

**MINUTES
CITY OF LANCASTER
PLAN COMMISSION MEETING
JANUARY 10, 2022
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, Paul Thuli, Rick Benson, Lea Ann Vesperman, Carl Thiede, and Kyle Vesperman
Absent: Bob Schmidt
Also Present: Administrator Carlson
4. **Public Comments from Citizens**
None
5. **Minutes**
Motion by Benson, seconded by Thiede to approve the minutes of 10-11-21 with addition of adjourn time of 6:38pm. Motion carried 6-0.
6. **Public hearing to consider the petition of Rodney Koeller to approve Certified Survey Map (Attached Map) located in the NE ¼ of the SW ¼ and the NW ¼ of the SE ¼ of Section 9, T4N R3W, Town of South Lancaster, Grant County, Wisconsin (Extraterritorial review)**
Purpose: To create one (1) lot with house on it
Varnam declared the public hearing open at 6:33 P.M. to consider the petition of Rodney Koeller to approve Certified Survey Map (Attached Map) located in the NE ¼ of the SW ¼ and the NW ¼ of the SE ¼ of Section 9, T4N R3W, Town of South Lancaster, Grant County, Wisconsin

Spoke in favor of the petition
None

Spoke against the petition
None
7. **Close Public Hearing**
Varnam closed the public hearing at 6:34 P.M.
8. **Consider the petition of Rodney Koeller to approve Certified Survey Map located in the NE ¼ of the SW ¼ and the NW ¼ of the SE ¼ of Section 9, T4N R3W, Town of South Lancaster, Grant County, Wisconsin, and Recommendation to the City Council (Extraterritorial review)**
Motion by Benson, seconded by Thuli to recommend council approval of the Certified Survey Map located in the NE ¼ of the SW ¼ and the NW ¼ of the SE ¼ of Section 9, T4N R3W, Town of South Lancaster, Grant County, Wisconsin, and Recommendation to the City Council (Extraterritorial review). Motion carried 6-0.
9. **Public hearing to consider the petition of Scenic Rivers Energy Cooperative to rezone the property located at 231 N. Sheridan Street (246-01325-0000-North end of pole yard, 246-01415-0000-South end of pole yard and 246-014111-0000-Office Building from I-(General Industry) to U (Utility and Government Use)**
Purpose: Public School Offices

Varnam declared the public hearing open at 6:38 P.M. to consider the petition of Scenic Rivers Energy Cooperative to rezone the property located at 231 N. Sheridan Street (246-01325-0000-North end of pole yard, 246-01415-0000-South end of pole yard and 246-014111-0000-Office Building from I-(General Industry) to U (Utility and Government Use)

Spoke in favor of the petition

None

Spoke against the petition

None

10. **Close Public Hearing**

Varnam closed the public hearing at 6:39 P.M.

11. **Consider the petition of Scenic Rivers Energy Cooperative to rezone the property located at 231 N. Sheridan Street (246-01325-0000-North end of pole yard, 246-01415-0000-South end of pole yard and 246-014111-0000-Office Building from I-(General Industry) to U (Utility and Government Use) and make recommendation to Council**

Motion by Thiede, seconded by Lea Ann Vesperman to recommend council approval of the Certified Survey Map located in the NE ¼ of the SW ¼ and the NW ¼ of the SE ¼ of Section 9, T4N R3W, Town of South Lancaster, Grant County, Wisconsin, and Recommendation to the City Council (Extraterritorial review). Motion carried 6-0.

12. **Adjourn**

Motion by Benson, second by Lea Ann Vesperman to adjourn meeting 6:41pm. Motion carried 6-0.

**MINUTES
CITY OF LANCASTER
PLAN COMMISSION MEETING
FEBRUARY 14, 2022
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, Rick Benson, Carl Thiede, Bob Schmidt, and Kyle Vesperman

Absent: Lea Ann Vesperman and Paul Thuli

Also Present: Administrator Carlson and Maeda Swenson Fortune

4. **Public Comments from Citizens**

None

5. **Minutes**

Motion by Schmidt, seconded by Thiede to approve the minutes of 1-10-2022. Motion carried 5-0.

6. **Public hearing to consider the petition of Lancaster Machine & Tool to amend PUD (Plan Unit Development) for property located at 1900 Industrial Park Rd (246-01548-0020).**

Purpose: Building Addition

Varnam declared the public hearing open at 6:32 P.M. to consider the petition of Lancaster Machine & Tool to amend PUD (Plan Unit Development) for property located at 1900 Industrial Park Rd (246-01548-0020) City of Lancaster, Grant County, Wisconsin.

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.

8. **Consider the petition of Lancaster Machine & Tool to amend PUD (Plan Unit Development) for property located at 1900 Industrial Park Road and make recommendation to Council.**

Carlson presented the proposed building addition. Motion by Schmidt, seconded by Kyle Vesperman to recommend council approval of the petition of Lancaster Machine & Tool to amend PUD (Plan Unit Development) for property located at 1900 Industrial Park Road to allow for a building addition.

9. **Review of Preliminary/Final Site Plan for Lancaster Machine and Tool and approve, modify, or disapprove**

Carlson presented site plan. Motion by Benson, seconded by Thiede to approve final site plan for Lancaster Machine and Tool. Motion carried 5-0.

10. **Review of Preliminary Site Plan for MLAB and approve, modify, or disapprove**

Carlson presented. Committee had no concerns with preliminary site plan for MLAB.

11. **Preliminary Discussion of Changes to Chapter 306 – Mobile Homes.**

Carlson introduced subject. Maeda presented the revisions. Discussion involved reasons for changes and general interest in moving forward with them. Schmidt requested they be put on the Council agenda for discussion.

12. **Adjourn**

Motion by Benson, second by Thiede to adjourn meeting 7:02pm. Motion carried 5-0.

**MINUTES
CITY OF LANCASTER
PLAN COMMISSION MEETING
APRIL 11, 2022
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, Carl Thiede, Bob Schmidt, Kyle Vesperman, Lea Ann Vesperman and Paul Thuli
Absent: Rick Benson
Also Present: Administrator Carlson, Maeda Swenson Fortune, and Council Members Stuart Harper, Shayne LaBudda, and Matt Pennekamp.
4. **Public Comments from Citizens**
None
5. **Approval of Plan Commission minutes of 2-14-22**
Motion by Schmidt, seconded by K. Vesperman to approve the minutes of 2-14-2022. Motion carried 6-0.
6. **Public Hearing to consider Amendments to Chapter 306-Mobile Homes of the Zoning Ordinance**
7. Varnam declared the public hearing open at 6:32 P.M. to consider Amendments to Chapter 306-Mobile Homes of the Zoning Ordinance.

Spoke in favor of the petition
None

Spoke against the petition
None
8. **Close public hearing**
Varnam closed the public hearing at 6:33 P.M.
9. **Consider amendments to Chapter 306-Mobile Homes of the Zoning Ordinance and make recommendation to the Council**
Thiede voiced concerns about application of the zoning ordinance, preparation of ordinance amendments and the inclusion of tiny homes in the RV listing. Maeda Swenson Fortune spoke about the mobile park, its history, and the need for changes to the ordinance.

Thiede motioned to recommend the amendments of Chapter 306 as prepared by staff with the change of removing of "tiny houses" from the definition of Recreational Vehicle or RV (section 306-1 Definitions), seconded by K. Vesperman. Motion approved 6-0.
10. **Consider discontinuance of a platted unimproved portion of Pierce Street by Council Initiation and make recommendation to City Council**
Schmidt recused himself.
Motion by Thuli, seconded by K. Vesperman to recommend discontinuance of a platted unimproved portion of Pierce Street by Council Initiation. Motion carried 5-0.
11. **Consider discontinuance of a platted unimproved alley (Block 15 Original Plat) by Council Initiation and make recommendation to City Council**
Motion by Schmidt to consider discontinuance of a platted unimproved alley (Block 15 Original Plat) by Council Initiation and make recommendation to City Council. Motion carried 6-0.
12. **Adjourn**
Motion by Thiede, second by K. Vesperman to adjourn meeting 7:23pm. Motion carried 6-0.

**MINUTES
CITY OF LANCASTER
PLAN COMMISSION MEETING
MAY 9, 2022
6:30 PM**

1. **Call Meeting to Order**

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

2. **Pledge of Allegiance**

3. **Roll Call**

Members present: Mayor Harper, Carl Thiede, Bob Schmidt, Kyle Vesperman, Lea Ann Vesperman Rick Benson, and Brad Klaas

Absent: None

Also Present: Administrator Carlson

4. **Public Comments from Citizens**

None

5. **Minutes**

Motion by Schmidt, seconded by L. Vesperman to approve the minutes of 4-11-2022. Motion carried 7-0.

6. **Public Hearing to consider the petition of CAP Services, INC to examine and review the Certified Survey Map Being A Replat of Part of Lot 1 of CSM No. 1273 Which is Located in the NE ¼ of the NE ¼ and the SE ¼ of the NE ¼ of Section 3, T4N, R3W, City of Lancaster, Grant County, Wisconsin and Make Recommendation to the City Council**

Harper declared the public hearing open at 6:33 P.M. to consider the petition of CAP Services, INC to examine and review the Certified Survey Map Being A Replat of Part of Lot 1 of CSM No. 1273 Which is Located in the NE ¼ of the NE ¼ and the SE ¼ of the NE ¼ of Section 3, T4N, R3W, City of Lancaster, Grant County, Wisconsin and Make Recommendation to the City Council.

Spoke in favor of the petition

None

Spoke against the petition

None

7. **Close public hearing**

Harper closed the public hearing at 6:44 P.M.

8. **Consider the petition of CAP Services, INC to examine and review the Certified Survey Map Being a Replat of Part of Lot 1 of CSM No. 1273 Which is Located in the NE ¼ of the NE ¼ and the SE ¼ of the NE ¼ of Section 3, T4N, R3W, City of Lancaster, Grant County, Wisconsin and make recommendation to the Council**

Carlson presented the proposed CSM. Owner of properties proposes to adjust the property line so that the boundary is on adjacent to the driveway.

Motion by Schmidt to recommend approval to the Council, 2nd by Thiede. Approved 7-0 roll call vote.

9. **Discuss of Possible Changes to Chapter 455-64– Accessory Structure Requirements and Possible Action**

Carlson presented memo on zoning ordinance language on accessory uses. He discussed two items – the definition of accessory use/structure which is antiquated, and subsection j., which states that “Accessory structures must be constructed using the same type of building materials as the principal structure so as to be consistent with the appearance of the principal

structure.” He then presented a power point of sheds and garages which illustrated the difficulty in applying that definition. What does that actually mean and what (if anything) does the community want it to mean? If the house has brick exterior, does the shed need to be made of brick? If the house has white vinyl siding, can I put up a pre-built wood walled siding? What about a dog shed? A pool?

After discussion by the commission, the consensus was to recommend to council that they authorize staff to develop a revised definition and ordinance language on accessory uses for the council to consider directing staff to prepare said zoning ordinance amendment. Rather than having an undefined “appearance” method, members agreed that it would be appropriate to require structures to be of the same color as the primary structure, and that structures under 150 sq. ft. could be allowed. without a permit.

10. **Discuss Possible Creation of a Downtown Tax Increment District**

Carlson presented a memo on a potential downtown TIF district. Some specific properties that will likely need assistance to be redeveloped (but not limited to those listed) include:

- Welcome Inn
- Reed Opera House
- The D&D building (former Ben Franklin)
- The 100 Block of East Maple Street east of the Wright Block

There are also a number of buildings with similar needs:

- 2nd floors of many commercial buildings (as residential)
- Façade improvements for many buildings

And there are some needed public improvements:

- Parking for downtown residents
- Signage
- Bike and Pedestrian Facilities

Plan Commission consensus was that they agreed a downtown TIF would be appropriate and that it should be presented to council for authorization to begin the TIF District creation process.

11. **Adjourn**

Motion by Bensen, second by Klaas to adjourn meeting 7:24pm. Motion carried 7-0.

g:\committees\plan commission\2022\plan commission minutes 5-9-22.docx

**MINUTES
CITY OF LANCASTER
PLAN COMMISSION MEETING
JUNE 13, 2022
6:30 PM**

1. **Call Meeting to Order**
Mayor Harper called the meeting to order at 6:30 P.M.
2. **Pledge of Allegiance**
3. **Roll Call**
Members present: Mayor Harper, Benson, Klaas, Schmidt, Thiede and L. Vesperman
Absent: K. Vesperman
Also Present: Clerk Kurihara
4. **Public Comments**
None
5. **Minutes**
Motion by Schmidt, seconded by Benson to approve the minutes of 5-9-2022. Motion carried.
6. **Public Hearing (Accessory Structure Requirements Amendments)**
Mayor Harper declared the public hearing open at 6:31 P.M. to consider Amendments to Chapter 455-64-Accessory Structure Requirements and 455-87-Definitions-Accessory Use or Structure of the Zoning Ordinance for the City of Lancaster.

Spoke in favor of the petition
None

Spoke against the petition
None
7. **Close public hearing**
Mayor Harper closed the public hearing at 6:32 P.M.
8. **Consider Accessory Structure Amendments)**
Members reviewed the proposed amendments to Chapter 455-64-Accessory Structure Requirements and 455-87-Accessory Use or Structure Definition. There was a consensus on the proposed amendments along with the following additional changes below:

Item D. Change three to eight feet from a rear lot line or a side lot line
Item J. Old language should be deleted but new language should read as "Accessory structure siding must have the same directional/pattern flow and like color as the principal structure."

A final draft will be prepared for review and Council recommendation at the next Plan Commission meeting.
9. **Adjourn**
Motion by Thiede, second by L. Vesperman to adjourn meeting 6:55 P.M. Motion carried.

David Kurihara, City Clerk

**MINUTES
CITY OF LANCASTER
PLAN COMMISSION MEETING
AUGUST 8, 2022
6:30 PM**

1. **Call Meeting to Order**
Mayor Harper called the meeting to order at 6:30 P.M.
2. **Pledge of Allegiance**
3. **Roll Call**
Members present: Mayor Harper, Schmidt, Thiede, L. Vesperman, Brad Klass (arrived at 6:43) and K. Vesperman
Absent: Benson
Also Present: David Carlson
4. **Public Comments**
None
5. **Minutes**
Motion by Schmidt, seconded by Thiede to approve the minutes of 7-11-2022. Motion carried.
6. **Amendment Chapter 455-64-Accessory Structure Requirements of the Zoning Ordinance**
Motion by Thiede, seconded by Schmidt to re-send the recommended amendments from 7-11-2022 by to the Council with no changes. Motion carried 5-0.
7. **Consider Sale of Land Located near Reed Street in the City of Lancaster**
Recommended to the City Council that the land be sold. Motion by K. Vesperman, seconded by Klass, Motion carried 6-0
8. **Adjourn**
Motion by K. Vesperman, seconded by Klass to adjourn meeting 6:55 P.M.

David Carlson, City Administrator