

City of Mayer
Planning Commission
Meeting Minutes
Tuesday, September 2, 2025

Commission Members Present: Chairperson Michael Sommerfeld, Vice-Chairperson Tom Stifter, Commissioner Ryan Kusske, Commissioner Daniel Levitz, Commissioner Sarah Strand and City Council Liaison Chad Heldt.

Commission Members Absent: None.

Staff Present: Consulting Planner John Anderson of Municipal Development Group.

Others Present: Nikki McNeilly.

CALL MEETING TO ORDER.

Meeting called to order at 6:30 PM by Chairperson Michael Sommerfeld.

ADOPT AGENDA.

A motion to approve the agenda was made by Commissioner Levitz and seconded by Commissioner Strand. Motion carried 6/0.

APPROVAL OF MINUTES.

A motion to approve the July 1, 2025 Planning Commission meeting minutes was made by Commissioner Levitz and seconded by Commissioner Kusske. Motion carried 6/0.

PUBLIC HEARING - TO REDUCE THE SETBACK FOR A DRIVEWAY FOR THE SIDE YARD ADJACENT TO A STREET RIGHT OF WAY LINE FROM THE REQUIRED THIRTY-FOOT SETBACK BY TWENTY FEET TO A TEN-FOOT SETBACK AT 601 RIDGE ROAD SOUTH.

Chairperson Sommerfeld opened the public hearing at 6:32 PM

Planning Consultant Anderson presented the information for the driveway setback variance for a side yard setback adjacent to a public right of way line.

The applicant, Nikki McNeilly, stated she already has a parking pad and wants to extend the driveway approximately seventeen feet to the street to match the parking pad width.

Planning Consultant Anderson stated that the driveway cannot exceed thirty feet in width at the property line and that the driveway cannot be located in the ten foot drainage and utility easement located along the side yard.

At 6:40 PM Chairperson Sommerfeld closed the public hearing.

A motion to recommend approval of the variance to reduce the setback for a driveway for the side yard adjacent to a street right of way line from the required thirty-foot setback by twenty feet to a ten-foot setback was made by Council Liaison Heldt and seconded by Commissioner Strand. Motion carried 6/0.

ZONING ORDINANCE UPDATE DISCUSSION.

Planning Consultant Anderson presented the information on the General Regulations section. Discussion ensued.

NEXT MEETING.

Next scheduled meeting is Tuesday, October 7, 2025.

COMMISSIONERS REPORT.

None.

ADJOURNMENT.

A motion was made by Commissioner Kusske and seconded by Council Liaison Heldt to adjourn the meeting at 8:26 PM. Motion carried 6/0.