

MINOCQUA PLAN COMMISSION MINUTES

June 30, 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, Jay Christgau, Joe Hegge, Mark Pertile, Michael Tautges, and Mary Taylor; Lynn Wildes, Town Secretary; and Carla Blankenship, Oneida County Planning and Zoning.

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

Motion by Hegge, seconded by Taylor, to approve the minutes from the meeting on May 26, 2026 as presented. Voice Vote: Motion Carried

SIGN PERMIT #13-26: Sign application by R&R Rentals LLC, applicant, and Alder Partners LLC, owner, to place a 18.48 s.f. free-standing sign at 212 W. Chicago Ave., PIN MI-3319, Town of Minocqua.

Carla Blankenship said this is an 18.48 s.f sign and it meets all Oneida County ordinances.

Motion by Pertile, seconded by Tautges, to approve Sign Permit #13-26 as presented. Voice vote: Motion Carried 7-0.

ADMINISTRATIVE REVIEW PERMIT #24-26: Administrative Review Permit application by Neil and Haley Simmons, applicants and owners, to rent 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, Kobart Kove, Section 8, T39N, R5E, 12339 Kobart Road, PIN MI-7609, Town of Minocqua.

Blankenship said this is zoned single family and it has 4 bedrooms and the septic is sized for 4 bedrooms. She noted 5 parking spaces are required and 5 are provided.

Motion by Pertile, seconded by Hegge, to approve ARP #24-26 as presented. Voice vote: Motion Carried 6-1 (Fried voted nay due to single family zoning).

ADMINISTRATIVE REVIEW PERMIT #25-26: Administrative Review Permit application by Knotty Pine Resort LLC, applicant and owner, to rent the dwelling as Tourist Rooming House for less than 30 consecutive days on the following described property: Units 1 and 2 (combined into 1 dwelling unit), Knotty Pine Resort Condominium, Section 15, T39N, R6E, 9742 Bakers Acres/9744 Bakers Acres, PIN MI-6774 and MI-6775, Town of Minocqua.

Blankenship stated this is zoned multi-family and was previously two units now combined into one house, and all is in compliance.

Motion by Pertile, seconded by Taylor, to approve ARP #25-26 as presented. Voice vote: Motion Carried 7-0.

ADMINISTRATIVE REVIEW PERMIT #27-26: Administrative Review Permit application by Karri Bruette, applicant, and Bella Trova LLC, owner, to operate a massage therapy business 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 3, Town of Minocqua.

Blankenship said this is unit #3 in the Boardwalk Shoppes and is zoned Business B-6. She noted 3 parking spaces are required for this use and 42 total parking spaces are required for the current occupancy of the Boardwalk Shoppes, and 42 parking spaces are provided.

Motion by Pertile, seconded by Hegge, to approve ARP #27-26 as presented. Voice vote: Motion Carried 7-0.

ADMINISTRATIVE REVIEW PERMIT #26-26: Administrative Review Permit application by Rick Umhoefer, applicant, CRE8 IT Investments LLC, owner, to construct an accessory storage building on the property where an existing retail business will continue to operate on the following described property: Lots 1, 2, 19 and part of lot 18, Block 9, Village of Minocqua, Section 14, T39N, R6E, PIN MI-3346, Town of Minocqua.

Blankenship said this is the same property as the Eagle Wings retail store. She said 36 parking spaces are required, and a 2001 ARP application shows 38 off-street parking spaces. She noted this building will be used for storage for Eagle Wings and will take away 17 parking spaces, so they will be deficient by 19 spaces. She said the application states the stormwater will be directed to the street, and Mark Pertile said the stormwater needs to be retained on site with a retention pond or rain garden and treated with catch basins before going into the storm sewers.

Joe Hegge asked about parking concessions for downtown buildings which are built property line to property line, and Hartzheim replied that if a business has room for parking they need to provide it but for a new permit or expansion the owner is required to retain the existing parking they had previously. Pertile said this parking area is currently being leased to T&T Auto for storage of vehicles, and Blankenship stated she was not aware that was happening. Jay Christgau said that the logic is to maintain parking where we can and they have already violated that by renting out parking spaces that would have been used to support that business. Pertile stated it would be reasonable to have owner representation here for discussion as a certain amount of parking is required and this is pulling that away, and Hartzheim noted this could be tabled until an owner can attend the meeting or be rejected due to the parking issue.

Motion by Fried, seconded by Christgau to deny ARP #26-26 as presented due to the fact that the business located on this parcel is operating under a prior permit requiring this space to be used for parking, and placement of the storage building would result in a significant loss of parking spaces.

Fried asked Blankenship where this will go if it is denied, and Blankenship replied it will go to the Oneida County Planning and Development Committee (OC P&D). Pertile stated there could be a different placement of the building to maximize parking, and Fried responded if there is a dialogue with OC P&D containing something different they can send it back to the Town for reconsideration.

Voice vote: Motion Carried 7-0.

CONDITIONAL USE PERMIT #28-26: Conditional Use Permit application by Brianna Trapp, applicant and owner of NBT Properties LLC, to operate a kennel boarding facility at the existing developed commercial multi-tenant property further described as: Part of the NE-NE, SE-NE, Section 12, T39N, R6E, PIN MI-2182-2, 8714 & 8724 Highway 47, Town of Minocqua.

Blankenship said this use is allowed under Oneida County Ordinance 9.75 (pre-existing lots) and the property is just shy of the 5 acres required for this use (lot is 4.47 acres). She said this use can be pursued if the parcel meets certain criteria, which it does. Fried asked if this will be in the same building as the retail store approved on their previous CUP earlier this year, and Brianna Trapp replied yes. Hartzheim noted all of the adjoining neighbors to this parcel are businesses, and Trapp said they will be putting up a privacy fence between the lots and will have cameras and 24 hour on-call staff to monitor the premises when they are not there.

Motion by Fried, seconded by Hegge, to recommend approval of ARP #28-26 as presented to the Town Board. Voice vote: Motion Carried 7-0.

Motion by Hegge, seconded by Taylor to adjourn meeting. Voice Vote: Motion Carried. Meeting adjourned at 9:17 a.m.

Lynn Wildes
Town Secretary