

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

Absent: Arlitt Del Ponte, D.J. Legas

Others present: Shelli Haipek, Dan Moldenhauer, Ginger Thew, Don Neitzel

**2.) Approve Agenda.**

Motion by Kahlhamer, second by Neumeyer to approve agenda. Motion carried 5-0.

**3.) Approve the Minutes of the January 17, 2017, meeting.**

Motion by Smith, second by Kahlhamer to approve minutes of the January 17, 2017 meeting. Motion carried 5-0.

**4.) Citizen Comments**

None.

**5.) Discuss/Approve Site Plan Review for Mayville Assisted Care Development on Breckenridge Street, Parcel #251-1216-2322-072.**

Nathan Kempke gave an update to the Commission, saying that the items that were to be revised as part of the contingent approval of the site plan have not been addressed yet. Kempke added that the attorney for the owner of the property has asked that two easements owned by the City within the parcel be vacated. One easement is a 66' wide strip that was intended for an extension of Emmer Street to the south, the other is a 30' easement, north of the existing sanitary sewer, that may have been intended for sanitary sewer but was never used.

Motion by Smith, second by Kahlhamer to vacate any easements that were reserved for future right-of-way within Parcel #251-1216-2322-072, including filing of a quit claim deed, if needed. Role call vote was taken; Motion carried 5-0.

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

Don Neitzel stated that he had spoken with the owner of Cardinal Storage and found out the DNR is requesting a wetland delineation for the area where the storage sheds are planned in order for the owner to receive a building permit. The owner has requested that the City help pay for the costs of the delineation. Neitzel added that the DNR is willing to do a site visit for \$900 for a Wetland Identification Request that could bypass the cost of a full delineation, provided that no wetland areas are found – which seems very likely.

Neitzel estimated that the cost of a full delineation could be around \$2,000 based on costs he has seen in other locations. John Gable reminded the Commission that the City asked the owner to take this parcel rather than one in the south section of the industrial park that would be considered more desirable. Neitzel offered to do some research and have prices available at the next Commission meeting for delineating all parcels near the wetland so that price could be compared with the \$900 for a Wetland Identification Request. Gable stated that we should compare the prices at the next meeting and decide what the City should do at that time, but either way, the City should pay for this owner's costs.

Motion by Gable, second by Smith to assure the property owner of Cardinal Storage that the City will pay the DNR costs for wetland delineation. Role call vote was taken; Motion carried 5-0.

**7.) 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 owns the property at 407 Seitz Avenue and has purchased the parking lot at the intersection of Degner Avenue and Ruedebusch Avenue (a parcel adjacent to her backyard). She would like to combine the two parcels into one so she is able to place a storage shed in the area that is currently a parking lot. She added that water is running along her driveway and entering her house on the north side. She would remove the driveway, repair her house, and have access to her property from Degner Avenue. Nathan Kempke stated that she is unable to build a shed on the parking lot parcel itself because it is zoned RB-Single Family and the ordinance requires the primary structure to be a house. Haipek is only asking for a consensus from the Commission on whether or not they would approve the combination of these two parcels before she pays money for a CSM. Haipek added that she is considering selling the north section of the parcel to her neighbor to the north. Bob Smith stated that ordinances require overhead doors if the structure is over a certain size. Merlin Kahlhamer expressed concern about the property eventually being used for commercial use, even if by a future owner. Don Neitzel suggested the owner contact her neighbor before having a CSM done to see if they want to purchase the land so only one CSM would need to be completed. The consensus of the Commission was there would be no issues with combining parcels. Haipek requested that she be added to the agenda for the March Planning Commission Meeting. It was agreed that she will provide the CSM, building size information, and setback measurements to be reviewed at that meeting.

**8.) Adjournment.**

Motion made by Neumeyer, second by Smith to adjourn. Motion carried 5-0. Meeting adjourned at 5:49 p.m.