



PLEASE TAKE NOTICE that there will be a City of Lodi Plan Commission meeting held on Tuesday, January 10th, 2023 at 6:30 pm 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 6:35 pm.

2. Virtual Etiquette Announcement

Brian Wiedenfeld (MSA intern) and Carly Jaeger (Everlight) are present online

3. Roll Call

Commission members present: Peter Tonn, Ann Groves Lloyd, Jennie Larsen, Rich Stevenson, Nick Strasser, Ken Detmer.

Commission members absent: Jessica Clark

Staff present: Brenda Ayers – City Administrator

4. The Pledge Of Allegiance

5. Public Input

None received

6. Approve Minutes from November 9th, 2022.

Motion to approve by Groves Lloyd, seconded by Larsen. Motion Passed 5-0-1 with Strasser abstaining.

Historic Preservation

7. Consider approving a Certificate of Appropriateness application allowing a solar installation on the roof of a historic home at 115 Prairie Street.

Tremlett discussed the staff report, dated January 9th, 2023. Tonn clarifies that this review is due to the property being in a registered historic home. Larsen added that it's also in a State and National Historic District. Larsen noted that there are incentives for the purpose of updating historic homes and we should not look at exceptions for historic homes.

Jason Kotek (applicant) noted he bought the home because it's a beautiful historic home and he does not want to take away from the historic value. He intends to preserve and update the structure so it can remain for another 100 years. He also noted he selected Everlight Solar for the project because their design would hide as much as possible of the solar panels.

Tonn stated he drove by the home and felt one would not see the solar panels. He agreed with the zoning administrator that the tree could be lost as some point in the future, but Tonn does not see the panels as concern based on their placement on the roof. Detmer asked if the tree is on his property. Kotek stated the tree was on their property. Detmer asked if there is any issue with solar rights that would require removal of the tree. Tremlett noted that regulation is for larger solar panel installments.

Strasser asked if the rooftop solar can be removed in the future. Groves Lloyd asked if that's pertinent to this review. Strasser stated it goes to how easy it will be for remove them if a future owner determines they impact the historic nature of the home.

Carly Jaeger (Everlight) stated the panels are attached to a rail that is 4 inches off the roof to allow water below the panels. Larsen asked if the panels will be at the same pitch as the roof. Jaeger stated it would be flush with the rail, so it would be at the same pitch.

Motion to approve by Groves Lloyd, seconded by Larsen, to approve the certificate of appropriateness to allow installation of the solar panels on home at 115 Prairie Street. Larsen asked about the fee to review. Ayers said the fee schedule does not have a fee listed for this review, so there will be no charge for this review; however, a fee will be set in the future by Council. Motion passes 6-0.

8. Discuss Historic Preservation Ordinance, Commission's Role and potential 2023 initiatives.

Tremlett discussed the staff report, dated January 6th, 2023. Larsen shared Lodi historic home walking tour maps. She also discussed concerns with tearing down historic homes, and asked how do we communicate to the property owners the importance of preserving the history in the City. Ayers noted that she had been given a list of properties

that are on the historic registry, and 115 Prairie Street was not one of them. Tremlett noted 115 Prairie is on the historic district map that is included in the Comp Plan.

Ayers noted its important that we have all the historic properties identified, including adding them to the online zoning map application. Strasser agreed it might be beneficial to include the historic properties and districts on the online zoning map application.

Larsen noted that the state has tax credits for improvements, and the Wisconsin Historical Society helps to identify these properties and provide guidance and educational materials. She also noted that we should know our ordinance. Larsen also stated she called Galena to understand how that community handles historic property improvement review, and she noted they do not let any improvements without review by the City. This includes fencing and color scheme. This review tonight is the first review in 12 years.

Groves Lloyd asked when the brochure Larsen shared had been created. Larsen stated it as done in 2003. Ayers is not opposed to identifying the properties on the registry and placing it on the online zoning map; however, she feels the local historical society could be the resource for historic educational materials. Larsen suggests the City come up with ideas to support and encourage preservation and restoration.

Plan Commission

9. Discuss public outreach and public hearing notices ahead of February public hearings on amendments to the City of Lodi Zoning Ordinance and to the Official Zoning Map.

Tremlett discussed updates to the rezone letters to be sent to property owners, public hearing notices and language that could be used on social media and the City's website. Tremlett also discussed the ordinance requiring notification of properties within 200 feet of the rezone. Strasser asked how many properties would receive letters. Tremlett noted roughly 270 properties will receive rezone letters with many more if we notify property owner's within 200 feet. Ayers noted there would be two notices in the paper, but the City has the ability to add notices to billings and notify on social media. Groves Lloyd stated it would be good to notify the property owners that will be rezoned, but use other avenues to notify other property owners. Larsen stated that we do not want to over notify, making it out to be a bigger change than it really is. Tonn noted that no one is going backwards with these amendments and rezones, so we should not over notify the community. Groves Lloyd stated she is comfortable not contacting those directly impacted by the proposed rezones. Larsen stated we can notify the general public in other ways. Ayers stated it will be front and center on the City's website once uploaded to the site.

Strasser asked if we wanted to hold it at the February meeting, which would be on Valentine's Day. Ayers noted it would be tight on notifications to hold it in February. Larsen suggested we wait another month. Stevenson stated we should get the letters out before its in the newspaper. Tonn suggested a few modifications to the letters, and all agreed to the suggested changes

Detmer asked if property owners zoned R-2 and R-3 in the overlay will receive a letter. Tremlett noted that the letters are for the proposed rezones and not for the general zoning text amendments. Tremlett added that the public hearing notice in the newspaper is the typical and required avenue to let the community know about zoning text amendments.

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

Tremlett discussed the monthly report, dated January 6th, 2023, highlighting the cell tower general development application and 107 S Main Streets sign permit approvals.

11. Adjourn

Motion to Adjourn by Groves Lloyd, seconded by Strasser. Motion carries 6-0. Meeting adjourned at 7:44pm.

Drafted by:

Steve Tremlett (Zoning Administrator)