

(Approved)

**PLAN COMMISSION  
Minutes**

**October 5, 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, Al Ebert, Zane Zander, Gerald Sonnabend, Mike Buboltz, and Alderperson Crystal Fhlug (arriving at 6:05 PM). Also present were City Administrator/Clerk-Treasurer Lori Gosz, Community Development Director Cheryl Welch, and Building Inspector Mike Angoli. Absent was Robert Mathiebe.

**GUESTS:**

Elizabeth LeRoy from Excel Engineering, Mark Nysted from Keller Structures, Larry Dietz and Matt Vechart from Professional Plating, Inc., Steve Miller, and Lance Kalies.

**APPROVAL OF THE AGENDA:**

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

**APPROVAL OF THE SEPTEMBER 8, 2015 PLAN COMMISSION MEETING MINUTES:**

**Motion** – Zander moved to approve the September 8, 2015 Plan Commission Meeting minutes. Seconded by Buboltz. Motion carried unanimously.

**PROFESSIONAL PLATING INC. ADDITION:**

**A. Building Update:**

Elizabeth LeRoy from Excel Engineering explained the project plans. Mayor Deiter explained the variance request was approved by the Zoning Board of Appeals. The Site Plan needs to be approved with the variance. Angoli stated the Plan will also need State approval.

**Motion** – Sonnabend moved to recommend to City Council to approve the Site Plan as presented for the Professional Plating, Inc. addition. Seconded by Zander. Motion carried.

**B. TIF Assistance:**

Matt Vechart explained the proposal for TIF assistance is to be able to accomplish the development. He explained during discussions with City Administrator Gosz and Financial Advisor Phil Cossen from Ehlers due to the limit on borrowing, the Pay As You Go approach was suggested. The Pay As You Go approach is less risk to the City than traditional TIF Agreements. With the Pay As You Go approach the City pays the Developer a grant or development incentives as the development grows.

Vechart explained they are requesting development incentives of \$1,000,000 in Pay As You Go using \$115,000 per year. Nothing goes to the Developer unless the tax increment is achieved.

Vechart stated Professional Plating Inc is currently outsourcing plating and this addition would bring those jobs to the City.

**Motion** – Sonnabend moved to recommend to City Council the Developer's assistance with the Pay As You Go Proposal as presented. Seconded by Zander. Motion carried.

(Approved)

**SHOPKO HOMETOWN – TEMPORARY SIGN PERMIT:**

Angoli explained Shopko will be remodeling the outside of their building. They want to be able to put up a temporary banner sign until the work is complete.

**Motion** – Sonnabend moved to approve Shopko Hometown’s request for a temporary sign permit. Seconded by Zander. Motion carried.

**BRILLION HISTORICAL SOCIETY – BUILDING EXPANSION:**

Gosz reported the title search is complete. She explained that back in 1925 the Village of Brillion was deeded land for the extension of Calumet Street (formally Factory Street) with the provision that title will revert to adjoining property owners if the land is not used for street purposes. She also explained there are easements recorded that affects this parcel. The amount of land that will be reverted back to the City will need to be determined.

Angoli stated based on where the Historical Society wants to build there should be enough room, 33’ on the City’s parcel. The expansion would be just to the end of the asphalt that is currently there. The asphalt can be used for floor on the addition.

Angoli will review this and will bring this back to the November Plan Commission meeting.

**SIGN PERMIT – BRAUN’S DEER RUN:**

**Motion** – Sonnabend moved to approve the Sign Permit for Braun’s Deer run as submitted. Seconded by Zander. Motion carried.

**JLS RENTALS, LLC – BUILDING ADDITION:**

Steve Miller explained the building addition. Angoli stated the plans meet the City’s Zoning Code.

**Motion** – Sonnabend moved to approve the building addition for JLS Rentals, LLC as submitted. Seconded by Zander. Motion carried.

**ZONING CODE AMENDMENTS:**

**A. City Zoning and Land Use Map Review - Update:**

No report.

**B. Zoning – Consider Language for Lot Line Markings:**

No report.

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

No report.

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

No report.

**BUILDING INSPECTION REPORT:**

Angoli reported on the following:

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- The School hopes to open the cafeteria on Monday, October 26<sup>th</sup>.
- Brillion Townhomes – 4 units are ready for occupancy. The parking lot has a base coat on it.
- O'Reilly project is starting.
- Carstens Mill project.
- Ariens Project.

## **COMMUNITY DEVELOPMENT REPORT:**

### **A. Consider Ordinance for Vacant Buildings:**

Welch reported she will be looking for sample ordinances. She explained the Redevelopment Authority wants to meet with the Plan Commission in November to discuss vacant buildings in the Downtown area. It was suggested to hold this meeting at the Brillion Community Center. Welch stated the Plan Commission needs to consider an ordinance to deal with vacant buildings.

Mayor Deiter questioned the old Trinity building. Buboltz stated he will contact Statewide Razing to see what it will cost to abate the building.

Mayor Deiter reported on his recent vacation on the East coast. Communities are not allowing vacant store fronts. Zander stated Little Chute did a nice job on their Downtown. Welch will be meeting with East Central Regional Plan Commission on opportunities and the Department of Administration for funding opportunities for Main Street Square.

Welch suggested establishing a stringent Code to improve the outside of vacant buildings, refresh color scheme, clear windows, etc.

## **OLD BUSINESS:**

### **A. Cottage Estates First Addition – Update:**

No report.

### **B. Tesch Street Walkway Bridge – Update:**

Gosz reported on a meeting held with the DNR. She explained there are options for the City to consider. If we decide to replace or repair the bridge at the current location, easements will need to be determined. DNR permits are required. If support in stream or riprap on shore is considered, the DNR would require an engineer study that can document any materials placed in the stream channel will not cause obstruction to flow or reduce stream activity.

She reported relocating the bridge to a safer place is an option. Easements and permits would also be required.

The DNR will summarize guidance on options for the City to consider. This will be reported at the November Plan Commission meeting.

## **NEW BUSINESS:**

None.

## **ADJOURNMENT:**

**Motion** – Zander moved to adjourn the meeting. Seconded by Buboltz. Motion carried unanimously. The meeting was adjourned at 7:05 pm.

(Approved)

Lori M. Gosz  
City Administrator/Clerk-Treasurer