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MEETING: PLANNING COMMISSION
PLACE: Mayville City Hall, 15 S. School Street, Mayville, WI
DATE: July 10, 2023
TIME: 5:00 p.m.

MINUTES

(A Quorum of Council Members May Be Present)

1. **Call to Order and Roll Call.** – Called to order @ 5:00 PM by Mayor Guinn
Mayor Guinn - Remote
Tillmann - Present
John Gable – Present
Gene Frings – Present
Merlin Kahlhamer – Present
Andy Shoemaker – Present
Broc Fleischer – Excused/Absent

Also present were Nick Chikowski, Engineering/Planning, Deputy Clerk Schonasky, City Clerk Gonstead.

2. **Approve Agenda.**

Motion to approve by Mr. Kahlhamer, 2nd by Mr. Gable. No Discussion. 6-0, motion carries

3. **PUBLIC HEARING – Public Hearing regarding the Conditional Use Permit Application for Matthew Schellinger, 225 Breckenridge Street, Mayville. Parcel #251-1216-2312-013. (See Public Hearing Notice which was Published on June 28, 2023 and July 5, 2023)**

Matt Schellinger, 231 Breckenridge St., speaks – Inquires if anything else needs to be done. Plumber. Exit lights, emergency lights. City sewer and water are going to get tied into. Parking question – are they required to have parking or can they use street parking. Mr. Chickowski – Explained the need to written permission from business across the street.

Ala Gomez, 231 Breckenridge St. – Explained she thinks she needs four slots, but curious many are they required to have. Mr. Gable – Explained they are not required to have parking. Mr. Chickowski – Agreed, they are not, but there were stipulations previously to use the property across the street to use property.

Chris Leonard, 356 N John St., speaks – Inquired on proposed hours of operation. Mr. Schellinger – Explained minimal hours upon start, 2x/wk, 5-7. As they grow, they would like to expand upon hours, it depends how the business grows.

4. **Citizen Comments**

(Citizen Comments are to be kept to a maximum of five minutes per speaker unless the chairperson allows an extension of time. Each citizen is to make comments at the podium after stating name and address. Each citizen may comment only one time per public hearing / meeting.)

None

5. **Approve the Minutes of the June 12, 2023 meeting**

Motion by Mr. Shoemaker, 2nd Mr. Kalhamer. No discussion. 6-0, motion carries

6. Discussion with Possible Action on Conditional Use Permit Application for Matthew Schellinger, 225 Breckenridge Street, Mayville, Parcel #251-1216-2312-013 Requesting use of Garage/Steel Structure for Martial Arts Business.

Mayor Guinn inquired if anyone would care to comment or approve.

Motion to approve and recommend to Council by Mr. Frings, 2nd Mr. Gable. Discussion: None. Roll vote.

Mayor Guinn – Aye

Ald. Tillmann – Aye

Mr. Gable – Aye

Mr. Frings – Aye

Mr. Kahlhamer- Aye

Mr. Shoemaker – Aye

6-0, one absent. Motion carries.

Will need to be moved to Common Council for approval next.

Discussion was had Mr. Schellinger on Commercial Occupancy Permits. Process, timelines. Need to reapply as his is over 60 days old.

7. Discussion, with Possible Action, regarding a Certified Survey Map for current parcels 251-1216-2342-092, located at 259 Oak Street, for Wings over Wisconsin, current owner Mayville Joint School District #5.

CSM not yet moved. Motion to table to the next meeting by Mr. Frings, 2nd by Mr. Kahlhamer. No discussion. 6-0, one absent – motion carries. Table to next meeting.

8. Discussion, with Possible Action, a potential land sale and development of lot 5 of the replat River Knoll Industrial Park Lot 10, Parcel # 251-1216-1412-011.

Mr. Schellinger – Proposed seed storage facility on Hilltop Drive. Mr. Frings inquired - Does it meet all the setbacks? Mr. Chickowski indicated it does. Mr. Schellinger explained, 60x100. Dock for loading.

Discussion had on how they get laterals and utilities. Explanation made that it was once an incentive, but they would need to look into reopening the TID in that area in order to officer incentives. Mayor Guinn indicated he would work with Mr. Schellinger in the coming weeks on that, including speaking to Finance Committee regarding if something can be done in the interim.

Discussion on timeframe. Mr. Schellinger explains he has until next spring, at this time.

Discussion on proceeding with a Developer's Agreement. Mayor Guinn indicates, unless Commission feels differently, they can keep the process moving forward and will work on a developer's agreement. Indicating he would work with the real estate attorney to get that process started. Mr. Chickowski also indicated they should consider having the Developer's Agreement in place prior to coming back for the site plan review.

No further action/discussion

9. Discussion, with Possible Action, a potential Building addition located at 1056B North Main Street, parcel #251-1216-1323-015, Owner DJ Legas.

Mr. Chickowski explained that Mr. Legas wants to do addition to his shop, cold storage area. It's not going to be much of an addition. Sketch and layout are in packet of what he plans to do. It is not something that really warrants a site plan review. Discussion had on where this is located and what other properties are nearby. Mr. Chickowski also adds that the building inspector, Rob Froh will be involved to make sure code is adhered to.

No action needed, largely informational.

10. Discussion, with Possible Action, Zoning Options for 105 Bridge Street, Parcel #251-1216-2314-021, Owner: Dr. Dan Stevens, Current Zoning: B1- Central Business.

Dr. Stevens and his realtor, Brenda Bruyette speak on this matter, looking to rezone as, due to ADA compliance issues, there is difficulty selling this property. Looking to rezone so any buyer could make this in to an apartment. Extensive discussion on the building layout and if it would be considered a first-floor apartment or not. Concerns about rezoning to residential in the middle of a business district and the potential to set precedence and having other buildings asking for the same. Discussion comes to involving City counsel to further interpret the applicable ordinances regarding the zoning.

Motion to table this matter to next month's meeting by Mr. Shoemaker, 2nd by Mr. Kahlhamer. No further discussion. 6-0, one absent – motion carries.

11. Discussion, with Possible Action, Changing the Regular Meeting Time for the Planning Commission

Ald Tillmann had a job conflict that makes 5pm difficult, due to his employment. Discussion had on other dates/times.

Motion to move the regular meeting date and time of the Planning Commission to the third Tuesday of each month, at 5PM, by Mayor Guinn. 2nd by Mr. Frings. No further discussion. 6-0, one absent – motion carries.

Next meeting will be August 15, 2023.

12. Adjournment.

Motion to adjourn meeting at 5:58 PM by Mr. Kahlhamer, 2nd by Mr. Gable. 6-0, one excused. Motion carries.

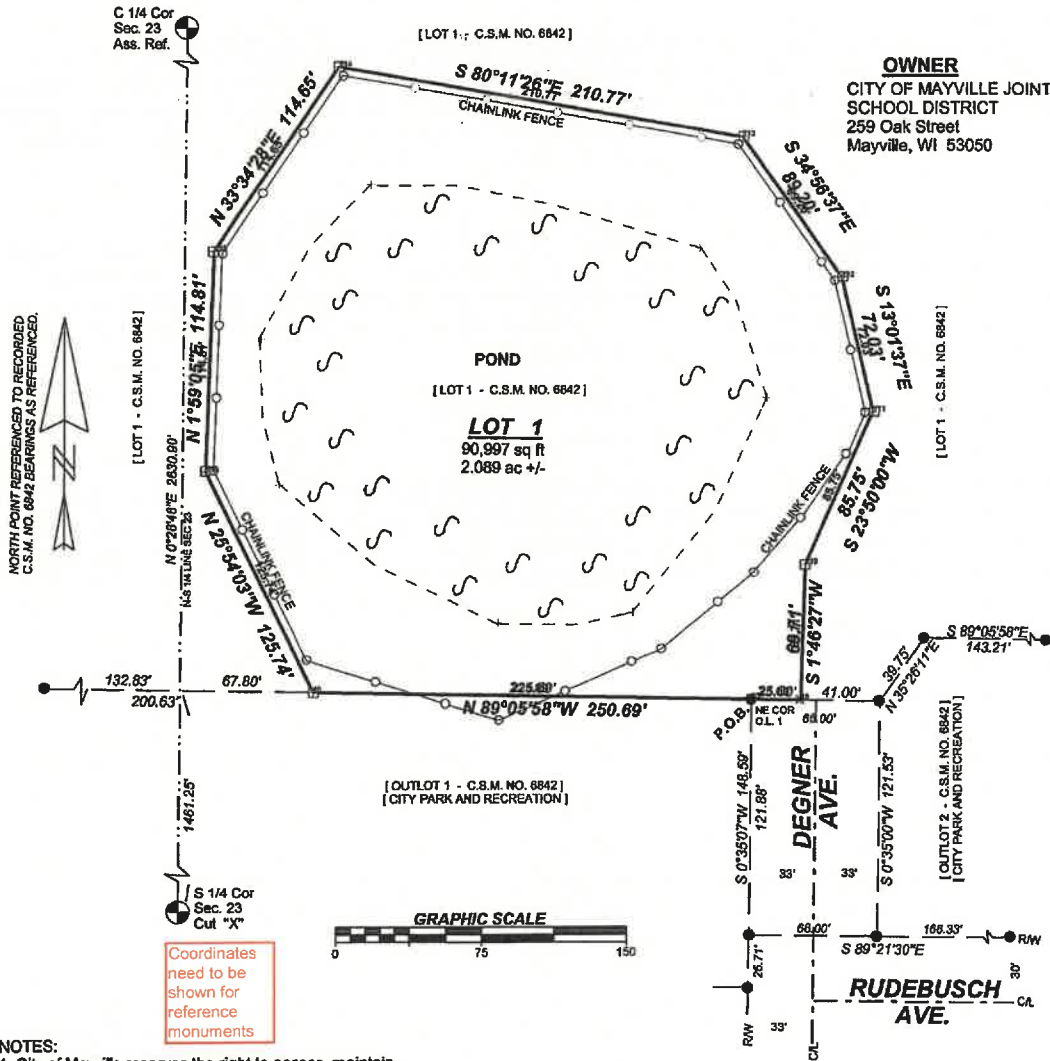
John Guinn
Chairperson

*Minutes prepared and respectfully submitted by
Anastasia Gonstead – City Clerk*

NOTE: Persons with disabilities requiring special accommodations for attendance at the meeting should contact City Hall at least one (1) business day prior to the meeting.

DODGE COUNTY CERTIFIED SURVEY MAP

A SURVEY OF PART OF LOT 1 OF CERTIFIED SURVEY MAP NUMBER 6842, AS RECORDED IN VOLUME 46 OF CSM'S ON PAGES 270-274 AS DOCUMENT NUMBER 1204379, BEING LOCATED IN A PART OF THE NORTHWEST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 23, TOWN 12 NORTH, RANGE 16 EAST, CITY OF MAYVILLE, DODGE COUNTY, WISCONSIN.



Dated this _____ day of _____, 2023

Mark R Tomashek WI RLS S-2340
at Beaver Dam, Wisconsin

NEW FRONTIER LAND SURVEYING LLC

P.O. Box 576- Beaver Dam, Wisconsin 53916
P (920-296-3904) F (920-885-3905)
Email : newfrontier@powercom.net

DODGE COUNTY CERTIFIED SURVEY MAP

SURVEYOR'S CERTIFICATE:

I, Mark R. Tomashek, Professional Land Surveyor of the State of Wisconsin, do hereby certify that I have made a survey for Burt Bushke, agent for the owner, of a part Lot 1 of Certified Survey Map Number 6842, as recorded in Volume 46 of CSM's on Page 270-274 as Document Number 1204379, being located in a part of the Northwest 1/4 of the Southeast 1/4 of Section 23, Town 12 North, Range 16 East, City of Mayville, Dodge County, Wisconsin, being more particularly described as follows:

Beginning at the northeast corner of Outlot 1 of Certified Survey Map Number 6842; thence N.89°05'58"W. along the north line of said Outlot 1, 225.69 feet; thence N.25°54'03"W., 125.74 feet; thence N.1°59'05"E., 114.81 feet; thence N.33°34'28"E., 114.65 feet; thence S.80°11'26"E., 210.77 feet; thence S.34°56'37"E., 89.20 feet; thence S.13°01'37"E., 72.03 feet; thence S.23°50'00"W., 85.75 feet; thence S.1°46'27"W., 69.71 feet to the north right-of-way line of Degner Avenue; thence N.89°05'58"W. along said right-of-way line, 25.00 feet to the Point of Beginning.

Said parcel contains 90,997 square feet or 2.089 acres more or less.
Parcels are subject to easements and restrictions of record.

I further certify that this map is a correct representation of all exterior boundaries and interior divisions thereof according to official records and that I have complied with the provisions of Chapter 236.34 of the Wisconsin State Statutes and the Subdivision Ordinance for the City of Mayville, Wisconsin in surveying and mapping the same to the best of my knowledge and belief.

Dated this _____ day of _____, 2023

Mark R. Tomashek WI PLS S-2340
at Beaver Dam, Wisconsin

CITY OF MAYVILLE PLAN COMMISSION CERTIFICATE:

This survey is approved by the City of Mayville Plan Commission as being in conformance with the City's Subdivision Ordinance on this _____ day of _____, 2023.

John Guinn, Chairman

, Alderperson Attest

CITY OF MAYVILLE COMMON COUNCIL CERTIFICATE:

This survey is approved by the City of Mayville Common Council as being in conformance with the City's Subdivision Ordinance on this _____ day of _____, 2023.

John Guinn, Mayor

Anastasia Gonstead, Clerk

Dodge County, WI

Legend

- Parcels
- Parcel Labels
- CSM Boundaries
- CSM Lots
- Sub and Condo Lots
- Subdivisions and Condo Boundaries
- Encumbrances
- ROW
- Address Points
- Address Labels
- Driveways
- Building Footprints
- Misc Lines
- Cities and Villages (scale below 30K)
- Towns
- Sections
- State Roads
- County Roads
- Federal Roads
- Interstates
- Centerline
- Lakes and Rivers
- Horizon Marsh
- Surrounding Counties



















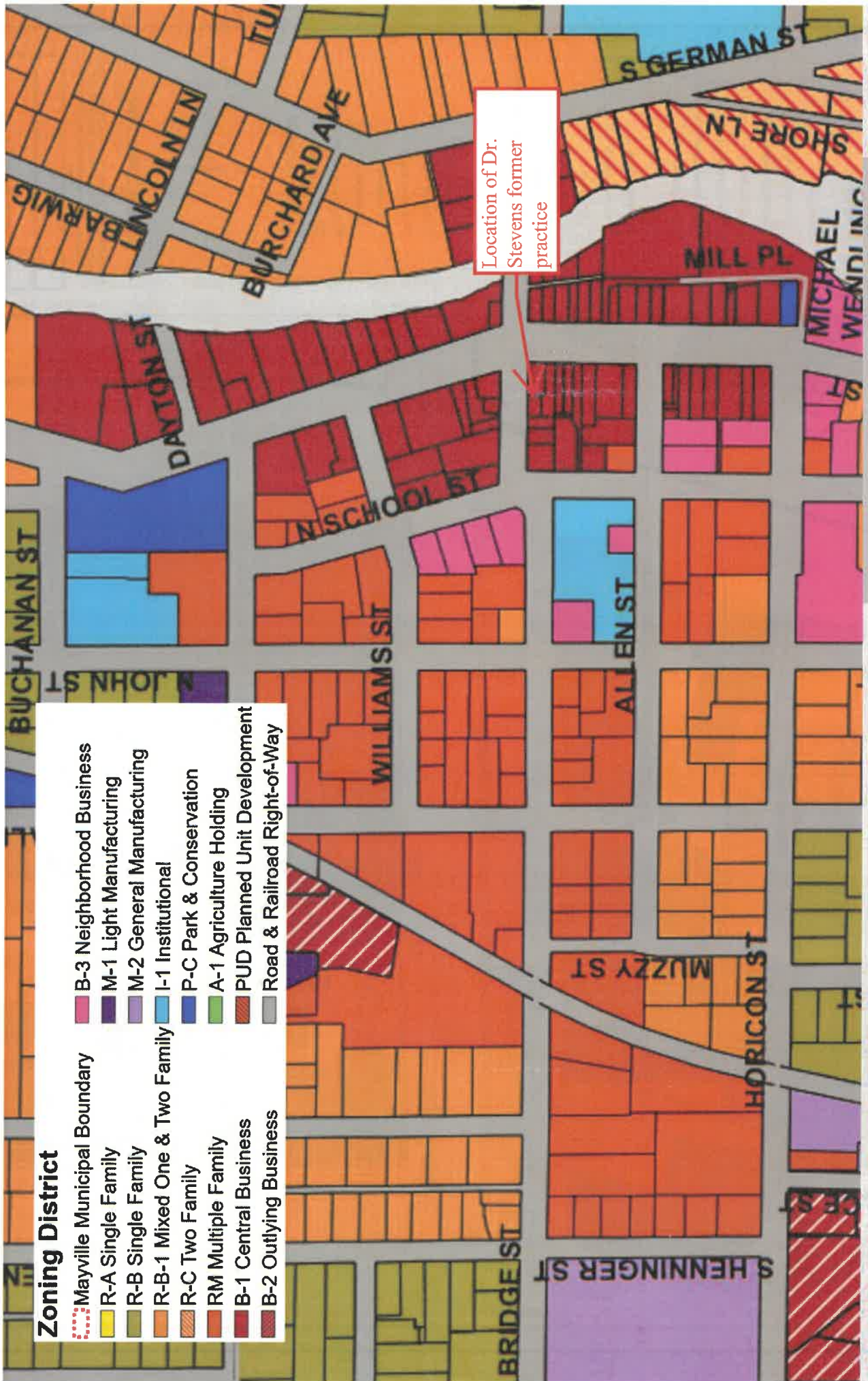
DISCLAIMER: This map is not guaranteed to be accurate, correct, current, or complete and conclusions drawn are the responsibility of the user.

Author	
Date Printed	07/2023 10:29 AM
Source	



Zoning District

-  Mayville Municipal Boundary
-  R-A Single Family
-  R-B Single Family
-  R-B-1 Mixed One & Two Family
-  R-C Two Family
-  RM Multiple Family
-  B-1 Central Business
-  B-2 Outlying Business
-  B-3 Neighborhood Business
-  M-1 Light Manufacturing
-  M-2 General Manufacturing
-  I-1 Institutional
-  P-C Park & Conservation
-  A-1 Agriculture Holding
-  PUD Planned Unit Development
-  Road & Railroad Right-of-Way



Location of Dr. Stevens former practice

City of Mayville, WI
Wednesday, July 5, 2023

Chapter 430. Zoning

Article V. Basic District Regulations

§ 430-40. B-1 Central Business District.

A. Intent. The B-1 Business District is intended to provide for orderly, appropriate regulations to ensure the compatibility of the diverse uses typical of the "downtown" area without inhibiting the potential for maximum development of commercial, cultural, entertainment, and other urban activities which contribute to its role as the "heart" of the City.

B. Principal uses. The principal uses are as follows:

- Antique and collectors stores
- Apparel repair
- Automotive parts store
- Bakeries
- Banks, savings and loan associations, and other financial institutions
- Barbershops
- Bars and taverns
- Beauty shops
- Bookstores
- Bowling alleys
- Business offices
- Camera and photographic supply stores
- Caterers
- Clinics
- Clothing stores
- Confectioneries
- Delicatessens
- Dental clinics
- Department stores
- Drugstores
- Fish markets
- Florists
- Fraternities
- Fruit stores
- Furniture stores
- Furriers and fur apparel

Gift stores
Grocery stores
Hardware stores
Hobby and craft stores
Jewelry stores
Lodges
Meat markets
Music stores
Newspaper and magazine stores
Optical stores
Packaged beverage stores
Paint, glass and wallpaper stores
Pet shops
Photography and art studios
Professional offices
Public utility offices
Radio and television stores
Restaurants
Secondhand stores
Self-service laundries and dry-cleaning establishments
Shoe repair stores
Shoe stores and leather goods stores
Soda fountains
Sporting goods stores
Stationery stores
Supermarkets
Theaters
Tobacco stores
Variety stores
Vegetable stores

C. Permitted accessory uses. Permitted accessory uses are as follows:
[Amended by Ord. No. 763-92]

- (1) Attached garages for storage of vehicles used in conjunction with the operation of the business or for the occupants of the premises.
- (2) Rental efficiency and one-bedroom apartments on a nonground level, provided that there shall be a minimum floor area of 400 square feet for an efficiency apartment, 500 square feet for a one-bedroom apartment, and 600 square feet for a two-bedroom apartment.

D. Conditional uses. Conditional uses are as follows: hotels; motels; medical clinics; dance halls; crematory services; gasoline service stations; automobile and truck rental services; automobile washing; veterinary clinics (provided that no service, including the boarding of animals, is offered outside of an enclosed building); utilities and essential services; new and used automobile agencies; aircraft and marine craft sales and the sale of tires, batteries and other automotive, marine and aircraft accessories; radio and television transmitting and receiving stations; detached garages for storage of vehicles used in conjunction with the operation of the

business or for the occupants of the premises; and churches. Bus depots are permitted as conditional uses provided that all principal structures and uses are not less than 100 feet from any residential district lot line.

[Amended by Ord. No. 910-2000]

- E. Lot area and width. Lot area and width requirements are as follows:
- (1) Minimum lot area: 4,000 square feet.
 - (2) Minimum lot width: 40 feet.
- F. Building height. Building height requirements are as follows: no building or parts of building shall exceed 45 feet in height.
- G. Setbacks and yards. Setback and yard requirements are as follows:
- (1) No minimum setback shall be required.
 - (2) No minimum side yard is required between structures and the lot line or between adjacent structures; however, where a side yard is provided, it shall be not less than eight feet in width.
 - (3) There shall be a rear yard of not less than 25 feet.
 - (4) Where Building Code requirements mandate setbacks greater than stipulated in this section, they shall apply.^[1]
- [1] *Editor's Note: See Ch. 164, Building Construction.*
- H. Site plans. Every builder of any building hereafter erected or structurally altered for use in the business district shall, before a building permit is issued, present detailed site plans pertaining to the proposed structures to the City Plan Commission, which will approve said plans only after determining that the proposed building will not impair an adequate supply of light and air to adjacent property or substantially increase the danger of fire or traffic congestion or otherwise endanger the public health or safety or substantially diminish or impair property values within the Central Business District.