

**CITY OF MERRILL
CITY PLAN COMMISSION
Monday, September 30, 2013 at 5:15P.M.
City Hall Council Chambers
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. September 3, 2013 meeting minutes
3. Discussion and recommendation on a site plan by Merrill Historical Society, Inc., for a proposed fence.
4. Discussion on temporary structures.
5. Schedule date and time of next meeting
6. Public comment
7. 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.

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**City of Merrill
City Plan Commission
Tuesday, September 3, 2013 at 5:15 P.M.
City Hall Common Council Chambers, 1004 East First Street**

Voting members present: Mayor Bill Bialecki (Chairperson), Alderman Steve Hass, Ken Maule, Melissa Schroeder, Dan Novitch (arr. 5:19) and Pete Lokemoen.

Other attendees: City Administrator Dave Johnson, City Attorney Tom Hayden, Building Inspector/Zoning Administrator Darin Pagel, Alderman Dave Sukow, Alderwoman Kandy Peterson, Lincoln County Economic Development Director Jack Sroka, Susan Ryman and City Clerk Bill Heideman. A student was in attendance to videotape the meeting for the Cable Access Channel.

Call to order

Mayor Bialecki called the meeting to order at 5:15 P.M.

Minutes of August 6th, 2013 meeting

The minutes were in the meeting packet.

Motion (Schroeder/Maule) to approve, as presented, the minutes of the August 6th, 2013 City Plan Commission meeting. Carried.

Alley vacation petition from Development & Leasing Corporation

Information was in the meeting packet.

Development and Leasing Corporation has paid the fee and submitted a petition requesting the vacation of the north-south 20 foot wide alley lying west of Lots 10, 11 and 12 of said Block 3, and east of Lots 6, 7, 8 and 9 of said Block 3, all in said Mrs. Stewarts's Addition to Jenny.

City Attorney Hayden reported that the alley has never been used or improved. He stated that there is no reason for it to be designated as an alley.

At a meeting on August 28th, 2013, the Board of Public Works recommended approving the petition, and forwarded that recommendation to the City Plan Commission.

Motion (Maule/Hass) to approve, as presented, the petition from Development and Leasing Corporation to vacate the north-south 20 foot wide alley lying west of Lots 10, 11 and 12 of said Block 3, and east of Lots 6, 7, 8 and 9 of said Block 3, all in said Mrs. Stewarts's Addition to Jenny. Carried.

A resolution on the vacation will be on the November 12th, 2013 Common Council meeting agenda. A public hearing on the vacation will be held at that meeting prior to consideration of the resolution.

Final Plat for Wittman Heights Subdivision

Information was in the meeting packet.

A Preliminary Plat for the Wittman Heights Subdivision was approved by the Common Council at a meeting on August 13th, 2013 (Resolution #2323). The Final Plat has now been submitted to the Department of Administration (DOA). The DOA has no objections to the final plat as submitted, and has approved it.

Motion (Lokemoen/Hass) to approve the Final Plat for Wittman Heights Subdivision, located on Alexander Street and on the corner of Alexander Street and Jackson Street. Carried.

A resolution on the Final Plat will be on the September 10th, 2013 Common Council meeting agenda.

Certified Survey Map @ 201 South Prospect Street

The Certified Survey Map was distributed at the meeting.

Building Inspector/Zoning Administrator Pagel reported that this is the former Hurd property, and that the property will be split.

Ken Maule commented that this is a "good deal" for the City of Merrill, and approving the map is a first step in allowing development to proceed. Mayor Bialecki agreed.

Motion (Hass/Lokemoen) to approve the Certified Survey Map for 201 South Prospect Street. Carried.

A resolution on the Certified Survey Map is on the September 5th, 2013 special Common Council meeting agenda.

Certified Survey Map on Snow Hill Road in Town of Scott – Erich & Heinz Roth

This was part of an amended agenda. The related information was distributed when the amended agenda was posted.

Building Inspector/Zoning Administrator Pagel explained that the land on the map is within the City's 1½ mile extraterritorial zoning district, and is therefore subject to City Plan Commission review and approval. He added that the land will be divided into three lots. All the proposed lots would have adequate frontage.

Motion (Lokemoen/Hass) to approve the Certified Survey Map on Snow Hill Road in the Town of Scott for Erich and Heinz Roth. Carried.

A resolution on the Certified Survey Map will be on the September 10th, 2013 Common Council meeting agenda.

Next meeting

Monday, September 30th, 2013 at 5:15 P.M.

Public Comment

None.

Adjournment

Motion (Hass/Schroeder) to adjourn. Carried. Adjourned at 5:28 P.M.

Minutes prepared and submitted by:

William N. Heideman, CMC, WCMC
City Clerk

ADDRESS 100 E. 3rd St.

APPLICATION NO. _____

TAX NO. 34.0130.003.904.01.00

FEE \$ _____

**ZONING/BUILDING FENCE 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 Historical Society, Inc.

SIGNATURE 

ADDRESS 100 E. Third Street

DATE 5/19/13

Merrill, WI. 54452

CONTRACTOR Holster Construction, Inc.

PHONE NO. 715-536-5652

LICENSE NO. Not Req. For a Commercial Contractor

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

Description of proposed work East property line of Merrill Historical Society, adjacent to Our Saviors Lutheran Church West Property Line, install a (2) Cable and Steel Post Fence (post to be painted) See attached colored sketch and site plan.

Total length of fence 140' Height 32" Total length of fence _____ Height _____

Estimated construction cost \$1,800.00

DWELLING CONTRACTOR QUALIFER NO. Not Req. for a Commercial Contractor

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 ___/___/___

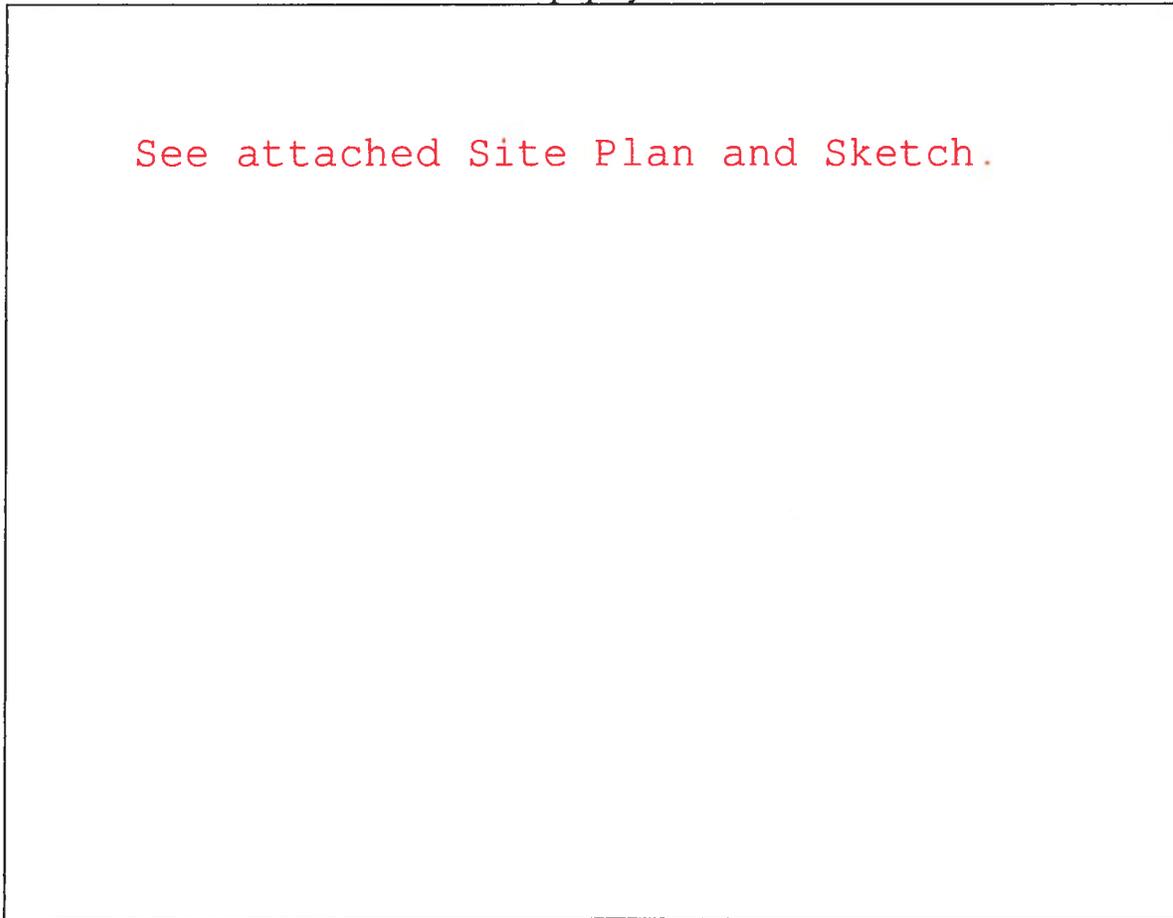
Conditions of Approval _____

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.)

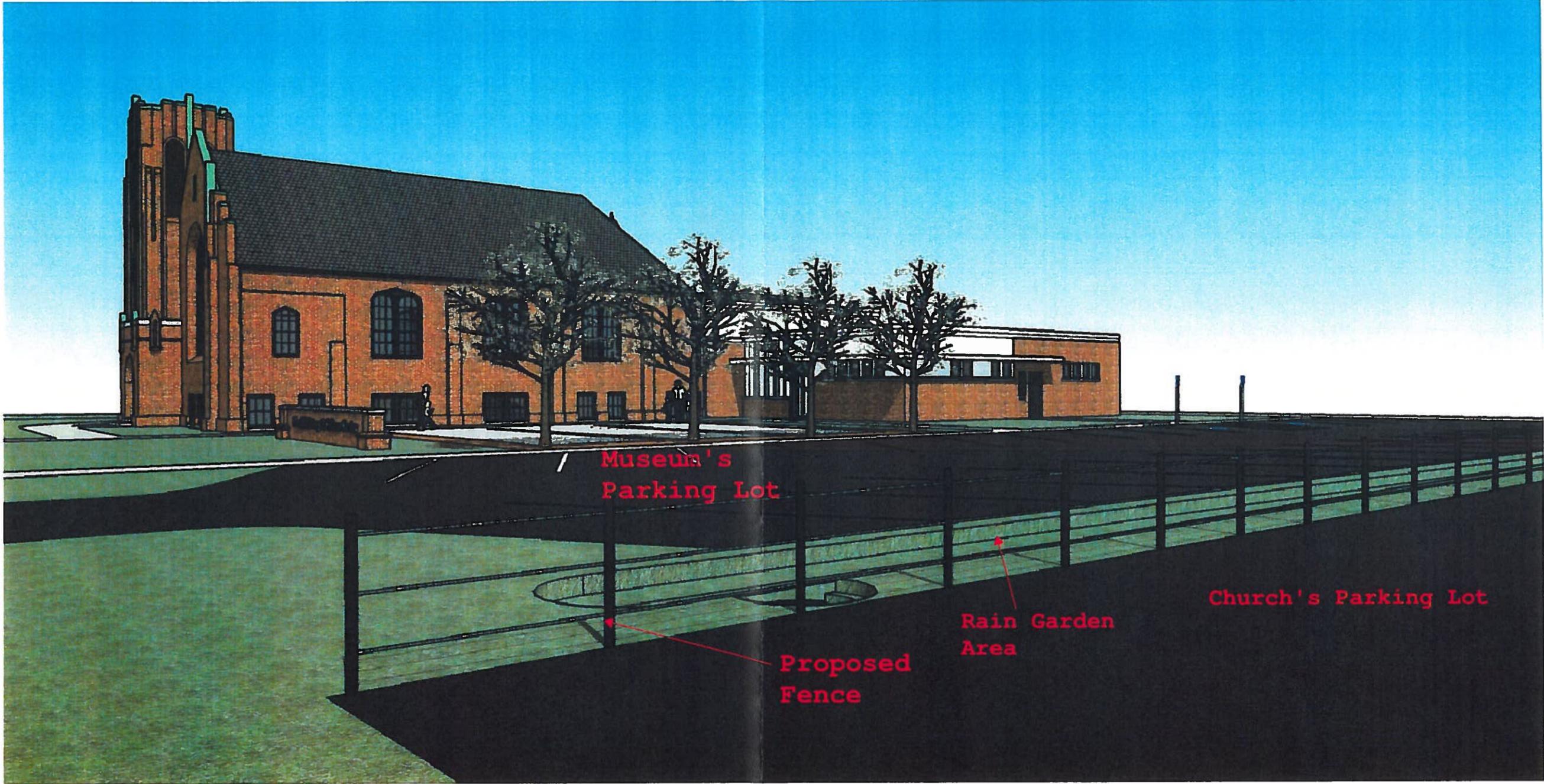
Front property line



Rear property line

Property site address _____
Lot width _____ Lot depth _____

Lot No. _____ Block No. _____ Subdivision _____



Museum's
Parking Lot

Proposed
Fence

Rain Garden
Area

Church's Parking Lot





