

(Approved)

**PLAN COMMISSION
Minutes**

November 3, 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, Zane Zander, Gerald Sonnabend, Garrett Zimpel, and Alderperson Crystal Fhlug. Also present were City Administrator/Clerk-Treasurer Lori Gosz, Community Development Director Cheryl Welch, and Building Inspector Mike Angoli. Absent was Al Ebert.

APPROVAL OF THE AGENDA:

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

APPROVAL OF THE OCTOBER 6, 2014 MINUTES:

Motion – Mathiebe moved to approve the October 6, 2014 Plan Commission minutes. Seconded by Zander. Motion carried unanimously.

GUESTS:

Lori Locey, Sharren Davis, and Doreen Pulger.

COTTAGE ESTATES FIRST ADDITION:

Angoli reported on the development of Pagel Avenue. He asked the two (2) owners of the duplexes to attend the meeting to voice their concerns. Angoli explained that City Code requires that the road be paved before occupancy can be given. He allowed one (1) unit to be occupied on November 1st, with the understanding that the road will be paved on November 6th. He asked what the Plan Commission would like to see happen with the remaining units.

Lori Locey, owner of the duplexes, voiced concern. She explained they have been pushing to get the duplexes complete and was not aware that Mark Soderlund didn't have the streets scheduled for pavement. Angoli reported he contacted Mark Soderlund and informed him that no more building permits would be issued until the road is complete.

Sonnabend suggested if the road is not done this week and it is graded, occupancy should be granted. Locey stated she was told by the asphalt company that if Soderlund didn't pay for the asphalt upfront the street would not get paved. Angoli stated he talked to the asphalt company and understood that the road would be paved. Mathiebe stated if it isn't paved, gravel would have to be laid for the winter months.

Motion – Mathiebe moved to allow occupancy on the units owned by Locey with pavement or without pavement. Seconded by Sonnabend.

Sonnabend suggested pushing Soderlund to pave the road. Mayor Deiter encouraged Locey to continue building units. He stated there is a need for rental units.

Motion carried.

(Approved)

SENO COMPANIES INC DEVELOPMENT – UPDATE:

Gosz gave an update on the Seno Development. She stated Seno will be requesting a TIF for the storm sewer and suggested the Pay-As-You-Go approach. She explained Seno is working with his attorney on drafting a proposal for a Developer's Agreement which will be presented to the Plan Commission at a future meeting.

Angoli reported all State approvals have been received on the development. State approvals are good for two (2) years.

BRILLION MIDDLE SCHOOL – UPDATE:

Angoli reported the bids on the projects came in over budget. The project will be rebid in January. Angoli reported some demolition has started in the building. He is working with the School on this and has given them 90 days before the demolition areas will be required for completion.

COMMERCIAL COMMUNICATION TOWER COUNTY CONDITIONAL PERMIT – W597 HACKER ROAD:

Angoli reported Calumet County has received a Conditional Use Permit Application from the property owner at W597 Hacker Road for the construction of a new cell tower to replace the current US Cellular tower that is in the City limits.

He reported due to the poor soils at the current US Cellular tower location a new tower is being located to the property at W597 Hacker Road in the Town of Brillion. Per City Code, if the old tower is not in operation for a continuous period of 12 months, it will be considered abandoned and the City can require it to be taken down.

Angoli reviewed the plans with Calumet County and has no problem with the Conditional Permit. The Plan Commission had no objection.

ZONING CODE AMENDMENTS:

A. Chapter 92 – Telecommunications Amendment – Update:

Angoli reported he is working on updating the language.

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

Angoli reported he continues to work on this.

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

No report.

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

Angoli reported he is working with the DNR on this language.

BUILDING INSPECTION REPORT:

No report.

COMMUNITY DEVELOPMENT REPORT:

A. Consider Establishing a Business License Permit:

(Approved)

Welch reported that while compiling a list of current businesses, she considered ways to help businesses and suggested developing a Business Registration Form, with no fee assessed. She explained this will allow the City to have more information about the business and be able to offer more resources to the business.

Zander suggested communicating with the business owners; maybe a permit is negative approach. Sonnabend agreed stating conversation might be better. He suggested obtaining a list from the Chamber.

Gosz stated it is not uncommon for a new business owner to call and ask if the City requires a business permit. Fhlug stated she agrees that other communities have business permits.

Zimpel suggested offering new businesses to be listed on the City website. Zander agreed it might be a positive move with the Chamber.

Welch will bring back ideas to the next meeting.

B. Roles of the Plan Commission:

Welch suggested, after reviewing existing plans that have not been updated, she would like to review with the Commission planning for future growth and a plan to measure out goals to help support businesses. Staff can do the leg work; the Plan Commission can help paint the picture. She pointed out that per City Code the Plan Commission has that role.

Sonnabend agreed we have been reacting in the past and not planning. Mathiebe stated we have Master Plan that was done years ago and should be updated. Zander stated this should be done every ten (10) years.

Welch suggested planning for disconnecting from the USH 10 corridor to the Downtown District. Welch is developing a spreadsheet of plans that have been done and should be updated. Mayor Deiter stated changes should be made to City Code to allow the Plan Commission more authority without City Council approval.

Angoli suggested extraterritorial zoning be considered. Gosz suggested more regular meeting with the Town of Brillion be done to discuss planning.

OLD BUSINESS:

None.

NEW BUSINESS:

None.

ADJOURNMENT:

Motion – Sonnabend moved to adjourn the meeting. Seconded by Zander. Motion carried unanimously. The meeting was adjourned at 6:55 pm.

Lori M. Gosz
City Administrator/Clerk-Treasurer