



Mayor Rob Boelk
Chairperson

Michael Schmidt
Aldersperson

Andy Shoemaker
Parks/Rec./TAG
Commission
Chairperson

**CITY OF MAYVILLE PLAN COMMISSION
MEETING AGENDA
WEDNESDAY, JULY 24, 2024
4:00 PM CITY HALL
15 S SCHOOL ST
(A Quorum of Council Members May be Present)**

John Gable
Citizen Appointment

Broc Fleischer
Citizen Appointment

Gene Frings
Citizen Appointment

Travis Puls
Citizen Appointment

I. CALL TO ORDER AND ROLL CALL

II. APPROVAL OF MINUTES

1. Approval of May 22, 2024 Plan Commission Meeting Minutes

III. 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.

IV. DISCUSS WITH POSSIBLE ACTION-

1. Discuss, with Possible Action, the Allowable Permitted Uses and Conditional Uses for Zoning District M-2 General Manufacturing
2. Discuss, with Possible Action, the Occupancy Permit Application and Intended Use for 1056A N. Main St., Parcel No. 251-1216-1323-016, Owner: Travis Puls

V. DATE AND TIME OF THE NEXT PLAN COMMISSION MEETING

1. Wednesday, August 21, 2024 at 4:00 PM

VI. ADJOURNMENT

Mayor Rob Boelk
Chairperson

NOTE: Persons with disabilities requiring special accommodations for attendance at the meeting should contact City Hall at least one (1) business day prior to the meeting.

MEETING: PLANNING COMMISSION
PLACE: Mayville City Hall, 15 S. School Street, Mayville, WI
DATE: May 22, 2024
TIME: 4:00 p.m.

MEETING MINUTES

1. Call to Order and Roll Call.
Meeting was called to order at 4:00 pm
Members Present: Mayor Boelk, Mike Schmidt, Broc Fleischer, Gene Frings, Travis Puls, Andy Shoemaker.
Members Absent John Gable
2. Approve Agenda.
Motion by Puls to approve the agenda, second by Fleischer. Motion Carried on a voice vote. (6-0)
3. Citizen Comments
There were no public comments.
4. Approve the Minutes of the April 18, 2024 meeting.
Motion by Schmidt to approve the April 18, 2024 minutes, second by Shoemaker. Motion carried 6-0
5. Discussion regarding a proposed minor land division of parcels located at and adjacent to 204 North German Street, owner Aaron Keller, Parcel number 251-1216-2422-070.

Aaron Keller presented he would like to purchase a small parcel of land from the neighbor, Mike Hilbert. The proposed minor land division would adjust the current east property line. The Northeast corner would be adjusted 3-3.5 feet east and the Southeast corner would be adjusted 10 feet east along the Washington Street right of way line. Discussion was had regarding a utility easement that the City does have along the existing East right of way line. The Commission asked questions regarding the authority of the city to have access within the easement and the ability to remove any trees or structures to gain access. Motion by Puls to proceed with the minor land division and to bring forward a Certified Survey Map for approval, second by Schmidt. Motion carried. 6-0

6. Discuss/Approve a revision to an approved Site Plan for 1010 River Knoll Drive, owner Hockers Investment LLC, Parcel #251-1216-1412-015

Motion by Frings to approve the Site Plan Revision for 1010 River Knoll Drive to add ten feet (200 sf) to building 3 of the storage facility, second by Puls. Motion carried. 5-0

7. Discussion regarding a possible zoning change for 102 and 104 North Main Street, owners Mark and Ruth Callies, Parcel #251-1216-2314-070

Mark Callies requested 104 North Main Street zoning be changed from B1 Central Business to residential. He was notified by his insurance company the property will longer be insured. Mark Callies stated he also owns 102 North Main Street and that is zoned residential. Consensus of the Commission was to not allow residential zoning in the downtown business district.

8. Discussion with Possible Action, options for 105 Bridge Street, owner Dr. Dan Stevens, Parcel #251-1216-2314-021, Current Zoning: B1-Central Business

Discussion was had about Dr. Stevens desire to have apartments located on the premises. This agenda item was also discussed at previous Plan Commission meetings. The Commission decided to take no action.

9. Discussion/Recommend Certified Survey Map for a minor land division between 1400 and 1420 Horicon Street, owners Lot 1-Green Fuels 26 and Lot 2-KRP Properties Inc., Parcel #251-1216-2214-001 and #251-1216-2214-000

Discussion was had in regards to the transfer of lands between Mayville Tire and the BP Gas Station. Motion by Puls to approve the Certified Survey Map for Parcel #251-1216-2214-001 and #251-1216-2214-000, second by Schmidt. Motion carried. 5-0

10. The next meeting was scheduled for June 19, 2024 at 3:30 p.m.

11. Motion by Puls to adjourn at 4:28 p.m., second by Fleischer. Motion carried. 5-0

Chairperson



15 South School Street, PO Box 273, Mayville WI 53050

Phone: 920.387.7900 Fax: 920.387.7919

WWW.MAYVILLECITY.COM

STAFF MEMO

Meeting Date: July 16, 2024

To: Plan Commission

From: Nick Chickowski, Surveyor/Engineering Technician

Subject: Discuss, with Possible Action, the Allowable Permitted Uses and Conditional Uses for Zoning District M-2 General Manufacturing

Background and Analysis:

Looking to have a conversation regarding the permitted and conditional uses for the M-2 Zoning District. Some of the permitted uses and conditional uses appear to overlap. A discussion could also be had to add the uses laid out in the outlying business district to the M-2 district. These are parcels that are spot zoned outlying business district, intermingled with the M-2 Zoning District.

Attachments:

1. City of Mayville Zoning Code for M-2 General Manufacturing District
2. City of Mayville Ordinance 1128-2021
3. Plan Commission Minutes of the December 15, 2021 Meeting
4. Common Council Minutes of the January 10, 2022 Meeting

Chapter 430. Zoning

Article V. Basic District Regulations

§ 430-45. M-2 General Manufacturing District.

- A. Intent. The M-2 Manufacturing District is intended to provide for manufacturing and industrial development of a more general and less restrictive nature than the M-1 Light Manufacturing District in those areas where the relationship to surrounding land use would create fewer problems of compatibility and would not normally abut directly upon residential districts.
- B. Principal uses. Principal uses are as follows:
- (1) Those industrial uses permitted in the M-1 Light Manufacturing District.
 - (2) Processing, manufacturing and/or storage of the following, provided that the Plan Commission, in approving or disapproving proposed locations for uses under this section, shall give due consideration to the character and suitability for development of the neighborhood in which any such use is proposed to be located. The Plan Commission shall also base its decision on such evidence as may be presented regarding those attributes of the proposed use, such as increased traffic on the public streets, heavy vehicular traffic, and the emission of noise, smoke, dust or dirt, odorous or noxious gases, and the like, that would be detrimental to such character and such suitability for development.

Aircrafts and parts

Boat building and repairing

Coating, engraving and allied services

Communication equipment

Concrete and concrete products not including the manufacture of cement

Construction, mining and materials handling machinery and equipment

Cutlery, hand tools and general hardware

Electrical transmission and distribution equipment

Electric lighting and wiring equipment

Electronic components and accessories

Engines and turbines

Farm machinery and equipment

Fine earthenware, table and kitchen articles

Flat glass

Glass containers

Heating apparatus and plumbing fixtures

Household appliances

Inflammable gases, liquids, refining or manufacture of overground tank farms
Metal cans
Metal products, fabricated structural
Motorcycles, bicycles and parts
Motor vehicles and motor vehicle equipment
Office, computing and accounting machines
Porcelain electrical supplies
Radio and television receiving sets
Ready-mix concrete plants
Screw machines products and bolts, nuts, screws, rivets and washers
Service industry machines
Signaling and fire control equipment
Stove and stove products, cut
Warehousing
Wire products, fabricated

C. Permitted accessory uses. Permitted accessory uses are as follows:

- (1) Garages for storage of vehicles used in conjunction with the operation of an industry.
- (2) Off-street parking and loading areas.
- (3) Offices, storage, power supply, and other uses normally auxiliary to the principal industrial operations.

D. Conditional uses. Conditional uses are as follows:
[Amended 1-10-2022 by Ord. No. 1128-2021]

Acid, ammonia, bleach, chlorine or soap manufacture
Airports, airstrips and landing fields, provided that the site is not less than 20 acres
Ammunition manufacture
Asphalt, coal and coal tar or coke manufacture
Automobile wrecking yard or junkyard
Brick and structural clay tile
Cement, lime, gypsum or plaster of paris
Clay refractories
Distillation of bones
Electrometallurgical products
Experimental, testing and research laboratories
Explosives or fireworks manufacture or storage
Fat rendering
Fertilizer manufacture
Forge plants
Fur goods
Gelatin, glue or size manufacture
Heliports, bus and rail depots, provided that all principal structures are not less than 100 feet from any residential district boundary
Manufacturing and processing of dimension hardwood flooring, veneer and plywood

Millwork, lumberyards, sawmills and planing mills

Paving mixtures and blocks

Slaughterhouse or stockyard

Smelting

Transmitting towers, receiving towers and relay and microwave towers without broadcast facilities or studios

Used car sales and detailing

Utilities

Wood buildings and structural members construction and prefabrication and construction of wooden containers

Wood pressing

- E. Lot area and width. Lot area and width requirements are as follows: lots shall have a minimum area of 7,200 square feet and shall not be less than 60 feet in width.
- F. Building height. Building height requirements are as follows: no building or part of a building shall exceed 50 feet in height.
- G. Yards. Yard requirements are as follows:
 - (1) Minimum street yard: 25 feet.
 - (2) Minimum side yard: 10 feet.
 - (3) Minimum rear yard: 25 feet.
- H. Site plans to be submitted to Plan Commission. Every builder of any building hereafter erected or structurally altered for manufacturing use shall, before a building permit is issued, present detailed site plans pertaining to the proposed structures to the City Plan Commission, which will approve said plans only after determining that the proposed building will not impair an adequate supply of light and air to adjacent property or substantially increase the danger of fire or traffic congestion or otherwise endanger the public health or safety or substantially diminish or impair property values within the neighborhood.

ORDINANCE 1128-2021

AMEND SECTION 430-45 M-2 GENERAL MANUFACTURING DISTRICT

§ 430-45M-2 General Manufacturing District.

A. Intent. The M-2 Manufacturing District is intended to provide for manufacturing and industrial development of a more general and less restrictive nature than the M-1 Light Manufacturing District in those areas where the relationship to surrounding land use would create fewer problems of compatibility and would not normally abut directly upon residential districts.

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- Aircrafts and parts
- Boat building and repairing
- Coating, engraving and allied services
- Communication equipment
- Concrete and concrete products not including the manufacture of cement
- Construction, mining and materials handling machinery and equipment
- Cutlery, hand tools and general hardware
- Electrical transmission and distribution equipment
- Electric lighting and wiring equipment
- Electronic components and accessories
- Engines and turbines
- Farm machinery and equipment
- Fine earthenware, table and kitchen articles
- Flat glass
- Glass containers

- Heating apparatus and plumbing fixtures
- Household appliances
- Inflammable gases, liquids, refining or manufacture of overground tank farms
- Metal cans
- Metal products, fabricated structural
- Motorcycles, bicycles and parts
- Motor vehicles and motor vehicle equipment
- Office, computing and accounting machines
- Porcelain electrical supplies
- Radio and television receiving sets
- Ready-mix concrete plants
- Screw machines products and bolts, nuts, screws, rivets and washers
- Service industry machines
- Signaling and fire control equipment
- Stove and stove products, cut
- Warehousing
- Wire products, fabricated

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- Acid, ammonia, bleach, chlorine or soap manufacture
- Airports, airstrips and landing fields, provided that the site is not less than 20 acres
- Ammunition manufacture
- Asphalt, coal and coal tar or coke manufacture
- Automobile wrecking yard or junkyard
- Brick and structural clay tile
- Cement, lime, gypsum or plaster of paris
- Clay refractories
- Distillation of bones
- Electrometallurgical products
- Experimental, testing and research laboratories
- Explosives or fireworks manufacture or storage

- Fat rendering
- Fertilizer manufacture
- Forge plants
- Fur goods
- Gelatine, glue or size manufacture
- Heliports, bus and rail depots, provided that all principal structures are not less than 100 feet from any residential district boundary
- Manufacturing and processing of dimension hardwood flooring, veneer and plywood
- Millwork, lumberyards, sawmills and planing mills
- Paving mixtures and blocks
- Slaughterhouse or stockyard
- Smelting
- Transmitting towers, receiving towers and relay and microwave towers without broadcast facilities or studios
- Used car sales & detailing
- Utilities
- Wood buildings and structural members construction and prefabrication and construction of wooden containers
- Wood pressing

E. Lot area and width. Lot area and width requirements are as follows: lots shall have a minimum area of 7,200 square feet and shall not be less than 60 feet in width.

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Robert Boelk
Mayor

Introduced:
Adopted:

Attest: _____
Sara Decker
City Clerk

PLANNING COMMISSION MINUTES
Mayville City Hall, 15 South School Street, Mayville, WI
December 15, 2021

1. Call to Order and Roll Call.

Meeting was called to order at 5:00 p.m.

Members present: Andy Shoemaker, Rob Boelk, Joann Gromowski, Travis Puls, John Gable, and Gene Frings.

Absent: Merlin Kahlhamer.

2. Approve Agenda.

Motion by Puls, second by Frings, to approve the agenda. Motion carried on a voice vote.

3. Citizens Comment.

None.

4. Approve the Minutes of the November 17, 2021, meeting.

Motion by Gable, second by Shoemaker to approve the November 17, 2021, meeting minutes as presented. Motion carried on a voice vote.

5. Discuss regarding possible retail store development for 1420 Horicon Street (old EVS site), Parcel #251-1216-2214-001.

Nick Feira, with United Development Group LLC, attended the meeting via Zoom and presented the proposed idea of splitting the existing parcel and then purchasing and developing the east portion of it. Nick stated that it would be a combination of a Dollar Tree and a Family Dollar.

Travis Puls stated that he has concerns about losing the potential for a large retail development by splitting this existing parcel. He also felt that people would be upset with there being a new building on this site and that the old EVS building would still be standing next to it.

John Gable stated that he didn't feel that the old EVS building was usable anymore.

Mayor Boelk stated that the City recently had a structural engineer go through the building who following his inspection felt that the building is still structurally sound.

Nick Feira stated that his group will continue to work toward getting this development off the ground.

6. Discuss with possible action updates on Poplar Grove apartment development.

Tom Baade and Kory Krieser with Integris were in attendance to give the Plan Commission an update on their development. Tom stated that the new development plan is for all market rate housing and no affordable housing as previously presented to the Plan Commission. They also stated that there will no longer be detached garages. Garages are to be a one car garage will be attached to the apartment buildings. There will also be additional outside parking. The apartment buildings are to be built one per year starting with the first Unit 1 as shown on the plan sheet and then working their way west. They are looking to start construction in April 2022 and have the building ready for occupancy in May of 2023.

Final site plan submittal will be made to Plan Commission for the January 2022 meeting.

7. Discuss/Recommend Certified Survey for Parcels #251-1216-1412-003, located in the River Knoll Industrial Park.

Motion by Frings, second by Puls to recommend approval of the certified survey map, as presented, to the Common Council. Roll call vote was taken. Motion carried on a 6-0 vote.

8. Discuss/Recommend Certified Survey for Parcels #251-1216-1321-003, located on Slag Road.

Motion by Puls, second by Gromowski to recommend approval of the certified survey map, as presented, to the Common Council. Roll call vote was taken. Motion carried on a 6-0 vote.

9. Discuss with possible action, revisions to the ordinance conditional uses of Section 430-45 M-2 General Manufacturing.

Travis Puls presented a list uses to the Plan Commission that he obtained from the City of West Bend M-2 zoning for consideration. He felt that this list should be a good place to start with the changes, along with adding the verbiage for auto sales within the M-2 General Manufacturing.

Motion by Puls, second by Shoemaker to recommend to Common Council to add this list of uses, along with automotive sales, to the City of Mayville M-2 General Manufacturing zoning code as conditional uses. Roll call vote was taken. Motion carried on a 6-0 vote.

8. Adjournment.

Motion made by Frings, second by Boelk, to adjourn. Motion carried on a voice vote. Meeting adjourned at 5:08 p.m.

Minutes prepared by Don Neitzel

The meeting was called to order at 7:01 PM by Mayor Rob Boelk with the following roll call:

Attendee Name	Title	Status	Arrived
Bob Smith	Council President	Present	
Gene Frings	Aldersperson	Present	
Molly Henkel	Aldersperson	Present	
Joseph Riese	Aldersperson	Present	
Kim Olson	Aldersperson	Present	
Jack Abbott	Aldersperson	Absent	
Rob Boelk	Mayor	Present	

Others present: Jennifer Stasinopoulos, Don Neitzel, Elijah Riese, John Guinn, Tracy Nadolski, McKenzie Swartwoot (Quam), Sara Decker

PLEDGE OF ALLEGIANCE TO THE FLAG

CITIZEN COMMENTS

None.

CONSENT AGENDA

Approve the Minutes of the December 13, 2021 Meeting

REPORT OF OFFICERS

Mayor

Monthly Report

Mayor Boelk read report.

Resolution 5714-2022 (Appreciation of Service to Kathy Matuszewski)

The Council thanked Kathy for her service.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Bob Smith, Council President
SECONDER:	Joseph Riese, Aldersperson
AYES:	Smith, Frings, Henkel, Riese, Olson
ABSENT:	Abbott

Resolution 5715-2022 (Appreciation of Service to Keith Yunto)

The Council thanked Keith for his service.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Gene Frings, Aldersperson
SECONDER:	Bob Smith, Council President
AYES:	Smith, Frings, Henkel, Riese, Olson
ABSENT:	Abbott

Resolution 5716-2022 (Appreciation of Service to Julie Staffin)

The Council thanked Julie for her service.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Molly Henkel, Alderperson
SECONDER:	Bob Smith, Council President
AYES:	Smith, Frings, Henkel, Riese, Olson
ABSENT:	Abbott

Resolution 5717-2022 (Appreciation of Service to Jeremy Johnson)

The Council thanked Jeremy for his service.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Bob Smith, Council President
SECONDER:	Joseph Riese, Alderperson
AYES:	Smith, Frings, Henkel, Riese, Olson
ABSENT:	Abbott

Resolution 5718-2022 (Appreciation of Service to Deborah Gutjahr)

The Council thanked Deb for her service.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Joseph Riese, Alderperson
SECONDER:	Gene Frings, Alderperson
AYES:	Smith, Frings, Henkel, Riese, Olson
ABSENT:	Abbott

Discuss with Possible Action ARPA Requests to Dodge County

The Mayor explained that shortly before Christmas they received notice from the County that they were taking proposals from municipalities requesting ARPA funds. Proposals are due January 21st. Don from Kunkel put together some ideas for projects the City could benefit from if they would receive ARPA funds. The Mayor and Don explained the projects. The first is purchasing and creating lots in the 15 acres near the soccer field. Don explained the plans for that. The second project was phase #2 of the industrial park. It would create lots and roads to finish off a portion of that land. Don explained the different options.

Motion to present the residential plan and the industrial phase #2 plan as possible projects for the County's ARPA funds with the City funding 50%.

RESULT:	APPROVED [4 TO 1]
MOVER:	Bob Smith, Council President
SECONDER:	Gene Frings, Alderperson
AYES:	Smith, Frings, Henkel, Olson
NAYS:	Riese
ABSENT:	Abbott

Clerk Report

Sara gave report.

2022 Election Updates

- There is no statewide primary and our local offices do not require a primary. There are a few municipalities in Dodge County that will be holding a primary, but Mayville is not involved.

- The Spring election will be held on April 5, 2022.
- We have 2 candidates for Mayor
 - o John Guinn
 - o Mike Jackson
- Incumbents Bob Smith and Kim Olson will be re-running for Wards 2 & 6 unopposed.
- There is not a candidate on the ballot for Ward 4. Interested candidates can still register to be a write in. Please contact me for more information on that.
- We encourage everyone to register to vote ahead of election day! Visit myvote.wi.gov (MyVote Wisconsin) to register or contact our office.

Discuss/Approve Operator's Licenses: Lori Collien, Mayville, WI; Anthony Blum, Mayville, WI

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Molly Henkel, Alderperson
SECONDER:	Joseph Riese, Alderperson
AYES:	Smith, Frings, Henkel, Riese, Olson
ABSENT:	Abbott

COMMITTEES, COMMISSIONS AND BOARDS

Water/Wastewater Commission

Alderperson's Update on the Water/Wastewater Commission Meeting

Ald. Smith noted they are meeting tomorrow. The meeting was delayed because of the holiday.

Date and Time of Next Meeting, Tuesday, January 11, 2022 at 4:00 p.m.

Library Board

Monthly Report

Jennifer gave report. She noted that hoopla was increased for December. They haven't met their pre-covid rates on physical items. She explained the rates of borrowing from other libraries vs. other libraries borrowing from ours. It should be close to 0 and they have gotten it from a high negative rate to a small positive rate. They have a variety of programming going on. They had a large attendance for It's a Wonderful Life on Main Street event. They continue to work on the new library plans.

Alderperson's Update on the Library Board Meeting

Nothing further to add except that next week's meeting is at 5:30 pm, not 6:00 pm.

Date and Time of Next Meeting, Tuesday, January 13, 2022 at 6:00 p.m.

Public Works Committee

Date and Time of Next Meeting, Monday, January 24, 2022 at 6:00 p.m.

Personnel Committee

Date and Time of Next Meeting, Monday, January 24, 2022 immediately following the Public Works Committee Meeting

Public Safety Committee

Reconsider Action on Ordinance Adopt 1122-2021-Start Date-(An Ordinance Amending Section 397-13 Snowmobiles and All-Terrain Vehicle)

It was discussed that a start date for this ordinance wasn't addressed when it was adopted. Due to permitting and insurance reasons, the Mayor/Chief are suggesting it should start May 1st.

Discussion on the meaning of the change. It does not change the ordinance, only the start date. This was advised by the Attorney as well. May 1st will give time for the DNR to review the permit. It will also allow time for the signs to be ordered and installed.

Motion to reconsider and impose a start date of May 1, 2022.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Joseph Riese, Alderperson
SECONDER:	Bob Smith, Council President
AYES:	Smith, Frings, Henkel, Riese, Olson
ABSENT:	Abbott

Date and Time of Next Meeting, Monday, January 24, 2022, immediately following the Personnel Committee Meeting

Finance Committee

Monthly Financial Report and Payment of the Bills

Tracy gave report on bills. She has done the 1st settlement of taxes with the County. She is working on year end items including payroll and w2s. The auditors will be here in mid-February.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Gene Frings, Alderperson
SECONDER:	Bob Smith, Council President
AYES:	Smith, Frings, Henkel, Riese, Olson
ABSENT:	Abbott

Date and Time of Next Meeting, Monday, January 24, 2022, immediately following the Public Safety Committee Meeting

Park Board

Alderperson's Update on the Park and Recreation Commission Meeting

Ald. Henkel noted they are meeting tomorrow night.

Date and Time of Next Meeting, Tuesday, January 11, 2022 at 6:00 p.m

Planning Commission

Alderperson's Update on the Planning Commission Meeting

Ald. Frings noted that the 3 items they discussed are the next 3 items on the agenda.

Adopt 1128-2021 (Amend Section 430-45 M-2 General Manufacturing District)

This changes the conditional use option. Conditional uses still need to be approved through a planning/zoning process.

Motion to approve and include plant propagation.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Bob Smith, Council President
SECONDER:	Gene Frings, Alderperson
AYES:	Smith, Frings, Henkel, Riese, Olson
ABSENT:	Abbott

Resolution 5719-2022 (Approve Certified Survey Map for Parcel #251-1216-1412-003 River Knoll Industrial Park)

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Gene Frings, Alderperson
SECONDER:	Bob Smith, Council President
AYES:	Smith, Frings, Henkel, Riese, Olson
ABSENT:	Abbott

Resolution 5720-2022 (Approve Certified Survey Map for Parcel #251-1216-1321-003, Slag Road)

McKenzie from Quam Engineering was present.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Bob Smith, Council President
SECONDER:	Molly Henkel, Alderperson
AYES:	Smith, Frings, Henkel, Riese, Olson
ABSENT:	Abbott

Date and Time of Next Meeting, Wednesday, January 26, 2022 at 5:00 p.m.

Community Development Authority

Alderperson's Update on the Community Development Authority Committee Meeting

No updates.

Date and Time of Next Meeting, Wednesday, January 26, 2022 at 6:00 p.m.

CLOSED SESSION

Convene into Closed Session Pursuant to Section 19.85(1) (E) Deliberating or Negotiating the Purchasing of Public Properties, the Investing of Public Funds, or Conducting Other Specified Public Business, Whenever Competitive or Bargaining Reasons Require a Closed Session

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Molly Henkel, Alderperson
SECONDER:	Gene Frings, Alderperson
AYES:	Smith, Frings, Henkel, Riese, Olson
ABSENT:	Abbott

Discuss with Possible Action Sale of Public Library

Reconvene into Open Session with Possible Action

Open session at 9:03 p.m.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Molly Henkel, Alderperson
SECONDER:	Joseph Riese, Alderperson
AYES:	Smith, Frings, Henkel, Riese, Olson
ABSENT:	Abbott

Discuss with Possible Action Contracts for Stormwater Drainage Study

Motion to hire MSA for a price not to exceed \$10,000 to do a study of the flooding and contact the DNR regarding grants.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Gene Frings, Alderperson
SECONDER:	Kim Olson, Alderperson
AYES:	Smith, Frings, Henkel, Riese, Olson
ABSENT:	Abbott

ADJOURNMENT

Mayor adjourned meeting at 9:04 pm.

Sara Decker, City Clerk



15 South School Street, PO Box 273, Mayville WI 53050
Phone: 920.387.7900 Fax: 920.387.7919
WWW.MAYVILLECITY.COM

STAFF MEMO

Meeting Date: July 16, 2024

To: Plan Commission

From: Nick Chickowski, Surveyor/Engineering Technician

Subject: Discuss, with Possible Action, the Occupancy Permit Application and Intended Use of 1056A N. Main St., Parcel No. 251-1216-1323-016, Owner: Travis Puls

Background and Analysis:

Guidance is being sought for clarification and direction regarding an Occupancy Permit Application, filed for 1056A N. Main Street. On the permit application, the intended use was described as “auto detailing.” Under the M-2 Zoning Districts, there are possibilities under which this use could fall. There is a permitted use for motor vehicles and motor vehicle equipment. The other use that this could fall under would be a conditional use for used car sales and detailing. Both options could be used, but one would require the applicant to go through a conditional use process.

Attachments:

1. Occupancy Permit Application for 1056A N. Main Street
2. City of Mayville Zoning Map
3. City of Mayville Municipal Code 430-26 – Conditional Uses

CERTIFICATE OF COMMERCIAL OCCUPANCY APPLICATION



City of Mayville
15 South School Street
Mayville, WI 53050
(920) 387-7900

Staff Use Only

Submittal date: _____

Permit #: _____

**THIS APPLICATION IS NOT AN
APPROVED PERMIT**

APPLICATION FEE: \$ 20.00
Application fee to be paid upon submittal

Permit requirements: Fire and Building (Property, Mechanical, Electrical, Plumbing) inspections are required prior to issuance of the Certificate of Commercial Occupancy or Business License. This application is NOT a permit and the premises shall not be occupied until all required inspections are made and all discrepancies (if any) are corrected. Application fee is non-refundable. This application will expire in sixty (60) days from date of submittal. Failure to comply with these regulations will result in a penalty (City Code: Article XXI, 430-142). Commercial Occupancy can be denied/delayed if listed individual(s) in this application are indebted to the city for any fees arising from any services provided to them by the City of Mayville.

REASON FOR APPLICATION:

OCCUPANCY TYPE:

☒ New occupancy
☐ Temporary/Seasonal
☐ Relocation from: _____

☐ New ownership
☐ Expansion

☐ Retail
☐ Office
☐ Other Auto Detailing

☐ Resale
☐ Religious
☐ Restaurant
☐ Industrial

☐ Service

BUSINESS & APPLICANT INFORMATION

Name of Business/Occupancy:

Description of business:

AK Top To Bottom Auto service LLC DBA AK-Detailing Auto Detailing

Building Address:

Suite #:

Zip code:

1056 A N. Main St

53050

Applicant name:

Applicant phone number:

Aaron Guerra

920-212-5091

Applicant mailing address:

Zip code:

1122 Main St. 10 Mira, WI 53048

53048

Applicant email:

AKauto service19@gmail.com

Federal Employer Identification Number (FEIN):

Sellers Permit Number (if applicable):

88-2715496

PAID

Contact for inspections:

Name:

Phone #:

Email:

JUN 04 2024

☒ YES, the occupancy / business involves the sale, storage, or use of the following (Please check all that apply below)

☐ Food sales/preparation ☐ Poisonous or hazardous chemicals/acids

☐ Outdoor seating

☐ Outdoor storage

☐ Alcohol sales ☐ Flammable or combustible liquids

☐ Compressed gases

☐ NO, the occupancy/business does NOT involve the sale, storage or use of the above mentioned.

A copy of the Sales Tax Certification is required when submitting an application for Commercial Occupancy.

Sales Tax Number: 456-10315-75600-02

Number of Employees: MYSELF Typical hours of operation: MON-Fri 8AM-9PM

Sat. 8AM-4PM
Sun. CLOSED

**CITY OF MAYVILLE
RECEIVED**

JUN 04 2024

CITY OF MAYVILLE

SITE INFORMATION

Site Parcel #:

251-1216-1323-016

Property owner name:

Travis J. Puls DBA Mayberry Inv

Property owner mailing address:

139 S. High ST Mayville WI

Zip code:

53050

Property owner email:

travisjpuls@hotmail.com

Property owner phone number:

920-583-0997

Will you be making structural interior or exterior changes to the site?

Yes

No

If so, list the changes:

Additional plumbing fixtures added?

Yes

No

If so, list the changes:

Have you applied for building permits?

Yes

No

If so, when:

Square footage of space to be occupied by applicant: 1,800 SQ

Number of parking spaces available to applicant 4+

A Site Plan is required when submitting an application of Commercial Occupancy.

As APPLICANT for a Certificate of Commercial Occupancy and/or Business License, I certify under penalty of perjury that this form has been completed to the best of my knowledge. I understand that completion of this form does not exempt me from the City Codes in any way and that I must comply with all codes, ordinances, and regulations of the City of Mayville, Wisconsin.

I, Aaron Guerra, (Printed name of applicant) certify that all of the above statements and the statements contained in any papers or plans submitted herewith are true and accurate.

Aaron Guerra
Applicant signature

Date:

As BUILDING OWNER of the subject property, I certify that this form has been completed to the best of my knowledge. I understand that completion of this form does not exempt me from the City Codes in any way and that I must comply with all codes, ordinances, and regulations of the City of Mayville, Wisconsin.

I, Travis J. Puls, (Printed name of building owner) certify under penalty of perjury that all of the above statements and the statements contained in any papers or plans submitted herewith are true and accurate. I am authorized to ~~and do~~ consent entry onto the premises by City of Mayville employees for inspections of the premises.

Travis J. Puls
Building owner signature

Date:

6-4-2024

This application is NOT a permit and the premises shall not be occupied until all required inspections are made and all discrepancies (if any) are corrected. Application fee is non-refundable. This application will expire in 60 days from date of submittal.

This page MUST be submitted with pages 1 and 2 of the Commercial Occupancy application.

CERTIFICATE OF COMMERCIAL OCCUPANCY APPLICATION

~ PAGE 3 ~

ENGINEERING, PLANNING & ZONING DEPARTMENT:

_____ Approved _____ Denied If denied, the reason: _____
Zoning District: _____ Building Use: _____ ☐ Principal Use ☐ Conditional Use
Historical District: ☐ Yes ☐ No TIF District: _____ Modifications to Site: ☐ Yes ☐ No
If yes, site plan submitted? ☐ Yes ☐ No
Notes: _____
Staff approved: _____ Date: _____

WATER/WASTE WATER DEPARTMENT:

_____ Approved _____ Denied If denied, the reason: _____
Industrial Strength Waste Discharge: ☐ Yes ☐ No
Cross Connection Present: ☐ Yes ☐ No
Staff approved: _____ Date: _____

FIRE DEPARTMENT:

_____ Approved _____ Denied If denied, the reason: _____
Notes: _____
Staff approved: _____ Date: _____

BUILDING DEPARTMENT: (Property, Electrical, Plumbing, Mechanical)

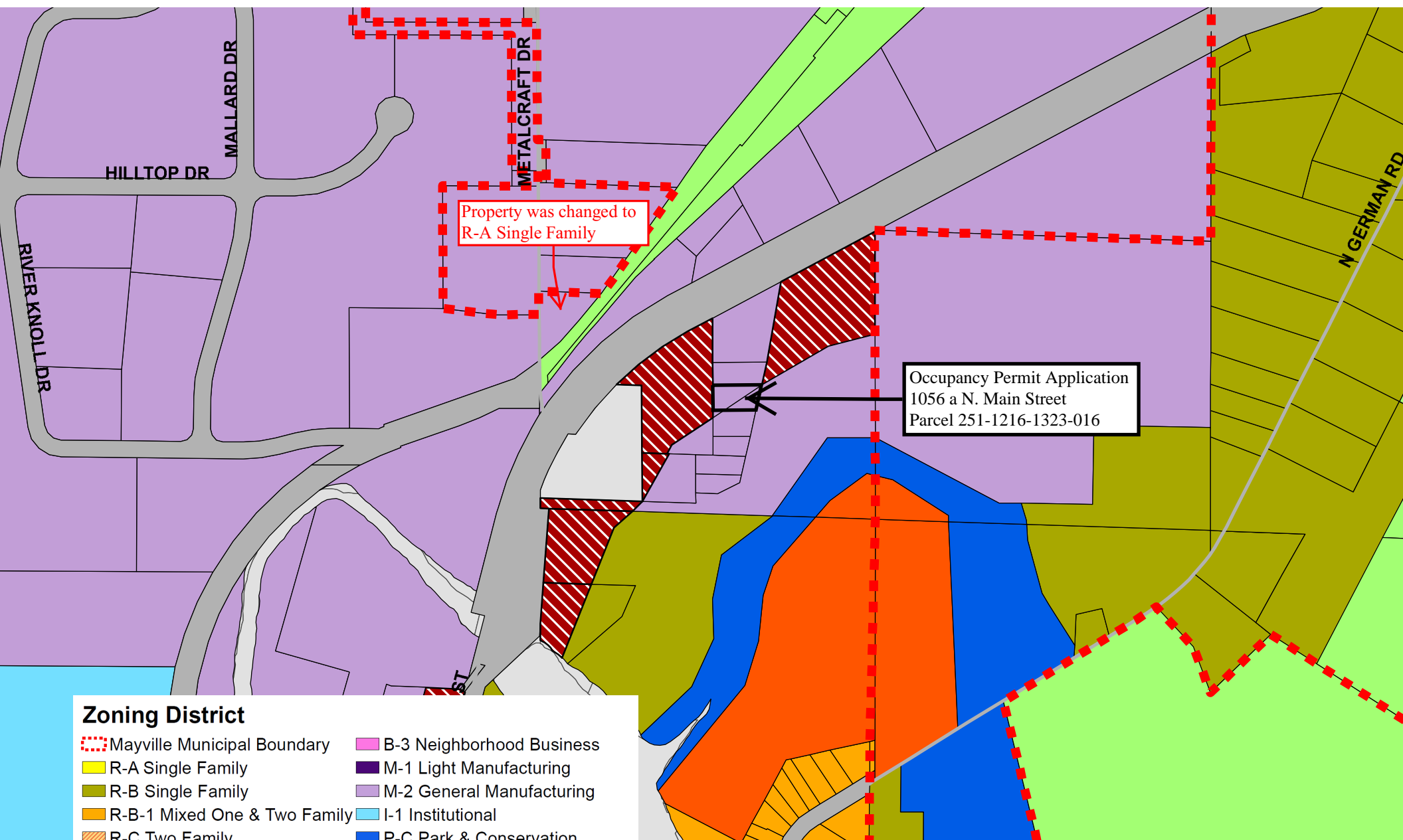
_____ Approved _____ Denied If denied, the reason: _____
Notes: _____
Staff approved: _____ Date: _____

TREASURER'S DEPARTMENT:

_____ Approved _____ Denied If denied, the reason: _____
Notes: _____
Staff approved: _____ Date: _____

MAYOR'S OFFICE:

_____ Approved _____ Denied If denied, the reason: _____
Notes: _____
Staff approved: _____ Date: _____



Occupancy Permit Application
1056 a N. Main Street
Parcel 251-1216-1323-016

Property was changed to
R-A Single Family

Chapter 430. Zoning

Article III. General Provisions

§ 430-26. Conditional uses.

- A. Permit issuance. After review and a public hearing, the Plan Commission and the appropriate Joint Extraterritorial Zoning Commission may authorize the Building Inspector to issue a permit for conditional uses, provided that such conditional uses and structures are in accordance with the purpose and intent of this chapter and are found to be not hazardous, harmful, offensive, or otherwise adverse to the environment or the value of the neighborhood or the community.
- B. Notice. A Class 2 notice shall be published for public notice of hearing.
- C. Permit application. Application for a conditional use permit shall be made on the forms furnished by the Building Inspector and shall include the following where applicable:^[1]
 - (1) Names and addresses of the applicant, owner of the site, architect, professional engineer, contractor, and all opposite and abutting property owners of record.
 - (2) Description of the subject site by lot, block and recorded subdivision or by metes and bounds; address of the subject site; type of structure; proposed operation or use of the structure or site; number of employees; and the zoning district within which the subject site lies.
 - (3) Plat of survey prepared by a registered land surveyor showing the location, boundaries, dimensions, elevations, floodplain districts, uses, and size of the subject site; existing and proposed easements, streets and other public ways; off-street parking, loading areas and driveways; existing highway access restrictions; and existing and proposed street, side and rear yards. In addition, the plot of survey shall show the location, elevation, and use of any abutting lands and their structures within 40 feet of the subject site.
 - (4) Proposed sewage disposal plan if municipal sewage service is not available. This plan shall be approved by a registered engineer or governmental agency who or which shall certify in writing that satisfactory, adequate, and safe sewage disposal is possible on the site as proposed by the plan in accordance with applicable local, town, county, and state regulations.
 - (5) Proposed water supply plan if municipal water service is not available. This plan shall be approved by a registered engineer or governmental agency who or which shall certify in writing that an adequate and safe supply of water will be provided.
 - (6) Additional information as may be required by the Building Inspector, Plan Commission or appropriate Joint Extraterritorial Zoning Commission.
- D. Permit review and approval.
 - (1) The Plan Commission and appropriate Joint Extraterritorial Zoning Commission shall review

[1] *Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).*

the site, existing and proposed structures, architectural plans, neighboring uses, parking areas, driveway locations, highway access, traffic generation and circulation, drainage, sewage and water systems, and the proposed operation.

- (2) Conditions, such as landscaping, architectural design, type of construction, construction commencement and completion dates, sureties, lighting, fencing, planting screens, operational control, hours of operation, improved traffic circulation, deed restrictions, highway access restrictions, increased yards, or parking requirements, may be required by the Plan Commission upon its finding that these are necessary to fulfill the purpose and intent of this chapter.
 - (3) Compliance with all other provisions of this chapter, such as lot width and area, yards, height, parking, loading, traffic, highway access, and performance standards, shall be required of all conditional uses. Variances shall only be granted as provided in Article XIX.
 - (4) Compliance with Chapter 410, Floodplain Zoning, and Chapter 420, Shoreland-Wetland Zoning, of this Code shall be required where applicable.
- E. Fees. All persons, firms or corporations performing work which by this chapter requires the issuance of a conditional use permit shall pay a fee to the City Clerk to help defray costs of administration, advertising, etc. Permit fees do not include and are in addition to building permit fees. Refer to fee schedule for appropriate amounts.