

## PLAN COMMISSION COMMITTEE MEETING

### MINUTES

**Date: January 3, 2022      Time:6:00pm**

1. **Call to Order:** The meeting was called to order at 6:00pm by Chair Mike Smith.

**Roll Call:** Mayor Mike Smith Chair , Al Ebert , Dan Ferrell  
Council Rep Sarah Pielhop, Lonnie Puskala, Gerald Sonnabend, Zane Zander

Staff: City Administrator Peter Wills, Public Works Director Andy Geiger, Building Inspector Paul Birschbach

Guests: Brittany Smith-Library Board-Zoom

2. **Approval of Agenda:**

**Motion:** Sonnabend moved to approve the January 3, 2022 agenda as printed.  
Second by Puskala . Motion carried unanimously.

3. **Approval of Minutes of December 6, 2021:**

**Motion:** Motion by Ferrell to approve Plan Commission meeting minutes of December 6, 2021. Second by Zander. Motion carried unanimously.

4. **Citizen Input NONE**

5. **Action Items:** Real Estate Donation of 323 N Main St. by Bob & Pat Endries-  
Recommendation to Council

Recommended to council to accept the donation of the bare parcel on Main Street.  
The donation sheet has been filled out.

**Motion:** Sonnabend moved to recommend to Council Real Estate Bare Parcel  
Donation of 323 N Main St. by Bob & Pat Endries. Second by Ebert.

Discussion: See attached donation sheet for details. Motion carried unanimously.

6. **Action Item: Library Garden Presentation-Recommendation To Council-  
Brittany Smith Library Board**

Please see attached Library Garden presentation.

Open to sponsorship. Would maybe have raised garden beds sponsored by businesses or families. Black Walnut tree shouldn't be a problem for raised garden beds. Sarah knows Amanda Chavez, the owner of Go Valley Kids, so she offered to help the Library make contact. Library looked at Bookworm Gardens and Kaukauna Library. Staff at Library wishes for bigger exit door, window to see out of building, and would need to be handicap accessible. Grant for architect already given. More idea of cost and plan when those plans are done. Would be fenced in, but see through somehow. Maybe locked or with key to get in? Would all be donations. No cost to city.

Reason it is a plan commission was to change RFP for change of use. Administrator Wills views this as upgrade to downtown and beneficial. Other communities have done things like this and succeeded.

**Motion:** Pielhop moved to recommend to Council Library Garden go forward with the project. Second by Sonnabend. Motion carried unanimously.

**7. Commercial District Parking Code Review**

Andy Geiger is recommending a review of the parking code. Be proactive. Right now, businesses need to pay \$300 for a variance for parking because most businesses in the downtown are not in compliance with the code. Thinks this will help with not showing favoritism. If the code is changed, then public hearings on parking variances would not need to happen. He feels this is stopping businesses from coming downtown.

Peter stated that other communities have done public parking lots, leases for business spots, and time frames. Mike Smith noted a few spots where businesses and the cities have worked together to install parking lots like in Utah. Possible business sponsorships.

Committee agreed to be proactive, but Sarah asked what exactly would change? It costs a lot of money to change the code, and right now the code does allow for the Plan Commission to have discretion. Andy will come back with more ideas.

**8. Building Inspector Report-Paul Birschbach.**

See attached report.

Brillion School Sign: Bob and Pat Endries bought chunk of land by school to do an electric sign for the Endries Performing Arts Center.

**9. Old Business:**

None.

**10. New Business:**

None.

**11. Adjournment:**

The meeting was adjourned at 6:50 p.m.

Sarah Pielhop  
Secretary