

PLANNING COMMISSION
Mayville City Hall, 15 S. School Street, Mayville, WI
November 14, 2022

1. Call to Order and Roll Call.

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

Members Present: John Guinn, Andy Shoemaker, Bob Smith, John Gable, Gene Frings

Members Absent: Broc Fleischer, Merlin Kahlhamer

2. Approve Agenda.

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

3. Citizen Comments

None.

4. Approve the Minutes of the September 28, 2022 meeting

Motion made by Smith, second by Frings, to approve the September 28, 2022 meeting minutes.
Motion carried on a voice vote.

5. Discuss with possible action proposed improvements to the St John's Evangelical Lutheran Church. Proposed improvements are to the school site located at 520 Bridge Steet.

Representatives from the School were at the meeting to discuss there proposed improvements to the site. Improvements included moving the current playground location and building a new parking lot. The proposal also includes building a new child day care and an addition to the existing school for office space. St John's is currently working with MSA to complete a CSM for the site. They are also looking for an engineering firm to complete the rest of the design work. During discussion it was brought up that site drainage and existing utilities on the site will have to be considered when they get to the design process. No Action was taken as this was preliminary discussion regarding the proposed improvements

6. Discuss/Approve an Extraterritorial Minor Land Division located in the Town of Theresa of Parcel #042-1217-1831-000, owner Lila Vander Loop.

Lila Vander Loop was in attendance to discuss her plan to separate the current farm house and building from the rest of the farm. Per the Letter of Intent it was proposed that the 4 acres they wanted to split off would be zoned residential. It was brought up that per the City of Mayville extraterritorial requirements a newly created parcel zoned residential cannot be greater than 2 acres in size. Lila brought to the City's attention that the parcel is not going to be zoned residential. It would be instead be zoned agricultural 2. Motion made by Smith, second by Shoemaker, to approve the Letter of Intent on the condition that zoning will be Agricultural 2. Roll call taken and motion passed 5-0.

7. Discuss/Approve Site Plan Review for Parcel #251-1216-1412-007 located on Hilltop Drive and owned by Thomas Letkewicz.

Kunkel prepared a site plan review letter for the proposed development on Hilltop. Reviewed the proposed site plan that was submitted. There were a couple of items that needed to be addressed such as paving plans including driveway information, lighting plans, and landscaping plans. Thomas did bring up that in the purchase agreement it was noted that utilities would be provided at the lot line. The city will review the agreement and see what needs to be done. Also discussed was drainage for the site. The site is currently going through a replat process and changing things now would start the process over. The city agreed to work with the property owner to establish drainage easement after the replat has been recorded. A motion was made by Shoemaker, second by Frings, to table this item until the addition information need can be addressed. Motion carried on a voice vote.

8. Discuss/Approve Site Plan Review for addition to dentist office located a 1766 Horicon Street, Parcel #251-1216-2214-014.

Dr. Stevens and representatives from Excel Engineering were in attendance to discuss the proposed addition to Dr. Steven Dental Practice. The proposal includes a 1,600 sq ft addition along with expanding the parking lot. There are also some proposed improvements being made to the existing building. There was some discussing about getting approvals for the utility companies to have a parking lot over their easements. Also, the DOT was consulted with have the parking lot within the building setback. Excel stated that they had approval from the DOT and were waiting on approval from the utilities. Smith di note that in the past there has been a water issue in this location. He believed that there was at one time a water main break that was causing some issues. I told him we would have to talk with Courtney to see if there are any information regarding this issue. Motion made by Frings, second by Gable, to approve the site plan. Roll call taken and motion passed 5-0.

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

Motion made by Shoemaker, second by Frings, to table the item until further information can be provided.

10. Discuss with possible action a change to the City's fence ordinance to address fence materials.

The city received a complaint regarding one of its residences fence that was install and the item was put on the agenda for discussion. The City's building inspector reviewed the fence in and it complied with the current requirements. Motion made by Gable, second by Smith, to take no action in changing the current fence ordinance. Roll call taken with 3 approving, one abstaining, and 1 apposed.

11. Discuss with possible action adding an ordinance for short-term residential rentals (AirBnb).

Motion made by Shoemaker, second by Frings, to table the item until further information can be provided.

12. Adjournment.

Motion made by Frings, second by Shoemaker, to adjourn the meeting at 5:45 PM. Motion passed 5-0 meeting