



**PLAN COMMISSION MEETING
IN PERSON AND VIA ZOOM
TUESDAY, JUNE 9, 2026 – 4:00 PM
CITY HALL – SECOND FLOOR**

MINUTES

1. Call meeting to order

Chairperson Manager Houseman called the meeting to order at 4:00 p.m.

2. Roll call

Present: Chairperson Manager Houseman, Director of Public Works Navin, Council Representative Huckabee, Commissioners Ciccarelli, and Schultz.

Also Present: Deputy Clerk, Director of Neighborhood and Building Services, and City Attorney.

Excused Absence: Commissioner Shull

3. New Business

*a. Review and possible action relating to the **minutes of the May 26, 2026 Plan Commission meeting** (Ebbert, Clerk/Treasurer/Finance Director)*

Schultz moved, seconded by Huckabee, to approve the minutes of the May 26, 2026 Plan Commission meeting. The motion carried, 5-0.

*b. Review and possible action relating to a **Special Area Design Review** for signage at Johnson Bank located at 200 Sherman Ave. W. (Draeger, Director of Neighborhood and Building Services) (SADR-2026-01)*

Director Draeger presented a Special Area Design Review - Design Alteration Review for Johnson Bank. The applicant proposes several signage updates within the Downtown Historic Mixed-Use (DHMU) District, including a new monument sign, a replacement building sign, updated parking and directional signs, revised window and door signage, and the removal of two existing building signs. Overall, the project will reduce the total amount of signage on the site. The proposal was reviewed by the Historic Preservation Committee (HPC) on June 9, 2026 and had no comments on the signage. City staff worked with Johnson Bank to develop a signage plan that met both the bank's operational needs and the City's sign regulations. Staff has determined that the proposed signage complies with all applicable zoning and sign ordinance requirements, and no public notice is required for the Wall Sign Review.

Huckabee motioned, seconded by Ciccarelli to approve the requested signs as proposed.

The motion carried 5-0.

- c. *Review and possible recommendation to the City Council relating to an **Extraterritorial Certified Survey Map** for the property located at N3628 County Road K (CSM-2026-06) (Draeger, Director of Neighborhood and Building Services)*

Director Draeger presented a Certified Survey Map (Extra-Territorial) for the property located at N3628 County Road K. The applicant is requesting approval of a Certified Survey Map (CSM) to combine two existing parcels into a single lot within the Town of Jefferson. Draeger noted that the County has recently issued a Conditional Use Permit for a larger shed, which would indicate that the County is in favor of this CSM. The proposed consolidation is administrative in nature, will retain the current R-2 zoning, and does not create any additional development potential. During the review, staff noted that the adjacent roadway right-of-way is not dedicated on the survey map, as typically required by the City's Land Division and Development Ordinance. However, Wisconsin law recognizes long-established public roadways as public highways, and similar situations have been approved in previous extraterritorial CSM reviews without formal dedication.

Manager Houseman questioned whether the CUP for a larger shed would be for a third shed, or for expansion of the current shed. Draeger answered that the CUP would be to remove a shed and build a larger shed on the property.

Ciccarelli motioned, seconded by Schultz to recommend the City Council approve the Extraterritorial Certified Survey Map for the property located at N3628 County Road K with the following conditions:

- Waive the dedication of the Public Right of Way required under Section 70.04.01

The motion carried 5-0

- d. *Review and possible recommendation to the City Council relating to an **Extraterritorial Certified Survey Map** for the property located at W5812 County Road M (CSM-2026-07) (Draeger, Director of Neighborhood and Building Services)*

Director Draeger presented a Certified Survey Map (Extra-Territorial) for the property located at W5812 County Road M. The applicant is requesting approval of a Certified Survey Map (CSM) to facilitate the transfer of quarry lands from Poyer Homestead, LLC to Hausz Brothers and consolidate ownership of the active quarry under a single parcel. As part of the proposal, Poyer Homestead, LLC will combine its remaining lands into one parcel, while Hausz Brothers will merge the conveyed property with its existing quarry operations. The quarry has operated under a longstanding agreement between the parties, allowing for its expansion and use on the subject property. Conversations with the property owner, County, and then the land surveyor's placement of the property line ensure that the quarry cannot move west to the City.

Huckabee motioned, seconded by Ciccarelli, to recommend the City Council approve the Extraterritorial Certified Survey Map for the property located at W5812 County Road M with the corrections noted in the Staff memo.

The motion carried 5-0

- e. *Review and possible recommendation to the City Council relating to a **Certified Survey Map** for the property located at 312 S Fourth St. (CSM-2026-08) (Draeger, Director of Neighborhood and Building Services)*

Director Draeger presented a Certified Survey Map for the property at 312 S. Fourth St. The applicants are requesting approval of a Certified Survey Map (CSM) to reconfigure a shared property line and facilitate the transfer of land behind their garage from an adjoining property owner. The proposal does not involve any changes to land use, zoning, or development intensity, and both properties will remain zoned Urban Mixed Use (UMU). The lot adjustment will increase the size of an existing legally nonconforming parcel, bringing it closer to compliance with the minimum lot area requirement without creating any new zoning deficiencies. Staff views the reconfiguration favorably because it improves an existing nonconforming condition while maintaining compliance on the adjoining property. The CSM will also establish a permanent easement over an existing public storm sewer to ensure continued City access for maintenance and operation of the infrastructure.

Ciccarelli motioned, seconded by Huckabee to recommend the City Council approve the Preliminary Certified Survey Map for the property located at 312 S. Fourth Street with the following conditions:

- Establish a public easement for maintaining the Public Storm Sewer on the Final Certified Survey Map prior to City Council approval
- Correct the errors outlined in the staff report
- Any other conditions determined by the Plan Commission.

The motion carried 5-0

- f. *Update on previously approved projects (Houseman)*

Manager Houseman provided the following updates:

- The City held an Affordable Housing Workshop on June 2nd. The three programs the fund will focus on are multi-family senior housing, first-time homebuyer down payment assistance, and multi-family affordable housing.
- June 2, 2026, City Council performed the 2nd reading of the zoning map amendment for the property located at 550 McMillen.
- June 2, 2026, City Council approved the CSM for 217 Jefferson St.
- May 19, 2026, City Council approved the PaddyShack premise expansion.
- Staff continues to work with Pelton on the zoning map amendment, CUP, CSM and development agreement on their Multi-Family project on the south side.
- The groundbreaking ceremony for lots 12 and 13 in the Klement Business Park will take place on June 17, 2026, at 10:00 am and encourages participation if able.
- At the next Plan Commission meeting, there will be a Public Hearing for TID 11 creation and a Public Hearing for territory amendment to TID 9. Manager

Houseman requested feedback on the draft plans, which are available on the City website.

Ciccarelli inquired about the status of the Metha Lane Project. Houseman responded that staff is working with Pre3 on their entitlements, and then the applicant will need to provide the CUP for a group development, Site Plan Review, and a CSM.

4. Adjournment

Huckabee moved, seconded by Schultz to adjourn. The motion carried 5-0, and the meeting adjourned at 4:19 p.m.

Respectfully submitted,
Courtney Thom
Deputy Clerk