

**City of Evansville Plan Commission
Regular Meeting
Tuesday, October 3, 2023, 6:00 p.m.**

MINUTES

1. Call to Order at 6:00pm.

2. Roll Call:

Members	Present/Absent	Others Present
Mayor Dianne Duggan	P	Colette Spranger (Community Dev. Director)
Alderman Gene Lewis	P	Owen Hurst
Alderman Abbey Barnes	P	Jeanette Jones, Care Closet
Susan Becker	P	Brian May, Blue Scope Buildings NA
John Gishnock	P	
Mike Scarmon	A	
Eric Klar	A	Others representing the Evansville Ecumenical Care Closet

3. Motion to approve the agenda, by Becker, seconded by Gishnock. Approved unanimously

4. Motion to waive the reading of the minutes from the September 5, 2023 meeting and approve them as printed, by Becker, seconded by Barnes. Approved unanimously.

5. Civility Reminder. Duggan noted the City's commitment to conducting meetings with civility.

6. Citizen appearances other than agenda items listed. None.

7. Action Items

A. Site Plan Application 2023-0284 // Driveway and Canopy on parcel 6-27-249 (206 South Madison Street)

1. Staff Report and Applicant Comments

Applicants representing the Care Closet were present. Spranger summarized the report, noting that the applicant recently received a variance for building setbacks less than allowed in the B-1 zoning district. The bulk of the Board of Zoning Appeal's discussion revolved around appropriateness of the canopy so close to the sidewalk and if the new driveway layout and proximity to the sidewalk would result in an adverse impact. Jeanette Jones explained the reasoning for expanding the canopy area, noting that it provided a discreet way for food pantry clients to pick up their orders and safer physical environment for both clients and volunteers.

2. **Plan Commissioner Questions and Comments.** Duggan asked about staff's concern about leaving part of apron of the far west driveway intact, suggesting that bollards or some similar device could prevent vehicles from mistaking the area for a driveway. Spranger replied that she was waiting to receive verified measurements, which would help in this situation. Gishnock questioned whether the sidewalk connecting Liberty Street to the parking lot would be 5 feet wide the entire length. Spranger replied that on the submitted site plan it appeared that the sidewalk would be wider at the street, which is the primary concern. Becker spoke that her experience with the Care Closet was a first confusing due to the dual uses of food pantry and retail store. She feels the proposed changes are improvements on the site. Also shared minor edits suggested for the motion, which were made.
3. **Motion to approve site plan application 2023-0284 for driveway improvements and building expansion to accommodate an open-air canopy on parcel 6-27-249, finding that the proposed changes meet the required standards and criteria set forth in Section 130-131 of the City of Evansville Zoning Ordinance, and are in the public interest, subject to the following conditions:**
 1. **One Hundred (100) landscape points of plantings/trees/shrubs to be planted on site no later than one year after final inspection of new canopy addition.**
 2. **Three (3) street trees planted within the terraces (two on Liberty Street, one on Madison Street) no later than one year of final inspection.**
 3. **Bollards or curbing added between sidewalk and open side of canopy.**
 4. **Dumpsters and trash receptacles to be screened from view on site.**
 5. **Any exterior lighting added is dark sky compliant.**
 6. **Provide site plan that shows verified dimensions and paved parking stall locations and waymarkers/arrows in parking lot to Community Development Director for review in conjunction with building permit application.**
 7. **Applicant applies for any appropriate building permits from the City building inspector and/or the Wisconsin Department of Safety and Professional Services.**
 8. **Any major deviations from approved plans will require a resubmittal of application and possibly fees or enforcement action.**
 9. **Applicant records the site plan with the Rock County Register of Deeds.**

Motion by Becker, Seconded by Gishnock. Approved unanimously.

B. Annexation Application 2023-0282 // Annex parcel 6-20-302.2 (6923 N State Road 213)

1. Staff Report and Applicant Comments

Spranger summarized the report, noting that the parcel was coming in to access City services and was otherwise surrounded by City property. R-3 district zoning is suggested.

2. Public Hearing

Duggan opened the public hearing at 6:36pm. No comments. Public hearing closed at 6:36pm.

3. Plan Commissioner Questions and Comments

The Plan Commission recommends Common Council approval of Ordinance 2023-11 and the annexation agreement, annexing territory to the City of Evansville, with the following conditions:

1. **DOA deems annexation to be in the public interest.**
2. **The applicant submits an application for rezoning the property to Residential District Three (R-3).**
3. **The applicant signs and accepts the Annexation agreement.**

Motion by Becker, Second by Gishnock. Approved unanimously.

- C. **Site Plan Application 2023-0274 and Conditional Use Permit Application 2023-0275 // 9-unit Mixed Use Building on parcel 6-27-959.3A (705 Brown School Road)**
 - 1. **Staff Report and Applicant Comments**
 - 2. **Public Hearing**
 - 3. **Plan Commissioner Questions and Comments**
 - 4. **Motion as written in the staff report**

Applicant not present. Spranger recommended that 7C be tabled, due to issues with the public hearing notice and staff concerns about prior recommendations. Minor discussion regarding prior applications for the same lot. Plan Commission approvals

Motion to table by Duggan, seconded by Becker. Approved unanimously.

8. Discussion Items.

- 9. **Community Development Report** Spranger mentioned that an application for TIF from CHS was likely to be on next month's agenda. Spranger reported the City's recently vacated building inspector position. A job notice was being drafted in the hopes of finding another inspector to work directly with the City as opposed to hiring out from a contracting service. Feedback from the public on using a contracting service was that the services provided were not nearly as detailed or personalized as those received from a City-employed, full-time inspector.

10. Next Meeting Date:

- A. Tuesday, November 7, 2023 at 6:00 p.m.

- 11. **Motion to Adjourn by Becker, seconded by Barnes. Approved unanimously.**