

**MINUTES
CITY OF LANCASTER
PLAN COMMISSION MEETING
FEBRUARY 18, 2013
5:30 PM**

1. Call Meeting to Order

Mayor Wehrle called the meeting to order at 5:31 PM.

2. Roll Call

Members present were Mayor Wehrle, LaBudda, Marcue, Thuli, Haskins and Angeli. Chapman was absent (excused). Also present were Administrator Crane, Zoning Administrator Hampton and Cari Schaffer.

3. Approve Minutes

Motion by LaBudda, second by Thuli to approve minutes of December 17, 2012 meeting. Motion carried unanimously.

4. Public hearing

Mayor Wehrle opened public hearing at 5:33 PM to consider the petition of SalCar, LLC for a Conditional Use Permit to operate a veterinary clinic in the Arrow Ridge Business Park. The zoning classification for this property is BIPD-Business and Industrial Park District. A conditional use permit for other uses must meet the requirement set forth in 16.05G (2) (g) of the Zoning Ordinances for the City of Lancaster, Grant County, Wisconsin.

There was a brief discussion about the project timeline and the Plan Commission's review of the design plan.

5. Close public hearing

Mayor Wehrle closed public hearing at 5:35 PM.

6. Consider the petition

Motion by LaBudda, second by Angeli to approve the petition from SalCar, LLC for a Conditional Use Permit to operate a veterinary clinic in Arrow Ridge Business Park. Motion carried unanimously by roll call vote.

7. Comments from citizens

None.

8. Adjourn

Motion by Haskins, second by Marcue to adjourn the meeting at 5:40 PM.

Respectfully submitted by,
Stephen Crane, City Administrator

**MINUTES
CITY OF LANCASTER
PLAN COMMISSION MEETING
MAY 13, 2013
6:30 P.M.**

1. Call Meeting to Order

Mayor Wehrle called the meeting to order at 6:30 p.m.

2. Roll Call

Members present were Mayor Wehrle, Marcue, Chapman, Angeli, Haskins and Thuli. Absent and excused was LaBudda. Also present were Interim Administrator/Clerk Kurihara, Zoning Administrator Hampton, Larry Austin, Robert & Teresa Stader, Robert & Candice Auel, Dave & Jessica Edwards and Mike & Lola Sweeney.

3. Approve minutes

Motion by Angeli, second by Marcue to approve the minutes of 2/18/13. Motion carried unanimously by roll call vote.

4. Initiation of Planned Unit Development (PUD) by Robert Stader

Zoning Administrator Hampton noted that Robert Stader wants to create a new lot off of his existing lot to build a new home. A PUD is required since Parkwood Drive is not a City street and the zoning ordinances require that a new home front a City street. Also a PUD is a better solution than requesting a variance.

The following issues were addressed next which involved much discussion with the members, audience and staff.

- PUD- Dennis Hampton recommended that the PUD include all the properties on Parkwood Drive since all those structures (homes) now are non-conforming because they don't front a City street and a PUD would make them conforming. One issue with a non-conforming structure is that a home would not be able to be re-built in the case of a fire which destroyed more than 50% of the home. Some of the homeowners were unaware that their homes were non-conforming but all (most were present) seemed to be in favor of a PUD to rectify the situation.
- Sewer Service-Dennis stated that a septic system would need to be installed since service is not available in that area and approved by the Council.
- Water Service-Dennis stated that there is a private water line, which is not maintained by the City that services the properties on Parkwood Drive. This statement was confirmed by Interim Administrator/Clerk Kurihara. Most of the owners present were aware of the private water line but were concerned with future repairs. It was stated that all future maintenance and repairs to the line would fall under the responsibility of the owners' hooked-onto the water line. It was noted that there was likely an original agreement to address this issue but none of the homeowners were aware of any such agreement in existence. It was suggested that an agreement be created to address the maintenance and repairs of this private water line with all affected parties signing off.
- Cost of PUD-Dennis stated that there would be a cost of creating the official map of the PUD and a \$250 filing cost for a re-zone with the City. The owners present wondered how the cost of the PUD map would be determined for each affected property owner. It was stated that the cost is however the owners decide.

Interim Administrator/Clerk Kurihara noted that the next step if approved by the Commission to proceed would be to for the Commission to schedule a public hearing next month to consider the proposed PUD for Council approval on May 20.

Motion by Marcue, second by Chapman to approve if all interested parties are in agreement to pursue a PUD as initiated by Robert Stader. Motion carried unanimously by roll call vote.

5. Selling of 144 S. Madison Street Property

Interim Administrator/Clerk Kurihara informed the Commission that at the April Council meeting it was approved to begin the process of selling the old Interiors building. The first step is for the Plan Commission to review and make recommendation to the Council, since all property acquisitions/disposals are first considered by the Commission.

Motion by Thuli, second by Marcue to approve and recommend to the City Council to proceed with selling the property located at 144 S. Madison Street and utilize a licensed realtor. Motion carried five (5) to zero (0) with Haskins abstaining by roll call vote.

6. Comments from Citizens

None

7. Adjourn

Motion by Marcue, second by Haskins to adjourn at 7:27 p.m. Motion carried.

Respectfully submitted by,
David A. Kurihara, City Clerk

**MINUTES
CITY OF LANCASTER
PLAN COMMISSION MEETING
JULY 15, 2013
5:30 P.M.**

1. Call Meeting to Order

Mayor Wehrle called the meeting to order at 5:30 p.m.

2. Roll Call

Members present were Mayor Wehrle, LaBudda, Marcue, Chapman, Angeli and Thuli. Absent was Haskins. Also present were Administrator Winger, Clerk Kurihara, Zoning Administrator Hampton, We Energy representatives: Ken Teske, Mike Barth, Gerald Thiede and AccuStar Air Balance, Inc. representative-Gary Jamrozy.

3. Approve minutes

Motion by Thuli, second by Chapman to approve the minutes of 5/13/13. Motion carried unanimously by roll call vote.

4. Public Hearing

Mayor Wehrle declared the public hearing open at 5:34 p.m. to consider the petition of Wisconsin Gas LLC, d/b/a We Energies for a Conditional Use Permit to operate a utility service building in the Arrow Ridge Business Park.

The zoning classification for this property is BIPD-Business and Industrial Park District. Certain types of uses are permitted in the district and all other uses are allowed by a conditional use permit. A conditional use permit is required for a utility service building and must meet the requirement set forth in 16.05G (2) (g) of the Zoning Ordinances for the City of Lancaster, Grant County, Wisconsin.

Gary Jamroz presented the preliminary building and site plan that he had prepared on behalf of We Energies and answered any questions.

5. Close public hearing

Mayor Wehrle closed the public hearing at 5:43 p.m.

6. Consider the petition

Motion by LaBudda, second by Thuli to approve petition of Wisconsin Gas LLC, d/b/a We Energies for a Conditional Use Permit to operate a utility service building in the Arrow Ridge Business Park. Motion carried unanimously by roll call vote.

7. Preliminary Building and Site Plan

The preliminary building and site plan for Wisconsin Gas LLC, d/b/a We Energies had been reviewed during the conditional use permit public hearing so at this time there were only a couple of additional questions.

Clerk Kurihara informed the Commission that administration had reviewed the plan to their satisfaction. In addition, the City engineers (Strand) had reviewed the plan with comments for consideration in a separate correspondence in which We Energies had satisfactorily addressed all.

LaBudda wondered what the Strand's comments had been and felt that the Strand correspondence should have been forwarded to the Commission.

Clerk Kurihara had then read out loud the comments and Gary Jamrozy confirmed that he had amended the plan based on those comments. An amended plan would be forwarded to the City for its records.

Motion by LaBudda, second by Chapman to approve preliminary building and site plan as amended per the Strand comments for Wisconsin Gas LLC, d/b/a We Energies. Motion carried unanimously by roll call vote.

8. Discuss Possible initiation of Ordinance 16.05 G (BIPD) amendments

Mayor Wehrle stated that he has been approached by interested parties in constructing a warehouse and distribution building in the Arrow Ridge Business Park but expressed concern with the section of Ordinance 16.05G, which states that 75% of the front façade and 25% of all other facades consist of a non-metallic surfaces. He further stated that this building facade requirement is stricter than for surrounding industrial parks.

LaBudda expressed concern of amending the ordinance since it has not been an issue and it would be an uncommon occurrence for a prospect to request to build a warehouse building in the business park.

Zoning Administrator Hampton felt that the façade requirement is very strict especially for a warehouse type building.

There was quite a bit of discussion that followed on whether or not it was necessary to amend this section of the ordinance. No action was taken.

9. Discuss Interest in Arrow Ridge Business Park Lot 6 (12.41 acres)

Mayor Wehrle stated that the group interested in Lot 6 was not here.

10. Comments from Citizens

None

11. Adjourn

Motion by Marcue, second by LaBudda to adjourn at 6:24 p.m. Motion carried.

Respectfully submitted by,
David A. Kurihara, City Clerk

**MINUTES
CITY OF LANCASTER
PLAN COMMISSION MEETING
AUGUST 12, 2013
6:30 P.M.**

1. Call Meeting to Order

Mayor Wehrle called the meeting to order at 6:33 p.m.

2. Roll Call

Members present were Mayor Wehrle, Marcue, Haskins and Thuli. Absent were Angeli, LaBudda and Chapman (all excused). Also present were Administrator Winger and Zoning Administrator Hampton.

3. Approve minutes

Motion by Haskins, second by Thuli to approve the minutes of 7/15/13. Motion carried unanimously by roll call vote.

4. Public Hearing

Mayor Wehrle declared the public hearing open at 6:37 p.m. to consider the petition of Cheryl & Gale Knapp to examine and review the Certified Survey Map located in the SE ¼ of the NW ¼ of Section 4, T4N R3W, Town of South Lancaster, Grant County, Wisconsin (Extraterritorial review).

No citizens were present.

Zoning Administrator Hampton briefly explained of the purpose of the CSM, which was to divide a lot with two (2) existing houses into two (2) new lots with one (1) house on each.

5. Close public hearing

Mayor Wehrle closed the public hearing at 6:42 p.m.

6. Consider the petition

Motion by Marcue, second by Thuli to recommend City Council approval of the Certified Survey Map of Cheryl & Gale Knapp located in the SE ¼ of the NW ¼ of Section 4, T4N R3W, Town of South Lancaster, Grant County, Wisconsin (Extraterritorial review). Motion carried unanimously by roll call vote.

7. Comments from Citizens

None

8. Adjourn

Motion by Thuli, second by Haskins to adjourn at 6:48 p.m. Motion carried.

Respectfully submitted by,
Steve Winger, City Administrator

**MINUTES
CITY OF LANCASTER
PLAN COMMISSION MEETING
SEPTEMBER 9, 2013
6:30 P.M.**

1. Call Meeting to Order

Mayor Wehrle called the meeting to order at 6:30 p.m.

2. Roll Call

Members present were Mayor Wehrle, Marcue, Haskins, Angeli, LaBudda and Chapman. Thuli was absent. Also present were Administrator Winger, Zoning Administrator Hampton, Ron Brisbois, David Varnam and David Timmerman.

3. Approve minutes

Motion by Marcue, second by Chapman to approve minutes of the August 12, 2013 meeting. Motion carried unanimously by roll call vote.

4. Discuss possible initiation of Ordinance 16.05G (BIPD) amendments (Development Standards-Building Façade and Building Design)

The Arrow Ridge Business Park façade requirements were discussed. After a lengthy discussion the group indicated they would like the Building Inspector and City Administrator, with the assistance of the City Attorney, to update the building code.

The Plan Commission would like to have more flexibility to make changes to the façade and landscaping requirements. At this time the only way to deviate from the building ordinance is by requesting a change through the Board of Appeals.

The Plan Commission expressed that they would like to have the changes ready for review at the October 14 meeting. It was agreed that the Plan Commission will review the changes and also have a public hearing on October 14.

Dennis Hampton commented that the changes could be presented to the City Council at its November 18 meeting.

5. Comments from citizens

None

6. Adjourn

Motion by LaBudda, second by Haskins to adjourn meeting at 7:45 p.m. Motion carried.

Respectfully submitted by,
Steve Winger, City Administrator