

City of Ashland – Plan Commission Meeting Minutes

A meeting of the Ashland Plan Commission was held on **Tuesday, July 20, 2021 at 6:30 p.m.** via GoToMeeting.

Committee Members Present: Mayor Lewis, Ana Tochterman, David Mettille, Eric Lindell, John Beirl, Katie Gellatly

Committee Members Absent: Laurie Gregor

Staff Present: Megan McBride

Applicants Present: Michael Tuttle (on behalf of Copper Cup), Amber Ericksen (on behalf of El Tarasco, LLC)

Mayor Lewis opened the meeting at 6:30 p.m.

Agenda

1) Consent Agenda

- a) Approval of minutes from the June 22, 2021 Plan Commission meeting

Motion to approve the minutes from the June 22, 2021 Plan Commission meeting by Eric Lindell, seconded by John Beirl. Passed unanimously.

2) Public Comment (non-agenda items)

None.

3) Action Items

- a. Review and Vote on a Request by James and Jacqueline Ogilvie to Vacate Two (2) Portions of Undeveloped Right-of-Way known as: That part of platted but not open 5th Avenue East adjacent to Lots 1 through 12 Block 379 and Lots 13 through 24 of Block 380 of Ellis Division, and also that part of platted but not open 5th Avenue East adjacent to Lot 7 of Block 17 of Superior Addition to the City of Ashland Wisconsin; and That part of platted but not open alleyway adjacent to Lots 5 through 12 and 16 through 24 of Block 380 of Ellis Division to the City of Ashland Wisconsin.

Megan McBride provided an overview of the process for vacation of undeveloped City right-of-way, which the Plan Commission is responsible for reviewing and providing a recommendation to the City Council based on the criteria outlined in the staff report. The applicant offered to provide a private access easement associated with the right-of-way vacation, so any impacted property owners would continue to be able to utilize this area of right-of-way if the vacation is approved. The purpose of the vacation request is to allow the Ogilvie's to make improvements to the right-of-way in order to access the garden in the back corner of their property with vehicles and gardening equipment. A public hearing will be held by the City Council on this matter, and the Public Works and

Planning Department did not have any concerns regarding the request given the offer to provide an access easement.

Motion to recommend approval of the requested right-of-way vacation with conditions recommended in the staff report by Eric Lindell, seconded by John Beirl. Passed unanimously.

- b. Review and Vote on a Site Plan for construction of a new drive-thru food/beverage based use at 100 Stuntz Avenue, zoned City Center (CC) and Gateway-Overlay (GTWY-O). Applicant: Copper Cup

Megan McBride provided an overview of the staff recommendation for approval with conditions identified in staff report.

Michael Tuttle, representing Copper Cup, provided additional information about the Copper Cup business, and the proposed site plan for construction of a new location in Ashland. He explained that they are anticipating having between 16 and 20 employees for their Ashland location.

Eric Lindell asked if staff have concerns about traffic safety, and specifically traffic overflowing onto Stuntz Avenue if there is a long line.

Megan McBride explained that the site has been designed to provide maximum efficiency in traffic flow and control to prevent this from happening. Site elements that will facilitate this include the two-window drive-thru, 3 designated parking spaces for order ahead/to-go orders, and the drive-thru being wide enough for vehicles to pass on the right. This should keep traffic moving efficiently through the site to prevent a line from accumulating, and the ingress/egress locations on Stuntz Avenue rather than U.S. Highway 2 will further promote safety and ease of customers entering and leaving the new business.

John Beirl asked what the anticipated timeline for construction would be.

Michael Tuttle said that they would like to get started on construction yet this building season if possible, with a hopeful opening date by Halloween. If this is not feasible, then construction would commence as soon as possible in the spring of 2022.

Katie Gellatly asked if customers will be able to walk up given the current site layout, or if there will be future plans for a designated walk-up window.

Michael Tuttle explained that the current intent is to have the site be drive-thru only given the site constraints, proximity to U.S. Highway 2, and limited pedestrian infrastructure located nearby to provide safe and efficient site access. The northern side of the building could potentially be converted into a walk-up window in the future, perhaps in conjunction with a Bay City Creek pedestrian trail and/or the redevelopment of the Oredock Upland north of U.S. Highway 2.

Motion to approve proposed site plan for construction of a new drive-thru coffee shop (Copper Cup) with conditions recommended in the staff report by Eric Lindell. Seconded by David Mettille. Passed unanimously.

- c. Review and Vote on a Site Plan for construction of a new food based use at 22100 Lake Shore Drive East, zoned Regional Commercial (RC) and Gateway-Overlay (GTWY-O). Applicant: El Tarasco, LLC

Megan McBride summarized the recommendation for approval with conditions as identified in the staff report.

John Beirl asked what the anticipated development timeline would be.

Megan McBride explained that the timeline for construction would be as soon as possible, with receiving the Grant Agreement from Wisconsin Economic Development Corporation for an Idle Sites grant to support the project as one of the last items needed before the City-owned property can be subdivided and transferred to the developer.

Ana Tochterman asked for a summary of green infrastructure included in the site plan to address this Development Agreement requirement.

Megan McBride identified the native plantings and landscape islands within and surrounding the parking area, the large stormwater retention pond on the southern portion of the site, and the exceedance of City landscape standards for number of trees to be installed on site are all stormwater management best practices proposed for the site.

Motion to approve proposed site plan for construction of a new restaurant (El Tarasco) with conditions recommended in the staff report by Eric Lindell. Seconded by Ana Tochterman. Passed unanimously.

2. Announcements/Reports/Comments/Questions

- a. Schedule workshop to review waterfront zoning and code standards

Megan McBride informed the Commission that the consultants from GRAEF who have been working with the city to draft recommended changes in uses and zoning districts within the City to better align with Comprehensive Plan and Waterfront Development Plan goals. The consultants would like to hold a workshop with the Plan Commission in August, and will include it as part of an existing Plan Commission meeting if possible. If not, Megan will send out a poll to Plan Commissioners to determine the date and time to host this workshop.

3. Adjournment

Motion to adjourn by John Beirl. Seconded by David Mettille. Passed unanimously.

Meeting was adjourned at 7:38 pm. Minutes done by Megan McBride.