

Minutes  
City of Monona  
Plan Commission  
Monday July 11, 2022

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

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

Excused: Mr. Robert Stein

Also Present: Elisa Guerrero, Planning Intern

**Approval of Minutes**

A motion by Ms. Fallat, seconded by Alder Holmquist, to approve the minutes of June 27, 2022 carried with no corrections.

**Appearances**

None

**Unfinished Business**

**A. Public Hearing on Request by Populance, LLC, for Approval of a Zoning Permit for Construction of a New Mixed-Use Building at 6501 Bridge Road. (Case No. 2-006-2021)**

Mr. Gosch, representing Populance, presented the project plans for a mixed-use development that would have traditional apartments, traditional commercial space and various live-work units on the corner of Bridge Road and W. Broadway. The project consisted of a 4-story building, with commercial space and a public plaza area on the ground level and apartments on the upper floors. The live/work units were designed for sole proprietors and small businesses where people could live on the upper floor and use the lower floor as office space. This would provide flexible workspace for remote and appointment based businesses.

The site would have 61 underground parking stalls, 26 parallel street parking stalls, public and private bike parking and a multi-use path around the entire site, which would help create safer pedestrian infrastructure for students and visitors to the adjacent One City Schools campus. Bump outs would be added at the corner of Bridge and W. Broadway as well as Bridge and Engel to create space for the parallel parking. There would be native and non-native landscaping throughout the site and an outdoor space with seating and grills for residents, which could be converted to additional parking if necessary. All site lighting would be LED fixtures, with the possibility of trying out different colors and intensities of the lighting.

**B. Consideration of Action on Request by Populance, LLC, for Approval of a Zoning Permit for Construction of a New Mixed-Use Building at 6501 Bridge Road. (Case No. 2-006-2021)**

Ms. Guerrero shared the staff report, noting that the site was zoned Community Design District and that land use maps showed the site as commercial use. The development would have 45 residential units, 29 traditional apartments and 16 live/work units, along with 3,255 sq. ft. of traditional commercial space. 61 parking stalls were located underground, 56 of which accounted for the residential unit parking, with 5 left over and 26 parallel street parking stalls for visitor and commercial parking. The applicant was requesting that parking stalls for

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the commercial space and 'work' portion of the live/work units be calculated on a 1 stall/400 sq. ft. basis, rather than the code's 1 stall/300 sq. ft. calculation, because of the live/work units. The Public Works Committee had recommended approval of the proposed parking plans with the parallel street parking as submitted. Suggested points of discussion were the landscaping plan, site lighting, and stormwater features on site.

The Commission members expressed support for the project, had positive feedback about the building's architecture, and liked the live/work unit concept. Commission members asked whether the units would be condominiums or traditional apartments. Mr. Gosch explained that the live/work units would be owned and units on the 3rd and 4th floors would be rental apartments. There was discussion about the need to restrict the use of the "work" portion of live/work units to actual business or commercial uses, rather than as extensions of the living space, potentially through deed restrictions for those units.

The Commission members were supportive of the use of parallel street parking. Alder Holmquist said that counting street parking towards the overall parking requirements was allowable for this site because the uses adjacent to the site had their own on-site parking and were not likely to use the parallel stalls, thus ensuring that they would actually be available for visitors to the new development. Mr. Homburg suggested that a longitudinal stripe be added between the drive lane and the parking stalls and that the drive lane be widened slightly, with which Ms. Fallat and Ms. Fox agreed. The Commission was comfortable with the change from 1 stall/300 sq. ft. to 1 stall/400 sq. ft.

There was support for the bike parking on site and Mr. Conrad, Ms. Fallat and Mr. Homburg said that EV charging should be included. Mr. Gosch explained that EV and e-bike charging would be included in the underground parking stalls.

Mr. Homburg, Ms. Fallat, Alder Moore, Mr. Gries and Ms. Fox commented that more street trees should be added to the landscaping plan and that effort should be made to preserve existing trees on site. The Commission also suggested more use of native species. The lighting plan was considered adequate and Mr. Homburg and Ms. Fox commented that changing the colors of some of the site lights could be a nice decorative element.

There was discussion about the addition of a bio retention basin on the corner of Bridge Rd and Engel St, which the Commission was supportive of. Mr. Homburg noted that all comments from the City's consulting engineer on the stormwater plans should be addressed.

A motion was made by Mr. Homburg, seconded by Ms. Fox, to approve a Zoning Permit for construction of a mixed-use development, requested by Populance LLC, as proposed and according to Chapter 480 of the Monona Municipal Code of Ordinances with the following finding of fact and conditions of approval:

Finding of Fact:

1. Parking requirements have been adjusted to one stall per 400 square feet for the "work" portion of the live/work units. This is deemed appropriate given that business owners or employees are expected to live above the workplace, which reduces the demand for employee parking on site.

A friendly amendment was made by Ms. Fallat, accepted by Mr. Homburg and Ms. Fox, to include a second finding of fact:

2. The parallel street parking stalls are permitted to count towards the parking stall requirement because there are no adjacent uses that would also use those street parking stalls.

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 review letter dated 06.30.2022 prior to building permits being issued. These revisions shall be reviewed by the city's consulting engineer, with final approval by City Staff.
5. The applicant is responsible for restriping the pavement along Engel Street and Bridge Road after the Monona Public Works Department finishes with mill and overlay.
6. Any proposed signage for the development shall require a separate sign permit.
7. Should parking become an issue on site, additional Plan Commission review may be required, including potential addition of the 7 stall parking lot on the southwest side of the building.
8. A final street striping plan shall be submitted for review and approval by City Council.
9. A plan to ensure use of the "work" portion of the live/work units as office or commercial space shall be presented to the Plan Commission for review and approval.
10. The final configuration of the corner of Bridge Road and Engel Street shall return to Plan Commission for review and approval.
11. A fire hydrant shall be added to the site, with final review and approval of location by City Staff.
12. A revised landscaping plan, including additional canopy trees, shall be submitted for Plan Commission review and approval.
13. If the glare or intensity of lighting on the site presents an issue, additional restrictions may be required by the Plan Commission.

The motion carried unanimously.

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

Ms. Fox recused herself from the discussion.

Mr. Ted Ward, from Spaceco Inc, presented the plans to change the layout of the parking lot. He noted that all the issues raised in the engineering review letter would be addressed and that there were no issues expected in addressing those comments. The applicant was starting to work on meeting the new Dane County stormwater requirements by adding a bio infiltration basin to one of the tree islands in the parking lot. WinSLAMM modeling for the basin would be provided to Darrin Pope for review.

The school wanted to make the site landscaping a collaborative project with students, which would require waiting to landscape the site until students had a change to participate. Since the existing pavement would only be widened slightly to accommodate buses, the School District felt that the existing site lighting would be sufficient.

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

Ms. Guerrero shared the staff report, calling out that Darrin Pope could provide further comment on the stormwater and erosion control requirements. Plans were similar to those submitted at the prehearing conference, but the lighting plan had been revised so that there were no changes to the existing site lighting. Additionally, the applicant had mentioned the possibility of students from MG21 participating in designing and implementing the landscaping plan.

Mr. Pope, from Vierbicher, discussed the stormwater plans, commenting that the addition of a bio retention basin in one of the larger tree islands helped with sediment reduction, but that a drainage area map should be submitted to show if any parts of the parking lot are not captured by the basin. He added that a vehicle circulation plan for school buses and City fire trucks would be useful, and that one of the ADA stalls needed a striped lane next to it to be compliant.

The Commission members expressed support for students from MG21 helping design and plant the site landscaping, and suggested that students could help present the final landscaping plan to the Plan Commission. The landscaping plan could be submitted in the late winter or spring, to allow students time to work on the project. Mr. Homburg and Mr. Gries commented that a lighting plan, even if it just mapped the existing site lighting, should come back for Plan Commission review before the project was completed.

The Commission discussed where EV charging conduit could be added, which was challenging because the existing pavement closest to the building was not going to be disturbed.

A motion was made by Mr. Homburg, seconded by Mr. Gries, to approve a Zoning Permit for parking lot and playground modifications, requested by Monona Grove School District, as proposed and according to Chapter 480 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. 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.
3. The applicant shall respond to the comments from the review letter dated 07.06.2022 prior to building permits being issued. These revisions shall be reviewed by the city's consulting engineer, with final approval by City Staff.
4. A final lighting plan shall be submitted for Plan Commission review and approval before the completion of the project.
5. The applicant shall submit a landscaping plan to Plan Commission for review and approval no later than April 2023.

The motion carried 6-0. (Ms. Fox abstained)

**E. Public Hearing on Request by Joel Duensing for Approval of Updated Landscaping and Parking Plans and Exterior Upgrades Conditioned by the Approved Zoning Permit at 915 Femrite Drive. (Case No. 2-026-2021)**

Mr. Duensing discussed the improvements that he had made so far, including repainting the building's front door, sandblasting the façade to remove dirt spots, and removing the hedges in front of the parking lot. He also submitted revised landscaping and parking plans.

**F. Consideration of Action on Request by Joel Duensing for Approval of Updated Landscaping and Parking Plans and Exterior Upgrades Conditioned by the Approved Zoning Permit at 915 Femrite Drive. (Case No. 2-026-2021)**

Ms. Guerrero shared the staff report, noting that the zoning permit for Mr. Duensing's business had been approved in January and that only revised landscaping and parking plans and exterior improvements were being reviewed at this time. Suggested discussion points included whether the parking plan was considered appropriate and if more landscaping along Femrite Drive was necessary.

The Commission members commented that the improvements to the exterior of the building made the building look better.

Commission members all agreed that additional landscaping was necessary along Femrite Drive where cars would be parked, to beautify the site and provide some shielding of headlight glare across the street. Ms. Fallat, Ms. Fox and others commented that the landscaping along Femrite Drive did not have to be a full hedge, since the cars parked in those stalls would primarily be for sale and would not be producing much headlight glare. The landscaping should include some decorative plantings that would not completely block the view of the cars but that would still provide some screening.

The Commission felt that the parking plan was adequate and felt the smaller, 8x16 ft. stalls were appropriate since most cars on the lot would be for sale, and would not be pulling in and out of parking stalls frequently. Mr. Holmquist commented that hatching should be added in between the customer parking stalls, to better indicate that only three customer stalls were available.

A motion was made by Mr. Homburg, seconded by Mr. Gries, to approve a Zoning Permit for revised parking, landscaping and exterior improvements for a used car sales business, requested by Joel Duensing, to be located at 915 Femrite Drive, as proposed and according to Chapter 480-55 of 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. A revised landscaping based on feedback given at the July 11th, 2022 Plan Commission meeting shall be submitted to City Staff for review and approval.
3. A revised parking lot restriping plan, based on feedback given at the July 11th, 2022 Plan Commission meeting shall be submitted to City Staff for review and approval.

The motion carried unanimously.

**New Business**

**A. Public Hearing on Request by Galway Companies, Inc., for Consideration of a Zoning Permit for Tenant Improvements and Exterior Updates at 2101 W. Broadway. (Case No. 2-016-2022)**

Mr. Doran, representing Galway Companies, explained that they wanted to make site improvements to their tenant space to make it more appealing to potential tenants. Improvements would include taking down the old Shopko façade, making the building front level again and carrying through similar paint colors from the Floor & Décor store.

Parking lot improvements would include repaving the parking lot in front of the tenant space and the part of the parking lot to the west that Mr. Doran also owns. Plans showing the expanded area to be repaved would be submitted for the next Plan Commission appearance. No improvements were planned for the out lot parcel, since that was expected to be redeveloped at some point in the future.

**B. Prehearing Conference on Request by Galway Companies, Inc., for Consideration of a Zoning Permit for Tenant Improvements and Exterior Updates at 2101 W. Broadway. (Case No. 2-016-2022)**

Ms. Guerrero shared the staff report, noting that no new use was being proposed at this time, but that a zoning permit was necessary because of the construction. The number of parking stalls proposed was double that required for the commercial space. The landscaping presented had double the number of canopy trees required, but fell short on landscaping points overall. It was suggested that the Commission discuss the appropriateness of reduced landscaping on site.

The Commission members were supportive of the proposed improvements to the site, including the changes to the building's façade.

The new tree islands were considered a good addition to the parking lot. Ms. Fox and Mr. Homburg said they felt a reduction in landscaping points was appropriate in this location knowing that the future out lot parcel will need to be heavily landscaped to compensate for this. Mr. Gries and Ms. Fallat said that additional landscaping would benefit the site. It was suggested that some ground cover type plantings be included in the tree islands.

The Commission requested that more information about site lighting, including a lighting plan, be submitted when the project next appeared before the Commission.

**Reports of Staff and Commission Members**

**A. Staff Report Regarding Status of Development Project Proposals.**

**1. Economic Development Update**

None.

**2. Potential Upcoming Plan Commission Items**

Potential future items included consideration of action on the Galway tenant improvement zoning permit and possible further review of the Bloom project.

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

The Ad Hoc DEI Committee would be hosting a forum to discuss their recently published plan with community members on July 14<sup>th</sup> at 6:30pm.

**4. Updates/Discussion on Sustainability Efforts**

None

**5. Upcoming Meetings: July 25, 2022, August 8, 2022.**

**B. Plan Commission Requests for Information from City Staff.**

**Adjournment**

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A motion by Ms. Fallat, seconded by Mr. Conrad, to adjourn carried. (10:00pm)

Respectfully submitted by:

Elisa Guerrero, City Planning Intern