



PLAN COMMISSION MEETING MINUTES

June 2, 2020 5:00 p.m.

Location: **City Hall, 2110 Washington St, New Holstein, WI 53061**
Plan Members Present: Jeff Hebl, ElRoy Schreiner, Bob Bosma, Richard Snelson, Gary Roehrig, John Stephany
Others Present: Lee Novak, Robert E. Lee & Associates, Cary Nate, Building Inspector, and Jay Johnson, Solar Supply Co.

The meeting was called to order by Chairperson Hebl. It was noted that the meeting was properly announced. Roll call was taken by Langenfeld. A motion was made by Schreiner, seconded by Roehrig, and carried to approve the agenda as presented. A motion was made by Bosma, seconded by Schreiner, and carried to approve the minutes from the previous meeting.

The Commission reviewed the CSM map for William Hess, Parcel 18572. Lee Novak provided review of the proposed CSM indicating that the way that the parcel is proposed Lot 1 would be landlocked; New Holstein Utilities will be upgrading a receptor and will be requesting an additional easement on this property; there is a 500' setback requirement from the WWTP as per WDNR regulations; Ordinary High Water Marks are required to be shown on the CSM; the CSM must include Public Trust information; the city has a Shoreland Ordinance in place which will require that the CSM shows wetlands, buildings and driveways, environmental corridors and floodplain boundaries. Langenfeld informed the Commission that Hess does own parcel 18586 which is adjacent to Lot 1 which could be combined to provide access to Lot 1. Bosma requested information on why the lot is being divided. Hess informed the Commission that he is selling Lot 2 for agriculture. The Commission agreed that the CSM needs to be revised and presented to the Commission for approval. A motion was made by Bosma, seconded by Snelson, and carried to table the item until a new Certified Survey Map can be reviewed.

The Commission reviewed a Conditional Use Permit Application for Keith Middaugh, 2113 Broadway Street. Schreiner asked the installer if the rail and panels have already been installed. Jay Johnson, Independent Solar, LLC apologized and informed that Commission that the project has started as they were not aware of the requirement for a conditional use permit. A motion was made by Snelson, seconded by Stephany, and carried to approve the Conditional Use Permit request as submitted by Keith Middaugh.

The Commission reviewed the status of three city properties that have been discussed at previous meetings: 2008 Main St, 2336 Prospect St., 2412 Wisconsin Ave. Cary Nate informed the Commission that a raze and repair order was issued for 2008 Main St. and was posted by the Police Department. Bosma requested clarification on if the order was served to the property owners and if there was a mortgage on the property. Nate informed the Commission that a title search was completed on the property and that he was not aware of a mortgage on the property. Roehrig informed the Commission that when someone is usually served there is a record and payment requirement. Nate informed the Commission that Attorney Andy King would be the one dealing with the property. Hebl informed the Commission that he would investigate this. The Commission agreed that they need to know if papers were served and what the status is, and if there is a mortgage on the property.

The Commission discussed the condition of 2336 Prospect Street. Nate informed the Commission that orders were served to the property owner in 2019 and a permit was applied for and issued for a new roof. This permit has since expired, nothing has been done on the property to improve the conditions. Snelson indicated that he would like to provide options to the homeowner to be able to apply for assistance to repair the property. Hebl requested that the City move forward with the raze and repair order. Stephany asked if there was mold present and Nate indicated that there has been a consistent water problem in the home with only one room on the 2nd floor that hasn't been impacted by water and indicated that yes there is mold present. Bosma informed the Commission that the Council will need to approve to budget money to cover the cost to raze the structure. The Commission agreed that Nate should move forward with the raze order on this property.

The Commission reviewed the status of 2412 Wisconsin Ave. An order was issued to the property owner to have the hole filled and a front stoop installed by July 1, 2020. Hebl informed the Commission that the hole was filled and that there are junked vehicles and a box truck located on the property. Hebl indicated that he will contact the police to check the registrations to find out if citations can be issued.

Being no further business, the meeting adjourned.

Cassandra Langenfeld
Administrator/Clerk-Treasurer