

PLANNING COMMISSION MINUTES
Mayville City Hall, 15 S. School Street, Mayville, WI
March 28, 2018

1.) Call to Order and Roll Call.

Meeting called to order at 5:00 PM

Members Present: Dolores Neumeyer, Bob Smith, Rob Boelk, John Gable, and Travis Puls.

Absent: Merlin Kahlhamer and D.J. Legas

Others present: Don Neitzel, Joe Nied, Dan Antonioni, Ryan Birschbach, Kate Egan, Rick Ruenzel, Sal Okon, Roger Schregardus.

2.) Approve Agenda.

Motion by Smith, second by Gable to approve agenda. Motion carried 5-0.

3.) Citizen Comments

Mayor Boelk welcomed Travis Puls to the Planning Commission.

4.) Approve the Minutes of the February 28, 2018, meeting.

Motion by Smith, second by Neumeyer to approve minutes of the February 28, 2018 meeting. Motion carried 5-0.

5.) Discuss/Approve Site Plan Review for Mayville School District, Parcel #251-1216-1434-039.

Nathan Kempke directed the Commission to copies of sections of the site plans in their packets. He added that he included his review notes in the packets and there were no issues with City ordinances. Representatives for the design gave a brief overview of the project stating they were just informed that the Alternate work shown on the plans will not be done. This includes the parking lots south and west of the high school building. The electronic sign will also not be part of the project. The parking lot work to the north of the building, including restriping the large parking lot by the football field, will be completed. The entrances to the north parking lot and parking lot by the football field will be separated as shown in the plans. The "Y" entrance south of the building will remain as is. The work at the middle school, including the parking lot north of the building and the retaining wall along Henninger Street, will be completed. The drainage was designed to handle all parking lots as shown in the plans and will not change to allow for the opportunity that the Alternate work eventually gets completed.

Motion by Smith, second by Neumeyer to approve the site plan for Mayville School District with the subtraction of the Alternate work being completed (parking lots south and west of the high school building and the electronic sign along Clark Street). Role call vote was taken; Motion carried 5-0.

6.) Discuss/Approve Site Plan Review for NAPA Auto Parts, Parcel #251-1216-2323-025/026.

Nathan Kempke stated the representative for this development that was planning to attend called just prior to the meeting and would be late. Kempke asked the Commission to move this item down in the agenda.

Motion by Smith, second by Neumeyer to approve the move agenda item 6 to after agenda item 10. Motion carried 5-0.

After Item 10 had been discussed, Nathan Kempke directed the Commission to the handouts in their packets which included a site plan for the development. Kempke referred the Commission to his notes stating that he had one comment based on City ordinances regarding parking spaces and another comment on storm water runoff leaving the site at the east side of the property. Roger Schregardus gave a brief overview of the site plan and explained that the site currently drains entirely to the northeast and the future site, after grading, would only drain partially to the northeast so it will actually be an improvement from the current condition. Schregardus added that the “retail” area of the building is 2225 SF and the number of required parking spaces should be based on that number. Kempke replied that the “retail” area was not shown in the plans but agreed, based on the 2225 SF “retail” area, the number of parking spaces meets ordinances. Travis Puls asked if a fence is required on the retaining wall. Bob Smith asked if the site plan had been reviewed by the Fire Department, Kempke replied it had not been as of today.

Motion by Smith, second by Puls to approve the site plan for NAPA Auto Parts subject to approval from the Fire Chief. Role call vote was taken; Motion carried 4-0 (Gable abstain).

7.) Introduction of Petition for Annexation of Parcel #048-1216-2224-000 by Pamela Gross.

Motion by Smith, second by Neumeyer to introduce the petition for annexation of Parcel #048-1216-2224-000 by Pamela Gross. Motion carried 5-0.

8.) Discussion with possible action of Land Division split for Daniel & Heidi Antonioni Trust, Parcel #048-1216-3622-000, W2831 Zion Church Road, Mayville.

Nathan Kempke stated the City received a Letter of Intent Notification to subdivide a parcel – a copy of the letter is in the packets. The proposed division is 2.3 Acres which is greater than the 2 Acres in City Code, however the existing buildings on the site cannot be contained within 2 Acres. Smith stated that the Commission has made exceptions to the 2 Acres requirement previously for homestead parcels containing existing buildings within a divided parcel and it appears 2.3 Acres is the smallest the divided parcel can be while containing the existing buildings.

Motion by Smith, second by Gable to approve the land division split of 2.3 Acres for Parcel #048-1216-3622-000, W2831 Zion Church Road, Mayville. Motion carried 5-0.

9.) Discuss/Recommend Petition for Annexation of Parcel #048-1216-2243-002 by Joseph Nied.

Nathan Kempke stated that the petition for annexation documents were included in the packets for review.

Motion by Smith, second by Puls to recommend the petition for annexation of Parcel #048-1216-2243-002 by Joseph Nied to the Council. Role call vote was taken; Motion carried 5-0.

10.) Discuss updates to City of Mayville 30-Year Comprehensive Plan document.

Bob Smith stated the City's comprehensive plan needs to be kept current. He added the priority concern is to make sure the city boundaries and mapping are kept up to date. There was a discussion regarding updates to the mapping and how they can be updated. Kempke stated the City does not have the software to update the maps and we would have to either purchase the software or hire a consultant to update the maps for us. He also added that we have a listing of the changes that need to be made to the maps. Mayor Boelk stated a budget should be set aside for next year to update the mapping. Delores Neumeyer asked if the entire plan, including the demographic information, should be updated as well. The Commission felt the demographic information is getting to be outdated and should be updated after the next census.

11.) Adjournment.

Motion made by Gable, second by Puls to adjourn. Motion carried 5-0. Meeting adjourned at 5:46 p.m.