

**AGENDA**  
**JOINT PLAN COMMISSION & ETZA**  
**TUESDAY, JANUARY 30, 2018 7:00 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 November 28<sup>th</sup>, 2017
- 4) Approval of Minutes – ETZA Plan Commission Meeting November 28<sup>th</sup>, 2017
- 5) **DISCUSS PROPOSED SIGN ORDINANCE**  
RECOMMENDATION: Schedule Public Hearing for February Plan Commission Meetings
- 6) **DISCUSS PROPOSES ACCESSORY STRUCTURE ORDINANCE**  
RECOMMENDATION: Discuss changes for accessory structure ordinance.
- 7) **DISCUSS ETZA AGREEMENT**  
RECOMMENDATION: Discuss future of ETZA and potentially including financial commitment from Towns.
- 8) Old Business
- 9) New Business
- 10) Next meeting date – February 27, 2018
- 11) 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

**PLAN COMMISSION MINUTES  
NOVEMBER 28, 2017  
CITY OF BERLIN  
BERLIN, WISCONSIN**

The November 28, 2017 Plan Commission meeting was called to order at 6:00 p.m. by Mayor Schramer. Roll call present were: Mayor Schramer, Bobbie Erdmann, Dave Secora, Mary Kubiak, Charlie Beard, and Ed Marks. Also present were Lindsey Kemnitz and Attorney Chier.

First item on the agenda was approval of the October 31<sup>st</sup>, 2017 Plan Commission minutes. Secora moved to approve the October 31<sup>st</sup>, 2017 Plan Commission minutes. Erdmann seconded the motion, which carried by voice vote.

Next item on the agenda was the public hearing for comprehensive plan for 158 S. Hunter Street. The Mayor opened the public hearing at 6:02pm. He asked if there were any questions. No response. Then he asked three times for anyone speaking for and three times for anyone speaking against. No response. Closed the public hearing at 6:04pm and opened it to the Commission to discuss. Marks made a recommendation to Common Council to approve Resolution 02-17 part of the Comprehensive Plan. Seconded by Erdmann, which carried by a voice vote.

Mayor Schramer opened the public hearing at 6:04pm for the rezone request at 158 S. Hunter Street. He asked if there were any questions. No response. Then he asked three times for anyone speaking for and three times for anyone speaking against. No response. Closed the public hearing at 6:05pm and opened it to the Commission to discuss. Secora stated that to the east of the property, there is a large berm by the residential area. Erdmann made a recommendation to Common Council to approve the rezone of 158 S. Hunter Street to B-2. Seconded by Beard, which carried by a voice vote.

The last item on the agenda was discussing the proposed sign code. The Commission had several comments about the sign code. The Commission did not have enough time to finish the discussion so Secora made a motion to postpone the public hearing. Kubiak seconded the motion, which carried by a voice vote.

There was no new or old business.

Kemnitz mentioned that due to the holiday the meeting was going to be moved to December 19<sup>th</sup>.

Erdmann moved to adjourn at 7:06 p.m. Beard seconded the motion, which carried by voice vote.

*Lindsey Kemnitz, Community Development Director*



EXTRA TERRITORIAL PLAN COMMISSION  
MINUTES  
Town of Aurora, Town of Berlin, City of Berlin  
Berlin, Wisconsin

July 25, 2017

PRESENT: Town of Berlin - Mike Murkley, Bob Bahn, Bob Chikowski  
Town of Aurora – CJ Young, Jeff Toll  
City of Berlin – Dave Secora, Dick Schramer, Mary Kubiak

ABSENT: Town of Aurora – Andrew Przybyl

ALSO PRESENT: Lindsey Kemnitz and Attorney Chier

The November ETZA Plan Commission meeting was called to order by Mayor Schramer at 7:06 p.m. This meeting was a Joint City of Berlin Plan Commission/Joint ETZA Plan Commission meeting.

Bahn made a motion to approve the minutes of March 28 and July 25<sup>th</sup>, 2017 ETZA Plan Commission. Seconded by CJ Young, which was carried by a voice vote.

The next item on the agenda was handing out the proposed sign code. Kemnitz passed out the code and would like the Commission to review it prior to next month's meeting.

No new or old business was discussed.

CJ moved to adjourn at 7:26 p.m. Secora seconded the motion, which carried by voice vote.

*Lindsey Kemnitz, Community Development Director*

## ACCESSORY STRUCTURES

January 22, 2018

TO: Plan Commission & ETZA

FROM: Lindsey Kemnitz

SUBJECT: Accessory Structures

Last month there was a brief discussion on the accessory structure ordinance. A couple of the commissioners were opposed to prohibiting the tarp like structures. The purpose of prohibiting the tarp like structures is to make the community more aesthetically pleasing. The ordinance could increase property values throughout the community by having people building permeant accessory structures rather than having tarp like structures. It could also increase the desire for people to move to Berlin area. As I have been working with the Berlin Police Department there has been several properties getting cleaned up, but through the process a couple of ordinances are being reviewed. The chronic nuisance abatement was passed in 2016; there is proposed vacant building registration ordinance, and proposed amendment to the junk vehicle ordinance to not exclude collector vehicles. Many other ordinances are in the being changed or in the process to help improve the community. Cleaning up the community is just one part to create economic development.

Please provide a recommendation for how staff should move forward with the accessory structure ordinance.

## ETZA Agreement

January 22, 2018

TO: Plan Commission & ETZA

FROM: Lindsey Kemnitz

SUBJECT: ETZA Agreement

Since the end of May I have been keeping track of the hours I have put towards ETZA. I separated it between the Town of Berlin and Town of Aurora. As of January 22 I have put 17.5 hours for Town of Berlin. In September there were some additional steps required for Farmland Preservation that had to be submitted to the State. For the Town of Aurora it has been 8.5 hours since May.

Is this something that the Town's would be willing to pay additional money to keep the ETZA established?

Would you want an established set monthly fee and then will be billed for additional time besides basics?

What would be included in the basic monthly fee? Time for agendas and permit review and approval?

Code enforcement would be charged to the town's?

New ordinances initiated by the towns would be the town's expense?