

PLANNING COMMISSION
Mayville City Hall, 15 S. School Street, Mayville, WI
September 28, 2022

1. Call to Order and Roll Call.

Meeting was called to order at 5:00 p.m.

Members Present: John Guinn, Andy Shoemaker, Merlin Kahlhamer, Bob Smith, John Gable, Gene Frings, Broc Fleischer

Members Absent: None

2. Approve Agenda.

Motion By Gable, second by Kahlhamer, to approve the agenda. Motion carried on a voice vote.

3. Citizen Comments

None.

4. Approve the Minutes of the August 24, 2022, meeting

Motion made by Smith, second by Shoemaker, to approve the August 24, 2022 meeting minutes. Motion carried on a voice vote.

5. Discussion/Recommend Replat of River Knoll Parcels 251-1216-1412-006 through 011

Don Neitzel requested to take Items #5 and #6 out of order, due to the site plan effecting the plat. Motion by Smith, second by Shoemaker to take Items #5 and #6 out of order. Motion carried on a voice vote 7-0.

(AFTER ITEM #6)

Following discussion and action on the Hockers Investments LLC site plan submittal, the Plan Commission returned to Item #5.

Motion by Smith, second by Kahlhamer to approved the plat contingent upon the 20' wide permanent easement being added to the plat, following an agreement being made between Hockers Investments LLC and Tom Letkewicz on the 20' wide temporary grading easement. Roll call vote was taken. Motion carried 7-0.

6. Discuss/Approve site plan submitted for Hockers Self Storage Development located in the River Knoll Industrial Park, part of parcel 251-1216-1412-009

Jody, with Hockers Investments LLC was present to address any questions with the site plan. Tom Letkewicz, owner of parcel 251-1216-1412-007 on Hilltop Drive, that abuts the proposed Hockers development was also present.

Don Neitzel brought up the proposed 20' wide temporary grading easement that Hockers is looking for on the 5 one-acre lots that the City recently created along Hilltop Drive. Don stated that one of the one-acre lots has been sold to Tom Letkewicz, so not only would Hockers need an easement from the City, but also Mr. Letkewicz. Don asked Mr. Letkewicz when he intended on submitting a site plan for his proposed development. Mr. Letkewicz stated that he would like to have it on the agenda for October. Mr. Letkewicz stated that he

might be interested in selling the 20' temporary easement.

Brock Fleischer stated that he felt this item should be tabled until Hockers and Mr. Letkewicz can come to an agreement on the easement.

John Maas, engineer for Hockers Investments LLC, was contacted by phone. He was asked by Mayor Guinn if there was a Plan B for the site grading rather than needing the 20' wide temporary grading easement. Mr. Maas stated that there really wasn't a Plan B, due to the grade of the land in this area really dictating the stormwater flow and drainage patterns.

John Gable asked Mr. Maas if the easement could be split on the property line with 10' wide on Hocker's proposed parcel and the other 10' in width on the one-acre lots. It was discussed that this wasn't really an option without effecting the site/building layout of the Hockers development.

After some discussion, Don Neitzel stated that maybe the 20' wide temporary grading easement should become a 20' wide permanent drainage easement after it is completed. This 20' drainage easement would benefit the Hockers Development as well as each of the 5 one-acre lots.

Motion by Shoemaker, second by Fleischer to approve the Hockers Investment LLC site plan as submitted, contingent upon Hockers Investment LLC and Tom Letkewicz coming to terms on the 20' wide temporary grading easement and the 20' wide temporary grading easement becoming a 20' wide permanent drainage easement once the grading is completed and that the maintenance of the said permanent drainage easement is to be the responsibility of each of the property owners, and also subject to the items 1 thru 8 in the "Conclusion and Recommendation" section of the Kunkel Engineering Group, September 28, 2022, site plan review letter being addressed. Roll call vote was taken. Motion carried 7-0.

7. Discussion/Recommend a 3 lot CSM for properties on Grove St. and Willow Circle, parcels 251-1216-2312-073, 251-1216-2312-071, and 251-1216-2312-070.

Don Neitzel reviewed the intent of the proposed CSM with the Plan Commission and stated that Nick Chikowski, City Engineer, had some review comments on the CSM that he will respond to the surveyor with that will need to be addressed.

Motion by Shoemaker, second to Kahlhamer, to recommend approval of the CSM to the City Council contingent upon the review comments from the City Engineer being addressed by the land surveyor. Motion carried on a voice vote, 7-0.

8. Discuss/Recommend wellhead protection ordinance

Motion by Shoemaker, second by Fleischer to recommend the draft ordinance to the City Council for creation of a wellhead protection ordinance. Motion carried on a voice vote, 7-0.

Motion made by Shoemaker, second by Kahlhamer to table the agenda item. Motion carried on a voice vote 7-0

9. Discuss with possible action regarding short-term residential rentals (Airbnb)

Bob Smith stated that he had this item put on the agenda after having a discussion with the Building Inspector regarding these types of rentals. Bob said that he feels that there should be an ordinance in place to deal with these before these begin popping up around the City.

Motion Gable, second by Shoemaker to table this item. Motion carried on a voice vote, 7-0.

10. Discuss with possible action regarding City's fence ordinance

Motion by Gable, second by Fleischer to table this item. Motion carried on a voice vote, 7-0.

11. Discuss with possible action an ordinance setting minimum residential development requirements

Bob Smith stated that he put this item on the agenda at the request of the Building Inspector to determine minimum size requirements for residential homes, as there is nothing currently stated in the City's ordinances regarding this.

Rob Froh, building inspector, provided an example of an ordinance from the Town of Erin, which states minimum size requirements for residential homes. He said that he feels that the City should have something to point developers and builders to when the question comes up.

Motion by Smith, second by Kahlhamer to recommend to City Council adding this language to the City's ordinances subject to review by the City Attorney. Motion carried on a voice vote, 7-0.

12. Set new meeting dates/times

Mayor Guinn stated that the Plan Commission meeting dates would be moved to the 2nd Monday of the month at 5pm, starting with the October meeting. After some discussion it was determined that the change in date should be pushed to the November meeting and leave the October meeting date as the fourth Wednesday of the month, as it is now. So, the October meeting will be on October 26th at 5pm and the change in date will be made in November.

13. Adjournment.

Motion made by Kahlhamer, second by Fleischer, to adjourn the meeting at 6:28pm. Motion passed on a voice vote 7-0.

Minutes prepared by Don Neitzel