

(Approved)

**PLAN COMMISSION
Minutes**

December 1, 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, 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.

APPROVAL OF THE AGENDA:

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

APPROVAL OF THE NOVEMBER 3, 2014 MINUTES:

Motion – Zander moved to approve the November 3, 2014 Plan Commission minutes. Seconded by Sonnabend. Motion carried unanimously.

GUESTS:

Bill Seno.

SENO COMPANIES INC. DEVELOPMENT – TAX INCREMENT FINANCING PROPOSAL:

Bill Seno was present to discuss his proposal for development in TID #3. He explained the engineers (City and Developer) determined that the storm sewer would service both the Seno property and Brilliant Development Group vacant land to the south. Therefore, Seno is requesting the City fund and contract a public storm sewer interceptor as part of the Agreement for Development. Seno (Brillion Townhouses) and Brilliant Development Group will provide easements to the City for the storm sewer.

It was suggested that the City contact Brillion West Haven to inform them of the development and to address the storm sewer.

Gosz reported she contacted the City's Financial Advisor, Phil Cossen, who indicated this proposal will not have any adverse effect on the TID #3 cash flow.

Motion – Sonnabend moved to recommend to City Council the TIF Proposal from Seno Companies Inc for approval. Seconded by Mathiebe.

Angoli will contact Ron Wolf, McMahon, on engineering the storm sewer and on Brillion West Haven.

Motion carried.

ZONING CODE AMENDMENTS:

A. Chapter 92 – Telecommunications Amendment – Update:

(Approved)

Angoli submitted the first draft for the Plan Commission's review. He explained because of the new rules from the State PSC, we need to be careful where towers are placed. The draft language addresses this. Angoli will bring the final ordinance language to a future meeting.

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:

Angoli reported he continues to work on this.

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

Angoli reported he is reviewing this with the DNR on setback requirements.

BUILDING INSPECTION REPORT:

Angoli reported on the following:

- Pagel Avenue – Blacktop is complete. He informed the Developer that there will be no more building permits issued until the road base is completed per City specifications.
- Duplex on Autumn Drive – Occupancy Permit has been issued.

COMMUNITY DEVELOPMENT REPORT:

A. Consider Establishing a Business Registration Requirement:

Welch presented a one (1) page registration form she designed. She explained it is a simple one (1) page form with no cost. The form is designed to track new business owners to be able to provide resources to the business. It was stated this form will provide information to the Police Department for emergency service purposes. This information will be used for website and other business promotion needs.

B. Roles of the Plan Commission:

Welch stated she would just like to remind the Plan Commission on their roles in the City planning process as the City moves forward in future planning goals.

C. Planning Process:

Gosz explained Welch would like to review existing planning documents and keep these plans current and in front of the Plan Commission to see that the Plans are staying on track and not just sitting on the shelf.

Sonnabend suggested looking at future areas for growth and begin budgeting for improvements. Welch suggested planning for a future industrial park and discuss with current businesses during the planning process to also address their needs.

The Commission reviewed the planning process document drafted by Welch. Storm water and drainage concerns were discussed. Zimpel suggested looking at each item that affects the Master Plan and check them off as they are discussed. List the top 10 priorities. Mathiebe stated the development of industrial land is very important, but harder to plan for.

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Welch suggested as we plan for future development along USH 10 we need to keep in mind the connection of the downtown to the Highway so that we don't lose focus on how this affects the future of the downtown. We need to keep attraction of the downtown.

Welch reported she and Gosz will be meeting with Randy Schmeidl regarding his vacant building.

OLD BUSINESS:

None.

NEW BUSINESS:

None.

ADJOURNMENT:

Motion – Mathiebe moved to adjourn the meeting. Seconded by Zander. Motion carried unanimously. The meeting was adjourned at 7:07 pm.

Lori M. Gosz
City Administrator/Clerk-Treasurer