

PLAN COMMISSION MEETING

August 2, 2021

Brillion City Center

6:00pm

1. CALL TO ORDER: Mayor Mike Smith called the meeting to order at 6:00pm

ROLL CALL: Present were Mayor Mike Smith, Lonnie Puskala, Al Ebert, Zane Zander, Gerald Sonnabend, Sarah Pielhop, Council Rep
Staff present were, City Administrator Peter Wills Public Works Director Andy Geiger, and Building Inspector Paul Birschbach.

GUESTS:

Mark Olsen, BW, LLC/AriensCo.

2. APPROVAL OF THE AGENDA:

MOTION-Zander moved to approve the agenda, Seconded by Pielhop, Motion carried.

3. APPROVAL OF MINUTES-July 16, 2021 Plan Commission Meeting Minutes:

MOTION-Sonnabend moved to approve the July 16, 2021 Plan Commission Meeting minutes. Seconded by Ebert, Motion carried.

4. Shoreland Zoning Excavation Permit Application-BIW Site Spring Creek

Andy Geiger, DPW Director discussed the attached application. He revised application to match city municipal code, he discussed with Calumet County, they did not have jurisdiction over this. Andy attached emails and discussions with WI DNR that they permit regulation of shoreland permit up to the municipality on existing stream rip rap, provided they are not doing additional dredging or changes to the stream for this project.

Mark Olsen, BW, LLC discussed the intention to clear weeds, brush along the stream east of Pine Street up to the culvert to install new rip rap along the stream as illustrated in the attached drawing. Intention is to improve the look near the new daycare to improve the appearance.

MOTION: Sonnabend moved to approve the Shoreland Zoning Excavation Permit for BIW Site Spring Creek, Second by Zander. Motion Carried.

5. Demolition Permit Application BW, LLC Development 200 Park Ave, portion of former Building 1 & Building 3A.

BW, LLC Development-Mark Olsen-Demolition permit application in the Packet Mark Olsen discussed that the property BW, LLC has a 99-year lease with the City. The area to be demolished is indicated on the attached diagram in Green. A L shaped corridor area is proposed to be demolished and create greenspace. The primary portion of building 1 is being kept and will be remodeled to be used by Ariens Hospitality due to increasing number of employees, and may house up to 50 Ariens employees that currently work at the Ariens Plant 1 location. The primary remodeling will be Ceiling, Flooring and windows. Pula Birschbach made note that today the Commission will only be approving demolition permit, BW will need to apply for a remodel permit to move forward with the remodel and Paul will need to inspect that work. Administrator Wills addressed that as part of the demolition permit application, environmental assessment is required.

Mark Olsen addressed that NorthStar environmental did assessment back in 2018 or 2019 on this building, he will share the report with DPW director as part of the application prior to moving forward on demolition. Administrator Wills noted portion of WEDC IDLE Sites Grant will assist with demolition of the Building and WEDC CDI Grant will assist with the remodel and reuse of this building. Mark stated the company's timeline is to have demolition the building by September. Additionally, the disposed of materials must follow environmental requirements for disposal.

MOTION: Sonnabend moved to approve the Demolition Permit for BIW Site 200 Park Ave, upon meeting the requirements of the Permit.

1. Environmental Inspection of Property and provide detailed report.
2. Payment

Second by Pulaska. Motion Carried.

6. Letter of Credit waiver for Demolition Permit Application BW, LLC Development 200 Park Ave, portion of former Building 1 & Building 3A.

DPW Director Geiger also addressed that the Commission needs to review the request by AriensCo waiving the Letter of Credit requirement as part of the Demolition permit number 6 on the agenda. **Motion** by Sonnabend, Second by Puskala to approve Demolition Permit with waiver of letter of credit for BW, LLC. Motion carried.

7. Building Inspectors Report

Paul shared July 2021 Building Permit Report.

8. Old Business:

Administrator Wills discussed that the Plan Commission has an opening due to resignation discussed at last meeting. Those interested in serving on the Commission that are looking to assist in moving development forward in the city. should complete a talent Bank Questionnaire. The committee openings and talent bank questionnaire are posted on City Website and Facebook page link to the website to seek volunteers. Administrator is aware of one form being completed. The next Meeting will bring completed forms for interested new commission members to review.

9. New Business:

- a. Administrator Wills requested Secretary for the Plan Commission to assist with minutes. Supervisor Sarah Pielhop volunteered to assist if she can get minutes sheet in advance to complete. I will add to the next agenda if any other members are interested and can review for approval of Secretary position.

ADJOURNMENT:

The meeting was adjourned at 6:35pm

Peter Wills
Administrator