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City of Ashland, Wisconsin
601 Main Street West Ashland, WI 54806 www.coawi.org

PLAN COMMISSION MEETING MINUTES

October 17th, 2023 at 6:30PM at the City Hall Council Chamber and via Go To Meetings

The meeting can be joined in person or by using a computer, smartphone or tablet at <https://meet.goto.com/286373013>. The meeting can also be joined by phone at 1 866 899 4679 using Access Code: 286-373-013

Present: Mayor Matt Mackenzie, John Beirl, David Eades, Laurie Gregor, JoAnn Erickson, Steven Wiley (Planning and Development Director), Chris Kontny, Trevor Provost, John Thomas, Mark Gutteter

Absent: Ana Tochtermann, Jeff Beirl (Excused)

AGENDA

1. Call to Order and Roll Call

Mayor Mackenzie called the meeting to order at 6:30 pm and Wiley called the roll. A quorum was declared present.

2. Approval of the Agenda

Mayor Mackenzie asked the Commission for approval of the agenda. Beirl moved to approve the agenda and Erickson seconded. The Commission voted 5-0 to approve the agenda as proposed. Motion carried.

3. Consent Agenda

a. Approval of minutes from the September 19th, 2023 Plan Commission meeting

Mayor Mackenzie asked if any Commissioners had any revisions to the September 19th, 2023 meeting minutes. Erickson stated that on page 5 of the minutes the word parking was misspelled. She asked for this to be corrected. Wiley answered that he would make this correction. Erickson moved to approve the minutes as amended and Gregor seconded. Motion carried 5-0.

4. Identify potential conflicts of interest

Mayor Mackenzie asked for Commissioners to disclose any conflicts of interest. No Commissioners had any conflicts.

5. Public Comment (non-agenda items)

Mayor Mackenzie asked if there was any public comment. No one had any public comment.

6. Action Items:

- a. Public Hearing – Review and approval of a Condominium Plat for the Deepwater Property
Wiley presented the item and provided some background on the Deepwater property. Wiley explained that the proposed condominium plat would not have an impact on the physical layout or configuration of the properties. The plat was to allow diversity of ownership by splitting the properties into condominium units which could be owned separately. Wiley presented the staff recommendation and recommended conditions for approval. Mayor Mackenzie asked for a motion and a second to go into public hearing. Erickson moved to go into public hearing and Eades seconded. Motion carried. No one from the public had any comments. Mackenzie asked for a motion and a second to go out of public hearing. Beirl moved and Erickson seconded to go out of public hearing. Motion carried. Mackenzie asked if Commissioners had any questions. Beirl asked who would get the basement of the property once the property is split into condo units. Current owner Mark Gutteter was in attendance and answered that the stair to the 2nd floor would be a common element. The basement would go with the restaurant so units 1A and 1B. Erickson asked about parking for the apartments. Gutteter answered that he owned nearby parcels with parking. Beirl asked what the timetable was for splitting the property. Gutteter replied that the proposed condominium plat was the final step to allow additional ownership for the restaurant. There would be one condo unit upstairs which would include the apartments. Gutteter would maintain ownership of the residential portion.

Mayor Mackenzie asked for a motion and a second to approve the proposed condominium plat with the conditions recommended by staff. Erickson moved to approve with the conditions and Eades seconded. Motion carried 5-0.

Staff recommends Preliminary and Final Plat APPROVAL of the Condominium Plat proposed for the 806 and 808 Main Street West properties contingent on the following conditions:

- *Applicant to meet any requirements of the Water Utility and any other utilities for metering.*
- *Applicant to submit a copy of the recorded plat to City staff once it is recorded at the Ashland County Register of Deeds.*

- b. Review and Approval of a Site Plan for Synergy
Wiley presented the item and provided background on the Synergy property and 30 foot by 70-foot addition as proposed for the southwest side of the current feed mill. Wiley explained that the proposed addition was consistent with the comprehensive plan and compatible with the subject property's zoning and that of the surrounding nearby properties. He showed images of the proposed building. Beirl asked how much additional square footage the new addition had over the original retail component. John Thomas from Synergy was in attendance and explained that the new addition would more than double the square footage, increasing the retail space from 900 square feet to over 2,100. He explained that Synergy wanted a ground level entry for customers. Beirl asked what the timetable was and Thomas answered that the plan was to have the addition up by winter. Erickson asked where the door would be located. Provost and Thomas pointed out the location of the entry door. Mayor Mackenzie asked for a motion and a second to approve the proposed site plan. Erickson moved and Gregor seconded. The Commission voted 5-0 to approve the site plan with conditions recommended by staff and the motion carried.

Staff recommends APPROVAL of the proposed Site Plan for the construction of a new addition to the existing Synergy feed mill at 323 Sanborn Avenue contingent on the following conditions:

- *The applicant shall be required to submit updated plans to the City for review and approval if work will deviate from the plans provided. Additional staff and Plan Commission reviews will be required as appropriate if this is the case.*
 1. *The applicant shall obtain all necessary building permits for the proposed project.*
 2. *Any new signage or signage replacements require a Sign Permit to be obtained through the Planning & Development Department to ensure it conforms to UDO standards (UDO 4.46 D.10., 4.47 D.6., and 6.6).*
 3. *Applicants must not allow stormwater to run off onto adjacent properties as a result of this project. If the Department of Public Works requires stormwater management plans the applicants shall submit stormwater management plans to Public Works for staff review prior to obtaining building permits.*
 4. *The applicant shall submit a code compliant lighting plan showing proposed illumination levels in the vicinity of planned new or revised light fixtures to Planning staff for review and approval prior to installing lighting onsite.*
 5. *Following final design of the plans, the applicant shall provide a CD copy of the final Building Floor Plan Layout and Utility Plan (in a .dxf format), for the Fire Department's pre-fire planning of the structure's layout.*

c. Review and Approval of a Site Plan for KBK Services

Wiley presented the item and provided site and background information along with the recommended approval conditions. Wiley explained that in exchange for constructing a new accessory storage building the applicant would have to remove enough existing building and/or gravel area to ensure that no more than 70% of the combined lot area was covered by impervious surfaces. Beirl asked Trevor Provost whether he would be able to meet the 70% maximum impervious requirement for the entire parcel. Provost answered that he did not believe he could do so. Beirl stated that requiring the property owner to meet the 70% impervious maximum was an unreasonable request by the City. Mackenzie stated that the 70% impervious maximum was an ordinance requirement and that in order to change the requirement an ordinance revision would be required. Wiley explained that one reason for the impervious maximum was stormwater runoff. Wiley stated that staff could work with the applicants on potential alternatives to meet the impervious maximum. Mackenzie asked for a motion and a second to approve the site plan with conditions as recommended by staff. Erickson moved to approve and Gregor seconded. The Commission voted 5-0 and the motion carried.

Staff recommends APPROVAL of the proposed Site Plan for the construction of a new accessory storage building on the KBK property at 1120 Lake Shore Drive East, 1113, 1117, and 1119 Front Street East contingent on the following conditions:

- *The applicant shall be required to submit updated plans to the City for review and approval if work will deviate from the plans provided. Additional staff and Plan Commission reviews will be required as appropriate if this is the case.*
 6. *The applicant shall obtain all necessary building permits for the proposed project.*
 7. *The applicant shall combine all four subject parcels into one lot via Certified Survey Map (CSM). The CSM will require review and approval by staff prior to recording at the Ashland County Register of Deeds.*

8. *Any new signage or signage replacements require a Sign Permit to be obtained through the Planning & Development Department to ensure it conforms to UDO standards (UDO 4.46 D.10., 4.47 D.6., and 6.6).*
9. *If the applicant proposes any new exterior light fixtures the applicant shall submit a lighting plan to Planning staff for review and approval prior to installing lighting onsite.*
10. *Following final design of the plans, the applicant shall provide a CD copy of the final Building Floor Plan Layout and Utility Plan (in a .dxf format), for the Fire Department's pre-fire planning of the structure's layout.*
11. *If the Fire Department requires any fire prevention measures the applicant shall implement these as required.*
12. *Applicant must demolish the existing accessory storage building and remove it and existing impervious surface area (building, pavement, or gravel) equivalent to the area to be disturbed for the proposed storage building or remove enough existing impervious to ensure that the site does not exceed 70% impervious surface (or 75% if acceptable stormwater management/runoff features are approved and implemented) for the overall site upon completion of the proposed accessory storage building. Applicant shall update the site plan to show the location of the impervious areas to be removed and submit the revised plan with impervious area calculations to Planning and Development staff for review.*
13. *Applicant shall submit a code compliant landscaping plan and schedule for staff review prior to conducting work onsite.*
14. *Applicant shall submit a design for an acceptable 30-foot landscape buffer between the proposed storage building and the adjacent residential properties to the west. Applicant shall also update the site plan to show the 30-foot buffer and dimensions and submit the revised plan to Planning and Development staff for review.*
15. *Applicant shall revise the west and south elevations of the proposed storage building with a code-compliant material other than ribbed steel siding and submit the revised elevations for staff review prior to obtaining building permits.*

7. **Discussion Items**

There were no discussion items.

8. **Announcement/Reports/Comments/Questions**

Wiley explained that he would bring some ordinance updates to the Commission in the coming months.

9. **Adjournment**

Mayor Mackenzie asked for a motion to adjourn. Erickson moved to adjourn and Eades seconded. Motion carried and the meeting adjourned at 7:51 pm.