

(Approved)

**PLAN COMMISSION
Minutes**

February 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, and Garrett Zimpel. Also present were City Administrator/Clerk-Treasurer Lori Gosz, Community Development Director Justin Linzmeier, and Building Inspector Mike Angoli. Absent were Al Ebert and Alderperson Heather Gruett.

APPROVAL OF THE AGENDA:

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

APPROVAL OF THE DECEMBER 2, 2013 MINUTES:

Motion – Sonnabend moved to approve the minutes of the December 2, 2013 Plan Commission meeting minutes. Seconded by Zander. Motion was carried unanimously.

GUESTS:

Joe & Sue Quist from the Brillion Community Church.

BRILLION COMMUNITY CHURCH – CEMETERY PROPOSAL:

Joe & Sue Quist from the Brillion Community Church explained they are proposing a cemetery at the Brillion Community Church property (1/2 acre area) which will be accessed by the Church's driveway. Joe Quist explained they have not received permission from the Church; this is preliminary and they want to get Plan Commission approval on the preliminary plans before proceeding further.

Sue Quist explained they plan to have the area surveyed and are working with Martenson & Eisele.

Mathiebe questioned how many lots the cemetery would hold. Joe Quist explained a ½ acre would give approximately 100 lots.

Motion – Sonnabend moved to approve the preliminary plans with final plans to be brought back for final approval. Seconded by Mathiebe. Motion carried.

ZONING CODE AMENDMENTS:

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

1. Property Address Corrections:

Angoli explained while reviewing the Land Use map, he noticed some address errors. He explained the buildings previously owned by Hank Carstens needs address and zoning corrections. The buildings at 108 W. Water Street, Hardware Plus, should be rezoned to C-2. It is currently half I-1 and C-2. Angoli pointed out that the lots owned by Beth Wenzel (old feed mill property), is currently I-1.

(Approved)

It was decided to leave the zoning on those parcels as is for now until Wenzel has defined plans for the property.

Angoli explained at 405 W. Ryan Street the address is assigned to two (2) different parcels; Florence Enneper parcel and the small strip owned by Zane Zander. The WI Public Service property on W. Ryan Street does not have an address listed. Angoli will need to correct those address errors.

Angoli explained the garage owned by Keith Ondrasek on Wolfschmidt is an out building without a principal structure. It was stated that a building permit should have been issued and approved by the City at the time it was constructed. This will be reviewed.

Angoli explained that the property owned by Ondrasek surrounding the City owned pond is being reviewed. Ondrasek has questions on the current zoning and what can be it be used for. Angoli is reviewing this for the property owner.

B. Chapter 92 – Telecommunications Amendment – Update:

No report.

BUILDING INSPECTION REPORT:

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

Angoli reported he and City Administrator Gosz met with Mike Schwartz on his property at 306 N. Main Street. Mike Schwartz indicated that he will be making improvements soon. Angoli stated the City Code does allow for abatement, which allows the City to make the improvements and charge the cost back to the property owner.

Angoli reported he discussed the Fire Code concern with the City's Fire Chief. The Fire Chief explained the Building Inspection would be responsible for calling the State Fire Marshall.

Sonnabend suggested requiring the property owner to apply for a building permit with a contractor listed. Mathiebe suggested giving Schwartz 30 days to begin from issuance of the building permit. Angoli stated he would like to give Schwartz 60 days to complete. The Commission agreed.

Motion – Mathiebe moved to require the property owner at 306 N. Main Street to apply for a building permit with a contractor listed, within 30 days of today's date (February 3, 2014), and to require that all improvements on the permit be completed within 60 days from the issuance of the building permit. Seconded by Sonnabend. Motion carried.

COMMUNITY DEVELOPMENT REPORT:

Linzmeier reported on the following:

1. Retention visits at PPI and NSC.
2. New website design.
3. Hanging baskets donations received.
4. Lakeshore Industry Cluster meeting. He will be working with local business HR Depts. to promote Brillion.
5. Update RDA Plan.
6. Business Incubator in the Downtown. RDA to work on this.
7. Request for information on buildings for potential businesses.

(Approved)

OLD BUSINESS:

None.

NEW BUSINESS:

Mayor Deiter suggested the Building Permit Fee Schedule be reviewed. Gosz suggested that Angoli obtain comparisons for other communities to be reviewed at a future meeting.

ADJOURNMENT:

Motion – Mathiebe moved to adjourn the meeting. Seconded by Zander. Motion carried unanimously. The meeting was adjourned at 7:04 pm.

Lori M. Gosz
City Administrator/Clerk-Treasurer