

Commission Minutes October 18, 2022, at 7:00 P.M.

Members Present: Carolyn Clow, Stephanie Brassington, Kathleen Pakes, Chris Reynolds,
Peter Bloechl-Anderson

Members Excused: Scott Peters

Staff Present: Andrew Bremer, Kong Thao

1. CALL TO ORDER, ROLL CALL

Chair Clow called the meeting to order at 7:01 P.M.

2. PUBLIC APPEARANCES.

None.

3. APPROVAL OF MINUTES

- a. Motion to approve the minutes of the September 20, 2022, meeting.

Clow moved to approve the September 20, 2022, Plan Commission minutes.
Pakes seconded the motion. Motion carried 5-0.

4. BUSINESS

- a. Discussion and possible action on a site design review permit from Madison Metropolitan Sewerage District to install a 35' radio antenna tower at Pump Station 9, located at 4612 Larson Beach Road.

Thao provided staff summary on the request by Madison Metropolitan Sewerage District (MMSD). Thao's summary included details for the 35' radio antenna, staff's comments of the site design plan review and additional Village Staff comments. Discussion by the Commission asked about revenue generated from the land, noise, and lighting. Staff and the applicant answered that the land is owned by MMSD therefore no revenue and there is no additional noise or lighting to be emitted from the proposed antenna.

Clow motioned to approve the site design review permit from Madison Metropolitan Sewerage District to install a 35' radio antenna tower at Pump Station 9, located at 4612 Larson Beach Road. Pakes seconded the motion. Motioned carried 5-0

- b. Discussion and possible action on a request by CTW Flooring for approval of a sign permit for a free-standing dual post pylon sign as an alteration to the design

guidelines within the Terminal and Triangle District Plan as provided under Sec. 62-73(c)(3) of the Zoning Code.

Bremer provided summary of the agenda item from the staff report. Bremer referenced sections within the Village Code regulating the proposed sign and Sec. 62-73(c)(3) how the Plan Commission may waive the design guidelines and grant the request upon review. Bremer provided staff's review of the existing design standards and use of the pylon sign's function within the area and how this supports the site design features previously approved.

Discussion from the Commission members included topics on past requests related to signs and the integrity of the regulation and what it is trying to achieve. Bremer referenced the past request by Kwik Trip, 4015 Terminal Drive, and the details of the sign permit included in their site design review. Bloechl-Anderson concurred with the design and aesthetics of the proposed sign are consistent with the design of the building.

Clow motioned to approve the request by CTW Flooring for approval of a sign permit for a free-standing dual post pylon sign as an alteration to the design guidelines within the Terminal and Triangle District Plan as provided under Sec. 62-73(c)(3) of the Zoning Code, with the condition that no additional permanent ground signs are permitted on the property, excepting signs accessory to parking areas under Sec. 8-495. Seconded by Bloechl-Anderson. Motion carried 5-0.

- c. Discussion regarding updates to the Village's Zoning Code related to accessory uses and structures

Bremer provided an overview that staff will be working on developing an ordinance to update regulations regarding accessory uses and structures. An initial list of zoning code updates by staff are being investigated as part of the rewrites. They include clarity among definitions provided, categories for major and minor accessory structures, placement in yards, size as it relates to 40 percent or number of structures, setback and height regulations, acceptable materials, and accessory dwelling units.

The Commission continued discussion on the staff referenced topics. Bremer provided examples relating to the topics mentioned and how the existing code could be rewritten to improve existing deficiencies and reflect current best practices. Clow asked on the process Staff are taking in this approach. Bremer discussed a relative timeline for the accessory use and structures update and its approval process indicating that it will takes several months into 2023 to complete this project. Bremer summarized by sharing there will be a draft, review and feedback from the Plan Commission, feedback from the Village Attorney, a public hearing meeting, action by the Plan Commission and approval by the Village Board. Clow

concluded the discussion by asking Commission members to share any feedback with Staff should they have any later.

5. SCHEDULE NEXT MEETING DATE.

- a. Wednesday, November 9, 7:00 PM (Special Joint Meeting with the Community Development Authority and the Village Board)
Tuesday, November 15, 7:00 PM (Regular Meeting)

6. ADJOURNMENT.

Clow motioned to adjourn, Reynolds seconded the motion. Motion carried 5-0.
Meeting adjourned at 7:38 P.M.