

## PLAN COMMISSION MINUTES

December 12, 2016

5:30 PM

Meeting Room D  
City-County Government Center

160 S Macy Street  
Fond du Lac, Wisconsin

### OPENING CEREMONIES

#### Attendance

##### Present

Hertha Longo  
Derek Terbeest  
Sarah Van Buren  
David Washkoviak  
Nicole Weise

##### Absent

Dan Nielsen  
Anne Pierce  
Stan Ramaker  
Jordan Skiff

##### Administrative Staff

Joellyn Dahlin  
Paul DeVries

#### Declaration Quorum Present

Chairperson Washkoviak declared a quorum present.

#### CONSENT AGENDA

October 17, 2016 Minutes

A Motion was made by Nicole Wiese to approve minutes of October 17, 2016 and seconded by Sarah Van Buren, and the motion was **Passed.**

Ayes: Longo, TerBeest, Van Buren, Washkoviak, Wiese

Absent: Nielsen, Jr., Pierce, Ramaker, Skiff

#### ACTION

Construction Of Curb And Gutter

Effect: To initiate administrative action for the construction of and levying special assessments.

**Locations: 5th Street** from S. Marr Street to S. Park Avenue

**7th Street** from S. Main Street to S. Park Avenue

**Ellis Street** from 4th Street to 8th Street (North Leg)

**N. Military Road** from the W. Follett Street to W. Scott Street

**Tompkins Street** from Superior Street west to Termini

A Motion was made by David Washkoviak to approve Action Item A, Construction of Curb and Gutter, initiating administrative action for the construction of and levying special assessments and seconded by Hertha Longo, and the motion was **Passed**.

Ayes: Longo, TerBeest, Van Buren, Washkoviak, Wiese

Absent: Nielsen, Jr., Pierce, Ramaker, Skiff

#### **ADJOURN**

A Motion was made by Sarah Van Buren to adjourn at 5:37 PM and seconded by Derek TerBeest, and the motion was **Passed**.

Ayes: Longo, TerBeest, Van Buren, Washkoviak, Wiese

Absent: Nielsen, Jr., Pierce, Ramaker, Skiff

COMMISSION AGENDA  
CITY OF FOND DU LAC, WISCONSIN  
October 17, 2016 Minutes

Subject:

Effect:

Initiator:

Location:

Recommendation:

ATTACHMENTS:

File Name

[Minutes\\_2016\\_10\\_17\\_Meeting\(292\).pdf](#)

## **PLAN COMMISSION MINUTES**

October 17, 2016

5:30 PM

### **Meeting Room D**

City-County Government Center

160 S Macy Street

Fond du Lac, Wisconsin

### **OPENING CEREMONIES**

#### **Attendance**

##### Present

Hertha Longo

Stan Ramaker

Derek TerBeest

Sarah VanBuren

David Washkoviak

Nicole Wiese

##### Absent

Jordan Skiff

Anne Pierce

Daniel Nielsen, Jr.

##### Administrative Staff

Joellyn Dahlin, Principal Planner

Dyann Benson, Community Development Director

#### **Declaration Quorum Present**

Chairperson Washkoviak declared a quorum present.

#### **CONSENT AGENDA**

September 19, 2016 Minutes

A Motion was made by Stan Ramaker to approve the September 19, 2016 Plan Commission Minutes and seconded by Hertha Longo, and the motion was **Passed**.

Ayes: Longo, Ramaker, TerBeest, Van Buren, Washkoviak, Wiese

Absent: Nielsen, Jr., Pierce, Skiff

#### **PUBLIC HEARING**

Public Hearing Regard The Proposed Creation Of Tax Incremental District Number Twenty Boundaries And The Proposed Project Plan For The District

Effect: Designate the Boundaries of Tax Incremental District Twenty as set forth in the project plan; adopt the Project Plan for Tax Incremental District Twenty; recommend to City Council that Tax Incremental District Twenty be created.

Location: 63 E Merrill Avenue

Initiator: Community Development Director

A Motion was made by David Washkoviak to designate the Boundaries of Tax Incremental District Twenty as set forth in the project plan; adopt the Project Plan for Tax Incremental District Twenty and recommend to City Council the creation of Tax Incremental District Twenty and seconded by Nicole Wiese, and the motion was **Passed**.

Ayes: Longo, TerBeest, Van Buren, Washkoviak, Wiese

Abstain: Ramaker

Absent: Nielsen, Jr., Pierce, Skiff

Public Hearing Regard The Proposed Creation Of Tax Incremental District Number Twenty-One Boundaries And The Proposed Project Plan For The District

Effect: Designate the Boundaries of Tax Incremental District Twenty-One as set forth in the project plan; adopt the Project Plan for Tax Incremental District Twenty-One; recommend to City Council that Tax Incremental District Twenty-One be created.

Location: Brooke Street Corridor

Initiator: Community Development Director

A Motion was made by Sarah Van Buren to designate the Boundaries of Tax Incremental District Twenty-One as set forth in the project plan; adopt the Project Plan for Tax Incremental District Twenty-One and recommend to City Council the creation of Tax Incremental District Twenty-One and seconded by Derek TerBeest, and the motion was **Passed**.

Ayes: Longo, TerBeest, Van Buren, Washkoviak, Wiese

Abstain: Ramaker

Absent: Nielsen, Jr., Pierce, Skiff

## **ACTION**

Special Use Permit

Effect: Use existing building for child daycare center

Location: 16 Guindon Boulevard

Initiator: Angela Schmitz

Spoke in Support of Special Use Permit

Angela Schmitz, 300 Muentner Ave., Fond du Lac

1. An occupancy permit is required. A Certificate of Occupancy shall be issued by the Chief Building Inspector prior to the start of business operations.

2. On-site parking shall be provided in accord with zoning code requirements. A parking lot layout plan shall be provided to the Building Inspector as part of the required submittal for building permits and shall demonstrate compliance with code regulations.

3. The building exterior shall be painted prior to the issuance of a Certificate of Occupancy, weather permitting. If weather conditions do not permit the completion of painting prior to occupancy, work may be postponed until 2017 and completed not later than June 1, 2017. The color palette shall be approved by the Community Development Department as part of the required building permit submittal.

4. Wall signage shall be limited to the north and west building facades. A sign permit is required.

5. Ground signage shall be limited to a monument sign; sign size, height and location shall comply with zoning regulations for the C-2 district. A sign permit is required. Illumination, if desired, shall be external. The use of an electronic message center as part of a ground sign shall be prohibited.

6. Trash and recycling dumpsters shall be contained within an enclosure at the rear of the property. The trash enclosure shall utilize a solid fence not less than 6 feet in height. The construction of a trash enclosure shall be completed prior to the issuance of a Certificate of Occupancy. A building permit is required.

A Motion was made by Hertha Longo to recommend to City Council approval of the Special Use Permit, subject to the conditions above and seconded by Stan Ramaker, and the motion was **Passed**.

Ayes: Longo, Ramaker, TerBeest, Van Buren, Washkoviak, Wiese

Absent: Nielsen, Jr., Pierce, Skiff

#### Special Use Permit

Effect: Use portion of existing building for seasonal warming shelter

Location: 237 N Macy Street

Initiator: Salvation Army

#### Spoke in Support of Special Use Permit:

Steven & Telinda Wilson, 237 N Macy St., Fond du Lac

Sharon Adams, 208 N Macy St., Fond du Lac

#### Spoke As Interest May Appear:

Randy Kind, 487 Rockrose Dr., Fond du Lac

1. Hours of operation shall be clearly posted, including the hour after which no admittance will be allowed.

2. Entry and exit shall be monitored by Salvation Army staff and/or its volunteers. Persons shall not congregate and/or loiter in the vicinity of the building and/or the surrounding neighborhood.

3. Exterior doors shall be kept closed to prevent unsupervised entry or exit from the shelter.

4. All persons are expected to respect the neighborhood and its residents and businesses. If, in the determination of the Chief of Police, the use creates unnecessary and/or continued disruption to the neighborhood, or compromises public safety of the property and/or the surrounding neighborhood, the special use permit shall be revoked immediately. The criteria for permit revocation shall include, but is not limited to, police calls for service, incident reports, and/or arrests and citations.

5. If the shelter is discontinued for a period of one year or more, and/or if Salvation Army no longer manages the program, the special use permit approval shall be null and void.

6. Use of the building for a warming shelter shall comply with requirements of the Building Code, Housing Code, Property Maintenance Code, and Fire Code. Maximum occupancy shall be determined by Fond du Lac Fire/Rescue.

A Motion was made by Nicole Wiese to recommend to City Council approval of the Special Use Permit for Salvation Army, subject to the conditions above and seconded by Sarah Van Buren, and the motion was **Passed**.

Ayes: Longo, Ramaker, TerBeest, Van Buren, Washkoviak, Wiese

Absent: Nielsen, Jr., Pierce, Skiff

#### **ADJOURN**

A Motion was made by Hertha Longo to adjourn at 6:20 p.m. and seconded by Derek TerBeest, and the motion was **Passed**.

Ayes: Longo, Ramaker, TerBeest, Van Buren, Washkoviak, Wiese

Absent: Nielsen, Jr., Pierce, Skiff

COMMISSION AGENDA  
CITY OF FOND DU LAC, WISCONSIN  
Construction Of Curb And Gutter

Subject: Effect: To initiate administrative action for the construction of and  
levying special assessments.  
**Locations:** **5th Street** from S. Marr Street to S. Park Avenue  
**7th Street** from S. Main Street to S. Park Avenue  
**Ellis Street** from 4th Street to 8th Street (North Leg)  
**N. Military Road** from the W. Follett Street to W. Scott Street  
**Tompkins Street** from Superior Street west to Termini

Effect:

Initiator:

Location:

Recommendation:

ATTACHMENTS:

File Name

[Petition 2017 Quarter Curb.pdf](#)

[12-12-16\\_PC\\_Memo - Public Improvements 2017.pdf](#)

[2017 Construction Map.pdf](#)

## PETITION

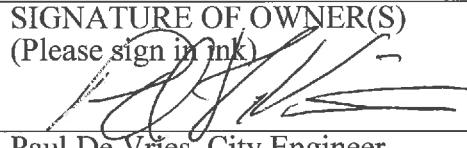
CITY COUNCIL  
FOND DU LAC, WISCONSIN

November 17, 2016

The undersigned petitioners, being owners of property herein described, respectfully request your honorable body to take such action as will cause the construction of:

- |  |   |
|--|---|
| <input type="checkbox"/> Sanitary Sewer Main | <input type="checkbox"/> Storm Sewer                |
| <input type="checkbox"/> Sewer Laterals      | <input type="checkbox"/> Grade and Gravel           |
| <input type="checkbox"/> Water Main          | <input checked="" type="checkbox"/> Curb and Gutter |
| <input type="checkbox"/> Water Lateral       | <input type="checkbox"/> Permanent Type Pavement    |
| <input type="checkbox"/> Street Lighting     | <input type="checkbox"/> Sidewalk                   |

On 5th Street from S. Marr Street to S. Park Avenue  
On 7th Street from S. Main Street to S. Park Avenue  
On Ellis Street from 4<sup>th</sup> Street to 8<sup>th</sup> Street (North Leg)  
On N. Military Road from the W. Follett Street to W. Scott Street  
On Tompkins Street from Superior Street west to Termini

| SIGNATURE OF OWNER(S)<br>(Please sign in ink)  | ADDRESS OF PROPERTY<br>(If different than address of<br>residence please state both –<br>please print) | ADDRESS OF<br>RESIDENCE<br>(Please print) |
|--|--|---|
| <br>Paul De Vries, City Engineer<br>Agent for City of Fond du Lac | 160 South Macy Street<br>Fond du Lac WI 54936-0150   |   |
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# ***CITY OF FOND DU LAC - Memorandum***

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Department of Public Works

**Date:** December 2, 2016  
**To:** Plan Commission  
**From:** Paul De Vries, City Engineer  
**Re:** 2017 Construction of Public Improvements

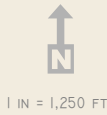
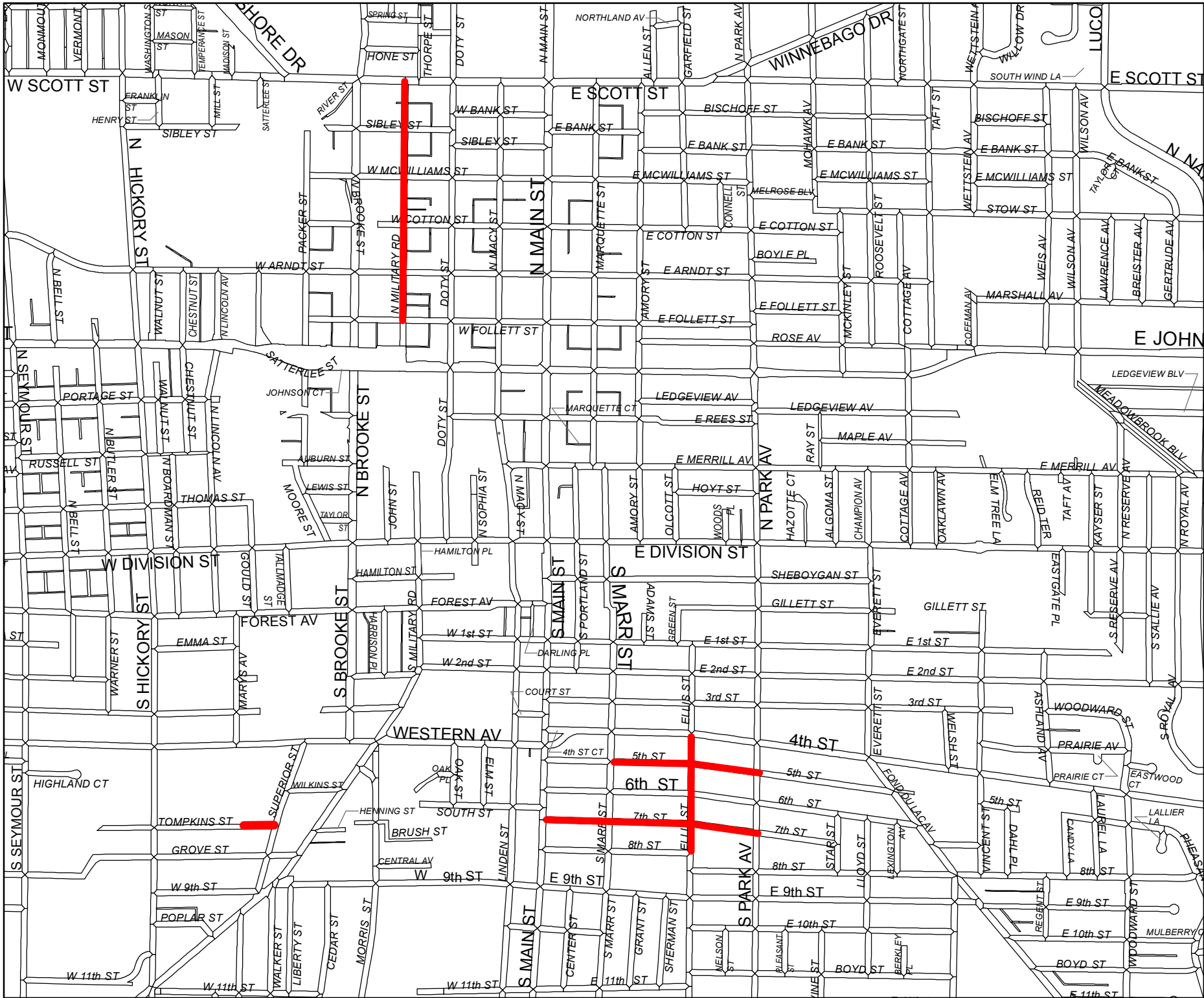
This petition was initiated by Paul De Vries, City Engineer. The proposed public improvements include construction of new curb and gutter as a part of the Clearwater Elimination Program, street reconstruction work. The location for special assessment of curb and gutter are:

- On 5th Street from S. Marr Street to S. Park Avenue
- On 7th Street from S. Main Street to S. Park Avenue
- On Ellis Street from 4<sup>th</sup> Street to 8<sup>th</sup> Street (North Leg)
- On N. Military Road from the W. Follett Street to W. Scott Street
- On Tompkins Street from Superior Street west to Termini

The streets will be reconstructed to restore the considerable amount of trench excavation required as a result of the underground work that will take place. Affected property owners would be assessed pursuant to the normal assessment practices for this type of work. The assessment will be ¼ of the actual cost of curb and gutter construction per assessable front foot. Approval of a preliminary resolution is requested for work anticipated during the 2017 construction season.

## **Recommendation**

Staff suggests a motion to recommend to the City Council approval of a preliminary resolution.



# Overall 2017 Construction Map



**ENGINEERING & TRAFFIC DIVISION**

2017 STREET & UTILITY CONSTRUCTION

DRAWN BY: PDEVRIS DATE: 12/2/2016