

## **Plan Commission Minutes August 18, 2025, at 7:00 P.M.**

**Members Present:** Stephanie Brassington, Luke Fessler, Austen Conrad, Karen Pominville, Scott Peters, Eric Johnson

**Members Absent:** Chris Reynolds

**Staff Present:** Andrew Bremer, Kong Thao, Matt Schuenke

### 1. CALL TO ORDER, ROLL CALL

Chair Brassington called the meeting to order at 7:01 P.M.

### 2. PUBLIC APPEARANCES.

Jackie Hammond, 6060 Perrot Pl, provided comments regarding concern about possible exclusion of aging population, underrepresentation of minority people in the community, and the Village's DEI Committee on certain planning projects.

### 3. APPROVAL OF MINUTES.

- a. Motion to approve the minutes of the May 20, 2025, meeting.

Brassington motioned to approve the minutes of the May 20, 2025, Plan Commission meeting. Fessler seconded the motion. Motion passed 5-0-1, with Peters abstaining.

### 4. BUSINESS.

- a. Discussion and action on a Site Design Review Permit submitted by Matt Schuenke, Village Administrator, for Phase 2 improvements to the Community Park located at 3234 County Highway AB.

Becky Kielstrup, 3055 Siggelkow Road, General Manager at Avant Gardening had concerns related to the use and easement details of the shared private driveway for access to the temporary gravel parking lot. Kielstrup expressed support for the Community Park improvements and future phases.

Schuenke provided summary of Phase I improvements and past meetings with the Parks & Recreation Committee. Katie MacDonald (Parkitecture) and Abby Linley (Iconica), discussed Phase II improvements. MacDonald discussed the various surfaces throughout the site, building features, and temporary gravel overflow parking lot. Linley discussed the building design, construction materials and exterior building features.

The Commission discussed restroom availability, use of the temporary gravel overflow parking lot, removable bollards, future phase improvements, and estimated cost of the project. Thao commented on Staff's conditions of approval relating to the lighting plan and future improvements to the temporary gravel overflow parking lot.

Brassington motioned to approve a site design review permit requested by Matt Schuenke, Village Administrator, for Phase 2 improvements to the Community Park at 3234 County Highway AB, with the following conditions of approval:

1. All exterior park shelter lighting fixtures shall be full cutoff downcast fixtures.
2. The temporary gravel overflow parking lot is to be paved as part of the future Phase 4 construction, or at such time as the parking lot is intended to be used for purposes other than as an overflow or special event parking lot.

During discussion, Peters returned to Kielstrup's comments. Schuenke affirmed that review of the easement/driveway agreement will be needed, and the Village could make necessary repairs following a tournament event as needed. Conrad seconded the motion. Motion passed 5-1, with a nay from Johnson.

- b. Discussion and action to make a recommendation to the Village Board regarding Resolution 2025-17, a resolution authorizing the Village Administrator to execute a pre-development agreement with Elvehjem Acres LLC and Bliffert Southwest Holdings LLC.

Monica Gunderson, 5810 Main Street, provided comments related to their experiences in the downtown area and support for the direction of the pre-development agreement.

Bremer provided summary on the agenda item before a presentation for further details. Kevin Urso, owner of Elvehjem Acres LLC, provided introduction on the pre-development agreement. The presentation covered the basics of a pre-development agreement and their intent, legality for such an agreement, locations of both properties, possible meeting schedule, concepts for Elvehjem Acres property that included rail spur configurations, Plan Commission and other committee involvement, Tax Increment Financing Districts, land uses, and downtown growth.

The Commission discussed the pre-development agreement timeline, schedule of Lakestone Properties' Sperle Corners, concepts presented, zoning and land uses, connection to public utilities, and the Village's role in ownership of lands. Bremer provided clarifying statements and answered Commission questions.

Motion by Brassington, seconded by Peters, to recommend to the Village Board approval of Resolution 2025-17. Motion carried 6-0.

- c. Discussion regarding land division and zoning public notices.

Bremer provided summary on the agenda item showcasing the most common reasons for public notices. The summary compared state requirements, Village ordinance requirements, and Department practices on public notification. The Commission discussed Department's practice, content of the notices, and methods of finding and requesting information. The Commission was in consensus that efforts for public notices by Department were satisfactory and next steps should include codifying efforts.

5. SCHEDULE NEXT MEETING DATE.

- a. Tuesday, July 15, 2025, at 7:00PM

6. ADJOURNMENT.

Peters motioned to adjourn. Fessler seconded the motion. Motion passed 6-0. Meeting adjourned at 8:56 PM.