

AGENDA
City of Monona Plan Commission
Monona Public Library - Municipal Room
1000 Nichols Road, Monona, WI
Monday September 26, 2016
7:00p.m.

1. Call to Order
2. Roll Call
3. Approval of Minutes of August 8, 2016
4. Appearances
5. Unfinished Business
 - A. Plan Commission Review and Recommendation to City Council on Recodification Summary by General Code Regarding Land Use Legislation Sections of the Monona Municipal Code of Ordinances.
6. New Business
 - A. Consideration of Action on Request by Mike Johnson, Graphic House Inc., and Property Owner United Properties to Repeal the Existing 1999 Pier 37 Signage Plan and Replace it with a Revised Comprehensive Signage Plan for Pier 37 Dated September 13, 2016.
 - B. Review and Approval of 2017 Planning Department Operating Budget.
7. Reports of Staff and Commission Members
 - A. Staff Report Regarding Status of Development Project Proposals.
 - i. Upcoming Meetings: October 10, 2016 and October 24, 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 9/19/16 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
August 8, 2016
7:00pm**

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

Present: Chair Alder Jim Busse, Mr. Grif Dorschel, Ms. Susan Fox, Mr. Chris Homburg, Ms. Kathy Thomas, Alder Brian Holmquist, Mr. Dale Ganser, and Mr. Robert Stein

Also present: City Planner & Economic Development Director Sonja Reichertz

Approval of Minutes

A motion by Ms. Thomas, seconded by Mr. Holmquist, to approve the minutes of June 27, 2016 carried without corrections.

New Business

A. Public Hearing on a Sign Permit Request for the Monona Grove School District Offices at 5301 Monona Drive Represented by Kenneth Jahn of Two Rivers Signs. (S-022-2016)

Ms. Fox abstained from this item.

Kenneth Jahn of Two Rivers Signs presented plans for two proposed signs including a replacement landscape ground sign and a directional sign near the office entrances. The ground sign is a metal sign off Monona Drive that utilizes the existing steel frame and brick. The sign is non-illuminated.

B. Consideration of Action on a Sign Permit Request for Monona Grove School District Offices at 5301 Monona Drive. (S-022-2016)

Planner Reichertz stated that the proposed signs met all the requirements of the code.

The Commission discussed the need for including the street address on the directional sign since pedestrians will have already parked and know what address they are at.

Alder Holmquist expressed concern about the look and feel of the sign given that the building is a Monona landmark. The old sign has a particular look that incorporates the property as a whole and he stated that a new sign should tie in with the historic aspect of the property. Alder Holmquist asked if the burgundy color of the sign is the same color as the building addition. Mr. Jahn said yes.

Ms. Thomas said the sign itself is not a landmark and the new sign design ties in with the colors of the newer building addition.

Alder Holmquist clarified that the existing sign metal letters match the "Nichols School" wall sign and that the proposed sign does not connect with the old part of the building. Mr. Ganser explained that when one is designing a sign for a building that is a landmark it should match the historic aesthetics. Mr. Stein agreed with Alder Holmquist and even though the proposed sign meets the requirements, he likes the existing sign better.

Staff then listen the six points of guidance the code provides for obtaining a sign permit including, "compatibility with the building characteristics". However, the code offers no specific direction or design guidelines. Mr. Homburg stated that neither sign is particularly tied into the building and that

the sign design is a matter of taste. Mr. Dorschel said it seemed to integrate the right colors and is within the acceptable parameters.

A motion was made by Ms. Thomas and seconded by Mr. Homburg to approve the sign as proposed.

The motion carried with Alder Holmquist and Mr. Stein voting against.

Unfinished Business

A. Plan Commission Review and Recommendation to City Council on Recodification Summary by General Code Regarding Land Use Legislation Sections of the Monona Municipal Code of Ordinances.

Planner Reichertz explained there were four remaining sections in the recodification work that needed clarification including the Access Management Guidelines for new driveways. Staff sent it to Strand Associates for further review. Strand omitted sections and ensured the standards were modernized. The guidelines no longer apply only to Monona Drive, but can be used for review of any new driveway for commercial development projects including Broadway.

The Commission discussed circumstances when it would be reasonable to have more than one driveway. Mr. Homburg said the 300' lot width requirement for an additional driveway is too restrictive. He said curb flares should be allowed instead of only the curb radius recommendations. Mr. Homburg said these should remain as guidelines to allow flexibility as appropriate. Discussion continued regarding the difference between guidelines and ordinances. Reichertz clarified that these have always been labeled as guidelines and been reviewed on a case-by-case basis and there is no intention to change that, but rather clean-up the section and modernize it. After discussion, the changes below were agreed upon:

- (b) Frequency:
 - (1) Consolidated access is encouraged whenever properties are assembled under one purpose
 - (2) More than one driveway may be authorized by the Plan Commission
 - (3) Adjustments may be authorized by the Plan Commission after demonstration of due cause by the applicant.
- (c) Width:
 - (1) Minimum 24 feet Low traffic generator; less than 750 vpd (residential)
 - (2) Maximum 30 feet Medium traffic generator; 750 to 1,500 vpd (commercial)
 - (3) Additional width may be required for high traffic generators or under special circumstances
- (d) Curb Radius or Flare:
 - (1) 14 foot minimum
 - (2) 20 foot desirable

Staff summarized previous discussion regarding earth station dish antennas. There was consensus that all dish antennas over two feet in diameter in residential districts would be prohibited. In any other districts, a dish over two feet in diameter would require approval of a Conditional Use Permit by the Plan Commission.

Alder Mary O'Connor, 5103 Winnequah Road, made an appearance and summarized what she spoke about at the last Plan Commission meeting regarding concerns with single-family residential development standards. Planner Reichertz summarized the many issues that the Plan Commission could be trying to achieve from stormwater infiltration concerns, grading and height, preservation of

lake views and open space, and community character. She provided a range of solutions for discussion. She noted the simplest options would be adding a regulation for impervious surface maximum and a grading plan. Community character, architectural style, and building mass would be complicated to regulate.

Ms. Thomas stated that because of Monona's topography, issues of grading and runoff are complicated. She expressed the need for caution when creating standards because of unintended consequences. She also questioned how we will properly monitor the standards.

Mr. Homburg asked staff what the annual average is for new home construction. Staff said less than five homes per year. Mr. Homburg said there are ways to control drainage, and if the community feels strong enough about this issue then it seems reasonable to have the small number of new single-family homes be reviewed by Plan Commission.

Mr. Stein said there should be a height restriction for new homes that also considers building up of the natural grade. He said there is also merit in limiting how much you should be able to pave. Mr. Stein questioned whether Plan Commission review for new single-family homes is fair.

Alder Holmquist stated that the height definition goes into grading. If the standards go on a path with no Commission review, he wants height and grade to be tied in to each other. He also would like a guideline regarding impervious percentages and to look at the impacts of stormwater. Alder Holmquist expressed that he does not want the Commission to define community character, establish an architectural review board or adopt a form based code. As for establishing a neighborhood association, that should be left up to individual neighborhoods.

Mr. Ganser clarified that when communities are talking about impervious cover regulations, they are usually talking about new developments on what was previously farmland. He stated that it is virtually impossible to blanket it with a single percentage because all lots are different. He also explained that the development on Femrite is irrelevant because it was a PUD. He said he is okay with new housing construction coming to Plan Commission.

Ms. Fox stated that if you are going to raise the grade by a certain amount you need to come to Plan Commission and that the grade needs to be tied into the height. She liked the idea of 65% for impervious surfaces, and if a property needed more they should come to Plan Commission. Ms. Fox felt this kind of development will continue to occur on Tonyawatha. She added that regulating a specific architectural style is problematic.

Mr. Dorschel said he is against the complicated options and is in favor of a height definition that somehow regulates the change of grade. He agreed with having an impervious surface regulation and if anyone wanted to exceed it they need to come to Plan Commission and explain why they want a variance.

Ms. Thomas asked if the impervious regulations are more for aesthetic or water quality purposes. Alder Holmquist said that it could be both. Mr. Ganser stated that complaints may come in over issues of water quality, but often, the real reason for complaint is often due to aesthetics. Ms. Fox said that the Commission should have some responsibility for managing water quality issues.

Ms. Thomas wanted clarification on if the city already has something in place for regulating storm water. Staff said that there is a fee for stormwater based on utility impact.

Staff added that if the Plan Commission does review new home construction, they need to define what a new home is; there could be confusion if foundations or partial walls remain. Staff stated for all variances from the single-family code, currently the applicant needs Zoning Board of Appeals

approval and needs to prove a hardship exists on their property and therefore they should be allowed to deviate from the rules. The Commission asked Staff to discuss with the City Attorney if the Plan Commission could review variance requests regarding only grading and impervious standards, with all other variance requests reviewed by ZBA.

Lastly, Planner Reichertz explained the request by City Council for clarification on how the city regulates short-term rentals like AirBnB or Vacation Rental By Owner. Staff explained her interpretation of a short-term rental, based on the definition of transient in the room tax ordinance of the Code. Transient is defined as a person residing for a continuous period of less than 30 consecutive days in a hotel, motel, or furnished accommodations available to the public. Staff listed some zoning issues with short-term rentals. Since this is a zoning use issue for single-family neighborhoods, this is a Plan Commission issue. There were no disagreements from the Commission. Chair Busse said bottom line they are prohibited. Ms. Thomas asked who is going to enforce this. Chair Busse clarified that if someone complains, then the regulations are enforced.

There was no further discussion. Staff will provide information for the next review of the single-family development standards based on Plan Commission discussion.

Reports of Staff and Commission Members

A. Staff Report Regarding Status of Development Project Proposals.

The August 22nd meeting is cancelled due to lack of agenda items.

B. Plan Commission Requests for Information Concerning Development Projects.

There were no requests for new information.

Adjournment

A motion by Mr. Dorschel, seconded by Mr. Stein to adjourn was carried. (8:38 pm)

Respectfully submitted by:
Sonja Reichertz, City Planner



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MEMO

TO: Plan Commission
FROM: Sonja Reichertz, City Planner & Economic Development Director
DATE: August 3, 2016
RE: Recodification Review #4

This is the fourth review of the land use / zoning sections by the Plan Commission. The Plan Commission has accepted all other changes reviewed at prior meetings. There is one outstanding section for review at the 9/26/16 meeting: single family development standards regarding grading and impervious surface. I am asking for a recommendation from the Plan Commission to Council on all Code sections reviewed as part of this process. These land use legislation sections are scheduled for review at Council on October 3, 2016.

SINGLE FAMILY RESIDENTIAL DEVELOPMENT STANDARDS

Issue: Concerns over recent development / redevelopment of single-family homes and questions regarding their appropriateness to the neighborhood.

See discussion from prior meeting on attached minutes. Based on Plan Commission discussion and direction, the attached ordinance was drafted with changes in red. This has been discussed with the City Attorney, Building Inspector, and Public Works Director.

Changes include:

- Revised or new definitions in the zoning code for height (revised), impervious surface (new), and lot coverage (revised).
- The new impervious limitation is 65%. This is consistent with the area communities' ordinances that were reviewed for prior Plan Commission meetings. The 65% would be allowed by right. A second "tier" of allowance may be conditionally permitted up to 70% but only after review by Plan Commission. The conditions that must be met are listed under maximum impervious surface a-c.
- Grading requirements section was added. It requires that the first floor of the home be no more than 2 feet above the adjacent street grade. This would be allowed by right. A second "tier" of allowance may be conditionally permitted up to eight feet but only after review by Plan Commission. The conditions that must be met are listed under grading requirements a-c.

With these regulations, the elevation of the house is tied into the street elevation. The area where this becomes difficult is places like along Tonyawatha Trail where the street is much lower than the lake-side

homes (such as near Progressive Lane). If adopted, the new grading requirements will create many legal non-conforming (grandfathered) structures.

Sec. 13-1-121 of the zoning code regulates existing non-conforming buildings and structures. It is copied below. Take an example where an existing house sits 20' above street grade, is legal non-conforming, and is voluntarily torn down. They would have the following options:

- Keep the foundation and be permitted to rebuild at 20' above street grade
- Come into compliance with 2' above street grade (not realistic)
- If they rebuild and remove the old foundations completely, they are no longer continuing the non-conforming structure and would need to get a variance from ZBA to rebuild at 20'. They would cite the unique lot condition (steep slope) and the ZBA would need to approve the request.
- If the legal non-conforming structure is lost due to casualty of fire, tornado, etc. they can keep the foundation and be permitted to rebuild at 20' above street grade

Sec. 13-1-121 Existing Non-Conforming Buildings and Structures:

(a) Generally. Any lawful non-conforming building or structure existing on the effective date of this Code or any amendment to this Code may be continued although its size or location does not conform with the lot width, lot area, yard, height, other dimensional, parking, loading, access or site performance standards of this Code; provided it shall not be extended, enlarged, reconstructed, moved or structurally altered except when required by law or order or so to comply with such provisions, or when there would be no additional encroachment on zoning regulations. This Code shall not prevent compliance with lawful orders of the Zoning Administrator or Building Inspector or prevent strengthening or restoring to a safe condition any part of any structure the Zoning Administrator or Building Inspector declares unsafe.

Finished Grade 2' Higher than Street Grade

Sec. 13-1-4 Definitions.

- (1) **General.** If not otherwise defined in this Chapter and other provisions of this Code of Ordinances, words used herein have their ordinary and accepted meanings. Words used in the present tense include the future; the singular includes the plural and the plural includes the singular. "Shall" is mandatory, not directory. The masculine includes the feminine and the feminine the masculine.
- (2) **Specific Definitions.** The following definitions shall be applicable in this Chapter:
 - a. **Family.** One (1) or more persons related by blood, marriage, or adoption, including foster children, who are living and cooking together as a single housekeeping unit and evidencing a stable family relationship.
 - b. **Unrelated Person.** Any person who is not related by blood, marriage, or adoption, including foster children, to a member of the family occupying the dwelling unit.
 - c. **Height.** A distance to be measured from the finished elevation at the top of the highest foundation wall of the first floor at the front of the structure, the mean ground level immediately adjoining the front of a structure, to the deck line of a mansard roof, to a point on the roof directly above the highest wall of a shed roof, to the highest point of a flat, round or arch-type roof, or to the midpoint of the highest gable on a pitched or hip roof.
 - d. **Structure.** Includes building.
 - e. **Commission.** Shall denote the Plan Commission of the City of Monona.
 - f. **Persons Aggrieved.** A person aggrieved includes any individual, partnership, corporation, association, public or private organization, officer, department, board, commission or agency of the City, whose rights, duties or privileges are adversely affected by a determination of the Zoning Administrator, Plan Commission or the Zoning Board of Appeals.
 - g. **Code.** Shall mean the City of Monona Zoning Code.
 - h. **Impervious Surface.** The area of all building footprints and paved surfaces including principal buildings, accessory buildings, driveways, walkways, patios, parking areas, and any non-permeable concrete or asphalt surfaces.
 - i. **Lot Coverage.** Area of the lot covered by all structures including but not limited to detached garages, carports, gazebos, screen enclosures, patios, decks, storage buildings, sheds & enclosures, pet houses/runs.

Sec. 13-1-80 Single Family Residence District.

- (d) **District Dimensional Guidelines.**
 - (3) **Minimum Lot Area.** Ten thousand (10,000) square feet (unless lot was platted prior to this Chapter).
 - (4) **Minimum Lot Frontage.** Seventy (70) feet width along a public street, or fifty (50) feet if abutting a public street with a curvature exceeding thirty-three and three tenths (33.3) degrees.
 - (5) **Minimum Lot Width at Building Line.** Sixty (60) feet.
 - (6) **Minimum Setbacks.**
 - a. **Street Yard.** Thirty (30) feet [but if forty percent (40%) or more of the frontage on one (1) side of a street between two (2) intersecting streets has been developed with a setback other than thirty (30) feet, the street yard setback so established shall prevail.]
 - b. **Side Yard.** Seven (7) feet.
 - c. **Rear Yard** Forty (40) feet.
 - d. **Shore Yard.** Fifty (50) feet from the meander line. [May be increased to average shore yard setback of two (2) adjacent houses on both sides, up to seventy-five (75) feet maximum requirement.]

Finished Grade 2' Higher than Street Grade

~~(7)~~ **Maximum Height.** Thirty-five (35) feet.

~~(8)~~ **Grading Requirements.** The finished grade at the top of the highest foundation wall of the first floor elevation at the front of the structure shall not be more than two feet higher than the established street grade of the abutting street in the front yard. A special exception permit may be granted by the Plan Commission up to eight feet higher than the established street grade of the abutting street if all of the following conditions are met:

- a) There is no negative impact to adjoining water bodies or adjacent parcels as a result of stormwater runoff.
- b) The resulting finished floor elevation does not substantially deviate from the character of surrounding properties.
- c) Excessive construction costs that are beyond the control of the applicant prohibit construction of a normal and expected use of the property.

These regulations shall not prohibit compliance with floodplain development regulations. Any request above eight feet shall be reviewed as a variance request by the Zoning Board of Appeals.

~~(9)~~ **Maximum Impervious Surface.** Sixty-five percent (65%). A special exception permit may be granted by the Plan Commission up to 70% impervious surface if all of the following conditions are met:

- a) The topographic conditions of the property are unique, not caused by the applicant, and necessitate additional impervious surface.
- a)b) There is no negative impact caused by the additional impervious surface to the adjoining water bodies or adjacent parcels as a result of stormwater runoff.
- b)c) The property is an existing substandard lot that is less than the minimum lot area required under this chapter.

Any request beyond 70% shall be reviewed as a variance request by the Zoning Board of Appeals.

~~(7)(10)~~ **Maximum Lot Coverage.** Forty percent (40%).

~~(8)(11)~~ **Accessory Buildings and Structures.**

- a. **Maximum Height.** Fourteen (14) feet.
- b. **Distance.** Must be no less than six (6) feet from principal building.
- c. **Minimum Setbacks.**
 1. **Street Yard.** Same as principal building.
 2. **Side Yard.** Three (3) feet. Overhangs shall not project more than one-third ($\frac{1}{3}$) into setback area.
 3. **Rear Yard.** Three (3) feet. Overhangs shall not project more than one-third ($\frac{1}{3}$) into setback area.
 4. **Shore Yard.** None, but the only accessory buildings permitted in shore yards are boathouses, boat shelters, boat landings and piers.
- d. **Lot Coverage.** Maximum total lot coverage of all accessory buildings on lot – one thousand (1,000) square feet.

~~(9)(12)~~ **Yard Designations.**

- a. Front yard, a confusing term, shall be replaced by shore yard and street yard, depending on location.
- b. Any lot area abutting a body of water: shore yard.
- c. Any lot area abutting a street: street yard.
- d. Any lot area abutting another lot will be either a side yard or a rear yard:
 1. If there is one (1) such yard in a lot, it is a side yard.
 2. If there are two (2) such yards, both are side yards.
 3. If there are three (3) or more such yards, the yard, which is farthest from the street yard, is a rear yard and the others are side yards.

Comment [SR1]: Example adapted from Wrightstown WI.

Comment [SR2]: New regulation. See definition in Sec. 13-1-4.

Comment [SR3]: See new definition in Sec. 13-1-4.

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 - The property is an existing substandard lot that is less than the minimum lot area required under this chapter.

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Also present: City Planner & Economic Development Director Sonja Reichertz

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The Commission discussed the need for including the street address on the directional sign since pedestrians will have already parked and know what address they are at.

Alder Holmquist expressed concern about the look and feel of the sign given that the building is a Monona landmark. The old sign has a particular look that incorporates the property as a whole and he stated that a new sign should tie in with the historic aspect of the property. Alder Holmquist asked if the burgundy color of the sign is the same color as the building addition. Mr. Jahn said yes.

Ms. Thomas said the sign itself is not a landmark and the new sign design ties in with the colors of the newer building addition.

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 - (3) Adjustments may be authorized by the Plan Commission after demonstration of due cause by the applicant.
- (c) Width:
 - (1) Minimum 24 feet Low traffic generator; less than 750 vpd (residential)
 - (2) Maximum 30 feet Medium traffic generator; 750 to 1,500 vpd (commercial)
 - (3) Additional width may be required for high traffic generators or under special circumstances
- (d) Curb Radius or Flare:
 - (1) 14 foot minimum
 - (2) 20 foot desirable

Staff summarized previous discussion regarding earth station dish antennas. There was consensus that all dish antennas over two feet in diameter in residential districts would be prohibited. In any other districts, a dish over two feet in diameter would require approval of a Conditional Use Permit by the Plan Commission.

Alder Mary O'Connor, 5103 Winnequah Road, made an appearance and summarized what she spoke about at the last Plan Commission meeting regarding concerns with single-family residential development standards. Planner Reichertz summarized the many issues that the Plan Commission could be trying to achieve from stormwater infiltration concerns, grading and height, preservation of

lake views and open space, and community character. She provided a range of solutions for discussion. She noted the simplest options would be adding a regulation for impervious surface maximum and a grading plan. Community character, architectural style, and building mass would be complicated to regulate.

Ms. Thomas stated that because of Monona's topography, issues of grading and runoff are complicated. She expressed the need for caution when creating standards because of unintended consequences. She also questioned how we will properly monitor the standards.

Mr. Homburg asked staff what the annual average is for new home construction. Staff said less than five homes per year. Mr. Homburg said there are ways to control drainage, and if the community feels strong enough about this issue then it seems reasonable to have the small number of new single-family homes be reviewed by Plan Commission.

Mr. Stein said there should be a height restriction for new homes that also considers building up of the natural grade. He said there is also merit in limiting how much you should be able to pave. Mr. Stein questioned whether Plan Commission review for new single-family homes is fair.

Alder Holmquist stated that the height definition goes into grading. If the standards go on a path with no Commission review, he wants height and grade to be tied in to each other. He also would like a guideline regarding impervious percentages and to look at the impacts of stormwater. Alder Holmquist expressed that he does not want the Commission to define community character, establish an architectural review board or adopt a form based code. As for establishing a neighborhood association, that should be left up to individual neighborhoods.

Mr. Ganser clarified that when communities are talking about impervious cover regulations, they are usually talking about new developments on what was previously farmland. He stated that it is virtually impossible to blanket it with a single percentage because all lots are different. He also explained that the development on Femrite is irrelevant because it was a PUD. He said he is okay with new housing construction coming to Plan Commission.

Ms. Fox stated that if you are going to raise the grade by a certain amount you need to come to Plan Commission and that the grade needs to be tied into the height. She liked the idea of 65% for impervious surfaces, and if a property needed more they should come to Plan Commission. Ms. Fox felt this kind of development will continue to occur on Tonyawatha. She added that regulating a specific architectural style is problematic.

Mr. Dorschel said he is against the complicated options and is in favor of a height definition that somehow regulates the change of grade. He agreed with having an impervious surface regulation and if anyone wanted to exceed it they need to come to Plan Commission and explain why they want a variance.

Ms. Thomas asked if the impervious regulations are more for aesthetic or water quality purposes. Alder Holmquist said that it could be both. Mr. Ganser stated that complains may come in over issues of water quality, but often, the real reason for complaint is often due to aesthetics. Ms. Fox said that the Commission should have some responsibility for managing water quality issues.

Ms. Thomas wanted clarification on if the city already has something in place for regulating storm water. Staff said that there is a fee for stormwater based on utility impact.

Staff added that if the Plan Commission does review new home construction, they need to define what a new home is; there could be confusion if foundations or partial walls remain. Staff stated for all variances from the single-family code, currently the applicant needs Zoning Board of Appeals

approval and needs to prove a hardship exists on their property and therefore they should be allowed to deviate from the rules. The Commission asked Staff to discuss with the City Attorney if the Plan Commission could review variance requests regarding only grading and impervious standards, with all other variance requests reviewed by ZBA.

Lastly, Planner Reichertz explained the request by City Council for clarification on how the city regulates short-term rentals like AirBnB or Vacation Rental By Owner. Staff explained her interpretation of a short-term rental, based on the definition of transient in the room tax ordinance of the Code. Transient is defined as a person residing for a continuous period of less than 30 consecutive days in a hotel, motel, or furnished accommodations available to the public. Staff listed some zoning issues with short-term rentals. Since this is a zoning use issue for single-family neighborhoods, this is a Plan Commission issue. There were no disagreements from the Commission. Chair Busse said bottom line they are prohibited. Ms. Thomas asked who is going to enforce this. Chair Busse clarified that if someone complains, then the regulations are enforced.

There was no further discussion. Staff will provide information for the next review of the single-family development standards based on Plan Commission discussion.

Reports of Staff and Commission Members

A. Staff Report Regarding Status of Development Project Proposals.

The August 22nd meeting is cancelled due to lack of agenda items.

B. Plan Commission Requests for Information Concerning Development Projects.

There were no requests for new information.

Adjournment

A motion by Mr. Dorschel, seconded by Mr. Stein to adjourn was carried. (8:38 pm)

Respectfully submitted by:
Sonja Reichertz, City Planner

**PLAN COMMISSION STAFF REPORT
CITY OF MONONA**

**MEETING: September 26, 2016
AGENDA ITEM 6A
CASE NO. S-026-2016**

Project: Recommendation on Repeal and Replacement of Existing 1999 Pier 37 Signage Plan at 6540 Monona Drive with a Revised Signage Plan for Pier 37 dated 9/13/16
Project Address: 6540 Monona Drive
Applicants: Mike Johnson, Graphic House Inc., and Property Owner United Properties

Proposal Summary:

Plans were recently submitted by Graphic House Inc. for a Pick 'n Save wall sign permit to replace the existing Copp's signage at 6540 Monona Drive, located at Pier 37 Building D. The permit could not be approved by staff because it deviates from a signage plan for the building which requires specific colors for tenant signs.

The Plan Commission may grant special exceptions for individual permits upon demonstration of due cause. However, recent Plan Commission discussions led to a new policy direction to require the property owner to submit a new signage plan that removes color restrictions rather than review individual tenant colors for each tenant on a case-by-case basis.

Mike Johnson of Graphic House Inc., on behalf of the property owner, has submitted a new signage plan. The new plan removes color restrictions and updates other specifications like outdated illumination types. Approval of this new plan would allow staff to approve the requested colors for Pick 'n Save under a separate wall sign permit, but also eliminates the issue for future tenant signage requests at all Pier 37 buildings.

It should be noted that United Properties does not own buildings B, C, F, and G. Specifications for these buildings remain the same as they were under the original 1999 plan.

Applicable Regulations, Policy, or Practice:

Section 13-1-220 of the Monona Code of Ordinances regulates all signs. The Plan Commission may require submittal and approval of a comprehensive signage plan for sites which will have more than one sign viewed together as part of a group of signs. A signage plan was submitted and approved for the property at 6540 Monona Drive in 1999.

Recommendation:

Approval of the repeal and replacement of the existing signage plan dated 3/8/99 for the Pier 37 shopping center at 6540 Monona Drive, with a new signage plan dated 9/13/16 as requested by owner United Properties and represented by Graphic House Inc., according to Section 13-1-220 of the Monona Municipal Zoning Code, is recommended.



September 19, 2016

Sonja Reichertz, AICP
City Planner & Economic
Development Director

City of Monona
5211 Schluter Road
Monona, WI 53716
608.222.2525

Planning Commission,

This version of the Signage Review Plan – Pier 37 is being updated for future sign permitting and to conform to today's standards. The first and last updated version (also attached) is from March 8th 1999.

Here is a synopsis of the changes:

1. Monument Wall Sign- All mention of color is removed, and neon tubing is also removed since that is now an outdated light source.
2. Pylon Sign- Colors are removed as well as fluorescent lighting. Copy and colors are to be approved by Landlord.
3. Landscape Ground Signs- Sign #4 on Drawing Schedule- Colors were removed.
4. Tenant Landscape Ground Signs-Sign #2A, [Building A], and Sign #2 [Buildings B, C, D, F, G] on Drawing Schedule- Colors, fluorescent tubes, and the Kohls landscaped ground sign were removed.
5. Building Signs- Building D- Kohls verbiage removed, and allowable Sq Ft for sign reduced to 260 sq ft. South and East elevation sign sizes reduced to 100 sq ft. Layout and colors to be approved by Landlord.
6. Building Signs- Building A- Colors removed, and layout and colors to be approved by Landlord.
7. Building Signs- Building E- Façade A, B, C, D, size, layout, and colors to be approved by Landlord.
8. Building Signs- Buildings B, C, F, G, - No changes.

To: Sonja Reichertz <sreichertz@ci.monona.wi.us>; Matthew Capodice <matthewc@graphichouseinc.com>
Cc: Mike Johnson <mikej@graphichouseinc.com>; Intern City Planner <CPIntern@ci.monona.wi.us>
Subject: RE: Pier 37 Updated Signage Plan

This email shall serve as Landlord approval and authorization to move forward with this application.



Jamie Pollock

Vice President | Investment & Development

P 720.898.5873 | F 720.898.5883 | C 303.667.3358

E jamie.pollock@uproperties.com

United Properties | 1331 17th Street, Suite 604 | Denver, CO 80202

uproperties.com

Monona Retail, LLC (United Properties) owns the following buildings & land...

- Bldg "A" – The "Noodles" building (6500-6520 Monona Dr)
- Bldg "D" – The "Copps" building (6540 Monona Dr)
- Bldg "E" – The "Staples" building (6544-6594 Monona Dr)

In addition, Monona Retail, LLC (United Properties) owns just the land for the following buildings...

- Bldg "B" – The "Red Robin" building (6522 Monona Dr)
- Bldg "F" – The "Taco Bell" building (100 E Broadway)
- Bldg "G" – The "UW Credit Union" building (200 E Broadway)

The only building/land that Monona Retail, LLC (United Properties) doesn't have an interest in is...

- Bldg "C" – the "Armed Forces" building (6524-6532 Monona Dr)

If you need to speak with the owner of Bldg "C", you can contact: John Livesey from the Livesey Company. His office phone and email address is 608-833-2929 and liveseyjk@liveseyco.com, respectively. I also copied Mr. Livesey on this email.

This should account for every building at the Pier 37 Shopping Center. Please feel free to contact me if you have any further questions.

Tom Weigend, RPA

Vice President | Wisconsin

Property Management Group
Direct +1 414 278 6805 | Mobile +1 414 254 4318
Main +1 414 276 9500 | Fax +1 414 276 9501
tom.weigend@colliers.com

Colliers International
833 E. Michigan Street | Suite 500
Milwaukee, WI 53202 | United States
www.colliers.com



Matt Capodice
Project Manager
Graphic House Inc.
715-842-0402 Ext 259



9204 Packer Drive Wausau, WI 54401 Ph: 715-842-0402 Fax: 715-848-9108 www.graphichouseinc.com

PIER 37 - COMPREHENSIVE SIGNAGE PLAN

9/13/2016

CITY OF MONONA

This signage plan dated September 13, 2016 is an amendment to the original Pier 37 Comprehensive Signage Plan dated March 4, 1999 and later revised on March 8, 1999, and prepared by Ryan Signs Inc. This September 13, 2016 plan, prepared by Graphic House Signs for the property owners shall repeal and replace all earlier versions of the Pier 37 Comprehensive Signage Plan.

1. PIER 37 MONUMENT WALL SIGN

(Refer to Sign #3 on the attached drawing)

- SIGN SIZE: 12' x 33' = 396 square feet, single faced.
- LOCATION: The structure is to be located on the SE corner of the project.
- WALL MATERIALS: Base of sign to match split face block with brick pillars.
- SIGN MATERIALS: The "PIER" individual letter construction will be fabricated aluminum with a polyurethane painted finish. Color to match window mullions. The "37" module construction will be fabricated aluminum with a polyurethane painted finish, color to match window mullions. The "37" will be void with the formed portion of the sign creating the "37".
- ILLUMINATION: The letters and graphic will be internally illuminated.
- MOUNTING: The letters will be mounted to the top of the masonry wall through the bottoms of the letters. The electrical hardware and transformers will be enclosed in an aluminum raceway on the back of the wall. The raceway will be painted to blend into the brick color.

2. PIER 37 LANDSCAPE GROUND SIGN

(Refer to Sign #4 on the attached drawing)

- SIGN SIZE: 3'6" x 8'6" = 29.75 square feet, single faced.
- LOCATION: The sign will be located on the north side of the main common area parking lot of the project.
- WALL MATERIALS: Base of sign to match split face block with brick trim pillars, to match materials used on Pier 37 monument Wall Sign.
- SIGN MATERIALS: The "PIER" individual letter construction will be fabricated aluminum with a painted polyurethane finish, color to match window mullions. The faces will be flat plexiglass with translucent vinyl. The "37" module construction will be fabricated aluminum with a polyurethane painted finish, color



9204 Packer Drive Wausau, WI 54401 Ph: 715-842-0402 Fax: 715-848-9108 www.graphichouseinc.com

to match window mullions. The faces will be a flat plexiglass with translucent vinyl, color to match window mullions. The "37" will be void, with the formed portion of the sign creating the "37".

ILLUMINATION: The sign will be non-illuminated.

3. PIER 37 PYLON SIGN

(Refer to Sign #1 on the attached drawing)

SIGN SIZE: 12'6" x 14' = 175 square feet, doubled faced. Overall height = 35'.

LOCATION: The sign is to be located on the SW corner of the project, as allowed by a variance granted by the Wisconsin DOT. Location shown on the site plan matches the "second choice" location per attached section of the sight plan as approved by the DOT.

MATERIALS: Sign Cabinets: Extruded aluminum, painted polyurethane finish color to match window mullions.
Sign Faces: Rigid Lexan, for "Pier 37" to match window mullions. Tenants can use their corporate standard typefaces. Copy and colors shall be approved by landlord.

Decorative detail around two cabinets: Fabricated aluminum, painted polyurethane finish, color to match EIFS.

Pole Covers: Fabricated aluminum, painted polyurethane finish, color to match BRICK RED, with footers to match (4510) Split face block.

Roof Line: To match building roofs; copper ornamental roof detail.

ILLUMINATION: The signs will be internally illuminated.

4. TENANT LANDSCAPE GROUND SIGNS

(Refer to Sign #2A - Building A, and Sign #2 - Buildings B, C, D, F, G, on Attached Drawing)

SIGN SIZE: 3' X 10'6" = 31.5 square feet, double faced. Overall height shall be 6'6" to top of copper ornamentation.

NUMBER OF SIGNS: One per each Building A, B, C, D, F, G. Off-building sign located on Building A property to be designated as "Pier 37".

LOCATION: The location of each landscape ground sign will be consistent with the final submitted site plan, taking vision triangles into consideration, and as approved by the Plan Commission.

SIGN MATERIALS: Sign cabinets: Extruded aluminum, painted polyurethane finish color to match window mullions.

Sign faces: Rigid Lexan background with translucent vinyl copy as dictated by individual tenants.



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Roof line: match building roofs; copper ornamental roof detail.

Base: split face block #4510, the signs will be internally illuminated.

LANDSCAPE PLAN: To be submitted with final design layout, prior to receiving approved sign permit.

5. WALL SIGNS - BUILDING D

LOCATION: North Elevation: Main wall sign 260 square feet allowed. Auxiliary signs such as "Pharmacy," "Café," and "Bank," are allowed up to 36 sq. ft.

South Elevation: 100 square feet allowed.

East Elevation: 100 square feet allowed.

West Elevation: 100 square feet allowed.

MATERIALS: Faces: Individually illuminated channel letters with translucent vinyl over white plexiglass. The final layout and colors shall be approved by landlord.

6. WALL SIGNS - BUILDING A

LOCATION: North Tenant: One signable area on North, East and West Elevations

South Tenant: One signable area on South, East and West Elevations

Middle Tenant: One signable area on East and West Elevations

Façade A

- 5' (high) Sign Band
- Letter Height: Maximum 24" on single or double line of copy.
- *Note: A single letter may be greater in height than the maximum listed. This will be reviewed on a case by case basis, as approved by the Plan Commission.*

Façade B

- 3' (high) Sign Band
- Letter Height: Maximum 24" on single line of copy
- Maximum 15" on double line of copy
- *Note: A single letter may be greater in height than the maximum listed. This will be reviewed on a case by case basis, as approved by the Plan Commission.*

MATERIALS: Tenant signs shall be internally illuminated channel letters. The final layout and colors shall be approved by landlord.



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7. BUILDING SIGNS – BUILDING E

LOCATION: North Elevation: One signable area for each of two (2) tenants
South Elevation: One signable area for each of two (2) tenants
West Elevation: Each tenant will be allowed one signable area.

Façade A

- 9’6” (high) Sign Band
- Letter Height 72” for Primary line of copy
- 24” for second line of copy
- Alternate: If Staples vacates location, sign requirements revert to Façade B.

Façade B

- 7’ (high) Sign Band
- Letter Height: Maximum 36” on single or double line of copy
- Note: *A single letter may be greater in height than the maximum listed. This will be reviewed on a case by case basis, as approved by the Plan Commission.*

Façade C

- 3’ 9” (high) Sign Band
- Letter Height: Maximum 24” on single line of copy
- Maximum 18” on double line of copy
- Note: *A single letter may be greater in height than the maximum listed. This will be reviewed on a case by case basis, as approved by the Plan Commission.*

Façade D

- 8’ (high) Sign Band
- Letter Height 60” for Primary line of copy
- Alternate: If Staples vacates location, sign requirements revert to Façade B

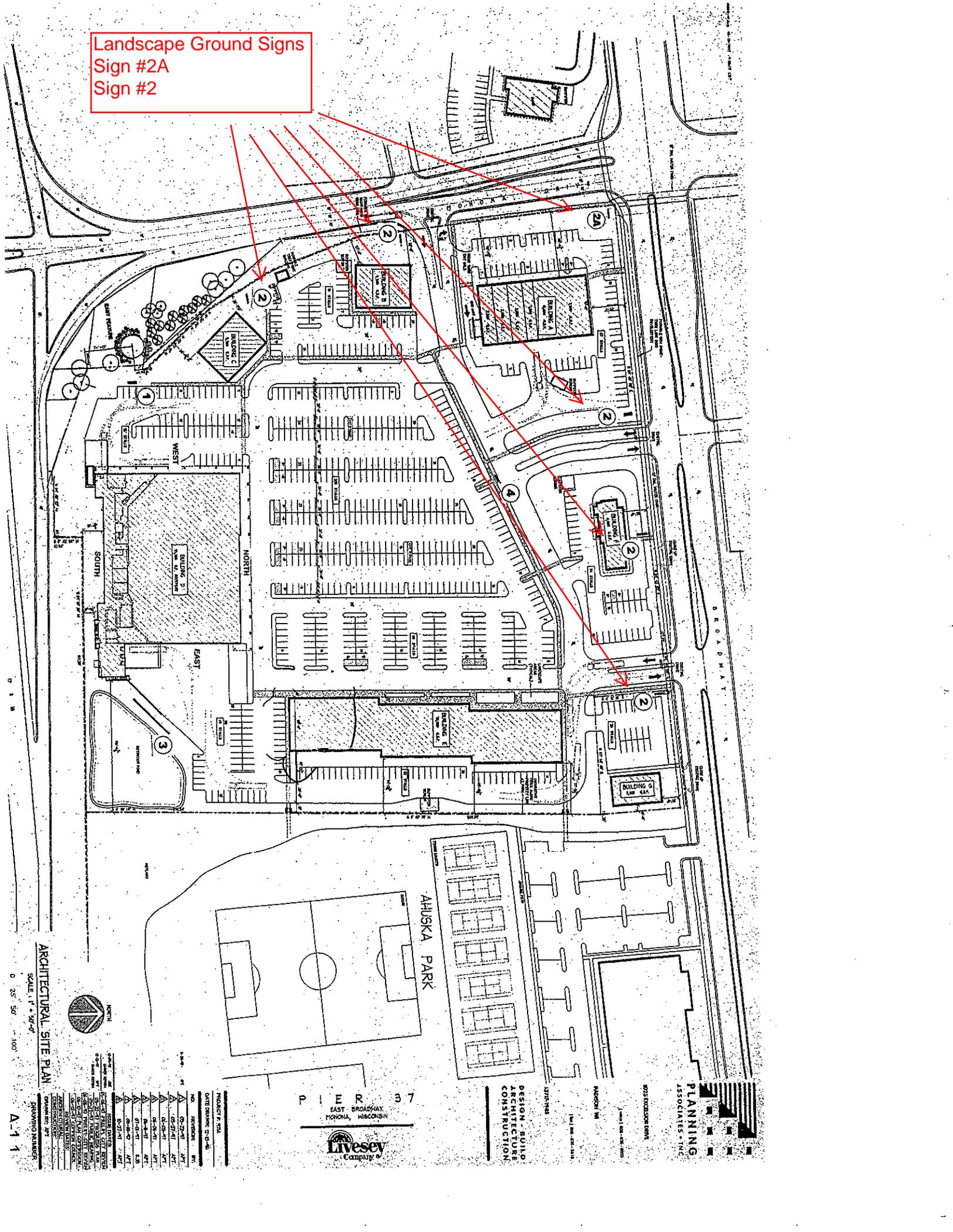
MATERIALS: Tenant signs shall be internally illuminated channel letters. Colors shall be approved by landlord.

8. BUILDING SIGNS – BUILDINGS B, C, F, G

LOCATION: Each building will be allowed two building signs; one to face the street elevation on Monona Drive or Broadway (whichever is appropriate) and the second to be adjacent to their prospective parking lots, to identify the building entrance.

SIZES & MATERIALS: Each building will present their specific signage proposal and will be in keeping with the remainder of the center, as it relates to individual building architecture.

Landscape Ground Signs
 Sign #2A
 Sign #2



ARCHITECTURAL SITE PLAN

SCALE: 1" = 50'-0"

DRAWING NUMBER
 A-1 1

PIER 37
 EAST BROADWAY
 MONONA, WISCONSIN

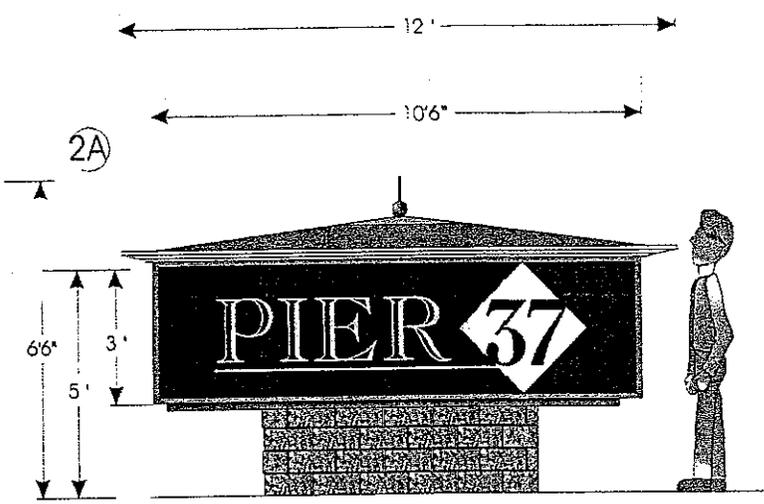
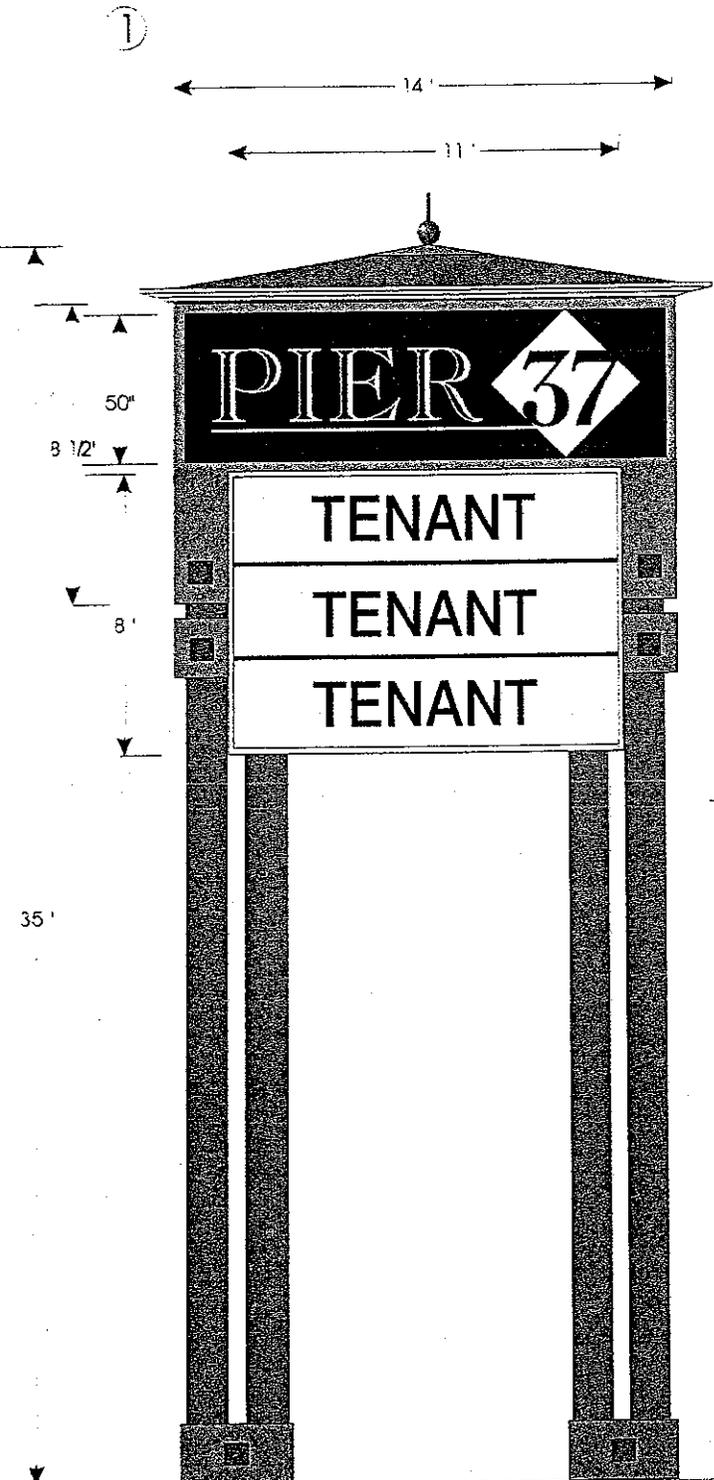
DESIGN-BUILD
 ARCHITECTURE
 CONSTRUCTION

PLANNING
 ASSOCIATES - INC.

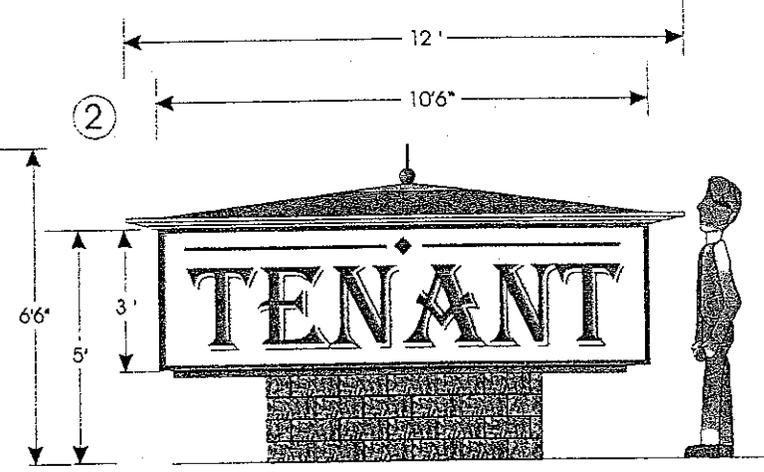
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3	ISSUE LISTS	AW	08-22-11
4	ISSUE LISTS	AW	08-22-11
5	ISSUE LISTS	AW	08-22-11
6	ISSUE LISTS	AW	08-22-11
7	ISSUE LISTS	AW	08-22-11
8	ISSUE LISTS	AW	08-22-11
9	ISSUE LISTS	AW	08-22-11
10	ISSUE LISTS	AW	08-22-11
11	ISSUE LISTS	AW	08-22-11
12	ISSUE LISTS	AW	08-22-11
13	ISSUE LISTS	AW	08-22-11
14	ISSUE LISTS	AW	08-22-11
15	ISSUE LISTS	AW	08-22-11
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36	ISSUE LISTS	AW	08-22-11
37	ISSUE LISTS	AW	08-22-11
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43	ISSUE LISTS	AW	08-22-11
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45	ISSUE LISTS	AW	08-22-11
46	ISSUE LISTS	AW	08-22-11
47	ISSUE LISTS	AW	08-22-11
48	ISSUE LISTS	AW	08-22-11
49	ISSUE LISTS	AW	08-22-11
50	ISSUE LISTS	AW	08-22-11

Sign #1 - Pylon

Sign #2 and #2A



SINGLE USE GROUND SIGN

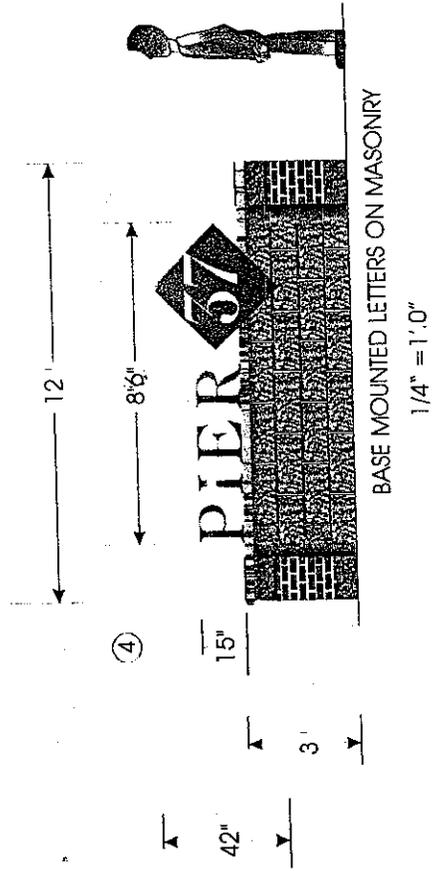
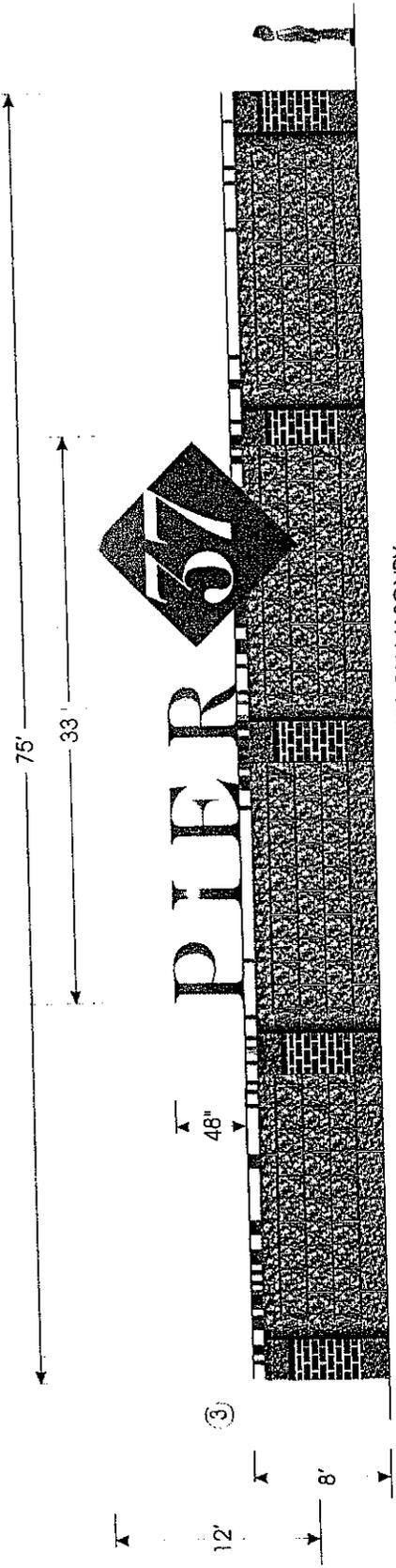


SINGLE USE GROUND SIGN

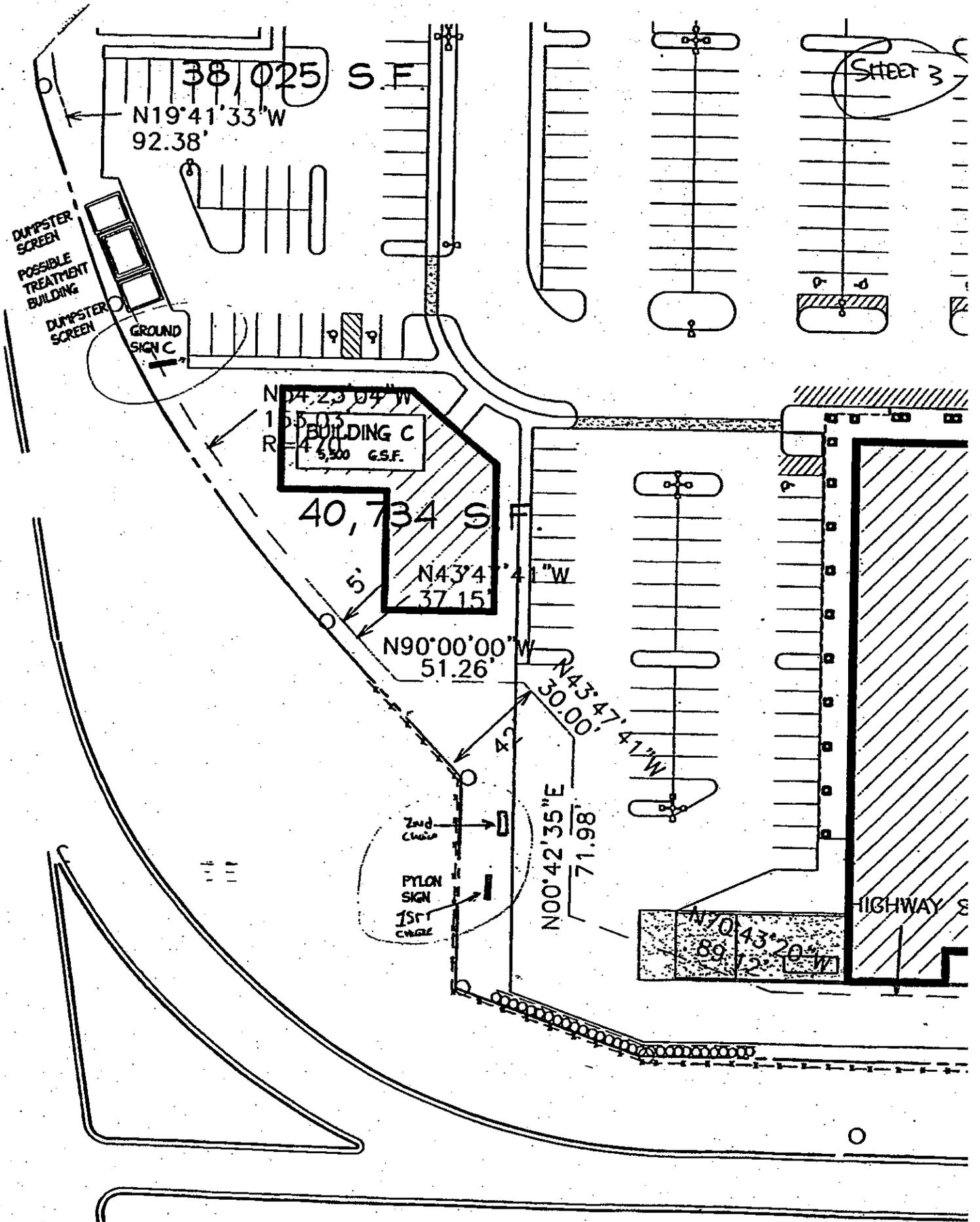
1/4" = 1'.0"

3/16" = 1'.0" SHOPPING CENTER I.D.

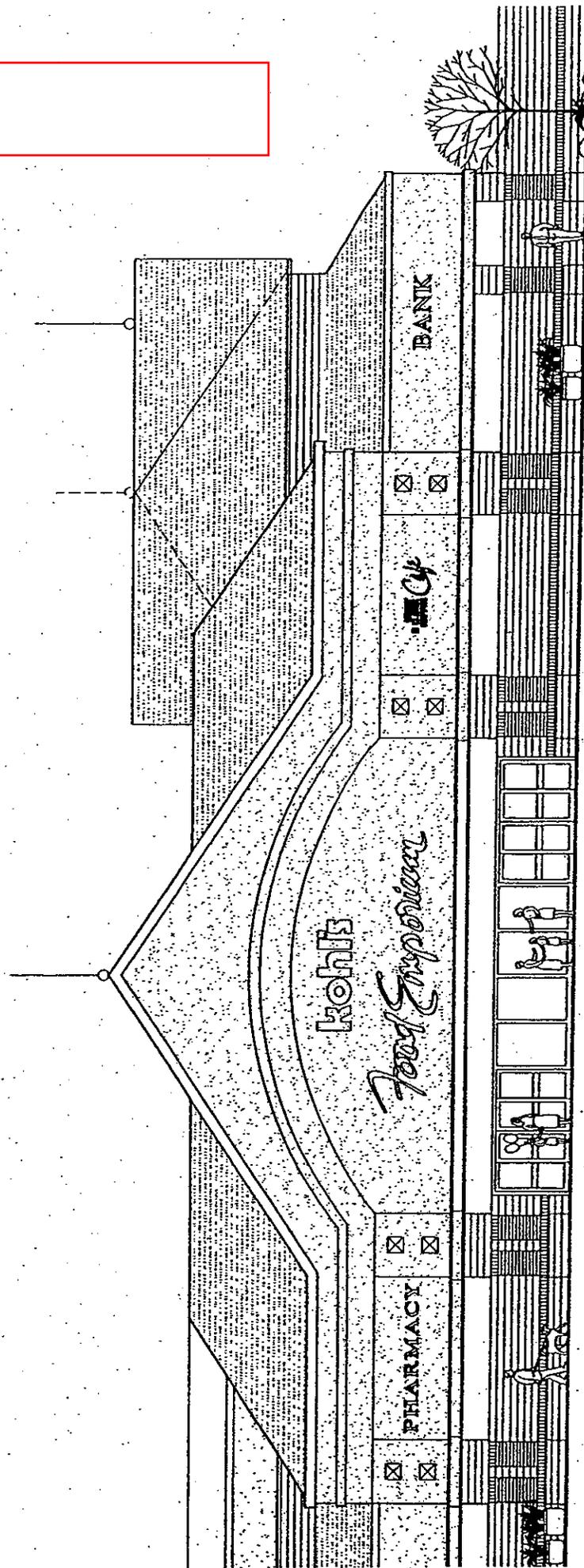
Sign #3 and Sign #4



Ryan Signs, Inc. 3007 Pentx Street • Madison, WI 53713 • Tel (608) 274-7979 • Fax (608) 274-7853 LIVESEY CO. - PIER 37	SCALE: 1/8" = 1'0" DATE: 10/22/98 REVISED: 3/3/99 DRAWN BY: KW	APPROVED: Copyright 1998 by Ryan Signs, Inc.	DRAWING NUMBER: 2322G
	<p>These plans are the exclusive property of Ryan Signs, Inc. and are the result of the original work of its employees. They are submitted to your company for the sole purpose of your consideration of whether to purchase from Ryan Signs, Inc., Madison, Wisconsin a sign manufactured according to these plans. Distribution or exhibition of these plans to anyone other than your company or use of these plans to construct a sign similar to the one embodied herein is expressly forbidden. In the event that such exhibition occurs, Ryan Signs, Inc., Madison, WI expects to be reimbursed 10% of purchase price in compensation for the time and effort entailed in creating these plans.</p>		



BUILDING D



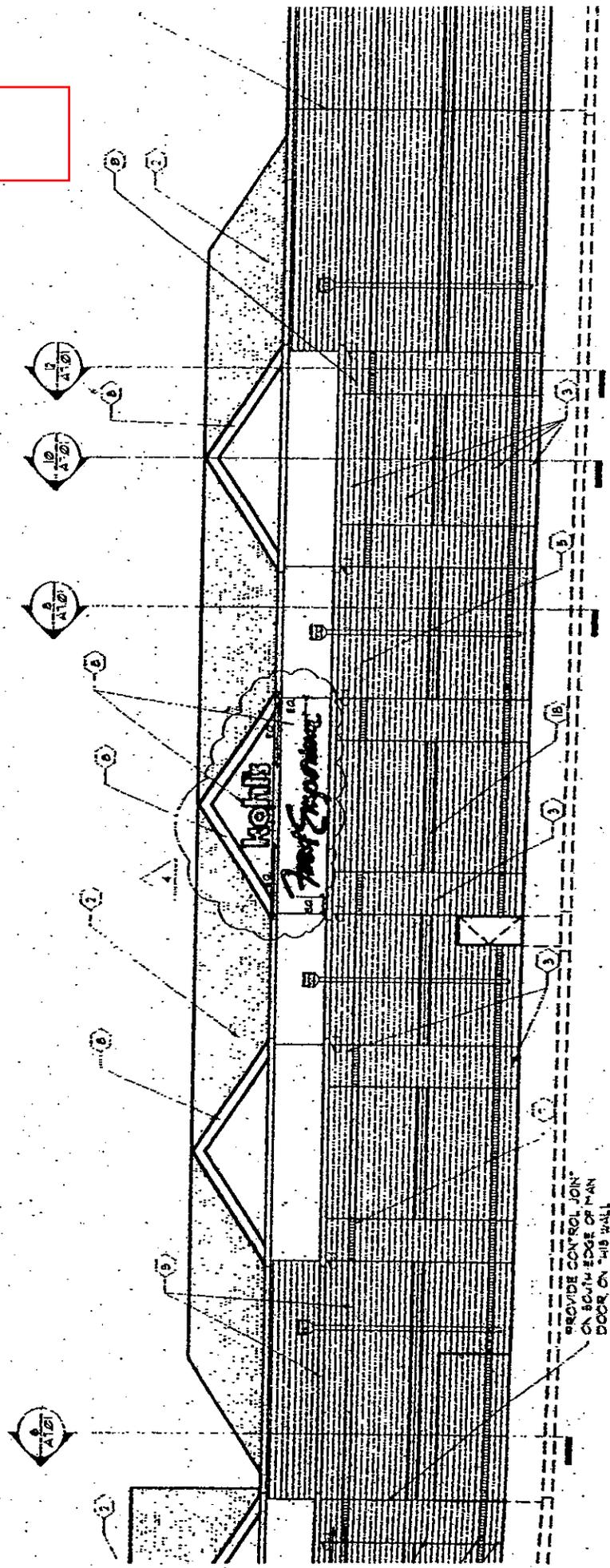
NORTH ELEVATION

KOHL'S PIER

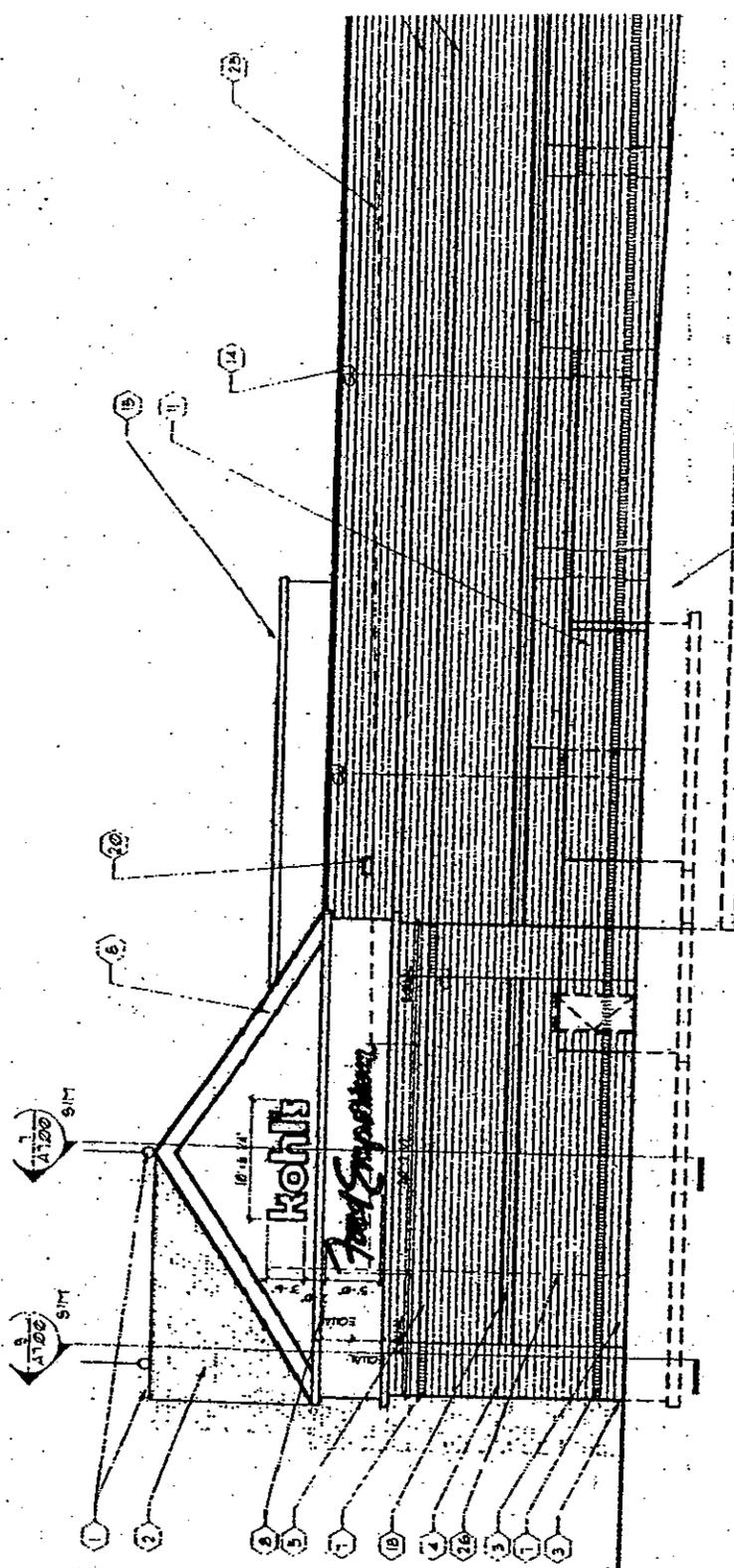
Monona Drive &
Broadway
Monona, Wisconsin
North Elevation

BUILDING D

FIN TO
BELOW GRADE
2X BEYOND



SOUTH ELEVATION



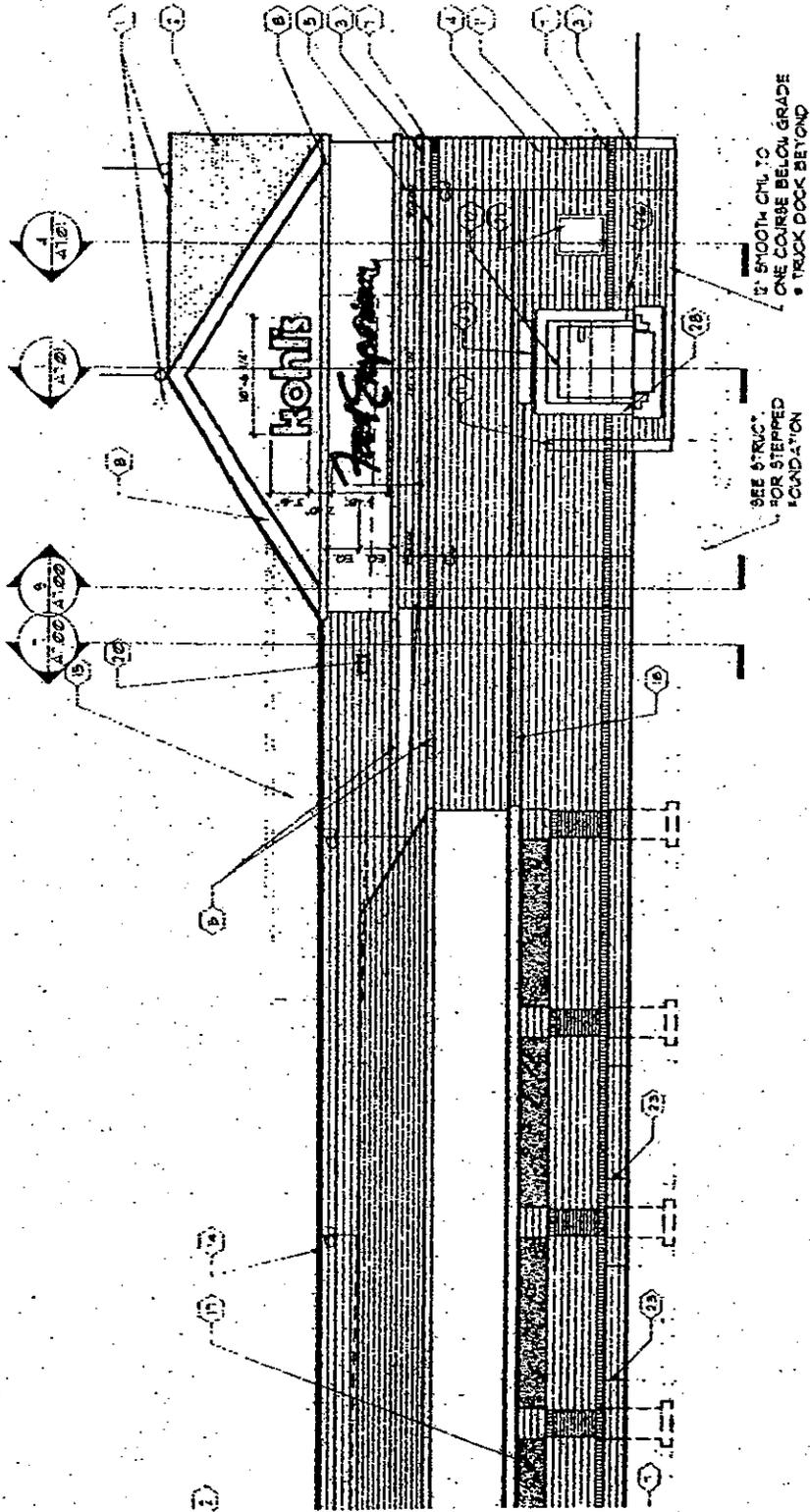
SEE STRUCT. FOR STEPPED FOUNDATION

2" BR. L FACED CHU TO ONE COURSE BELOW GRADE & TRUCK DOCK BEYOND

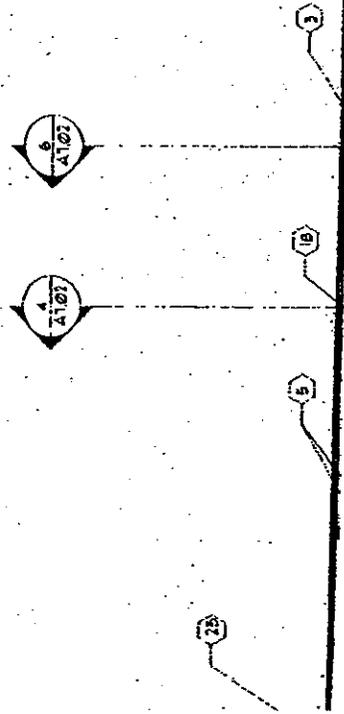
BUILDING D

EAST ELEVATION

BUILDING D



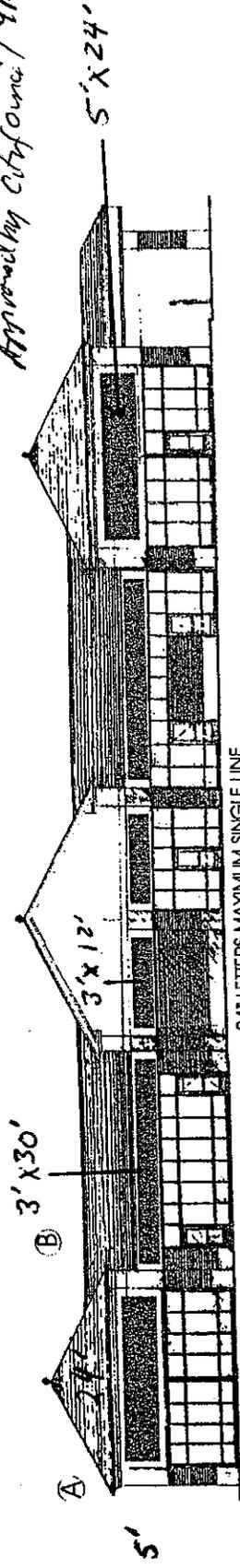
WEST ELEVATION



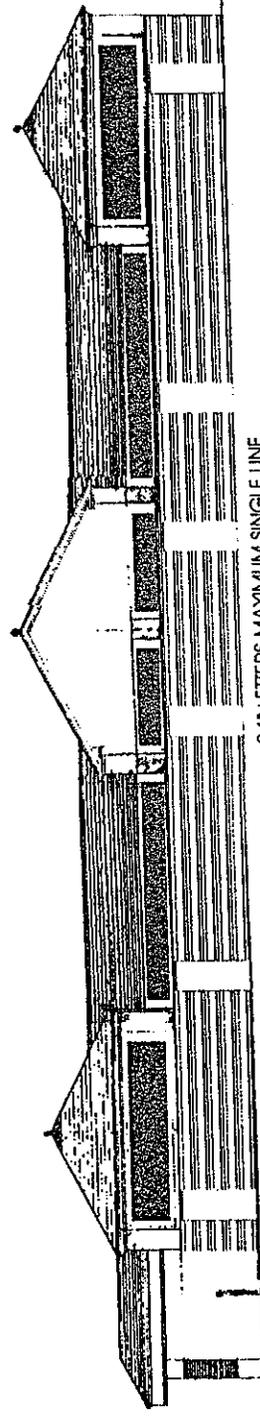
Building A

BUILDING A

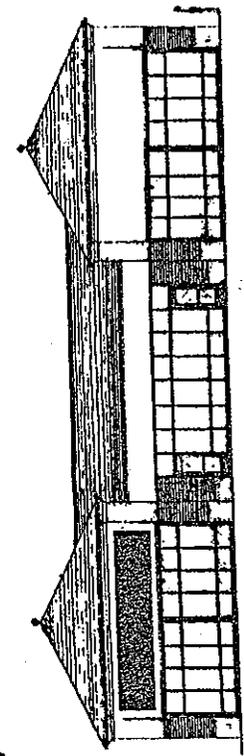
CITY OF MADISON
BUILDING & SITE PLANS CONDITIONALLY APPROVED
ZONING DEPARTMENT
Que Katabhaine
 Signature
 3/10/99
 Approved by City Council 4/5/99



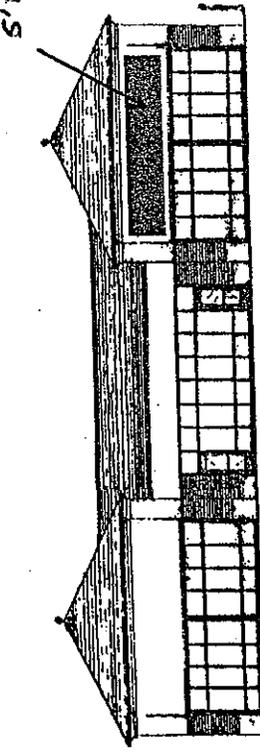
24" LETTERS MAXIMUM SINGLE LINE
 15" DOUBLE LINE
 WEST ELEVATION



24" LETTERS MAXIMUM SINGLE LINE
 15" DOUBLE LINE
 EAST ELEVATION



24" LETTERS MAXIMUM SINGLE LINE OR DOUBLE LINE
 SOUTH ELEVATION



24" LETTERS MAXIMUM SINGLE LINE OR DOUBLE LINE
 NORTH ELEVATION

Ryan Signs, Inc.
 3007 Perry Street, Madison, WI 53713 • Tel: (608) 271-7879 • Fax: (608) 271-7853
IVESY CO. - PIER 37

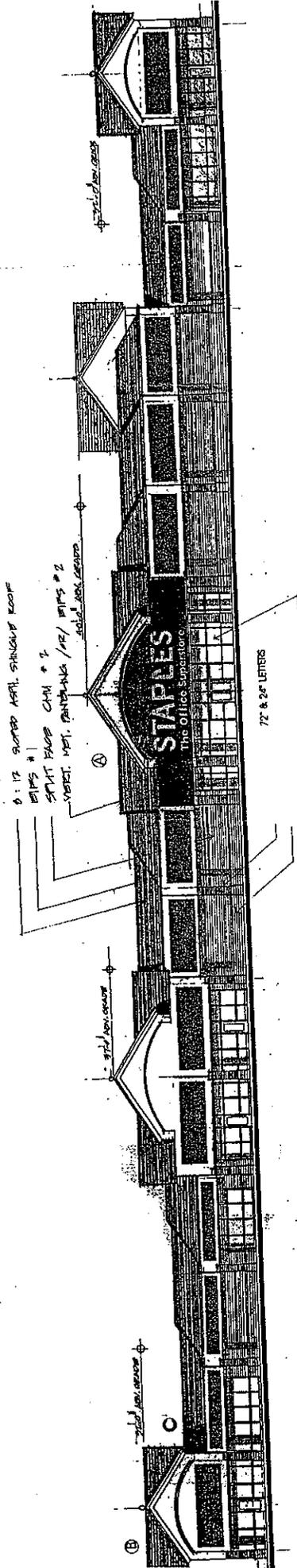
SCALE: 1/16" = 1'-0"
 DATE: 2/8/99
 REVISED: 2/26/99
 APPROVED: [Signature]
 Copyright © 1999 by Ryan Signs, Inc.
 DRAWN BY: KW

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DRAWING NUMBER:
2322

DRAFT

BUILDING E

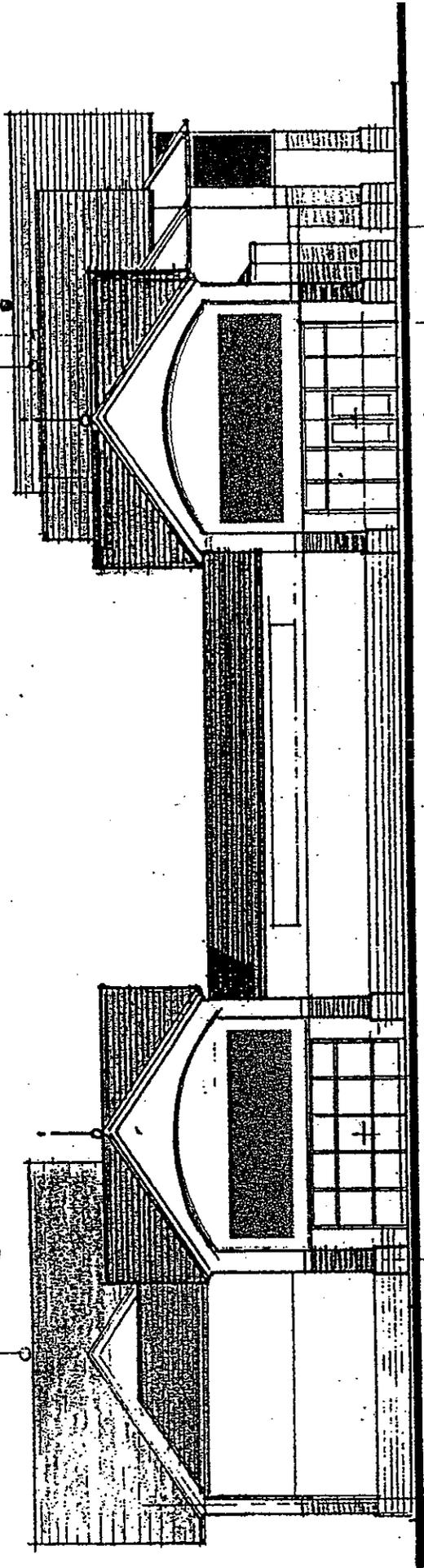


LETTERS 36" MAXIMUM SINGLE LINE OR DOUBLE LINE
24" LETTERS MAXIMUM SINGLE LINE
18" DOUBLE LINE
WEST ELEVATION
1/16" = 1'-0" N.T.S.
(Reference B)

BUILDING E

DRAFT

(B)

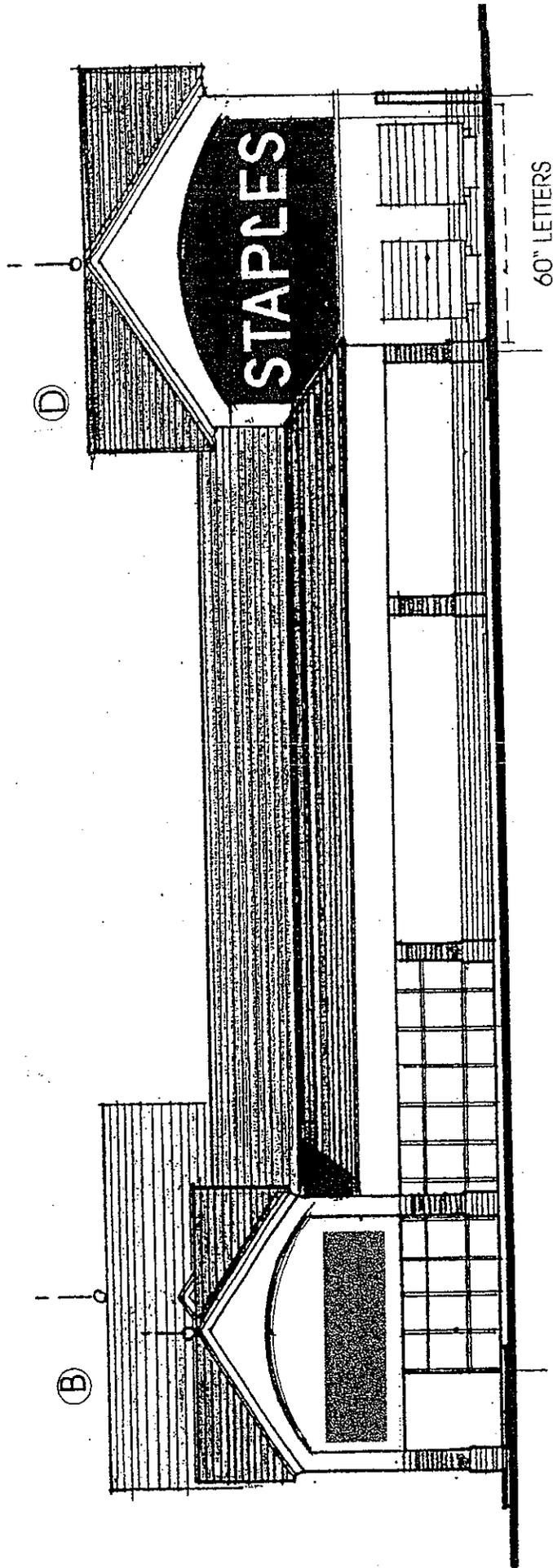


LETTERS: 36" MAXIMUM
SINGLE LINE OR DOUBLE LINE

NORTH ELEVATION

1/16" = 1'-0"

DRAFT

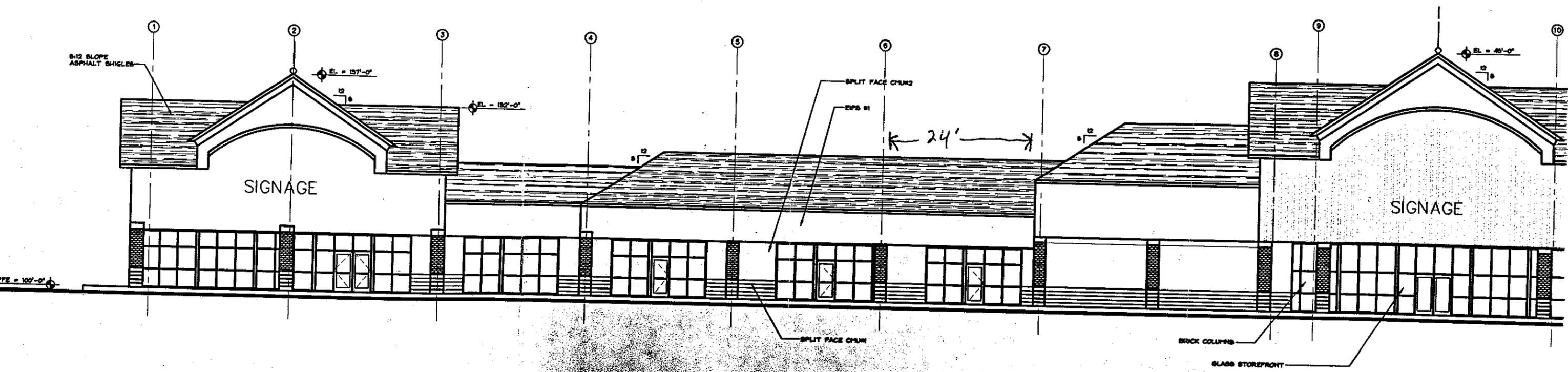


BUILDING E

SOUTH ELEVATION
1/16" = 1'-0"

4 NORTH ELEVATION - BUILDING E
A-3.0 SCALE: 1/16" = 1'-0"

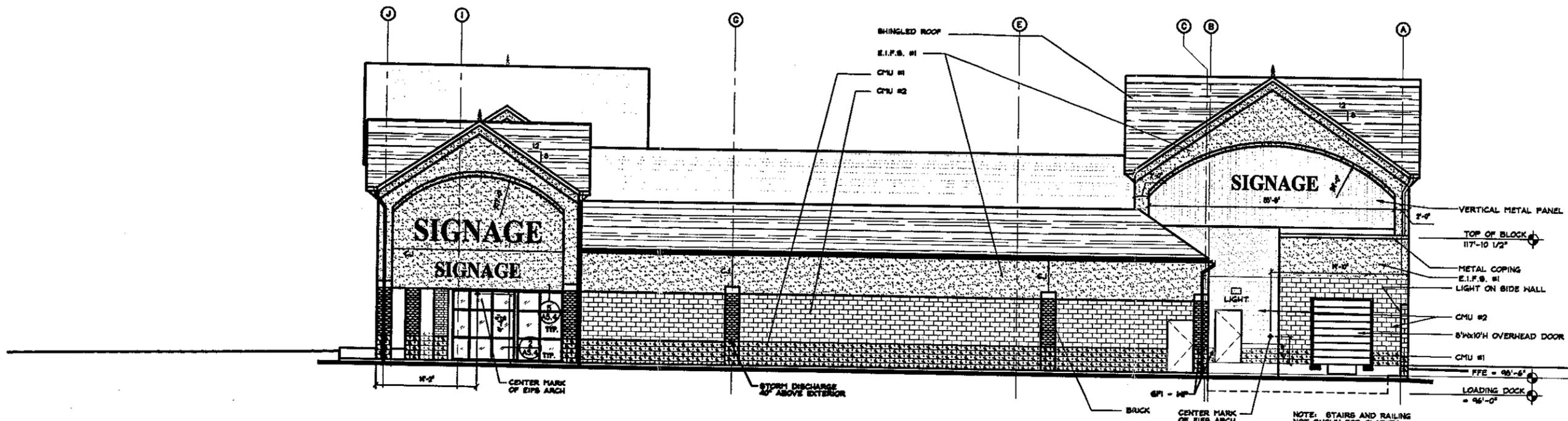
BUILDING E



2 WEST ELEVATION - BUILDING E
A-3.0 SCALE: 1/16" = 1'-0"



BUILDING E



SEE A-3.2 FOR ENLARGED ELEVATION

3 SOUTH ELEVATION - BUILDING E
A-3.0 SCALE: 1/16" = 1'-0"

Building & Site Plans Conditional APPROVED ZONING DEPARTMENT signature Paul Kuehlman

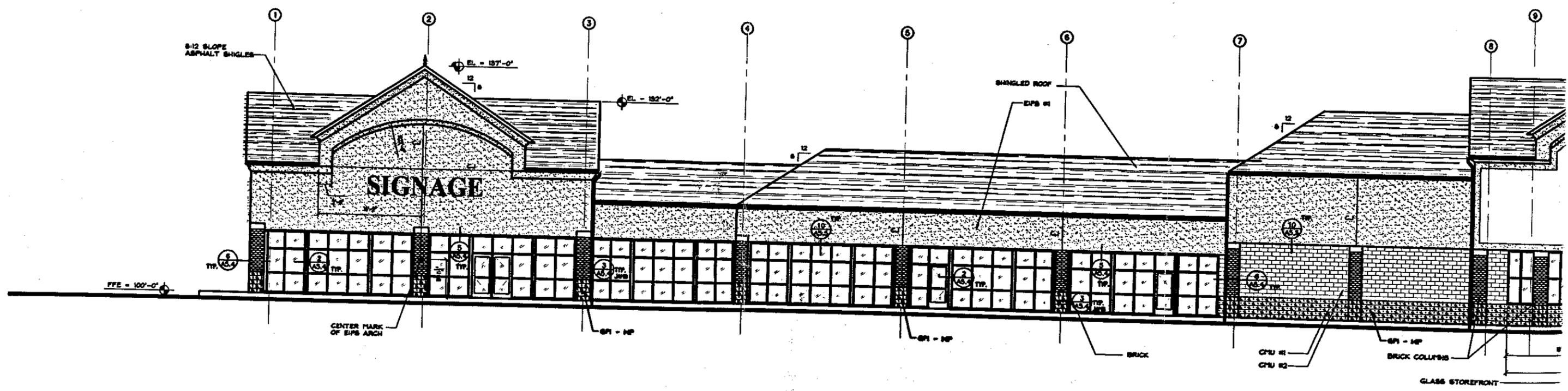
7/20/99



BUILDING E

SEE A-3.1 FOR ENLARGED ELEVATION

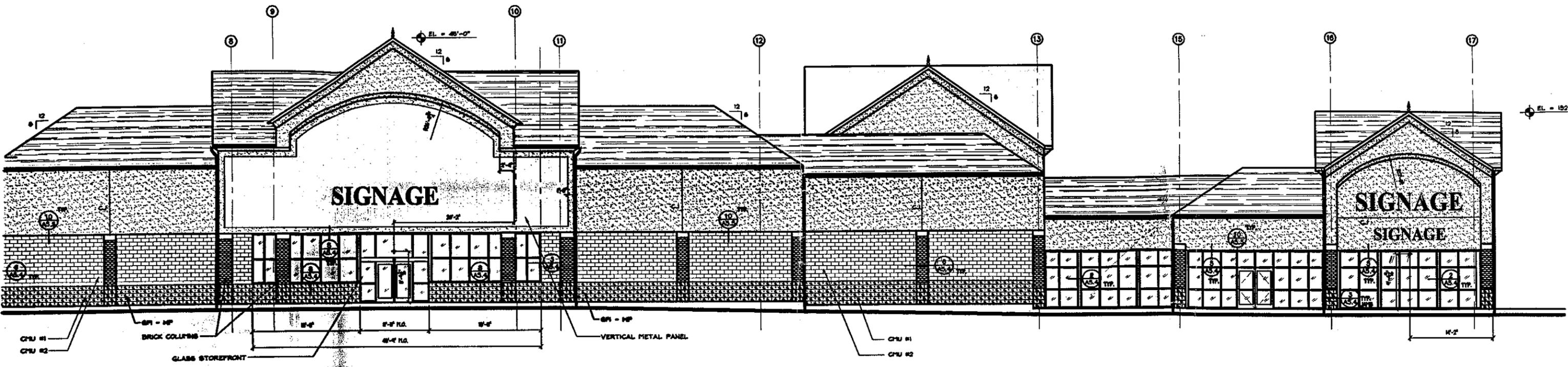
4 NORTH ELEVATION - BUILDING E
A-3.0 SCALE: 1/16" = 1'-0"



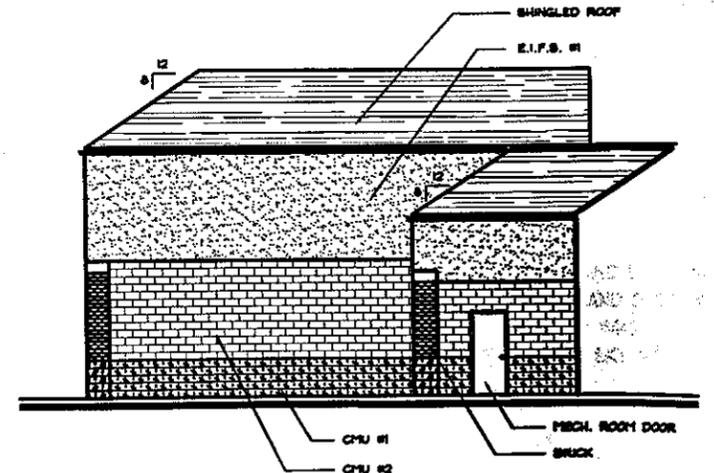
SEE A-3.1 FOR ENLARGED ELEVATION

2 WEST ELEVATION - BUILDING E
A-3.0 SCALE: 1/16" = 1'-0"

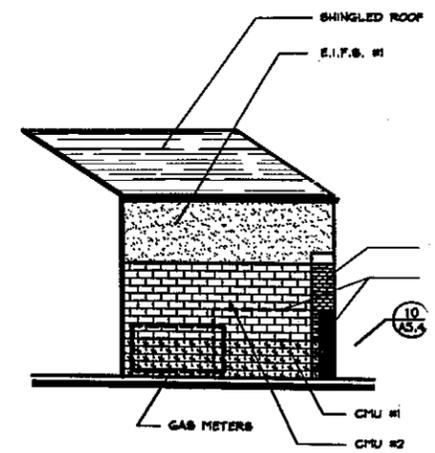
BUILDING E



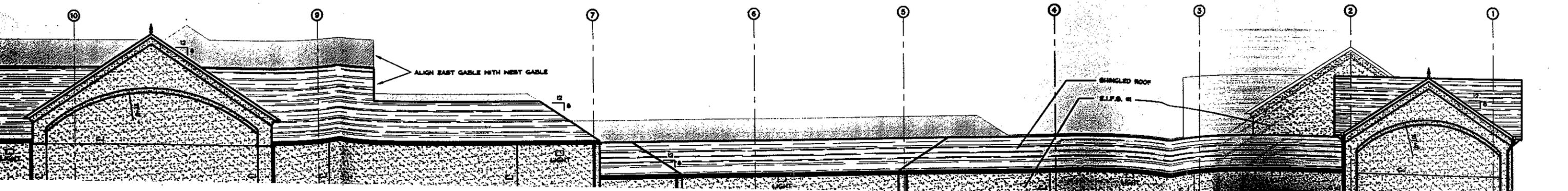
A-3.1 FOR ENLARGED ELEVATION
WEST
677 ELEVATION - BUILDING E
E: 1/16" = 1'-0"



1A DUMPSTER AREA ELEVATION
A3.0 SCALE: 1/16" = 1'-0"



1B DUMPSTER AREA EL
A3.0 SCALE: 1/16" = 1'-0"



Ryan Signs, Inc.



March 4, 1999

March 8, 1999 (Revised and Approved by Monona Plan Commission)

3007 Perry Street
Madison, WI 53713
Tel (608) 271-7979
Fax (608) 271-7853

**CITY OF MONONA
SIGNAGE PLAN REVIEW
PIER 37 - COMPREHENSIVE SIGNAGE
PRECISE IMPLEMENTATION PLAN**

1. PIER 37 MONUMENT WALL SIGN

(Sign #3 on Drawing Schedule)

- SIGN SIZE:*** 12' x 33' = 396 square feet, single faced
- LOCATION:*** The wall and sign are to be located on the SE corner of the project.
- WALL MATERIALS:*** Base of sign to match split face block with brick trim pillars, used in Kohl's Food Emporium elevations.
- SIGN MATERIALS:*** The "PIER" individual letter construction will be fabricated aluminum with a polyurethane painted finish, color to match GREEN of window mullions. The "37" module construction will be fabricated aluminum with a polyurethane painted finish, color to match GREEN of window mullions. The "37" will be void, with the formed portion of the sign creating the "37".
- ILLUMINATION:*** The letters and graphic will be internally illuminated using neon tubing. (The neon will be enclosed within the letters and graphic.)
- MOUNTING:*** The letters will be mounted to the top of the masonry wall through the bottoms of the letters. The electrical hardware and transformers will be enclosed in an aluminum raceway on the back of the wall. The raceway will be painted to blend into the brick color.

2. PIER 37 PYLON SIGN
(Sign #1 on Drawing Schedule)

- SIGN SIZE:*** 12'6" x 14' = 175 square feet, double faced
Overall height of the sign is 35'
- LOCATION:*** The sign is to be located on the SW corner of the project, as allowed by a variance granted by the Wisconsin DOT. Location shown on site plan matches the "second choice" location per attached section of site plan as approved by the DOT.
- SIGN MATERIALS:*** Sign cabinets:
Extruded aluminum, painted polyurethane finish color to match GREEN of window mullions.
Sign faces:
Rigid Lexan, GREEN background and white copy for "Pier 37" to match green window mullions.
"RED" (to match red brick of buildings) for tenant names on white background.
(3 tenants [only] can use their corporate standard typefaces.)
Decorative detail around two cabinets:
Fabricated aluminum, painted polyurethane finish, color to match EIFS (BEIGE)
Pole covers:
Fabricated aluminum, painted polyurethane finish, color to match BRICK RED, with "footers" to match (4510) split face block.
Roof Line:
To match GREEN/BLACK of building roofs;
COPPER ornamental roof detail.
- ILLUMINATION:*** The signs will be internally illuminated using high output fluorescent lamps.
- REQUIREMENTS:*** The sign contractor will submit drawings, stamped by a certified engineer to the City of Monona Building Inspector.

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3. PIER 37 LANDSCAPE GROUND SIGN

(Sign #4 on Drawing Schedule)

<i>SIGN SIZE:</i>	3'6" x 8'6" = 29.75 square feet, single faced
<i>LOCATION:</i>	The sign will be located on the north side of the main common area parking lot of the project.
<i>WALL MATERIALS:</i>	Base of sign to match split face block with brick trim pillars, to match materials used on Pier 37 Monument Wall Sign.
<i>SIGN MATERIALS:</i>	<p>The "PIER" individual letter construction will be fabricated aluminum with a painted polyurethane finish, color to match GREEN of window mullions. The faces will be flat plexiglas with translucent vinyl, color to match GREEN of window mullions.</p> <p>The "37" module construction will be fabricated aluminum with a polyurethane painted finish, color to match GREEN of window mullions. The faces will be flat plexiglas with translucent vinyl, color to match GREEN of window mullions. The "37" will be void, with the formed portion of the sign creating the "37".</p>
<i>ILLUMINATION:</i>	The sign will be non-illuminated.
<i>LANDSCAPE PLAN:</i>	To be submitted prior to receiving approved sign permit.

4. TENANT LANDSCAPE GROUND SIGNS

(Sign #2A [Building A] and Sign #2 [Buildings B, C, D, F, G] on Drawing Schedule)

<i>SIGN SIZE:</i>	3' x 10'6" = 31.5 square feet, double faced Overall height to be 6'6" to top of copper ornamentation
<i>NUMBER OF SIGNS:</i>	One per each Building A, B, C, D, F, G
<i>LOCATION:</i>	The location of each landscaped ground sign will be consistent with the final submitted site plan, taking vision triangles into consideration, and as approved by the Plan Commission.

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SIGN MATERIALS:

Sign cabinets:

Extruded aluminum, painted polyurethane finish
color to match GREEN of window mullions.

Sign faces:

Rigid Lexan background with translucent vinyl
copy as dictated by individual tenants

Roof Line:

To match GREEN/BLACK of building roofs;
COPPER ornamental roof detail

Base:

Split face block, #4510

ILLUMINATION:

The signs will be internally illuminated using high
output fluorescent lamps.

LANDSCAPE PLAN:

To be submitted with final design layout, prior to
receiving approved sign permit.

NOTES:

- (1) The "Kohl's" landscaped ground sign will not be included initially, however, the Livesey Company will be allowed to address this sign location in the future, if they decide it is necessary.
- (2) Off-Building sign located on Building A property to be designated as "Pier 37".

5. BUILDING SIGNS - BUILDING D (Kohl's Food Emporium)

LOCATION:

North Elevation -

KOHL'S FOOD EMPORIUM

13' x 28' = 364 square feet

PHARMACY

12' x 15' = 15 square feet

CAFE

4' x 9' = 36 square feet

"BANK" (to be determined)

Not to exceed space usage as shown above

South Elevation -

KOHL'S FOOD EMPORIUM

11' x 21' = 231 square feet

City of Monona
Signage Plan Review
Pier 37
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East Elevation -
KOHL'S FOOD EMPORIUM
11' x 21' = 231 square feet

West Elevation -
KOHL'S FOOD EMPORIUM
11' x 21' = 231 square feet

MATERIALS:	Faces:	Teal translucent vinyl over white Plexiglas
	Trim:	Black
	Sidewalls:	Black
ILLUMINATION:		White Neon

6. BUILDING SIGNS - BUILDING A

LOCATION:	North Tenant
	One signable area on North, East and West Elevations
	South Tenant
	One signable area on South, East and West Elevations
	Middle Tenants
	One signable area on East and West Elevations

Facade A
5'(high) Sign Band
Letter Height: Maximum 24" on single or double line of copy
Note: A single letter may be greater in height than the maximum listed. This will be reviewed on a case by case basis, as approved by the Plan Commission.

City of Monona
Signage Plan Review
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Facade B

3' (high) Sign Band
Letter Height: Maximum 24" on single line of copy
Maximum 15" on double line of copy
Note: A single letter may be greater in height than the maximum listed. This will be reviewed on a case by case basis, as approved by the Plan Commission.

MATERIALS:

The signs for each tenant are to be internally illuminated channel letters:

Faces: Rohm & Haas #2283 Red Plexiglas
Trim: Red
Sidewalls: Green to match window mullions
Red Neon

ILLUMINATION:

7. BUILDING SIGNS - BUILDING E

LOCATION:

North Elevation
One signable area for each of two (2) tenants
South Elevation
One signable area for each of two (2) tenants
West Elevation
Each tenant will be allowed one signable area on West Elevation

Facade A

9'6" (high) Sign Band
Letter Height: 72" for Primary line of copy
24" for Secondary line of copy

Alternate:

If Staples vacates location, sign requirements revert to Facade B

ILLUMINATION:

Neon, color to be submitted with sign permit application.

Facade B

7' (high) Sign Band

Letter Height: Maximum 36" on single or double line of copy

Note: A single letter may be greater in height than the maximum listed. This will be reviewed on a case by case basis, as approved by the Plan Commission.

Facade C

3'9" (high) Sign Band

Letter Height: Maximum 24" on single line of copy

Maximum 18" on double line of copy

Note: A single letter may be greater in height than the maximum listed. This will be reviewed on a case by case basis, as approved by the Plan Commission.

Facade D

8' (high) Sign Band

Letter Height: 60" for Primary line of copy

Alternate:

If Staples vacates location, sign requirements revert to Facade B

MATERIALS:

The signs for each tenant are to be internally illuminated channel letters:

Faces: Rohm & Haas #2283 Red Plexiglas

Trim: Red

Sidewalls: Green to match window mullions

ILLUMINATION:

Red Neon

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STAPLES, ETC.:

Faces: White

Trim: To be submitted with sign permit application.

Sidewalls: To be submitted with sign permit application.

8. BUILDING SIGNS - BUILDINGS B, C, F, G

LOCATION:

Each building will be allowed two building signs; one to face the street elevation of Monona Drive or Broadway (whichever is appropriate) and the second to be adjacent to their prospective parking lots, to identify the building entrance.

SIZES:

Each building will present their specific signage proposal. Signage will be in keeping with the remainder of the center, as it relates to individual building architecture.

SIGN MATERIALS:

The signs for each tenant are to be presented when specific users are identified.

From: [Marc Houtakker](#)
To: [DepartmentHeads](#)
Cc: [April Little](#)
Subject: 2017 Operating Budget
Date: Friday, August 12, 2016 10:57:06 AM

DIRECTIONS FOR PREPARING 2017 OPERATING BUDGET:

The direction from the Mayor is to prepare a budget to maintain the current services. This means no additional staff, but to maintain what we currently have. Also, if a line item has been underfunded in the past, please adjust based on historical data or current contracts.

I will email each departments their budgets, which includes updated payroll numbers. This includes wages, FICA, health insurance, disability, overtime and retirement. If changes need to be made, please let me know, so we have the same numbers. I did update some overtime and leave wages accounts based on current trends or updated payroll numbers. I have detailed spreadsheet that I used to determine each departments wage and benefit amounts. Please let me know if you want them.

Also, each department will eventually be meeting with the Mayor. For the meeting with the Mayor and Council prepare a summary of the changes to line items and/or changes to a department as whole. The same format as last year. Examples would be prior history, contractual agreements, staffing, etc.

Please have your budget spreadsheets and descriptions to me by **September 30**.

If you have questions or need help, please let me know.

---	PLANNING	2012	2013	2014	2015	2015	2016	2016	
		ACTUAL	ACTUAL	ACTUAL	TO DATE 6/30/2015	YEAR END ESTIMATED	BUDGET	DEPARTMENT BUDGET	COMMITTEE BUDGET
100-56-56300-110	PLANNING SALARIES	27,188	49,002	50,858	30,557	-	51,084	61,074	61,074
100-56-56300-119	PART-TIME WAGES	10,573	4,432	3,437	590	-	12,000	12,000	12,000
100-56-56300-130	FICA	3,120	4,525	4,490	2,332	-	4,826	5,590	5,590
100-56-56300-131	WISCONSIN RETIREMENT	2,009	3,830	3,771	2,017	-	3,372	4,153	4,153
100-56-56300-132	LIFE & DISABILITY INSURANCE	3	11	12	7	-	190	190	190
100-56-56300-133	HEALTH INSURANCE	3,315	6,105	6,211	2,955	-	5,910	6,383	6,383
100-56-56300-134	PROFESSIONAL DEVELOPMENT	1,256	2,754	2,971	2,242	-	2,800	2,800	-
100-56-56300-340	SUPPLIES	63	699	353	251	-	599	600	600
100-56-56300-341	LANDMARKS COMMISSION SUPPLIES	390	(545)	-	-	-	200	200	-
100-56-56300-720	COMMUNITY DEVELOPMENT / PROMOTIO	937	965	836	121	-	-	-	-
100-56-56300-721	UNIVER CITY YEAR INITATIVE	-	-	-	-	-	10,000	-	-
---		48,854	71,778	72,939	41,072	-	90,981	92,990	89,390

---	PERSONNEL	CURRENT YEAR	PROPOSED	DIFFERENCE
---	PERSONNEL	\$ 77,382	89,390	15.52%
---	NON-PERSONNEL	\$ 13,599	3,600	-73.53%
---	TOTAL	\$ 90,981	92,990	2.21%

PLANNING AND COMMUNITY DEVELOPMENT
ACCOUNT JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
100-56-56300-110 SALARIES	\$61,074	Share of salary plus approximately 15% from CDA and TID 8 Budget.
100-56-56300-119 PART-TIME WAGES	\$12,000	Part time planning department intern.
100-56-56300-130 FICA	\$5,590	Social Security at 7.65%
100-56-56300-131 WISCONSIN RETIREMENT	\$4,153	Wisconsin Retirement at 7%
100-56-56300-132 LIFE & DISABILITY INSURANCE	\$190	City share of premium
100-56-56300-133 HEALTH INSURANCE	\$6,383	
100-56-56300-134 PROFESSIONAL DEVELOPMENT	\$2,800	Covers cost of planning journals, APA / AICP membership, professional conferences, and courses.
100-56-56300-340 SUPPLIES	\$600	Covers cost of planning drafting supplies, maps and miscellaneous supplies.
100-56-56300-341 LANDMARKS COMMISSION SUPPLIES	\$200	Covers costs of printing for historic tours, signs, and other special events.
100-56-56300-720 COMMUNITY DEVELOPMENT / PROMOTION	\$-0-	
100-56-56300-721 UNIVERCITY YEAR INITIATIVE	\$-0-	\$10,000 budgeted last year is carried over to 2017 operating budget.