

**PLANNING COMMISSION MINUTES**  
Mayville City Hall, 15 S. School Street, Mayville, WI  
September 25, 2019

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

Meeting called to order at 5:00 PM

Members Present: Rob Boelk, Travis Puls, Merlin Kahlhamer, Bob Smith.

Absent: D.J. Legas, JoAnn Gromowski, John Gable.

Others present: Bill Muche, Sal Okon, Jerry Bellin, Jessica Youso, Dennis Fleischer, Rob Froh.

**2.) Approve Agenda.**

Motion by Smith, second by Puls to approve agenda. Motion carried 4-0.

**3.) Citizen Comments.**

None.

**4.) Approve the Minutes of the July 24, 2019, meeting.**

Motion by Puls, second by Smith to approve minutes of the July 24, 2019 meeting.  
Motion carried 4-0.

**5.) Discussion with Possible Action of Land Division for Gerald Bellin Trust, Parcel #042-1217-1933-000, N11507 County Road Z, Brownsville.**

The proposed split of the 10.7 Acre parcel was discussed as shown in the Letter of Intent Notification the City received, dated August 6, 2019. The owner would like to split the parcel into four lots; two of the lots would be intended for residential use (Lots 2 and 3) while the remaining two lots (Lots 1 and 4) would remain non-residential at this time.

Motion by Smith, second by Kahlhamer to recommend approval of the land division into the four lots as shown with Lots 2 and 3 for residential use and Lots 1 and 4 remaining non-residential use for a minimum of 5 years. Role call vote was taken; Motion carried 4-0.

**6.) Discussion Regarding Old Fashioned Foods Parking Lot at 331 S Main Street.**

Jessica Youso from Old Fashioned Foods discussed the shortage of parking for their employees and was considering purchasing the house adjacent to their building to the north with the intention of removing the house to construct a parking lot. She is looking for guidance from the Commission on the process required. The suggestions from the Commission were for Jessica to confirm a parking lot could be constructed on the parcel at a reasonable cost, based on the current topography. Also, the zoning would likely require the two parcels to be combined and possibly rezoned. The Commission also would like to see Jessica reach out to neighbors to confirm they would not have any objections. It was suggested that when a proposal is made to purchase the house, the proposal is made contingent on City approval for combining the parcels and any required rezoning.

7.) **Discuss/Recommend Ordinance Revisions to Adopt Updates to the Department of Safety and Professional Services Administrative Code Chapter 316 (SP316).**

Rob Froh explained that the Department of Safety and Professional Services has updated their code regarding electrical inspections. Municipalities that wish to perform electrical inspections at certain types of buildings that would otherwise require State inspectors (such as farms, campgrounds, public buildings of employment) must meet several requirements. One of those requirements is adopting DSPS Chapter 316 in the Mayville City Code as shown in the handouts.

Motion by Smith, second by Puls to recommend revising City ordinances to reflect the changes as shown in the handouts. Motion carried 4-0.

8.) **Discuss with Possible Action Retention Pond Maintenance.**

The issue with retention ponds getting out of control is likely due to the ponds being built as cheap as possible which requires more maintenance after construction. The maintenance can be difficult and expensive, so it is not being done. Further discussion continued about the possibility of including a City ordinance with standards on how a pond should be constructed that would minimize maintenance. An option could be to have an ordinance with requirements for maintaining existing ponds and standards for construction of future ponds. The ordinance needs to contain something enforceable to require property owners to regularly maintain their ponds.

Motion by Smith, second by Kahlhamer to table the issue until the next meeting. Motion carried 4-0.

9.) **Adjournment.**

Motion made by Smith, second by Puls to adjourn. Motion carried 4-0. Meeting adjourned at 5:38 p.m.