

**PLANNING COMMISSION MINUTES**  
Mayville City Hall, 15 S. School Street, Mayville, WI  
January 25, 2012

- 1.) **Call to Order and Roll Call.**  
Meeting called to order at 5:30PM  
Members Present: Dolores Neumeyer, Jerry Moede, Bob Smith, David Pasbrig, and DJ Legas  
  
Absent: Merlin Kahlhamer, Ron Henkel
- 2.) **Approve Agenda.**  
Motion by Pasbrig, second by Neumeyer to approve the agenda. Motion carried on a voice vote; no objections.
- 3.) **Approve the Minutes of the September 28, 2011 and December 27, 2011, meetings.**  
Motion by Neumeyer, second by Smith to approve the agenda. Motion carried on a voice vote; no objections.
- 4.) **Discussion of Ordinance 425-20 Extraterritorial Plat Approval Jurisdiction Section A and Section B with possible action.**  
  
Don Neitzel handed out a copy of the Extraterritorial Plat Approval Jurisdiction ordinance to the plan commission members. He reminded members of the land split issue that was reviewed and discussed at the December 27, 2011 Plan Commission meeting, where it was realized that there was no provisions provided for filing for a variance or exception due to certain conditions. He then opened up the floor for discussion and recommendations on what the Plan Commission members would like to see in an amendment in the ordinance to address this issue.  
  
Bob Smith felt that the amendment needs to state that the variance applies to parcels that contain existing improvements or structures. He also felt that the terms “existing” or “original” must be used to describe the improvements. The improvements should also have existed on the parcel as of the date of this amendment being approved or prior, in order for the Plan Commission to consider a variance.  
  
Members of the Plan Commission felt that the amendment also must limit the amount of discretion that the Plan Commission can use in reviewing a variance request.  
  
Following discussion and recommendation, Don Neitzel stated that he would contact the City Attorney and have him draft an amendment using these recommendations as guidelines. He would then put the drafted amendment on the next Plan Commission agenda for review and recommendation to City Council.  
  
Motion by Smith, second by Legas to draft an amendment to Ordinance 425-20 Extraterritorial Plat Approval Jurisdiction, as discussed and recommended at this January 25, 2012 meeting. Motion carried on a voice vote; no objections.
- 5.) **Discussion of Next Meeting Date with Possible Action.**  
The next Plan Commission meeting is scheduled for February 8, 2012 at 5:30 p.m.
- 6.) **Adjournment.**  
Motion made by Smith, second by Pasbrig, to adjourn. Motion carried on a voice vote; no objections. Meeting adjourned at 6:35 p.m.

Minutes prepared by Don Neitzel