

## PLANNING COMMISSION MINUTES

Mayville City Hall, 15 S. School Street, Mayville, WI

June 22, 2016

**1.) Call to Order and Roll Call.**

Meeting called to order at 5:00PM

Members Present: Bob Smith, Rob Boelk, Dolores Neumeyer, and Merlin Kahlhamer, Arlitt Del Ponte, and John Gable.

Absent: D.J. Legas.

Others present: Gail and Dewey Crist, Luann Kohlmann, John Kowalski, Jerome and Katherine Stuetgen, Jeff Butzke

**2.) Approve Agenda.**

Motion by Smith to change Agenda Item 10 by replacing the word “updating” with the word “revising”. Roll call vote was taken, Motion carried 6-0. Motion by Smith, second by Kahlhamer to approve agenda with the revised wording for Agenda Item 10. Motion carried 6-0.

**3.) Citizen Comments**

Gail and Dewey Crist of 939 Lina Street stated that they were unhappy with the decision by the Commission to recommend against the removal of sidewalks along Lina Street. They stated that they believe the sidewalks are not frequently used by pedestrians and mentioned that there are many other streets in the city that do not have sidewalks.

Luann Kohlmann of 930 Lina Street stated that she was also unhappy with the decision by the Commission to recommend against the removal of sidewalks along Lina Street. She stated that most of the sidewalk along Lina Street had been removed in 1980 and doesn't feel that there is a need to keep the small sections of sidewalk that have remained along her property and the property she owns across the street (925 Lina Street).

Mayor Boelk asked that a sidewalk removal item be added to the next Planning Commission Meeting agenda.

**4.) Approve the Minutes of the May 25, 2016, meeting.**

Motion by Neumeyer, second by Kahlhamer to approve minutes of the May 25, 2016 meeting. Motion carried 6-0.

**5.) Discussion with possible action of Land Division split for Jerome Stuetgen, Parcel #048-1216-2811-002, N7947 Bay View Road, Horicon.**

Nathan Kempke provided an overview of the Letter of Intent to divide the parcel as shown in the attached map, creating a separate parcel that is approximately 5 Acres in size within the 1.5-mile distance from the Mayville city limits. Kempke also mentioned that the ordinance allows for a maximum size of 2 Acres for any sub-divided parcels. Jerome Stuetgen shared a revised map showing the surveyed dimensions of the divided parcel and the area had been reduced to 4.5 Acres in an attempt to create the smallest parcel size he felt was possible to try to come as close as possible to the limit in the ordinance. Bob Smith stated that the City has allowed parcels larger than 2 Acres in the past, based on hardships such as structures that do not fit inside the 2 Acres. Smith expressed concern that allowing too many parcels to be split off that are more than 2 Acres would start to create a precedent and he felt that the 4.5 Acres being proposed for

this parcel was too large to allow. John Gable stated that the house was built on the parcel within past guidelines and now the owner is restricted when trying to sell his property because of new guidelines that have been put in place since the house was built. Smith stated that the City has been accommodating in the past to property owners and they can be again in this case, however the size of the split needs to be reduced. Smith and Stuetgen discussed options for reducing the size of his proposed split based on use of an easement for the driveway across the parent parcel or limiting the size of the split to the area around the house. Stuetgen stated that they are looking to close on the sale of the property on August 1. Don Neitzel stated that a special Planning Commission Meeting may be needed to approve the land division in order to meet the August 1 closing date.

Motion by Smith to table further discussion to the next meeting with a positive recommendation if the owner can reduce the size of the split parcel to 3.5 Acres. Roll call vote was taken, Motion carried 5-1 (Gable).

**6.) Discussion with possible action regarding the location of storage shed development within the River Knoll Industrial Park.**

Nathan Kempke stated that he and Don Neitzel had met with a developer that was looking at potential sites within the River Knoll Industrial Park area and had been asked to be added to the Planning Commission Meeting agenda, but was not present at the meeting. Don Neitzel added that he prefers the storage sheds are not placed on “prime” areas within the industrial park and the owner understood the concern. Neitzel also added that the anticipated value of the storage sheds would be below the limit for the reduced land purchase price incentive to apply.

Motion by Gable, second by Kahlhamer to table the item until the owner comes forward. Motion carried 6-0.

**7.) Discussion with possible action on Metalcraft Signs, 1000 Metalcraft Drive, parcel #251-1216-1322-001.**

Nathan Kempke mentioned the sign permit application provided in the packets for the proposed new signing at Metalcraft. He added that the proposed signs are outside the ordinance on two matters: the directional signs are larger than 4 square feet and the plans call for one extra ground mounted sign. John Kowalski gave an overview of the proposed signing and explained the locations of the signs on the Metalcraft property. Bob Smith stated that there are other signs in the city that exceed the 4 square feet limit. Merlin Kahlhamer asked if vision triangles would be a concern with the signs. Kowalski stated that the sign at CTH V & Slag Road would be 110’ south of the intersection, so sight triangles would not a concern there.

Motion by Boelk, second by Gable to approve the signing as shown based on the map provided. Motion carried 6-0.

**8.) Discuss/Recommend Certified Survey Map for Parcels #251-1216-2321-034 and #251-1216-2321-003 on Grand Boulevard.**

Nathan Kempke stated that the CSM was reviewed and met all of the requirements for a CSM as listed in the ordinances. Don Neitzel stated that the intent of the CSM was to create a combined lot for the property owner to place a new house. Jeff Butzke, who prepared the CSM, stated that the last three digits of the parcel number on the map is incorrect and should read “-033” rather than “-003”. Butzke will make the change and provide a revised CSM to the City.

Motion by Smith, second by Kahlhamer to recommend approval of the CSM to Common Council with the parcel number corrected. Motion carried 6-0.

**9.) Pavement maintenance RFP for Slag Road.**

Nathan Kempke stated that the 2016 Pavement Maintenance RFP would cover the resurfacing of Slag Road and any other additional small projects that could be covered with any remaining budget after Slag Road. Don Neitzel added that the budget was set at \$100,000 and estimates for Slag Road were approximately \$80,000 so there could be additional money left over for a smaller project such as an alley. Neitzel also added that the Slag Road budget would be split with the Town of Williamstown. Neitzel stated that Slag Road would be resurfaced from CTH Y to CTH V and the section east of CTH V would be done a different year. The timing for construction would take place after the forced main was in place along Slag Road, so paving could take place as late as September.

**10.) Discussion of a plan to begin revising the City of Mayville 30-Year Comprehensive Plan document.**

Bob Smith gave a background behind the importance of having a 30-Year Plan and keeping it up-to-date so the future zoning in the Plan still applies. Smith asked that all members of the Planning Commission be given a copy of the Plan to review. Don Neitzel stated that updates to the Plan could be made section-by-section. John Gable requested that hard copies of the Plan be handed out at the next Planning Commission Meeting.

**11.) Adjournment.**

Motion made by Gable, second by Neumeyer to adjourn. Motion carried 6-0. Meeting adjourned at 6:15 p.m.