

## Plan Commission

Monday, January 12th 2015

6:30 pm

1. Call to Order: Mayor Werhle opened the Plan Commission meeting at 6:30 pm
2. Roll Call: Present: Mayor Werhle, Shayne LaBudda, Dave Haskins and Rita Angeli. Absent: Greg Chapman, Dan Marcue, Paul Thuli  
Also Present: Building Inspector Dennis Hampton and City Administrator Steve Winger
3. Consider approval of the Plan Commission minutes from November 10<sup>th</sup> 2014. Motion by LaBudda, second by Haskins to approve minutes. All Ayes.
4. The Mayor opened the public hearing at 6:40 pm to consider the petition of Dan Stelpflug to examine and review the Certified Survey Map being a Replat of Lots 2 and 3 of Stonefield Estates which is located in the SW 1/4 -SW 1/4 and SE 1/4 –SW 1/4 of Section 2, T4N, R3W, City of Lancaster, Grant County, Wisconsin. The Mayor noted that the purpose of the map is to redefine the property lines for the two (2) adjacent properties located at 912 Sheridan Court and 916 Sheridan Court. There were no comments from the public.
5. The Mayor closed the Public hearing at 6:45 pm.
6. Motion by Labudda, second by Angeli to consider the petition of Dan Stelpflug to examine and review the Certified Survey Map being a Map location in the SW 1/4 -SW 1/4 and SE 1/4 –SW 1/4 of Section 2, T4N, R3W, City of Lancaster, Grant County, Wisconsin and make recommendation to the City Council for approval. Roll Call: All Ayes
7. The Mayor opened the public hearing to consider the petition of Ron Abing to examine and review the Certified Survey Map located in the SW 1/4 -NW 1/4 and the SE 1/4 –NW 1/4 of Section 34, T5N, R3W, Town of Lancaster, Grant County, Wisconsin (Extraterritorial review).  
The Mayor Noted that the purpose of the map is to create two (2) separate lots (Lot 1-Building and Lot 2-Pasture) from existing property lot located on Pine Knob Road. There were no comments from the public.
8. The Mayor closed the public hearing at 7:15 pm.
9. Motion by LaBudda, second by Haskins to approve the petition of Ron Abing to examine and review the Certified Survey Map being a Map location in the SW 1/4 -NW 1/4 and the SE 1/4 –NW 1/4 of Section 34, T5N, R3W, Town of Lancaster, Grant County, Wisconsin (Extraterritorial review) and make recommendation to the City Council. Roll Call: All Ayes
10. Comments from Citizens  
None
11. Adjourn: Motion by LaBudda, second by Angeli to adjourn the meeting at 7:30 pm.

Respectfully submitted by, Steve Winger, City Administrator

**City of Lancaster**  
**Plan Commission Meeting Minutes**  
**Monday, February 9, 2015 6:30 PM**

1. Call Meeting to Order: Mayor Wehrle called the meeting to order at 6:30 PM.
2. Roll Call: Shayne LaBudda, Dave Haskins, Rita Angeli, Greg Chapman, Dan Marcue, Paul Thuli and Mayor Wehrle.
3. Approval of Plan Commission minutes: Motion by LaBudda, second by Haskins to approve minutes from 1-12-15, All Ayes Mayor Wehrle
4. Opened the public hearing at 6:35 PM to consider the petition of Scott and Tina Jones to amend PUD (Planned Unit Development) at property located at 1486 Industrial Park Road. The purpose of the amendment was to reflect an additional proposed future addition on the north side of the existing storage building (Allegiant Oil). Nobody from the public was present to speak on the matter.
5. The Mayor closed the public hearing at 6:37 PM.
6. Motion by LaBudda, second by Thuli to approve of the petition of Scott and Tina Jones to amend PUD (Planned Unit Development) at property located at 1486 Industrial Park Road and make recommendation for approval by the City Council
7. Distribution of Plan Commission Member Handbook, City Administrator Winger presented a handbook for Plan Commission members. Administrator Winger went over some of the sections and commented that Aja Taylor did a good job preparing the handbook. The Plan Commission liked the handbook. LaBudda asked for a larger zoning map because it was hard to read.
8. Discuss changing the time of the meeting. After a brief discussion the idea of changing the meeting time died for lack of a motion.
9. Discuss appointing a Plan Commission secretary. Administrator Winger pointed out that the Plan Commission Ordinance requires a secretary. After a brief discussion, Dan Marcue volunteered. Winger said he will continue doing the minutes since it is the most efficient way but if he was absent Marcue would be the responsible person. Winger also noted that the Plan Commission needs a Vice Chairman decided at the next meeting. Motion by LaBudda, second by Thuli to appoint Marcue as secretary. Roll Call. All Ayes. Marcue abstained.
10. Comments from citizens: No comments.
11. Adjourn: Motion by Haskins, second by Angeli to adjourn at 7:20 PM

**City of Lancaster**  
**Plan Commission Meeting Minutes**  
**Monday, April 13, 2015 6:30 PM**

1. Call Meeting to Order: Mayor Wehrle called the meeting to order at 6:30 PM.
2. Roll Call: Shayne LaBudda, Dave Haskins, Dan Marcue and Mayor Wehrle. Absent: Rita Angeli, Greg Chapman, Paul Thuli. Others present: City Administrator, Steve Winger, Public Works Director, John Hauth and Building Inspector Dennis Hampton.
3. Approval of Plan Commission minutes: Motion by Haskins, second by LaBudda to approve minutes from 2-9-15.  
Roll Call: All Ayes
4. The Mayor called a public hearing to order at 6:32 pm to consider the petition of Southwest Opportunities Center Inc. to create PUD (Planned Unit Development) at property located at 1500 Industrial Park Rd. The proposed use is for a Hydroponic Greenhouse. Audry Johnston from Southwest Opportunities explained the size and scope of the proposed buildings.
5. The Mayor closed the public hearing at 6:35 pm
6. Consider the petition of Southwest Opportunities Center Inc. to create PUD (Planned Unit Development) at property located at 1500 Industrial Park Rd and make recommendation to the City Council. LaBudda noted that the proposed driveway is gravel and inquired if the driveway will be paved later. Audry commented that they would like to pave in the future. Hampton commented that because of the PUD designation they will not be required to pave the driveway.
7. Motion by LaBudda, second by Haskins to recommend approval by City Council of PUD for Southwest Opportunities Center. Roll Call: All Ayes.
8. The Mayor opened a public hearing at 6:40 p.m. to consider the Certified Survey Map (CSM) of Ken Bennett to create at property located in the NW 1/4-SE 1/4 and the NE 1/4-SE 1/4 of Section 10, T4N, R3W, City of Lancaster, Grant County, Wisconsin. The purpose of the CSM is to subdivide the existing Meadow View Mobile Home Park property to create two (2) Lots and two (2) outlots for the owner to retain with the remaining property to be sold. A redefined public roadway was also created. Aaron Austin of Austin Engineering appeared before the Plan Commission to explain the CSM. Todd Wolf owner of adjacent property asked if mobile homes were going to be removed if it is sold. Mr. Austin commented that he was just appearing to present the CSM.
9. The Mayor closed the public hearing at 7:05 p.m.
10. Consider the petition of Ken Bennett to at property located in the NW 1/4-SE 1/4 and the NE 1/4-SE 1/4 of Section 10, T4N, R3W, City of Lancaster, Grant County, Wisconsin and make recommendation to the City Council.
11. Motion by Marcue, second by Mayor Wehrle to approve CSM and make recommendation to city council for approval. All Ayes.
12. The Plan Commission discussed whether to sell City property adjacent to Memorial Park (formerly 302 S. Van Buren) LaBudda questioned why the city would want to sell the property and believed that this was not the intent of the city council when it was decided to purchase and remove the home. The Mayor spoke in favor of selling the property for residential or parking lot development.
13. Motion by Haskins, second by Mayor Wehrle to recommend to city council to list property for sale. Ayes-Haskins, Marcue, Mayor Wehrle. Nays-LaBudda.
14. Comments from citizens: No comments.
15. Adjourn: Motion by Haskins, second by LaBudda to adjourn at 7:25 PM

Attest;  
Steven Winger, City Administrator

**City of Lancaster**  
**Plan Commission Meeting Minutes**  
**Monday, July 13, 2015 6:30 PM**

1. The Plan Commission meeting was called to order at 6:30 pm by Mayor Wehrle.
2. Roll Call: Dave Haskins, Greg Chapman, Dan Marcue, Paul Thuli, Bob Schmidt, Rita Angeli(joined at 6:34) and Mayor Wehrle.
3. Approval of Plan Commission minutes of 4-13-15: Motion by Thuli, second by Chapman to approve minutes, All Ayes (Angeli abstained as she joined late)
4. Public hearing to consider the petition of Randal Oyen to amend PUD (Planned Unit Development) at property located at 1700 Industrial Park Rd.

Mayor Wehrle opened the public hearing at 6:35 pm. Randal Oyen appeared before the Plan Commission to discuss building an addition on the front of existing building. Nobody else from the public was present to speak on the matter.

5. Mayor Wehrle closed the public hearing at 6:37 pm.
6. Consider the petition of Randal Oyen to amend PUD (Planned Unit Development) at property located at 1700 Industrial Park Rd and make recommendation to the City Council.

Mayor Wehrle questioned why there were items sitting outside the fenced area on the property. Schmidt noted that other businesses have work product outside of their businesses in the industrial park. Randal Oyen stated he will add screening on the backside and be aware of items in the front yard.

Motion by Haskins, second by Schmidt to amend PUD and allow building addition to property located at 1700 Industrial Park Road. All Ayes.

7. Discuss initiation of the Airport Height Limitation Zoning Ordinance: Administrator Winger presented the HLZO to the commission. Winger noted that current objects would be grandfathered in and that this ordinance would only restrict objects of a certain height after it is passed.

Motion by Haskins, second by Thuli to set public hearing to consider HLZO for the August Plan Commission meeting. All Ayes.

8. Consider Grant Regional Health Center's request to discontinue a portion of the 400 and 500 Block of South Monroe Street by Council Investigate and make recommendation to City Council.

Dave Kurihara and Nicole Clapp presented before the Plan Commission and explained the hospitals request to have the city discontinue a portion of the street on South Monroe.

Motion by Marcue, second by Haskins to recommend to City Council to initiate the discontinuance of a portion of Monroe Street as shown of the map presented. Roll Call Vote: Chapman, Marcue, Schmidt, Angeli, Wehrle, Ayes. Haskins Nay. Thuli, Abstained. Motion passes.

9. Consider selling a lot in Arrow Ridge for the proposed use of a funeral home. Russ Karasch from Keystone Design appeared before the Plan Commission to discuss purchasing lot 1, Arrow Ridge, to build a funeral home. Mr. Karasch handed out concept picture and proposed site plan. The Plan Commission asked Mr. Karasch if Lot 7, directly east of lot 1, had been considered. Mr. Karasch said the investor he's working for does not want lot 7 because of added expense of shaping the backside.

Motion by Haskins to recommend to the City Council to sell lot 1, Arrow Ridge to investor represented by Russ Karasch for funeral home development. No second on Haskins motion. Motion dies due to lack of second.

10. Comments from citizens: Dan Marcue commented that he is relying on the city council to do its due diligence before making a decision on discontinuing Monroe Street. Schmidt commented that he has been pleased with the direction the hospital has taken.
11. Adjourn: Motion by Schmidt, second by Haskins to adjourn at 7:45 pm.

Attest:

Steven Winger, City Administrator

**City of Lancaster**  
**Plan Commission Meeting Minutes**  
**Monday, August 10, 2015 6:30 PM**

1. Mayor called the Plan Commission meeting to order at 6:30 p.m. in the Council Chambers.
2. Roll Call: Dave Haskins, Dan Marcue, Bob Schmidt, Rita Angeli, Greg Chapman, Paul Thuli and Mayor Wehrle. Others present were City Administrator, Steve Winger and Building Inspector Dennis Hampton.
3. Approval of Plan Commission minutes of 7/13/15. Marcue asked to correct the minutes from July 13, 2015. Under item 8, second paragraph, strike the word initiate and replace with the word investigate. Motion by Marcue second by Chapman to approve minutes from July 13, 2015 with correction. All Ayes.
4. The Mayor opened the public hearing at 6:35 pm to consider amendments initiated by the Plan Commission at its meeting on July 13, 2015 to Section 139 (Airport) of the General Ordinances for the City of Lancaster regarding height of structures and trees in the vicinity of the Lancaster Municipal Airport. There were no citizens present to speak on the ordinance.
5. The Mayor closed the public hearing at 6:36 pm
6. Motion by Angeli, second by Marcue to recommend to the city council approval of amendments to Section 139 (Airport) of the General Ordinances for the City of Lancaster regarding height of structures and trees in the vicinity of the Lancaster Municipal Airport. All Ayes.
7. The Mayor opened the public hearing at 6:45 pm to consider the petition of Emmett Terwilliger to rezone the property located at 1250 South Madison Street and Part of Certified Survey Map 1730 (Lot 2 and Tract 5) Street from R1 (Single-Family Residential) to C1 (General Business) contingent on sale of property for the proposed use of a Funeral Home Service.  
  
Greg Martin and Terry Schwartz from Martin Schwartz Funeral Home spoke in favor of approving the petition of Emmett Terwilliger to rezone from R-1 to C-1. Eugene Ingersoll asked if there were storm water issues to consider. Dennis Hampton commented that the project would have to comply with city and state codes.
8. The Mayor closed the public hearing at 7:05 pm
9. Motion by Thuli second by Schmidt to approve the petition of Emmett Terwilliger to rezone the property located at 1250 S Madison St and Part of Certified Survey Map 1730 (Lot 2 and Tract 5) Street from R1 (Single-Family Residential) to C1 (General Business) contingent on sale of property and approval by Zoning Board of Appeals and make recommendation to the City Council. All Ayes.
10. Consider selling or creating a lot in Arrow Ridge for the proposed use of a Lancaster Humane Society Facility. Carrie Schaffer and Dee Rowe asked the Plan Commission to consider selling lot 3 in Arrow Ridge Business Park for the purpose of building a Humane Society Facility for animals. After a lengthy discussion it was agreed that Schaffer and Rowe would meet with the City Administrator and Building Inspector to determine if a lot could be created at the corner of County A and Roosevelt Street in Arrow Ridge Business Park.
11. Motion by Schmidt second by Chapman to adjourn at 8:05 pm

**City of Lancaster**  
**Plan Commission Meeting Minutes**  
**Monday, October 12<sup>th</sup>, 2015**

1. Mayor Wehrle called the Plan Commission meeting to order at 6:30 pm.
2. Roll Call: Dave Haskins, Dan Marcue, Bob Schmidt, Rita Angeli, Greg Chapman, Paul Thuli and Mayor Wehrle. Others present were City Administrator, Steve Winger and Zoning Administrator Dennis Hampton.
3. Approval of Plan Commission minutes of 8/10/15. Motion by Schmidt, second by Marcue to approve minutes from 8/10/15. All Ayes.
4. Mayor Wehrle opened public hearing at 6:31 pm to solicit comments on proposed floodplain (zoning ordinance and/or map) revisions that are required by state and federal law. Hampton explained that the map is a draft version of the floodplain maps. No comments from the public.
5. Mayor Wehrle closed the public hearing at 6:32 pm.
6. Motion by Schmidt, second by Haskins to approve and recommend to Council the proposed floodplain (zoning ordinance and/or map) revisions that are required by state and federal law to the City Council. All Ayes.
7. Mayor Wehrle opened public hearing at 6:45 pm to consider the petition of Robert VanDeHey to examine and review the Certified Survey Map being a replat of Lots 1-3, Block 2, Schmitt's Addition which is located in the NW  $\frac{1}{4}$  of the SE  $\frac{1}{4}$  of Section 2, T4N, R3W, City of Lancaster, Grant County, Wisconsin. No comments from the public.
8. Mayor Wehrle closed public hearing at 6:46 pm.
9. Consider the petition of Robert VanDeHey to examine and review the Certified Survey Map being a Map location in the NW  $\frac{1}{4}$  of the SE  $\frac{1}{4}$  of Section 2, T4N, R3W, City of Lancaster, Grant County, Wisconsin and make recommendation to the City Council. The Plan Commission reviewed the certified survey map presented by Austin Engineering. Motion by Schmidt, second by Marcue to approve and recommend to Council the CSM as presented. All Ayes.
10. Consider initiation to rezone property located at 702 S. Madison St. (Scott & Kathleen Martin) and 721 S. Monroe St. (Richard and Mary Ann Hoffman) zoned as R-1 Single Family to C-1 General Business. Proposed use: Medical Clinic and sale of property contingent on rezone. Haskins inquired why there was not a public hearing to consider the rezone. Hampton explained that the process is to first consider initiation by the Plan Commission and then, if approved to do so, hold a public hearing after a class 2 posting. Haskins inquired as to was making the request for rezone. Dr. Eric Stater was present and spoke in favor of initiating the rezone request and desire to build a new building for High Point Family Medicine. Motion by Chapman, second by Schmidt to proceed with rezone process as initiated by property owners mentioned above. All Ayes.
11. Motion by Schmidt, second by Marcue to adjourn at 7:05 pm.

Attest: Steve Winger, City Administrator

**City of Lancaster**  
**Plan Commission Meeting Minutes**  
**Monday, November 16th, 2015**

1. Mayor Wehrle called the Plan Commission meeting to order at 5:00 p.m.
2. Roll Call: Dave Haskins, Dan Marcue, Bob Schmidt, Rita Angeli, Greg Chapman, Paul Thuli and Mayor Wehrle. Others present were City Administrator, Steve Winger and Zoning Administrator Dennis Hampton and City Clerk, David Kurihara.
3. Approval of Plan Commission minutes from 10/12/15. **Motion by Haskins, second by Schmidt to approve minutes from 10/12/15. All Ayes.**
4. Consider Grant Regional Health Center's request to initiate rezoning their properties located at 406 S. Monroe St., 426 S. Monroe St., 440 S. Monroe St., 456 S. Monroe St. and 443 S. Adams St. zoned as R1 (Single-Family Residential) to C1 (General Business). Paul Thuli recused himself because he is on the Hospital Board of Directors. **Motion by Schmidt, second by Chapman to initiate rezoning. Schmidt, Chapman, Angeli, Wehrle-Yes. Marcue and Haskins-No. Motion carries 4-2.**
5. Consider Grant Regional Health Center's request to discontinue remaining portion of 500 Block of South Monroe Street (All abutting property owned by Grant Regional Health Center) by Council Initiation and make recommendation to City Council. **Mayor Wehrle asked if there was a motion to discontinue portion of 500 block of South Monroe. No motion was made.**
6. Public Hearing to consider the petition of Scott & Kathleen Martin to rezone property located at 702 S. Madison Street and Richard and Mary Ann Hoffman to rezone property located at 721 S. Monroe Street from to R1 (Single-Family Residential) to C1 (General Business). Mayor Wehrle opened the public hearing at 5:30 pm. **Scott and Kathleen Martin of 702 South Madison Street appeared before the Plan Commission to request their property be rezoned from R1 to C1. Richard Hoffman of 721 South Monroe spoke in favor of the rezone. Jim Curley of 747 South Monroe raised concerns about snow piles in the parking lot and increased traffic. Nicole Clapp of 903 Freedom Ct. spoke in favor of the rezone since High Point Clinic will need space that the hospital doesn't have.**
7. **Mayor Wehrle closed the public hearing at 5:42 pm.**
8. Consider the petition of Scott & Kathleen Martin to rezone property located at 702 S. Madison Street and Richard and Mary Ann Hoffman to rezone property located at 721 S. Monroe Street from to R1 (Single-Family Residential) to C1 (General Business) and make recommendation to the City Council. **Motion by Thuli, second by Schmidt to make recommendation to City Council for approval. All Ayes.**
9. Review site plan for Martin Schwartz Funeral Home (New location on S. Madison Street) **Motion by Haskins, second by Schmidt to approve Swartz Funeral Home site plan contingent upon satisfying comments/concerns from Lancaster City Engineer. All Ayes.**
10. Comments from citizens: **none**
11. **Motion by Marcue, second by Angeli to adjourn at 6:00 pm.**

Attest: Steven Winger, City Administrator