

**AGENDA
CITY OF BERLIN PLAN COMMISSION
TUESDAY, MARCH 27, 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 – Joint City of Berlin and ETZA Plan Commission Meeting February 27th, 2018
- 4) **PUBLIC HEARING FOR PROPOSED SIGN CODE**

RECOMMENDATION: Recommend sign code to Common Council for approval
- 5) Old Business
- 6) New Business
- 7) Next meeting date – April 24th, 2018
- 8) 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

**JOINT PLAN COMMISSION & ETZA MINUTES
FEBRUARY 27, 2018
CITY OF BERLIN
BERLIN, WISCONSIN**

The February 27, 2018 Joint Plan Commission meeting was called to order at 7:00 p.m. by Mayor Schramer. Roll call present were: Mayor Schramer, Bobbie Erdmann, Charlie Beard, Ed Marks, Dave Secora, Bob Chikowski, Bob Bahn, Mike Murkley, CJ Young, and Jeff Toll. Also present were Lindsey Kemnitz and Attorney Chier.

First item on the agenda was approval of the January 30, 2018 Plan Commission minutes. Marks moved to approve the January 30, 2018 Plan Commission minutes with the correction from Mr. Bahn. Secora seconded the motion, which carried by voice vote. Young moved to approve the January 30, 2018 Joint Plan Commission minutes with the correction from Mr. Bahn. Bahn seconded the motion, which carried by voice vote.

Second item on the agenda was to discuss and recommend to Common Council a variance for Aurora Manufacturing at 133 Enterprise Drive. Kemnitz explained to the commission this variance is different than normal, as the variance is for the protective covenants in the north industrial park. Within the protective covenants, it gives the City Plan Commission authority to recommend to Common Council a variance. Kemnitz explained that Aurora Manufacturing is looking to explain on their current lot in the north industrial park, but has run into some issues with wetlands on the lot. The protective covenant requires a setback of 40 feet and Aurora would be 30' 8" with the proposed addition. Secora made a motion to recommend to Common Council the approval of the variance for Aurora Manufacturing at 133 Enterprise Drive due to the wetland encroachment in the rear for the expansion. Beard seconded the motion, which was carried by a voice vote of the City Plan Commission.

Next item on the agenda was the discussion on the proposed sign code. There were a couple additional changes to the proposed sign code. Staff will make the changes according for next month's meeting. Marks made a motion to schedule the public hearing for the March Plan Commission meeting. Seconded by Secora, which was carried by voice vote. Bahn made a motion to schedule the public hearing for March Joint ETZA Plan Commission Meeting. Young seconded Bahn's motion, which was carried by a voice vote.

The Mayor brought up the next item on the agenda to discuss accessory structure ordinance. Kemnitz had a couple of questions regarding the accessory structure ordinance for the commission. Should the structure be professionally manufactured? After discussion between the commission, they agreed that it should be professionally manufactured with the original tarp or covering. The commission wants to require the structure to be anchored or secured to the ground to within stand the weather permitted in the manufactures guidelines. The structure cannot be ripped or torn. The structure cannot be bent or broken. Staff will work with Attorney Chier on drafting the ordinance with the recommendations from the commission. Town of Aurora was willing to change their ordinance to make the other communities accessory structure, as long as it is 100% the City's expense.

The next item on the agenda was to discuss ETZA agreement. Bahn stated that he felt the City of Berlin should pay 100% of the administrative costs. Bahn then stated that the Town's do not get

changed at all when a township resident goes to the County for permits. The Town' felt that the costs of CSM's, rezones, CUP, and BOA would be split 50/50 between the applicable town and City. The commission felt that the City send first initial letter and if it is not rectified, discuss costs with applicable town. The town's requests a table showing charges that could change such as Attorney, City Staff, and Kunkel. Staff will work on amending the draft agreement.

Last item on the agenda was discussing permitted locations for daycare. Staff explained that currently daycares are only allowed within B-2 and M-1 under a conditional use permit. Commission recommended allowing daycare facilities in B-1, B-2, M-1 and CUP in residential district and directed staff to work on amending the ordinance.

There was no new.

Under old business, Beard asked to move the joint meetings to 6pm.

Secora moved to adjourn at 8:34 p.m. Marks seconded the motion, which carried by voice vote.

Lindsey Kemnitz, Community Development Director

Sign Code Public Hearing

March 20, 2018

TO: Plan Commission & ETZA

FROM: Lindsey Kemnitz

SUBJECT: Sign Code Public Hearing

The City and ETZA Plan Commission has been reviewing the proposed sign code since November 2017. The proposed sign code was initiated by City Attorney due to a Supreme Court decision. The proposed sign code is similar to the City of Oshkosh's code that was updated in 2017 to be in compliance with the Supreme Court case decision. The proposed sign code includes more graphics and charts to make it easier for the public to understand and interpret the ordinance.

Recommendation: Recommend the propose sign code to Common Council for approval.