

Plan Commission Minutes December 16, 2025, at 7:00 P.M.

Members Present: Stephanie Brassington, Luke Fessler, Karen Pominville, Scott Peters, Chris Reynolds

Members Absent: Austen Conrad, Eric Johnson

Staff Present: Andrew Bremer, Kong Thao

1. CALL TO ORDER, ROLL CALL

Chair Brassington called the meeting to order at 7:02 P.M.

2. PUBLIC APPEARANCES.

There were no public appearances in the room or via zoom.

3. APPROVAL OF MINUTES.

- a. Motion to approve the minutes of the November 16, 2025 Plan Commission meeting.

Brassington motioned to approve the minutes of the November 16, 2025 Plan Commission meeting. Pominville seconded the motion. Motion passed 5-0.

4. PUBLIC HEARING.

- a. Public hearing on a Conditional Use Permit requested by Rachel Wright Jones for a proposed alternative school for disabled K-12 students located at 4700 McFarland Court, McFarland WI.

Brassington opened the public hearing at 7:03 PM. Thao provided summary of the agenda item highlighting the applicant's intended use, on-site parking, staff recommendation for a condition of approval for a fence, and the Village Fire Chief's letter of review regarding State plan review and sprinkler/fire alarm system. The applicant attended via zoom and was available for questions. No additional discussion from the Commission. No comments were received from the public. Brassington closed the public hearing at 7:09 PM.

- b. Public hearing on Ordinance 2025-14, an ordinance rezoning parcel #0710-273-8620-1, Lot 2 of CSM 13560, in the vicinity of 4020 Terminal Drive, from M-IC Manufactured-Intensive Commercial to C-H Highway Commercial. Request by Ezra Properties, LLC, Ryan Quam.

Brassington opened the public hearing at 7:10 PM. Thao provided summary of the agenda item highlighting the parcels being rezoned, a summary of the applicant's

preapplication concept presented at the Joint Community Development Authority and Plan Commission meeting from October 21, 2025, and permitted use of the property. Ryan Quam, Quam Engineering and applicant, was present to provide additional comments. No additional discussion from the Commission. No comments were received from the public. Brassington closed the public hearing at 7:16 PM.

- c. Public hearing on a Certified Survey Map requested by Ezra Properties, LLC Ryan Quam for property located 4008, 4012, and 4016 Terminal Drive, including parcel #0710273-8620-1.

Brassington opened the public hearing at 7:17 PM. Thao provided summary of the agenda item highlighting the connection with item 4b. from the meeting's agenda. Thao commented on the notes provided on the draft certified survey map, including Staff's recommended condition of approval for the removal of the existing storage structure. Ryan Quam, Quam Engineering and applicant, provided additional background on the purchase of the properties and proposed schedule. No additional discussion from the Commission. No comments were received from the public. Brassington closed the public hearing at 7:20 PM.

- d. Public hearing on Ordinance 2025-15, An ordinance amending the Planned Development General Plan for Lots 1-4 and Approving the Planned Development Detailed Plan for Lots 1-2, CSM 15176, 4703 Terminal Drive.

Brassington opened the public hearing at 7:20 PM. Thao provided summary on the agenda item highlighting the discussion from the Joint Community Development Authority and Plan Commission meeting from October 21, 2025, changes being made from offices to multifamily residential, and the proposed built-out summary from all phases. No comments were received from the public. Brassington closed the public hearing at 7:26 PM.

5. BUSINESS.

- a. Discussion and action to make a recommendation to the Village Board regarding Ordinance 2025-08 an ordinance making various amendments to Chapter 2, Chapter 23, Chapter 56, Chapter 62 and Appendix A of the Municipal Code concerning public notification requirements.

Bremer provided a summary of the November 25 Village Board discussion and their decision to refer the agenda item back to the Plan Commission. Bremer's summary included an alternative to the statements and language proposed and three potential options for the notice radius. In discussion of the ordinance language, Fessler stated having a different perspective from his original statements and was now in support of the proposed language used. The Commission concurred the original proposed statement was preferred, citing it as more concise.

The Commission discussed with Bremer the pros and cons of each notice radius option presented. The discussion included interpretation of application types, examples for potential oversight, increased complication for mailings, burden of costs, and alternative methods of information dissemination. The Commission concluded that the option for a uniform approach for all notices would be preferred, should include all properties within 400 feet of the requested subject location.

Fessler motioned to recommend to the Village Board approval of Ordinance 2025-08 with amended change to all references to 300-foot radius to 400-foot. Brassington seconded the motion. Motion passed 5-0.

6. SCHEDULE NEXT MEETING DATE.
 - a. Tuesday, January 20, 2025, at 7:00 PM

7. ADJOURNMENT.

Reynolds motioned to adjourn. Pominville seconded the motion. Motion passed 5-0. Meeting adjourned at 7:59 PM.