



CITY OF MERRILL
CITY PLAN COMMISSION
AGENDA • TUESDAY SEPTEMBER 1, 2015

Regular Meeting

City Hall Council Chambers

6:00 PM

- I. Call to Order
- II. Minutes of previous meeting(s):
 1. Minutes of August 4, 2015 meeting
- III. Public Hearing(s):
 1. Conditional Use Permit application from Building Block (Renee Hertzfeldt) for a Group Child Care facility at 122 North State Street.
- IV. Public Comment Period
- V. Adjournment



CITY OF MERRILL
CITY PLAN COMMISSION
MINUTES • TUESDAY AUGUST 4, 2015

Regular Meeting City Hall Council Chambers 5:45 PM

I. Call to Order

Attendee Name	Title	Status	Arrived
Pete Lokemoen	Aldersperson - Second District	Present	
Bill Bialecki	Mayor	Present	
Mike Willman	Chairman of Park & Rec.	Present	
Ralph Sturm		Present	
Melissa Schroeder		Present	
Ken Maule		Present	
Robert Reimann		Present	

Also in attendance: City Administrator Dave Johnson, City Attorney Tom Hayden, Building Inspector/Zoning Administrator Darin Pagel, Alderwoman Kandy Peterson, Peter Schau, Jeremy Ratliff and City Clerk Bill Heideman. An MP3 student was also present to videotape the meeting.

II. Minutes of previous meeting(s)

1. Minutes of July 7, 2015 Meeting

Motion (Schroeder/Lokemoen) to approve.

RESULT: APPROVED

III. Public Comment Period

There was no public comment.

IV. Agenda items for consideration:

1. Consider site plan for former fairgrounds property.

On July 29th, 2015, the Fairgrounds Ad-Hoc Committee recommended approving a site plan for the former fairgrounds property and referred that recommendation to the City Plan Commission.

An overlay depicting the site plan was distributed. The site plan includes the construction of a grandstand and a multi-purpose building.

Alderman Lokemoen reported that his constituents were overwhelmingly in favor of a roof being included as part of the grandstand.

Alderman Lokemoen then declared that, because he does not want to take action on anything speculative, he is not in favor or approving/disapproving the multi-purpose building portion of the site plan at this time.

Motion (Lokemoen/Sturm) to approve the site plan for the grandstand only.

Attachment: 2015-08-04 Plan Commission minutes (1251 : Minutes of August 4, 2015 meeting)

RESULT:	APPROVED & SENT TO COUNCIL	Next: 8/11/2015 7:00 PM
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V. Public Hearings (6:00 P.M.):

1. Public Hearing on Conditional Use Permit application from TowerCo 2013 LLC and AT & T Mobility for a telecommunications tower and facility at 401 South Kyes Street. The parcel number is 34-0001-009-00-00.

At 5:50 P.M., Mayor Bialecki announced a recess until 6:00 PM., the scheduled time for the public hearings.

Mayor Bialecki called the meeting back to order at 6:00 P.M.

City Attorney Hayden read the public hearings notice.

Motion (Lokemoen/Willman) to open the first public hearing. Carried.

Representing TowerCo, Peter Schau provided details and answered questions related to the Conditional Use Permit application.

Building Inspector/Zoning Administrator Pagel reported that he has no concerns with the application.

Motion (Lokemoen/Reimann) to close the first public hearing. Carried.

Motion (Willman/Reimann) to approve the Conditional Use Permit application.

RESULT:	APPROVED & SENT TO COUNCIL	Next: 8/11/2015 7:00 PM
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2. Public Hearing on rezoning application from Our Saviour's Lutheran Church, 300 Logan Street, to rezone the north 70 feet of VR Williard's Add'n Lots 6 & 7, Block 9 (the former parsonage at 312 Logan Street) from Public to Residential-3 (R-3). The parcel number is 34-0130-003-899-00-00.

Motion (Schroeder/Lokemoen) to open the second public hearing.

Nobody spoke for or against the rezoning application.

Motion (Willman/Schroeder) to close the second public hearing.

Building Inspector/Zoning Administrator Pagel explained that Our Saviour's Lutheran Church is seeking the rezoning because of their desire to sell their former parsonage.

Motion (Sturm/Maule) to approve the rezoning application.

RESULT:	APPROVED & SENT TO COUNCIL	Next: 8/11/2015 7:00 PM
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VI. Establish date, time and location of next meeting

Tuesday, September 1st, 2015 at 5:00 P.M. in the City Hall Common Council Chambers.

Mayor Bialecki announced that the September 1st Personnel and Finance Committee meeting would be moved to the City Hall Basement Conference Room, so that the City Plan Commission meeting could be held in the City Hall Common Council Chambers.

VII. Adjournment

Motion (Maule/Schroeder) to adjourn. Carried. Adjourned at 6:10 P.M.

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, September 1, 2015**, in the City Hall Council Chambers, 1004 East First Street, Merrill, Wisconsin, on the following proposed matter, to wit;

Consider Conditional Use Permit application from Building Block (Renee Hertzfeldt) for a Group Child Care facility at 122 North State Street. The parcel number is 34.0060.001.941.00.00.

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

Dated: August 14, 2015

CITY OF MERRILL, WISCONSIN

By: 
William N. Heideman, CMC, WCMC
City Clerk

APPLICATION FOR CONDITIONAL USE PERMIT
CITY OF MERRILL

DATE 7-27-15

APPLICANT'S NAME: Renee Hertzfeldt

BUSINESS NAME: Building Block

PHONE #: 715-432-7030 EMAIL: jbccj12345@yahoo.com

PROPERTY ADDRESS: 122 N State St. Merrill

PROPERTY OWNER'S NAME: Renee Hertzfeldt

TAX ROLL#: 34- PIN #: 251-

EXISTING USE: Home and Family Child Care

PROPOSED USE: Group Child Care

REASON FOR REQUESTING A USE PERMIT CHANGE: I would like to move out of my home and turn my house into a group child care.

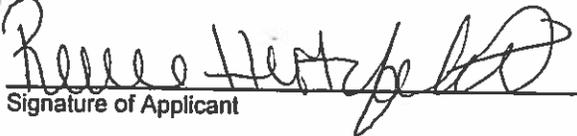
PLEASE PROVIDE A SEPARATE ATTACHMENT WITH A RESPONSE TO EACH OF THE FOLLOWING ITEMS

(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 or 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

Renee Hertzfeldt
July 27, 2015

Conditional Use Permit Explanation

1a. This business will be licensed by the State of Wisconsin and will follow all state regulations. I will be providing quality child care to the community, which will include keeping the property safe and free of anything harmful to my neighbors, the community, my staff and the children we will provide care for.

1b. My future business/group child care will be properly maintained, cleaned and the proper family environment will be provided. I will be providing a respectable service for my neighbors and community. The noise level will be kept down to a minimum from 5am to 5pm. After 5pm there will be no noise.

1c. My neighbors can develop, build, and improve the properties and neighborhood without affecting my business.

1d. Two fenced in areas are already installed. The two parking spaces in front of the garage and Second Street will be used for staff and parents dropping off children. Heat, electricity and water/sewage are in working order. Nothing more is needed.

1e. The two parking spaces in front of garage and Second Street will be used for staff and customers. If extra parking is needed, the driveway can be extended into the backyard.

1f. All garbage, parking, noise, snow removal, and lawn mowing regulations will be followed. Liability and property insurance will be obtained as needed.

1g. My business will be following all flood plain regulations. The property will not be altered to violate any regulations.

1h. In the future when making changes and improvements, I will only use this property as a child care and continue to follow the conditions I stated in this statement.

2. I will not be using an architect, professional engineer or contractor.

3. Description-122 N State St
MC CORD & WRIGHT ADD'N
LT 10 BLK 5
*1941
D0490914
Type of structure- single family
Proposed use- Group Child Care Center
Number of employees- 4
Zoning District- Residential 3