

1310160

**City of Merrill  
City Plan Commission  
Monday, September 30, 2013 at 5:15 P.M.  
City Hall Basement Conference Room, 1004 East First Street**

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

Other attendees: City Administrator Dave Johnson, City Attorney Tom Hayden (arr. 5:25), Building Inspector/Zoning Administrator Darin Pagel, Alderwoman Kandy Peterson, Randy Williams and City Clerk Bill Heideman.

**Call to order**

Mayor Bialecki called the meeting to order at 5:15 P.M. The location of the meeting was changed to the City Hall Basement Conference Room because Municipal Court was being held in the Common Council Chambers. Signs had been posted to indicate this change in meeting site.

**Minutes of September 3<sup>rd</sup>, 2013 meeting**

The minutes were in the meeting packet.

Motion (Schroeder/Hass) to approve, as presented, the minutes of the September 3<sup>rd</sup>, 2013 City Plan Commission meeting. Carried.

**Site Plan for fence: Merrill Historical Society History & Culture Center**

Information was in the meeting packet.

The Merrill Historical Society has submitted a site plan for a fence on the east property line of the Merrill Historical Society History and Culture Center, 100 East Third Street. Building Inspector/Zoning Administrator Pagel explained that, because the property is zoned public, City Plan Commission and Common Council review/approval is required. He has no concerns with the site plan as submitted.

Randy Williams, who has been involved in the Merrill Historical Society building project, answered questions on the site plan.

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Motion (Hass/Novitch) to approve, as submitted, the site plan for a fence on the east property line of the Merrill Historical Society History and Culture Center, 100 East Third Street. Carried.

**Discussion on temporary structures**

Information was in the meeting packet.

Building Inspector/Zoning Administrator Pagel has requested that this item be placed on the agenda.

Building Inspector/Zoning Administrator Pagel began by explaining what constitutes a temporary structure. He is seeking clarification on issues related to these structures, because he has received requests from people who want to modify temporary structures to make them permanent structures. At this time, City ordinances do not allow conversion of a temporary structure into a permanent structure.

Currently, a \$10 registration fee allows the use of a temporary structure for 180 days.

Pete Lokemoen stated that he sees no reason to change the current ordinances and/or policy. Alderman Hass agreed with Mr. Lokemoen.

No action taken.

**Next meeting**

Tuesday, November 4<sup>th</sup>, 2013 at 5:15 P.M.

**Public Comment**

None.

**Adjournment**

Motion (Hass/Novitch) to adjourn. Carried. Adjourned at 5:33 P.M.

Minutes prepared and submitted by:

William N. Heideman, CMC, WCMC  
City Clerk