



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, Allen St, and Butler St. Mr. Cofta informed the board that he would like to see protection from development. but is also for development and He additionally inquired as to if the Plan Commission can codify where the boundary of buffer zones currently 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 02/09/2026.

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.