

**PLANNING COMMISSION MINUTES**  
Mayville City Hall, 15 S. School Street, Mayville, WI  
January 13, 2014

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

Meeting called to order at 5:00PM

Members Present: David Pasbrig, Merlin Kahlhamer, Jerry Moede, Dolores Neumeyer, Bob Smith, and DJ Legas.

Absent: Ron Henkel

Others Present: Sal Okon

**2.) Approve Agenda.**

Motion by Pasbrig, second by Kahlhamer to approve the agenda. Roll call vote was taken; Motion carried 6-0.

**3.) Citizen Comments**

(Citizen Comments are to be kept to a maximum of five minutes per speaker unless the chairperson allows an extension of time. Each citizen is to make comments at the podium after stating name and address. Each citizen may comment only one time per public hearing / meeting.).

No comments.

**4.) Discussion with Possible Action on Letter of Intent Submitted by Gerald Bellin Trust, 042-1217-1933-000, County Road Y.**

Don Neitzel stated that Plan Commission had reviewed and denied this last month. He had informed Sal Okon, surveyor, of this and Mr. Okon asked to put this back on the agenda so he could be present and discuss this.

Sal Okon provided the Plan Commission with an additional aerial photo showing what the property owner would like to do.

Bob Smith would like to see if the parcel size can be reduced to get it closer to the 2 acre maximum that is set forth in the City Ordinance and feels that a hardship needs to be shown, which he doesn't see here.

Don Neitzel read Section 425-20 B. (1) (a), which states that no person shall create a residential parcel of land of no more than 2 acres in size within City of Mayville Extraterritorial Zoning area. This Letter of Intent application states that the property will remain as agricultural and open space/recreational. Mr. Neitzel also shared an email he received from Dodge County Land Resources and Parks Department which confirmed that any attempt at rezoning any property splits that were previously approved by the Plan Commission, will be resubmitted to the Plan Commission for their review.

Motion by Kahlhamer, second by Legas to recommend approval of the Letter of Intent application. Roll call vote was taken. Motion carried 6-0.

It was also discussed as part of this that from this point forward, that the Plan Commission approves Don Neitzel, Director of Planning & Engineering, to review and respond to Letter of Intent applications based upon their compliance with City Ordinances, without the need bringing each one to the Plan Commission. Should an appeal be filed, it would then be put on the Plan Commission agenda for discussion and possible action. All Plan Commission members were comfortable with this and stated that these were handled in this manner with the prior Public Works Director.

5.) **Discussion on Amending 2030 Comprehensive Plan as it Relates to Existing and Future Land Use.**

Don Neitzel reviewed an aerial map with Plan Commission members which shows the two parcels that need to be added by way of an amendment to the City's Comprehensive Plan. He also reviewed the proposed zoning that will be petitioned for each of these parcels. He also went over the proposed schedule for the public hearing for the Comprehensive Plan amendment.

6.) **Discussion of Propane Business with Interest in River Knoll Industrial Park.**

Don Neitzel stated that he was contacted by a business from the Fond du lac area that would like to construct a large propane storage tank somewhere in the area to expand their business and one of the locations that looked at was in the River Knoll Industrial Park. They are looking at other locations as well.

Issue will be put on future Plan Commission agenda for further discussion with business representative present to answer questions.

7.) **Discussion of Next Meeting Date with Possible Action.**

Next meeting date is January 22, 2014 at 5:00 p.m.

8.) **Adjournment.**

Motion made by Kahlhamer, second by Neumeyer to adjourn. Roll call vote was taken; Motion carried 6-0; Meeting adjourned at 5:31 p.m.

Minutes prepared by Don Neitzel