

MINOCQUA PLAN COMMISSION MINUTES

May 12, 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 Joe Hegge, Mark Pertile, and Mary Taylor; Lynn Wildes, Town Secretary; and Carla Blankenship, Oneida County Planning and Zoning. Jay Christgau, Billy Fried and Michael Tautges were absent with notice.

Motion by Taylor, seconded by Hegge, to approve the agenda as presented. Voice Vote: Motion Carried.

Motion by Pertile, seconded by Hegge, to approve the minutes from the meeting on April 28, 2026 as presented. Voice Vote: Motion Carried

NEW BUSINESS

SIGN PERMIT #12-26: Sign application by Margaret Rautio, applicant, and Rautio Properties LLC, owner, to place a 18 s.f. building mounted sign at 203 W. Front St., PIN MI-3234, Town of Minocqua.

Blankenship said this is an 18 s.f. non-lighted sign and all is in compliance,

Motion by Pertile, seconded by Hegge, to approve Sign #12-26 as presented. Voice vote: Motion carried 4-0.

ADMINISTRATIVE REVIEW PERMIT #20-26: Administrative Review Permit application by Rebecca Moyle, applicant, and owner, to rent the lower level of the dwelling as a tourist rooming house within the #02 Single Family zoning district where rentals shall be limited to no more than one (1) rental per seven (7) day period on the following described property: Lot 1, CSM 1570, being part of Government Lot 4, Section 11, T39N, R6E, 8584 Lambert Road, PIN MI-2177-28, Town of Minocqua.

Blankenship said this is zoned single family and the owner is only renting out the lower level of the home, which has two bedrooms. She said the septic is sized for 3 bedrooms, so 4 guests are allowed as the system is shared with the owner's living area upstairs. She noted 6 parking spaces are required and 6 are provided, and all is in compliance. She stated there is a local resident agent as the owner will not be there all of the time.

Motion by Pertile, seconded by Taylor, to approve ARP #20-26 as presented. Voice vote: Motion carried 4-0 .

ADMINISTRATIVE REVIEW PERMIT #21-26: Administrative Review Permit application by Josh Russart/Northwoods Zip Line, applicant, and MKT Properties LLC, owner, to operate a sales office in an existing commercial building on the following described property: Part of Lot 8, Lots 9 and 10, Block 7, Village of Minocqua, Section 14, T39N, R6E, PINs MI-3316-1, MI-3316-2, MI-3317, and MI-3318, 401 Oneida St., Town of Minocqua.

Blankenship said there will be 2 employees using 100 s.f of retail/office space, so 4 parking spaces are required and 5 are available on site and all is in compliance.

Motion by Pertile, seconded by Hegge, to approve ARP #21-26 as presented.

Hegge asked if there will be any use of the existing drive thru, and Josh Russert replied no. Blakenship also stated the permit is conditioned on no outside sales or displays.

Voice vote: Motion carried 4-0

CONDITIONAL USE PERMIT #22-26: Conditional Use Permit application by Mike Kilinski and Brad Krisch, applicants, and KCP Northwoods RE Holdings LLC, owner, to construct a second boat storage and to store boats outside on the following described property: Lot 15, CSM 4810, Section 34, T39N, R6E, PIN MI-7466, 9829 Rylee Lane, Town of Minocqua.

Blankenship said this property is zoned Business B-2, as are the surrounding properties. She noted the first storage building was constructed after their Administrative Review Permit was approved in 2022, and this storage building will be 11,640 s.f. She said there are 3 employees on site, and the stormwater runoff will follow the existing drainage ditch and new drainage swails are shown on the north and south ends of the proposed building. She stated that the parking is based on 3 employees so 4 parking spaces are required and 5 are provided, the property has 2 existing ingress and egress routes on Rylee Lane and a third access point is planned along the east property line access and utility easement, and all is in compliance.

Motion by Pertile, seconded by Taylor, to recommend approval of CUP #22-26 to the Town Board as presented.

Applicant Mike Kilinski stated that due to recent code changes the building will be smaller than originally planned, and will be 9984 s.f. with a fire wall in the middle.

Voice vote: Motion carried 4-0.

Motion by Hegge, seconded by Taylor to adjourn meeting. Voice Vote: Motion Carried. Meeting adjourned at 8:42 a.m.

Lynn Wildes
Town Secretary