

AGENDA
Revised April 22, 2020, 12:15 pm
City of Monona Plan Commission
Monona City Hall
5211 Schluter Road, Monona, WI
Remote Teleconference Meeting via ZOOM
Monday, April 27, 2020
7:00 p.m.

NOTICE OF ELECTRONIC MEETING

Due to the current state of emergency because of the COVID-19 pandemic, this meeting will be conducted via electronic videoconferencing/teleconferencing. As such, it is likely that some or all members of, and a possible quorum, may be in attendance via electronic means and not physically present. In accordance with Wisconsin law, the meeting will remain open to the public. The public may still attend in person at the location stated in this agenda. However, due to the need to maintain social distancing in accordance with Emergency Order #12 (Safer At Home Order) and the limited physical space available, the public is encouraged and requested to also attend via electronic means. Directions to do so are listed at the bottom of this agenda. Upon reasonable notice, the needs of disabled individuals will be accommodated through auxiliary aids or services. For additional information or to request this service, contact Joan Andrusz at 608-222-2525.

1. Call to Order
2. Roll Call
3. Approval of Minutes of April 13, 2020
4. Appearances
5. Unfinished Business
 - A. None
6. New Business
 - A. Public Hearing on Request by Hector Marin of HC Distributor LLC, for Approval of a Zoning Permit for a New Use following a period of discontinuation at 2401 Industrial Drive. (Case No. 2-005-2020)
 - B. Consideration of Action on Request by Hector Marin of HC Distributor LLC, for Approval of a Zoning Permit for a New Use following a period of discontinuation at 2401 Industrial Drive. (Case No. 2-005-2020)
7. Reports of Staff and Commission Members
 - A. Staff Report Regarding Status of Development Project Proposals.
 1. Potential Upcoming Items
 2. Upcoming Meetings: May 11, 2020 (Tentative), May 25, 2020 (Memorial Day-Cancel)
 - B. Plan Commission Requests for Information from City Staff.

8. Adjournment

DIRECTIONS TO ATTEND MEETING ELECTRONICALLY

You may attend via videoconference by downloading the free Zoom program to your computer at <https://zoom.us/download>. At the date and time of the meeting log on through the Zoom program and enter Meeting ID: 893 168 518.

You may attend via telephone conference by calling the following phone number:

PHONE NUMBER: 1-301-715-8592 / MEETING ID: 893 168 518, FOLLOWED BY #

Please Mute Your Phone When Not Speaking To Ensure Best Possible Audio Quality.

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 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 4/17/2020 on the City Hall, Library, and Community Center bulletin boards and on the City of Monona's website, www.mymonona.com.

Minutes
City of Monona
Plan Commission
Monday April 13, 2020

The meeting of the City of Monona Plan Commission was called to order (7:20 pm).

Present: Alder Nancy Moore (Chair), Alder Kathy Thomas, Ms. Coreen Fallat, Mr. Robert Stein, Ms. Susan Fox, Mr. Brian Holmquist and Mr. Josh Peterson

Absent: Mr. Chris Homburg

Also Present: City Planner Doug Plowman and City Planning Intern Elisa Guerrero

Approval of Minutes

A motion by Alder Thomas, seconded by Ms. Fallat, to approve the minutes of January 27th, 2020, carried with no corrections.

Appearances

There were no appearances.

Unfinished Business

There was no unfinished business.

New Business

A. Public Hearing on Request by IGO Legacy Hotel Group – Country Inn & Suites, represented by Keller Inc., for Approval of a Zoning Permit for a New Porte Cochere and Updated Main Entrance/Exterior Finishes at 400 River Place. (Case No. 2-003-2020)

Jesse Hall, of Keller Inc., presented the exterior finish plans, stating that the proposed renovations were consistent with the Country Inn & Suites brand standards. The renovations will include replacing the building siding, windows and lighting. He mentioned that landscaping will not be changed, except to replace any landscaping impacted by the construction. Mr. Hall also mentioned that the parent company, IGO Legacy, is refurbishing various other Country Inn and Suites in the area and wants to provide the best quality for their customers.

B. Consideration of Action on Request by IGO Legacy Hotel Group – Country Inn & Suites, represented by Keller Inc., for Approval of a Zoning Permit for a New Porte Cochere and Updated Main Entrance/Exterior Finishes at 400 River Place. (Case No. 2-003-2020)

Mr. Plowman summarized the staff report for the Country Inn & Suites, mentioning the changes to the design and plans since the last application for a zoning permit in 2018. He explained that in his opinion the new design addresses the concerns over visual continuity that the Plan Commission expressed about the previous iterations.

Mr. Holmquist said that he agrees with the staff report, that the previous design left a large disconnect between the porte cochere and the old gabled roof entrance, but since the whole exterior of the building is now being updated, he didn't see any issues. The other Commission members agreed with Mr. Holmquist and expressed that they liked the proposed design.

A motion by Ms. Fallat, seconded by Mr. Stein, to approve the Zoning Permit for a new porte cochere and updated main entrance/exterior finishes for the Country Inn & Suites at 400 River Place, according to Chapter 480-55 of the Monona Municipal Code of Ordinances with the following conditions of approval:

Conditions of Approval:

1. All required permits from state and local agencies shall be obtained. The applicant shall contact the City of Monona Building Inspection Department to confirm requirements.
2. Separate sign permit approvals will be obtained from the Plan Commission for all new signage on the building.

The motion carried.

C. Prehearing Conference on Request by Erin Riedasch for Consideration of a Zoning Permit for a Massage Therapy Establishment at 4405 Monona Drive. (Case No. 2-004-2020)

Alder Moore explained that she wanted this case to come before the commission for two reasons. First, the zoning ordinance states that once a non-conforming property turns into a conforming use, that it cannot be reverted to the non-conforming use. In this case, 4405 Monona Drive is zoned as Retail Business, but is non-conforming as a single-family home, and the applicant would like the option of selling the property as a single-family home again, after it has been turned into a conforming business use. Alder Moore said that the second reason concerns the zoning permit application, and to consider concerns about there being a potential glut of similar businesses along Monona Drive in advance of a potential purchase.

Ms. Riedasch explained that she has been in business for herself as a massage therapist for several years and would like to expand her business. Her business does not include hair or nail services, but could make excellent use of the space on the property, since she does not need an extensive commercial space for her business. She clarified that her request to sell the property as a non-conforming single-family residential use comes from wanting some financial security in her purchase of the property.

Mr. Holmquist, Alder Thomas, and Ms. Fallat all said that the Commission could not necessarily guarantee that the property could be sold as a non-conforming use, because the decision would ultimately be for a rezoning request and fall to future Plan Commission members. Mr. Holmquist highlighted that the property is part of a potential redevelopment corridor along Monona Drive. and that developers might make plans for it in the future. Alder Thomas asked whether attaching conditions about the future use of the property would be considered legal. Mr. Plowman answered that the City Attorney shared that it couldn't be added as a condition and the issue would have to come before the Commission in the future.

Mr. Peterson said that the applicant should consider what improvements the building will need in order to meet business requirements, such as ADA accessibility. Ms. Riedasch said that she is intent on making improvements to the building, without changing the current floor plan, and will make the necessary improvements to comply.

Ms. Riedasch then commented that if the condition of selling the property as single-family was not possible, she would take it out of her application, explaining that she wants her business in

the community long term. Alder Thomas expressed that she is excited about interest in a new business during this time, and welcomed Ms. Riedasch to the community.

Reports of Staff and Commission Members

- A. Staff Report Regarding Status of Development Project Proposals.
 - 1. Potential Upcoming Items
Mr. Plowman notified the commission that the Precise Implementation Plan for Phase II of the Riverfront development would come before the Commission at the next meeting.
 - 2. Upcoming Meetings: April 27, 2020, May 11, 2020 (Tentative)
- B. Plan Commission Requests for Information from City Staff.
There were no requests for information.

Adjournment

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

Respectfully submitted by:
Elisa Guerrero, City Planning Intern

**PLAN COMMISSION STAFF REPORT
CITY OF MONONA**

**MEETING DATE: APRIL 27, 2020
AGENDA ITEM 6A & 6B
CASE NO. 2-005-2020**

Project: Public Hearing and Consideration of Action on Request for a Zoning Permit by HC Distributor LLC for a Window Tint and Detailing Shop
Project Address: 2401 Industrial Drive
Applicants: Hector F. Marin, HC Distributor LLC

Proposal Summary:

Hector Marin, of HC Distributor LLC, has submitted a zoning permit application for a Vehicle Window Tint and Detailing shop to be located at 2401 Industrial Drive. This location has been vacant for over six months and thus requires Plan Commission review. The space is 2,500 square feet and is a combination of warehouse (2,000 square feet) and office space (500 square feet). The applicant intends to add a vehicle lift to the warehouse space with otherwise limited buildout.

Applicable Regulations, Policy or Practice:

The property at 2401 Industrial Drive is located in the Community Design District (CDD) Zoning District. The CDD is regulated by Chapter 480-30 of the Zoning Code. A use within the CDD should:

- i. Produce an attractive environment of sustained aesthetic and ecological desirability, economic stability, and functional practicality compatible with the general policy guidelines of the Comprehensive Plan as well as the specific concerns expressed by the community.
- ii. Not create traffic or parking demand incompatible with the existing or proposed facilities to serve it unless jointly resolved.
- iii. Serve regional and community needs for employment, open space, moderate-cost housing, lake access and/or recreational facilities.

The space has been vacant for over six months. Prior to this, the space was used as the office of Decker Supply, who is the building owner. A zoning permit is required for reuse of a property whose use has been discontinued for six months or more. In the CDD zoning district, Plan Commission review and approval of zoning permits is required.

The applicant included a letter with additional details of the business as part of the application, including hours of operation and the number of employees. Impacts appear limited, with 4-6 customers expected per day, 4 employees, and 6 parking stalls allocated to this business. During business hours, vehicles will also be inside the premises as they are worked on.

Recommendations:

Approval of a zoning permit for a window tint and detailing shop, requested by Hector Marin, of HC Distributor LLC, to be located at 2401 Industrial Dr, as proposed and according to Chapter 480 Article V of the Zoning Code of the Monona Municipal Code is recommended with the following conditions of approval:

1. All required permits from state and local agencies will be obtained. The applicant shall contact the City of Monona Building Inspection Department to confirm requirements.
2. A separate sign permit will be obtained from the Plan Commission for all new signage on the building.



CITY OF MONONA: ZONING AND CONDITIONAL USE PERMIT APPLICATION FORM

It is the responsibility of the applicant to contact the City Planner at (608) 222-2525 or dplowman@ci.monona.wi.us prior to application submittal to discuss the process. Please note that your application will not be put on the agenda until all materials are received by the City Planning office.

APPLICANT INFORMATION:	
Name:	Company:
Phone Number:	Email:
Mailing Address:	

APPLICANT WILL BE REPRESENTED BY:		<input type="checkbox"/> N/A
Name:	Company:	
Phone Number:	Email:	
Mailing Address:		

PROPERTY INFORMATION:	
Property Address:	Landmark Property: <input type="checkbox"/> Yes <input type="checkbox"/> No
Owner Name:	Owner's Address:
Current Zoning:	Existing Property Use:

APPLICATION PROCEDURES:

- Create a letter or memo stating your request and reasons why the request should be reviewed and considered for approval. Include a description of items including: the current and proposed business, hours of operation, number of employees, number of anticipated visitors per day, number of parking stalls, how and where deliveries are made, the modifications or additions to be made to the property, etc.
- List the name, address, and phone number of the Owner, Developer, Firm and Individual at that firm who prepared the plans. Owner authorization must be provided for tenants or lessees.
- Provide project plans labeled with scale, north arrow, adjacent street names, and dates on which plans were prepared or revised. Text must be readable (min. size 10 font). It is recommended plans be prepared by a professional engineer, architect, etc.
- Printed and PDF copies of all materials must be received by the City Planning office before the item is scheduled for a meeting.
- Please submit **10 copies of all plans** with any changes suggested by department heads on 11" x 17" size paper or larger **four weeks prior** to the meeting (date of meeting requested _____).
- The applicant or representative of the applicant shall be present at the Plan Commission meeting or the application may not be considered.
- The applicable permit fee of \$_____ is due at the time of plan submittal.

Below Space for Office Use			
Date Approved:		Permit Number:	
Approved By:			

April 13, 2020

HC Distributor LLC
DBA Midwest Performance
1300 Post Road Suite 211
Fitchburg, WI

City of Monona
5211 Schluter Rd
Monona, WI 53716
(608) 222- 2525

To whom it may concern:

This letter is an addendum to the zoning application of HC Distributors dba Midwest Performance. Please review the proposed use for the space with 2,500 sf of warehouse/office space located at 2401 Industrial Drive, Monona WI, 53716.

Current and proposed business: **Window Tint Shop and Detailing**

Hours of operation: **9am – 5pm**

Number of employees: **4**

Number of anticipated visitors per day: **4-6**

Number of parking stalls: **6**

How and where deliveries are made: **Rear of building through overhead drive-in door.**

Modifications or additions to be made to the property: **Adding vehicle lift to the warehouse.**

We appreciate your consideration and please feel free to contact me directly with further questions.

Thank you.

Hector F Marin
1300 Post Road – Suite 211
Fitchburg, WI 53713
(608) 957-6022
hecmain@live.com



