

**PLANNING COMMISSION MINUTES**  
Mayville City Hall, 15 S. School Street, Mayville, WI  
February 22, 2017

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

Meeting called to order at 5:00 PM

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

Absent: None.

Others present: Shelli Haipek, Don Neitzel, Bill Ehlenbeck (Dodge County Parks), Kevin Parish, Chad Graff, Louis Adelmeyer, Marcella Adelmeyer, Kurt Krieser.

**2.) Approve Agenda.**

Motion by Neumeyer, second by Gable to approve agenda. Motion carried 7-0.

**3.) Approve the Minutes of the January 25, 2017, meeting.**

Motion by Kahlhamer, second by Smith to approve minutes of the January 25, 2017 meeting. Motion carried 7-0.

**4.) Citizen Comments**

Rob Boelk stated that he has been in discussions with the Town of Williamstown regarding the City of Mayville's extraterritorial jurisdiction for reviewing land divisions. The Town believes the City is violating State Statutes when enforcing maximum parcel size requirements for land divisions. Boelk stated the State Statutes do allow the City of Mayville to enforce parcel size requirements for land divisions within the extraterritorial boundary.

**5.) Discussion with Property Owner Regarding Combining Parcel #251-1216-2343-063 with Parcel #251-1216-2343-035, Intersection of Degner Avenue and Ruedebusch Avenue.**

Shelli Haipek stated that she had discussions with the City regarding the creation of an outlot within the CSM for her property she is looking to complete. The outlot area would extend from her north property line to the right-of-way line at Ruedebusch Avenue. Her intention is to eventually sell the outlot to another property owner. Haipek was looking for direction from the Commission as to whether or not creation of the outlot as described would be approved before she pays for the CSM to be completed. Bob Smith stated that the outlot would not be allowed to have anything built on it by the future owner due to the small size. There was a sense of agreement among the Planning Commission that creation of an outlot as described within the CSM would be approved.

**6.) Discussion with Possible Action Regarding Wetland Delineation for the River Knoll Industrial Park.**

Don Neitzel gave an overview of the cost estimates he received for wetland determination in the River Knoll Industrial Park for the parcels that are currently not sold. Neitzel stated that if delineation were to be required, the DNR would only allow it to be good for 5 years. Neitzel's recommendation was to not pay for a wetland determination at this time and re-evaluate when there is interest from developers for the parcels in the future. No motion taken.

**7.) Discussion Regarding the Land Use for Parcel #251-1216-1333-064, Easy Street.**

Nathan Kempke mentioned that three individuals had contacted him over the last several months expressing interest in purchasing this parcel and building a house. He was not sure what guidance he should give to somebody wanting to purchase this parcel and was looking for direction from the Commission. Bob Smith stated that purchasing this parcel would require a site plan that includes splitting the parcel and a developer's agreement that includes payment for water & sewer connections as well as payment for the roadway extension of Easy Street. Smith added that any house built on the parcel should be located such that it does not prevent future roadway construction/extension or placement of additional housing within the parcel.

**8.) Discuss/Approve Site Plan Review for Twin Oaks Development, Parcel #251-1216-2322-071, Mary Street and Maple Street.**

Chad Graff gave a brief overview of the proposed development including; the 8 duplex buildings (1,300 SF for each unit), 2 car-garages for each unit, and the buildings would be made of brick. There was discussion about the density of the buildings within the parcel. It was mentioned that City Code requires a 10' side yard and the 20.5' shown between buildings on the site plan would meet the Code. Nathan Kempke asked about the condo plat used for the development. Kevin Parish explained the development would be one large lot containing all 8 buildings. Graff added that he will set up an association for the development. Bob Smith stated that if any area of the development were to be sold, individual lots would have to be created. There was a discussion regarding the drainage for the parcel. Kempke expressed concern about runoff along the west and northwest boundaries of the parcel (near Duplexes 4, 5, and 6) based on the contours shown on the site plan. He asked for confirmation that water will not cross to neighboring parcels. Parish explained that there will be berms and swales in place at the boundaries to collect runoff before it crosses the property lines and there are spot elevations not shown on the site plan that would be included in cross-sections. These elevations would create the swales that direct runoff to the detention ponds.

Motion by Del Ponte, second by Legas to approve the site plan as shown. Role call vote was taken; Motion carried 7-0.

**9.) Discuss/Approve Site Plan Review for the Gold Star Trail, Parcel #251-1216-2213-040, Theiler Park.**

Bill Ehlenbeck gave a brief overview of the proposed Gold Star Trail section that is within Theiler Park. He explained that there are some adjustments to the existing paths to allow for a wider turning radius and an extension to the path that winds around the soccer field. Nathan Kempke added that the path is a 10' asphalt path that requires minimal grading because the area is already mostly flat. He also added that the proposed sign will need to be at least 15' from the right-of-way to comply with City Code.

Motion by Smith, second by Gable to approve the site plan as shown. Role call vote was taken; Motion carried 7-0.

**10.) Discuss/Approve Conditional Use Permit for Parcel #251-1216-2314-006, 103 S. Main Street.**

Nathan Kempke explained that this agenda item was requested but the permit was not submitted for review. Don Neitzel added that the potential owner of the property would be looking to use the building as a lab that would analyze tissue samples for autopsies. Neitzel added that the reason for the conditional use permit is based on this type of development not fitting under the definition of "Clinic" for a B-1 Central Business District principal use.

Motion by Boelk, second by Del Ponte to table this item until the conditional use permit is submitted. Motion carried 7-0.

**11.) Discuss/Recommend Certified Survey Map for Parcel #251-1216-2311-018, 77 Breckenridge Street.**

Kurt Krieser stated that he had a CSM created to solve a land dispute with the adjacent property owner. His building had been constructed over the property line under a previous owner and this CSM shifts his property line 16.5' to assure that his building is entirely on his property with the appropriate setback.

Motion by Smith, second by Kahlhamer to recommend approval of the CSM to Common Council. Role call vote was taken; Motion carried 7-0.

**12.) Adjournment.**

Motion made by Del Ponte, second by Kahlhamer to adjourn. Motion carried 7-0. Meeting adjourned at 5:51 p.m.