PLAN COMMISSION
MINUTES
Wednesday, August 19, 2026

1. **CALL TO ORDER at 2:30 pm**
   ROLL CALL: K. HANDRICK-Present, M. AHRENS-Present at 2:53 pm, M. TELFORD-Present, C. STIEBER-Present, S. CHEREK-Present, L. OLBRANTZ-Absent, L. WIESMAN-Present

2. **PLEDGE OF ALLEGIANCE**

3. **RECOGNITION OF VISITORS**
   a. Virtual Meeting Guidelines
      This meeting will be recorded and available upon request
   b. Public Participation at Government Meetings
   In person Attendance: Eric Sonnleitner – North Central WI Regional Planning Commission, Brian Gumtz – St Matthews Church
   Virtual Attendance: Matt Muchow – Vierbicher Associates

4. **APPROVAL OF AUGUST 3, 2026 PLAN COMMISSION MEETING MINUTES**
   MOTION – Approve August 3, 2026 Plan Commission Minutes
   Motion made by Wiesman second by Telford. Motion passed by voice vote.

5. **UNFINISHED BUSINESS**
   a. Discuss and Approve Conditional Use Permit for Use of an Electronic Sign Submitted by St Matthew's Church
   Cherek shared an updated draft CUP with detailed illumination and time restrictions of the electronic sign.
   MOTION – Approve Conditional Use Permit for Use of Electronic Sign for St Matthew's Church and Move Forward to the Village Board for Final Approval
   Motion made by Stieber second by Telford. Motion passed by voice vote.

6. **NEW BUSINESS**
   a. Discussion and Direction on Residential Subdivision Development Guidelines
   Cherek has been working with Matt Muchow from Vierbicher Associates to establish a set of guidelines for residential development. Muchow presented a draft Design and Construction Guidelines for Public Works Construction outlining the requirements that potential developers would need to follow for a residential development. The guidelines follow the Village Ordinances relating to public infrastructure and include specific engineering and materials required by developers. The Guidelines incorporate regulations for sidewalks, driveways, curb & gutter, water & sewer mains, storm sewers, easements and streets to name a few. Cherek will discuss the water & sewer components with the Utility Commission at the August 26th meeting and finalize the guidelines with Matt before posting to the Village website for potential developers to utilize.

7. **DISCUSS DRAFT COMPREHENSIVE PLAN**
   a. Future Land Use – Residential Density
   Commission members reviewed the updated future land use map that was discussed at the June 23rd meeting and noted no further changes to be made. Sonnleitner from NCWRPC presented an updated version of Chapter 7 reflecting the Future Land Use Map Classifications and residential density as required by 2025 Wisconsin Act 173. Sonnleitner will compile all changes to the complete Comprehensive Plan in the next couple weeks and send out for final review by the Plan Commission.

8. **SET FUTURE MEETING(S) – NEXT STEPS IN PLANNING PROCESS**

9. **ADJOURNMENT at 4:12 pm**
   Motion to adjourn made by Telford second by Wiesman. Motion passed by voice vote.

Cassie Lang
Village Clerk / Deputy Treasurer