



**PLEASE TAKE NOTICE** that there will be a City of Lodi Plan Commission meeting held on Tuesday, December 11, 2018 following the 5:30 PM TOUR of the Former Primary School Property in the Council Room, City Hall, 130 South Main Street, Lodi, WI.

### **Plan Commission Minutes**

1. Call To Order

Rich Stevenson called the meeting to order at 6:30pm.

2. Roll Call

Commission members present: Ted Lee, Jennie Larsen, Rich Stevenson, Jim Ness, Ken Detmer and Adele Van Ness. Excused Beau Lane. Staff present: Andrew Bremer, Zoning Administrator, Julie Ostrander, Director of Administration

3. The Pledge Of Allegiance

4. Public Input

None

5. Business Items

5.I. Approve The Minutes of the November 13, 2018 Plan Commission Meeting

Motion by Lee, seconded by Detmer to approve the minutes as presented. Motion passed 6-0.

5.II. Discussion and Potential Recommendation to Council Regarding Certified Survey Map to consolidate Parcels 321, 322, 323, 103 Pleasant Street, Lodi School District

Bremer reviewed the staff report dated December 6, 2018. Bremer indicated that since staff report was drafted City Attorney Johnson had drafted a supporting Declaration of Ingress-Egress Easement and Park Agreement to address those issues raised in the memo as related to those issued raised by the Plan Commission at the previous June 2018 meeting when an initial draft of the CSM was submitted. These documents would be recorded with the CSM and capture land use related restrictions that were in the 1964 deed for parcel 323 when the City sold the property to the school district, but had yet to be completely addressed in the revised CSM. Charles Pursell, School District Administrator, was present for the meeting and indicated the School Board had reviewed and accepted the documents drafted by Attorney Johnson. Motion by Ness, seconded by Stevenson to recommend approval of the CSM to the City Council with the Declaration of Ingress-Egress Easement and Park Agreement draft by Attorney Johnson. Roll call vote: Lee yes, Larsen no, Stevenson yes, Ness yes, Detmer no, Van Ness no. Motion was tied 3-3. Those that were not in favor of recommending approval cited the following concerns as part of the discussion:

1. A desire for the School District to sell back to the City parcel 323 now that it is no longer needed for school use. The City originally sold the parcel to the School in 1964 for \$1 and there was desire to obtain the property at the original 1964 sale price of \$1 or at a below market value to be determined. Consolidating parcel 323 with the other two lots would make it a little more difficult to facilitate a transaction of this parcel back to the City as opposed to remaining as a separate lot.
2. A concern regarding the loss of parkland and playground facilities for the surrounding neighborhood.
3. A concern that parcel 323 could be used for a "commercial" park use rather than a "public" park use.

Regarding each one of the above issues the following responses were discussed:

1. Acquisition of parcel 323 by the City, at whatever price, is ultimately a decision between the City Council and School Board if this is something the Council would like to pursue.
2. The school property did provide parkland and playground facilities for the surrounding neighborhood during non-school hours; however it wasn't a City park. It may be possible to identify alternative solutions to serving this neighborhood through the current project to update the City's Comprehensive Outdoor Recreation Plan. Also, with the park agreement restriction for parcel 323 remaining in place, it is possible that parcel 323 could be dedicated to the City by a future property owner to meet the City's parkland dedication requirements. For example, if any residential use of the former school building is proposed the property owner will be required to provide land, or a fee in lieu of land dedication, to the City per Chapter 300-37, as revised by Ordinance A-525.

3. While the 1964 deed restriction didn't preclude commercialized park use of parcel 323, any development, or change in use, on this parcel, or the other two parcels, still requires zoning and building permit applications/City approvals. The purpose of the new parks agreement is to memorialize the 1964 deed restriction so that potential buyers, and any subsequent future owners, are aware of this deed restriction until such point as the City agrees to release the restriction. Existing zoning and building codes, along with the parks agreement, should provide checks and balances related to uses not in keeping with the spirit of the language in the 1964 deed restriction, as rememorialized

The CSM will be sent to City Council for action at their January 2<sup>nd</sup> meeting with the discussion notes.

5.III. Discussion of potential uses and zoning designations for the former Lodi Primary School property.

Bremer reviewed the staff report dated December 6, 2018. Stevenson indicated the current R-1 zoning of the property limits the potential uses of the property and its marketability for sale. The Plan Commission reviewed the list of permitted and conditional uses in the R-1 district and C-3 district. There was consensus that the C-3 district is probably the best fit for the property to facilitate reuse of the existing building. A PUD may also be an option. Detmer indicated concerns regarding parking needs for future tenants. Bremer indicated that other zoning permits would be required prior to occupancy of the building and that adherence to zoning code requirements for parking would be addressed at that time. Plan Commission directed Bremer to prepare public hearing notices to amend the City's Comprehensive Plan Future Land Use designation for the property and to rezone the property to the C-3 District. The public hearings will be scheduled for the February 2019 Plan Commission meeting to allow time to adhere to notice requirements.

5.IV. Discussion of proposed revisions to Chapter 340, Article XIV Parking and Loading.

Bremer reviewed the staff report dated December 6, 2018. The Plan Commission concurred with Bremer that the parking requirements for residential uses in the C-2 district and for multi-family buildings was too restrictive and Plan Commission directed Bremer to prepare a public hearing notice to amend parking requirements for residential uses above the ground floor in the C-2 district and for multi-family dwellings in other zoning districts. The public hearing will be scheduled for the January 2019 Plan Commission meeting.

5.V. Discussion of proposed revisions to the City's Official Zoning Map.

Bremer reviewed the staff report dated December 6, 2018 and the associated marked-up copy of the Zoning Map. Bremer indicated the existing Zoning Map had not been updated since 2010 and should be revised to reflect rezonings and annexations since the map was created. Stevenson requested the Traditional Neighborhood Overlay District be added to the updated Zoning Map. No additional corrections were identified. Bremer to update the Zoning Map to reflect changes discussed in the staff report and provide to the City for posting to the City's website. Bremer recommended an annual update to the map each December/January to ensure the map remains current and reflects any changes that occur during the year.

5.VI. Discussion of proposed revisions to Chapter 278 Sign Code.

Bremer reviewed the staff report dated December 6, 2018 which included Attorney Johnson's review of the draft sign code. Van Ness inquired at the requirement that sandwich board signs be located within 10 feet of a customer entrance. Bremer indicated that these types of signs are intended for pedestrians rather than motorists give their size limitations and therefore are best suited where pedestrians are located. Bremer indicated that this language could be modified to include near sidewalks as these are areas intended for pedestrians and will consider whether a modification is necessary to the draft sign code. Bremer indicated that next step in the process was to revise the draft sign code to reflect feedback provided at the November and December 2018 Plan Commission meetings, and Attorney Johnson's comments, and to schedule a public hearing. The Plan Commission directed Bremer to prepare a public hearing notice for the March 2019 Plan Commission meeting.

5.VII. Discussion and recommendation regarding proposed changes to Zoning and Building Permit Fees for 2019.

Bremer reviewed the staff report dated December 6, 2018. The Plan Commission reviewed the fee in lieu of parkland dedication from surrounding villages and cities. Lodi's fee was tied for the lowest as compared to the other seven communities discussed in the staff report. There was consensus that the City's fee in lieu was overdue for amendment and was too low given market conditions. The Plan Commission discussed a desire to set a new fee in a range between the fee charged in De Forest and Waunakee. Motion by Larson, seconded by Stevenson to recommend the following changes to the City's Fee Schedule:

1. Separate out the Architectural Design Review to:
  - Architectural Design Review – Minor Project \$100
  - Architectural Design Review – Major Project \$250
2. Separate out Sign Permit to:

- Sign Permit \$75
  - Sign Permit requiring a Conditional Use \$225
  - Sign Permit Mural \$0
3. Fees in Lieu of Park Land Dedication
- \$3,000 per single family/duplex dwelling unit
  - \$2,500 per multi family dwelling unit

Motion passed 6-0.

- 5.VIII. Zoning Administrator Report (discussion on zoning inquires or permits approved since the last meeting, on-going City project updates, and requests for future agenda items).

Bremer reviewed the staff report dated December 6, 2018

6. Adjourn

Motion by Ness, seconded by Lee, to adjourn. Motion passed 6-0, meeting adjourned at 8:49 pm.

Minutes by Andrew Bremer, Zoning Administrator