

**MINUTES
CITY OF LANCASTER
PLAN COMMISSION MEETING
January 13, 2020
6:30 PM**

1. **Call Meeting to Order**

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

2. **Roll Call**

Members present: Mayor Varnam, Thuli, Benson and Vesperman

Absent: Schmidt, Angeli, Thiede

Also Present: Administrator Carlson, Zoning Administrator Hampton

3. **Minutes**

Motion by Thuli, seconded by Benson to approve the minutes of 7/8/2019. Motion carried unanimously by roll call vote.

4. **Public Hearing (Dennis LaMere to rezone property)**

Varnam declared the public hearing open at 6:31 P.M. to consider petition of Dennis LaMere to rezone property) located at 410 W Linden Street from I (General Industry) to R1 (Single Family)

Purpose: Former Commercial Building (Old Carroll's Plumbing and Heating) used as a storage building to be converted into a single-family home.

Spoke in favor of the petition

None

Spoke against the petition

None

5. **Close public hearing**

Varnam closed the public hearing at 6:32 P.M.

6. **Consider the petition of Dennis LaMere to rezone property located at 410 W Linden Street from I (General Industry) to R1 (Single Family) and make recommendation to the City Council.**

Motion by Benson, second by Vesperman to recommend to Council approval of the rezone property located at 410 W Linden Street from I (General Industry) to R1 (Single Family). Motion carried unanimously by roll call vote.

7. **Future agenda items**

Carlson presented information on potential Kwik Trip Development, Hotel Development and Saputo Development, discussing the role of the Plan Commission in each of the three projects.

8. **Public Comments**

None

9. **Adjourn**

Motion by Benson, seconded by Thuli to adjourn meeting at 6:45 P.M. Motion carried.

David Carlson, City Administrator

**MINUTES
CITY OF LANCASTER
PLAN COMMISSION MEETING
MARCH 9, 2020
6:30 PM**

1. **Call Meeting to Order**

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

2. **Roll Call**

Members present: Mayor Varnam, Angeli, Benson, Thiede, Thuli, Schmidt and Vesperman

Absent: None

Also Present: Administrator Carlson

3. **Minutes**

Motion by Benson, seconded by Thuli to approve the minutes of 1/13/2020. Motion carried.

4. **Public Hearing (TID #6)**

Varnam declared the public hearing open at 6:32 P.M. to consider the creation of Tax Incremental District #6 for the City of Lancaster and to Discuss the Proposed Project Plan and Boundary for the Tax Incremental District #6.

TID plan related to development of a hotel by the Lancaster Hotel Development LLC (LHD).

Spoke in favor of the petition

None

Spoke against the petition

None

5. **Close public hearing**

Varnam closed the public hearing at 6:33 P.M.

6. **Consider Plan Commission Resolution 2020-01-Recommendation Approval of TID #6 Project Plan and Boundary to the City Council.**

Motion by Schmidt, seconded by Benson to recommend approval of TID#6 Project Plan and Boundary to the City Council. Motion carried 6 (six) to 0 (zero) by roll call vote with Vesperman abstaining.

7. **Adjourn**

Motion by Schmidt, seconded by Thiede to adjourn meeting at 6:45 P.M. Motion carried.

David Carlson, City Administrator

**MINUTES
CITY OF LANCASTER
PLAN COMMISSION MEETING (VIRTUAL)
APRIL 13, 2020
6:30 PM**

1. Call Meeting to Order

Mayor Varnam called the meeting to order at 6:40 P.M.

2. Pledge of Allegiance

3. Roll Call

Members present: Mayor Varnam, Angeli, Benson, Thiede, Thuli, Schmidt and Vesperman

Absent: None

Also Present: Administrator Carlson and Clerk Kurihara

4. Public Comments from Citizens

None

5. Minutes

Motion by Thuli, seconded by Angeli to approve the minutes of 03-09-2020. Motion carried unanimously by roll call vote.

6. Public Hearing (Macke Estate CSM)

Varnam declared the public hearing open at 6:43 P.M. to consider the petition of Dorothy Macke Estate to approve the Certified Survey Map located in the NW ¼ of the NW ¼ of Section 10, T4N R3W, being a Part of Outlot D and Block 84 of the Assessment Plat of the City of Lancaster, Grant County, Wisconsin.

Purpose: To create a new LOT 1 on existing property

Spoke in favor of the petition

None

Spoke against the petition

None

Gene Ihm spoke against rezoning the property; however, it was clarified that this property is not being rezoned but having a lot created with the buildings on it for a family member to own.

7. Close public hearing

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

8. Consider CSM (Dorothy Macke Estate)

Motion by Benson, second by Vesperman to recommend to Council approval of the Certified Survey Map located in the NW ¼ of the NW ¼ of Section 10, T4N R3W, being a Part of Outlot D and Block 84 of the Assessment Plat of the City of Lancaster, Grant County, Wisconsin. Motion carried unanimously by roll call vote.

9. Public Hearing (City of Lancaster CSM)

Varnam declared the public hearing open at 6:55 P.M. to consider the petition of City of Lancaster to approve the Certified Survey Map located in the NE ¼ of the SE¼ of Section 10, T4N R3W, City of Lancaster, Grant County, Wisconsin

Purpose: To create a new LOT 1 and Lot 2 for future commercial site and hotel site

Spoke in favor of the petition

None

Spoke against the petition

None

The following public comments were related to the development of the property, which will be part of the site plan review at a future meeting:

1. Jeff and Kris Reuter-concern with drainage and lighting
2. Bob Smith-extension of sidewalk

10. Close public hearing

Varnam closed the public hearing at 7:00 P.M.

11. Consider CSM (City of Lancaster)

Motion by Benson, second by Thiede to recommend to Council approval of the Certified Survey Map located in the NE ¼ of the SE¼ of Section 10, T4N R3W, City of Lancaster, Grant County, Wisconsin. Motion carried unanimously by roll call vote.

12. Public Hearing (Kwik-Trip, Inc. Rezone)

Varnam declared the public hearing open at 7:04 P.M. to consider petition of Grant County on behalf of Kwik-Trip, Inc. to rezone the property located at 901 N. Madison Street (246-01278-0000) and 925 N. Madison Street (246-01277-0000) from U (Utility and Government) to C-1 (General Business)

Proposed use: New Convenience Store

Spoke in favor of the petition

None

Spoke against the petition

None

13. Close public hearing

Varnam closed the public hearing at 7:05 P.M.

14. Consider Rezone (Kwik-Trip, Inc.)

Motion by Vesperman, second by Schmidt to recommend to Council approval of the rezone property located at 901 N. Madison Street (246-01278-0000) and 925 N. Madison Street (246-01277-0000) from U (Utility and Government) to C-1 (General Business). Motion carried unanimously by roll call vote.

15. Adjourn

Motion by Benson, seconded by Angeli to adjourn meeting at 7:10 P.M. Motion carried.

David A. Kurihara, City Clerk

**MINUTES
CITY OF LANCASTER
PLAN COMMISSION MEETING (VIRTUAL)
MAY 18, 2020
6:30 PM**

1. Call Meeting to Order

Mayor Varnam called the meeting to order at 6:31 P.M.

2. Pledge of Allegiance

3. Roll Call

Members present: Mayor Varnam, Angeli, Benson, Thiede, Thuli, Schmidt and Vesperman

Absent: None

Also Present: Administrator Carlson, Clerk Kurihara and DPW Hawth

4. Public Comments from Citizens

None

5. Minutes

Motion by Thuli, seconded by Benson to approve the minutes of 04-13-2020. Motion carried unanimously by roll call vote.

6. Public Hearing (CAP CSM)

Varnam declared the public hearing open at 6:34 P.M. to consider the petition of CAP Services, Inc. to approve the Certified Survey Map being a replat of Part of LOT 1 of CSM No. 1273 which is located in the SE ¼ of the NE ¼ of Section 3, T4N R3W, City of Lancaster, Grant County, Wisconsin

Purpose: To create a new Lot 1 for Residential Development

Spoke in favor of the petition

None

Spoke against the petition

None

Mary Patoka, President & CEO of Cap Services stated she was present to address any questions regarding this and the rezone request.

7. Close public hearing

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

8. Consider CSM (CAP Services)

Motion by Vesperman, seconded by Benson to recommend to Council approval of the the Certified Survey Map being a replat of Part of LOT 1 of CSM No. 1273 which is located in the SE ¼ of the NE ¼ of Section 3, T4N R3W, City of Lancaster, Grant County, Wisconsin. Motion carried six (6) to one (1) by roll call vote with Angeli voting against.

9. Public Hearing (CAP Rezone)

Varnam declared the public hearing open at 6:44 P.M. to consider the petition of CAP Services, Inc. to rezone LOT 1 of the Certified Survey Map being a replat of Part of LOT 1 of CSM No. 1273 which is located in the SE ¼ of the NE ¼ of Section 3, T4N R3W, City of Lancaster, Grant County, Wisconsin (Near Pigeon Creek Lane) from PUD (Planned Unit Development) to R-1 (Single Family Residential)

Proposed use: Lot for Residential Development

Spoke in favor of the petition

None

Spoke against the petition

None

10. Close public hearing

Varnam closed the public hearing at 6:45 P.M.

11. Consider Rezone (CAP Services)

Motion by Benson, seconded by Thiede to recommend to Council approval to rezone LOT 1 of the Certified Survey Map being a replat of Part of LOT 1 of CSM No. 1273 which is located in the SE ¼ of the NE ¼ of Section 3, T4N R3W, City of Lancaster, Grant County, Wisconsin (Near Pigeon Creek Lane) from PUD (Planned Unit Development) to R-1 (Single Family Residential). Motion carried six (6) to one (1) by roll call vote with Angeli voting against.

12. Public Hearing (City of Lancaster Rezone)

Varnam declared the public hearing open at 6:50 P.M. to consider petition of City of Lancaster to rezone Parcel 246-1576-20 and Tract 1 & Tract 2 of the Certified Survey Map located in the NE ¼ of the SE ¼ of Section 10, T4N, R3W, City of Lancaster, Grant County, Wisconsin (Area off of Hwy 61S adjacent to Golf Course) from CON (Conservancy) and R-2 (One and Two Family Residential) to C-1 (General Business).

Proposed use: Lot for Hotel Development and Future Commercial Development

Spoke in favor of the petition

None

Spoke against the petition

None

The following public comments were related to the development of the property:

1. Bob Smith: Location of sidewalk extension
2. Roger and Margaret Bussan-Location of sidewalk extension
3. Bruce Fritz-Future sidewalk will most likely be on the west side of Hwy 61 due to safety concerns of crossing the highway and the location will be determine at the appropriate time in the future.

13. Close public hearing

Varnam closed the public hearing at 6:56 P.M.

14. Consider Rezone (City of Lancaster)

Motion by Schmidt, seconded by Thuli to recommend to Council approval of the rezone Parcel 246-1576-20 and Tract 1 & Tract 2 of the Certified Survey Map located in the NE ¼ of the SE ¼ of Section 10, T4N, R3W, City of Lancaster, Grant County, Wisconsin (Area off of Hwy 61S adjacent to Golf Course) from CON (Conservancy) and R-2 (One and Two Family Residential) to C-1 (General Business). Motion carried six (6) to zero (0) by roll call vote with Benson abstaining.

15. Review Site Plan (Kwik-Trip)

Administrator Carlson and Dax Connely, Kwik Trip gave brief presentations regarding the Kwik-Trip site plan.

Concerns regarding signage and stormwater were address along with the public comment from Rita Whitish pertaining to a sound and lighting barrier between her property and this development.

An update plan will be provided at the next meeting for final review.

Recess at 7:34 P.M.

Reconvene at 7:41 P.M.

16. Review Site Plan (Lancaster Hotel Development, LLC)

Administrator Carlson provided a brief review of the site plan for the new hotel and Brad Bierman, Epic Construction answered questions regarding this development.

A few public comments were made:

1. Robert Smith-Will a turn lane be constructed (DOT determines)
2. Jeff and Kris Reuter-Concern with drainage and back patio sound & lighting (Both should not be an issue)

A special meeting will be planned for final approval of this site plan.

17. Zoning Ordinance Amendment (455-20(D)(4))

The maximum building height in a C-1 (General Business) zone is 35 feet and the new hotel will have a height of approximately 50 feet, so an amendment is needed to allow them to construct the hotel. Note: It would be allowable in a C-2 (Central Business) zone which a maximum building height of 50 feet.

Motion by Angeli, second by Thiede to set a public hearing at the June 8th Plan Commission meeting to consider a zoning ordinance amendment to change the allowable maximum height in a C-1 zone to 50 feet. Motion carried six (6) to zero (0) by roll call vote with Benson abstaining.

18. Adjourn

Motion by Thiede, seconded by Angeli to adjourn meeting at 8:29 P.M. Motion carried.

David A. Kurihara, City Clerk

**MINUTES
CITY OF LANCASTER
PLAN COMMISSION MEETING
JUNE 8, 2020
6:30 PM**

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, Thuli, Schmidt and Vesperman

Absent: Benson and Thiede

Also Present: Administrator Carlson and Clerk Kurihara

4. Public Comments from Citizens

None

5. Minutes

Motion by Schmidt, seconded by Angeli to approve the minutes of 05-11-2020 with the amendment item 5. Minutes by changing seconded by Thuli to Benson. Motion carried.

6. Review Final Site Plan (Kwik-Trip)

Item to be considered at the July meeting.

7. Review Final Site Plan (Lancaster Hotel Development, LLC)

An updated site plan, which had a few changes (in red) as agreed upon by staff and the developers, was presented. It was noted a stormwater plan has been approved but an amended stormwater plan is pending final approval.

Motion by Thuli, seconded by Schmidt to approve Final Site Plan for Lancaster Hotel Development, LLC contingent upon final approval of amended stormwater plan. Motion carried unanimously by roll call vote.

8. Adjourn

Motion by Angeli, second by Vesperman to adjourn meeting at 6:43 P.M. Motion carried.

David A. Kurihara, City Clerk

**MINUTES
CITY OF LANCASTER
PLAN COMMISSION MEETING
JULY 13, 2020
6:30 PM**

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, Thuli, Schmidt, and Thiede

Absent: Benson and Vesperman

Also Present: Administrator Carlson and Building & Zoning Administrator Hampton

4. **Public Comments from Citizens**

None

5. **Minutes**

Motion by Schmidt, seconded by Thuli to approve the minutes of 6-8-2020. Motion carried.

6. **Public hearing (City of Lancaster CSM)**

Varnam declared the public hearing open at 6:32 P.M. to consider the petition of the City of Lancaster to approve the Certified Survey Map located in the NE ¼ of the SE ¼ of Section 10 and in the NW ¼ of the SW ¼ of Section 11, T4N R3W, City of Lancaster, Grant County, Wisconsin

Purpose: To create four (4) lots for residential development adjacent to the Municipal Golf Course

Spoke in favor of the petition

None

Spoke against the petition

None

7. **Close Public Hearing**

Varnam closed the public hearing at 6:33 P.M.

Vesperman arrived at 6:36 P.M.

8. **Consider the petition of City of Lancaster to approve the Certified Survey Map located in the NE ¼ of the SE ¼ of Section 10 and in the NW ¼ of the SW ¼ of Section 11, T4N R3W, City of Lancaster, Grant County, Wisconsin and Make Recommendation to the City Council**

Motion by Schmidt, second by Vesperman to recommend to Council approval of the Certified Survey Map located in the NE ¼ of the SE ¼ of Section 10 and in the NW ¼ of the SW ¼ of Section 11, T4N R3W, City of Lancaster, Grant County, Wisconsin. Motion carried 5-1 with Thuli voting against.

9. **Review of Final Site Plan for Kwik Trip, Inc. and Possible Action**

Motion by Theide, seconded by Thuli to recommend approval of Final Site Plan for Kwik Trip, Inc. Motion carried 6-0.

10. **Adjourn**

Motion by Angeli, second by Theide to adjourn meeting at 7:30 P.M. Motion carried.

**MINUTES
CITY OF LANCASTER
PLAN COMMISSION MEETING
July 23, 2020
6:15 PM**

1. **Call Meeting to Order**
Mayor Varnam called the meeting to order at 6:15 P.M.
2. **Pledge of Allegiance**
3. **Roll Call**
Members present: Mayor Varnam, Angeli, Thiede, Schmidt and Benson
Absent: Vesperman and Thuli
Also Present: Administrator Carlson
4. **Public Comments from Citizens**
None

Thuli arrived at 6:17 PM.

5. **Public hearing (Kwik Trip CSM)**
Varnam declared the public hearing open to consider the petition of Kwik Trip to approve the Certified Survey Map located in the NE ¼ of Section 3, T4N, R3W (South Lancaster TWP of the 4th P.M., in the City of Lancaster, Grant County, Wisconsin (Comprised of: Lots 1, 2, 3, 4, 18 ,19 & a parcel of land in the SE corner of Lot 20, all of Block 108 of the Assessment Plat of the City of Lancaster, Grant Count, Wisconsin)

Purpose: To combine lots to create one (1) lot for New Convenience Store

Spoke in favor of the petition
None

Spoke against the petition
None
6. **Close Public Hearing**
Varnam closed the public hearing
7. **Consider CSM (City of Lancaster)**
Motion by Schmidt, seconded by Thuli to recommend to Council approval of the Certified Survey Map located in the NE ¼ of Section 3, T4N, R3W (South Lancaster TWP of the 4th P.M., in the City of Lancaster, Grant County, Wisconsin (Comprised of: Lots 1, 2, 3, 4, 18 ,19 & a parcel of land in the SE corner of Lot 20, all of Block 108 of the Assessment Plat of the City of Lancaster, Grant Count, Wisconsin). Motion carried 6-0 by roll call vote.
8. **Kwik Trip Right of Way Use Agreement (Stormwater Detention Basin)**
Motion by Thuli, seconded by Benson to recommend approval of the Grant County Right of Way Use Agreement (Storm Water Facilities). Motion carried 6-0 by roll call vote.
9. **Grant County Right of Way Use Agreement (Storm Water Facilities)**
Motion by Benson, seconded by Schmidt to recommend approval of the Grant County Right of Way Use Agreement (Storm Water Facilities). Motion carried 6-0 by roll call vote.
10. **Adjourn**
Motion by Thiede, seconded by Angeli to adjourn meeting at 6:25 P.M. Motion carried 6-0.

**MINUTES
CITY OF LANCASTER
PLAN COMMISSION MEETING
August 10, 2020
6:30 PM**

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, Thiede, and Schmidt

Absent: Vesperman, Benson and Thuli

Also Present: Administrator Carlson and Building & Zoning Inspector Hampton

4. Public Comments from Citizens

none

5. Minutes

Motion by Bob Schmidt, seconded by Thuli to approve the minutes of 7-13-2020 and 7-23-2020.

Motion carried by voice vote 4-0.

6. Public hearing (Gene Ihm PUD).

Varnam declared the public hearing open at 6:35pm to consider the petition of Gene Ihm to amend PUD (Planned Unit Development) property located at 1140 Beetown Road.

Proposed use: Allow Additional Building on Site

Vesperman arrived at 6:36pm.

Spoke in favor of the petition

Lee Ihm- Stated that the fence is on his property, and that water runs downhill, he did not change patterns

Spoke against the petition

Rita Whitish- Was concerned that the fence on the property line was removed. Also stated that gravel put down by applicant was also on her property. Expressed concern that runoff on her property has increased because of the applicant's actions.

Bill Brian- Expressed stormwater concerns

7. Close Public Hearing

Varnam closed the public hearing at 6:45pm.

8. Consider the petition of Gene Ihm to amend PUD (Planned Unit Development) property located at 1140 Beetown Road and Make Recommendation to the City Council.

Motion by Thiede, seconded by Schmidt to move consideration of the amended PUD (Planned Unit Development) property located at 1140 Beetown Road to the September Plan Commission meeting. Motion carried 5-0 by roll call vote.

9. Adjourn

Motion by Schmidt, seconded by Angeli to adjourn meeting at 6:50 P.M. Motion carried 5-0.

**MINUTES
CITY OF LANCASTER
PLAN COMMISSION MEETING
DECEMBER 14, 2020
6:30 PM**

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, Thiede, Vesperman, Benson Thuli and Schmidt
Absent: None
Also Present: Administrator Carlson and Building & Zoning Inspector Hampton
4. **Public Comments from Citizens**
None
5. **Minutes**
Motion by Angeli, seconded by Schmidt to approve the minutes of 8-10-2020. Motion carried unanimous.
6. **Public hearing (Premier Cooperative CSM)**
Varnam declared the public hearing open at 6:33pm to consider the petition of Premier Cooperative to approve Certified Survey Map (Attached Map) being a Replat of Lot 11 of Lancaster Industrial Park Subdivision, which is in the NW ¼ of Section 35, T5N, R3W, City of Lancaster, Grant County, Wisconsin
Purpose: To split existing lot into two (2) new lots, which one (1) lot to be sold to Premier Cooperative for business expansion

Spoke in favor of the petition
None
Spoke against the petition
None
7. **Close Public Hearing**
Varnam closed the public hearing at 6:34pm.
8. **Consider the petition of Premier Cooperative to approve Certified Survey Map being a Replat of Lot 11 of Lancaster Industrial Park Subdivision, which is in the NW ¼ of Section 35, T5N, R3W, City of Lancaster, Grant County, Wisconsin and Recommendation to the City Council**
Motion by Schmidt, seconded by Vesperman to move approve petition of Premier Cooperative to approve Certified Survey Map (Attached Map) being a Replat of Lot 11 of Lancaster Industrial Park Subdivision, which is in the NW ¼ of Section 35, T5N, R3W, City of Lancaster, Grant County, Wisconsin. Motion carried 7-0 by roll call vote.
9. **Consider the petition of Dean Vogt to approve Certified Survey Map (Attached Map) being a Replat of Part of Lot 1 of CSM No. 507, which is located in the SE ¼ of the NE ¼ and SW ¼ of the NE ¼, Section 17, T4N R3W, Town of South Lancaster, Grant County, Wisconsin and Recommendation to the City Council. (Extraterritorial review).**
Purpose: To create one (1) lot to be sold with house and buildings on it
Motion by Benson, seconded by Theide to approve Certified Survey Map (Attached Map) being a Replat of Part of Lot 1 of CSM No. 507, which is located in the SE ¼ of the NE ¼ and SW ¼ of the NE ¼, Section 17, T4N R3W, Town of South Lancaster, Grant County, Wisconsin and make recommendation to the City Council. Motion carried 7-0 by roll call vote.
10. **Adjourn**
Motion by Schmidt, seconded by Angeli to adjourn meeting at 6:38 P.M. Motion carried.