



Plan Commission Meeting
Monday, February 9, 2026
6:00 p.m.

LOCATION OF MEETING: 96 RUSSELL DR

Google Meet joining info
Video call link: <https://meet.google.com/ypi-btvx-vqa>
Or dial: (US) +1 832-713-6164 PIN: 685 976 894#

AGENDA

All meetings are open to the public and public comment is allowed on all agenda items during the time of the agenda item being discussed.

1. Call to Order, Roll Call.
2. Discussion and Possible Action on the following:
 - a. Approval of the January 12, 2026, meeting minutes.
 - b. Property Violation Notifications
 - c. Vehicles
 - d. Rubbish
 - e. Building Disrepair
 - f. Buffer Zones.
 - g. Height of Storage Sheds.
3. Discussion related to future agenda items.
4. Adjourn.

Items on the Agenda may be taken out of order as listed. Posted to all village posting locations on 02/04/2026.

WI Open Meeting Law (Wis. Stat. 19.83(2) and 19.84(2)) In general, the open meetings law grants citizens the right to attend and observe open session meetings of governmental bodies but does not require a governmental body to allow members of the public to speak or actively participate in the body's meeting. A governmental body is free to determine for itself whether and to what extent it will allow citizen participation at its meetings.



Architectural Review Board/
Plan Commission Meeting
Monday, January 12, 2026
6:00 pm

LOCATION OF MEETING: 96 RUSSELL DR

Meeting Minutes

1. **Call to Order, Roll Call:** Chairman Urbanski called the meeting to order at 6:00 pm. Members present included Barbara Ruege, John Schluechtermann, Steven Masslich, Duane Urbanski, Dave Borchardt, and Randy Soerens. Village staff present included Building Inspector Roger Kison and Clerk/Treasurer Stephanie Waala.
2. **Discussion and Possible Action on the following:**
 - a. **Approval of the December 8, 2025, meeting minutes.**

Member Borchardt made a motion to approve as submitted, motion was seconded by Member Ruege. Motion carried 6-0.
 - b. **Recommendation to the Village Board related to Ordinance 2026-02, Architectural Review Board.**

Member Schluechtermann informed the board that currently these two boards are merged but they have not changed the ordinances to reflect that. Originally the Architectural Review Board was three members of the Plan Commission and was never separate members. Member Ruege informed the board that the request at the last meeting was to have separate individuals on each board.

Member Borchardt informed the board that the ARC boards duties were to ensure the buildings met the current ordinances and not have veto powers. Member Schluechtermann informed the board that they base their approvals off of the point system and do not know if they can prevent a color.

Member Soerens informed the board that for efficiency it would be better to combine the boards. Member Masslich informed the board that after reviewing the other municipality examples, there are no surrounding areas that have this extra board.

Inspector Kison informed the board that no other community that he works in has this separate board.

Member Masslich made a motion to recommend to the village board as submitted, motion was seconded by Member Borchardt. Motion carried 6-0.
 - c. **Recommendation to the Village Board related to Ordinance 2026-03, Plan Commission.**

Member Masslich made a motion to recommend to the village board as submitted, motion was seconded by Member Borchardt. Motion carried 6-0.

d. Recommendation to the Village Board related to Ordinance 2026-04, Building Permits.

Member Ruege made a motion to recommend to the village board as submitted, motion was seconded by Member Schluechtermann. Motion carried 6-0.

e. Recommendation to the Village Board related to Ordinance 2026-05, Boundaries, Appeals, Signs, R-1 Single Family Residential District, R-2 Two-Family Residential District, R-4 Three-Family or Multifamily Residential District, R-5 R-PUD Residential Planned Unit Development District, C-1 General Commercial District, C-2 Highway Commercial District, C-3 Neighborhood Commercial District, M-1 Limited Industrial and Business Park District, and C-4 PUD Commercial Planned Unit Development District.

Member Schluechtermann made a motion to recommend to the village board as submitted, motion was seconded by Member Borchardt. Motion carried 6-0.

f. Buffer Zones.

Member Ruege informed the board that they should consider using the Master Plan as a living document and the Plan Commission should put restrictions/limitations on development in areas by creating buffer zones. Mike Cofta informed the board that he believes buffer zones are a good idea and understands that potential development on the northeast side of the lake would have a need for them. He felt an R-1 zoning should have been a buffer zone in relation to the development on Butler St. and would additionally like a yes or no answer when asking where developments like these would end.

Member Borchardt informed the board that all mixed-use areas of the village should be allowed to be developed to include Carroll St and Butler St. He would like to see protection from development but is also for development and additionally inquired as to if the Plan Commission can codify where the boundary of buffer zones are.

Member Ruege informed the board that residents are concerned because they are hearing things and are assuming board members know these rumors as well. Member Schluechtermann informed the board that the plans currently in place call out that they are residential areas. It does not distinguish between R-1 through R-6.

Member Masslich informed the board that he does not believe it is allowable to confine a zoning for particular parcels. Member Borchardt informed the board that they need to talk about the potential of commercial going to residential and this situation applies to properties throughout downtown. This does not only affect residents on Franzen St.

Member Schluechtermann informed the board that what this board may decide may be changed in the future by a different board.

g. Height of Storage Sheds.

Member Soerens informed the board that the villages ordinance is currently for fifteen feet and would like to limit it to 12 feet. Member Schluechtermann informed the board that this may limit the wall height and then the peak height in relation to it.

3. Discussion related to future agenda items.

Property violation notifications

Vehicles

Rubbish

Building disrepair

Height of storage sheds

4. Adjourned at 7:19 pm.

Items on the Agenda may be taken out of order as listed. Created by Stephanie Waala on 02/02/2026.

WI Open Meeting Law (Wis. Stat. 19.83(2) and 19.84(2)) In general, the open meetings law grants citizens the right to attend and observe open session meetings of governmental bodies but does not require a governmental body to allow members of the public to speak or actively participate in the body's meeting. A governmental body is free to determine for itself whether and to what extent it will allow citizen participation at its meetings.

ARTICLE II. ABATEMENT

Sec. 22-43. Applicability.

When no specific abatement procedure is provided in this article for particular nuisances, this article shall apply to abatement of nuisances within the village.

Sec. 22-44. Enforcement.

It shall be the duty of police officers, the fire chief, the zoning administrator and the health officer to enforce those provisions of this chapter that come within the jurisdiction of their respective offices and they shall make periodic inspections and inspections upon complaint to ensure that such provisions are not violated. No action shall be taken under this section to abate a public nuisance unless the officer shall have inspected or caused to be inspected the premises where the nuisance is alleged to exist and has satisfied himself or herself that a nuisance does actually exist.

(Code 1994, § 10.07(1); Ord. No. 9-2016, 12-5-2016)

Sec. 22-45. Summary abatement.

If an inspecting officer determines that a nuisance exists and there is an imminent danger to public health, safety, peace, morals or decency, notice to abate the nuisance may be issued and served by the officer pursuant to section 22-47. The notice shall order abatement of the nuisance within a period not less than 24 hours or greater than seven calendar days and shall state that unless the nuisance is abated, the village will cause the same to be abated and will charge the cost thereof to the owner, occupant or person causing, maintaining or permitting the nuisance. If notice to abate has been given to the owner, such cost shall be assessed against the real estate as a special charge

(Code 1994, § 10.07(2); Ord. No. 9-2016, 12-5-2016)

Sec. 22-46. Nonsummary abatement.

If an inspecting officer determines that a nuisance exists but that the nature of such nuisance is not such as to threaten imminent danger to the public health, safety, peace, morals or decency, the officer may follow one or both of the following procedures to obtain the abatement of the nuisance:

- (1) *Abatement notice.* The officer may issue and serve notice to abate the nuisance pursuant to section 22-47. The notice shall order abatement of the nuisance within a period of not less than 15 days and shall state that unless the nuisance is abated, the village will cause the same to be abated and will charge the cost thereof to the owner, occupant or person causing, maintaining or permitting the nuisance. If notice to abate has been given to the owner, such cost shall be assessed against the real estate as a special charge.
- (2) *Abatement plan.* The officer may order the owner, occupant, or person causing, maintaining or permitting the nuisance to appear for a hearing to discuss abatement of the nuisance. The hearing shall include the officer and a representative from the village attorney's office. Notice of the hearing shall be issued and served by the officer pursuant to section 22-47. At the hearing, the parties may formulate

an abatement plan that indicates the measures to be taken by the owner, occupant, or person causing, maintaining or permitting the nuisance to abate the nuisance.

(Code 1994, § 10.07(3); Ord. No. 9-2016, 12-5-2016)

Sec. 22-47. Notice to abate.

The officer shall attempt personal service on the owner, agent of the owner, occupant, or other person causing, maintaining or permitting the nuisance at such person's last known address. If this attempt is unsuccessful or impractical, the officer shall post a copy of the notice in a conspicuous place in or about the building where the nuisance exists and send notice by first class mail to the last known address of the owner or agent of the owner.

(Code 1994, § 10.07(4); Ord. No. 9-2016, 12-5-2016)

Sec. 22-48. Remedy from abatement order.

Any person affected by an order to abate shall, prior to the abatement date, apply to the circuit court for an order restraining the village from entering on the premises and abating or removing the nuisance, or be forever barred.

(Code 1994, § 10.07(5); Ord. No. 9-2016, 12-5-2016)

Sec. 22-49. Nonabatement prohibited.

- (a) *Failure to comply with an order to abate.* No person shall fail to comply with a lawful order to abate a public nuisance issued pursuant to this section. Each day of noncompliance with a lawful order to abate issued pursuant to this section is a separate violation.
- (b) *Failure to appear for hearing.* No person shall fail to comply with an order to appear for an abatement hearing pursuant to section 22-47.
- (c) *Failure to observe abatement plan.* No person shall fail to comply with the terms of an abatement plan.

(Ord. No. 9-2016, 12-5-2016)

Sec. 22-50. Abatement by court action.

If an inspecting officer determines that a public nuisance exists, the officer may refer the nuisance to the village attorney for review. If the village attorney determines that the alternative enforcement methods have failed to abate the nuisance or would be ineffective in doing so, the village attorney may cause an action to abate such nuisance to be commenced in the name of the village in the circuit court of the county in accordance with the provisions of the state statutes.

(Ord. No. 9-2016, 12-5-2016)

Sec. 22-51. Other methods not excluded.

Nothing in this chapter shall be construed as prohibiting the abatement of public nuisances by the village or its officials in accordance with alternative procedures contained in this Code, in accordance with the laws of the state, nor as prohibiting an action to be commenced in the circuit court seeking a forfeiture in accordance with section 1-13.

(Ord. No. 9-2016, 12-5-2016)

Created: 2025-04-02 08:49:34 [EST]

(Supp. No. 7)

Sec. 6-78. Unsafe buildings.

Whenever the building inspector or public works director finds any building or part thereof within the village to be, in his judgment, so old, dilapidated or so out of repair as to be dangerous, unsafe, unsanitary or otherwise unfit for human habitation, occupancy or use, and so that it would be unreasonable to repair the same, he shall order the owner to raze and remove it at the owner's expense. Such order and proceedings shall be carried out in the manner prescribed for the razing of buildings in Wis. Stats. § 66.0314. Where the public safety requires immediate action, the building inspector shall enter upon the premises with such assistance as may be necessary, and cause the building or structure to be made safe or to be removed, and the expenses of such work may be recovered by the village in an action against the owner or tenant.

(Comp. Ords. of 3-1-2004)

Sec. 22-6. Junk, certain vehicles and firewood.

(a) *Public nuisances declared.* The following are hereby declared to be public nuisances wherever they may be found within the village:

- (1) Any motor vehicle, truck body, tractor or trailer as enumerated and defined in this section.
- (2) Any junk stored contrary to this section.
- (3) Any firewood used or stored contrary to this section.

(b) *Definitions.* The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:

Disassembled, inoperable, junked or wrecked motor vehicles means truck bodies, tractors, trailers, motor vehicles, truck bodies, tractors or trailers in such state of physical or mechanical ruin as to be incapable of propulsion or being operated upon the public streets or highways.

In the open means land which may be viewed from public streets or adjoining property.

Junk means worn out or discarded material of little or no value including, but not limited to, household appliances or parts thereof, machinery and equipment or parts thereof, vehicles or parts thereof, tools, discarded building materials or any other unsightly debris, the accumulation of which has an adverse effect upon the neighborhood or village property values, health, safety or general welfare.

Motor vehicle means as defined in Wis. Stats. § 340.01(35).

Unlicensed motor vehicles mean truck bodies, tractors or trailers, motor vehicles, truck bodies, tractors or trailers which do not bear lawful current license plates.

(c) *Storage of inoperable vehicles, etc.*

- (1) *Restricted.* No person shall accumulate, store or allow any disassembled, inoperable, junked or wrecked motor vehicles, truck bodies, tractors or trailers in the open upon any public or private property in the village for a period exceeding ten days.
- (2) *Exceptions.*
 - a. Any business engaged in automotive sales or repair located in a properly zoned district may retain no more than three disassembled or wrecked vehicles, including vehicles under repair, in the open for a period not to exceed 30 days, after which such vehicles shall be removed.
 - b. Junkyards licensed under chapter 8.

(d) *Storage of unlicensed vehicles, etc.*

- (1) *Restricted.* No person shall accumulate, store or allow any unlicensed motor vehicle, truck body, tractor or trailer in the open upon any public or private property in the village for a period exceeding ten days.
- (2) *Exceptions.*
 - a. Any business engaged in the sale, repair or storage of such unlicensed vehicles in a properly zoned district.
 - b. Garden tractors and mowers may be stored in the rear yard not less than ten feet from any property line.

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- (e) *Storage of junk prohibited.* No person, except a junk dealer licensed under chapter 8, shall accumulate, store or allow any junk outside of any building on any public or private real estate located in the village. Storage of junk by junk dealers must be in compliance with village zoning regulations.
 - (f) *Storage of firewood.* No person shall store firewood on any residential premises except for use on the premises. No firewood pile may be located within the front setback.
 - (g) *Issuance of citation; action to abate.* Whenever a police officer shall find any such vehicle or junk accumulated, stored or remaining in the open upon any property within the village contrary to the provisions of this section or firewood stored contrary to this section, he shall notify the owner of said property on which such vehicle, junk or firewood is located of the violation of this section. If such vehicle, junk or firewood is not removed within ten days, the police officer shall cause a citation to be issued to the property owner or the occupant of the property upon which such vehicle, junk or firewood is located. In addition, action to abate such nuisance may be commenced.

(Code 1994, § 10.06)

Sec. 34-14. Abandoned vehicles.

(a) *Abandonment of vehicles prohibited.* No person shall abandon any vehicle unattended within the village for such time and under such circumstances as to cause the vehicle to reasonably appear to be abandoned.

(b) *Definition.* The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:

Vehicle means every device in, upon, or by which any person or property is or may be transported or drawn upon a highway, except railroad trains. A snowmobile, an all-terrain vehicle and an electric personal assistive mobility device shall not be considered a vehicle except for purposes made specifically applicable by statute.

(c) *Presumption of abandonment.* Any vehicle left unattended for more than 24 hours on any public street or grounds, or on private property where parking is prohibited, limited or restricted, without the permission of the owner or lessee, is deemed abandoned and constitutes a public nuisance, provided that the vehicle shall not be deemed abandoned under this section if left unattended on private property out of public view, by permission of the owner or lessee.

(d) *Exceptions.* This section shall not apply to a vehicle in an enclosed building or a vehicle in an appropriate storage place or depository maintained in a lawful place and manner authorized by the village.

(e) *Removal and impoundment of abandoned vehicles.* Any vehicle in violation of this section shall be impounded until lawfully claimed or disposed of under this section except that if the village or the village's duly authorized representative determines that the cost of towing and storage charges for the impoundment would exceed the value of the vehicle, the vehicle may be junked by the village prior to expiration of the impoundment period upon such determination by the village or the village's duly authorized representative that the vehicle is not wanted for evidence or other reason.

(1) The village or the village's duly authorized representative shall notify the owner and lienholders of record by certified mail that the vehicle has been deemed abandoned and impounded by the village and may be reclaimed within 15 days upon payment of accrued towing, storage, and notice charges, and if not so reclaimed, it shall be sold.

(2) Any abandoned vehicle may be disposed of by direct sale to a licensed salvage dealer upon determination that the vehicle is not reported stolen.

(f) *Owner responsible for impoundment and sale costs.* The owner of any abandoned vehicle, except a stolen vehicle, is responsible for the abandonment of and all costs of impounding and disposing of the vehicle. Costs not recovered for the sale of the vehicle may be recovered in a civil action by the village against the owner.

(g) *Notice of sale or disposition.* Within five days after the sale or disposal of a vehicle under this section, the village or the village's duly authorized representative shall advise the state department of transportation, division of motor vehicles, of such sale or disposition on a form supplied by the division. A copy of such form shall also be given to the purchaser of the vehicle. A copy shall also be retained on file in the village.

(h) *Penalty.* Any person who shall abandon a vehicle in violation of this chapter shall, upon conviction thereof, forfeit not less than \$10.00 or more than \$100.00 together with the cost of prosecution.

(Code 1994, § 7.07; Ord. No. 2-06, §§ 1—5, 6-5-2006)

Sec. 38-68. R-1 Single-Family Residential District.

The R-1 district is intended to provide a quiet, pleasant and relatively spacious living area for single-family dwellings, protected from traffic hazards and intrusion of incompatible land uses.

- (1) *Permitted uses.*
 - a. One-family dwellings.
 - b. Two- and three-family dwellings existing on the effective date of the ordinance from which this division is derived.
- (2) *Conditional uses.*
 - a. Churches, synagogues and similar places of worship and instruction, including parsonages.
 - b. Municipal buildings, except sewerage disposal plants, garbage incinerators, public warehouses, public garages, public shops and storage yards and penal or correctional institutions and asylums.
 - c. Utility offices, provided there is no service garage or storage yard.
 - d. Public, parochial and private elementary and secondary schools.
 - e. Public parks, recreation areas, playgrounds and village centers.
 - f. Home occupations and professional offices.
- (3) *Lot, yard and building requirements.*
 - a. Lot frontage minimum: 80 feet.
 - b. Lot size minimum: 10,000 square feet.
 - c. Principal building:
 1. Front yard minimum depth: 25 feet.
 2. Side yards minimum: total, 15 feet; minimum side, seven feet.
 3. Rear yard minimum: 25 feet.
 4. Building height maximum: 35 feet.
 5. Floor area minimum:
 - (i) Single-story dwelling: 1,500 square feet.
 - (ii) Bi-level, tri-level or two-story dwelling: 1,000 square feet, on ground floor, with a total minimum of 1,700 square feet.
 - (iii) Dwellings existing on the effective date of March 1, 2004: 1,200 square feet.
 - d. Accessory buildings:
 1. General.
 - (i) Front yard minimum: 25 feet plus depth of principal building.
 - (ii) Side yards minimum: five feet.
 - (iii) Rear yard minimum: five feet.
 2. Garage.

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- (i) Maximum area: 1,000 square feet, or 60 percent of building area, whichever is greater.
 - (ii) Minimum area: 500 square feet.
 - (iii) Every dwelling unit shall have a garage, which shall be completed before occupancy.
 - (iv) Detached garages may not have living quarters above. Wall height shall not exceed ten feet, roof pitch cannot exceed the pitch of principal building.
 - (v) Attached garages may have living quarters above. Total height of attached garages cannot exceed 35 feet.
 - (vi) No garage shall be constructed with exterior metal walls. However, metal siding is permitted, so long as each horizontal siding panel does not exceed a maximum width of 12 inches.
 - (vii) Each dwelling unit shall not have more than one garage.

3. Garden shed.

- (i) Maximum area: 180 square feet.
- (ii) Building height maximum: 15 feet.
- (iii) Only one garden shed per dwelling unit. Two garden sheds, one at street level with a five-foot setback and one at lake level, are allowed only on the following properties due to topographical features of the lot: 77 Hwy. 144, 79 Hwy. 144, 75 Hwy. 144, and all properties with lake frontage on Stark Road to the east end as it exists or may be extended.
- (iv) Sheds constructed exclusively from metal or plastic materials or constructed with a barn style roof are prohibited.
- (v) All sheds must be architecturally compatible with the exterior appearance of the main structure or building.

e. Off-street parking: minimum two spaces per unit.

(4) *Driveways and driveway curb cuts.*

- a. All driveways must be hard surfaced and constructed within one year of occupancy. The term "hard surfaced" shall be defined as concrete, asphalt or brick paving. Additionally, a driveway apron, consisting of the first five feet of driveway extending onto the property from a public roadway shall be constructed from concrete, shall be at least six inches thick and shall be constructed with tapered sides. No property shall have more than one driveway.
- b. Plans for driveways and curb cuts shall be submitted as part of the plot plan for review by the architectural review board. Curb cuts shall be made prior to commencement of any construction. Curb cuts shall be saw cut or full replacement of curb shall be required. No mounding of dirt or gravel in the gutter shall be allowed to provide access to the construction site.

(Ord. No. 1-04, § I, 3-1-2004; Ord. No. 6-04, § 1, 8-2-2004; Ord. No. 6-2015, 7-6-2015; Ord. No. 06-2016, 7-18-2016; Ord. No. 2021-03, § 1, 4-5-2021; Ord. No. 2022-01, § 1, 8-15-2022; Ord. No. 2024-26, § 1, 1-6-25)