



**CITY OF MAYVILLE PLAN COMMISSION
MEETING AGENDA
JUNE 24, 2026
4:00 PM
MAYVILLE CITY HALL
15 S. SCHOOL STREET**

- 1. CALL TO ORDER AND ROLL CALL**
- 2. PLEDGE OF ALLEGIANCE TO THE FLAG**
- 3. CITIZEN COMMENTS**

Citizen Comments are to be kept to a maximum of five minutes per speaker unless the chairperson allows an extension of time. Each citizen is to make comments at the podium after stating name and address. Each citizen may comment only one time per public hearing / meeting.
- 4. APPROVAL OF MINUTES**
 - 4.1. Approval of Minutes of the April 22, 2026, Plan Commission Meeting**
- 5. DISCUSS WITH POSSIBLE ACTION**
 - 5.1. Discuss, with Possible Recommendation, Certified Survey Map to Split Theiler Park Parcel for EMS Build Site**
Parcel No. 251-1216-2213-040
 - 5.2. Discuss, with Possible Recommendation, the Rezone Request of Mayville EMS for the Lower Portion of Theiler Park, Parcel No. 251-1216-2213-040**
Current Zoning: P-C Parks Conservation
Requested Zoning: I-1 Institutional
 - 5.3. Discussion on Zoning Code Update and Scheduling of a Potential Special Meeting for Presentation**
- 6. FUTURE AGENDA ITEMS**
- 7. NEXT MEETING DATE AND TIME**
 - 7.1. Next Meeting Date - July 22, 2026, at 4PM**
- 8. ADJOURNMENT**

Mayor Rob Boelk, Presiding Officer

NOTE: Persons with disabilities requiring special accommodations for attendance at the meeting should contact City Hall at least one (1) business day prior to the meeting.



CITY OF MAYVILLE PLAN COMMISSION
MEETING MINUTES
APRIL 22, 2026
4:00 PM
MAYVILLE CITY HALL

1. CALL TO ORDER AND ROLL CALL

The meeting was called to order at 04:00 PM by Mayor Boelk, with the following roll call:

Present: Mayor Boelk, Board Member James Baron, Board Member Larry Liebenow, Board Member Broc Fleischer, Board Member Andrew Shoemaker

Excused: Alderperson Kim Olson, Board Member Travis Puls

Absent: None

Staff present: Don Neitzel with Kunkel Engineering and Clerk/Executive Assistant Anastasia Gonstead.

2. PLEDGE OF ALLEGIANCE TO THE FLAG

The Pledge of Allegiance was recited by those in attendance.

3. CITIZEN COMMENTS

None.

4. APPROVAL OF MINUTES

4.1. Approval of Minutes of the March 25, 2026, Plan Commission Meeting

The motion to approve the minutes of the March 25, 2026, Plan Commission meeting was made by Andrew Shoemaker and seconded by James Baron.

Ayes: Mayor Boelk, James Baron, Larry Liebenow, Broc Fleischer, Andrew Shoemaker

Nays: None

Vote Count: 5 - 0

Motion has Passed

5. DISCUSS WITH POSSIBLE ACTION

5.1. Discuss, with Possible Action, City of Mayville Zoning Code Update

Clerk/Executive Assistant Gonstead informed the body that, as they are isolating areas of the zoning code they would like to see changed or updated, it may be a good idea to bring in a firm that specializes in this. She explained that zoning code is complex. Don Neitzel added that often when you change one section, it can affect others you may not be aware of. Clerk/Executive Assistant added that problems stemming out of zoning code often become litigious, as it can affect an individual's business. The Mayor added that this will need to be budgeted in. The idea of setting up special meetings to get this handled may be a good idea. Don Neitzel pointed out it is not always a fast process, it takes many communities at least a year, much like a comprehensive plan update. Don Neitzel will contact some firms that handle zoning code updates and attempt to schedule someone to come into the next meeting to discuss cost and process.

There was also discussion on the vacancies downtown, including topics such as rents vs. demands and how maintaining a brick and mortar store front can be difficult.

6. FUTURE AGENDA ITEMS

None.

7. NEXT MEETING DATE AND TIME

7.1. Next Meeting Date - May 27, 2026, at 4:00 PM

The next meeting is May 27, 2026.

8. ADJOURNMENT

The Plan Commission meeting was adjourned at 4:24 PM, by order of the Chair.

Respectfully submitted by Anastasia Gonstead - Clerk/Executive Assistant



15 South School Street, PO Box 273, Mayville WI 53050
Phone: 920.387.7900 Fax: 920.387.7919
WWW.MAYVILLECITY.COM

STAFF MEMO

Meeting Date: June 24, 2026
To: Plan Commission
From: EMS Director Julie Staffin
Subject: Rezoning Request for Property Parcel #251-1216-2213-040

Background:

Mayville EMS and Training Center has experienced unprecedented growth this year, and the current location no longer adequately meets the operational needs.

As we move forward with the construction of the new Mayville EMS and Training Center, this property offers the most suitable location to accommodate our growing staff, equipment, training needs, and future expansion plans.

We respectfully request consideration for the rezoning of property parcel number 251-1216-2213-040 to support the continued growth and expansion of our emergency medical services and educational programs.

The property is currently zoned P-C Park & Conservation. To accommodate the proposed Mayville EMS and Training Center facility and its intended use, we are requesting that the property be rezoned to I-1 Institutional District.

The proposed location provides sufficient space for operational efficiency and allows emergency personnel to respond quickly in all directions throughout our service area. This strategic location will help us maintain and improve response times while supporting the increasing demands placed on our organization.

The proposed building will be simple in design while presenting a professional appearance that reflects the pride, dedication, and commitment Mayville EMS and Training Center brings to the community every day. This facility is intended to serve as our long-term home and will provide a stable foundation for future growth and service enhancements.

Mayville EMS and Training Center respectfully requests that the Plan Commission consider approval of the changes outlined in this memo to allow us to proceed with the construction.



Plan Commission Application

Meetings are held the 4th Wednesday of each month.
 Applications, payment, and all accompanying information are due the first Monday of each month.
Answer all questions – Incomplete applications may be returned.

Application Request *(Please check the applicable boxes)*

<input type="checkbox"/>	Conditional Use (New, Amendment, or Special Use) – Cost: \$400.00
<input type="checkbox"/>	Planned Unit Development – Cost: \$425.00
<input type="checkbox"/>	Planned Unit Development (Amendment or Special Use) – Cost: \$50.00
<input type="checkbox"/>	Concept Plan – Cost: \$50.00
<input type="checkbox"/>	Comprehensive Plan Amendment – Cost: \$400.00
<input type="checkbox"/>	Site Plan Review – Cost: \$200.00
<input type="checkbox"/>	Conditional Use (Full Review or Amendment) – Cost: \$175.00
<input type="checkbox"/>	Zoning, Rezoning, or Zoning Amendment – Cost: \$425.00
<input type="checkbox"/>	Certified Survey Map – Minor Subdivision - Cost: \$150.00
<input type="checkbox"/>	Preliminary Plat – Cost: \$300.00
<input type="checkbox"/>	Final Plat or Reapplication of Final Plat – Cost: \$125.00
<input type="checkbox"/>	Street Easement Vacation – Cost: \$175.00
<input type="checkbox"/>	Developer's Agreement – Developer to pay all associated costs.
<input type="checkbox"/>	Other: _____ - Cost to be determined.

Property Information

Property Type <i>(circle one)</i>	Commercial Industrial Residential Other: _____		
Property Address			
Parcel No.	251-1216-2213-040	Current Zoning	P-C Park & Conservation
Lot Size (sq. ft.)		Building Area (sq. ft.)	
Floodplain <i>(circle one)</i>	Yes	No	

Applicant Information

Applicant Name	Mayville EMS- Julie Staffin Director
Address	102 Mill Place Mayville, WI 53050
Phone	920-387-7989
Email	jstaffin@mayvilleems@mayvillecity.com



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Property Owner Information

Name(s)	City of Mayville
Address	15 S. School St Mayville, WI 53050
Phone	920-387-7900
Email	

Architect / Engineer / Contractor Information

Firm Name	
Primary Contact	
Address	
Phone	
Email	

Please provide as much detailed information as possible. (Add additional pages, if needed.)

Briefly explain what you are requesting to be reviewed and/or approved:

Currently the parcel is zoned as P-C Park & Conservation and would need the parcel to be zoned as I-1 Institutional District

Provide a brief overview of proposed use(s) of entire property and/or lease space:

The property will be used for an EMS Station and Training Center

Hours of Operation: 24/7

Provide a brief overview of proposed daily on-site operations:

Operations will include EMS Operations, training and public classes.

Describe any potential environmental impacts from the proposed use, including but not limited to exterior storage, noise, smoke, dust, odors, hazardous materials, vibration, horns, speakers, vehicles and equipment operation and exterior generators, HVAC, or other stationary mechanical equipment, etc.:

Ambulances will be housed in the new station.



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Describe all businesses, properties, and other entities located adjacent to the proposed use:

Park, Residential, Mayville Inn and Old Fashion Foods

Describe any proposed, development, on-site improvements, or other construction/remodeling activities:

New construction of an EMS Building

Describe any proposed grading and/or stormwater management plan:

Describe any proposed landscape plan/improvements including driveways, sidewalks, vegetative plantings, etc.:

Describe any proposed on-site security measures, including site lighting:

There will be security cameras and lights in the parking lot

Describe any existing or proposed Life Safety Systems (Including fire hydrants, fire suppression, and fire alarm systems):

Describe the projected traffic circulation and impacts:

List all setbacks from right-of-way and property lines, and height limitations:

Provide status of State/Federal License(s) or Certificate(s) required for operation, if any:

Current Advanced Emergency Medical Technician License

Does this project require other jurisdictional approvals from other governmental or regulatory entities. If yes, please explain:

Describe any proposed signage, including type, size, and location:



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If construction is proposed, describe proposed exterior building materials (type, color, etc.):

Describe any site-specific features/constraints, etc.:

Outline proposed parking requirements, including number of spaces plus those dedicated for handicapped parking:

Projected Sewer/Wastewater Usage: _____ gal/year

Projected Water Usage: _____ gal/year

Acknowledgement and Signatures

I/We hereby certify that I/we have reviewed the above City of Mayville Plan Commission application and requirements, and hereby certify that the above information, attachments, and exhibits are complete, true, and correct. I/We further understand that any missing or incomplete information may result in a delay of the review of this application. The City of Mayville reserves the right to request additional information as deemed necessary.

Applicant Signature & Date	<i>Julie Hoff</i>
Co-Applicant Signature & Date	

CITY HALL - OFFICE USE ONLY

Date Received		Payment Info	
Approved/Denied by Plan Commission		Approved/Denied by Common Council	
Clerk Signature & Date			

Form Revised 09/25/2024



- ▭ Parcels
- ▭ Parcel Numbers
- ▭ OwnershipLots
- ▭ CSM Boundaries
- ▭ CSM Lots
- ▭ Sub and Condo Lots
- ▭ Subdivision and Condo Boundaries
- ▭ Address Points
- ▭ Encumbrances
- ▭ ROW
- ▭ Driveways
- Misc Lines
 - ▭ 11beaverdamoriginal,
 - ▭ 11foxlake1836,
 - ▭ 11lakeemily1836,
 - ▭ 11rockcenter,
 - ▭ 11rockoriginal,
 - ▭ 11thread,
 - ▭ 12h2o-noteboundary,
 - ▭ 31vac,
 - ▭ 32rw-unopen,
 - ▭ 41chord,
 - ▭ 41deed,
 - ▭ 41deed, <Null>
 - ▭ 41easement,
 - ▭ 41meander,
 - ▭ 41meander, <Null>
 - ▭ 45hook,
 - ▭ 45hook, Hook
 - ▭ 45hook, Hook_2
 - ▭ 45tic,
 - ▭ 45tic, <Null>
 - ▭ 45tic, Arrow1
 - ▭ 45tic, Arrow2
 - ▭ 45tic, Ltic
 - ▭ 45tic, Rtic
 - ▭ 61trailer,
 - ▭ <all other values>
- ▭ Corporate Limits Low Level
- ▭ Municipalities
- ▭ Sections
- ▭ Roads
- ▭ Lakes and Rivers
- ▭ Horicon Marsh