

MINUTES

PLAN COMMISSION

MONDAY, AUGUST 17, 2026 – 3:30 P.M.

COUNCIL CHAMBERS, MUNICIPAL BUILDING

Members Present: Presiding Officer Katie Berman, Alderperson Robert Warren, Doug VanWinkle, Karen Pluff, and Jamie Bayer.

Members Excused: John Berendt

Others Attending: Clerk-Treasurer Tammy Kasal, Alderperson Keith Klimek, Don Richter, and Christopher Richter.

Presiding Officer Katie Berman called the meeting to order and took roll call at 3:30 p.m.

Motion by Warren and seconded by Pluff to approve the agenda as presented. Motion carried 5/0.

Minutes:

Motion by Berman and seconded by Warren to approve the minutes of the July 16, 2026 meeting as presented. Motion carried 5/0.

Certified Survey Map for Don C. and Mary Lou Richter for property located at 611 Dishaw Ave., described as Lot 4 of CSM No. 3388, and part of Outlot 13A in Assessor's Plat #2 being part of Government Lot 6 in Section 18, Township 30 North, Range 23 East, Parcel No. 271-01006.017: Discussion and consideration were given on the request from Don and Mary Lou Richter to split property 611 Dishaw Ave., as described above. The proposed map was reviewed. The proposed CSM only had an 8' side setback to an existing building, and ordinance requires a minimum 10' setback.

Motion by Warren and seconded by Pluff recommending Council approve the Certified Survey Map for Don C. and Mary Lou Richter for property located at 611 Dishaw Ave., described as Lot 4 of CSM No. 3388, and part of Outlot 13A in Assessor's Plat #2 being part of Government Lot 6 in Section 18, Township 30 North, Range 23 East, Parcel No. 271-01006.017 contingent upon correcting the map to conform to the 10' minimum side-yard setback. Motion carried 5/0.

Such other Matters: None.

Motion by Berman and seconded by Pluff to adjourn at 3:40 p.m. Motion carried 5/0.

Tammy Kasal
Clerk-Treasurer

MINUTES

INDUSTRIAL PARK OVERSIGHT COMMITTEE MEETING TUESDAY, AUGUST 25, 2026 – 4:30 P.M. COUNCIL CHAMBERS, MUNICIPAL BUILDING

Members present: Chair Mayor Katie Berman (non-voting), Keith Klimek, Robert Warren, and Joel Ahrens.

Others Attending: Clerk-Treasurer Tammy Kasal, Attorney David Spangenberg, Joe Beranek-Evergreen Tool Company, Inc., Attorney Caleb Kleiman-Kleiman & Wolfe, and Gloria & Dennis Harris and Brandon Anderla-Extreme Warehouse, LLC.

The meeting was called to order at 4:30 p.m.

Motion by Warren and seconded by Klimek to approve the agenda. Motion carried 3/0.

Minutes:

Motion by Warren and seconded by Ahrens to approve the minutes of October 30, 2025. Motion carried 3/0.

Request to purchase Lot 48 of the Pine View Commercial Industrial Park 3rd Addition by Extreme Warehouse, LLC:

Extreme Warehouse, LLC requested to purchase Lot 48 of the Pine View Commercial and Industrial Park 2nd Addition with plans to build in three years. The Protective Covenants require construction to begin within one year with completion of building one year after commencing. Extreme Warehouse, LLC agreed to have construction completed within two years. Discussion was held on the size and type of building to be constructed. Extreme Warehouse, LLC plans on a large building by maxing out Lot 48 to its full building potential for warehousing. The Committee directed Extreme Warehouse, LLC to obtain preliminary building and site plans along with information for the expansion, intended use, anticipated construction timeline, and any other applicable information to be presented to the Common Council.

Motion by Warren and seconded by Ahrens to forward to the Common Council for consideration the purchase of Lot 48 of the Pine View Commercial and Industrial Park 2nd Addition by Extreme Transportation & Warehouse, LLC. Motion carried 3/0.

Request to purchase or acquire an easement over Lot 82 to benefit Lots 77 & 78 of the Pine View Commercial and Industrial Park 3rd Addition by Evergreen Tool Company, Inc.:

Joe Beranek of Evergreen Tool Company, Inc. requested the an easement over Lot 82 of the Pine View Commercial and Industrial Park 3rd Addition to benefit Lots 77 & 78 owned by him. Currently the City doesn't own Lot 82. Consideration may be given when the City completes the process of reacquiring the property. No action taken.

Concrete barriers in the vacated portion of Hart Industrial Dr. adjacent to Lots 72 & 73 of the Pine View Commercial and Industrial Park 3rd Addition:

Discussion was held on the concrete barriers located at the end of the end of the vacated portion of Hart Industrial Dr. lying between Elm St. and Oak St. in the Industrial Park. The City previously vacated that portion of the Hart Industrial Dr. lying east of Lots 72 & 73 of the Pine View Commercial and Industrial Park 3rd Addition. The portions of the vacated street were combined with Lots 72 & 73. The barriers are not owned by the City and are assumed property of the owners of Lots 72 & 73. No action taken.

Industrial Park Report: None

Other Matters: None

Set date & time of next meeting:

The next meeting was scheduled for Tuesday, September 8, 2026.

Motion by Warren and seconded by Ahrens to adjourn at 5:57 p.m. Motion carried 3/0.

Tammy Kasal
Clerk-Treasurer

Plan Commission

Site Plan Review Checklist

☐ **1. Zoning and Proposed Land Use**

Confirm that the proposed use is allowed within the applicable zoning district and identify any conditional-use, special-use or other approvals that may be required.

☐ **2. Property Boundaries and Lot Configuration**

Review property lines, parcel configuration, proposed lot combinations or divisions, CSM requirements, easements and other land-division issues.

☐ **3. Building and Site Layout**

Review building placement, setbacks, additions, future expansion areas, site orientation and the relationship of improvements to neighboring properties and public rights-of-way.

☐ **4. Access and Traffic Circulation**

Review driveway locations, entrances and exits, internal circulation, truck routes, turning movements and potential traffic or access concerns.

☐ **5. Parking and Loading**

Review employee, visitor and accessible parking, loading docks, loading areas, truck staging and whether adequate parking and maneuvering space is provided.

☐ **6. Fire and Emergency Access**

Review emergency access, fire lanes, hydrant access, gates, building access and adequate space for emergency vehicles.

□ 7. Stormwater, Drainage and Grading

Review grading, drainage, stormwater management, detention or retention, culverts, catch basins and discharge locations, including any necessary engineering review.

□ 8. Utilities and Public Infrastructure

Review water, sanitary sewer, electric, communications, utility easements and any effect the development may have on City streets or other public infrastructure.

□ 9. Outdoor Site Improvements

Review outdoor storage, fencing, dumpsters, screening, exterior lighting, landscaping, signage and similar site improvements under applicable City requirements.

□ 10. Conditions and Outstanding Requirements

Identify any missing information, required plan revisions, permits, engineering approvals, CSMs, easements, state approvals or other conditions that should be completed before construction or final approval.

Commission note: The Plan Commission should have the ability to approve, conditionally approve, table, require revisions, establish reasonable parameters, require additional documentation, require a CSM or other land action when applicable, or refer specific matters for engineering, legal, building, fire or Common Council review.

Industrial Park Oversight Committee

Industrial Park Covenant Review Checklist

☐ 1. Proposed Use

Confirm the proposed use is permitted within the Industrial Park and does not conflict with any prohibited-use or nuisance provisions contained in the covenants.

☐ 2. Property and Lot Configuration

Review the lots or parcels involved in the project, including any proposed lot combination, division, CSM, easement, or other property-line change, and confirm consistency with the covenants.

☐ 3. Building Location and Setbacks

Review building placement, front, side and rear setbacks, building height, proposed additions, and future expansion areas.

☐ 4. Building Design and Exterior Materials

Review exterior building materials, architectural treatment, and other building-design requirements contained within the covenants.

☐ 5. Parking, Loading and Vehicle Areas

Review employee and visitor parking, truck loading areas, loading docks, driveways, circulation areas, and paved-surface requirements.

☐ 6. Outdoor Storage and Screening

Review proposed outdoor storage of equipment, materials, trailers, pallets, dumpsters or other items, including location, screening and any limitations that may be appropriate.

□ 7. Fencing and Security Improvements

Review location, height, material, screening, access gates and other proposed fencing or security improvements for compliance with applicable covenant requirements.

□ 8. Stormwater, Drainage and Site Grading

Review proposed grading, drainage, detention or retention areas, catch basins, discharge locations and other stormwater-related improvements.

□ 9. Utilities, Lighting, Landscaping and Green Areas

Review utilities, utility easements, exterior lighting, landscaping, screening, lawn or green areas and long-term site maintenance requirements.

□ 10. Completeness and Covenant Compliance

Determine whether sufficient plans and information have been submitted to evaluate covenant compliance and identify any additional information, revisions, conditions, limitations or approvals that should be required.

Committee note: The committee may recommend approval, conditional approval, revisions, additional information, specific parameters or limitations, referral to another City body or staff member, or additional review before making a final recommendation.