



CITY OF RIPON

100 Jackson Street Ripon, WI 54971-1396

**PLAN COMMISSION MEETING
WEDNESDAY, FEBRUARY 17, 2021
CONFERENCE ROOM, CITY HALL
7:00 p.m.**

AGENDA

Call to order/roll call

Approval of agenda

Approve meeting minutes – December 16th

Action items

- A. Resolution - declaring 205 Hamburg as surplus property which is not needed for public use and can be sold (Haas Brewery Stable)

Project updates and staff reports

Agenda items for future meetings

Adjourn

PLAN COMMISSION MEETING

December 16, 2020

Present: Grant, Iverson, Pollesch, Splitt

Absent: Hoch, Julian

Others: Public Works Director Ehrenberg, City Administrator Rich, City Attorney Wurtz

Mayor Grant called the meeting to order at 7:00 p.m.

Approval of agenda

Iverson moved and Pollesch seconded a motion to approve the agenda as presented. Motion carried 4-0.

Approve meeting minutes – November 18th

Iverson moved and Splitt seconded a motion to approve the November 18th, 2020 minutes as presented. Motion carried 4-0.

Action items

Public hearing – request for conditional use permit to allow a pet boarding facility in a B-2 (Highway Business) district located at 1035 West Fond du Lac Street – Marcie Culver

Mayor Grant opened the public hearing at 7:01 p.m. Katie Henrikson and Kylie Roehl were present on behalf of Marcie Culver to address the Commission. They explained the facility would be a small shop similar to Marcie's Pet Spa in downtown Ripon and would include ten boarding suites. Marcie's facility in West Salem, Wisconsin, is in a residential area and there have been no complaints about barking. Marcie's staff is mindful, and they do not take the dogs out early in the morning or late at night. Rich shared one email of support, which was received from Jeff Radloff on behalf of Cliff's Tire, located next door, at 1049 West Fond du Lac Street. No members of the public were present to address the Commission. Grant closed the public hearing at 7:03 p.m. Iverson stated that because the facility is located in a highway business district, and not a residential area, he has no concerns and recommends review of the permit in 12 months. Pollesch inquired if the dogs are taken outside individually and Katie stated yes, the dogs are taken out one at a time unless they are siblings. Pollesch inquired if there would be a fenced-in area for the dogs, and Katie stated that is undetermined, and at this time there would not be a fenced in area. Staff will walk the dogs. Wurtz requested confirmation that there would be no fenced-in area and dogs would be taken on individual walks. Katie confirmed. Wurtz agreed with the one year review, and inquired if there would be any other exterior changes. Katie stated only the sign. In the interior of the facility, they would be creating suites down in the lower level, which were formerly massage rooms. Splitt noted on the aerial view their appears to be a driveway on private property to Cliff's Tire and suggested that might be a spot for a fenced-in area in the future if needed. Pollesch inquired if staff cleans up after the dogs daily, and Katie stated immediately. Katie added that the closing on the sale of the building took place yesterday. Staff had no concerns. Iverson moved and Splitt seconded a motion to approve the conditional use permit for 1035 West Fond du Lac Street with the following conditions: 1) Subject to review in one year; 2) No fenced-in area at this time; and 3) No unaccompanied dogs outside the current structure. Motion carried 4-0. Mayor Grant wished the applicants good luck.

Extraterritorial Certified Survey Map – James and Whitney Keyes, Karau Ave

Dennis Green, Ripon Land Surveying, was present to address the Commission. Wurtz explained that the Plan Commission reviews all certified survey maps within a 1½ mile radius of the city. The Commission reviews such requests to determine if the subdivision or combination is consistent with the city's requirements and master plan. Green explained that James and Whitney Keyes wish to combine the two existing parcels on Karau Avenue into one parcel. They wish to build a house and have already had the perk test done. The township has already approved the certified survey map. Staff had no concerns and recommends approval. Pollesch moved and Iverson seconded a motion to recommend approval of the extraterritorial certified survey map as submitted. Motion carried 4-0.

Extraterritorial Certified Survey Map – Cedar Ridge Real Estate Investments LLC, Dartford Road

Dennis Green, Ripon Land Surveying, was present to address the commission. Green explained that Tom and Mary Avery wish to divide the strip of land indicated on the map from the rest of the parcel on Dartford Road. Dennis Kovalaske wishes to purchase the three-acre parcel from the Avery's for agricultural purposes. His buildings are already close to the lot line. Pollesch inquired if the land is currently zoned agricultural and Green replied yes. The township has already approved the certified survey map. Staff had no concerns and recommends approval. Pollesch moved and Splitt seconded a motion to recommend approval of the extraterritorial certified survey map as submitted. Motion carried 4-0.

Project updates and staff reports

Rich shared a letter from Tom Gregor, owner of Ripon Storage, LLC, regarding the status of the required asphalt for 805 Gateway Drive (Ripon Storage). The property has a qualified buyer, and it has been disclosed to the buyer that there is an asphalt requirement, and that the asphalt will need to be completed as soon as the paving season starts in 2021.

Rich also shared that the Building Inspector is reviewing the landscape plan for Alliance Laundry's retention pond and will provide an update at next month's meeting.

Pollesch requested the Building Inspector take a look at the landscaping plan for Ripon Storage as well.

Agenda items for future meetings

Rich shared that the plans for the Vermont Street / Parkway Terrace reconstruction project should be ready for review in January. Contact Rich or Mayor Grant with other agenda items.

With no further business before the Commission, Iverson moved and Pollesch seconded a motion to adjourn. Motion carried 4-0. Mayor Grant declared the meeting adjourned at 7:18 p.m.

Respectfully submitted,
Lori Rich, City Administrator

Public Works Committee meeting minutes – January 14th – 2021 Free Dump Day Tickets

At their January 14th meeting, the Public Works Committee recommended approval of the process for distributing 2021 free dump day tickets, as outlined in the Citywide Cleanup policy. Schraeder stated at the last Public Works Committee meeting the committee finalized a program for free dump tickets to drop items at the dump site. Tickets will be available to every home owner in the city. The tickets are available at the Public Works office. Proof of residency is required and the ticket is good for one load. If the tickets are not used in 2021, they cannot be rolled over, they expire at the end of the year. Splitt inquired about rental property. Ehrenberg stated the renter can show a City of Ripon water/sewer utility bill, which is in their name, as proof of residency. If the resident has more than one load, they can purchase additional tickets. Motion made by Splitt, second by Morrison to establish free dump ticket process for distributing 2021 free dump day ticket as outlined in the Citywide Cleanup Policy. Motion carried.

Resolution – establishing an equipment replacement fund from annual recycling fee revenues

At the January 14th meeting, the Public Works Committee recommended approval of the resolution presented to the council. Schraeder stated resolution dictated a minimum of 75% of the annual recycling fee revenues collected go into an equipment replacement fund. The use of funds will be limited to large equipment purchases (\$10,000 minimum) for items expected to last at least seven years. All requested uses must be brought through the annual budget process when possible; however, under no circumstances will any expenditure occur without approval of the Public Works Committee and the Common Council. Werch asked 75% of what amount. Schraeder stated approximately \$75,000 per year is expected to be put aside in the equipment replacement fund. Motion made by Werch, second by Gallops to approve Resolution No. 2021-05, A Resolution Establishing an Equipment Replacement Fund from Annual Recycling Fee Revenues. Motion carried.

Discussion items

Russell Manor land contract

A brief history of the Russell Manor land contract, which is up for renewal this year, was given by Rich. Staff recommends approving the Agreement to Extend Land Contract, under the same terms as the original contract, for an additional 10 years. Motion made by Morrison, second by Hansen to approve Russell Manor land contract for an additional 10 years under the same terms as the original contract. Motion passed 7-0-1 (Werch abstain).

Haas Brewery Stable

At their January 5th meeting, the Historic Preservation Commission approved a recommendation to the Council that the Haas Brewery Stable remain on that site and be sold to remain there. Splitt stated Historic Preservation Commission started a Facebook page and is listing the property to try to sell. Bring more awareness to it. The commission wants the building to remain on site if property is sold seeing it is the only barn crossing a creek in the state of Wisconsin. Grant asked Rich if the building is currently for sale. Rich stated not technically for sale. The property needs to go to the Plan Commission first to be declared surplus property. Splitt inquired if the property can be promoted on the commissions Facebook page. Wurtz stated not yet, needs to go through the process first. Splitt will give Wurtz information regarding property before posting on Facebook page. Motion made by Schraeder, second by Kane to send Haas Brewer Stable to Plan Commission for further discussion. Motion carried.

Cable TV Committee meeting minutes – January 18th

At their January 18th meeting, the Cable TV Committee approved a recommendation to the Council that the name of their committee be changed in the city's ordinances to Ripon Community Media Committee. Schatzinger stated Cable TV Committee should reflect all media and what they are all about. Motion made by Schraeder, second by Kane to bring an ordinance back to council to change name from Cable TV Committee to Ripon Community Media Committee. Motion carried.



RESOLUTION NO. 2021-_____

RESOLUTION DECLARING MISCELLANEOUS REAL PROPERTY SURPLUS

WHEREAS, the below-described property is no longer necessary, useful or suitable for municipal purposes.

NOW, THEREFORE, BE IT RESOLVED, that the following property be declared surplus and disposed of according to state statutes, including possible sale, trade, or other disposition of any land, structures, equipment, or other property described as follows:

City of Ripon

Property at 205 Hamburg Street

Acres: 0.757

Parcel ID#: RIP-16-14-21-05-360-62 and RIP-16-14-21-05-360-60

Legal Description: S21 T16N R14E NEWTON'S RESURVEY OUTLOT 1 CSM #7230-52-35 LOC IN LOTS 36 & 37 OF E 1/2 NW 1/4 (826575) .137A and S21 T16N R14E NEWTON'S RESURVEY OUTLOT 1 CSM #7229-52-34 LOC IN LOTS 36 38 & 39 OF E 1/2 NW 1/4 (826575) .62A

BE IT FURTHER RESOLVED, that the Mayor and City Administrator may do all acts necessary to dispose of this property according to state law.

Dated this _____ day of _____, 2021.

CITY OF RIPON

Theodore Grant, Mayor

ATTEST:

Lori Rich, City Administrator

AYES _____ NAYES _____
PASSED THIS _____ DAY OF _____, 2021

Approved as to form:

Ludwig L. Wurtz, City Attorney