

(Approved)

**PLAN COMMISSION
Minutes**

June 6, 2016

Brillion City Hall Conference Room

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, Lonnie Puskala, Al Ebert, Zane Zander, Gerald Sonnabend, Mike Buboltz, and Alderperson Crystal Fhlug (arriving and 6:01 PM). Also present were City Administrator/Clerk-Treasurer Lori Gosz, Building Inspector Mike Angoli, and Community Development Director Cheryl Welch.

GUESTS:

Mark Kuchenbecker.

APPROVAL OF THE AGENDA:

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

APPROVAL OF THE APRIL 4, 2016 PLAN COMMISSION MEETING MINUTES:

Motion – Zander moved to approve the April 4, 2016 Plan Commission Meeting minutes. Seconded by Buboltz. Motion carried unanimously.

COMMERCIAL BUILDING PERMITS:

A. 910 W. Ryan Street:

Angoli reported on a building permit for remodeling at 910 W. Ryan Street. The project will include a small deli on the southwest corner of the building.

Mark Kuchenbecker, owner of Marco's Smoking BBQ, explained he will be opening a small deli at the property, which will have a small counter service for take out to be open 11:00 AM – 7:00 PM. He stated it will be open during archery leagues at the property.

Buboltz questioned if the smoking will be on site at the property. Kuchenbecker stated the smoker will be on site, but sealed off to the public.

Ebert questioned if any State Permits will be required. Kuchenbecker stated he will be working with the State Health Department.

B. 108 W. Water Street:

Angoli reported on a building permit for a 24' X 34' addition to 108 W. Water Street. He explained it would be an addition to the present building on the east side 8' from the property line.

Mike Buboltz, owner of the property, explained the addition will be cold storage. He explained how the storm sewer on the site will be addressed with the project.

SIGN PERMIT – 705 N. MAIN STREET –FASTENAL:

(Approved)

Angoli reported Fastenal will be relocated to 705 N. Main Street. They will be moving their present sign off the building and placing it at 705 N. Main Street and adding another wall sign plus the top portion of the sign on the road.

PROPERTY MAINTENANCE CODE VIOLATIONS:

Angoli reported on Property Maintenance Code violations he has been working on. He presented pictures to the Plan Commission of each property.

A. 105 S. Custer Street:

Angoli reported he has received complaints on property maintenance at 105 S. Custer Street. Al Ebert, owner of property on Custer Street, stated he has three (3) contractors called and hopes to have work done soon. Angoli will continue to work with Ebert on his property.

B. 208/201 Center Street:

Angoli reported a citation has been issued and this property is going through Municipal Court.

C. 202 Center Street:

Angoli reported on the property maintenance violations at 202 Center Street.

D. 315 Cleveland Street:

Angoli reported on the property maintenance violations at 315 Cleveland Street.

E. 205 N. Main Street:

Angoli reported on property maintenance violations at 205 N. Main Street. The former T&C Market portion is in violation of code. The foundation has holes in it. Angoli asked the Plan Commission members how far to push this issue. Mayor Deiter stated if nothing is done the building will continue to deteriorate. The Plan Commission needs to make a decision.

Welch explained the City Council did declare the property, all but the Dollar General portion, as blight for grant writing purposes. She explained we need to find a developer to redevelop the property, however, because of the current state of the property it won't sell for the asking price.

Discussion followed on options. It was suggested to ask the property owner to donate the property to the City. The City can then work toward the redevelopment of it.

Alderson Fhlug asked what the property owner needs to do once the Notice of Violation is served. Gosz explained that City Code states the property owner has 30 days to correct or abate the violation.

Mayor Deiter asked Welch to explain the Grant. Welch explained she was working with the Redevelopment Authority Commission on a CDBG Grant for \$500,000, which was a matching grant. The City needed to commit 10% of the match and we needed to have a developer match \$450,000, then the State would give the \$500,000. However, we could not find a developer to commit by the grant application deadline. She explained there is another grant opportunity in fall we will be looking at. We are working with the IPR Group to get a vision/idea of the site to see what could be developed, then hopefully find a developer to commit to the project. She stated there are grant opportunities.

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Puskala asked if condemned, what happens. Angoli stated it would take 6-8 months for hazardous material removal and demolition.

Angoli stated he will make contact by phone call with the owner and then begin the Code violation process.

BUILDING INSPECTION REPORT:

A. Brillion Historical Society – Building Expansion – Update:

Angoli reported he is waiting for the Site Plan map from the surveyor, who is working with Bay Title on the final survey. The Brillion Historical Society is finalizing their plans for the expansion.

B. Sign Code:

No action.

COMMUNITY DEVELOPMENT REPORT:

A. City Plan – Review Priorities for 2015-2017:

Welch reported the Redevelopment Authority Commission (RDA) is working on downtown visioning and have extended hanging baskets to North Main. They are also working on a trail extension to the east side of the City to Horn Park. Then on towards the Village of Reedsville and the City of Manitowoc.

Welch stated the RDA is working on filing the vacant store fronts and wants to bring more retail downtown.

Welch commented on the Farm Equipment Auction that was held at 910 W. Ryan Street. She stated it was unsightly coming in from the west on the highway. It was suggested to have any future events more organized. Sonnabend commented on what a group in Fond du Lac did with downtown vacant buildings. He suggested this idea may be something to consider in our downtown.

B. Review the City Code as it Relates to Property in the Downtown District:

Welch stated the RDA is working to improve the Downtown District; however, they need the Plan Commission's support. She stated that City Code may need to be amended. She will continue to work with Angoli on this and will bring any proposed language change back to a future Plan Commission meeting for consideration.

Mayor Deiter stated we may need to restructure City Staff as the City grows to accomplish more for the City. Gosz stated the IPR Group is doing an Organizational Analysis for the City to see what changes can be done.

OLD BUSINESS:

None.

NEW BUSINESS:

Mayor Deiter reported on a meeting with Keith DuQuaine for residential development. Rental property is what people seem to want.

ADJOURNMENT:

(Approved)

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

Lori M. Gosz
City Administrator/Clerk-Treasurer