

PLANNING COMMISSION MINUTES
Mayville City Hall, 15 S. School Street, Mayville, WI
May 25, 2011

1.) Call to Order and Roll Call.

Meeting called to order at 5:30PM

Members Present: Dolores Neumeyer, Merlin Kahlhamer, Jerry Moede, Bob Smith, Ron Henkel, and David Pasbrig

Members Absent: D.J. Legas

Others Present: Henry Kern and Bob Redeker

2.) Approve Agenda.

Motion by Henkel, second by Kahlhamer to approve the agenda. Motion carried on a voice vote; no objections.

3.) Approve the Minutes of the March 23, 2011 meeting.

Motion by Smith, second by Henkel to approve the March 23, 2011, minutes.

Motion carried on a voice vote; no objections; one abstention (Neumeyer).

4.) Conditional Use Public Hearing Amendment to Current Conditional Use for Kwik Trip, ZRH to build an addition to 121 N. Main Street, 251-1216-2314-042, in the City of Mayville.

Mayor Moede stated that the public hearing was open for public comment. Hearing none, he then closed the public hearing and moved on with the agenda.

a. Action on Conditional Use Amendment to Current Conditional Use for Kwik Trip, ZRH to build an addition to 121 N. Main Street, 251-1216-2314-042, in the City of Mayville.

Prior to the meeting, Don Neitzel handed out plans for this proposed addition. He stated that they were looking to expand this building to the north for some additional kitchen space.

Bob Smith stated that based on their plan, it looked like Kwik Trip was losing 3-4 parking spaces. He asked if they would then be looking to utilize the public parking lot for their employees. He asked Don Neitzel to look into what the City requirements for the number of spaces required for employees or how many space are required based on the square footage of the building. He also wanted to make sure that their plan met the handicap parking requirements as well.

Dave Pasbrig asked what their time line was for starting this project. Mr. Neitzel stated that they wanted to get started on this fairly quickly.

Ron Henkel made a motion to approve the Conditional Use Amendment to the Current Conditional Use for Kwik Trip, ZRH to build an addition to 121 N. Main Street, 251-1216-2314-042, in the City of Mayville, contingent upon the review by Mr. Neitzel to verify that all employee and handicap parking requirements of

the City of Mayville are met by the proposed plan. Second by Pasbrig. Roll was called; motion carried; no objections.

(Upon review of the City of Mayville Zoning Code 430-74, Mr. Neitzel determined that the parking shown on the proposed site plan does meet all of the requirements in this section.)

5.) Discussion of Proposed Adult Daycare Facility at 229 Mary Street.

Don Neitzel stated that he has received a copy of the State Certification for the Crossroads Adult Daycare Facility. He also stated that he has received a letter from the attorney for Ms. Helmbrecht, who owns and occupies the other half of this duplex. The letter cited an agreement that was drafted and executed in 1997 between the original two owners of the duplex, that it would always be used as a single family residence. The letter went onto state that based on the attorney's interpretation of the City Zoning Ordinance, Adult Daycare Facilities are not allowed as a permitted or a conditional use.

Mr. Neitzel stated that he has attempted to contact the State Department of Health Services numerous times to ensure that the information the City was original given by this same department was correct, the City of Mayville has no zoning rights over this matter, it's all handled by and through the State of Wisconsin. He has yet to here back from anyone from the Department of Health Services.

Bob Smith stated that the City of Mayville does not want to be involved in civil action between these two neighbors.

Ron Henkel concurred with Mr. Smith and said that we should continue trying to get in touch with the Department of Health Services to verify what we were originally told is correct. He also stated that this should be put on next months agenda for an update.

Mayor Moede stated that he attended the open house for Crossroads Daycare and thought that it was set up very well.

6.) Discussion of Proposed Veterans Memorial in City Park.

Don Neitzel updated the Plan Commission members that an architect has been chosen for the Veterans Memorial design, but other than this he has heard nothing more.

Mayor Moede stated that there are some people who are concerned with who will be responsible for the up keep of the monument and the site.

Ron Henkel felt that this was a good question and felt that D.J. Legas would have this information.

7.) Discuss Letter of Intent Notification for Parcel Number 042-1217-3043-000.

Don Neitzel stated that he spoke with property owner who is selling the above mentioned parcel to confirm that this is simply a land sale of an existing parcel that is to remain in agricultural use and not be developed. Mr. Neitzel stated that the selling property owner, Mr. Steven Grulke, confirmed that all of this was true. Based on this and reviewing the City Code, Mr. Neitzel stated that he the executed the Letter of Intent Form and transmitted it back to the county.

6.) Adjournment.

Motion made by Kahlhamer, second by Smith, to adjourn. Motion carried on a voice vote; no objections. Meeting adjourned at 5:57 p.m.

Minutes prepared by Don Neitzel