

Minutes
City of Monona
Plan Commission
Monday February 27, 2023

The meeting of the City of Monona Plan Commission was called to order (6:00pm).

Present: Alder Nancy Moore (Chair), Alder Brian Holmquist, Ms. Coreen Fallat, Mr. Chris Conrad, Mr. Robert Stein, Ms. Susan Fox, and Mr. Chris Homburg

Excused: Mr. Brandon Gries

Also Present: Doug Plowman, Planning Director

Approval of Minutes

A motion by Mr. Stein, seconded by Alder Holmquist, to approve the minutes of February 13, 2023 carried with no corrections.

Order of Business

There were no changes to the order of business.

Appearances

None.

Unfinished Business

A. Public Hearing on Request by Madison Pediatric Dental & Orthodontics, LLC, for Approval of a Zoning Permit for Construction of a New Dental Office at 220 W. Broadway. (Case No. 2-019-2022)

Mr. Ian Wilson of Nolan Carter Architectural Design shared the application. The proposal is to take down the existing building because grade challenges prevent re-use. He shared changes made to the application in response to Commission feedback at the last prehearing conference. These include roughing-in for rooftop solar and EV parking, lighting changes, and the use of a flat roof. Mr. Aaron Breitenfeldt of Robert E. Lee & Associates also mentioned changes to the landscaping, the addition of the curb stops, and the inclusion of details for the trash enclosure.

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

B. Consideration of Action on Request by Madison Pediatric Dental & Orthodontics, LLC, for Consideration of a Zoning Permit for Construction of a New Dental Office at 220 W. Broadway. (Case No. 2-019-2022)

Planning Director Plowman shared the staff report. The request is for a zoning permit for a new dental clinic. The parcel is zoned Community Design District (CDD) and the 2016 Comprehensive Plan lists this site as commercial. The applicants have had three previous prehearing conferences.

The proposed use is a two-story, 12,000 sq. ft. footprint dental clinic with surface parking. The site will utilize existing curb cuts and sidewalks provide connections between the parking

lots. City standards for parking require 79 stalls, and 91 stalls are proposed. Bike parking is included and the applicant has included conduit for EV charging.

The building has a flat roof and building materials include stone, brick, and metal panel. The proposed movie theater façade was received well by the Commission previously. Trash enclosure details have been included and materials will mimic that of building. The patio design details were not included as previously requested by the Commission. The applicant is pursuing a Letter of Map Amendment (LOMA) with FEMA regarding location of floodplain. Additional lighting has been added and landscaping improvements are included, particularly along northern property line for headlight screening. Additional trees were added to rear of building and greenspace is listed at 30.7%. Staff recommends approval.

Mr. Homburg liked the landscaping changes and additional accent lighting. He felt the applicant should correct the plans to show that the walkway in the rear is rubber, not asphalt. He stated that the oil skimmer in the stormwater plan was not allowed anymore, and recommended inlet inserts instead. He asked if the 100-year floodplain intersects the building. The applicant stated that the map shows the building is touching it but their survey showed otherwise. Mr. Homburg pointed out that the parking stalls on the adjacent lot are painted “tenant only.” He added that “no exit” signage is needed on the north driveway going out to River Place.

Ms. Fallat liked the landscaping changes but asked if native grass species were considered. The applicant stated that they would work with the landscape architect to evaluate native grasses.

Mr. Conrad said that the location of the conduit for future EV charging seems to lead to some of the best parking stalls on the property. He suggested the EV stalls be moved further away from the building and suggested conduit be included around the entire perimeter.

Mr. Stein felt that the wheel stops for accessible parking stalls should be moved back in the stall. He liked the landscaping plan overall, but felt more native species should be included.

Alder Holmquist praised the design and the applicant for responding to Commission feedback. Ms. Fox appreciated the additional lighting.

A motion was made by Mr. Homburg, seconded by Mr. Stein, to approve a Zoning Permit for a new dental office, requested by Madison Pediatric Dental & Orthodontics, LLC, to be located at 220 W. Broadway, as proposed and according to Chapter 480-55 of the Monona Municipal Code of Ordinances with the following conditions of approval:

1. All required state and local building permits shall be obtained.
2. A City of Monona standard stormwater facilities maintenance agreement (“Declaration of Conditions, Covenants and Restrictions for Maintenance of Stormwater Management Measures”) modified specifically for this site shall be

submitted for approval by the city's consulting engineer prior to approval of stormwater and erosion control permits.

3. Erosion control and stormwater management permit applications shall be submitted to the city's consulting engineer for review with final approval by City Staff prior to the granting of building permits.
4. The applicant shall respond to the comments from the engineering review letter from Vierbicher dated 2/23/2023, and Brad Bruun's staff feedback prior to building permits being issued. These revisions shall be reviewed by the city's consulting engineer, with final approval by City Staff.
5. Final approval of this zoning permit is subject to FEMA approval of a Letter of Map Amendment (LOMA) for the location of the floodplain.
6. Any proposed signage for the development shall require a separate sign permit.
7. Should glare from the lighting be deemed excessive, additional Plan Commission review may be required.
8. If the applicant chooses not to use existing water and sanitary sewer connections to the mains these connections will need to be properly abandoned at the main with final approval by City Staff.
9. The applicant shall add a no exit sign at the northern entrance to River Place with final approval by City Staff.
10. The patching on W. Broadway shall meet Public Works standards for the work.
11. The retaining wall design and engineering shall return for review with final approval by City Staff.

The motion carried unanimously.

C. Public Hearing on Request by Whitehorse Properties LLC, Represented by Snyder & Associates, Inc., for Approval of a Zoning Permit for a New Private Drive for the Previously Approved CSM 16430 located at approximately 1208 E. Broadway. (Case No. 2-002-2023)

Mr. Brian Arcand of Snyder & Associates presented the application. The proposal is for a private drive for the previously approved four-lot CSM. The CSM was conditionally approved with a condition to build the private drive when the first lot is developed. The application includes new geometrics, including one southbound entrance lane, two northbound exit lanes, and a median. The applicant is working with the gas station owner regarding drainage concerns. A portion of the gas station lot will be reconstructed to improve drainage and re-align parking stalls per comments received from the Commission. Stormwater for the private drive will be managed on Lot 1 and a turnaround will likely be added to Lot 2.

Representatives of the Whitehorse property said that they had met directly with the gas station owner about reconfigurations and they feel the perpendicular parking stalls will work

best. They spoke to the good relationship between the property owner and the gas station owner historically. They have also worked with potential buyers of other lots who approve of the proposed geometrics.

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

D. Consideration of Action on Request by Whitehorse Properties LLC, Represented by Snyder & Associates, Inc., for Approval of a Zoning Permit for a New Private Drive for the Previously Approved CSM 16430 located at approximately 1208 E. Broadway. (Case No. 2-002-2023)

Planning Director Plowman shared the staff report. The proposal is for a private drive on Outlot 1 of the approved CSM. The parcel is zoned Community Design District (CDD). The request was previously heard by the Commission in January 2023. The CSM was originally recorded in 2018 and Northpointe Development received approval of a General Development Plan (GDP) for their proposed multifamily development in late 2021, while the Precise Implementation Plan (PIP) approval is dependent upon the approval of the private drive.

Mr. Plowman shared that Strand reviewed the engineering plans. Stormwater facilities are proposed for Lot 1, which is part of the Northpointe Development. Utilities are to be privately owned and maintained and Public Works has requested that the drive be signed as private. No street lighting is shown in the plan, and staff recommends that this be included in either the private drive or Northpointe approval. The 5.5-ft terrace will be seeded and mulched and the Northpointe plans show it will include trees. Design changes include 5 in. sidewalk to meet City standards, wider terraces, and a corrugated median. Staff recommends approval.

Mr. Homburg stated that the applicant should ensure an easement be placed across the front of Lot 4 to ensure it doesn't become landlocked with further development. He said that City Ordinance requires every lot to front on a right of way that is 60 ft., but that the rear lots don't front on City right of way. He felt that an access easement needed to be recorded with the CSM to ensure access for all lots in case the outlot is sold in the future. Mr. Arcand pointed out that there is a note about access in the CSM. Mr. Homburg asked how Lot 1 of CSM 8819 would receive access after the frontage is developed. A representative of the Whitehorse property shared that it would be considered as they work with potential buyers of that lot.

Mr. Homburg requested the applicant add details to the plans indicating a 14-ft. egress lane. He stressed the need for a turnaround and that the private drive needs to be signed for no parking on both sides. He also mentioned the need for additional stormwater inlets to prevent ice formation in the winter. He noted that the Strand engineering review requested the grade of the drive be kept below 5%, but said that it caused the driveway to the Northpointe development to be too steep. He asked that the grades be redesigned. He felt it was appropriate to add a condition of approval for landscaping and lighting.

Alder Holmquist asked about the location of the mountable curb for the gas station. The applicant stated that it is proposed for in front of the perpendicular stalls. He felt that the

sidewalk to gas station was appropriate but had concerns about the placement of the crosswalk from the Northpointe development. He felt that it should be placed further south.

A motion was made by Mr. Homburg, seconded by Ms. Fallat, to approve a Zoning Permit for construction of a new private drive requested by Whitehorse Properties, to be located at Outlot 1 of CSM 16430, as proposed and according to Chapter 480-55 of the Monona Municipal Code of Ordinances with the following conditions of approval:

1. All required state and local building permits shall be obtained.
2. Maintenance of the drive and sidewalks shall be private and not the obligation of the City.
3. The applicant shall address the comments from the Strand review letter dated February 23, 2023 with final approval by City Staff.
4. Owner consent and a possible temporary construction easement shall be obtained prior to any construction taking place on Lot 3 of CSM 8819.
5. Site utilities south of the right-of-way line shall be private and the responsibility of the owner.
6. Stormwater for the drive shall be considered as part of the Northpointe stormwater review.
7. Lighting and landscaping to compliment that of Lot 1 of CSM 16430 shall be submitted during Zoning Permit review for Lots 2 and 3 of CSM 16430.
8. A turnaround at the southern end of the private drive shall be included with final design approved by City Staff.
9. The road shall be signed for no parking with final approval of plans by City Staff.
10. Additional storm sewers and inlets shall be installed further south on the road to assist with drainage with final approval by City Staff.
11. The applicant shall work with the City Engineer and the Northpointe Engineer regarding grading of the road and improving grades at the adjacent driveway with final approval by City Staff.
12. The entrance for the ingress shall be dimensioned for 14' with final approval by City Staff.
13. The mountable curb and entrance shall be identified on plans with final approval by City Staff.
14. The western sidewalk shall be extended to the south in order to provide a crosswalk for the Northpointe project with final approval by City Staff.

The motion carried unanimously.

E. Public Hearing for Northpointe Development Corporation and DreamLane Real Estate Group on Request for Consideration of a Certified Survey Map (CSM) for the site located at approximately 1208 E. Broadway, for a 75-Unit Residential Development. (Case No. 2-029-2022)

Mr. Justin Zampardi of Vierbicher presented the application for a new one-lot CSM. The proposal would combine lot 4 of CSM 8819 and Lot 1 of CSM 15061. It also includes a proposed stormwater management easement on the southern portion of the combined lot for the benefit of the private drive on Outlot 1.

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

F. Consideration of Action for Northpointe Development Corporation and DreamLane Real Estate Group on Request for Consideration of a Certified Survey Map (CSM) for the site located at approximately 1208 E. Broadway, for a 75-Unit Residential Development. (Case No. 2-029-2022)

Planning Director Plowman shared the staff report. Vierbicher is proposing the combined CSM which will serve the proposed Northpointe multifamily development. A prehearing conference with the Commission was held in October 2022. The proposed CSM received recommendation from the Public Works Committee in November 2022. The combined lot will have access to the private drive on Outlot 1, which is 50 ft. wide, and includes a stormwater easement to serve Outlot 1. The two existing 24-ft wide easements are to be released. The proposed lot is just over 3 acres and staff recommends approval.

Mr. Conrad asked for clarification on the existing easements. Planning Director Plowman stated that they would be released prior to recording the CSM. Mr. Stein asked if it was necessary to identify the access easement off of Outlot 1 on the CSM. The applicant and Mr. Homburg said that it was not necessary.

A motion was made by Mr. Stein, seconded by Mr. Conrad, to recommend that the Monona City Council approve a 1-Lot Certified Survey Map (CSM) to combine 2 lots at approximately 1208 E. Broadway, as proposed, according to Section 473-4(b) of the Monona Municipal Code of Ordinances and Section 236.34 of the Wisconsin Statutes with the following conditions of approval:

1. City Council review and approval is required prior to the recording of the CSM.
2. Final staff approval of the CSM is required, including the edits in the review letter dated February 23 from Strand, the City's engineering consultant as well as any additional edits needed to the updated CSM.
3. The existing ingress/egress easement as shown on CSM 8819 and the access easement shall be released prior to recording of the CSM.

The motion carried unanimously.

G. Public Hearing on Request by Northpointe Development Corporation and DreamLane Real Estate Group for Approval of a Precise Implementation Plan (PIP) called “Broadway Lofts and Townhomes” for the site located at approximately 1208 E. Broadway, for a 75-Unit Residential Development. (Case No. 2-028-2022)

Mr. Sean O’Brien of Northpointe Development, Mr. Lane Manning of DreamLane Real Estate, and Mr. Bob Feller of Knothe & Bruce Architecture presented the PIP application and the changes made in response to Plan Commission feedback. They added a number of trees to the landscaping plan and are working with the Dane County Tree Canopy Collaborative. Dane County also awarded the project an additional \$300,000 in HOME funds. The project team anticipates breaking ground in late spring or early summer.

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

H. Consideration of Action on Request by Northpointe Development Corporation and DreamLane Real Estate Group for Approval of a Precise Implementation Plan (PIP) called “Broadway Lofts and Townhomes” for the site located at approximately 1208 E. Broadway, for a 75-Unit Residential Development. (Case No. 2-028-2022)

Planning Director Plowman shared the staff report. The proposal is for a 75-unit multifamily workforce housing development on Lots 1 and 4 of the Whitehorse property along East Broadway. The project previously received approval for a General Development Plan (GDP) in late 2021. The development includes one four-story, 63-unit apartment building and two two-story, 6-unit townhome buildings. Amenities include a community room, fitness room, outdoor patio, play area, and bike parking. The development will include a mix of market rate units, rent restricted units available for households earning 50-60% of the County median income, and units available to those earning 30% of the County median. Lutheran Social Services will provide a service coordinator on site. Sustainable building materials are proposed and plans for Energy Star certification are included. A solar array is planned for the apartment building roof.

The parcel is zoned Community Design District (CDD) and is utilizing the Planned Community Development process. The CDD is typically for commercial uses, but residential is an allowable use when part of a compatible mix of uses realizing the goals of the Comprehensive Plan. Surrounding land uses are commercial and there is interest in additional commercial uses for other parcels part of the Whitehorse property. The applicant received WHEDA tax credits, additional funding from Dane County Affordable Housing Development, and HOME funds. Discussions are ongoing with the Community Development Authority (CDA) for a TIF request.

The building has a brick façade, with composite panel in three colors for the upper floors. Balconies and patios are included for all units. 63 underground parking stalls, 62 surface-level stalls, and a one-car garage for each of the 12 townhome units are proposed. The applicant also proposed 48 bike stalls and a B-Cycle station. Site access and circulation has evolved since previous submissions, with access now off the private drive. The landscaping plan shows extensive plantings and 38 canopy trees, with more to be added later. The proposal exceeds the City minimum for landscaping points and green space, which is 43%.

On site, 14 lighting fixtures are proposed. Lighting on the private drive was previously discussed as part of that application. Strand reviewed the stormwater plans and staff recommends approval.

Alder Holmquist liked the overall design and praised the applicant for incorporating Commission feedback. He pointed out that the renderings show the brick material plus four different colors of paneling, which he felt was too busy. The applicant stated that only three colors would be used. Alder Holmquist asked about the material of the vertical siding, which the applicant said was a composite material. The Commission discussed the appropriateness of the composite material and felt it was acceptable.

Alder Holmquist requested EV charging stations. He felt that the proposed sidewalk and crosswalk may not be sufficient after further development of adjacent parcels. He suggested a raised crosswalk.

Ms. Fox also asked about EV charging stations and the applicant said that the preference would be for stalls to be included in the parking structure. Ms. Fox liked the landscaping plan.

Mr. Stein asked why accessible parking stalls were not included closer to the entrance, and the applicant stated there were grade issues. Mr. Stein suggested a railing be included on the top of the wall between the townhome building and the apartment building. He also suggested a wall at the southern-most sidewalk. He asked the applicant if the stormwater facilities would outlet to the wetlands and if a vegetated swale could be used. The applicant said that infiltration wasn't feasible so they needed to pipe treated stormwater.

Mr. Conrad asked about the location of the 8-ft. tall privacy fence. The applicant stated that it would only be near the gas station and would end at the tree line. They said that the southern face may not be needed. Mr. Conrad asked if fencing was needed to block access to the waterway. The applicant felt that a fence wouldn't necessarily stop residents from accessing the waterway and would detract from views of the natural areas. Mr. Conrad asked about the rooftop solar and if each unit would have its own meter. The applicant stated they would and the panels would offset the house meter, which could be used to supply EV charging stations. Mr. Conrad asked for clarification on Lutheran Social Services, and the applicant replied that they would work with any tenant that may need to be connected to resources and services.

Ms. Fallat asked if having an environmental assessment performed could impact the design. The applicant stated that it likely would not, and that they were only looking to clean certain areas of soil. A representative of the property owner said that a consultant previously demonstrated that the soils were clean. Ms. Fallat said that ADA parking stalls need to be marked on the plans and asked if the applicant had received a commitment from B-Cycle. The applicant stated that they are still working with B-Cycle and that another one of their developments in Fitchburg has a B-Cycle station. They are hoping to learn from that development to understand how many stalls are needed.

Mr. Homburg pointed out that the applicant potentially used outdated numbers for the 200-year storm event in the stormwater design. He asked the applicant why infiltration was not feasible and they replied that the DNR has indicated potentially contaminated soil and

because of the gravel fill layer. He pointed out that the clay liner might not be needed if there's no contamination.

Mr. Homburg requested the applicant revise the driveway slope to be less steep. He also encouraged a railing for the limestone wall and additional trees on the south side of the property to block noise. He said that a minimum of two ADA stalls on the lower level with easy access to the elevator was needed. He also encouraged the applicant to add conduit for outdoor EV charging.

Ms. Fallat encouraged the applicant to explore using native grasses in the landscaping. She asked for additional details on exterior lighting and the applicant stated that some wall pack lights would be included.

Alder Moore asked if a geothermal system was considered. The applicant said that it would be explored.

Alder Holmquist pointed out that the privacy fence near the gas station was 8-ft. tall, while fences could only be approved up to 6-ft. He also asked about the material. The applicant stated that it would be a solid vinyl fence. Alder Moore said that the Commission had previously requested an 8-ft. tall fence. The Commission discussed both options and ultimately preferred a 6-ft. fence.

A motion was made by Mr. Homburg, seconded by Mr. Conrad, to recommend that the Monona City Council approve a Precise Implementation Plan (PIP) for Broadway Lofts and Townhomes, which will include a 63-unit apartment building and two, 6-unit townhome buildings, as proposed and according to Chapter 480-37 of the Monona Municipal Code of Ordinances with the following finding of fact and conditions of approval:

Finding of Fact:

1. The Precise Implementation Plan submitted for approval, for Broadway Lofts and Townhomes, is deemed to conform substantially to the General Development Plan for the Project as recommended for approval by the Plan Commission on November 8, 2021.

Conditions of Approval:

1. Approvals of this Precise Implementation Plan are contingent upon City Council approval of the Certified Survey Map.
2. All required state and local building permits shall be obtained.
3. A monitored alarm system and Knox Box are required and plans shall be submitted to the City's Fire Chief for approval prior to granting of occupancy permits.
4. Determination of the minimum water service size required to provide adequate flow and pressure to building's fire suppression system is the responsibility of the applicant's engineer. Meter sizes should be provided to the Water Utility as soon as possible so that orders can be placed.

5. The Police and Fire Departments may require a Bi-Directional Amplifier for the underground parking garage to address concerns with signal strength.
6. Erosion control and stormwater management permit applications shall be submitted to the city's consulting engineer for review and approval prior to the granting of building permits.
7. A City of Monona standard stormwater facilities maintenance agreement ("Declaration of Conditions, Covenants and Restrictions for Maintenance of Stormwater Management Measures") modified specifically for this site shall be submitted for approval by the city's consulting engineer prior to approval of stormwater and erosion control permits.
8. The applicant shall respond to the comments from the review letter dated 02.23.2023 prior to building permits being issued. These revisions shall be reviewed by the city's consulting engineer, with final approval by City Staff.
9. The applicant is required to stage all their construction equipment and materials for operations within their own site and not on any city streets.
10. The final lighting plan shall be coordinated with City Staff.
11. A preconstruction meeting between site contractors and the City of Monona shall be held prior to beginning construction.
12. Construction of the private drive shall commence prior to, or concurrent with this project.
13. Completion and acceptance of the private drive shall occur prior to the Certificate of Occupancy being issued for this property.
14. The adjustments to grade along the private drive and entrance to this project as discussed at the February 27, 2023 Plan Commission meeting shall occur with final approval by City Staff.
15. The applicant shall revisit infiltration viability for the site with final approval by City Staff.
16. A minimum of two ADA accessible stalls shall be included in the underground parking, with a minimum of five total on the site with final approval by City Staff.
17. Electric vehicle charging facilities as discussed shall be included in the underground parking, with conduit for future installation to be included in the surface parking lot with final approval by City Staff.
18. Depending on future uses of the other parcels, the applicant may need to return to add traffic calming measures into the private road with final approval by the Plan Commission.
19. The changes to perimeter fencing discussed at the February 27, 2023 Plan Commission meeting including the type and location shall be made with final approval by City Staff.
20. The applicant shall revisit the landscaping for the site incorporating native

Plan Commission Minutes

February 27, 2023

Approved March 13, 2023

plantings with final approval by City Staff.

The motion carried unanimously.

New Business

None.

Reports of Staff and Commission Members

A. Staff Report Regarding Status of Development Project Proposals.

1. Economic Development Update

Planning Director Plowman shared that Private Drive for the Whitehorse property, the Northpointe Development at 1208 East Broadway, and the Walter Wayne development at 5105 Monona Drive are on the agenda at the next Community Development Authority (CDA) meeting.

2. Potential Upcoming Plan Commission Items

Planning Director Plowman shared that a zoning permit for a new restaurant at the former Angelo's space, a zoning permit for Phase II of the Chipotle development, and a zoning permit for one of the two tenants at that space will be formally considered at the March 13th meeting. The CSM for 4506 Shore Acres Road will also be formally considered for recommendation to City Council.

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

Planning Director Plowman shared that the Department Heads met with Nehemiah as part of ongoing training. They explored goals and opportunities to work on diversity efforts within each department. The Planning Department is exploring accessibility and how to improve noticing for meetings, such as stake signs. Mr. Homburg felt that staking was a good idea, and said that Madison has the applicant do it.

4. Updates/Discussion on Sustainability Efforts

Alder Moore shared that the Transit Commission's survey is open until March 24th.

5. Upcoming Meetings: March 13, 2023 and March 27, 2023

B. Plan Commission Requests for Information from City Staff.

Mr. Homburg asked when Chipotle was planning to open. Planning Director Plowman said that it is likely in the coming weeks, but a conditional and temporary Certificate of Occupancy will have to be issued. There have been various challenges due to the different entities working on the project.

Ms. Fallat asked for details on the Village Lanes project. Planning Director Plowman said that staff met with the owners of the property about TIF and planning details, but that there are no real updates.

Adjournment

A motion by Ms. Fallat, seconded by Mr. Conrad, to adjourn carried. (8:30pm)

Respectfully submitted by:
Thor Jeppson, Assistant Planner