

(Approved)

**PLAN COMMISSION
Minutes**

May 6, 2019

Brillion City Center

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

GUESTS:

Dan and Vicki Mertens, Tim Bastian, Candi Teachman, and Brandon Teachman.

APPROVAL OF THE AMENDED AGENDA:

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

APPROVAL OF THE APRIL 1, 2019 PLAN COMMISSION MEETING:

Motion – Zander moved to approve the April 1, 2019 Plan Commission Meeting minutes. Seconded by Buboltz. Motion carried.

REZONING/CERTIFIED SURVEY MAP – MERTENS PROPERTY – S. GLENVIEW AVE:

Dan Mertens explained he is requesting the rezoning from R-2 to R-1 because of the size of the lots he would not be able to get three (3) duplexes on the lots. If rezoned to R-1 he could then resurvey the lots to build four (4) homes.

Geiger explained the City Code for minimum sq. ft. of a lot is 8,000 for R-1 and the minimum lot size for R-2 is 10,500. Geiger stated if rezoned to R-1 the lots would still not be big enough. Mertens explained the four (4) homes would be nice 1,300 sq. ft. homes with attached two (2) car garage.

It was suggested to consider changing the City Code for minimum lot size. Discussion followed.

Levash asked Birschbach what he is seeing in other communities. Birschbach stated other communities are seeing smaller homes. It was suggested to amend the City Code to have any request for less than the minimum size needs review by the Plan Commission.

Gosz stated the rezoning and amendment to the City Code can take place simultaneously.

Motion – Buboltz moved to recommend to City Council the rezoning request from R-2 to R-1 with CSM of four (4) lots, and to amend the R-1 and R-2 City Code for Plan Commission review of lots smaller than the minimum lot size. Seconded by Ebert. Call vote. Motion carried.

BASTIAN STORAGE – POD UNIT:

(Approved)

Tim Bastian explained he is requesting to place a POD Unit on his property as a permanent building to be used for storage of his equipment to maintain the property and a small office space. He would side it to match the other units.

Birschbach stated as long as it is fastened down and sided to look the same and as long as it is treated as a structure, he is fine with it. Bastian stated it would have a service door and a small window. Discussion followed.

Motion – Levash moved to approve the Bastian Storage POD Unit as proposed. Seconded by Zander. Call vote. Motion carried.

Zander stressed that this be watched and not to allow them in every situation. Need to be reviewed on a case by case basis.

ZONING – ANNEXED PROPERTY – BRILLION IRON WORKS DEVELOPMENT:

Gosz explained with the recent annexation of the Brillion Works development property, the property was temporarily zoned Heavy Industrial District (I-2). Per City Attorney King, State Statute does not establish a specific deadline for having the property permanently zoned, however the Plan Commission should proceed to have the property permanently zoned as soon as practicable after annexation. Also, Gosz explained she received a notice from the County Clerk that the City will need to create a new Ward for the annexed property, even if there are no electors on the property. A Ward cannot cross over County Supervisory Districts and the annexation ordinance was adopted to include the property in Ward 3. The Plan Commission can recommend the permanent zoning and designate the new Ward in one ordinance.

Geiger stated his recommendation would be to keep the zoning the same as the remainder of the property which is currently zoned Heavy Industrial (I-2). A lot of changes to the zoning will happen over time as the property is developed.

Motion – Levash moved to recommend to City Council to amend the annexation zone to permanent I-2 and to change the Ward designation per the County Clerk’s recommendation. Seconded by Zander. Call vote. Motion carried.

ZONING CODE AMENDMENTS:

1. Accessory Buildings:

Geiger explained there was a recent appeal for an attached garage to exceed the maximum size of 960 sq. ft. He asked the Plan Commission if the maximum size should be increased. He cautioned if it is raised the variance requests may become higher. Birschbach explained he has received three (3) permit applications that had the size of the garage larger than 960 sq. ft. The property owners reduced the size of the garage to meet City Code. However, this triggered the need to bring it to the Plan Commission’s attention to review the City Code.

Discussion followed.

It was suggested to set the size not to exceed the house. It was suggested to only regulate detached garages and to keep it at 960 sq. ft. Gosz suggested Geiger and Birschbach review this and bring a recommendation to a future Plan Commission meeting.

(Approved)

B. Garden/Utility Sheds:

Geiger explained the past Building Inspector didn't count a utility shed as an accessory building. However, our City Code does consider this as an accessory building if they are bigger than 144 sq. ft.

This will be reviewed and brought back to the Plan Commission at a future meeting.

PERMIT FEE SCHEDULE:

Mayor Deiter explained the Fee Schedule for rezoning, conditional use, and variance were last reviewed in 1998. The cost for publication exceeds the fees collected. Geiger explained the proposed fees are the same as Chilton's.

Motion – Zander moved to recommend to City Council the amendment of the Zoning Permit Fee Schedule as proposed. Seconded by Puskala.

Discussion followed on the proposed fees. Geiger stated any fee for amendment needs to be high enough to cover the City's true cost on the processing. Conditional Use is for a permit and not an amendment to the City Code.

Motion – Levash moved to amend the previous motion with the proposed Fee Structure for rezoning to be increased to \$350.00. Seconded by Buboltz. Call vote. Motion carried.

BUILDING INSPECTOR REPORT:

Birschbach reported it was a good month with three (3) house permits and activity at Ariens Co.

OLD BUSINESS:

A. Residential Development – Consider Areas for Future Development:

Mayor Deiter reported that Shane Murphy is working on his plan to continue his housing development. The RDA is seeking developers for the Downtown Project.

Geiger reported there is interest in the Steinfest property. He anticipated a proposal to the Plan Commission in the near future.

NEW BUSINESS:

Candi Teachman reported she has filed a Conditional Use Permit to do a small business in her home. Geiger explained this can be on the next agenda to take formal approval.

ADJOURNMENT:

The meeting was adjourned at 7:33 pm.

Lori M. Gosz
City Administrator/Clerk-Treasurer