

PLAN COMMISSION MEETING

September 7, 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,, Sarah Pielhop, Council Rep

Staff present were, City Administrator Peter Wills Public Works Director Andy Geiger, and Building Inspector Paul Birschbach, City Engineer Ron Wolf-McMahon.

GUESTS:

Ken Zutz, Wes Kempen, Michelle Kempen, Jeff Rustick-Schuler & Associates, Dan Mertens, Ken Zutz

2. APPROVAL OF THE AGENDA:

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

3. APPROVAL OF MINUTES-August 2, 2021 Plan Commission Meeting Minutes:

MOTION-Zander moved to approve the August 2, 2021 Plan Commission Meeting minutes. Seconded by Pielhop, Motion carried.

4. Ken Zutz request to purchase a portion of City property behind 386 Ridgeway Dr.

Andy Geiger, DPW Director discussed the request to purchase a portion of property off Ridgeway, make an offer to the city to purchase. Purchase would be a portion that is land locked. Andy Geiger advised he spoke with City Attorney, do not need to put out for bid, due to limited access. Zane Zander asked if we would do estimate of value, Administrator Wills discussed he would seek to have appraisal of the property for value done, offer needs to minimally cover appraisal, closing and survey cost, should be close to appraised value.

MOTION: Pielhop moved to revisit item 4 if Ken Zutz Arrives at meeting, Second Zander. Motion Carried

5. Demolition Permit Application Permit Application for Demolition of 323 N Main St
Demolition permit application in the packet. The demolition permit is with the conditions of

A. Utilities Disconnection

B. Environmental Inspection

C. Upon completion the area to be demolished is indicated is to have demolition the building by following Inspection and environmental inspection. Additionally, the disposed of materials must follow environmental requirements for disposal.

MOTION: Pielhop moved to approve the Demolition Permit for 323 N Main Street, upon meeting the requirements of the Permit.

1. Utilities Disconnection

2. Environmental Inspection of Property.

Discussion Bob Endries intention is to gift the lot following demolition of the property Second by Zander. Motion Carried.

Revisit 4. Ken Zutz, came to the Meeting. Attended the meeting discussed proposal of adding to his property, make offer of purchase for parcel large enough to build a shed. Offer is Pay for surveyor, and costs. DPW directed that the parcel must be combined with existing parcel in order to have a secondary structure. Ken would offer \$500 plus all costs for survey, appraisal, closing. The committee reviewed the map in the packet. Building inspector stated that would be unable to build in a wetland area. DPW Director Geiger will review Wetland map and follow up with Ken Zutz. Committee recommend Ken not to spend any funds until determine if it is a buildable lot.

Motion: Pielhop that the City accept \$500 and applicable fees of appraisal, certified survey and certified survey map and closing costs from Ken Zutz following investigation of Wetlands. Second by Pulaska. Discussion. Motion Carries.

6. 205 N Main Street. Did not take up at this meeting

7. Kempen “Maple Ridge” development plan

a. Application - Preliminary Plat review - approval (Recommendation to Council)

City Engineer Ron Wolf, McMahon did Preliminary Plat Review for consistency of the City Subdivision requirements, Ron, DPW Director and Administrator met with Surveyor to address Valve location, heights, consistency of water lines, depth, requirements. Based upon that review the preliminary was sent out to committee and included in packet. The Surveyor provided updated Preliminary Plat review.

The City and Developer will need to spell out all items paid for by Developer vs City. Ron would like to see that on the plans for when it makes it to the site, due that Development agreement typically does not. Once Developer agreement passed, update the last page of plans.

City does not have stormwater management ordinance, therefore defaults to DNR review. Sanitary lift station was installed when first being developed over 10 years ago. First, second and subsequent phases of development can be serviced by lift station.

In 2020 did environmental delineation of the site in order to determine wetland needs, that the City paid McMahon to do in 2020. Question arose if that would address Storm water needs, Ron & Andy answered does not.

Sewer & water permit will need letter from the city that they will assume ownership of the system upon completion. Ron’s review to ensure consistency for infrastructure.

Ron has listed questions on page 13 that lists questions regarding determination of sidewalks to be included in final plat. Sidewalks are part of City Subdivision ordinance requirement.

Discussed timeline to start Jeff surveyor would like to start following public hearing for zoning and then back to November Council.

Motion: Zander made Motion to approve preliminary Plat Review and recommend to Council. Second by Pielhop. Motion Carries.

b. Maple Ridge Improvement Plan approval. Ron written recommendations are in the packet.

Motion: Pielhop made move to Approve Maple Ridge improvement plan. Second by Zander. Motion Carries.

c. Application - Rezoning of 9 lots from R1 to R2 – approval (Recommendation to Council to Set public hearing for October 25th, 2021 at 6:45 PM)

Motion by Pielhop, to approve rezoning of 9 lots from R1 to R2. Recommendation to Council and Set Public Hearing for Zoning on October 25th. Second by Zander. Motion carried.

8. Building Inspectors Report-Building Inspector Paul Birschbach

- A. Paul shared August 2021 Building Permit Report.
- B. Provided update on development of Shane Murphy apartments by Country Visions, off of Hwy 10. Pielhop inquired about timeline on completion. Looking at October 1st timeline, 12 & 10 Units, the other 3 units will be in the spring. Will total 45 Units.

9. Plan Commission Member Application Dan Farrell

- a. Motion: Zander made motion to Approve Dan Farrell recommend to Council., Ebert Second. Motion Carries.

Discussion that Dan Farrell also is on Utility and checked Finance Committee

10. Old Business:

Representative Pielhop asked Dan Mertens to provide background on his plans for more homes. He has built a number of homes on Glenview and would like to build two more.

11. New Business: Representative Pielhop asked Dutchway path into Peter's park is not an official road, would like to encourage review of developable lots across and near the park. Due that the football stadium may move, track may need to be redone. She would like to explore what is park space, vs where the DPW shed previously was. Glenview meets Dutchway, inquired if could put duplex, there is sewer, water. What would it take to upgrade Dutchway to dedicated street. Dan Mertens that there was discussion with previous Administrator, believes could add duplex on Southside and corner of Glenview and Dutchway not a dedicated street. Pielhop sees developable area, that could add to tax base. Director Geiger discussed that Sewer is there on Washington, WPS has not extended additional utilities. Director Geiger willing to look into.

Administrator Wills discussed that property that was put up for sale in 2020, was not sold or closed on. Will need to investigate status and find who was next bidder.

ADJOURNMENT:

The meeting was adjourned at 6:55pm

Peter Wills
Administrator