

(Approved)

**PLAN COMMISSION
Minutes**

December 4, 2017

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, Zane Zander, Mike Buboltz, and Alderperson Joe Levash. Also present were City Administrator/Clerk-Treasurer Lori Gosz, Public Works Director Andy Geiger, and Building Inspector Mike Angoli. Absent were Al Ebert and Gerald Sonnabend.

GUESTS:

Everett Koehler from Fox Valley Lutheran High School, Siera Schiermeister from Appleton East High School, RDA Chairperson Beth Wenzel, and Dave Schmalz from McMahan.

APPROVAL OF THE AGENDA:

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

APPROVAL OF THE NOVEMBER 6, 2017 PLAN COMMISSION MEETING:

Motion – Buboltz moved to approve the November 6, 2017 Plan Commission Meeting minutes. Seconded by Zander. Motion carried.

CSM – AMENDMENT FOR 205 N. MAIN STREET:

Dave Schmalz, McMahan, explained the amendment to the CSM corrects the road dedication to the south and the west side, and to add the third lot. Levash questioned what would happen in the future if Lot 1 should be sold. Schmalz explained a revision could be done if necessary at that time.

Geiger explained the zoning for Lot 2 is now R-3. Lot 1 and Lot 3 will remain C-1 until Dollar General is no longer on Lot 1, the lots could then be rezoned to Institutional.

Gosz explained because the CSM needs to be recorded with the Calumet County Register of Deeds prior to the RDA purchasing Lot 2, the Plan Commission and the City Council will need to approve this amendment.

Motion – Zander moved to recommend to City Council to amend the CSM for 205 N. Main Street. Seconded by Levash.

Zander questioned parking requirements. Geiger explained the parking does comply with City Code.

Motion carried.

BUILDING INSPECTION REPORT:

A. Pagel Avenue Lot 16 - Condominium:

Angoli explained there is a pending offer from an individual who would like to purchase Lot #16 on Pagel Avenue to build a duplex and split the parcel as a condo to be sold separately. Zander questioned if setbacks have been met. Angoli stated yes.

(Approved)

Motion – Zander moved to approve Pagel Avenue Lot #16 as a condominium lot. Seconded by Puskala.

Levash questioned the road completion. Angoli stated they are aware that there will be no occupancy permit until the street is done.

Motion carried.

B. Property Maintenance Code Violations:

1. 106 S. Main Street – Update:

Angoli reported the property owner is slowly making improvements.

2. 208/210 Center Street – Update:

Angoli reported the property is in foreclosure.

3. 421 S. Main Street – Update:

No report.

4. 234 Apollo Court – Appeal:

Angoli reported they have seen improvements.

5. 306 Lee Avenue:

Angoli reported he gave a 10 day notice to the property owner to clean up the property. The property owner is complying and cleaning up the property.

C. Street Numbers:

1. Corrections/Display:

Angoli asked the Fire Department to help identify properties that are not in compliance.

OLD BUSINESS:

A. RDA Downtown Redevelopment Project – Update:

Beth Wenzel gave an update on the Downtown Project. She reported that as of Friday, December 1st an Offer to Purchase has been sent to the current owner of the former T&C property. The RDA is waiting to hear back from the property owner.

She reported that two (2) donors will need to submit their donations through the City to the RDA for the remaining \$50,000 for the purchase of the property.

Wenzel stated the City has applied for the WEDC (Wisconsin Economic Development Corporation) Community Development Grant for the project. The Grant is a matching grant for project costs up to \$250,000. She reported the multi-family developer is applying for WHEDA Tax Credits and feels very confident that he will receive the tax credits.

Wenzel also reported the Fire Department intends to do training in the building prior to demolition.

Closing on the building is scheduled for December 22nd or sooner. Wenzel reported the plans for the new City Hall are currently being worked on. Construction could be at the same time as the multi-family development.

(Approved)

B. Brillion Iron Works Properties:

Wenzel reported on a meeting being scheduled with City Representatives and the Ariens Company to begin working on the points of the Memorandum of Understanding.

NEW BUSINESS:

A. Building Inspector Position:

Geiger reported that Angoli will be retiring at the end of December. Geiger is working with Paul Birschbach as an interim Building Inspector for the City. He explained hiring a contracted service versus as an employee offers more flexibility for inspections. The contracted service can send any inspector from their company where as an employee the Building Inspector has no sub in his absence. The City Council approved to Request for Proposals for contracted services for the City's building inspections.

Levash asked to make sure monthly reports are submitted to the Plan Commission.

ADJOURNMENT:

Motion – Zander moved to adjourn the meeting. Seconded by Puskala. Motion carried unanimously. The meeting was adjourned at 6:39 pm.

Lori M. Gosz
City Administrator/Clerk-Treasurer