

(Approved)

**PLAN COMMISSION
Minutes**

May 5, 2014

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 6:02 PM), Zane Zander, Gerald Sonnabend, Garrett Zimpel, and Alderperson Crystal Fhlug. Also present were City Administrator/Clerk-Treasurer Lori Gosz, Community Development Director Justin Linzmeier, and Building Inspector Mike Angoli.

APPROVAL OF THE AGENDA:

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

APPROVAL OF THE APRIL 7, 2014 MINUTES:

Motion – Sonnabend moved to approve the minutes of the April 7, 2014 Plan Commission meeting minutes. Seconded by Zander. Motion was carried unanimously.

GUESTS:

Mike Buboltz and Joe Diener.

SALE OF CITY PROPERTY – LEE AVENUE:

Mayor Deiter explained a letter received from three (3) property owners on Lee Avenue requesting to purchase City property.

Sonnabend stated he has no concerns. He stated there is no use of this land for the City and it should be sold. Ebert asked if there are any concerns of surrounding property owners. Mathiebe stated no.

Mike Buboltz explained the property owners have no interest to build structures just wanting the land for extended lawn use and gardening. They would take care of surveying and recording fees.

Motion – Mathiebe moved to recommend to City Council to proceed with the sale of the City property as requested. Seconded by Zander. Motion carried.

ZONING CODE AMENDMENTS:

A. City Zoning and Land Use Map Review – Update:

No update.

B. Chapter 92 – Telecommunications Amendment – Update:

No update

C. Sign Ordinance – Consider Language for Directional Sign Requirements:

Angoli explained the current City Code doesn't address directional sign requirements. He would like to add language for directional size of not more than six (6) sq. ft. with Plan Commission approval required. Angoli will draft language for June's meeting.

(Approved)

D. Zoning – Modifications – Consider Language for Lot Line Markings:

Angoli explained when building permits are requested for yard modifications he has asked property owners if they know where their property lines are. Angoli stated he would like to propose that lot line markings be required. Angoli checked with the local lending institutions who are in favor of this. He explained Realtors are concerned of the added cost at the time of sale.

Angoli stated he would like to propose that language be added that lot lines be identified. Mayor Deiter agreed that this should be addressed. He stated surveys may be costly but they can avoid property line disputes. He suggested this be looked at. Ebert stated it would be nice for this to be a common practice in the future.

Angoli will work on language that the property lines be identified. He suggested at the time of sale it be identified. Angoli will draft language to be reviewed at the June meeting.

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

Angoli suggested language to the City Code for minimum setback requirements for properties near waterways. Discussion followed.

It was suggested to have 35' from building to waterway. Discussion ensued on the property around the City pond on Glenview Avenue. It was suggested the City would need a minimum 25' easement to the pond. Gosz explained the City does have access to the property to maintain the pond, but it is not a defined location easement.

Angoli will meet with Keith Ondrasek to discuss easement to the pond and to explain that his corner lot is in a flood plain.

Tabled to June.

BUILDING INSPECTION REPORT:

A. 306 N. Main Street Building Permit - Update:

Gosz read for the record a letter from the property owner requesting to be allowed until July 1st to complete the repairs.

Motion – Sonnabend moved to require that the repairs to the north, south, and west side of the building be totally completed by June 13th, with all of the building to be completed by July 1st. Seconded by Mathiebe.

Discussed ensued on the use of non-combustible material around the exhaust fan on the north side of the building. Angoli explained because of the Code at the time the exhaust fan was installed grandfathers the material used. It was suggested to encourage the use of non-combustible material.

Motion carried.

B. Endries International – Sign Permit – Update:

Angoli reported Endries has taken out the permit for new signs and understands the City's concerns and is working with the City on visibility concerns at street corners.

(Approved)

Other:

- Bullseye will be remodeling to include office space for Levash Realty to occupy.
- The former Hometown Insurance building main floor office space has been repaired from water damage.

COMMUNITY DEVELOPMENT REPORT:

Linzmeier reported on the following:

1. Hopscotch Lounge & Café coffee shop will open June 13th in the JMR Building on S. Main Street.
2. Family Dollar is closing. Nationwide closing of over 300 stores.
3. There were over 2,800 on line views or showing of available properties on the City.

OLD BUSINESS:

A. Conditional Use Permit – 344 Mary Street:

Joe Diener reported he spoke to his neighbors who are in support of his proposal. He distributed signatures he received from his neighbors that they have reviewed Diener's plans and have no objections.

Zimpel questioned why Diener didn't look at starting a business in the Downtown District. Diener explained it is more cost effective for him to start in his home. Signage was briefly discussed.

Motion – Mathiebe moved to approve the Conditional Use Permit for 344 Mary Street as presented. Seconded by Ebert. Motion carried.

NEW BUSINESS:

None.

ADJOURNMENT:

Motion – Mathiebe moved to adjourn the meeting. Seconded by Zander. Motion carried unanimously. The meeting was adjourned at 7:13 pm.

Lori M. Gosz
City Administrator/Clerk-Treasurer