

**MINUTES  
CITY OF LANCASTER  
PLAN COMMISSION MEETING  
JANUARY 9, 2017  
6:30 P.M.**

**1. Call Meeting to Order**

Mayor Varnam called the meeting to order at 6:30 P.M.

**2. Pledge of Allegiance**

**3. Roll Call**

Members present: Mayor Varnam, Alderperson Schmidt, Vesperman, Chapman, Gruetzmacher, Angeli and Thuli.

Also present: Administrator Winger, Zoning Administrator Hampton and Assistant Klaas.

**4. Public Comments**

None

**5. Approve minutes**

Motion by Angeli, second by Gruetzmacher to approve the minutes of 11/14/16. Motion carried unanimously by roll call vote.

**6. Public Hearing**

Mayor Varnam declared the public hearing open at 6:32 P.M. to consider the petition of Thomas H. Strakeljahn and Pamela M. Strakeljahn to consider a proposed amendment to the City of Lancaster Comprehensive Plan and accompanying rezoning.

There were no public comments.

Mayor Varnam closed the public hearing at 6:34 P.M.

**7. Plan Commission Resolution No. 2017-01**

Motion by Thuli, second by Gruetzmacher to approve Resolution No. 2017-01 An amendment to the land use plan map adopted as part of the City Comprehensive Plan and that the land use plan map be amended to change the land use designation of Tax Parcel 246-1328-0020 (.225 acres), located adjacent to property at 206 South Sheridan Street from "Two Family Residential" to "General Business." Motion carried unanimously by roll call vote.

**8. Consider the Rezone Petition-Strakeljahn**

Proposed use: Combine vacant lot with commercial lot to construct a storage shed on it.

Motion by Schmidt, second by Vesperman to approve the petition of Thomas H. & Pamela M. Strakeljahn to rezone property adjacent to commercial lot at 206 S. Sheridan Street from R2 (Two-Residential) to C1 (General Business) and make recommendation to the City Council. Motion carried unanimously by roll call vote.

Gruetzmacher recused himself from items 9, 10, 11 and 12 citing a conflict of interest. He left the meeting at this time.

**9. Public Hearing**

Mayor Varnam declared the public hearing open at 6:39 P.M. to consider the petition filed by Terrance A. Schwartz on behalf of Martin Schwartz LLC to consider a proposed amendment to the City of Lancaster Comprehensive Plan and accompanying rezoning. Proposed use: Convert former business (funeral home) property into two-unit duplex residential housing.

There were no public comments.

Mayor Varnam closed the public hearing at 6:40 P.M.

**10. Plan Commission Resolution No. 2017-02**

Motion by Schmidt, second by Chapman to approve Resolution No. 2017-02 An amendment to the land use plan map adopted as part of the City Comprehensive Plan and that the land use plan map be amended to change the land use designation of Tax Parcel 246-00317-0000, located adjacent at 142 West Oak Street from “General Business” to “Two Family Residential.” Motion carried unanimously by roll call vote.

**11. Consider the Rezone Petition-Martin Schwartz LLC**

Proposed use: Convert former business (funeral home) property into two-unit duplex residential housing.

Motion by Vesperman, second by Schmidt to approve petition of Terrance A. Schwartz on behalf of Martin Schwartz LLC to rezone property located at 142 West Oak Street from C1 (General Business) to R2 (Two-Family Residential) and make recommendation to the City Council. Motion carried unanimously by roll call vote.

**12. Consider Terrance A. Schwartz request on behalf of Martin Schwartz LLC to initiate rezoning property located at 111 S. Tyler Street from C1 (General Business) to R1 (Single Family Residential).**

Proposed use: Convert former business (funeral home) property into single family residential housing.

Motion by Vesperman, second by Angeli, to approve Martin Schwartz LLC request to initiate rezoning property located at 111 S. Tyler Street from C1 (General Business) to R1 (Single Family Residential). Motion carried unanimously by roll call vote.

**13. Adjourn**

Motion by Angeli, second by Chapman to adjourn at 6:44 P.M. Motion carried.

Heidi Klaas, Administrative Assistant

**Minutes**  
**City of Lancaster**  
**Plan Commission Meeting**  
**March 13, 2017**

1. **Call Meeting to Order**

Mayor Varnam called the meeting to order at 6:31p.m.

2. **Pledge of Allegiance**

3. **Roll Call**

Members Present: Mayor Varnam, Alderperson Schmidt, Vesperman, Angeli and Thuli

Absent: Gruetzmacher and Chapman

Also Present: Zoning Administrator Hampton

4. **Public Comments from Citizens**

None

5. **Approval of Plan Commission minutes**

Motion by Schmidt, second by Vesperman to approve the Plan Commission minutes of 1-09-17. Motion approved unanimously.

6. **Public Hearing**

Mayor Varnam declared the public hearing open at 6:32p.m. to consider a proposed amendment to the City of Lancaster Comprehensive Plan and accompanying rezoning.

There were no public comments.

7. Mayor Varnam Closed Public Hearing at 6:33p.m.

8. **Plan Commission Resolution No. 2017-03**

Motion by Thuli, Second by Schmidt to approve Resolution 2017-3 Approving an Amendment to the Comprehensive Plan for the City of Lancaster. Motion approved unanimously by roll call vote.

9. **Consider the Rezone Petition- Martin Schwartz LLC**

Proposed use: Convert former business (funeral home) property into single family residential housing.

Motion by Angeli, Second by Thuli to approve the petition of Terrance A. Schwartz on behalf of Martin Schwartz LLC to rezone property located at 111 South Tyler Street from C1 (General Business) to R1 (Two-Family Residential) and make recommendation to Council. Motion carried unanimously by roll call vote.

10. **Adjourn**

Motion by Angeli, Second by Schmidt at 6:36p.m. Motion carried.

Submitted by David Varnam, Mayor

**MINUTES  
CITY OF LANCASTER  
PLAN COMMISSION MEETING  
JUNE 12, 2017  
6:30 P.M.**

**1. Call Meeting to Order**

Mayor Varnam called the meeting to order at 6:30 P.M.

**2. Pledge of Allegiance**

**3. Roll Call**

Members present were Mayor Varnam, Angeli, Gruetzmacher, Kwallek, Schmidt, Thuli Vesperman.

Absent: None.

Also present were Interim Administrator/Clerk Kurihara and Zoning Administrator Hampton

**4. Public Comments**

None

**5. Approve minutes**

Motion by Schmidt, second by Thuli to approve the minutes of 3/13/17. Motion carried.

**6. Appoint Vice Chair and Secretary**

A. Vice Chair

Thuli nominated Gruetzmacher.

With no further nominations, Mayor Varnam declared the nominations closed.

Gruetzmacher was elected Vice Chair by a vote of seven (7).

B. Secretary

Schmidt nominated Vesperman.

With no further nominations, Mayor Varnam declared the nominations closed.

Vesperman was elected Secretary by a vote of seven (7).

**7. Public Hearing (Rezone-Les Mack)**

Mayor Varnam declared the public hearing open at 6:32 P.M. to consider rezone request filed by Les Mack Les Mack to rezone the property located at 148 W. Elm Street from R2 (One and Two Family Residential) to C2 (Central Business).

Purpose: Return property back to Commercial use as it had been in the past.

Spoke in favor of the petition

Les Mack (Petitioner)

Spoke against the petition

Stuart Harper

**8. Close Hearing**

Mayor Varnam closed the public hearing at 6:36 P.M.

**9. Consider Rezone Petition**

Zoning Administrator Hampton explained the lot would not be substandard if zoned C2 as opposed to C1 and that a parking lot could potentially be constructed on the lot.

Motion by Schmidt, second by to recommend to Council approval of the rezone request filed by Les Mack Les Mack to rezone the property located at 148 W. Elm Street from R2 (One and Two Family Residential) to C2 (Central Business). Motion carried six (6) to one (1) by roll call vote with Angeli voting against.

**10. Public Hearing (CSM-Vondra)**

Mayor Varnam declared the public hearing open at 6:41 P.M. to consider the petition of Les Vondra to examine and review the Certified Survey Map being located in the Lots G-6, G-7 and G-8 of the Assessment Plat of the City of Lancaster and the NW ¼ of the NE ¼ of Section 10, Town4N, Range 3 West, City of Lancaster, Grant County, Wisconsin

Purpose: To extend the boundaries of existing parcel (LOT #1) to include land purchased from the City of Lancaster.

Spoke in favor of the petition

None

Spoke against the petition

None

**11. Close Hearing**

Mayor Varnam closed the public hearing at 6:46 P.M.

**12. Consider CSM Petition**

Motion by Thuli, second by Angeli recommend to Council approval of Certified Survey Map petitioned by Les Vondra being located in the Lots G-6, G-7 and G-8 of the Assessment Plat of the City of Lancaster and the NW ¼ of the NE ¼ of Section 10, Town4N, Range3West, City of Lancaster, Grant County, Wisconsin petitioned by Les Vondra. Motion carried unanimously by roll call vote.

**13. Consider Land Acquisition for Airport Hanger Expansion**

Interim Administrator/Clerk Kurihara explained the Plan Commission must review the proposed land acquisition for future hanger development as outlined in the packet and recommend to Council per state law. As noted, this project (\$896,000) would be funded mainly with federal/state airport aid of \$851,200 with the rest by the City.

Motion by Gruetzmacher, second by Schmidt to recommend to Council proposed land acquisition for future land acquisition. Motion carried unanimously by roll call vote.

**14. Consider Additional Parking Stalls at Ryland Park**

An anonymous patron wishes to donate funds to create additional angle parking specifically near the North side of the driveway exiting onto Jefferson Street as shown by a rough drawing by Strand Associates.

Motion by Gruetzmacher, second by Schmidt to recommend to Council to approve additional parking stalls at Ryland Park as presented. Motion carried unanimously by roll call vote.

**15. Adjourn**

Motion by Angeli, second by Kwallek to adjourn at 7:12 P.M. Motion carried.

Respectfully submitted by,  
David A. Kurihara, City Clerk

**MINUTES  
CITY OF LANCASTER  
PLAN COMMISSION MEETING  
SEPTEMBER 11, 2017  
6:30 P.M.**

**1. Call Meeting to Order**

Mayor Varnam called the meeting to order at 6:30 P.M.

**2. Pledge of Allegiance**

**3. Roll Call**

Members present were Mayor Varnam, Angeli, Gruetzmacher, Kwallek, Thuli and Vesperman.

Absent: Schmidt

Also present: Administrator Carlson, Clerk Kurihara and Zoning Administrator Hampton

**4. Public Comments**

Brian Straka-Arrow Ridge Business Park Property and Business Owner (Elite Fitness)-Felt the BIPD ordinance should be amended to allow accessory structures so he can construct a storage shed.

**5. Approve minutes**

Motion by Angeli, second by Gruetzmacher to approve the minutes of 6/12/17. Motion carried.

**6. Public Hearing (CSM-City of Lancaster )**

Mayor Varnam declared the public hearing open at 6:34 P.M. to consider the petition of the City of Lancaster to examine and review the Certified Survey Map being located in the NE ¼ of the SE ¼ of Section 3, T4N R3W, Being the Replat of Part of Block 17 and 19 of the Original Plat, City of Lancaster, Grant County, Wisconsin

Purpose: To create new lot boundaries for Property Owner (Olson) from land swap with City to allow public access of the Memorial Trail.

Spoke in favor of the petition

None

Spoke against the petition

None

**7. Close Hearing**

Mayor Varnam closed the public hearing at 6:35 P.M.

**8. Consider CSM Petition**

Motion by Vesperman, second by Thuli recommend to Council approval of Certified Survey Map being located in the NE ¼ of the SE ¼ of Section 3, T4N R3W, Being the Replat of Part of Block 17 and 19 of the Original Plat, City of Lancaster, Grant County, Wisconsin petitioned by City of Lancaster. Motion carried unanimously by roll call vote.

Mayor Varnam recused himself from item 9 citing to a conflict of interest. He left the table.

**9. Quit Claim Deed and Termination of Rights Under Wis Stat. 66.1105(2) (GRHC)**

Clerk Kurihara explained the hospital needs City approval of a couple of documents releasing City rights to public easements and city-owned sidewalk on their property in order to obtain proper property titles for financing. This item was referred from the Council last month to the Commission for recommendation.

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Motion by Schmidt, seconded by Vesperman to recommend Council approve Quit Claim Deed and Termination of Rights Under Wis Stat. 66.1105(2) as requested by Grant Regional Health Center. Motion carried unanimously by roll call vote.

Mayor Varnam returned to the table.

**10. Consider initiation of amendment to BIPD Business and Industrial Park District Zoning Ordinance regarding Loading and Outside Storage (455-22(F)(5))**

The current ordinance does not allow accessory structures in the Arrow Ridge Business Park and Brian Straka (Arrow Ridge Property and Business Owner) has requested per Council and Plan Commission public comments to amend this ordinance to allow him to construct a storage shed behind his building (Elite Fitness).

Administrator Carlson stated in his research of similar sized communities that this type of restriction is not common and the amendment does seem reasonable. If the Commission wants to proceed then Administration will prepare an amendment for consideration.

Motion by Kwallek, second by Thuli to proceed with the zoning amendment (allow accessory structures) and set the public hearing for October 16<sup>th</sup> at 6:00 P.M. Motion carried unanimously by roll call vote.

**11. Adjourn**

Motion by Angeli, second by Gruetzmacher to adjourn at 6:57 P.M. Motion carried.

David A. Kurihara, City Clerk



**MINUTES  
CITY OF LANCASTER  
PLAN COMMISSION MEETING  
OCTOBER 16, 2017  
5:45 P.M.**

**1. Call Meeting to Order**

Mayor Varnam called the meeting to order at 5:45 P.M.

**2. Pledge of Allegiance**

**3. Roll Call**

Members present were Mayor Varnam, Angeli, Kwallek, Thuli, and Schmidt.

Absent: Gruetzmacher and Vesperman

Also present: Administrator Carlson and Zoning Administrator Hampton

**4. Public Comments**

None.

**5. Approve minutes**

Motion by Schmidt, second by Kwallek to approve the minutes of 9/11/17. Motion carried.

**6. Public Hearing (Amend section of the Lancaster Municipal Code )**

Mayor Varnam declared the public hearing open at 5:47 P.M. to consider the petition of the City of Lancaster to amend the BIPD Business and Industrial Park District Zoning Ordinance regarding Loading and Outside Storage (455-22(F)(5) of the Lancaster Municipal Code, City of Lancaster, Grant County, Wisconsin.

Purpose: to allow accessory uses in the BIPD district.

Spoke in favor of the petition

Brian Straka

Spoke against the petition

None

**7. Close Hearing**

Mayor Varnam closed the public hearing at 5:49 P.M.

**8. Consider Rezoning Petition**

Motion by Thuli, second by Schmidt to recommend to Council approval to amend the BIPD Business and Industrial Park District Zoning Ordinance regarding Loading and Outside Storage (455-22(F)(5) of the Lancaster Municipal Code, City of Lancaster, Grant County, Wisconsin petitioned by City of Lancaster. Motion carried unanimously by roll call vote.

**9. Consider the petition of Alternative Recycling to amend PUD (Planned Unit Development) at property located at 1750 Industrial Park Road**

The purpose of the amendment is to allow gravel staging area outside along edge of property line.

Motion by Angeli, second by Thuli to proceed with the PUD amendment and set the public hearing for November 13<sup>th</sup> at 6:30 P.M. Motion carried unanimously by roll call vote.

**10. Adjourn**

Motion by Schmidt, second by Kwallek to adjourn at 6:06 P.M. Motion carried.

David A. Carlson, City Administrator

**MINUTES  
CITY OF LANCASTER  
PLAN COMMISSION MEETING  
NOVEMBER 13, 2017  
6:30 P.M.**

1. **Call Meeting to Order**  
Mayor Varnam called the meeting to order at 6:30 P.M.
2. **Pledge of Allegiance**
3. **Roll Call**  
Members present: Mayor Varnam, Angeli, Kwallek, Thuli, Schmidt, and Vesperman  
Members absent: Gruetzmacher  
Also present: Administrator Carlson, Zoning Administrator Hampton, and Clerk Kurihara
4. **Public Comments from Citizens**  
None
5. **Approve Minutes**  
Motion by Schmidt, second by Thuli to approve the minutes of 10-16-17. Motion carried.
6. **Public Hearing (Amend PUD)**  
Mayor Varnam declared the public hearing open at 6.31 P.M. to consider the petition of Alternative Recycling to amend the PUD (Planned Unit Development) at property located at 1750 Industrial Park Road.  
Purpose: To allow a gravel staging area outside along edge of property line.  
  
Spoke in favor of the petition  
Mark Schwab  
  
Spoke against the petition  
None
7. **Close public hearing**  
Mayor Varnam closed the public hearing at 6:32 P.M.
8. **Consider Petition to Amend PUD and Recommend to Council**  
Mark Schwab also requested to have the trees removed from the PUD map to allow enhance outside building security and discretion in planting of any trees.  
  
Zoning Administrator indicated a previous Commission had granted removing the trees but the submitted PUD map still shows mapped trees.  
  
Motion by Schmidt, second by Vesperman to recommend Council approval to amend the PUD (planned Unit Development) at 1750 Industrial Park Road to allow a gravel staging area outside with a trailer along edge of property line and removal of all mapped trees. Motion carried unanimously by roll call vote.
9. **Consider the sale of City property (Parcel #246-01097-0000) located off of E. Lincoln Avenue and recommend to City Council**  
Motion by Schmidt, second by Kwallek to recommend to the Council the sale of Parcel #246-01097-0000 located off of E. Lincoln Avenue with negotiations between the buyer and City Administrator. Motion carried unanimously by roll call vote.

10. **Consider the sale of City property for expansion of Right of Way related to 2019 WIDoT Hwy 61 project and recommend to City Council**  
Item delayed due to more information needed.
11. **Adjourn**  
Motion by Angeli, second by Varnam to adjourn at 6:52 P.M. Motion carried.

David Kurihara, City Clerk

**MINUTES  
CITY OF LANCASTER  
PLAN COMMISSION MEETING  
DECEMBER 11, 2017  
6:30 P.M.**

1. **Call Meeting to Order**

Mayor Varnam called the meeting to order at 6:30 P.M.

2. **Pledge of Allegiance**

3. **Roll Call**

Members present: Mayor Varnam, Angeli, Gruetzmacher, Thuli, Schmidt and Vesperman

Members absent: Kwallek

Also present: Administrator Carlson, Zoning Administrator Hampton and Clerk Kurihara

4. **Public Comments from Citizens**

None

5. **Approve Minutes**

Motion by Thuli, second by Schmidt to approve the minutes of 11-13-17. Motion carried.

6. **Request to Initiate Rezone**

Duane Lesser, who was present, inquired if the Commission would consider allowing a rezoning of a vacant property (Parcel #246-01347-000 Ferris Property located off of Beetown Road) from R-1 (Residential, Single-Family) to PUD (Planned Unit Development) to allow construction of storage units on it. He handed out a proposed layout of the project in which Travis (his son) would construct the storage units. They currently have an offer to purchase the property contingent upon the property being rezoned.

Zoning Administrator Hampton further explained an amendment to the City's Comprehensive Plan would also need to be done since the proposed zoning map also reflects a zoning of R-1.

Motion by Gruetzmacher, second by Thuli to approve Travis Leeser's request to initiate rezoning vacant property located off of Beetown Road from R-1 (Single-Family Residential) to PUD (Planned Unit Development) and an accompanying amendment to the City's Comprehensive Plan. Motion carried unanimously by roll call vote.

7. **Consider the sale of City property for expansion of Right of Way related to 2019 WIDoT Hwy 61 project and recommend to City Council**

Clerk Kurihara explained the two (2) City property acquisitions sought by the DOT for Right-of-Way expansion related to 2019 project.

The Commission decided to delay action another month until further information regarding the sidewalk placement and elevation near the Library monument is more clearly defined.

8. **Adjourn**

The next meeting will be January 15, 2018 at 5:45 P.M.

Motion by Angeli, second by Schmidt to adjourn at 7:12 P.M. Motion carried.

David Kurihara, City Clerk