

PLANNING COMMISSION MINUTES
Mayville City Hall, 15 S. School Street, Mayville, WI
September 28, 2016

1.) Call to Order and Roll Call.

Meeting called to order at 5:00PM

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

Absent: Rob Boelk.

Others present: Tim Bach, Andres Lezama

2.) Approve Agenda.

Motion by Del Ponte, second by Kahlhamer to approve agenda including the change in address for the Byco Addition in Item 5 from “788” to “787”. Motion carried 6-0.

3.) Approve the Minutes of the August 17, 2016, meeting.

Motion by Del Ponte, second by Legas to approve minutes of the August 17, 2016 meeting. Motion carried 6-0.

4.) Citizen Comments

None.

5.) Discuss/Approve Site Plan Review for Byco Addition at 788 4th Street, Parcel #251-1216-2621-005.

Tim Bach from Kahl Construction gave a brief overview of the proposed site plan. He mentioned the square footage of the addition to the Byco building and stated that it would be used for storage. Tim discussed the entrances to the addition, the driveway being added to Industrial Drive, setbacks, and storm water drainage. Merlin Kahlhamer asked if there could be an issue with draining runoff from the roof of the addition to the creek east of the building. He added that the creek has flooded in the past and impervious areas continue being added along 4th Street, adding to the problem. Bob Smith asked if a retention pond could be considered. After further discussion, it was decided that there was not enough room for a retention pond south of the addition and the area of the addition was small enough that it would not significantly contribute to flooding the creek.

Motion by Smith, second by Neumeyer to approve the site plan as submitted. Motion carried 6-0.

6.) Discuss/Recommend Special Zoning Request Forms and Fees.

Nathan Kempke stated that the City currently has four separate forms for Conditional Use, Re-Zoning, Variance, and Site Plan Review - copies of each of them were included in the packets. He mentioned that there had been some discussion of combining the forms into a single form so the Clerk does not have to make the decision as to which form a person needs to complete – an example was included in the packets from the City of Juneau. Bob Smith added that the building inspector and the engineer should be determining which forms need to get filled out. Kempke added that he would create a draft of a form that would be reviewed at a future meeting; however the fees for the forms should be determined tonight so they have them in time for the 2017 budget.

Motion by Kahlhamer, second by Legas to table decisions on the form until Nathan drafts one for review. Motion carried 6-0.

Motion by Kahlhamer, second by Smith to recommend a fee of \$150 for a Conditional Use Permit Application, Application for Rezoning, and Site Plan Review and \$200 for an Application for Variance. Roll call vote was taken; Motion carried 6-0.

7.) Discuss Updates to the City of Mayville 30-Year Comprehensive Plan

Bob Smith stated that the only updates that are needed to the 30-Year Comprehensive Plan to stay within compliance are updates to the zoning maps and City boundaries. He stated that an amendment to the 30-Year Comprehensive Plan should be written that includes only the updated zoning maps and City limits. He added that updated statistics from the latest census could be included in the amendment as well for reference. Nathan will be putting together the amendment for the Commission to review.

8.) Adjournment.

Motion made by Del Ponte, second by Kahlhamer to adjourn. Motion carried 6-0. Meeting adjourned at 6:39 p.m.

Minutes prepared by Nathan Kempke