

Plan Commission & CDA

MINUTES

MAY 2, 2016

6:00 PM

CITY HALL

MEETING CALLED BY	Mayor Pinnow
TYPE OF MEETING	
FACILITATOR	
NOTE TAKER	Jerry Elmer
TIMEKEEPER	
ATTENDEES	Jerry. E, Dan B., John B., Joe K., Doug P., Attorney Mark Schroeder. Absent were Jeremy P and Tammy S

Agenda topics

APPROVAL OF PREVIOUS MINUTES, PUBLIC APPEARANCES

DISCUSSION	.	
CONCLUSIONS	A motion was made by Joe K to approve the minutes. There was a second by Dan B. Motion carried.	
	No public appearances	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

(A)CROSSWINDS DEVELOPMENT, (B)CONCEPT PLAN FOR PROPERTY LOCATED AT 2602 1ST CENTER AVE

DISCUSSION	(A)This has been an ongoing subject. The City Attorney verified the zoning designations and reported his findings to Mr. Berg. (B) Attorney Schroeder researched a lot division for this property. His findings indicated that there would be several setback, access and utility infractions that would have to be addressed with variances. Due to the magnitude of issues to be addressed, it was agreed that the matter be tabled.	
CONCLUSIONS	(A)No appearance from Crosswinds representatives. (B)A motion was made by John B to recommend the concept plan be tabled until the next meeting. A second to the motion was made by Dan B. Motion carried with Jerry E abstaining.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

KOBUSSEN UPDATE

DISCUSSION	<p>Attorney Schroeder met with MSA regarding unfinished items on the Kobussen site. MSA prepared a list of items to be completed in order to be compliant.</p> <ol style="list-style-type: none"> 1. The site needs to be restored ASAP with final topsoil, seed and mulching. He included details on how this should be done. 2. The fencing along the south side of the property needs to be installed as per plans. 3. Finish the rain gardens as per plans. 4. Landscaping around the building needs to be completed as per plans. 5. Landscaping berm need to be installed as per plan. <p>Other non-compliant items discovered by the building inspector and Attorney Schroeder include:</p> <ol style="list-style-type: none"> 1. The CSM has not been developed creating several lot line issues 2. No proof of occupancy permit has been issued 3. No proof plumbing permit has been issued 4. Fire inspector has not inspected the building. 	
CONCLUSIONS	<p>A motion was made by Joe K to direct Attorney Schroeder to coordinate with the building inspector and the City Engineer with the intent to bring Kobussen into compliance. There was a second to the motion by Jon B. Motion Carries.</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

(A)COMPREHENSIVE PLAN, (B)DEVELOPMENT PACKET, (C)UPDATE ON ZONING MAP

DISCUSSION	<p>(A)The City Council is seeking RFPs from companies to develop the Comprehensive Plan. (B)The Development Packet has been completed. (C)The Zoning Map is almost ready to go live.</p>	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

CLOSED SESSION

DISCUSSION	<p>A motion was made by John B to go into closed session at 7:01pm per section 19.85(1)(e), Wis. Stats. regarding land purchase and future sale of lots 5, 6 and 7 of Brodhead Industrial Park 3. . A second to the motion was made by Joe K. A roll call vote was taken and was unanimous to approve. At 7:10pm, a motion was made by Joe K to go back to open session. A second to this motion was made by John B. Motion Carried.</p>	
CONCLUSIONS	<p>In open session, a motion was made by John B. to recommend to City Council the sale lots 5,6 & 7 in Industrial Park 3 contingent on the City being able to use the property for Covered Bridge Days 2016. A second to the motion was made by Dan B. Motion carried.</p>	

		DEADLINE

FUTURE ITEMS, ADJOURN

DISCUSSION	Future agenda items to include the possible lease of property to a communications company to install a communications tower.
CONCLUSIONS	A motion to adjourn was made at 7:15 by John B. A second to the motion was made by Joe K. Motion carried
SPECIAL NOTES	