



**CITY OF MERRILL**  
**CITY PLAN COMMISSION**  
**AGENDA • TUESDAY OCTOBER 1, 2019**

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**Regular Meeting**

**City Hall Basement Conference Room**

**6:00 PM**

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- I. Call to Order
- II. Minutes of previous meeting(s):
  1. Minutes of July 2, 2019 meeting
- III. Public Comment Period
- IV. Agenda items for consideration:
  1. Oral report from Building Inspector/Zoning Administrator Pagel on Certified Survey Maps
- V. Public Hearing:
  1. Conditional Use Permit application from Downtown Mission Church Inc., to establish a church at 805 East Main Street.
- VI. Establish date, time and location of next meeting
- VII. Adjournment



**CITY OF MERRILL**  
**CITY PLAN COMMISSION**  
**MINUTES • TUESDAY JULY 2, 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		Present	
Derek Woellner	Mayor	Present	
Steve Hass	Aldersperson - Second District	Present	
Kyle Gulke		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, Steve Sabatke, Chris Hahn, Alyssa Hahn and City Clerk Bill Heideman. Jess Kufahl attended the public hearing portion of the meeting. A representative from Merrill Productions was present to videotape the meeting.

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

**1. Minutes of June 4, 2019 meeting**

Motion (Hass/Sturm) to approve.

<b>RESULT:            APPROVED</b>
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**III. Agenda items for consideration:**

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

Building Inspector/Zoning Administrator Pagel reported that, in the last month, he approved one Certified Survey Map. It was for David Cooper, for 900 East First Street.

**IV. Public Comment Period**

Mayor Woellner requested the he be allowed to change the order of agenda items. Without objection, it was so ordered.

There was no public comment.

**V. Establish date, time and location of next meeting**

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

**VI. Recess:**

At 5:46 P.M., Mayor Woellner announced a recess until 6:00 P.M., the time scheduled for the public hearing to begin. At 6:00 P.M., Mayor Woellner called the meeting back to order.

Attachment: 2019-07-02 City Plan Commission Minutes (4517 : Minutes of July 2, 2019 meeting)

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

1. Conditional Use Permit application from Jess Kufahl for development of storage buildings on Willow Bend Drive.

Information was in the meeting packet.

City Attorney Hayden read the public hearing notice.

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

Chris and Alyssa Hahn, 306 Willow Bend Court, stated that they had several concerns, primarily related to increased traffic and safety for small children. In their opinion, there is currently a sufficient number of storage building sites in the City.

Jess Kufahl, d/b/a Quality Built Garages, spoke in favor of the application. He stated that he has been trying unsuccessfully to sell the land for four years. He then provided additional information on the application.

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

Building Inspector/Zoning Administrator Pagel suggested that a condition could be added to require screening on the east side of the property, subject to approval by the Building Inspector/Zoning Administrator.

If approved, the application will be considered via resolution at the July 9<sup>th</sup>, 2019 Common Council meeting.

Motion (Hass/Schroeder) to approve the application, with the condition requiring screening on the east side of the property.

**RESULT:**

**APPROVED & SENT TO COUNCIL**

**Next: 7/9/2019 7:00 PM**

VIII. Adjournment

Motion (Hass/Schroeder) to adjourn. Carried. Adjourned at 6:16 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, October 1, 2019**, in the **City Hall Basement Conference Room**, 1004 East First Street, Merrill, Wisconsin, on the following proposed matter, to wit;

- 1.) Downtown Mission Church Inc., requesting a Conditional Use per M.M.C. Sec. 113-97 through 113-106, 113-111 for the purpose of establishing a Church at 805 E Main Street within the City of Merrill. Legally Described as: TB Scott Lumber Company's 3<sup>rd</sup> Addition Lots 9-16, Block 2, City of Merrill, Lincoln County, Wisconsin. Pin# 251-3106-123-0307.

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

Dated: September 9, 2019

CITY OF MERRILL, WISCONSIN

By: \_\_\_\_\_  
 William N. Heideman  
 City Clerk

## APPLICATION FOR CONDITIONAL USE PERMIT CITY OF MERRILL

DATE August 30, 2019

APPLICANT'S NAME: Josiah Winterhoff  
 BUSINESS NAME: Downtown Mission Church - Merrill  
 PHONE #: (715) 600-1203 EMAIL: downtownmissionchurch@gmail.com  
 PROPERTY ADDRESS: 805 E Main St, Merrill, WI 54452  
 PROPERTY OWNER'S NAME: Downtown Mission Church Inc.  
 TAX ROLL#: 34- PIN #: 251-  
 EXISTING USE: Business  
 PROPOSED USE: Church  
 REASON FOR REQUESTING A USE PERMIT CHANGE: We plan on beginning church services at this location.

**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 of 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.

*Josiah Winterhoff*  
Signature of Applicant

Josiah Winterhoff  
Signature of Applicant