



PLANNING COMMISSION
MEETING WEDNESDAY, August 25th, 2021 at 5:15 PM
MUNICIPAL COMPLEX - 2000 MUNICIPAL DRIVE

CALL TO ORDER: Chairman Jochman called the Planning Commission meeting of August 25th, 2021 to order at 5:15 pm.

PRESENT: Chairperson: Chair Dennis Jochman
Commissioners: Mr. Aaron Sabel
Mr. Tom Young,
Mr. Morris Cox,
Mr. James Zielinski,
Ms. Tracy Romzek,
Mr. Michael Scheibe

Staff: Community Development Director George Dearborn
Associate Planner Farrah Yang
Planning Intern Isabel Taubel

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES – July 21st, 2021

A motion was made by Mr. Cox, and seconded by Mr. Zielinski to approve the meeting minutes of Wednesday, July 21st, 2021.

The motion carried 7-0.

PUBLIC HEARING

Chairman Jochman recused himself from the public hearing. Vice Chair Sabel stepped in to chair the public hearing.

1. CONDITIONAL USE PERMIT – Caretaker home at 7241 County BB

A motion was made by Mr. Cox, and seconded by Mr. Zielinski to open the public hearing.

The motion was carried 6-0.

Director Dearborn said that this is the final state in the modification of the zoning ordinance to allow a caretaker home in Industrial Zones. He said that a conditional use permit (CUP) is needed in Industrial Zones and a public hearing is required for any CUP. He added that the parcels are now combined into one parcel so that additional storage units could be placed on the lot. The house on the property will be used by the family any individuals living there to monitor activity at the storage facility. The caretaker home is limited to just a single-family home and cannot be sold for other purposes. Director Dearborn clarified that if the house is leased, the people living there has to be the ones providing care for the property. The Planning Commission has the final authority for CUPs.

Vice Chair Sabel asked if anyone wanted to speak 3 times.

A motion was made by Mr. Scheibe, and seconded by Ms. Romzek to close the public hearing.

The motion was carried 6-0.

OLD BUSINESS

None

NEW BUSINESS

1. CONDITIONAL USE PERMIT – Caretaker home at 7241 County BB

Director Dearborn said this action item has 5 conditions. He listed the conditions (see motion below).

Vice Chair Sabel said that all recommendations are appropriate and gave appreciation to the screening recommendation.

Mr. Young asked about the jog in the property.

Ms. Yang answered that it was done to fit everything in the previous Certified Survey Map to split the property.

Mr. Jochman, agent for the project, said that there was a 5 acres minimum and they had to get around the barn.

Mr. Young clarified that his question was just to point out that the joined parcels cleans up the property.

A motion was made by Ms. Romzek, seconded by Mr. Schiebe to approve of the CUP for a caretaker home at 7241 County BB with the following conditions:

1. The single-family home shall only be rented or occupied to an individual or individuals living as a family unit and at least one of the individuals renting or residing in this dwelling unit shall be responsible for caretaking and security of the parcel this dwelling unit is located on.
2. The single-family home and adjacent industrial uses on this parcel shall be exempt from all screening requirements as it is part of the L1 Industrial Zoning district of the parcel.
3. The use of this single-family home for any uses other than incidental to a caretakers home is expressly prohibited and will invalidate this CUP.
4. The caretakers home shall remain under ownership of the owner of the industrial property on which the home is located and shall only be rented or provided to a caretaker or caretakers for the specific property on which this home is located.
5. The parcel shall abide by all local, county, state regulations.

The motion carried 6-0.

OTHER BUSINESS

Chairman Jochman returned to chair the rest of the meeting.

1. Development Activity Report

Director Dearborn said that there were 5 single-family homes issued this month which makes 25 single-family homes for the year. Last year at this point there were only 14 single-family homes and 3 duplexes. There have been 3 commercial for this year but none for this month. The value is currently \$24 million, lower than last year which was \$26 million. There are a few projects that will no longer be coming through due to increase construction prices.

Mr. Zielinski asked about the land exchange with City of Menasha.

Mr. Dearborn said that it was still being negotiated but that it is confidential information.

COMMUNICATIONS

1. Sustainability Committee Report

Director Dearborn said he was not present for this meeting and that Isabel will be presenting on what was discussed at the meeting. He also announced that this would be Isabel's last Planning Commission meeting as her internship ends on Friday.

Ms. Taubel said that the committee discussed the issues that are still on going at the community gardens. She said that Mr. Koeppel will be touching base with Mr. Tracey to see how to fix the issues. She went on to talk about how the plastic recycling is going well and two more benches are on their way. Electronic Recycling is happening on October 9th and the committee is still continuing their education on proper recycling.

All the Commissioners congratulated Isabel, applauded her and thanked her for her service.

PUBLIC FORUM

Ms. Romzek asked about the lights at American Drive turning back on.

Director Dearborn said the street is completed and that would be a Randy Gallow thing.

ADJOURNMENT: A motion was made by Mr. Young, seconded by Mr. Schiebe to adjourn.

The motion carried 7-0.

5:34 p.m.
Plan Commission
August 25th, 2021 Minutes
Farrah Yang, *Recording Secretary*