**CITY OF BERLIN PLAN COMMISSION MINUTES**

**June 30th, 2020**

**CITY OF BERLIN**

**BERLIN, WISCONSIN**

The June 30th, 2020 City Plan Commission meeting was called to order at 6:00 p.m. by acting chairman Erdmann. Roll call present were: Ed Marks, Bobbie Erdmann, Dave Secora, Victoria Hill and Mary Kubiak. Also present was Lindsey Kemnitz. Due to COVID pandemic, Tammy Bending, Jim Medinger, Leah Knapp, Don Neitzel, Dick Schramer, and Attorney Chier attended via zoom.

First item on the agenda was approval of the December 23rd, 2019 Plan Commission minutes. Secora moved to approve the December 23rd, 2019 Plan Commission minutes as presented. Marks seconded the motion, which was carried by a voice vote.

Second item on the agenda was site plan for ThedaCare for parcel 206-0187-0200. Jim Medinger project manager from HGA provided an overview of the project. The project is about 10,000 sq. ft. one story addition that will offer 9 exam rooms in the new emergency department. The project will be starting in August of 2020 and proposed competition is about a year.

Don Neitzel, City Engineer went through the review letter he provided to the Plan Commission. After review by the City Engineer the proposed plan meets all the City ordinances. The City Engineer recommended seven items that are listed below.

1) That site landscaping plans be submitted to the City for review and approval prior to a building permit being issued. In addition, signage plans, including details, are to be submitted to the City for approval prior to their being installed. (HGA 6/11/20 email‐Boldt Contractors Inc. is responsible for submittal)

2) That all Erosion Control BMP’s, as reflected within the plans, be installed and maintained pursuant to the plans, specifications, and NR 151 standards. In addition, all erosion control devices are to be installed prior to the initiation of the construction project. (HGA 6/11/20 email‐Boldt Contractors Inc., the building General Contractor, is the responsible party to ensure that all erosion control BMPs are erected and maintained throughout construction of the project)

3) That the City Attorney prepare a Stormwater Management Agreement to require the continued

operation and maintenance of storm water facilities, as constructed, in perpetuity.

4) That the contractor coordinates with the City DPW in establishing the location of the proposed

driveway extension to Memorial Drive and moreover, that all improvements within the ROW be

inspected by City personnel. (HGA 6/11/20 email‐Boldt Contractors Inc. will work with City staff regarding the location of driveway entrances extending from Memorial Drive.

5) That the general contractor, or other designee, be responsible for submittal of a Notice of Intent to the WDNR prior to undertaking any onsite grading efforts. (HGA 6/11/20 email‐Boldt contractors Inc.)

6) That the general contractor be responsible for removing sediment and eroded material, as may be deposited on public roadways, pursuant to the requirements stated in the plans and/or as directed by the City DPW or building inspector. (HGA 6/11/20 email‐Boldt Contractors is responsible for removal of all sediment and eroded material from public roadways)

7) That project improvement plans be circulated to both the City of Berlin Building Inspector and City Emergency Services Departments for review and concurrence prior to construction. (HGA 6/11/20 email‐Boldt Contractors Inc. to submit full set of construction drawings to City Building Inspector and City Emergency services prior to starting construction)

Kemnitz added that an amended C500 was handed out prior to the meeting to the commission. The only change that occurred was a new fire hydrant being added on the west side of the new driveway. Neitzel asked where the water supply would be coming from. Knapp stated it would connect to the water main located on Memorial Drive. The additional fire hydrant was requested by the Berlin Fire Department.

Erdmann then asked the board if they had any questions about the project. Secora had a concern with the location of the helipad in proximity to the school’s and the power lines and asked if FAA approved the new location. Medinger stated they have met with FAA and there were no objections with the location of the helipad. Schramer asked the timeline of the landscaping plan. Medinger thought within the next couple of months it should be finalized. There was a question on the diameter of the utilities as the review letter identified 6 inch. Neitzel clarified that their private laterals are 6 inch, but the water and sewer mains are 8 inch. Marks asked if there will be a fence around the retention pond. Neitzel referenced C902 which identified the fence around the helipad and retention pond. The fence will be three foot chain link fence.

Erdmann asked for any other questions or comments. Kubiak made a motion to approve the site plan as presented with the seven conditions the City Engineer had in the review letter. Hill seconded the motion, which was carried by a voice vote.

No new or old business.

Next meeting date is July 28th, 2020

Secora moved to adjourn at 6:35p.m. Marks seconded the motion, which carried by voice vote.

*Lindsey Kemnitz, Community Development Director*