

**Minutes of the September 12, 2017 Merrimac Planning & Zoning Commission Meeting  
(approved at 10-10-17 Village Board meeting)**

Plan Commission Chair Jim Malmberg called the meeting to order on Tuesday, September 12, 2017 at 6:00 p.m. Chairman Malmberg reviewed and signed the Affidavit of Postings verifying the meeting met statutory public notice requirements. All Plan Commission members were present including Malmberg, Ann Hoffman, George Naxera, Tom Gallus, and Jeff Rasmussen. Others present included Village Board members Nick Hahn, Garry Bahe, and Phil Budde. Village Administrator Ron Senger, surveyor Scott Hewitt of Grothman & Associates, and residents Charles Murray and Steve Kind were also present.

**(1) AGENDA ITEM:**

Review proposed Certified Survey Map (CSM) subdividing the lot at 231 School Street (approximately 1.74 acres) into 4 new parcels. All proposed parcels are within R-1, Single Family Residential-zoned district, will meet the minimum lot width and size requirements per Village code, and will have ample street-side access for driveway entry. Make recommendation to Village Board to either approve (**or**) disapprove the proposed CSM.

Surveyor Scott Hewitt provided a brief summary of Mr. Prine's plans for the sale of the newly-created, unimproved parcels with street access at Thomas Drive (2 parcels) and School Street (2 parcels). Ron Senger then shared an email Mr. Prine had provided him for presentation since Mr. Prine could not attend the meeting. Mr. Prine's message stated six points he wanted the Plan Commission, the Village Board, and any concerned neighbors to consider. His points included the following:

1. The property is zoned single family residential now and the new 3 lots will stay the same and be used for single family residences.
2. The lots will be listed for sale for a very attractive price of approximately \$21,500 each.
3. The 3 new lot sizes are approximately four tenths of an acre each and far exceed the Merrimac minimum zoning requirements.
4. The existing approximately 120 year old house will remain on an approximately half acre lot and will be listed for sale again in the Spring.
5. The 3 lots have existing municipal water and sewer located in both School Street and Thomas Drive.
6. The future development of these 3 additional parcels will have a positive impact on the Village of Merrimac tax base.

The members discussed and agreed the points were accurate and provided logical support for approval. Because there were no immediate plans for building or development on these parcels, the members discussed eventually having the Village contract and special assess for any needed public improvements like sidewalks and storm sewer after the homes are built (perhaps many years into the future) on the 2 unimproved Thomas Drive parcels, plus the existing vacant parcel on the north side of Thomas Drive. Neighboring property owner (to the south) Charles Murray stated he may ask for approval someday to divide his oversized parcel into 2 parcels with access to a newly-created parcel from Thomas Drive. Ron explained to Mr. Murray that he would need to coordinate with the Village Administrator's office outside of this meeting to initiate the review process and to have his request added as an agenda item with proper public notice at a future Plan Commission meeting.

Following this discussion, Rasmussen/Hoffman moved to recommend that the Village Board approve the proposed CSM as submitted. Motion carried with all present voting in the affirmative.

**(2) AGENDA ITEM:**

Steve Kind to inquire about potential rezoning of the vacant parcel on Austin Drive from B-1 to B-2, to allow for operation of a workshop/business on the parcel across from 115 Austin Drive (Tax Roll Id 151 0190-20000). Mr. Kind wishes to discuss any additional requirements that may be anticipated with his potential purchase and planned business use for this parcel.

Mr. Kind stated his interest in potentially purchasing the lot to build a combination workshop with 2 storage units on the parcel; he said the small shop would be used for upholstery repair and therefore would require rezoning from B-1 to B-2 to permit this use. He showed some graphics representing what the shop building might look like. The Plan Commission members asked questions about the potential size and placement of the building on the parcel as they wanted to ensure Steve had considered any potential water drainage concerns that exist, or runoff that may be created when a new building and parking spaces are placed on the parcel. The members suggested Steve also take time to diagram to scale the building's "footprint" and parking spaces on the actual parcel CSM to ensure all setbacks could be achieved per zoning code. Following this discussion, Steve said he would continue his planning and if he did ultimately purchase the parcel, he would request rezoning approval be formally considered for his planned shop at that time.

There being no other matters to come before the Plan Commission, Rasmussen/Naxera moved to adjourn. Motion carried and Malmberg adjourned the meeting at 6:35 p.m.

Respectfully submitted,

Ronald D. Senger  
Administrator