

**CITY OF MERRILL
CITY PLAN COMMISSION
Tuesday, May 7, 2013 at 5:15P.M.
City Hall Basement Conference Room
1004 East First Street**

Voting members: Mayor William Bialecki, Chairperson, Alderperson Steve Hass, James Koppelman, Ken Maule, Melissa Schroeder, Dan Novitch, and Peter Lokemoen

AGENDA

1. Call to order
2. April 8, 2013 meeting minutes
3. Discussion and recommendation on a site plan by Merrill Public Schools, for a proposed outdoor shelter at 1914 W. Jackson Street.
4. Schedule date and time of next meeting
5. Public comment
6. Adjourn

NOTE: It is possible that a quorum of the Common Council will be present at this meeting. However, no Common Council action will be taken.
Agenda prepared by Shari Wicke at the request of Mayor William Bialecki

The Merrill City Hall is accessible to the physically disadvantaged. If special accommodations are needed, please contact Merrill City Hall at 715-536-4880.

1304160

**City of Merrill
City Plan Commission
Monday, April 8, 2013 at 5:45 P.M.
City Hall Common Council Chambers, 1004 East First Street**

Voting members present: Mayor Bill Bialecki (Chairperson), Alderman Steve Hass, James Koppelman (arr. 5:57), Melissa Schroeder and Pete Lokemoen.

Other attendees: City Administrator Dave Johnson, City Attorney Tom Hayden, Building Inspector/Zoning Administrator Darin Pagel, Fire Chief Dave Savone, Alderman Dave Sukow, Alderwoman Kandy Peterson, Alderman Rob Norton, Steve Sabatke, Mike Neumann, Kathy Neumann, Gerald Hersil and City Clerk Bill Heideman.

Call to order

Mayor Bialecki called the meeting to order at 5:45 P.M.

Minutes of February 5th, 2013 meeting

The minutes were in the meeting packet.

Motion (Hass/Schroeder) to approve, as presented, the minutes of the February 5th, 2013 City Plan Commission meeting. Carried.

Site Plan – Veteran’s Monument/Memorial @ Cenotaph Park

Information was in the meeting packet. In response to a request from the Veterans of Foreign Wars (VFW), the Parks and Recreation Department has submitted a site plan for an additional monument/memorial at Cenotaph Park, 215 Grand Avenue.

Building Inspector/Zoning Administrator Pagel explained that, because the site plan area is zoned public, submission of a site plan is required. He distributed an updated site plan, which includes additional paving.

Pete Lokemoen mentioned that the stone on the existing memorial has deteriorated somewhat. Representing the VFW, Steve Sabatke suggested that any excess money from fundraising could be used to address the deterioration.

Building Inspector/Zoning Administrator Pagel has no concerns with the site plan as submitted.

1304161

Motion (Hass/Lokemoen) to approve, as submitted, the site plan from the Park and Recreation Department for a monument/memorial at Cenotaph Park, 215 Grand Avenue. Carried.

Certified Survey Map – Burgener Contract Carriers @ Martin St. & S. Center Ave.

Information was in the meeting packet. Building Inspector/Zoning Administrator Pagel explained that this is a single lot being divided into three lots. All lots are conforming.

Pete Lokemoen stated that he has no concerns with the map as submitted.

Motion (Lokemoen/Hass) to approve, as submitted, the Certified Survey Map for Burgener Contract Carriers, LTD. Carried.

A resolution on the Certified Survey Map is on the April 9th, 2013 Common Council meeting agenda.

Site Plan – Merrill Fire Station @ 110 Pier Street

Information was in the meeting packet.

Building Inspector/Zoning Administrator Pagel explained that, because the site plan area is zoned public, submission of a site plan is required.

Pete Lokemoen suggested that some type of screening be required, specifically in the area where the dumpster will be located. He also had some questions regarding water access plans, but he noted that no engineers were in attendance to answer any of his questions. He then suggested that, in light of past sidewalk removal policies and procedures, the planned sidewalk removal at the site should be reconsidered by the Board of Public Works.

1304162

Motion (Lokemoen/Hass) to approve the site plan for the new Merrill Fire Station, 110 Pier Street, with the following conditions: 1. Six-foot screening would be incorporated into the plan, as appropriate. 2. Consideration of sidewalk removal would be referred back to the Board of Public Works. Carried.

Public Hearing – Haunted sawmill @ 700 Hendricks Street

Information was in the meeting packet. City Attorney Hayden read the public hearing notice.

Motion (Hass/Koppelman) to open the public hearing. Carried.

Building Inspector/Zoning Administrator Pagel provided a verbal summary of the information included in the meeting packet.

Gerald Hersil spoke in favor of the Conditional Use Permit.

Building Inspector/Zoning Administrator Pagel reported that Police Chief Neff has no concerns related to parking or traffic at the site.

Motion (Schroeder/Hass) to close the public hearing. Carried.

Motion (Lokemoen/Hass) to approve the Certified Survey Map submitted by Boy Scout Troop 599, for a Haunted Sawmill at 700 Hendricks Street, with the following conditions: 1. All items noted on the memo prepared by Building Inspector/Zoning Administrator Pagel, with the exception of #3 (smokestack and large roof vent) are to be addressed and resolved by October 12th, 2013. 2. The smokestack and large roof vent are to be either removed or maintained within five years. Carried.

A resolution on the Conditional Use Permit is on the April 9th, 2013 Common Council meeting agenda.

Next meeting

Monday, May 6th, 2013 at 5:00 P.M.

Public Comment

None.

Adjournment

Motion (Hass/Lokemoen) to adjourn. Carried. Adjourned at 6:36 P.M.

Minutes prepared and submitted by:

William N. Heideman, WCMC
City Clerk

ADDRESS _____

APPLICATION NO. _____

TAX NO. _____

FEE _____

BUILDING PERMIT APPLICATION - CITY OF MERRILL

The hereby undersigned applies for a permit and is aware of and agrees to comply with all ordinances of the City of Merrill. Failure to comply with ordinances or call for required inspections will result in issuance of citations.

Inspections or Questions call 536-4880

OWNER Merrill Area Public Schools SIGNATURE Garth Le Jarlais

ADDRESS 1914 W. Jackson Street DATE 5-1-13

Merrill, WI 54452 CONTRACTOR TBD

PHONE NO. 715-536-5432 LICENSE NO. _____

Is your property in a Historic District or a Historic Site? No

Description of proposed work build a ³⁰ ³⁵ 24' x 28' shelter east of Jefferson Elementary building

Submit blueprints, plans, elevations, specifications, etc. with this application.

Total square feet of building or addition ¹⁰⁵⁰ ~~672~~ sq. ft Estimated construction cost \$5,000

BUILDER Volunteer time - PTD of Merrill Bible Church youth LICENSE NO. _____

DWELLING CONTRACTOR QUALIFER NO. _____

ELECTRICIAN N/A LICENSE NO. _____

HVAC N/A LICENSE NO. _____

PLUMBER N/A LICENSE NO. _____

Do Site Plan Drawing (Reverse Side) if Placing New Buildings/Structures on Lot, and Show and List All Property Easements on the Site Plan.

Do not write below. Follow instructions/conditions listed below when permit is issued.

Zoning

Lot No. _____ Block No. _____ Subdivision _____

Zoning District _____ Floodplain Y ___ N ___ Fire Zone Y ___ N ___

Zoning Permit Approved _____ Date ___/___/___

Conditions of Approval _____

Building Inspection

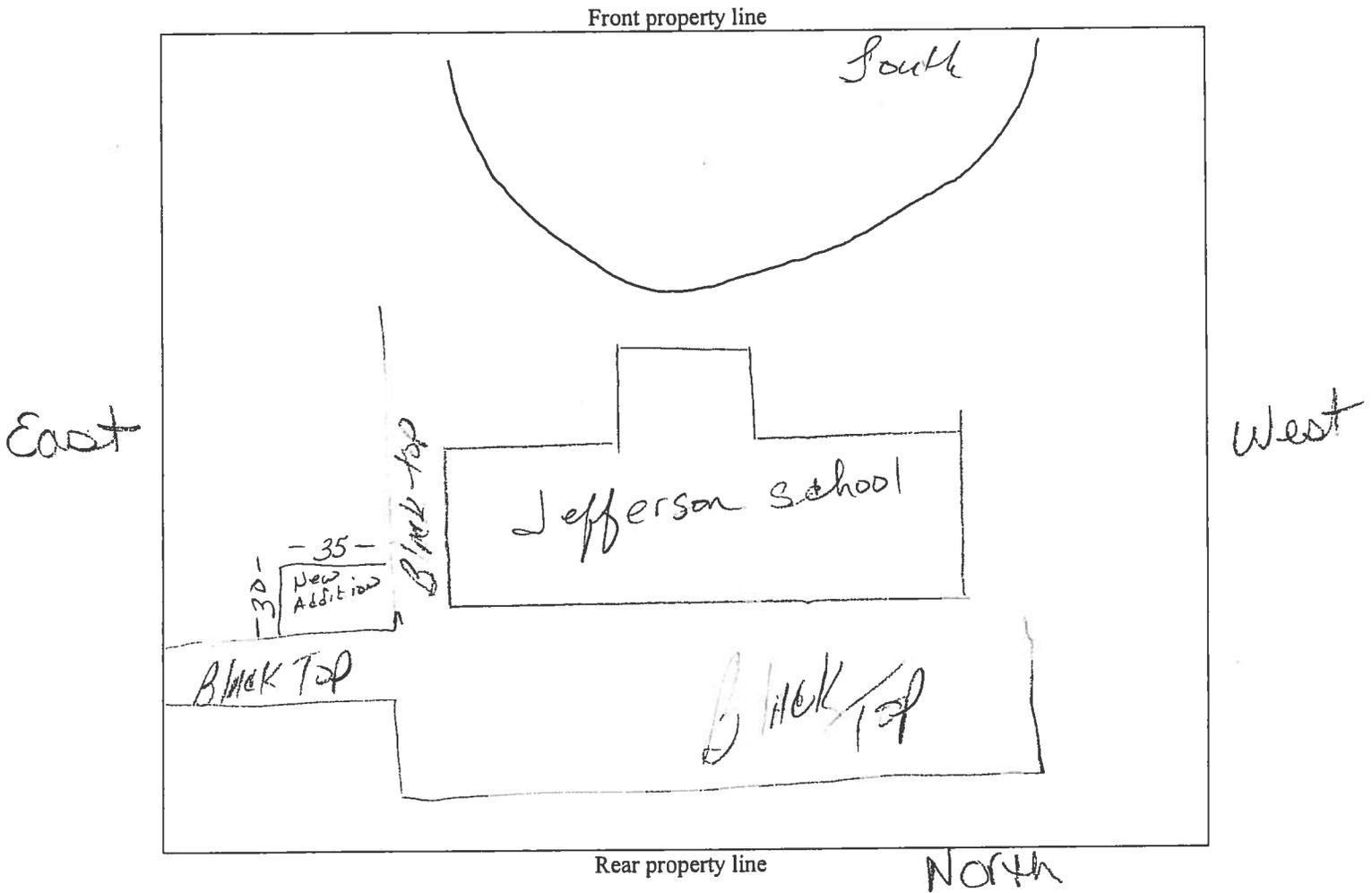
Building Permit Approved _____ Date ___/___/___

Conditions of Approval _____

Site Plan Instructions:

Use the line drawing below for the Site Plan Drawing. Treat the four outside lines of the drawing as the property lines of your lot. Draw an overhead view of each current structure on the property and of the new structure you want to build. Identify them on the drawing as (house, garage, shed, deck, **new garage, new shed** etc.) Show the dimensions (example 24' x 30') of each structure, enter its distance (example ← 21' 8" →) from property lines, and enter the distance (example ← 10' →) between structures. Be clear and precise in entering all distance measurements for the new structure.

(You MUST stake the building site & call 536-4880 for approval prior to starting to build.)



Property site address _____
Lot width _____ Lot depth _____

Lot No. _____ Block No. _____ Subdivision _____

