

Minutes
City of Monona
Plan Commission
Monday June 27, 2022

The meeting of the City of Monona Plan Commission was called to order (7:00pm).

Present: Alder Brian Holmquist (Acting Chair), Mr. Robert Stein, Mr. Chris Homburg, Ms. Susan Fox, Mr. Chris Conrad, Mr. Brandon Gries

Excused: Alder Nancy Moore, Ms. Coreen Fallat

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

Approval of Minutes

A motion by Mr. Stein, seconded by Mr. Conrad, to approve the minutes of June 13, 2022 carried with one correction.

Appearances

None

Unfinished Business

A. Public Hearing on Request by Tully's II Food and Spirits, for Approval of a Zoning Permit for a New Outdoor Patio and Associated Fencing at 6401 Monona Drive. (Case No. 2-015-2022)

Mr. Hayes, representing Tully's, presented plans for a seasonal patio to be put up each year in the back of the Tully's restaurant. A seasonal patio had been used for the past couple years, as part of the pandemic-related "streetery" program, and there had been no issues with it. The patio would be up from spring to early fall, and the fence design had not been modified since the prehearing conference, other than to add more weight to the bases of the fence posts.

B. Consideration of Action on Request by Tully's II Food and Spirits, for Approval of a Zoning Permit for a New Outdoor Patio and Associated Fencing at 6401 Monona Drive. (Case No. 2-015-2022)

Mr. Plowman shared the staff report, highlighting that feedback at the prehearing conference was generally positive. The patio would take up 5 parking stalls, which would leave 51 stalls on site for parking, one stall more than the 50 required of the restaurant by the parking code. Staff recommended approval.

The Commission members were supportive of the proposal and had no additional comments.

A motion was made by Mr. Homburg, seconded by Mr. Gries, to approve the Zoning Permit for a new outdoor patio and associated fencing, requested by Tully's II Food & Spirits, to be located at 6401 Monona Drive, as proposed and according to the Monona Code of Ordinances with the following conditions of approval:

1. The fence shall be seasonal, and be installed no earlier than April 15th and removed no later than October 15th of each year.
2. Fencing shall be well maintained, and if there are concerns with the appearance, the applicant may need to return to the Plan Commission.

3. If there are concerns from the Police and Fire Departments, the design may need to be revised.
4. Any relocation of the patio shall return to the Plan Commission for further review.
5. The patio area shall close no later than 9:00pm.

The motion carried unanimously.

New Business

A. Public Hearing on Request by NMotion Medical Transportation, Represented by Tywalla Durruthy for Approval of a Zoning Permit for a New Sublease in the AIM Distribution Space at 851-855 E. Broadway. (Case No. 2-017-2022)

Ms. Durruthy presented the proposal to locate NMotion Medical Transportation on the site. The business used their fleet of vehicles to provide transportation to medical appointments for clients, both locally and regionally (serving Wisconsin and parts of Illinois and Iowa). Employees typically worked in three shifts, and the business typically served about 20 patients per day, since most patient trips were several hours away. The existing fleet had 18 vehicles, which would be parked in the front of the building. Most fleet vehicles were minivans, and three were larger vehicles.

Ms. Durruthy and Mr. Joshua Trucks explained that no visitors were expected to the site, since clients were picked up and dropped off at their homes. Additionally, AIM Distribution, from whom NMotion was subletting their space, did not need the 25 parking stalls allocated to them in their lease agreement and had agreed that NMotion could use those 25 stalls for their fleet vehicles. Given the low parking needs of both AIM Distribution and Apria Health, the other building tenant, it was not anticipated that parking would be an issue.

B. Consideration of Action on Request by NMotion Medical Transportation, Represented by Tywalla Durruthy for Approval of a Zoning Permit for a New Sublease in the AIM Distribution Space at 851-855 E. Broadway. (Case No. 2-017-2022)

Mr. Plowman shared the staff report, saying that the site was zoned CDD and shown as a commercial use in both current and future land use maps, which the proposed use aligned with. There were 50 shared parking stalls for the building and NMotion planned to use about 30. Per the parking code, based on the number of fleet vehicles and employees, NMotion would be required to have 48 parking stalls. Relief from that requirement could be considered, given that a one-to-one trade off of employee drivers to fleet vehicles was expected. Drivers would arrive for their shift and immediately take out their fleet vehicles to serve patients. He noted that AIM Distribution had completed all the conditions of their Zoning Permit approved earlier this year.

Ms. Fox, Mr. Homburg and Mr. Stein were concerned that there may be parking challenges with so many fleet vehicles, and did not feel that there was enough parking space for the fleet to grow beyond its current size. There was discussion about how many parking stalls were allocated to each building tenant, and the applicant stated that they had agreements with AIM Distribution and the landlord for enough parking stalls for their fleet. It was decided that if parking became an issue in the future, additional Plan Commission review would be required. Ms. Durruthy clarified that if the business were to expand, they would likely look for a new location with more parking.

Mr. Gries expressed concern about increased traffic at the intersection and Mr. Trucks clarified that most drivers leave at the beginning of their shift and do not return to the building until the end, rather than coming back to the office multiple times.

A motion was made by Mr. Homburg, seconded by Ms. Fox, to approve a Zoning Permit for a new use, requested by NMotion Medical Transportation, to be located at 851-855 E Broadway as proposed and according to the Monona Municipal Code of Ordinances with the following conditions of approval:

1. All required permits from state and local agencies shall be obtained. The applicant shall contact the City of Monona Building Inspection Department to confirm requirements.
2. If parking space becomes an issue, additional Plan Commission review may be required.
3. A separate sign permit shall be obtained for any new signage on the building.
4. All vehicles parked outside shall be operable.
5. There may be no expansion of the use without prior Plan Commission review and approval.
6. Both the front and rear parking lots shall be striped.
7. All vehicles shall be parked in their designated stalls or inside the building.
8. If parking becomes an issue on this site, the applicant will need to return to the Plan Commission where additional conditions may be applied.

The motion carried unanimously.

C. Public Hearing on Request by Monona Grove School District, Represented by Spaceco, Inc. for Consideration of a Zoning Permit for Parking Lot and Playground Improvements at 5301 Monona Drive. (Case No. 2-018-2022)

Ms. Fox recused herself.

Mr. Ted Ward, from Spaceco, presented plans to modify the MGSD administrative building parking lot and basketball courts. The project would remove the existing auxiliary parking lot and replace it with a smaller playground with basketball hoops, and extend the footprint of the main parking lot. The changes would cause no net change to the amount of impervious surface on site. The main parking lot would have an additional 30 stalls, with some 45-degree parking, and the existing bus lane would be relocated to improve traffic flow.

Tim Berry (209 Nichols Rd) spoke to ask if the project would impact access to Nichols Road for residents.

D. Prehearing Conference on Request by Monona Grove School District, Represented by Spaceco, Inc. for Consideration of a Zoning Permit for Parking Lot and Playground Improvements at 5301 Monona Drive. (Case No. 2-018-2022)

Mr. Plowman shared the staff report, stating that the parcel where work would be done was zoned CDD, and that the other parcel that made up the site was zoned single-family, but would not be affected. Current and future land use maps showed the site as institutional use. There would be a net reduction in parking stalls of 8 stalls, and the revised layout was expected to better serve needs for MG21 and School District meeting. It was suggested that landscaping and lighting on site be discussed.

The Commission members were generally supportive of the proposal. Mr. Gries, Mr. Homburg and Mr. Stein commented that a robust landscaping plan would be important for the site. Mr. Stein and Mr. Homburg said an exception could be considered to the 'one tree island per row of 12 parking stalls' requirement to allow the larger tree islands proposed.

There was discussion from Mr. Stein and Mr. Homburg about traffic flow for cars and buses in the parking lot and directional arrows were suggested. A lighting plan for the parking lot and basketball court was requested for future hearings. Mr. Homburg commented that the new County stormwater requirements would apply to the site and that stormwater plans should be included.

Reports of Staff and Commission Members

A. Staff Report Regarding Status of Development Project Proposals.

1. Economic Development Update

The CDA would meet to discuss the Monona Garden and Bloom development proposals in late June.

2. Potential Upcoming Plan Commission Items

Upcoming agenda items included the Monona Garden proposal, the MGSD parking lot project, follow up on conditions for 915 Femrite, and improvements for the second tenant space at the former Shopko.

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

The City's Ad Hoc DEI committee had recently published their report with recommendations for the City, which was available on the City website.

4. Updates/Discussion on Sustainability Efforts

None

5. Upcoming Meetings: July 11, 2022, July 25, 2022.

B. Plan Commission Requests for Information from City Staff.

Mr. Homburg asked why the sidewalk in the Library parking lot did not extend to the road, and the Commission discussed the sidewalk design.

Adjournment

A motion by Mr. Gries, seconded by Ms. Fox, to adjourn carried. (8:15pm)

Respectfully submitted by:
Elisa Guerrero, City Planning Intern