

# Plan Commission Meeting

## MINUTES

06/01/2020 6:00 PM

CITY HALL

MEETING CALLED BY	Mayor Nyman
TYPE OF MEETING	
FACILITATOR	
NOTE TAKER	Jerry Elmer
TIMEKEEPER	
ATTENDEES	Mayor Nyman, Jerry Elmer, Dan Brown, Council Rep Paul Huffman, Jaine Winters, RJ Logan, Attorney Mark Schroeder. Absent; Richard Peach

### AGENDA TOPICS:

CALL TO ORDER. ROLL CALL. PUBLIC APPEARANCES. COMMITTEE COMMENTS OR QUESTIONS.  
APPROVE PRIOR MINUTES

DISCUSSION	<p>Quorum present. No public appearances No committee comments or questions</p>	
CONCLUSIONS	<p>Jaine Winters made a motion to approve the previous minutes of 03/02/2020, 03/09/2020 and 05/04/2020 meetings. A second to the motion was made by Dan Brown. Motion carried</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

### BIP PARTICIPANT PAYOUT MAXIMUM

DISCUSSION	<p>It has been determined that multiple applications and payouts for the same improvement project on the same parcel may put the entire program's funding at risk. There appears to be no limitation on the number of times an owner can apply for BIP grants. The commission indicated it is time to address this issue. It was noted during discussion that there are two new applications for BIP funds on the agenda.</p>	
CONCLUSIONS	<p>Jerry Elmer made a motion to recommend to the common council a moratorium be placed on the BIP until new guidelines regarding multiple applications and or maximum payouts per parcel be established. A second to the motion was made by Dan Brown. Motion carried.</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE


**TONYA BRIGGS CONDO PLAT MAP & CONDO DOCS**

<b>DISCUSSION</b>	Tonya Briggs was present to answer questions regarding the condo docs and plat map for the project located at E 8 <sup>th</sup> Ave and 6 <sup>th</sup> Street. Attorney Schroeder indicated she has met all conditions set forth in the preliminary petition. No action was deemed necessary on the final condo documents agenda item	
<b>CONCLUSIONS</b>	Jerry Elmer made a motion to recommend the common council approve the Covered Bridge Condominiums of Brodhead, LLC final condo plat. A second to the motion was made by Dan Brown. Motion carried.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>


**REQUEST FOR PAYMENT FROM BIP FOR BESSY KARABATSOS**

<b>DISCUSSION</b>	Discussion revealed that Bessy Karabatsos neglected to get a required permit for the roofing and siding improvements that were in her BIP application and the roofing contractor has not been paid in full. Her application was approved for a reimbursement amount of the maximum \$5,000. The roof has been completed but not the siding. She is now requesting reimbursement. Since the roof is the only item completed, her reimbursement payment will be 50% of the roof invoice of \$9,950.	
<b>CONCLUSIONS</b>	Jerry Elmer made a motion to approve BIP payment of \$4,975 to Bessy Karabatsos subject to her acquiring a building permit for the approved project and passing final inspection by the building inspector. BIP payment is also subject to her payment in full to the roofing contractor. A second to the motion was made by Dan Brown. Motion carried	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

REQUEST FOR PAYMENT FROM BIP FOR BRODHEAD REVITALIZATION LLC.

<b>DISCUSSION</b>	All improvement items in the BIP application have been completed and all criteria for payment has been met for work done at 1035 1 <sup>st</sup> Center Avenue		
<b>CONCLUSIONS</b>	Jaine Winters made a motion to pay the maximum amount of \$5,000 from the BIP to Brodhead Revitalization, LLC. A second to the motion was made by RJ Logan. Motion carried.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>		<b>DEADLINE</b>

PATTI BRUGGER BIP APPLICATION FOR FRONT FACADE

<b>DISCUSSION</b>	Patti Brugger intends to remove existing façade on her building located at 919 W Exchange and replace it with a more appealing and functional one. All requirements of the application appear to be in order. Total cost of the project is estimated to be \$10,488		
<b>CONCLUSIONS</b>	Dan Brown made a motion to approve the Brugger application and maximum payment of \$5,000 when project is completed and all BIP requirements have been met. A second to the motion was made by Jaine Winters. Motion carried.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>		<b>DEADLINE</b>

BILL BASSETT BIP APPLICATION FOR INSULATION

<b>DISCUSSION</b>	Bill Bassett intends to install attic insulation in his building located at 1019 1 <sup>st</sup> Center Ave. All requirements of the application appear to be in order. Total cost of the project is estimated to be \$1.470		

<b>CONCLUSIONS</b>	<p>Jerry Elmer made a motion to approve the Bassett application and payment of \$735, which is half of the estimated cost, when project is completed and all BIP requirements have been met. A second to the motion was made by Dan Brown. Motion carried.</p>	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

**PUBLIC HEARING- CONSIDERING ORDINANCE 2020-003.**

<b>DISCUSSION</b>	<p>Public Hearing Opened at 6:43 PM regarding the following:</p> <p>Ordinance 2020-003 will be amending the Zoning Classification of the following described property from C-1 General Commercial to R-2 One and Two Family Residential:</p> <p>Property owned by John B. Pierce. That part of Lots 3 &amp; 4, of Block 192 , of the Original Plat of the City of Brodhead, being part of the SE¼ of the SW¼ of Section 25, Township 2 North, Range 9 East, City of Brodhead, Green County, Wisconsin, bounded and described as follows:</p> <p>Beginning at the NW corner of Block 192; thence N89°39'10"E along the North line of Block 192, 90.00'; thence S0°39'25"E, 80.00'; thence S89°38'10"W, 90.00' to the West line of Block 192; thence N0°39'25"W along said West line, 70.00' to the point of beginning.</p> <p>Said parcel containing 6,300 sq. ft or 0.14 acres.</p>	
<b>CONCLUSIONS</b>	<p>No comments or concerns were made regarding the rezone during the public hearing Public hearing closed at 6:47 PM.</p>	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

**ORDINANCE 2020-003 DISCUSSION/ POSSIBLE ACTION. FUTURE AGENA ITEMS. ADJOURN**

<b>DISCUSSION</b>	<p>Variances have been approved for the lot. Future agenda items to include modifications to the BIP</p>	
<b>CONCLUSIONS</b>	<p>Jaine Winters made a motion to recommend the common council approve Ordinance 2020-003 rezoning described lot in the Public Hearing from C-1 to R-2. A second to the motion was made by Jerry Elmer. Motion carried.</p> <p>Jerry Elmer made a motion to adjourn at 6:50 PM. A second to the motion was made by Paul Huffman. Motion carried.</p>	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
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