

**CITY OF MERRILL  
CITY PLAN COMMISSION  
Tuesday, June 2, 2015 at 6:00P.M.  
Public Hearing at 6:00P.M.  
City Hall Council Chambers  
1004 East First Street**

Voting members: Mayor William Bialecki, Chairperson, Alderperson Lokemoen, Ken Maule, Melissa Schroeder, Ralph Sturm, Robert Reimann and Michael Willman.

**AGENDA**

1. Call to order
2. Public Comment
3. May 5, 2015 meeting minutes
4. **Public Hearing:** Consider proposed amendment on Conditional Use application by Austin Management, (Merrill Ridge Plaza), 3404 E. Main Street, for a proposed modular wood structure for a drive thru for Park City Credit Union on vacant land next to 3404 E. Main Street. (Lee's Piggly Wiggly). Legally described as part of Southwest ¼ Southwest ¼ also known as Lot 1 of Certified Survey Map #1512 D0397553
5. Schedule date and time of next meeting
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.

1505160

**City of Merrill  
City Plan Commission  
Tuesday, May 5, 2015 at 5:30 P.M.  
City Hall Common Council Chambers, 1004 East First Street**

Voting members present: Mayor Bill Bialecki (Chairperson), Melissa Schroeder, Ken Maule, Alderman Peter Lokemoen, Mike Willman and Ralph Sturm.

Excused absent: Robert Reimann.

Other attendees included: City Administrator Dave Johnson, City Attorney Tom Hayden, Building Inspector/Zoning Administrator Darin Pagel, Alderwoman Kandy Peterson, Alderman Dave Sukow, Fred Heider, Dennis Lawrence, Coleman Peiffer and City Clerk Bill Heideman.

**Call to order**

Mayor Bialecki called the meeting to order at 5:32 P.M.

**Public Comment Period**

No public comment.

**Minutes of April 7<sup>th</sup>, 2015 meeting**

The minutes were in the meeting packet.

Motion (Willman/Schroeder) to approve, as presented, the minutes of the April 7<sup>th</sup>, 2015 City Plan Commission meeting. Carried.

Mayor Bialecki announced that, on April 14<sup>th</sup>, 2015, the Common Council approved his appointment of Robert Reimann to the City Plan Commission.

**Site Plan for new accessory building from Journey Church**

Information was in the meeting packet. Journey Church has submitted a site plan for a new accessory structure at Journey Church, 1212 South Center Avenue.

Building Inspector/Zoning Administrator Pagel reported that City Plan Commission/Common Council consideration is necessary because the site is zoned as public. He has no concerns with the site plan as submitted.

**1505161**

Motion (Lokemoen/Maule) to approve, as submitted by the Journey Church, the site plan for a new accessory structure at the Journey Church, 1212 South Center Avenue. Carried.

### **Discuss proposal for Comprehensive Plan update from NCWRPC**

The City Comprehensive Plan currently in effect is from 2007. Every seven years, a Comprehensive Plan is to be reviewed and updated.

With that in mind, on December 2<sup>nd</sup>, 2014, the City Plan Commission approved a proposal from North Central Wisconsin Regional Planning Commission (NCWRCP) to update the 2007 Comprehensive Plan, at a cost of \$20,000.

Representing NCWRCP, Dennis Lawrence, Fred Heider and Coleman Peiffer gave an introductory presentation on the plan update process. Topics in the presentation included:

- Objectives
- Timeline
- Public Participation Plan
- Survey
- Use of Social Media
- Demographics

Handouts distributed:

- Public Participation Plan
- Copy of a survey form used recently in the City of Rhinelander
- City/Township/County/State demographic information

It is anticipated that the entire plan update process will take 12 to 18 months. Several meetings will be held as part of the process. Each meeting is expected to last 1 to 1 ½ hours.

Mayor Bialecki suggested that NCWRCP officials read the strategic plan adopted by the Common Council.

No action was necessary, requested or taken at this time.

**Schedule date, time and location of next meeting**

Tuesday, June 2<sup>nd</sup>, 2015, in the City Hall Common Council Chambers. The time of the meeting is to be announced.

**Adjournment**

Motion (Lokemoen/Schroeder) to adjourn. Carried. Adjourned at 6:12 P.M.

Minutes submitted by:

William N. Heideman, CMC, WCMC  
City Clerk

**CITY OF MERRILL**  
1004 EAST FIRST STREET  
MERRILL, WI 54452

**NOTICE OF PUBLIC HEARING**

All persons interested will be given an opportunity to be heard at a public hearing to be held by and before the City Plan Commission of the City of Merrill, Wisconsin, commencing at **6:00 p.m., on Tuesday, June 2, 2015**, in the City Hall Council Chambers, 1004 East First Street, Merrill, Wisconsin, on the following proposed matter, to wit;

1. Consider proposed amendment on Conditional Use application by Austin Management, (Merrill Ridge Plaza), 3404 E. Main Street, for a proposed modular wood structure for a drive thru for Park City Credit Union on vacant land next to 3404 E. Main Street. (Lee's Piggly Wiggly). Legally described as part of Southwest ¼ Southwest ¼ also known as Lot 1 of Certified Survey Map #1512 D0397553

Anyone having any questions regarding the hearing should contact Zoning Administrator, Darin Pagel at 715-536-4880.

Dated: May 13, 2015

CITY OF MERRILL, WISCONSIN

By: 

William N. Heideman  
City Clerk

**APPLICATION FOR CONDITIONAL USE PERMIT  
CITY OF MERRILL**

DATE 5-11-15

APPLICANT'S NAME: Brian Severt  
BUSINESS NAME: Park City Credit Union  
PHONE #: 715-536-8351 EMAIL: Brian S@parkcitycu.org  
PROPERTY ADDRESS: 3404 E Main Street  
PROPERTY OWNER'S NAME: Austin Management Association  
TAX ROLL#: 34-000100000890602 PIN#: 251-31061820151  
EXISTING USE: Lawn area  
PROPOSED USE: Credit Union Drive Thru  
REASON FOR REQUESTING A USE PERMIT CHANGE: \_\_\_\_\_

**PLEASE PROVIDE A SEPARATE ATTACHMENT WITH A RESPONSE  
TO EACH OF THE FOLLOWING ITEMS**

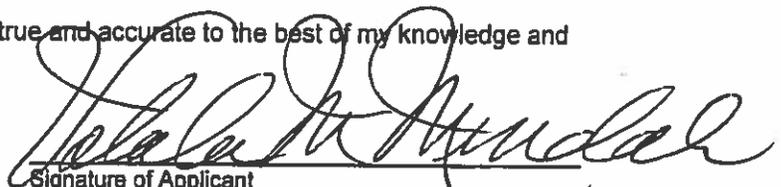
(Required per Section 113-100 of the Zoning Code)

1. A statement, in writing by applicant, that describes how the proposed conditional use(s) shall conform to the standards set forth in Section 113-103 hereinafter.
  - a) The establishment, maintenance or operation of the conditional use will not be detrimental or endanger public health, safety, morals, comfort or general welfare.
  - b) That the uses, values, and enjoyment of other property in the neighborhood for purposes already permitted shall be in no foreseeable manner substantially impaired or diminished by the establishment, maintenance or operation of the conditional use and the proposed use is compatible with use of adjacent land (describe mitigating features to be part of the operations of the proposed use).
  - c) Describe how the establishment of the conditional use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the Zoning District.
  - d) Describe if adequate utilities, access roads, drainage, and other required site improvements have been or will be provided.
  - e) Describe what adequate measures have been taken to provide ingress and egress and how designed as to minimize traffic congestion in public streets.

- f) Explain how the conditional use shall conform to all applicable regulations of the district in which it is located.
  - g) Explain how the conditional use will not violate flood plain regulations governing the site.
  - h) That when applying the above standards to any new construction or placing an addition on an existing building, the Plan Commission and Common Council shall bear in mind the statement of purposes for the zoning district such that the proposed building or addition at the proposed location, does not defeat the purpose and objective of the Zoning District.
  - i) In addition to passing the Conditional use Permit, the Plan Commission and Common Council shall also evaluate the effect of the proposed use upon:
    - I) The maintenance of safe and healthful conditions;
    - II) The prevention of water pollution including sedimentation;
    - III) Existing topography, drainage features and vegetative cover on the site;
    - IV) The location of the site with respect to floodplains and floodways of rivers and streams;
    - V) The erosion potential of the site based upon the degree and direction of slope, soil type, and vegetative cover;
    - VI) The location of the site with respect to existing or future access roads;
    - VII) The need of the proposed use for a shoreline location;
    - VIII) The compatibility with uses on adjacent land;
    - IX) The amount of liquid waste to be generated and the adequacy of the proposed disposal system.
2. Include the Names and Addresses of the architect, professional engineer, and contractor (if appropriate), and all property owners of record within 100 feet of the applicant. Note: Zoning Administrator will provide list of property owners to be included in the submittal.
  3. Description of the subject site by lot, block, and recorded subdivision or by metes and bounds description address of the subject site; type of structure; proposed operation or use of the structure of site; number of employees and the Zoning District within which the subject site lies.
  4. Plat of Survey prepared by a registered land surveyor showing property lines, buildings, improvements, landscaping, and all of the information required for a building permit.
  5. Additional information as may be required by the Plan Commission of Common Council, or Officers of the City.
  6. A fee of \$175.00 must accompany the application.

The information submitted with this application is true and accurate to the best of my knowledge and belief.

  
 \_\_\_\_\_  
 Signature of Applicant

  
 \_\_\_\_\_  
 Signature of Applicant

# **APPLICATION FOR CONDITIONAL USE PERMIT**

## **CITY OF MERRILL**

### **RESPONSE ATTACHMENT**

1. a) The proposed Credit Union drive thru will not endanger public health, safety, or morals or cause discomfort to the general welfare of the community.
  
- b) The proposed use is compatible with the existing use of the adjacent lands; Thoroughfare Commercial businesses with drive thru.
  
- c) The proposed Credit Union drive thru will be an extension of the existing strip mall development and will not take away from existing businesses.
  
- d) The proposed site has sewer and water connections in the parking lot to the south and storm sewer connection to the north, all on private land. Access road/driveway will be through the parking lot to the south and the delivery entrance to the north, not requiring additional street access.
  
- e) Access to the proposed development would be through the delivery drive to the north and exit through the parking area to the south.
  
- f) The Credit Union drive thru will be a commercial property which will conform to the adjacent lands which are all Thoroughfare Commercial properties.
  
- g) The proposed property does not currently appear on any flood plain mapping.
  
- h) The proposed drive thru will not conflict with the Thoroughfare Commercial zoning district.
  
- i) I) The proposed Park City Credit Union drive thru will be maintained and be kept in good condition to promote safe and healthy conditions.
  
- II) Water runoff from the site will flow through a filter strip of grass prior to entering the gutter to reduce the amount of sediment.

III) The existing site slopes from east to west and is covered with grass and is allowed to drain across the grass into the city gutter.

IV) The site is not in floodplains or floodways of any river or stream.

V) The site has a 4% slope from east to west and has a sandy topsoil overlying gravelly sand which will allow for some infiltration.

VI) The site is bordered on the north and south with access roads, no future access roads are anticipated.

VII) No shoreline location anticipated.

VIII) The Credit Union drive thru will share the same Thoroughfare Commercial use as the adjacent lands.

IX) The amount of liquid waste generated will be approximately 115 gallons per day, which will be disposed of in the city sanitary sewer.

2.) Architect: yet to be determined

PE: Akey Engineering Service, LLC  
N2062 Cain Creek Rd.  
Merrill, WI 54452

Contractor: yet to be determined

Property Owners: See attached list

3.) The site is the open area immediately to the west of 3404 E Main Street. The structure type will be modular wood frame. The structure will be used as credit union walk-in teller station and a drive thru window teller. The structure will have 5-8 employees and is located in Thoroughfare Commercial Zoning district.

4.) See attached site map.

PINE RIDGE AVE.

532.5

RAW

38'

41'

15'

PROPOSED  
26' X 44'  
BUILDING

10'

15'

22'

EXISTING BUILDING

LEE'S PIGGLY WIGGLY

3404 E MAIN

