

(Approved)

**PLAN COMMISSION
Minutes**

August 3, 2015

Brillion City Hall

6:00 PM

CALL TO ORDER: Mayor Gary Deiter called the meeting to order at 6:00 P.M.

ROLL CALL: Present were Mayor Gary Deiter, Robert Mathiebe, Al Ebert (arriving at 6:01 PM), Zane Zander, Gerald Sonnabend, Mike Buboltz, and Alderperson Crystal Fhlug. Also present were City Administrator/Clerk-Treasurer Lori Gosz, Building Inspector Mike Angoli, and Community Development Director Cheryl Welch.

GUESTS:

None.

APPROVAL OF THE AGENDA:

Motion – Sonnabend moved to approve the agenda. Seconded by Zander. Motion carried unanimously.

APPROVAL OF THE JULY 6, 2015 PLAN COMMISSION MEETING MINUTES:

Motion – Zander moved to approve the July 6, 2015 Plan Commission Meeting minutes. Seconded by Mathiebe. Motion carried unanimously.

O'REILLY AUTO – BUILDING PERMIT:

Angoli reviewed the O'Reilly Auto building permit plans with the Plan Commission. He explained the outside is just door and some window changes; while in the inside is just a wall being removed and office space.

Zander questioned where supply delivery would be. Angoli explained through the service doors on the north side of the building.

Motion – Sonnabend moved to approve the building permit for O'Reilly Auto as presented. Seconded by Zander. Motion carried.

BRILLIONT BLOOMS – SIGN PERMIT:

Angoli reported the new business owner, Gordy Gasch, submitted a sign permit applicant for Brilliont Blooms. The business is located at 582 W. Ryan Street.

Motion – Mathiebe moved to approve the Brilliont Booms sign permit as presented. Seconded by Sonnabend. Motion carried.

SHOPKO HOMETOWN – SIGN PERMIT:

Angoli reported Shopko Hometown is making sign revisions and has submitted a sign permit.

Motion – Sonnabend moved to approve Shopko Hometown sign permit as presented. Seconded by Mathiebe. Motion carried.

BRILLION HISTORICAL SOCIETY – BUILDING EXPANSION:

(Approved)

Angoli explained the Brillion Historical Society would like to expand the shed at the Historical Museum. The expansion would be located on the road right-of-way property. Gosz explained she contacted Attorney King who advised if the Plan Commission is in approval to allow the road right-of-way to be used for building use; the City would need to follow the procedure for discontinuing a street. She explained a title search should be done to determine original owners of the land prior to it being dedicated as a road right-of-way. The property would then be annexed to the lots of which it originally belonged. If original ownership can't be determined, the land would be equally divided between the owners of the land on each side.

Mathiebe stated when the land was originally dedicated as future road right-of-way it was planned to install a bridge to cross Spring Creek. He stated there are no plans to expand the street now; therefore, the property should be discontinued as a street.

Motion – Mathiebe moved to approve the proposal from the Brillion Historical Society for use of the land for building expansion pending title search for discontinuing a street. Seconded by Sonnabend. Motion carried.

ZONING CODE AMENDMENTS:

A. Ordinance – Cell Phone Tower and Telecommunications:

Angoli explained the City Attorney revised the ordinance language to amend Chapter 92, Telecommunications, and to create Section 106.50 regulating cell phone transmission towers. These two (2) ordinances will address the law change regulating the sitting and construction of cell phone transmission towers.

Motion – Sonnabend moved to recommend to City Council to approve the two (2) ordinances as proposed as they relate to cell phone transmission towers. Seconded by Ebert. Motion carried.

B. Ordinance – Clear Water Separation Ordinance:

Angoli reported Wisconsin Act 55 prohibits time of sale requirements. He reported City Attorney King has suggested the proposed ordinance change. Angoli suggested changing year of home built from January 1, 2005 to January 1, 2010.

Angoli questioned the language “building permit”. He voiced concern of all building permits would then require a Clear Water Inspection. If a property owner takes out a building permit for an outbuilding, he would really have no reason to enter the home.

It was suggested to do a Clear Water Inspection with all plumbing building permits. Angoli stated there are approximately 15 plumbing permits a year. We were averaging 15 time of sale Clear Water Inspections per year. Angoli will revise the language and fee to be reviewed by this Commission at their September meeting.

C. Consider Backyard Beekeeping Ordinance:

It was suggested to work on the ordinance in fall so that it will be ready for spring of 2016.

D. City Zoning and Land Use Map Review - Update:

No report.

E. Zoning – Consider Language for Lot Line Markings:

(Approved)

No report.

F. Zoning – Consider Language for Setback Requirements for Properties Near Waterway:

Angoli reported he is working on language for man-made water ways. Natural water ways setbacks cannot be required by law.

G. Zoning – Residential Districts – Consider Setback, Outbuildings, and Attached Garage Requirements:

No report.

BUILDING INSPECTION REPORT:

Angoli reported on the following:

- Middle School Project will not be done by the start of school.
- Brillion Townhouses.

COMMUNITY DEVELOPMENT REPORT:

Welch reported on the following:

- The RDA is working on a planning role on Commercial uses. They will identify ten (10) areas of improvements in the downtown and look at Zoning Codes for any amendments. This will include budget item requests.
- Tourism Committee is reviewing projects for use of tourism funds.

OLD BUSINESS:

A. Cottage Estates First Addition – Update:

Gosz reported she received an email from the Pagel Avenue developers. They have contracted with Martell Construction to finish the street.

NEW BUSINESS:

Mayor Deiter noted the walkway bridge on Tesch Street is not safe and should be removed. Deiter and Angoli will review this.

Zander stated the property to the east of City Hall is for sale. He suggested purchasing the property for future City Hall expansion needs.

ADJOURNMENT:

Motion – Sonnabend moved to adjourn the meeting. Seconded by Zander. Motion carried unanimously. The meeting was adjourned at 7:18 pm.

Lori M. Gosz
City Administrator/Clerk-Treasurer