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City of Ashland, Wisconsin
601 Main Street West — Ashland, WI 54806 — www.coawi.org

PLAN COMMISSION MEETING AGENDA

January 16th, 2024 at 6:30PM at the City Hall Council Chamber and via Go To Meetings

The meeting can be joined in person or by using a computer, smartphone or tablet at

<https://meet.goto.com/775025133>

**The meeting can also be joined by phone at
1 866 899 4679 using Access Code: 775-025-133**

Present: Matt Mackenzie, John Beirl, David Eades, Laurie Gregor, Jeff Beirl, Steven Wiley, Kevin Haas

Absent: JoAnn Erickson, Ana Tochterman

AGENDA

1. Call to Order and Roll Call
 - a. Meeting called to order at 6:30pm by Matt Mackenzie
2. Approval of the Agenda
 - a. Jeff Beirl moved to approve the agenda as it was presented, Eades seconded the motion. Motion carried with a 5-0 voice vote.
3. Consent Agenda
 - a. Approval of minutes from the November 21st, 2023 Plan Commission meeting
 - b. John Beirl mentioned the second page paragraph where Tochterman asked what was on surrounding properties. He asked for staff to make a correction there. John Beirl moved to amend the meeting minutes, Jeff Beirl seconded the motion. The motion carried with a 5-0 voice vote.
4. Identify potential conflicts of interest
 - a. None
5. Public Comment (non-agenda items)
 - a. None
6. Action Items:
 - a. Public Hearing and vote on a request to purchase 3 parcels of City-owned land, (parcels 201-03742-0000, 201-03743-0000, and 201-03744-0000, zoned Single-Family Residential (R-1). Applicant: Kevin Haas.
Wiley presented the item to Plan Commission. Mackenzie asked for a motion and a second to go into public hearing. John Beirl moved and Eades seconded to go into public

hearing. No one from the public voiced any concerns. Mackenzie asked for a motion and a second to exit public hearing. Jeff Beirl moved and Eades seconded to exit public hearing.

John Beirl voiced questions & comments

1. In favor of property going on tax rolls.
2. Mr. Beirl asked how is the price determined? Wiley answered: It is set by ordinance(s) that are in place. Discussion followed regarding property sales by the City to applicants in the past. The Planning Commission's goal is to ensure there is a fair price is set for the sale as to avoid preferential treatment.
3. Beirl explained that the Planning Commission does not want to give special treatment, the process needs to be fair and consistent with ordinance.
4. Jeff Beirl moved to amend the motion, Eades moved to approve. The revised motion included a condition that City staff work with the City Assessor to have an appraisal done and determine a fair price for the land. The applicant is required to develop within 3 years and cannot sell the property within that 3-year period.

Staff recommends APPROVAL of the Land Transfer request to sell Parcels 201-03742-0000, 201-03743-0000, and 201-03744-0000 contingent on the following conditions:

- *The right-of-way vacation and land transfer request shall be contingent on one another. Both shall require approval in order for either to proceed.*
- *The applicant shall be responsible for the costs associated with the land transfer including but not limited to: Certified Survey Map, closing costs, Register of Deeds recording fees, etc.*
- *Pending approval of the right-of-way vacation, the applicant shall combine the former right-of-way parcel with parcels 201-03742-0000, 201-03743-0000, and 201-03744-0000 via Certified Survey Map (CSM) to create one lot and City staff shall review and approve the CSM prior to recording at the County.*
- *Vehicle access to the applicant's property shall be determined through coordination with the Department of Public Works and applicant shall obtain all right-of-way approvals prior to constructing access to the property.*
- *Applicant shall obtain required approvals and zoning and building permits prior to constructing any improvements on the resulting property.*

The below three conditions were added at the Plan Commission meeting:

- *The applicant shall construct a home on the combined parcel within three (3) years of the land transfer closing date.*
- *The applicant may not sell the parcel(s) within three (3) years of the land transfer closing date.*
- *Additionally, City staff is to request an appraisal from the City Assessor to determine a fair market value for the land.*

Eades moved to approve the sale of the parcels to applicant Kevin Haas, Gregor seconded. The motion carried with a 5-0 voice vote.

- b. Review and approval on a request to vacate City right-of-way on 28th Ave E between parcels 201-03744-0000 and 201-03742-0000. Applicant: Kevin Haas.

Wiley presented the item to Plan Commission.

Staff recommends APPROVAL of the request to vacate City right-of-way on 28th Ave E between parcels 201-03744-0000 and 201-03742-0000 contingent on the following conditions:

- *The right-of-way vacation and land transfer request shall be contingent on one another. Both shall require approval in order for either to proceed.*
- *The applicant shall be responsible for the costs associated with the right-of-way vacation including but not limited to: Certified Survey Map, closing costs, Register of Deeds recording fees, etc.*
- *Purchase price shall be \$0.25 per square foot as determined by ordinance. Based on an area of 9,124 square feet the purchase price shall be \$2,281.00 for the right-of-way area.*
- *Pending approval of the land transfer request, the applicant shall combine the former right-of-way parcel with parcels 201-03742-0000, 201-03743-0000, and 201-03744-0000 via Certified Survey Map (CSM) to create one lot and City staff shall review and approve the CSM prior to recording at the County.*
 - *Vehicle access to the applicant's property shall be determined through coordination with the Department of Public Works and applicant shall obtain all right-of-way approvals prior to constructing access to the property.*
 - *Applicant shall obtain required approvals and zoning and building permits prior to constructing any improvements on the resulting property.*

Jeff Beirl moved to approve the vacation of the City ROW, Eades seconded. The motion carried with a 5-0 voice vote.

- c. Review and approval of a Certified Survey Map to legally create parcel #201-04859-0200, zoned Future Development (FD). Applicant: Peter Nelson

Staff recommends APPROVAL of the CSM proposed for Parcel # 201-04859-0200 contingent on the following conditions:

- *Approval is only for the CSM as proposed. Prior to constructing drive access or any improvements on the parcel, the applicant/owner shall obtain all required staff, Plan Commission, and Common Council reviews including CUP approval.*
- *Any future drive access shall meet all applicable Municipal Code and Unified Development Ordinance (UDO) standards and require review and approval by Planning and Public Works staff prior to construction.*
- *Applicant to submit a copy of the recorded CSM City staff once it is recorded at the Ashland County Register of Deeds.*

- i. Jeff Beirl moved to approve, Eades seconded. The motion carried.

7. Discussion Items:

8. Announcement/Reports/Comments/Questions

- a. An announcement was made regarding a fire at the Deepwater Grille caused by wiring in the attic. The alarm system caught it before it became widespread.

9. Adjournment

- a. John Beirl moved to adjourn the meeting, Jeff Beirl seconded. Motion carried, meeting adjourned at 7:37pm.

Recorded by:

Chianne Schweitzer, Administrative Clerk
Steven Wiley, Planning and Development
Director