

**CITY OF BERLIN PLAN COMMISSION MINUTES
SEPTEMBER 29TH, 2020
CITY OF BERLIN
BERLIN, WISCONSIN**

The September 29th, 2020 City Plan Commission meeting was called to order at 6:00 p.m. by acting chairman Marks. Roll call present were: Ed Marks, Dave Secora, Victoria Hill, Dick Schramer and Mary Kubiak. Also present was Lindsey Kemnitz.

First item was approval of the August 25th, 2020 Plan Commission minutes. Kubiak moved to approve the August 25th, 2020 Plan Commission minutes as presented. Secora seconded the motion, which was carried by a voice vote.

Next item was public hearing for amendment to the fence ordinance. Kemnitz stated the amendment to the fence ordinance would allow closed type fences in the rear and side yard. The public hearing was opened at 6:02pm. Marks asked for anyone to speak for the item three times. Marks asked anyone to speak against the time three times. No one spoke for or against. The public hearing was closed at 6:04pm. Hill made a motion to recommend the amendment to the fence ordinance to Common Council for approval. Secora seconded the motion, which was carried by a voice vote.

The next item to discuss the landscape plan for the Thedacare site plan review. Kemnitz provided the commission the letter the City Engineer provided. Secora asked if the City has a maintenance agreement for the landscaping. Kemnitz stated the City doesn't for the landscaping, but does for the retention pond. Kubiak made a motion to approve the landscaping plan as presented. Secora seconded the motion, which was carried by a voice vote.

Next item was to discuss official street map. Joe Hoppa asked to get further clarification on Kettle Street. Marks reminded him that last month staff informed the commission that the City has no ownership in Kettle Street. Kemnitz is looking for some direction from the commission if they wish to keep Kettle Street as a proposed street or if it should be completely removed. Hill stated Morarity has someone interested in the property last month so she recommended to keep it as a proposed street. Secora mentioned the location of Kettle Street is on a corridor between adjacent property owners. Secora also mentioned adding a proposed street off from SW Ceresco Street to the west of McKittrick Street. Schramer asked to discuss Van Horn Street too. Marks asked staff to put the proposed street map on the agenda for next month to review. Hill directed staff to research Kettle Street extension for proposed street and other proposed streets on the official street map for next month's meeting.

The Commission reviewed the daycare changes that Attorney Chier drafted. The commission discussed if they should require additional lighting requirements. They felt the general requirement could handle the neighbor issues. Secora questioned the sentence structure of section 82-287, 312, and 337 (3) first sentence. Secora made a motion to schedule the public hearing for the next meeting pending review of the sentence structure in the section listed above. Hill seconded the motion, which was carried by a voice vote.

Next item was to discuss pet grooming, dog daycare, and boarding locations in the City of Berlin. Tina Schrei resident of Princeton is looking to open a pet grooming, dog daycare, and

boarding facility at 227 Broadway. This property would allow access from the front and rear of the building. Currently in the B-2 zoning district the ordinance allows animal hospital, pet shop excluding open kennels. A-1 district requires a CUP for kennel license and requires a minimum 20 acres. The commission asked staff to review other cities ordinances to allow doggy daycare such as sound, parking, hours of operation, number of dogs, etc. Schrei stated she needs to know if the city will allow dog grooming currently by November. The daycare and boarding can come later. Hill stated she knows Schrei is very knowledgeable but the commission needs to consider anyone looking to do this type of use. Schramer stated if the dogs are outside at all he would consider that a kennel license. Secora expressed he feels comfortable with the grooming, but hesitant on the daycare. Schrei stated there is grooming facility in downtown Princeton and Ripon. Secora made a motion to schedule public hearing for the October meeting to amend the B-1 district to require CUP for animal grooming, animal hospital, and animal shop excluding outdoor kennels. Add animal grooming as permitted use in B-2 district. Hill seconded the motion. Secora made an amendment to the motion to have staff research other communities for animal grooming and daycare. Hill seconded the amendment to the motion. The commission voted on the amendment to the motion and was approved by a voice vote. The commission voted on the motion as amended, which was carried by a voice vote.

No new or old business.

Next meeting date is October 27th, 2020

Secora moved to adjourn at 7:35p.m. Kubiak seconded the motion, which carried by voice vote.

Lindsey Kemnitz, Community Development Director