AGENDA
CITY OF BERLIN PLAN COMMISSION
TUESDAY, June 26th, 2018 6:00 P.M.
CITY HALL COUNCIL CHAMBERS
CITY OF BERLIN, WI

1) Call meeting to order - Roll Call

2) Public Participation

3) Approval of Minutes –Plan Commission Meeting May 29th, 2018

4) SCHEDULE PUBLIC HEARING FOR CONDITIONAL USE PERMIT FOR 327 SW FRANKLIN AVE. FOR 6 FOOT FENCE IN FRONT YARD SETBACK

   Recommendation: Schedule Public Hearing for July Meeting.

5) PUBLIC HEARING FOR THE UPDATE FOR TO THE COMPREHENSIVE PLAN

   Recommendation: Discussion and recommend the amendments and resolution to Common Council for approval.

6) Old Business

7) New Business

8) Next meeting date – July 31st, 2018

9) Adjourn

In adherence to the City of Berlin Public Meeting Participation Policy, public participation will be allowed under each agenda item at the discretion of the presiding officer. Attendees must register their intention to participate on either a general comments section or a specific agenda item prior to the meeting by filling out a Registration Card, which can be obtained from the Internet, City Clerk's office or in the City Hall Council Chambers at the podium. Registration Cards should be turned in prior to the meeting to either the presiding officer or City Clerk.

PLEASE CONTACT LINDSEY IF YOU CANNOT ATTEND - (920) 361-5156

CITY OF BERLIN PLAN COMMISSION MINUTES
May 29, 2018
CITY OF BERLIN
BERLIN, WISCONSIN

The May 29, 2018 City Plan Commission meeting was called to order at 6:00 p.m. by Mayor Schramer. Roll call present were: Mayor Schramer, Bobbie Erdmann, Charlie Beard, Mary Kubiak and Dave Secora. Also present were Lindsey Kemnitz and Attorney Chier.

First item on the agenda was approval of the March 27th, 2018 Plan Commission minutes. Erdmann moved to approve the March 27th, 2018 Plan Commission minutes. Beard seconded the motion, Erdmann then made an amendment to the motion with the correction in 3rd paragraph 5th line. Kemnitz said the correction should state: Kemnitz stated that Bob Bahn called today and asked how the agriculture seed signs were going to be handled in the proposed sign code. Beard 2nd the motion and amendment, which was carried by a voice vote.

Second item on the agenda was the request from Berlin Historical Society to place a monument on Market Square. Lee Erdmann and Dick Fortnum were present to represent the Historical Society. Lee mentioned the information is in the packet about the historical importance of Market Square. Also in the packet is a photo of the Indian monument that is placed by the Berlin Historical Museum on S. Adams Ave. The monument in Market Square will be very similar to that one. The monument will be manufactured by Badger Industries the same company that did the monument by the museum. The Commission asked the size of the monument. Lee Erdmann said it will be about 30X24 inches, depending on the amount of pictures included. It will be made of a steel frame. Marks asked if the monument will face the sidewalk. Lee Erdmann said that will be determined in the future. Secora asked Attorney Chier if this was within the regulations of the new sign code. Attorney Chier stated that the City is allowed to approve the type and size of the sign as it is on City property. Beard made a recommendation to Common Council to accept the request from Berlin Historical Society for the installation of the monument on Market Square. The maintenance will be the Historical Society's responsibility. Marks seconded the motion, which was carried by a voice vote. Bobbie Erdmann abstained from the vote.

The last item on the agenda for discussion was the update to the Comprehensive Plan. Kemnitz mentioned the reason behind the update to the comprehensive Plan is so the Common Council can vote on the ordinance to repeal the ETZA ordinance. The Common Council cannot pass a City ordinance that is not in compliance with the Comprehensive Plan. Kemnitz has reviewed the Comprehsive Plan and provided the pages that specifically state information about the ETZA. The section that specifically states the ETZA is within the strategies section of the comprehensive plan starting on page 66. If the ETZA was specifically stated, it will be removed and replace with Co. Plan & Zoning Committee. There were a couple of sections that mentioned the BID, so that was removed too. Kemnitz also provided the land use map and zoning map that currently exists. Kemnitz has submitted the changes to Kunkel Engineering to have amended for the next Plan Commission meeting. Attorney Chier asked about the future land use map if that will be updated at all. Kemnitz stated there were a couple of changes that will be amended for the comprehensive plan. Erdmann brought up the time periods proposed in the plan are outdated. Erdmann made a motion to change all of the time periods to ongoing rather than every 6 months

CUP for 6' fence in front yard setback

June 19, 2018

TO: Plan Commission

FROM: Lindsey Kemnitz

SUBJECT: CUP for 6' fence in front yard setback

Charles Pfrang the representative of TCG Holdings 5 LLC at 327 SW Franklin Street is requesting to install a 6 foot fence in the front yard setbacks. The fence is already installed on SW Franklin Street. Attached is a picture of the fence. The reason for the fence is he is trying to sell the property and wanting to mask the neighbor's blighted property. Below is the section within the municipal code that is applicable.

Section 82-567 Fences

(c) Height (1) In residential districts, only open or lattice type fences or hedges shall be permitted. Residential fences in side and rear yards shall not exceed six feet in height, with the exception of any portion of side yard fences within the front yard setback area, which shall not exceed four feet in height, without a conditional use permit. Residential fences and hedges located in the front yard or in the front yard setback area shall not exceed four feet in height, without a conditional use permit. A conditional use permit for residential fences and hedges located in the front yard or within the front yard setback area may only permit the fence to be increased to a maximum of six feet in height.

Recommendation: Schedule public hearing for the July Plan Commission meeting.

CITY OF BERLIN
REQUEST FOR CONDITIONAL USE PERMIT

CITY OF BERLIN (circled) **or** **EXTRATERRITORIAL ZONING JURISDICTION**

I/We Charles Pfrang of 327 S
(name) managing member (mailing address)

hereby request the Plan Commission to recommend to the Common Council of the City of Berlin the approval of a conditional use permit under the Zoning Code of the City of Berlin pursuant to Chapter 82 of the Municipal Code.

Current Zoning of property R-2

Address of Property 327 SW Franklin Ave Berlin WI

Legal Description Van Horns Add S½ of Lot 5 BLK 60

Reason for request: Fence @ 6' height. 2-4' sections selling property, Masking neighbors blighted property.

Lot Size ______

Parcel Number 206 015 42 0000

Present Improvements (Structures etc.) on Lot:

Home

Such proposed conditional use permit would be compatible with the character of the neighborhood because: existing Fences in area No negative impact or sight obstructions.

6/13/18 — **Date Filed**

[signature] — **Petitioner/Agent**

Conditional Use Permit Fee $200.00 - Fee must accompany this appeal payable to the City of Berlin

* *

FOR OFFICE USE ONLY

Meeting advertised ______ **Date of Commission Meeting** ______

Commission Recommendation Approve / Deny

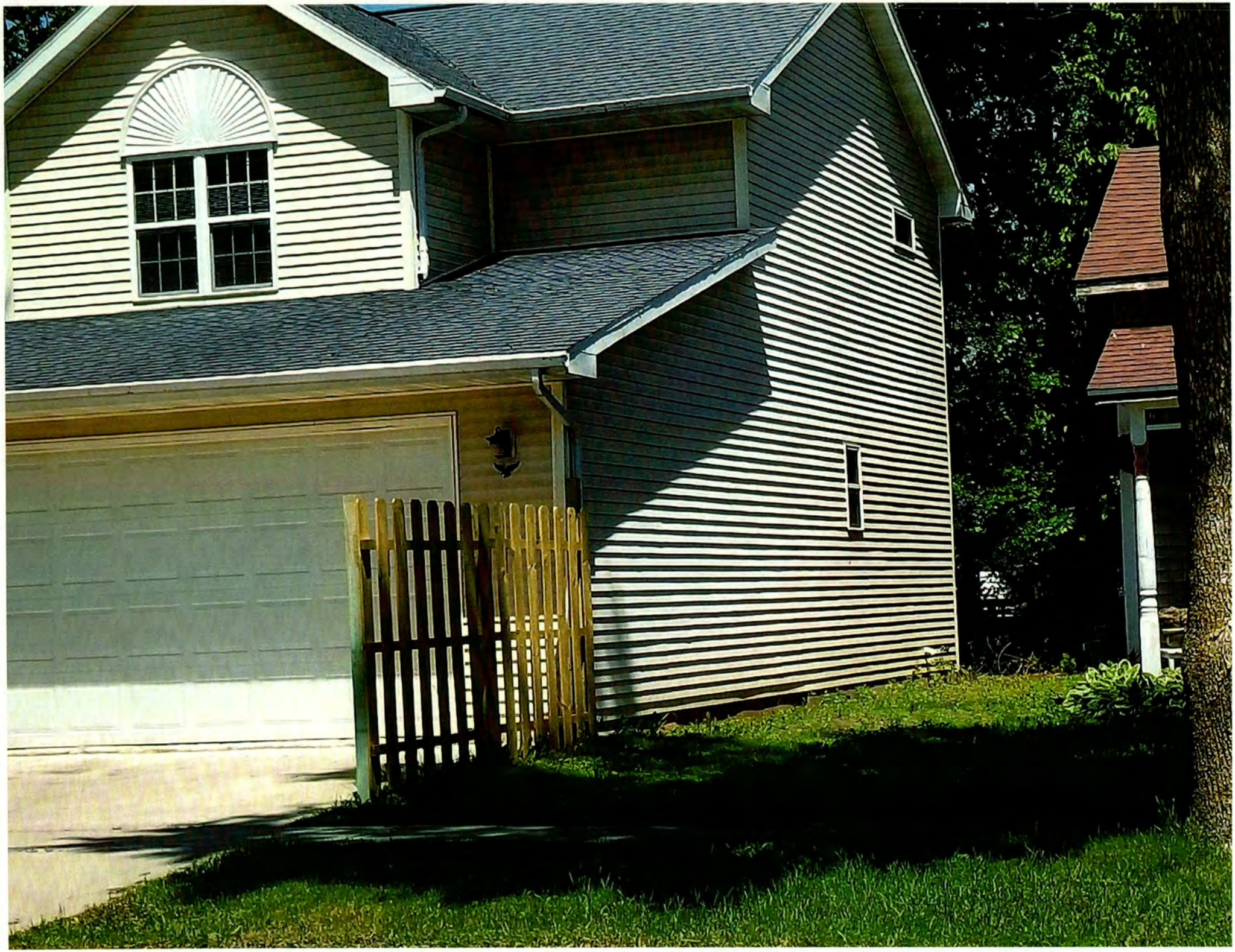
Special Conditions:

______

Council Decision Approve / Deny Date ______

Special Conditions:

______



Public Hearing for Comprehensive Plan Update

June 19, 2018

TO: Plan Commission

FROM: Lindsey Kemnitz

SUBJECT: Comprehensive Plan Update

Attached are the changes within the Comprehensive Code that removes the language referring to the ETZA. The amended zoning map, future land use map, and current land use maps are attached for review. Kunkel Engineering is still working on finalizing the future land use map. The future land use map had no changes to it besides the previously approved changes from the past several years. The zoning map now only identifies the zoning for the City of Berlin.

Recommendation: Recommend the amendments and resolution to the Common Council for approval for the July meeting.

PLAN COMMISSION
RESOLUTION #_____

A RESOLUTION BY THE PLAN COMMISSION TO RECOMMEND ADOPTION OF THE AMENDED COMPREHENSIVE PLAN OF THE CITY OF BERLIN, WISCONSIN

The Plan Commission of the City of Berlin, Wisconsin, do resolve as follows:

Section 1. Pursuant to section 62.23(2) and (3) of the Wisconsin Statutes, the City of Berlin, is authorized to amend its comprehensive plan as defined in section 66.1001(1)(a) and 66.1001(2) of the Wisconsin Statutes.

Section 2. The City has held at least one public hearing on the subject matter of this Resolution on June 26, 2018, in compliance with the requirements of section 66.1001(4)(d) of the Wisconsin Statutes.

Section 3. The Plan Commission of the City of Berlin, Wisconsin, does, by enactment of this Resolution, formally recommend adoption by the Common Council of the document entitled, "City of Berlin Comprehensive Plan, and Revised November 29, 2011 through June 26, 2018 , Public Hearing June 26, 2018 , City Council Approved July 17, 2018 ", pursuant to section 66.1001(4)(c) of the Wisconsin Statutes.

Section 4. This Resolution shall take effect upon passage by a majority vote of the members of the Plan Commission.

Passed, approved and adopted this 26th day of June, 2018.

ROLL CALL VOTE:

_____ AYES

_____NAYS

_____ABSENT

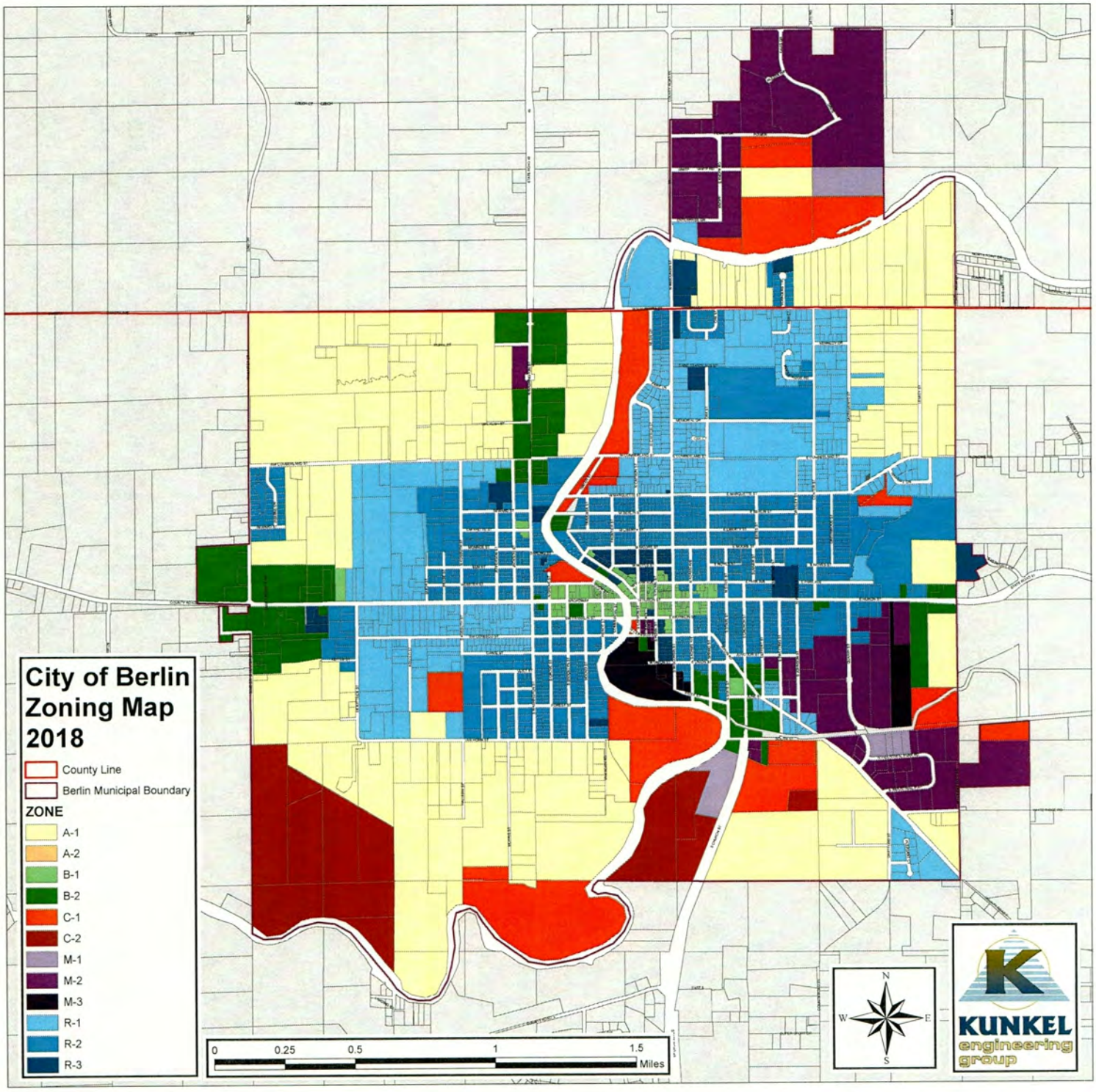
CITY OF BERLIN

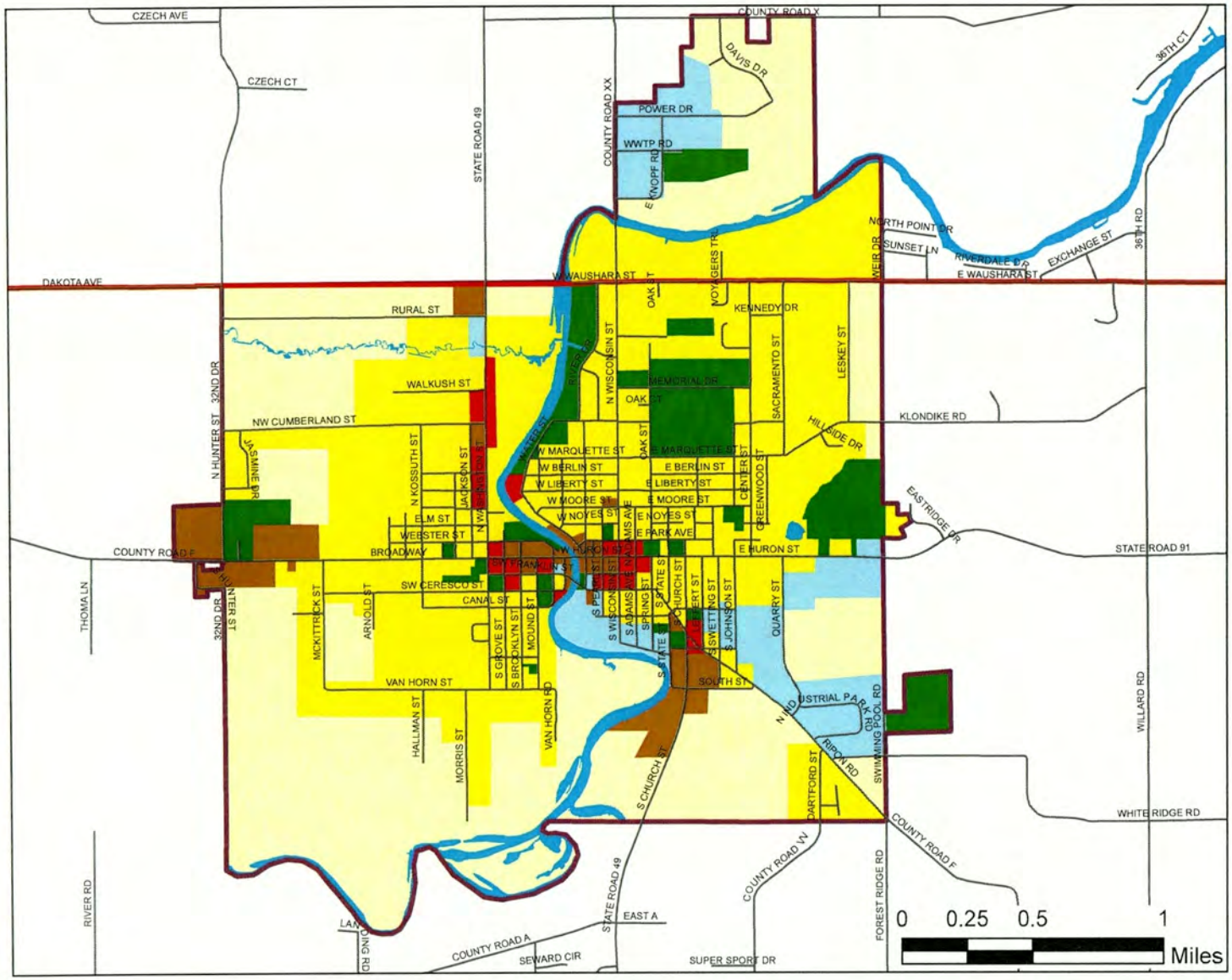
BY:_____
Richard D. Schramer, Mayor

ATTEST:_____
Jodie Olson, Clerk

APPROVED AS TO FORM:

_____
Matthew G. Chier
City Attorney


City of Berlin
Zoning Map
2018
County Line
Berlin Municipal Boundary
ZONE
A-1
A-2
B-1
B-2
C-1
C-2
M-1
M-2
M-3
R-1
R-2
R-3
0
0.25
0.5
1
1.5
Miles
N
W
E
S
KUNKEL
engineering
group



City of Berlin Land Use Map 2018

County Line

Berlin Municipal Boundary

Current Land Use

- Water
- Agricultural / Vacant
- Commercial
- Industrial
- Mixed Use
- Public-Govt-Parks
- Residential

KUNKEL engineering group

Map 7

Future Land Use

City of Berlin
Green Lake County, WI

Legend

- Roads
- Lake or River
- Municipal Boundary
- Woodlands
- Wetland or ESA*

Current Land Use

- Agricultural / Vacant
- Commercial
- Industrial
- Mixed Use
- Public-Govt-Parks
- Residential

Future Land Use

- Future Commercial
- Future Conservancy Area
- Future Industrial
- Future Public-Govt-Parks
- Future Residential

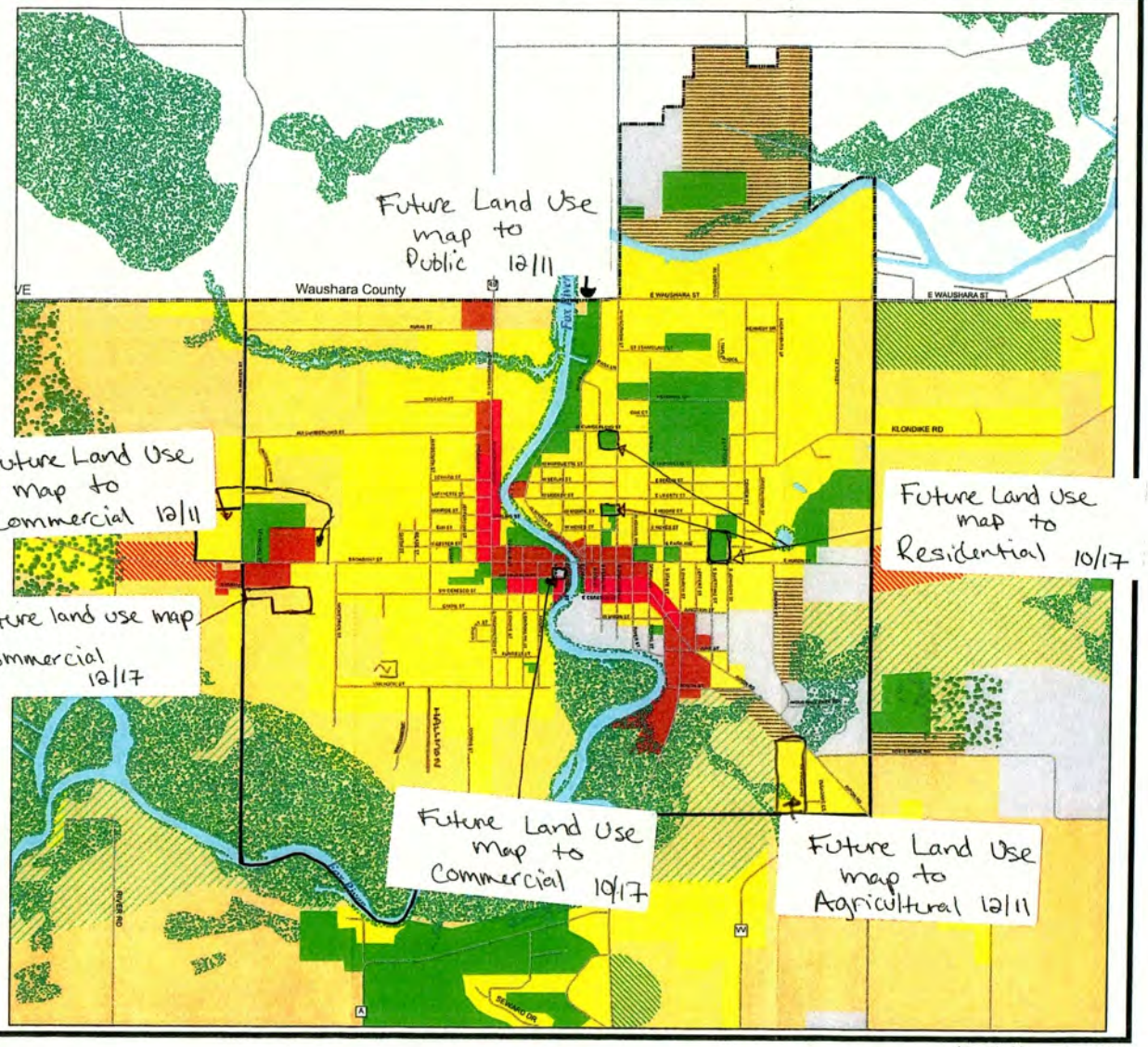
*ESAs (Environmentally Sensitive Areas) Include stream protection areas consisting of a 75 foot buffer.

N W E S

0 0.125 0.25 0.5
Miles

Map Date: 1/14/2003

Green Lake County
Planning & Zoning Department



ArcMap document: "City_of_Berlin_Map7_Future_LandUse_Map.mxd"

Attachment: C Strategies

Amended 2018

The following strategies that will be used to implement the plan are outlined below. They are to be used as specific methods for accomplishing the goals and objectives outlined in this plan. By reviewing at least annually, it will allow the City to check off those that have been accomplished, begin pursuing the next strategy, adding additional priorities as they present themselves, re-organize existing strategies and re-prioritizing as applicable. Prioritizing will be important not only for accomplishing the most important tasks first but also to identify tasks that are dependent on other strategies.

The strategies are further clarified by adding 'Committees & Organizations' that would serve as the leaders for initiating the tasks. They would also be responsible for notifying other interested parties and identifying additional resources that may be needed. It is assumed that each of the tasks will also involve appropriate City staff. An estimated allotment of time is also provided. Once a task is initiated it should be completed within the defined amount of time. This will assure completion of tasks and allow the City to move on to the next item. When the estimated time states 'On Going' this will be a task, that once initiated becomes a regular function of the City.

COMMITTEES & ORGANIZATIONS	TIME (IN MONTHS)

Strategy for preserving and protecting the City's natural resources

- *Conduct an environmental/ecological audit to determine which areas need to be protected/preserved. Review and revise as necessary the Zoning Ordinance to ensure that development adjacent to environmentally sensitive areas is appropriate. Control development with zoning tools such as Conditional Use Permits. Identify revisions to zoning, wetland and floodplain maps along with existing stormwater drainage ways.*
  - ***City Staff, Plan Commission*** ***ongoing***

- *Update the subdivision ordinance to include protection of environmental corridors including rivers, streams, wetlands, drainageways and floodplains as well as other environmental resources.*
  - ***City Staff, Plan Commission*** ***Ongoing*** ~~***5 yrs.***~~

Strategies to preserve, protect & enhance the quality of housing in the City

- *Use the powers of a Community Development Authority (CDA) to finance or act as a conduit for financing private development of elderly multi-family housing.*
  - ***City Staff, Plan Commission, CDA*** ***Ongoing***

- *Apply for Department of Administration's (DOA) Community Development Block Grant (CDBG) money for site acquisition, preparation and public service costs for low and moderate income housing.*
  - ***City Staff, Plan Commission, CDA*** ***Ongoing***

- *Develop criteria and standards for new housing and distribute through Requests For Proposals (RFPs) to property owners and developers in the area.*
  - ***City Staff, Plan Commission*** ***Ongoing***

- *Survey residents to determine need and interest in alternate types of housing developments and rehabilitation programs.*
  - ***City Staff*** ***Ongoing***

- *Survey church and civic groups to see if any are interested in helping low income and elderly householders with regular maintenance and repairs.*
  - ***City Staff, Commission on Aging*** ***Ongoing***

- *Inform seniors and low-income residents, who are having trouble paying their property taxes, of the deferment program run by the Wisconsin Housing and Economic Development Authority.*
  - ***City Staff*** ***Ongoing***

- *Using the zoning and subdivision ordinances, require buffers or screening between residential areas and adjoining inappropriate uses.*
  - ***City Staff, Plan Commission*** ***Ongoing***

- *Review and revise, if necessary, the zoning ordinance in order to restrict inappropriate uses from developing adjacent to residential areas.*
  - ***City Staff, Plan Commission*** ***Ongoing***

- *Use government sponsored funding sources to help the elderly, low income, and handicapped residents to improve their homes and to make them more accessible.*
  - ***City Staff, CDA*** ***Ongoing***

Strategies for ensuring the maintenance of a strong local economy.

- *Use development incentives to encourage business location and expansion in developed areas.*
  - ***City Staff, Plan Commission, CDA*** ***Ongoing***
    Chamber of Commerce

- *Work with the Towns to discourage scattered commercial development.*
  - ***City Staff, City Plan Commission,Co. Plan & Zoning Committee***
    Ongoing
  - ~~***ETZA***~~

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- *Use Tax Increment Funding Districts (TIF) to encourage economic development within the City.*
  - ***City Staff, Plan Commission, CDA*** ***Ongoing***

- *In conjunction with the Chamber of Commerce/BCDC establish an incubator for both commercial and industrial entrepreneurs.*
  - ***City Staff, Plan Commission*** ***Ongoing***
    Chamber of Commerce, Berlin Community Development Corp.

- *Develop a business mentoring program where more experienced business owners and managers help less experienced owners and managers to start a business, avoid pitfalls and become profitable.*
  - ***City Staff, Plan Commission*** ***Ongoing***
    Chamber of Commerce

Strategies for encouraging quality commercial areas in the City.

- *Conduct feasibility/best use analysis for development of vacant/underutilized properties.*
  - ***City Staff, Plan Commission~~, ETZA~~*** ***Ongoing***

- *Offer governmental assistance to encourage redevelopment and infill of vacant/underutilized properties, especially focusing on buildings of historic significance.*
  - ***City Staff, Plan Commission, CDA*** ***Ongoing***
    Historic Society~~, Business Improvement District~~

Strategies for preserving and improving the City's downtown

- *Review and rewrite if applicable the zoning ordinance to encourage infill development and higher densities throughout the downtown business district.*
  - ***City Staff, Plan Commission*** ***Ongoing***
    ~~Business Improvement District~~

- *Review zoning ordinance language and district boundaries to assure that 'highway commercial' does not detract from the historic nature of the downtown.*
  - ***City Staff, Plan Commission*** ***Ongoing***

- *Offer governmental assistance to encourage redevelopment and infill of vacant/underutilized properties, especially focusing on buildings of historic significants.*
  - ***City Staff, Plan Commission, CDA*** ***Ongoing***

~~***Business Improvement District***~~

- *Develop a parking study of the entire downtown to determine any deficiencies and designate future spaces where needed.*
  - ***City Staff, Plan Commission*** ***Ongoing***
    ~~***Business Improvement District***~~

- *Develop a capital improvement plan for additional items that will enhance the downtown, such as ornamental lighting, benches, plantings and paver bricks instead of concrete.*
  - ***City Staff, Plan Commission*** ***Ongoing***

- *Investigate financial and technical support that may be available if the downtown were designated a State 'Main Street' community.*
  - ***City Staff, Plan Commission*** ***Ongoing***
    ~~***Business Improvement District***~~

Strategies for improving the City's industrial base

- *Develop a master plan for industrial space development. Include plans for adequate sewer, water, drainage, transportation links, and design standards.*
  - ***City Staff, Plan Commission, BCDC*** ***Ongoing***

- *Use such funding mechanisms as a Tax Increment Finance (TIF) District to encourage industrial development in the City.*
  - ***City Staff, Plan Commission, BCDC*** ***Ongoing***

- *Work with the City of Berlin and Green Lake & Waushara County Economic Development Corporations to determine types of businesses are most appropriate for the City.*
  - ***City & Co. Staff, City Plan Commission*** ***Ongoing***
    Co. Plan & Zoning Committee~~, ETZA~~, TREDC

- *Develop marketing materials for targeted industries.*
  - ***City Staff, Chamber of Commerce*** ***Ongoing***

- *Target appropriate businesses through phone calls, mass mailings, brochures and personal contacts.*
  - ***City Staff & ED Team, Chamber of Commerce, BCDC*** ***Ongoing***

- *Develop a plan of action for use whenever a business owner shows interest in the City. Determine who will be in charge of implementing each part of the plan.*
  - ***City Staff & ED Team, Chamber of Commerce. BCDC*** ***Ongoing*** ~~***6 mo.***~~

Strategies for improving the local transportation systems

- *Conduct a detailed study including a capital improvement plan that would identify the need for additional sidewalks and bike paths.*
  - ***City Staff*** ***Ongoing***

- *Work with the County to determine the feasibility of a regional bike route that would connect the Cities throughout the County and connect the City to the recreational areas around Green Lake County.*
  - ***City & Co. Staff, City Plan Commission*** ***Ongoing***
    Park & Rec. Commission, ~~ETZA~~
    Co. Plan & Zoning Committee

- *Monitor DOT traffic studies and conduct independent studies as deemed appropriate. Conduct corridor studies that will examine the effects of increased traffic and the impact on land uses.*
  - ***City Staff, Plan Commission*** ***Ongoing***
    ~~Business Improvement District~~

Strategies for improving cooperation with neighboring communities

- *Establish meetings between governmental staff and elected officials throughout Green Lake County as needed.*
  - ***City & Co. Staff, City Plan Commission*** ***Ongoing***
    Co. Plan & Zone Committee, ~~ETZA~~
    City Council, County Board

- *Hold informal meetings to share information between municipal representatives and area business leaders.*
  - ***City & Co. Staff, City Plan Commission*** ***Ongoing***
    Co. Plan & Zone Committee~~, ETZA~~
    City Council, County Board, Chamber

- *When updating the City's Comprehensive Plan notify the adjoining towns and counties of the changes.*
  - ***City & Co. Staff, City Plan Commission*** ***Ongoing***
    Co. Plan & Zoning Committee~~, ETZA~~

- *On an as needed basis, hold meetings with the City's municipal neighbors. UW-EX Community Resource Development Program can provide educational support for these meetings. The purpose of the meetings will be to discuss current initiatives and shared goals in the areas of land use, conservation and development.*
  - ***City & Co. Staff, City Plan Commission*** ***Ongoing***
    Co. Plan & Zoning Committee~~, ETZA~~

Strategies for improving the local Utilities and Public Facilities

- *Conduct a Stormwater Management Plan for the City. Pursue grant monies from such sources as: Wisconsin Department of Agriculture Watershed Programs, WDNR Lake Protection Grants or any other sources available.*
  - ***City Staff, City Plan Commission, Park & Rec. Commission*** — ***Ongoing***

- *Review and update, if necessary, the wastewater treatment facility plan, including the determination of the need for hiring an engineering firm for a full review.*
  - ***City Staff, Sewer and Water Commission*** — ***Ongoing***

- *Annually review the Citywide Park, Recreation and Open Space Plan.*
  - ***City Staff, City Council Park & Rec. Commission*** — ***Ongoing***

Strategies for assuring appropriate land uses and land use controls

- *Review and update the Comprehensive Plan once a year.*
  - ***City Staff, Plan Commission*** — ***Ongoing***

- *Compare current zoning to the recommended future land use map and where appropriate, rezone properties within the City that are in contradiction to the Comprehensive Plans.*
  - ***City Staff, City Plan Commission~~, ETZA~~*** — ***Ongoing***

- *In order to track land use changes, develop a computerized citywide parcel map with existing and future land use categories, using the latest Geographical Information Systems (GIS) technology. Requiring all computerized maps to be kept in a format compatible with the countywide system.*
  - ***City & Co. Staff, City Plan Commission*** — ***Ongoing***

- *Work cooperatively with the adjoining towns and the counties to discourage scattered commercial developments.*
  - ***City & Co. Staff, City Plan Commission Co. Plan & Zoning Committee~~, ETZA~~*** — ***Ongoing***

- *Revise the City's subdivision ordinance. Require an area development plan for entire acreage of parcels proposed for development including all future additions with the property. Include in the initial draft of such revised subdivision ordinance proposals providing for the relaxation of certain development requirements for areas of the city containing large parcels of undeveloped land, with the goal of promoting the reasonable residential development of such land into with larger parcel sizes and larger residential structure having a substantial impact on the City's tax base. Such proposals should include the possibility of allowing pole building construction, reducing currently required City road construction standards to standards similar to town roads (i.e. no curb and gutter, sidewalks, etc.). Such proposals should also include the* *Amended 2011*