

**PLAN COMMISSION  
MINUTES  
January 22, 2024**

**The Plan Commission met on the above date in the Council Chambers.**

**The following members were present:** Mayor McFarland, Alderman Blanke (4:37pm), Beyer, Konz, Krueger, Lampe, Talaga, Zirbes

**Also in attendance:** T.J. Schlieve, Mike Hoppenrath, Mark Zvitkovits, Dana Davis (Virtual), and Mason Becker

- 1. Call to order (4:30pm)**
- 2. Approval of Minutes**
  - A. Plan Commission minutes January 8, 2023**

Motion to approve was made by Beyer and seconded by Konz, passed on unanimous voice vote.
- 3. Business**
  - A. Conduct public hearing:** 806 R Elm Street – heated storage shed – Conditional Use Permit (CUP) request for a personal storage facility under Section 55036B(2)(e)

No comments from the public.
  - B. Review and take action:** 806 R Elm Street – heated storage shed – Conditional Use Permit (CUP) request for a personal storage facility under Section 55036B(2)(e)

Brian Zirbes presented the request for 806 Elm St. noting the only item absent was an exterior lighting plan for the property.

Motion was made by Lampe and seconded by Talaga to approve the request for a CUP with the condition that an exterior lighting plan be sent to the city, passed on a unanimous voice vote.
  - C. Review public hearing comments and make recommendation to Council:** 1310 Allwardt Street

Review public hearing comments for 1310 Allwardt Street. (Two verbal comments opposed to the change and one written comment in opposition.) Mike Hoppenrath pointed out his opposition is due to there being no plans to review. Commissioner Lampe also shared concerns due to lack of a plan for the area. Alder Blanke pointed out that any plan would come before the Plan Commission before any project moves forward agreeing that the lack of a plan is a concern. The Commission had a discussion about the difference between Multi-Family and Planned Neighborhood and the concern that a Planned Neighborhood could add commercial to the mix. Commissioners Krueger and Beyer voiced their desire to stay with the original plan of Multi-Family with Mr. Becker pointing out that there is a Multi-Family developer showing interest in the site. Commissioner Konz stated that this is door one of the process and he is comfortable opening door one.

Motion was made by Talaga and seconded by Blanke to forward change from institutional use to multi-family to council with positive recommendation, passed on a unanimous voice vote.
  - D. Review and Take Action:** W4368 Ebenezer Drive – Extraterritorial Certified Survey Map (CSM)

Review request for an Extraterritorial CSM for W4368 Ebenezer Drive. The CSM is in the airport elevation protection zone and it must be noted on the CSM. The CSM must also show a 50' right of way from center. The CSM must also have a signature line for the plan commission chair/mayor and the city clerk.

Motion was made by Beyer and seconded by Lampe to approve the CSM with the above noted conditions, passed on a unanimous voice vote.
  - E. Review and take action:** County Road Y Gertrude Moss Trust – Extraterritorial Certified Survey Map (CSM)

Review request for an Extraterritorial CSM for County Road Y Gertrude Moss Trust. The CSM is in the airport elevation protection zone and it must be noted on the CSM. The CSM must also show a 60' right

of way from center. The CSM must also have a signature line for the plan commission chair/mayor and the city clerk.

Motion was made by Lampe and seconded by Krueger to approve the CSM with the above noted conditions, passed on a unanimous voice vote.

**F. Review and take action:** 621 Bernard Street – site plan for new fire station

Mark Z. was present to answer any questions the commission had for the site plan for the new fire station.

Motion was made by Talaga and seconded by Lampe to approve the Site Plan with the conditions that there is a 20' setback from residentially zoned properties and the vehicle access and circulation is to code, passed on a unanimous voice vote.

**G. Discussion and take possible action:** Update on Vandewalle proposal for Zoning Ordinance Audit/Evaluation – Scope of Services

The commission reviewed the scope of service presented by Vandewalle for an Audit/Evaluation of our Zoning Ordinance. Brian Zirbes will submit an ARPA request for funding to perform the audit.

**H. Discussion and take possible action:** Emmet Boundary Agreement Amendments

Commissioner Konz asked for clarification on the sewer and water hookup and applauded the reduction of tax revenue sharing from 10 years to 5 years. Attorney Chesebro explained the change to sewer and water hookup giving the residents in the area a longer timeframe to hookup, Mayor McFarland pointed out that none of the area is in the 5-year capital budget effectively giving the residents a minimum of 6 years before they need to hook up to city service. Extensive discussion was had on the cost and feasibility of properties to hook up to city service or remedy in the case of failure.

Motion by Blanke to forward the intergovernmental cooperative plan with the Town of Emmet seconded by McFarland, passed on a unanimous voice vote.

**I. Review and take possible action:** Release of remaining escrowed funds for Grandview Heights Addition No. 7 Subdivision

Motion was made by Konz and seconded by Talaga to release the remaining escrowed funds for the Grandview Heights Addition No. 7 Subdivision to the developer, passed on a unanimous voice vote.

**J. Review and take possible action:** Release of remaining escrowed funds for Hepp Heights Phase III Subdivision

Motion was made by Konz and seconded by Talaga to release the remaining escrowed funds for the Hepp Heights Phase 3 Subdivision to the developer, passed on a unanimous voice vote.

All materials discussed at this meeting can be found at:

<https://mccmeetings.blob.core.usgovcloudapi.net/watertwnwi-pubu/MEET-Packet-72c47254da4a4f0c95524952487bdd05.pdf>

**4. Adjournment**

Motion to adjourn was made by Lampe and seconded by Blanke and passed on a unanimous voice vote.

Respectfully Submitted,

Alderman Brad Blanke