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MINUTES OF THE PLANNING & ZONING COMMISSION October 20, 2021

Present were Richard Grant and Commissioners, Eric Peterson, Dan Purcell, and Doug Hill. Also in attendance was Deputy Clerk-Treasurer Jeremy Bowers and Town Planner Mike Slavney. Tim McCumber, Town Administrator appeared by telephone. Commissioners Tim Healy, Doug Hill, and Dawn Peetz were excused.

Chairman Grant called to order **PUBLIC HEARING** regarding a Conditional Use Permit for Vacation Rental Establishment (VRE) in the Single-Family Residential District per Town Ordinance 2.30 on property located at S7660 Oak Rd., Tax Parcel 026-0099-00000; application by Marcus Mitchell, 135 Linn St., Baraboo, WI 53913. Grant stated the rules of the hearing. There was some clarification about other matters on the agenda. No one appeared. Motion by Grant to close the hearing. Seconded by Purcell. Motion passed.

Grant called the zoning commission meeting to order. McCumber certified compliance with the open meetings law. A motion to approve the minutes of the September 22, 2021. Motion was made by Peterson, seconded Olah. Motion passed. Under **OLD BUSINESS** the commission considered a preliminary Certified Survey Map to divide parcel 026-1228-00000 located on Coves Court into two duplex lots. Application by John E. and John A. Kassner, d/b/a Summer Oaks Self-Storage, 6333 Briarcliff Lane, Middleton, WI 53561. McCumber reported the "dba" was in error and not a part of this application. Slavney reported that this parcel was approved for 4 units but the proposed split would be for 2 lots with two units each and the staff recommends approval. Mr. Kassner spoke to the matter and said he held off on construction because of the Army well proposal. Now that it appears the Army has backed off of the proposal he is proceeding and discussed the septic and onsite well. The consensus of the committee was that Mr. Kassner could proceed with a CSM for two lots up to 4 units. The commission then considered an amendment to an existing conditional use Permit (CUP) for Park Place MHC LLC located at S7175 Bluff Road on tax parcels 026-0641-00000 & 026-0641-20000 in the Town of Merrimac; application by Richard Dubois Investments LLC, 1119 Edington PI, Marco Islands, FL 34145-2000. Slavney reported that there was a public hearing last month and reported that there were numerous concerns about the number of units and that there was no play area for the kids. He noted McCumber viewed the proposed play area and that he was comfortable with the proposed area. Grant reported he also viewed the area and found the area acceptable. Grant thanked the citizens in the area for their input and spoke to some of the concerns regarding the road width and other matters. He then spoke to those concerns noting that he visited the area and noted the road is as good or better as many of our older subdivisions. Motion to recommend approval to the town board was made by Purcell, second by Peterson. McCumber reminded the commission of the statutory requirements regarding conditional uses described last month adding that the application meets the conditions of the ordinance. Motion passed. Under **NEW BUSINESS**, the commission considered Conditional Use Permit for Vacatio Rental Establishment (VRE) in the Single-Family Residential District per Town Ordinance 2.30 on property located at S7660 Oak Rd., Tax Parcel 026-0099-00000; application by Marcus Mitchell, 135 Linn St., Baraboo, WI 53561. Grant asked if the application was complete. McCumber

reported that the applicant was not complete. Motion to table the matter to the November meeting. Second by Olah. Marcus Mitchell asked for some clarification about the questions raised. McCumber reported that the site as it sits does not meet the requirements of the ordinance and if the applicant is not willing to provide a narrative as to how they will meet those conditions then it would be appropriate to deny the application. He recommended that the commission table the application to give the applicant an opportunity to complete the application. Motion passed.

Under the **ADMINISTRATOR'S REPORT**, McCumber reported that there have been 67 permits issued for 2021 totaling \$8,658,780. This is compared to 58 permits issues at this point in 2020 totaling \$5,867,522. There 14 new homes started this year compared to nine new home starts last year. The town has received an application for another vacation rental which will be on the November agenda. McCumber also reported that Olah has announced he will be stepping down at the end of the year so next month will be his last meeting. The town received a letter of thank for the donation to Groundswell Conservancy in Mike Slavney's name.

Motion to adjourn Olah, second by Peterson. Motion passed.