55025C0428G, 55025C0436G, 55025C0437G, and 55025C0441G, prepared by the Federal Emergency Management Agency (FEMA), dated January 2, 2009; panel 55025C0429H, dated September 17, 2014, with corresponding profiles that area based on the Dane County Flood Insurance Study, volumes 55025CV001D, 55025CV002D, 55025CV003D, and 55025CV004D~~55025CV001C and 55025CV002C~~, dated ~~September 17, 2014~~ June 16, 2016, prepared in connection therewith.