

(Approved)

**PLAN COMMISSION  
Minutes**

**November 4, 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, Zane Zander, Gerald Sonnabend, and Mike Buboltz. Also present were City Administrator/Clerk-Treasurer Lori Gosz, Public Works Director Andy Geiger, and Building Inspector Paul Birschbach. Absent were Al Ebert and Alderperson Joe Behnke.

**GUESTS:**

Andy Dumke.

**APPROVAL OF THE AGENDA:**

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

**APPROVAL OF THE OCTOBER 7, 2019 PLAN COMMISSION MEETING MINUTES:**

**Motion** – Zander moved to approve the October 7, 2019 Plan Commission Meeting minutes. Seconded Buboltz. Motion carried.

**CITY CENTER APARTMENT – SITE PLAN:**

Andy Dumke, Developer of the City Center Apartments, was present to answer any questions the Plan Commission might have. Geiger reviewed a memo from City Engineer Ron Wolf on his review of the plans. Geiger reported that Wolf commented that the 2 inch domestic water service split off on the northwest corner of the building. Dumke stated they would bring the service inside the structure then split if off. The second comment is the new sanitary manhole on Custer Street in which it should not be built over the existing main. Dumke stated he has no issues with these proposed changes.

The parking lot and garbage location was discussed. Dumke explained the dumpster enclosure will have a concrete pad as well as reinforcement of driveway asphalt up to the dumpster enclosure.

Dumke explained there will be a part-time manager and a part-time maintenance staff for the building. There will be staff from other apartment buildings that Dumke has in Appleton.

Dumke explained dogs will be allowed in the apartments, up to 50 lbs. They will install outside pet bag areas. There will be no cats allowed and no smoking inside the building.

Birschbach explained the setback on the north side of the building is 11.5' from the right-a-way. Because it is a side street it requires 25'. Birshbach denied the building permit with the 11.5' setback and a request for a variance has been applied for. The Public Hearing is November 14, 2019 at 4:00 PM. The Plan Commission can approve the Site Plan contingent on the approval of the variance request.

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Birschbach questioned the address of 203 N. Main Street. He asked if it should be a Custer Street address or a Jackson Street address. Discussion followed.

Geiger stated the address was determined when the block was split into three (3) lots. Dumke stated they have been calling it City Center Apartments which can be changed. The overall project of the block is the “City Center” concept. Gosz voiced concern of how the City Code reads for addresses and front lots, would changing the address cause a setback issue. Geiger will check on the address.

**Motion** – Sonnabend moved to approve the Site Plan contingent on the approval of the setback variance request and changes to the utility services per Ron Wolf. Seconded by Zander. Motion carried.

**ZONING CODE AMENDMENTS:**

**1. R-2 Minimum Lot Size:**

No report.

**B. Accessory Buildings:**

No report.

**C. Garden/Utility Sheds:**

No report.

**BUILDING INSPECTOR REPORT:**

Birschbach reported on property maintenance violations he has been working on:

- Garage on Custer Street will be removed and rebuilt by a new property owner.
- Cleveland Street property owner is struggling to find a local contractor.

Birschbach reported the owner of 133 Wisconsin Avenue is remodeling the small offices to make it their home. Birschbach explained she is a Real Estate Agent which she does out of her home. She will be fine without a Conditional Use. If she puts a sign out then she may have to apply for a Conditional Use.

**OLD BUSINESS:**

None.

**NEW BUSINESS:**

None.

**ADJOURNMENT:**

The meeting was adjourned at 6:58 pm.

Lori M. Gosz  
City Administrator/Clerk-Treasurer