CITY OF MERRILL

CITY PLAN COMMISSION

AGENDA ● TUESDAY JUNE 4, 2019

Regular Meeting	City Hall Council Chambers	5:45 PM

I. Call to Order

II. Minutes of previous meeting(s):

1. Minutes of April 3, 2019 meeting

III. Monthly Report(s):

1. Oral report from Building Inspector/Zoning Administrator Pagel on Certified Survey Maps.

IV. Public Comment Period

V. Establish date, time and location of next meeting

VI. Public Hearings (will begin at 6:00 P.M.)

1. Conditional Use Permit application from Lokemoen Development for development of storage buildings on Highland Drive.
2. Conditional Use Permit application from Bryan Hoffman for development of storage buildings on S. Center Avenue.

VII. Adjournment

CITY OF MERRILL

CITY PLAN COMMISSION

MINUTES ● WEDNESDAY APRIL 3, 2019

Regular Meeting | **City Hall Council Chambers** | **5:45 PM**

I. Call to Order

Mayor Woellner called the meeting to order at 5:45 P.M.

Attendee Name	Title	Status	Arrived
Ralph Sturm		Present	
Melissa Schroeder		Present	
Ken Maule		Present	
Robert Reimann		Excused	
Derek Woellner	Mayor	Present	
Steve Hass	Alderperson - Second District	Present	

Others in attendance: City Administrator Dave Johnson, City Attorney Tom Hayden, Public Works Director/City Engineer Rod Akey, Building Inspector/Zoning Administrator Darin Pagel, Alderman Rob Norton, Pat Burg and City Clerk Bill Heideman. A representative from Merrill Productions was present to videotape the meeting.

Attendees at the hearing: Dan Kohhouse and Paul Wegener.

II. Minutes of previous meeting(s):

1. Minutes of October 8, 2018 meeting

The minutes were in the meeting packet.

Motion (Schroeder/Sturm) to approve.

RESULT: APPROVED

III. Agenda items for consideration:

1. Petition from Merrill Historical Society to vacant an alley between East Third Street and East Fourth Street. The Board of Public Works recommends approval.

Information was in the meeting packet. At a meeting on March 27th, 2019, the Board of Public Works recommended approving the petition.

Ralph Sturm suggested that the alley vacation could begin at the street. After discussion, it was decided that this further vacation could be considered in the future.

Note: If the petition is approved, it will be considered at the June 11th, 2019 Common Council meeting, after all publication requirements have been met. A public hearing on the petition for alley vacation will be held at that meeting.

Motion (Hass/Schroeder) to approve.

Attachment: 2019-04-03 City Plan Commission Minutes (4210 : Minutes of April 3, 2019 meeting)

RESULT:	APPROVED & SENT TO COUNCIL	Next: 6/11/2019 7:00 PM

2. Ordinance amendment to allow Park and Rec to select their City Plan member. The Parks and Recreation Commission recommends approval.

The proposed ordinance was in the meeting packet. At a meeting on March 6th, 2019, the Parks and Recreation Commission recommended allowing the Parks and Recreation Commission to elect their representative on the City Plan Commission, rather than having the Parks and Recreation Commission Chairperson automatically be a member of the City Plan Commission.

City Attorney Hayden raided the issue of a City residency requirement. Alderman Hass suggested that language be added to require the Parks & Recreation Commission representative on the City Plan Commission to be a City resident. Without objection, that amendment will be made to the proposed ordinance.

Motion (Hass/Sturm) to approve.

RESULT:	APPROVED & SENT TO COUNCIL	Next: 4/9/2019 7:00 PM

IV. Monthly Report(s):

1. Oral report from Building Inspector/Zoning Administror Pagel on Approvals/Disapprovals of Certified Survey Maps

Building Inspector/Zoning Administrator Pagel reported that one survey map was approved last month.

V. Recess:

At 5:55 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.

VI. Public Hearing (will begin at 6:00 P.M.)

1. Zoning amendment application from C & D Excavating to rezone, from R-2 to Industrial, a vacant parcel on Alexander Street, for a tree farm.

City Attorney Hayden read the public hearing notice.

Building Inspector/Zoning Administrator Pagel provided historical information on the property and gave a verbal review of the rezoning application.

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

Dan Kolhouse spoke in favor of the rezoning.

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

Motion (Maule/Hass) to approve the rezoning application and related ordinance. If approved, the ordinance will be considered at the April 9th, 2019 Common Council meeting.

Attachment: 2019-04-03 City Plan Commission Minutes (4210 : Minutes of April 3, 2019 meeting)

RESULT:	**APPROVED & SENT TO COUNCIL**	**Next: 4/9/2019 7:00 PM**

VII. Public Comment Period

Representing Our Saviour's Church, Paul Wegener reported that the church has no problem with the alley vacation, as long as the garage on private property is not blocked.

VIII. Establish date, time and location of next meeting

The next meeting will be at the call of the Chairperson.

IX. Adjournment

Motion (Hass/Sturm) to adjourn. Carried. Adjourned at 6:07 P.M.

Attachment: 2019-04-03 City Plan Commission Minutes (4210 : Minutes of April 3, 2019 meeting)

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 4, 2019**, in the City Hall Council Chambers, 1004 East First Street, Merrill, Wisconsin, on the following proposed matter, to wit;

1.) Lokemoen Development Company, requesting a Conditional Use per M.M.C. Sec. 113-97 through 113-106 for the development of storage buildings on Highland Drive within the City of Merrill. Legally Described as: Lots 1 and 2 of Certified Survey Map 2467, City of Merrill, Lincoln County, Wisconsin. Pin# 251-3106-101-0205, 251-3106-101-0206.

2.) Bryan Hoffman, requesting a Conditional Use per M.M.C. Sec. 113-97 through 113-106 for the development of storage buildings on S Center Avenue (County K) within the City of Merrill. Pin# 251-3106-231-0081.

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

Dated: May 13, 2019

CITY OF MERRILL, WISCONSIN

By: _____
William N. Heideman
City Clerk

Attachment: 2019-06-04 City Plan Hearing (4212 : Conditional Use Permit Applicaiton from Lokemoen Development)

APPLICATION FOR CONDITIONAL USE PERMIT
CITY OF MERRILL

DATE 5/10/2019

APPLICANT'S NAME: Jody Lokemoen

BUSINESS NAME: Lokemoen Development Co, LLC

PHONE #: 715-536-6522 EMAIL: jody.lokemoen@yahoo.com

PROPERTY ADDRESS: Lot 1 & Lot 2 - Highland Dr.

PROPERTY OWNER'S NAME: Lokemoen Development Co, LLC.

TAX ROLL#: 34- n PIN #: 251- 31061010205, -31061010206

EXISTING USE: Vacant lots

PROPOSED USE: Storage Units

REASON FOR REQUESTING A USE PERMIT CHANGE: I would like to put up a storage building on my lots.

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.

Attachment: Conditional Use - Lokemoen Development Co., LLC (4212 : Conditional Use Permit Applicaiton from Lokemoen Development)

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.**

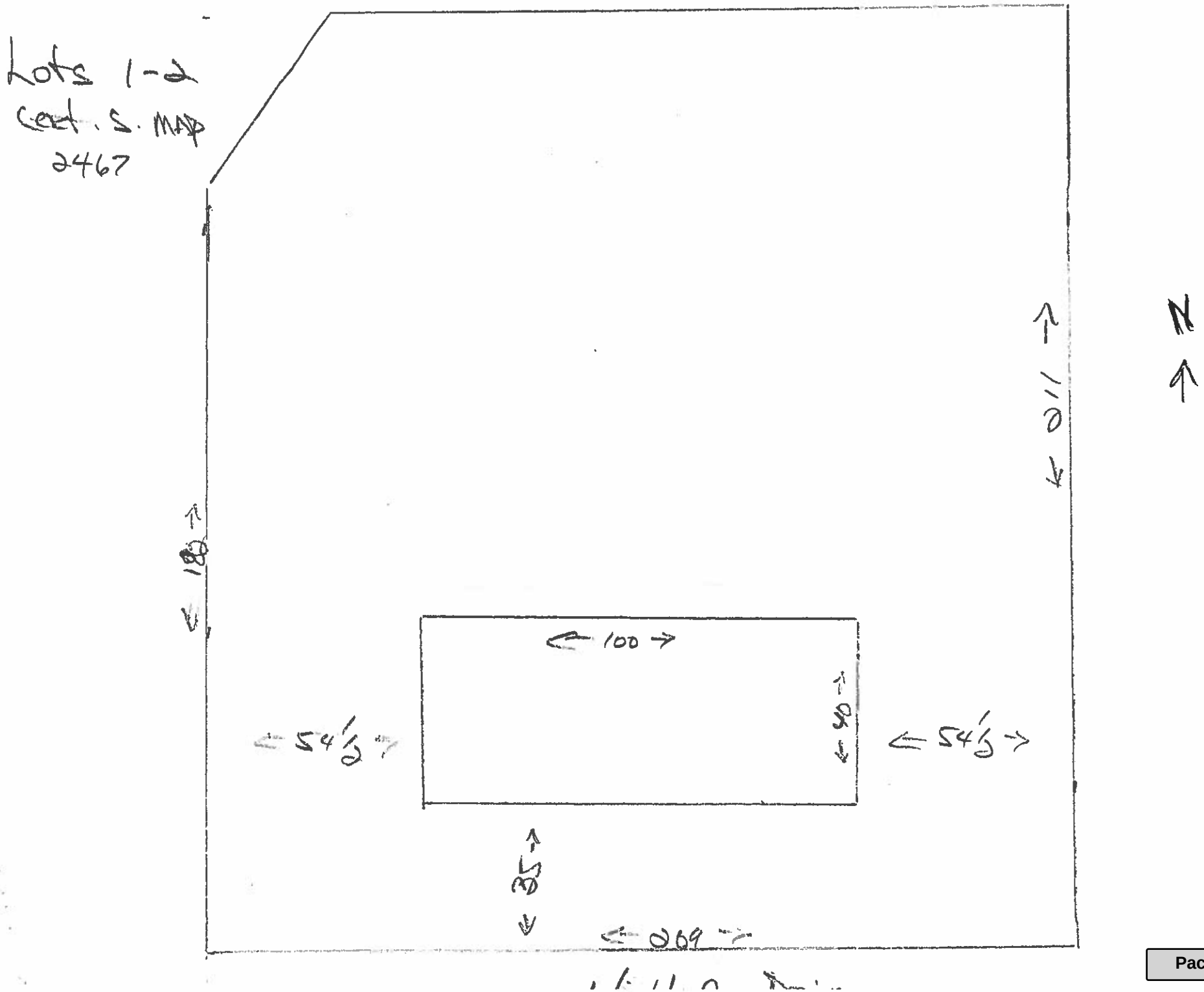
7. **A copy of Deed is required of proposed property.**

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

Signature of Applicant

5/10/2019
Signature of Applicant

Attachment: Conditional Use - Lokemoen Development Co., LLC (4212 : Conditional Use Permit Applicaiton from Lokemoen Development)



Attachment: Conditional Use - Lokemoen Development Co., LLC (4212 : Conditional Use Permit

V.14 p.58 Doc# 510060

LINCOLN COUNTY CERTIFIED SURVEY MAP NO. 2467

Of part of the Northwest 1/4 of the Northeast 1/4 and part of Government Lot 4 located in Section 10, Township 31 North, Range 6 East, City of Merrill, Lincoln County, Wisconsin.

I, Keith J. Walkowski, Professional Land Surveyor S-2717, hereby certify to the best of my knowledge and belief: That I have surveyed, mapped and divided a part of the Northwest 1/4 of the Northeast 1/4 and part of Government Lot 4 located in Section 10, Township 31 North, Range 6 East, City of Merrill, Lincoln County, Wisconsin, described as follows:

Commencing at the North 1/4 corner of said Section 10; Thence North 89°56'00" East along the North line of said Northeast 1/4, 70.68 feet; Thence South 00°01'18" West, 641.46 feet to the South right-of-way line of State Highway "107" and the point of beginning of said described parcel; Thence South 63°23'29" East along said South right-of-way line, 680.16 feet; Thence South 26°36'31" West along said South right-of-way line, 17.00 feet; Thence South 63°23'29" East along said South right-of-way line, 518.43 feet to the West right-of-way line of Edgewater Drive and the beginning of a non-tangential curve to the left; Thence along said West right-of-way, 121.60 feet along the arc of said curve, said curve having a radius of 279.00 feet, a central angle of 24°58'18" and a chord that bears South 14°25'23" West for a distance of 120.64 feet; Thence South 00°34'01" West along said West right-of-way line of Edgewater Drive, 424.87 feet to the North right-of-way line of Highland Drive and the Easterly extension of the North line of Lot 1 of Certified Survey Map Number 1015 as recorded in Volume 5 of Certified Survey Maps on Page 80; Thence North 89°14'04" West along said North right-of-way line and said North line of Lot 1, 1030.28 feet to the East line of said Lot 1 of Certified Survey Map Number 1015 as recorded in Volume 5 of Certified Survey Maps on Page 80; Thence North 00°01'18" East along said East line, 1079.96 feet to the point of beginning.

That the above described parcel of land contains 848,625 square feet, or 19.482 acres more or less;

That said parcel is subject to all easements, restrictions and right-of-ways of record;

That I have made this survey, division and map thereof at the direction of Jeff Lokemoen, Owner of said parcel;

That I have fully complied with the provisions of Section 236.34 of the Wisconsin Statutes, Chapter A-E7 of the Wisconsin Administrative Code and the subdivision regulations of the City of Merrill in Surveying, Mapping and Dividing the same.

That said map is a correct and accurate representation of the exterior boundaries of said parcel and the division thereof.

Dated this 2ND day of SEPTEMBER, 2014

Keith J Walkowski

Riverside Land Surveying LLC
Keith J. Walkowski
P.L.S. No. 2717

$30.00PD clk# 11053

WISCONSIN
KEITH J. WALKOWSKI
S-2717
MOSINEE, WI
LAND SURVEYOR

I, WILLIAM N. HEIDEMAN (City Clerk) being duly elected by the City of Merrill, hereby certify that the above Certified Survey was approved by the Common council of the City of Merrill, Wisconsin at its regular meeting on OCTOBER 14, 2014 by Resolution No. 2392.

City Clerk — Date: OCTOBER 15, 2014

SHEET 3 OF 3

RIVERSIDE LAND SURVEYING LLC
6304 KELLY PLACE WESTON, WI 54476 PH 715-241-7500 - FAX 715-355-6894
email - mail@riversidelandsurveying.com

DRAWN BY	DATE
M.F.L.	AUGUST 28, 2014
CHECKED BY	PROJECT NO.
K.J.W.	1947
PREPARED FOR:	JEFF LOKEMOEN

60

Attachment: Conditional Use - Lokemoen Development Co., LLC (4212 : Conditional Use Permit Applicaiton from Lokemoen Development)

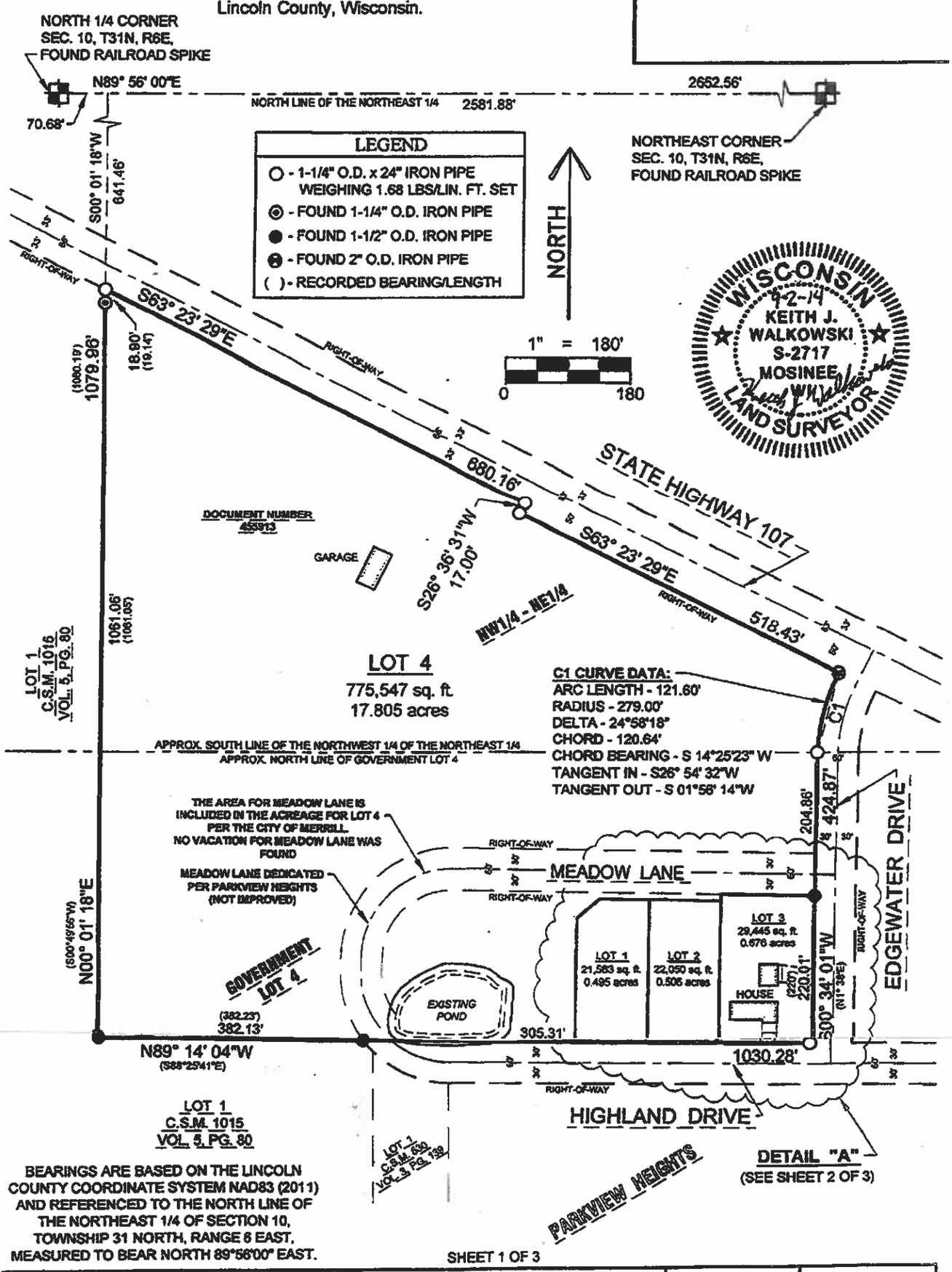
510060
LINCOLN COUNTY, WI
10/15/2014 10:27:02AM

PAGES: 3

V.14 p.58

LINCOLN COUNTY CERTIFIED SURVEY MAP NO. 2467

Of part of the Northwest 1/4 of the Northeast 1/4 and part of Government Lot 4 located in Section 10, Township 31 North, Range 6 East, City of Merrill, Lincoln County, Wisconsin.



BEARINGS ARE BASED ON THE LINCOLN COUNTY COORDINATE SYSTEM NAD83 (2011) AND REFERENCED TO THE NORTH LINE OF THE NORTHEAST 1/4 OF SECTION 10, TOWNSHIP 31 NORTH, RANGE 6 EAST, MEASURED TO BEAR NORTH 89°56'00" EAST.

SHEET 1 OF 3

RIVERSIDE LAND SURVEYING LLC
6304 KELLY PLACE WESTON, WI 54476 PH 715-241-7500 - FAX 715-355-6894
email - mail@riversidelandsurveying.com

DRAWN BY	DATE
M.F.L.	AUGUST 28, 2014
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PREPARED FOR:	JEFF LOKEMOEN

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V. 14 p. 58 Doc # 510060

LINCOLN COUNTY CERTIFIED SURVEY MAP NO. 2467

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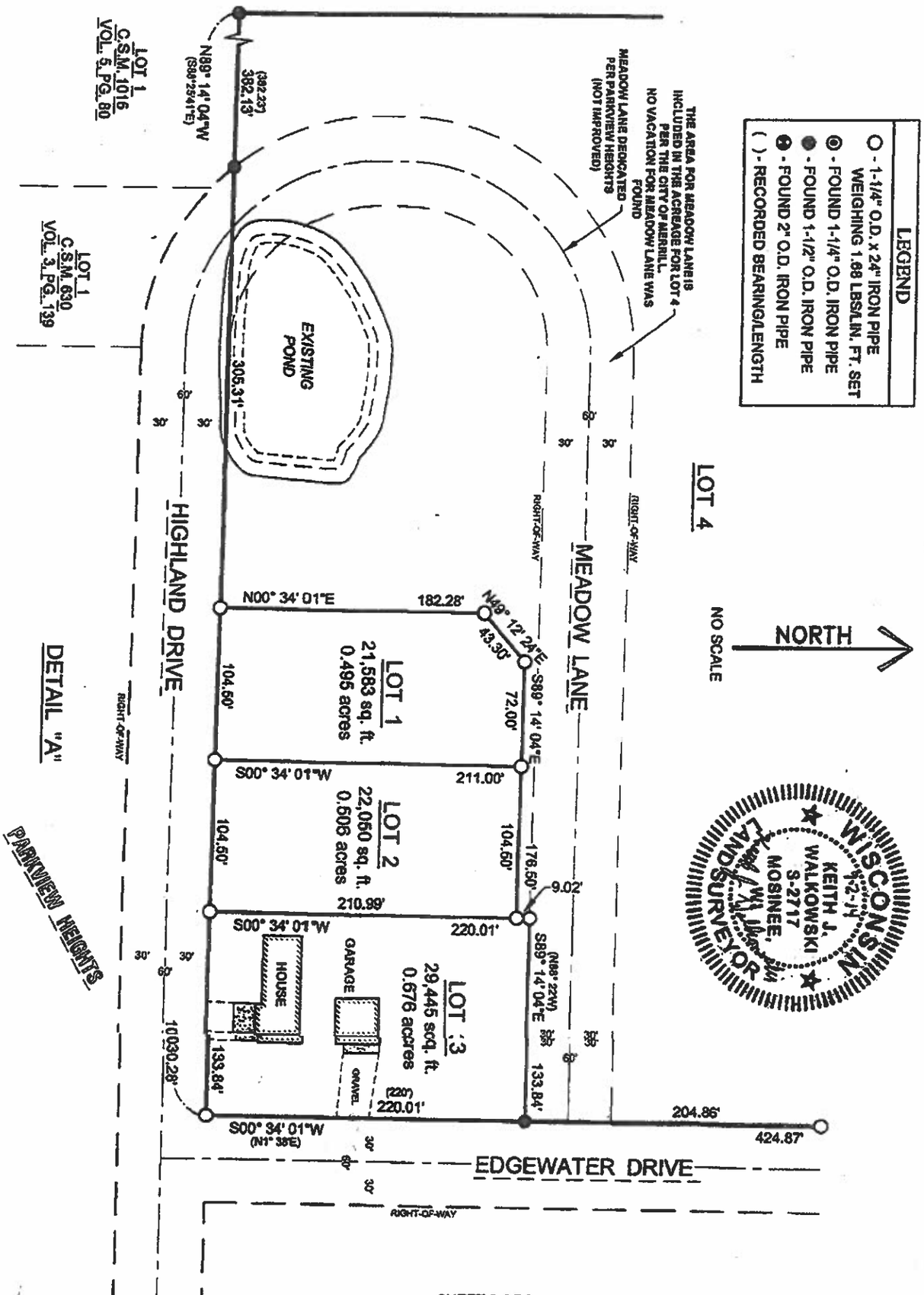


SHEET 2 OF 3

RIVERSIDE LAND SURVEYING LLC
6304 KELLY PLACE WESTON, WI 54476
PH 715-241-7500 - FAX 715-355-6894
email - mail@riversidelandsurveying.com

DRAWN BY M.F.L.	DATE AUGUST 28, 2014
CHECKED BY K.J.W.	PROJECT NO. 1947
PREPARED FOR: JEFF LOKEMOEN	

59

Attachment: Conditional Use - Lokemoen Development Co., LLC (4212 : Conditional Use Permit Applicaiton from Lokemoen Development)

ROW
ROW
25131061010164
25131061010045
25131061010057
1340
25131061010210
ROCK RIDGE CT
107
GRAND AV
1310
25131061010033
904
25131061010212
25131061
901
25131061010056
25131061010028
900
EDGEWATER DR
25131061010211
801
25131061010204
25131061010055
25131061010026
City of Merrill
25131061010053
25131061010206
25131061010205
14040
25131061010208
801
1310
25131061010153
ROW
HIGHLAND DR
ROW
1411
1407
1405
25131061010155
25131061010127
1501
25131061010124
25131061010129
25131061010128
T31N R6E
25131061010130
1309
WATER
25131061010024
Merrill Flowage

APPLICATION FOR CONDITIONAL USE PERMIT
CITY OF MERRILL

DATE 5-14-19

APPLICANT'S NAME: Bryan Hoffman

BUSINESS NAME:

PHONE #: 715-218-1597 EMAIL: hoffb2649@yahoo.com

PROPERTY ADDRESS:

PROPERTY OWNER'S NAME: Bryan Hoffman

TAX ROLL#: 34- PIN #: 251- 3106-231-0081

EXISTING USE: Agricultural

PROPOSED USE: Storage / agricultural

REASON FOR REQUESTING A USE PERMIT CHANGE: Currently zoned residential

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.

Attachment: Conditional Use - Bryan Hoffman (4213 : Conditional Use Permit application from Bryan Hoffman)

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.**

7. **A copy of Deed is required of proposed property.**

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

Signature of Applicant

Signature of Applicant

Attachment: Conditional Use - Bryan Hoffman (4213 : Conditional Use Permit application from Bryan Hoffman)

Application for Conditional Use Permit

1.

A. Property will be maintained to standards set forth by the city of Merrill.
B. The land surrounding the development will remain as zoned for the foreseeable future as to promote the uses, values and enjoyment of the other property in the neighborhood.
C. The proposal development will provide the surrounding property owners storage opportunities.
D. WPS utilities exist onsite.
E. Ingress/egress will be constructed to DOT standards.
F. The city of Merrill will issue the conditional use permit based on it's regulations.
G. NA
H & I. The proposed buildings will be constructed per the city of Merrill's zoning regulations.

2. Property owners within 100 ft- Jean M Hoffman, N1113 County Rd. K, Merrill 54452

3. Description: PRT OF E ½ NE ¼ EX PLAT OF PLEASANT ACRES AND 02431062319986

4. See site plan

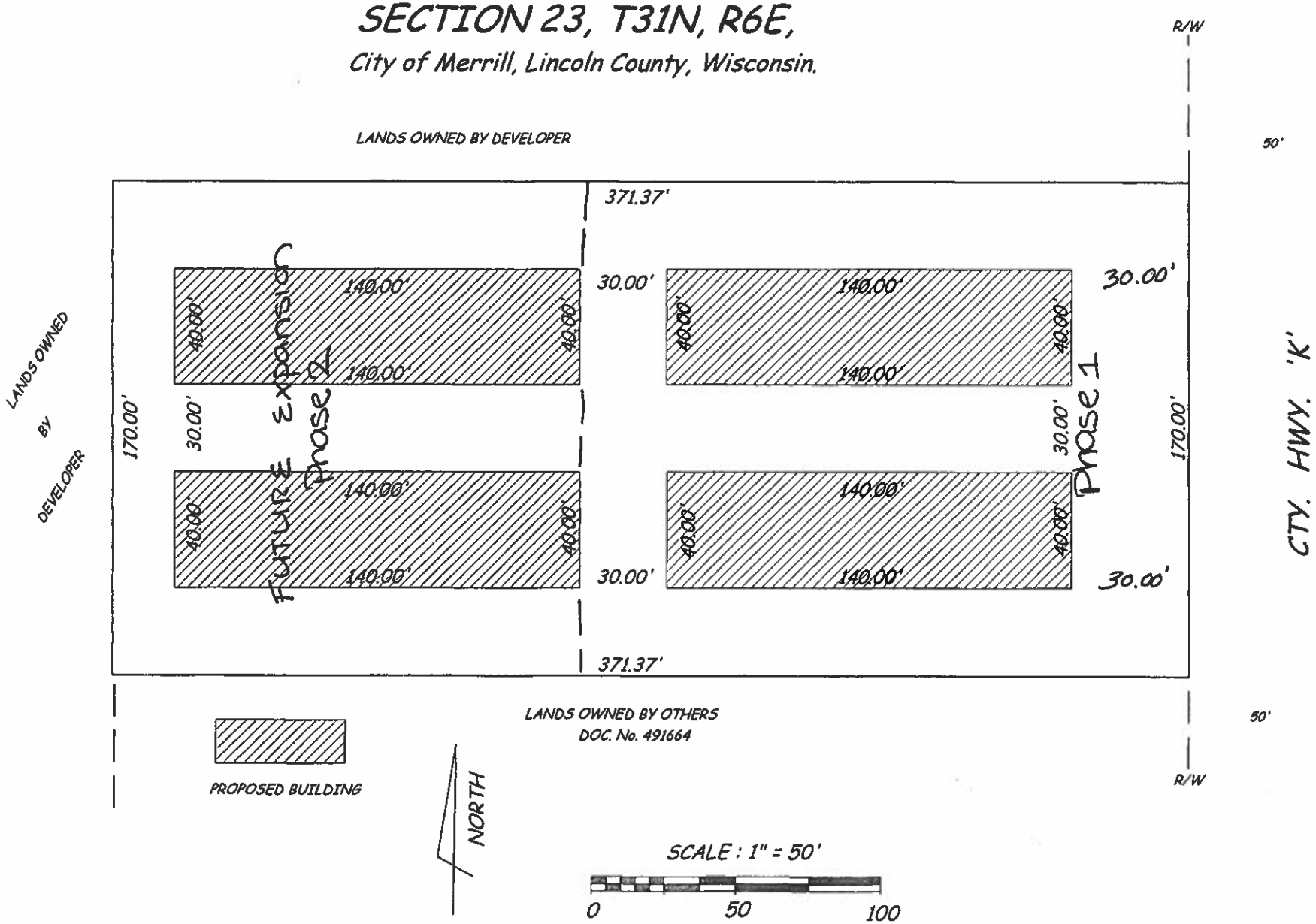
Attachment: Conditional Use - Bryan Hoffman (4213 : Conditional Use Permit application from Bryan Hoffman)

PROPOSED STORAGE BUILDING SITE PLAN

Located in the

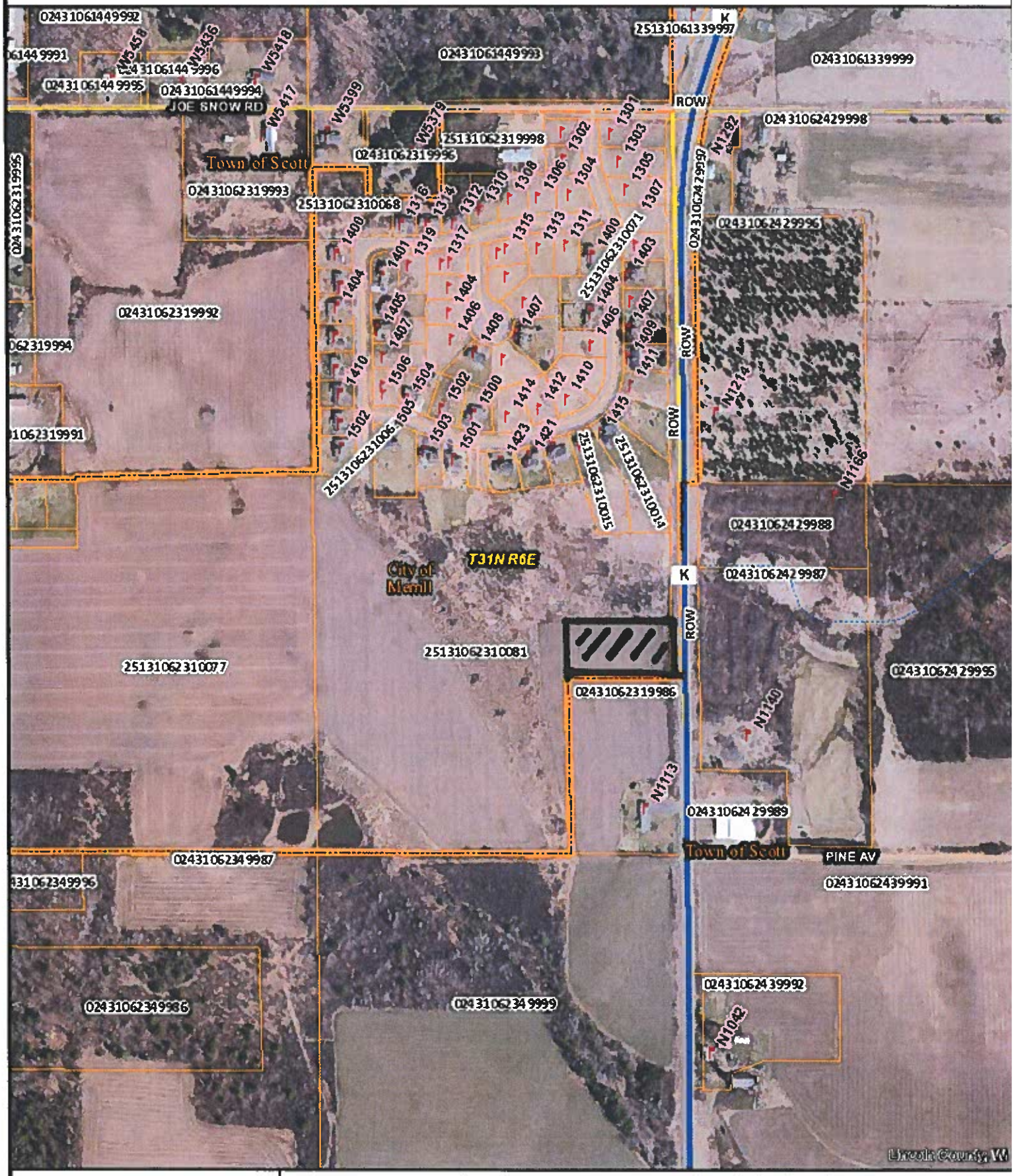
SE 1/4 of the NE 1/4
SECTION 23, T31N, R6E,

City of Merrill, Lincoln County, Wisconsin.



Attachment: Conditional Use - Bryan Hoffman (4213 : Conditional Use Permit application from Bryan

Lincoln County Public Access Land Records Viewer



Author: Public
Date Printed: 5/14/2019

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be reported to Land Services Department, 801 North Sales St, Merrill, WI, 54452. Copyright © 2015 Phone (

Attachment: Conditional Use - Bryan Hoffman (4213 : Conditional Use Permit application from Bryan Hoffman)