

Minutes of Plan Commission Meeting January 20, 2015

Call to Order – Phil Wedekind called the special meeting of the Commission to order at 5:15 PM.

Roll Call – Present were Phil Wedekind, Dennis Thurow, Pat Liston, Jim O’Neill, Tom Kolb, Kate Fitzwilliams, and Roy Franzen.

Also in attendance were Engineer Pinion, Greg and Grant Slayton, and Dick Ruppin.

Call to Order

- a. **Note compliance with the Open Meeting Law.** Wedekind noted compliance with the Open Meeting Law.
- b. **Agenda Approval:** It was moved Liston and seconded by Kolb to approve the agenda as posted. The motion carried unanimously.
- c. **Minutes Approval:** It was moved by Liston, seconded by Franzen to approve the minutes of the November 18, 2014 meeting. Motion carried unanimously.

Public Invited to Speak (*Any citizen has the right to speak on any item of business that is on the agenda for Commission action if recognized by the presiding officer.*) There were no speakers.

New Business

- a. **Review and recommendation of request to vacate a portion of the alley between 2nd and 3rd Streets from Ash to Oak Street, adjacent to the building at 412 Oak Street by Greg Slayton of GRS LLC** – Engineer stated that Greg Slayton and his son, Grant were present, the current tenants of the building. He said that the business operated at this property is Brothers On Oak (formerly The Jug). He said that there currently a stairwell with a “knee-high” concrete wall surrounding it with a “gate” on the west end. The owner of the building put a shingled roof over this stairwell last year since the prior tenant did not use the stairwell. However, the new tenants would like to restore that use rather than have all the deliveries through the front door and down the stairs. He said that they are looking to install a small room above the east end of the stairwell. He said that the proposed addition would not encroach any further into the alley than the existing concrete wall. In fact, there are a host of other obstacles in the alley including overhead power lines, power poles, a series of dumpsters, and some HAVC equipment that is projecting out the wall into the alley. He said from the City’s perspective - Public Works, Utilities, Police, and Fire, there is no objection to the Slayton’s proposal. He explained that it is on the agenda as a request to vacate the alley but after discussing this request with Attorney Reitz and Administrator Geick, it was determined that the City customarily issues Encroachment Agreements as opposed to vacating any right-of-way. Therefore, tonight’s discussion is more of a conceptual review of a request to vacate the alley unless the Commission is comfortable with an Encroachment Agreement. Greg Slayton then addressed the Commission. Slayton said that the plans are to “reopen” this stairway. He feels that the situation that they have now is unsafe - trucks park in the alley, they unload and go in the front door where they have to make a hairpin turn and then go down a very old set of wooden stairs which are much narrower than the outside access and then they have to go through two rooms to get to the walk-in cooler. Slayton then gave the Commission a detailed presentation of his proposed project. Slayton said that he would be comfortable with an Encroachment Agreement and feels that this would be the simplest solution. It was moved by Liston, seconded by O’Neill to recommend that the Council favorably consider an Encroachment Agreement, with the condition that the building plan come back to the Plan Commission for review. Franzen asked if the addition goes up, will there still be room for semi with their big mirrors to be able to squeeze through the alley. Slayton stated that is why he suggested potential bollards, maybe on the end of both ends of the alley. Pinion explained that the width of the alley right-of-way is 16½ feet but the usable area is only about 13 feet due to the existing obstacles/encroachments. A standard traffic lane can be 10 feet to 12 feet wide so as long as at least 12 feet of usable width is maintained in the alley, it should not present an issue for any vehicles. On roll call vote, the motion carried unanimously.
- b. **Review and approve a one-lot Certified Survey map for land in the city’s Extraterritorial Plat Review Jurisdiction, located on the west side of Gasper Drive approximately 500 feet north of Gall Road, in the SW¼ of the NW¼, Section 12, T11N, R6E in the town of Baraboo, Sauk County, Wisconsin** – Engineer said that this is straight forward extraterritorial plat review. This property is off the northwest end of Gasper Road, just south of the golf course. He said that lower portion of the CSM was a lot in that original subdivision plat while the northerly portion was an unplatted 50-foot remnant. The property is under common ownership and being combined by way of a CSM. It was moved by Liston, seconded by; Kolb to approve the CSM as presented. On roll call vote, the motion carried unanimously.

Adjournment - It was moved by Liston and seconded Kolb to adjourn at 5:30 p.m. The motion carried unanimously.

Phil Wedekind,
Mayor Designee