



# CITY OF MERRILL

## CITY PLAN COMMISSION

MINUTES • MONDAY OCTOBER 8, 2018

Regular Meeting

City Hall Council Chambers

5:30 PM

### I. Call to Order

Mayor Woellner called the meeting to order at 5:30 P.M.

Attendee Name	Title	Status	Arrived
Mike Willman	Chairman - Park & Rec	Present	
Ralph Sturm		Present	
Melissa Schroeder		Present	
Ken Maule		Absent	
Robert Reimann		Absent	
Derek Woellner	Mayor	Present	

Also in attendance: City Administrator Dave Johnson, City Attorney Tom Hayden, Public Works Director/City Engineer Rod Akey, Building Inspector/Zoning Administrator Darin Pagel, Alderman Dave Sukow, Alderman Rob Norton, Judy Sukow and City Clerk Bill Heideman. Matt Ritchie attended the public hearing portion of the meeting, as did a cameraperson from WSAW Channel 7. A student from Merrill Productions was in attendance to record the meeting.

### II. Minutes of previous meeting(s):

#### 1. Minutes of August 20, 2018 meeting

Motion (Schroeder/Willman) to approve.

**RESULT: APPROVED**

### III. Agenda items for consideration:

#### 1. Site Plan for sign at Bible Presbyterian Church, 1605 Highway G.

Information was in the meeting packet.

Building Inspector/Zoning Administrator Pagel reported that City Plan Commission review of the sign is necessary because the church property is zoned public. If the site plan is approved, he will ensure that the setback requirements are met. He has no concerns with the site plan as submitted.

**RESULT: APPROVED & SENT TO COUNCIL**      **Next: 10/9/2018 7:00 PM**

#### 2. Certified Survey Map for Highway G Industrial Park.

Information was in the meeting packet.

Public Works Director/City Engineer Akey indicated that one lot is being split into two lots and a dedicated road is being added as a result of the map. The City owns the property and has submitted the map.

The Certified Survey Map will be considered by resolution at the October 9<sup>th</sup>, 2018 Common Council meeting.

Motion (Willman/Schroeder) to approve.

<b>RESULT:</b>	<b>APPROVED &amp; SENT TO COUNCIL</b>	<b>Next: 10/9/2018 7:00 PM</b>
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3. Ordinance amending Code of Ordinances Chapter 111, Article II, Section 111-116, related to procedures for approving a Certified Survey Map (CSM).

Information was in the meeting packet.

Building Inspector/Zoning Administrator Pagel explained that, because a full-time engineer is now on staff, he does not think it necessary that Certified Survey Maps be reviewed and approved by the City Plan Commission and then the Common Council. Instead, all maps would be reviewed by both the Public Works Director/City Engineer and the Building Inspector/Zoning Administrator. This would simplify and speed up the process of Certified Survey Map approval.

Motion (Schroeder/Willman) to approve.

<b>RESULT:</b>	<b>APPROVED &amp; SENT TO COUNCIL</b>	<b>Next: 10/9/2018 7:00 PM</b>
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4. Ordinance amending Code of Ordinances Chapter 113, Article II, Section 113-44 related to principal permitted uses and requirements for Public Use/Park and Recreation districts.

Information was in the meeting packet.

Building Inspector/Zoning Administrator Pagel reported that, when submitting permitted use applications, the applications do not realize that City Plan Commission and Common Council approval is necessary. This frequently slows down the process. The ordinance would abolish those approval requirements.

Motion (Schroeder/Willman) to approve.

<b>RESULT:</b>	<b>APPROVED &amp; SENT TO COUNCIL</b>	<b>Next: 10/9/2018 7:00 PM</b>
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IV. Recess

At 5:37 P.M., Mayor Woellner announced a recess until 6:00 P.M., the scheduled time for the public hearing.

At 6:00 P.M., Mayor Woellner called the meeting back to order.

## V. Public Hearing (6:00 P.M.):

1. Petition for direct annexation from Ritchie Oil for property located in the Town of Merrill.

City Attorney Hayden read the public hearing notice.

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

No one spoke for or against the petition for annexation.

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

Motion (Schroeder/Sturm) to approve.

Public Works Director/City Engineer Akey reported that Ritchie Oil is seeking the annexation in order to install a 30,000 gallon oil tank on the property. Future improvements, such as an office, are also planned.

<b>RESULT:</b>	<b>APPROVED &amp; SENT TO COUNCIL</b>	<b>Next: 10/9/2018 7:00 PM</b>
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## VI. Public Comment Period

None.

## VII. Establish date, time and location of next meeting

Call of Chairperson.

## VIII. Adjournment

Motion (Willman/Schroeder) to adjourn. Carried. Adjourned at 6:04 P.M.