

## MINOCQUA PLAN COMMISSION MINUTES

March 31, 2026

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 Billy Fried, Joe Hegge, Mark Pertile, Mary Taylor and Michael Tautges; Lynn Wildes, Town Secretary; and Carla Blankenship, Scott Ridderbusch, and Todd Trosky, Oneida County Planning and Zoning. Jay Christgau was absent with notice.

**Motion by Tautges, seconded by Fried to approve the agenda as presented.** Voice Vote: Motion Carried.

**Motion by Hegge, seconded by Taylor to approve the minutes from the meeting on February 24, 2026 as presented.** Voice Vote: Motion Carried.

### NEW BUSINESS

**ADMINISTRATIVE REVIEW PERMIT #06-26:** Administrative Review Permit application by Margaret Flesch, applicant, and Bella Trova LLC, owner, to operate a retail business, a crystal and rock shop, in an existing commercial building on the following described property; Part of Government Lot 6, Section 11, T39N, R6E, PIN #MI-2179-38, 8532 Highway 51, Unit 6, Town of Minocqua.

Carla Blankenship said this location is zoned Business B-1 and was formerly a tattoo shop that is being changed to retail. 4 parking spots are required and 42 are on site, and all is in compliance.

**Motion by Pertile, seconded by Fried, to approve ARP #06-26 as presented.** Voice vote: Motion carried 6-0.

**ADMINISTRATIVE REVIEW PERMIT #07-26:** Administrative Review Permit application by Daniel Espinosa, applicant and owner, to rent the dwelling as tourist rooming house within the #02 Single Family zoning district on the following described property: Lot 3, Block 9, Hazelhurst Land Co. Addition, Section 14, T39N, R6E, 709 Cedar Street, PIN #MI-3492, Town of Minocqua.

Blankenship stated this is zoned single family and is on the sanitary district, so occupancy is determined by the Health Dept. Code ATCP 70. She said 4 parking spots are required and 6 are shown, and all is in compliance. Chairman Hartzheim noted the 7-day minimum rental period remains in effect in the Town of Minocqua.

**Motion by Hegge, seconded by Taylor, to approve ARP #07-26 as presented.** Voice vote: Motion carried 5-1 (Fried voted nay due to single-family zoning).

**ADMINISTRATIVE REVIEW PERMIT #08-26:** Administrative Review Permit application by Steven Brill, applicant, and Minocqua Commercial Properties LLC, owner, to operate a 24-hour strength training and conditioning gym on the following described property: Minocqua Commercial Properties Condominium, Unit 1, Section 11, T39N, R6E, PIN #MI-7653, 8516 USH 51; Town of Minocqua.

Blankenship said this is zoned Business B-2 and is located in the sanitary district. She noted it is a 24-hour gym with no outdoor activities; 29 parking spaces are required and 225 are available in the parking lot, and all is in compliance.

**Motion by Pertile, seconded by Tautges, to approve ARP #08-26 as presented.** Voice vote: Motion carried 6-0.

**SIGN PERMIT #04-26:** Sign application by Steven Brill, applicant, and Minocqua Commercial Properties LLC, owner, to place a 62.47 s.f. building mounted sign at 8516 USH 51, Unit 1, PIN #MI-7653, Town of Minocqua.

Blankenship stated this is a 62.47 s.f. building mounted sign and all is in compliance.

**Motion by Pertile, seconded by Tautges, to approve Sign Permit #04-26 as presented.** Voice vote: Motion carried 6-0.

**(REVISED) COUNTY PLAT #24-24:** Revised Preliminary County Plat of Holy Moly consisting of thirteen (13) lots, Robert Rynders Revocable Trust, owner, and submitted by Wilderness Surveying Inc., Jim Rein, surveyor, for the following lands further described as: Part of the NW-SE, Section 7, T39N, R6E, PIN #MI-2120, 10661 Cator Drive, Town of Minocqua.

Ridderbusch stated the history of this CSM was that it started out in 2024 as a 12-lot preliminary plat with two private roads (Snowberry Drive and Copper Drive) which was approved by the Town and Oneida County. He said Rynders had two years to file that approved plat, but before they filed it they decided to submit a revised plat keeping Snowberry Dr. as an outlot/private road and dedicating Copper Drive as a public road. Ridderbusch said he inspected the site and both of the roads have been constructed but are not paved. Surveyor Jim Rein said that owner Bob Rynders felt it was easier to pave both roads and dedicate them to the Town, but he did not get support from the adjacent landowners for Snowberry Dr. so he left it as a private road.

Pertile recommended the Plan Commission have two motions – one to approve the subdivision change and one to approve the dedication of Copper Dr. with a developer’s agreement. He said it would be a mistake to accept it as a Town road today as it is not yet paved and needs additional inspections to ensure it is constructed to the Town’s specifications. He said Chairman Hartzheim cannot sign the plat until it is confirmed that Snowberry Dr. has been moved and is not on private land. Hartzheim asked Ed Rynders if Snowberry Dr. had been shifted over to be off of the private property, and Rynders replied some of the roadway is still on private property but the gravel part that meets the acceptable specs is not on private property anymore. Pertile responded that the Town needs to confirm that it was built correctly and surveyed to show where the edges are to make sure the road does not go to the edge of the right-of-way. Hartzheim asked Rein about the gravel driveway on Lot 12 and if the Town would be laying a Town road over a recorded easement, and Rein replied there is no recorded legal easement. Pertile again specified that a developer’s agreement needs to be in place before the Town Board accepts Copper Drive as a public road.

**Motion by Pertile, seconded by Fried, to recommend approval of Revised County Plat #24-24 as presented to the Town Board with the changes that Snowberry Dr. and Copper Dr. remain private roads, verification that both roads are installed within the right-of-way and meet the Town’s specifications, and any further requests for dedication of roadways to the Town are made through a developer’s agreement.**

Rein asked if the approval can be subject to a developer’s agreement being in place for Copper Dr, and Pertile responded that the location of the road still needs to be verified and due to that we don’t want to say the Town will accept it yet – we can accept the plat but not the roads. Hartzheim noted we could accept the plat with both as private roads as it is, and Jim Rein replied he would prefer not to cloud up the plat with easements that may not exist. Pertile stated we could recommend approval with Snowberry Dr. being private and Copper Dr. being a Town road after the developer’s agreement is received. Fried stated he was concerned that would leave grey areas for both parties that could be misunderstood and recommended that the entire plat should be tabled until the whole package can be accepted. Ed Rynders said they would like to sell the lots with Copper Dr. being designated as a Town road but they wouldn’t plan on paving it until some of the houses were built so the road wasn’t destroyed during the home construction process, which could be up to three years from now. Rein stated a bond could be put in place to ensure correct completion of the road, and Pertile replied he does not want to do that as it is hard to get money out of a bonding company and this should all be taken care of up front.

Voice vote: Motion failed 2-4.

**Motion by Fried, seconded by Tautges, to recommend forwarding Revised County Plat #24-24 as presented to the Town Board for consideration, including that a developer’s agreement is in place before the plat is recorded and verification of the correct roadway locations of both Snowberry Dr. and Copper Dr.**

Voice vote: Motion carried 6-0.

**CERTIFIED SURVEY MAP #09-26:** Preliminary two (2) lot Certified Survey Map of lands owned by the Shawn & Jennifer Hartshorn Living Trust, submitted by Maines & Associates, Greg Maines, surveyor, for the following property further described as: Part of Government Lot 2, Section 8, T39N, R4E, PIN #MI 640-8, 8524 West Amber Lake Road, Town of Minocqua.

Hartzheim noted that this is an instance where the platted roadway doesn't match up with the constructed roadway. Scott Ridderbusch said that this parcel is zoned single family, and this part of Amber Lake Road is deeded to the Town and is encroaching outside of that description. He stated they are dedicating that part of the roadway for maintenance and future setbacks for zoning, and that this CSM does comply with the setbacks. Hartzheim stated that the request from surveyor Greg Maines is 25' from the centerline for maintenance, and Mark Pertile replied that part of the road is already in place and paved. He said there are additional lots on that road where we may need to make right-of-way corrections so we may look at correcting a section of that roadway.

**Motion by Pertile, seconded by Fried, to recommend approval of CSM #09-26 as presented to the Town Board.** Voice vote: Motion carried 6-0.

**CERTIFIED SURVEY MAP #10-26:** Preliminary eight (8) lot Certified Survey Map(s) of lands owned by 6207 RLSS LLC, and submitted by Riverside Land Surveying LLC, Keith Walkowski, surveyor, for the following property further described as: Part of Government Lot 4, Section 24, T39N, R6E, PIN #MI-2355-13, 8990 Thoroughfare Road, Town of Minocqua.

Ridderbusch said there are proposed easement areas due to the terrain for the benefit of lots 6, 7, and 8. He noted the strip of land across the road with access to Tomahawk Lake is not a part of this survey. Hartzheim stated this (the strip) is creating a non-conforming parcel that cannot be developed. Ridderbusch said it has its own description and legally cannot be denied. He said it can be retained by the owner or sold to another person, but it has its own description and will get its own parcel number. Hartzheim stated he sees this a being problematic in the future with people parking there as it allows access to the chain, but we are limited in our power to stop it. Hartzheim stated that the only conceivable use of this standalone parcel is to provide keyhole lake access, either to its owner or others.

**Motion by Pertile, seconded by Taylor, to recommend approval of CSM #10-26 as presented to the Town Board.**

Fried asked Ridderbusch if the Town legally has no recourse on forcing the strip to be attached to another parcel and Ridderbusch replied no as it is a pre-existing non-conforming strip of land, but the developer cannot convey rights for the lots to utilize this strip for access to the chain.

Voice vote: Motion carried 3-2-1 (Taylor, Tautges, and Pertile aye; Fried and Hegge Nay; Hartzheim abstained).

**CONDITIONAL USE PERMIT #11-26:** Conditional Use Permit application by F.J. Frazier, applicant, BHMQ LLC, owner, to redevelop and expand the existing restaurant and outdoor seating areas on the following described property: Part of Lot 13, Block 12, Village of Minocqua, and part of Government Lot 5, Section 14, T39N, R6E, PIN #MI-2206-13 and #MI-2206-16, 305 W. Park Avenue, Town of Minocqua.

Blankenship read the general information portion of the Conditional Use Permit, which stated the proposal is to redevelop and expand the Boathouse restaurant (using part of the existing footprint) to approximately 6000 s.f. She said there will be outdoor seating with no outdoor displays or special events, and noted additional improvements will be enhanced ADA access and increased restroom capacity and stormwater controls. Pertile noted he is concerned where the stormwater is going as the drainage swail is being removed, and Dave from Corporate Contractors said the will be putting in a filtration system for runoff into the lake.

Blankenship said 166 onsite parking spaces are required and the plan provides 19 onsite parking spaces. Fried asked if the parking was grandfathered in, and Blankenship replied they still need to look at the possibility of additional parking spaces with the increased use. Hartzheim replied that the Yacht Club was required to maintain the number of parking spaces that was previously there as there was no way to add additional parking. He said this would be a

pre-existing waiver and the existing parking area is being retained and actually adding two spaces. Similar exemptions for turning radius and 5' setback have been made in recent past.

**Motion by Fried, seconded by Tautges, to recommend approval of CUP #11-26 as presented to the Town Board.**

Fire Chief Rich Carani was present and said he talked with building inspector Rick Clem and Carani has no concerns.

Voice vote: Motion carried 6-0.

**DISCUSSION RE:** Update of Comprehensive Plan: Overview of process; recommendation of public participation plan; review of existing plan(s); discussion of planning issues; review of draft chapters.

Hartzheim stated the Town needs to update their comprehensive plan every 10 years. Eric Sonnleitner from the North Central WI Regional Planning Commission was present to help with the process. The Plan Commission went through the first three chapters of the existing comprehensive plan making some initial notations for updates.

**Motion by Hegge, seconded by Pertile to adjourn meeting.** Voice Vote: Motion Carried. Meeting adjourned at 12:35 p.m.

Lynn Wildes  
Town Secretary