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City of Ashland, Wisconsin

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City of Ashland – Plan Commission Meeting Minutes

A meeting of the Ashland Plan Commission was held on **Monday, August 15th, 2022 at 6:30 p.m.** via GoToMeeting.

Committee Members Present: Mayor MacKenzie, Jeff Beirl, JoAnn Erickson, John Beirl, Ana Tochtermann

Committee Members Absent: David Metille and Laurie Gregor (excused)

Staff Present: Brea Grace, Mandelyn Lyons

Mayor MacKenzie opened the meeting at 6:34 p.m. due to technical issues

Agenda

1) Approval of Agenda

Motion to approve the agenda with amendments by John Beirl, seconded by JoAnn Erickson. Passed unanimously.

Amendments include the following: June 21st shall be changed to July 19th in the consent agenda.

2) Consent Agenda

a) Approval of minutes from the July 19, 2022 Plan Commission meeting

Motion to approve the minutes from the July 19, 2022 Plan Commission meeting, with amendments, by JoAnn Erickson, seconded by John Beirl. Passed unanimously.

3) Public Comment (non-agenda items)

None.

4) Action Items

- a. Review and approve Site Plan for renovation and construction of the new Little Caesars Pizza at 915 Lake Shore Dr. W – formerly the Holiday Gas Station. Applicant: Dale Brooks

Brea Grace summarized the proposed renovations and staff report and said that this site plan follows a Conditional Use Permit that was approved at a prior meeting. She explained that there are no changes proposed to the square footage of the building at present.

Jeff Beirl asked to clarify which site plan is correct – the one in the packet or the one sent out prior to the meeting.

Staff confirmed that the packet is the older site plan, the new plan has a car in the plan and the landscaping is different.

Brea commented that the older site plan included landscaping closer to the highway, however this was changed due to the difficulty of keeping landscaping alive so close to the road.

JoAnn Erickson agreed that not having landscaping so close the highway is smart.

John Beirl asked who owns the property, and if Dale will be leasing from the current owner.

Dale Brooks confirmed that he will be buying the building from the current owner and not leasing.

John commented that it is great to see a local small business expand in the City. He then asked what protections the slope on the north side of the property have.

Brea explained that the UDO and the DNR has requirements related to shoreline zoning. She said that concerns about views and clear cutting are important to consider, and this site will not be clear cutting.

Jim Coffey, the current property owner, commented that there are no intentions of clear cutting the slope to the north as the vegetation is what keeps the slope in place.

Ana Tochtermann asked if the paved area on the property will be expanded during the remodel.

Trevor Provost of C&S design, who is working with the applicant said there will be no expansion of the paved area.

Ana also asked if the applicant is open to including native plantings in their landscaping plans.

Dale indicated that he is willing to incorporate native plantings and asked staff for assistance.

Staff said they will work with Dale on native plantings for that area.

Motion for approval of the Site Plan with conditions by John Beirl, seconded by Jeff Beirl. Passed unanimously.

The final conditions are as follows:

- a. Any future use of the former car wash building must comply with the UDO as an allowable accessory use in the Waterfront Commercial (UDO 4.28 B.3.), or potentially would require a CUP for a secondary conditional use.
- b. Details about the proposed landscaping to be submitted to City's Planning & Development Department for review and approval.
- c. Details to be provided about proposed site and building lighting i.e., accent lighting for the building), including compliance with UDO requirements for downcast and fully screened lighting.
- d. 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).
- e. The dumpster enclosure must be located onsite or an agreement should be documented between the applicant and adjacent property owner for shared dumpster facilities.
- f. Knox Box to be provided for each building if the business is not open 24-7; locations for each clearly identified on the final plan set, submitted to the City prior to the issuance of any Building Permit
- g. 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.
- h. The street number of the location shall be on the front of the primary structure, visible from the US 2 roadway.
- i. The restaurant will be required to install and maintain a grease trap.

- b. Review and approve Site Plan for construction of a 24'x60' storage addition at 2301 Golf Course Rd. Applicant: Midland Service

Brea Grace summarized the proposed renovations and staff report. She explained that the applicant will also be doing some re-organization of the site in general and that there are some existing electrical issues. The applicant is planning to fix any electrical concerns found by the fire department.

Jeff Beirl asked to explain the catch basin system and its contamination protection qualities.

Trevor Provost of C&S design, who is representing Midland, explained the system to the commission.

Motion to approve the Site Plan with conditions by JoAnn Erickson, seconded Ana Tochterman. Passed unanimously.

The final conditions are as follows:

- a. Review and update the building's electrical system. Outstanding electrical violation (i.e., exit lighting) to be corrected. Review and consider installation of conduit and new power circuit on the ceiling, and relocation of the electrical exterior feed location.
- b. The actual path of the sanitary sewer line to be field verified and connection to be coordinated with Brian Ledin, Wastewater Utility staff.
- c. Knox Box to be provided for building if the business is not open 24-7
- d. 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.
- e. The street number of the location shall be on the front of the primary structure, visible from the Golf Course Rd roadway.
- f. Details for new exterior lighting to be submitted to City's Planning & Development Department for review of compliance with UDO requirements (i.e., downcast and fully screened), and approved prior to installation.
- g. 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.
- h. Construction plans to be approved by the State of Wisconsin and a City of Ashland Building permit to be obtained prior to commencement of construction.

5) Announcements/Reports/Comments/Questions

- a. Review and Discussion of the Role of the Planning Commission regarding site plans and conditional use permits

Brea Grace presented and answered questions relating to zoning and the role of the commission.

6) Adjournment

Motion to adjourn by Jeff Beirl, seconded by John Beirl. Passed unanimously.

Meeting was adjourned at 7:51 pm. Minutes done by Mandelyn Lyons.

