

MINOCQUA PLAN COMMISSION MINUTES

July 8, 2025

A meeting of the Minocqua Plan Commission was called to order by Plan Commission Chairman Mark Hartzheim at 8:30 a.m. in the Board Room of the Minocqua Center.

Present were: Chairman Mark Hartzheim; Members Joe Hegge, Mark Pertile, Michael Tautges, and Mary Taylor; Lynn Wildes, Town Secretary; and Carla Blankenship and Karl Jennrich, Oneida County Planning and Zoning. Members Jay Christgau and Billy Fried were absent with notice.

Motion by Pertile, seconded by Tautges to approve the agenda as presented. Voice Vote: Motion carried.

Motion by Hegge, seconded by Tautges to approve the minutes from June 24, 2025. Voice Vote: Motion carried.

NEW BUSINESS

ADMINISTRATIVE REVIEW PERMIT #26-25: Administrative Review Permit application by Kimberly Saeman, applicant, Linda Roach, owner, to rent the dwelling as tourist rooming house within the #02 Single Family zoning district where rentals of six (6) days or less are prohibited and on the following described property: Part of Government Lot 5, Section 11, T39N, R6E, 8570 Huber Lane, PIN #MI-2178, Town of Minocqua.

Carla Blankenship said this parcel is zoned Single Family and is subject to weekly rentals, and it is located in the sanitary district so occupancy is determined by WI State Code ATCP 72. She noted she did add an extra condition regarding parking due to the access easement stating that the parking of vehicles shall not interfere with travel on the private road. Resident agent and applicant Kimberly Saeman was present and said that travel for the driveway is on a different part of the parcel, so this will not be a problem.

Motion by Taylor, seconded by Hegge to approve ARP #26-25 as presented.

Mark Pertile asked Saeman if there was any delineation to prevent renters from parking on the neighbor's property, and Saeman replied there is an arch that marks the driveway and there will be parking instructions included in a binder that is provided to all renters.

Voice vote: Motion carried 5-0.

CONDITIONAL USE PERMIT #27-25: Conditional Use Permit application by Aquatic Plant Management LLC, applicant, ACG Investments LLC, owner, to construct a building with an outdoor storage area and operate an aquatic plant removal business on the following described property: Lot 1, CSM 5153, being part of Government Lot 3, Section 9, T39N, R6E, PIN #MI-2147-2, Town of Minocqua.

Blankenship stated this parcel is zoned Business B-2 as are the adjacent parcels. The applicant will be building a 3888 s.f building which will include an office and storage for boats and equipment as well as outdoor storage for boats and trailers. She said the trash will be kept behind the building and they will have approximately 20 employees who start their day onsite and then go out to the lakes. There will be no customers on site, they will have 1 delivery per week, and their hours of operation will be M-F 8 am to 6 pm from May through September. She said the stormwater plans have been shared with the WI DNR as there may be wetland and waterway impacts, and 22 parking spaces are required and 25 are provided. She noted there are two dedicated ingress and egress points onto Little Pond Lane, which is a private road, and there is an onsite POWTS.

Pertile asked if they will be moving from their existing location and owner Christian Wahman said yes but no one will be living at this location – it will just be a pole barn with an office/conference room area. Pertile asked if any fuel will be stored on premises and Wahman replied just the 5-gallon gas tanks for the boats – he said there is no bulk fuel storage as they fill up the boats at the local gas station. Pertile also asked if there would be any vegetative buffer on Little Pond Lane, and Wahman said they would like to keep some of the existing trees on that side and they will be using up to the property line on the back side.

Motion by Hegge, seconded by Taylor to recommend approval of CUP #27-25 to the Town Board as presented. Voice vote: Motion carried 5-0.

CONDITIONAL USE PERMIT #28-25: Conditional Use Permit application by Matt Ritchie, applicant, N&J Investments LLC, owner, to construct a multiple family development with 112 units on the following described property: Part of the SE-NE, Section 9, T39N, R6E, PIN #MI-2142-1, Town of Minocqua.

Blankenship stated the parcel is zoned Business B-2 as are the parcels to the east, west, and south, and the parcel to the north is zoned Recreational. She said Ritchie is proposing a 112 unit multi-family housing development on a 10 acre parcel, and there will be seven 2-story multi-family buildings as well as three 32 stall garages and one 16 stall garage. She said there will be 2 community dumpsters which will be screened from view, the existing single family home on the premises will be demolished, and the stormwater management plans were shared with the DNR. Blankenship noted there will be a new driveway accessing STH 70 and the plan has been shared with the WI DOT, and the parcel is within the Lakeland Sanitary District and as it requires fire protection it will require a 6" line to the lot.

Blankenship said this 112 unit development requires a total of 336 parking spaces, and 224 compliant parking spaces are shown. The application also describes 112 parking spaces located directly in front of garage entrances, which are not compliant. Matt Ritchie stated that many other counties in Wisconsin (except Vilas) only require two parking spaces per unit, and if the spaces in front of the garages are considered they would meet the 336 space requirement. Ritchie said they have been working with Sherrer Construction and REI in regards to the parking, and they have not had any issues with this setup on any other of the rental properties they own. Hartzheim asked Blankenship if the parking requirement factors in the number of bedrooms a unit has and she replied no – the requirement is 2 spaces plus 1 per unit regardless of the number of bedrooms. Ritchie said they would prefer to have green space and not asphalt parking spaces that will not be used. Developer representative Scott Meitus stated with the parking in front of the garages they are 1 space short of the Urban Land Interests (ULI) standards which use 1 ½ space for a 1 bedroom apartment and 1 additional space for each additional bedroom. He noted ULI is not a government entity, but they are the standard for real estate development. Michael Tautges asked if this is the same parking plan used for the WHEDA housing development in Woodruff, and Blankenship replied yes. Hartzheim noted that parking for residential housing is different from retail and will seldom be full, and it is a bonus to have less impervious surface. Karl Jennrich told Ritchie they should provide technical documentation that the actual parking demand is less than the Oneida County standard, and Jennrich noted that such considerations are not considered a waiver or exemption.

Judy Domaczek, owner of Wildwood Wildlife Park located next to the parcel shared a letter with the Plan Commission and expressed their concerns, including that the parking does not meet the requirements and the risks to the well-being of their animals such as increased noise pollution from the construction along with the residential use, light pollution, and trespassing potential and said that income from their breeding program and safari tram rides would also be affected. They asked that Ritchie be responsible for establishing a buffer zone that includes an 8-foot berm with trees, which they said could be put on their property, along with an 8-foot chain link fence with privacy slats and barbed wire across the top. Hartzheim told Domaszek that the Town is fortunate to have their business here, but we also have to balance their concerns with the fact that this is a commercial property next to them and the uses that are allowed there. He noted this parcel is a significant piece of land in the

Town as there are very few left that can accommodate a housing development such as this, and we have to figure out how to go forward. Meitus also noted that the zoo is an asset to the community, and the goal is to work together to make it beneficial for both parties. Zoo owner Duane Domaszek stated that curiosity is human nature, which is why they are asking for the fence to be installed. Hartzheim stated that he understands their concerns, but the Town is in a crisis situation with housing and other developers aren't coming in to town to build here. He said the longer it goes on the more it will impact the community, and something of this scale could put a dent in the housing shortage. Ritchie noted there are only 2 other parcels in the sanitary district that could accommodate a project of this size, one of them being Paul Bunyans, so there is no other place to put this. He also stated the Lakeland Sanitary District is charging them \$142,000 to hook up to their system, so there is no money left to put up a fence. Pertile advised against using barbed wire due to liability issues and suggested another type of barrier on the property line such as a berm or split rail fence to delineate the property line. Ritchie noted the existing tree line will stay, and said they want to work with the Domaszek family to find an agreeable solution.

Hartzheim stated the Town needs to know the thoughts from the developer on the berm and/or fencing. Pertile said he understands that the Domaszek's would like the developer to incur the costs of constructing these, but also noted there may be something that could be done with the surplus material left over from clearing the land to create a berm and encouraged Domaszek's and Ritchie to work together to come up with a solution that will benefit both.

Motion by Pertile, seconded by Tautges to recommend approval of CUP #28-25 to the Town Board as presented with the parking as proposed based on the data provided. Voice vote: Motion carried 5-0.

Motion by Pertile, seconded by Hegge to adjourn meeting. Voice vote: Motion carried.

Meeting adjourned at 9:50 a.m.

Lynn Wildes
Town Secretary