



Mineral Point, Wisconsin

# CITY OF MINERAL POINT

137 HIGH STREET, SUITE 1  
MINERAL POINT, WI 53565  
608-987-2361

---

## MINUTES

### **CITY OF MINERAL POINT PLAN COMMISSION MEETING Thursday, December 5, 2024, 6:30 PM City Hall Community Room**

#### **CALL TO ORDER/ROLL CALL**

Alder Galle called the meeting to order at 6:30 pm.

|                                                                                                                                                                                     |         |              |         |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|--------------|---------|
| Danny Clark, Mayor                                                                                                                                                                  | Excused | Tim Freeman  | Present |
| Keith Burrows                                                                                                                                                                       | Present | Mo May-Grimm | Present |
| Gary Galle                                                                                                                                                                          | Present | Jeff Meyer   | Present |
| Tom Johnston                                                                                                                                                                        | Excused |              |         |
| Others Present: Administrator Honer, Clerk-Treasurer Skelding, Adam Crist, Tony Hook, Tammy Black, Jaclyn Essandoh, Alyssa Schaeffer, Andrew Weber, Marcia Harr Bailey, Todd Bailey |         |              |         |

#### **APPROVAL OF MINUTES – November 7, 2024 MEETING**

**Motion (May-Grimm/Burrows) to approve November 7, 2024 minutes. Motion carried, all voting aye (5-0).**

#### **PUBLIC HEARING – REQUEST OF ADAM CRIST, AGENT OF AEY HOLDINGS, LLC AND TNT REAL ESTATE, LLC AND PROPERTY OWNER OF A PROPERTY SITUATED BETWEEN EAST LAKE ROAD AND US HWY 151 (PARCELS 251-1044.02 AND 251-1045.12), TO REZONE THE PROPERTY FROM A-1 AGRICULTURAL PRESERVATION DISTRICT TO R-2 TWO-FAMILY RESIDENTIAL DISTRICT.**

**Motion (May-Grimm/Burrows) to open Public Hearing at 6:31pm. Motion carried, all voting aye (5-0).**

Adam Crist is looking to divide two parcels into four parcels and rezone to R-2 Two-Family Residential District. Mr. Crist provided a preliminary CSM to Zoning Administrator. Since then, he had the opportunity to re-look at the property with engineers and has proposed a new CSM with a shared driveway easement. He is working with an attorney to create covenants on these lots.

Andrew Weber – 1164 East Lake Rd: Stated concern with the shared driveway slope in the winter if the roads are slippery. With the slope of the shared driveway, he is concerned with vehicles sliding into his or his neighbor's property. He also has a concern with water run-off. Has concerns with buildings in the way of his house due to his satellite internet. He would like to know how the water run-off will be taken care on the property.

Todd Bailey – 1154 East Lake Rd: Parcels on the opposite side of this property are all in the township, not the city. Referenced the Comprehensive Plan regarding the land use policies. Does R-2 zoning maintain the characteristics of the area?

Administrator Honer stated that the vast majority of the City's residential is zoned R-2. Stormwater management is a requirement of the City's zoning code.

---

## **OFFICE OF THE CITY CLERK-TREASURER**

Mayor – Danny Clark

City Administrator | Matthew Honer | [administrator@cityofmineralpointwi.gov](mailto:administrator@cityofmineralpointwi.gov)

City Clerk-Treasurer | Christy Skelding | [cityclerk@cityofmineralpointwi.gov](mailto:cityclerk@cityofmineralpointwi.gov)



Mineral Point, Wisconsin

# CITY OF MINERAL POINT

137 HIGH STREET, SUITE 1  
MINERAL POINT, WI 53565  
608-987-2361

Marcia Bailey – 1154 East Lake Rd: Her concern is that everything around these parcels is the Town of Mineral Point. How does this impact the people in the township now with City housing, in regards to property values, etc.

**Motion (May-Grimm/Freeman) to close Public Hearing at 6:56pm. Motion carried, all voting aye (5-0).**

**CONSIDERATION OF A PRELIMINARY CERTIFIED SURVEY MAP (CSM) REQUESTED BY ADAM CRIST, AGENT OF AEY HOLDINGS, LLC AND TNT REAL ESTATE, LLC AND PROPERTY OWNER OF A PROPERTY SITUATED BETWEEN EAST LAKE ROAD AND US HWY 151 (PARCELS 251-1044.02 AND 251-1045.12), FOR THE SUBDIVISION OF TAX PARCELS 251-1044.02 AND 251-1045.12 FROM TWO PARCELS INTO FOUR PARCELS. ACTION: RECOMMEND COUNCIL APPROVAL OR DENIAL OF THE REQUESTED CSM.**

Administrator Honer stated that there is a hiccup regarding the CSM. Currently it is not allowed to have a property without a public road frontage. Mr. Crist has applied for a variance with the Board of Appeals to allow this.

**Motion (May-Grimm/Burrows) to recommend Council approval a Preliminary Certified Survey Map (CSM) requested by Adam Crist for the subdivision of tax parcels 251-1044.02 and 251-1045.12 from two parcels into four parcels. Motion carried by roll call, all voting aye (5-0).**

**CONSIDERATION OF THE REQUEST OF ADAM CRIST, AGENT OF AEY HOLDINGS, LLC AND TNT REAL ESTATE, LLC, AND PROPERTY OWNER OF A PROPERTY SITUATED BETWEEN EAST LAKE ROAD AND US HWY 151 (PARCELS 251-1044.02 AND 251-1045.12), TO REZONE THE PROPERTY FROM A-1 AGRICULTURAL PRESERVATION DISTRICT TO R-2 TWO-FAMILY RESIDENTIAL DISTRICT. ACTION: RECOMMEND COUNCIL APPROVAL OR DENIAL OF THE ORDINANCE 2024-09 TO AMEND THE ZONING CODE AND MAP OF THE CITY OF MINERAL POINT.**

**Motion (May-Grimm/Freeman) to recommend Council approval the request of Adam Crist to rezone parcels 251-1044.02 and 251-1045.12 from A-1 Agricultural Preservation District to R-2 Two-Family Residential District. Motion carried by roll call, all voting aye (5-0).**

**CONSIDERATION OF A SITE PLAN PRESENTED BY TONY HOOK (AGENT: TAMMY BLACK) FOR THE PROPOSED ADDITION/RENOVATION OF THE MANUFACTURING STRUCTURE AT 320 COMMERCE ST. ACTION: AUTHORIZE OR DENY THE ZONING ADMINISTRATOR'S ISSUANCE OF A ZONING PERMIT.**

Hook's Cheese is proposing two additions to the North including adding 12 feet onto the truck intake, a cheese cave addition, and putting an entrance canopy over the existing ramp and stair that goes into the existing building.

Administrator Honer has no concerns with this proposal. He stated that the canopy over the entrance should seek a variance to extend over the walk way.

**Motion (Burrows/May-Grimm) to authorize the Zoning Administrator's issuance of a zoning permit for the site plan presented by Tony Hook (Agent: Tammy Black) for the proposed addition/renovation of the manufacturing structure at 320 Commerce Street, contingent upon the Board of Appeals Variance approval. Motion carried by roll call, all voting aye (5-0).**

---

## OFFICE OF THE CITY CLERK-TREASURER

Mayor – Danny Clark

City Administrator | Matthew Honer | [administrator@cityofmineralpointwi.gov](mailto:administrator@cityofmineralpointwi.gov)

City Clerk-Treasurer | Christy Skelding | [cityclerk@cityofmineralpointwi.gov](mailto:cityclerk@cityofmineralpointwi.gov)



Mineral Point, Wisconsin

# CITY OF MINERAL POINT

137 HIGH STREET, SUITE 1  
MINERAL POINT, WI 53565  
608-987-2361

---

**CONSIDERATION OF A PRELIMINARY CERTIFIED SURVEY MAP (CSM) REQUESTED BY THE CITY OF MINERAL POINT FOR THE SUBDIVISION OF TAX PARCELS 251-0996, 251-1039, AND 251-1042 IN PREPARATION FOR THE SALE OF THE PROPERTY. ACTION: RECOMMEND COUNCIL APPROVAL OR DENIAL OF THE REQUESTED CSM.**

Administrator Honer stated that this is the Brewery Creek subdivision proposed development by the City. At the last meeting, the Plan Commission proposed property boundaries that it would like to see.

Once the city purchases the land, it will undertake a major subdivision plat to go through the Plan Commission and through the state.

The city is proposing to buy four large parcels. This CSM identifies the parcels and creates a legal description to put in a deed. Once this is purchased, there will be one large lot owned by the City of Mineral Point. The next step by Plan Commission would be to subdivide the lot based on the plans previously worked on.

**Motion (May-Grimm/Burrows) to recommend Council approval a Preliminary Certified Survey Map (CSM) requested by the City of Mineral Point for the subdivision of tax parcels 251-0996, 251-1039, and 251-1042 in preparation for the sale of the property. Motion carried, all voting aye (5-0).**

**DISCUSSION AND CONSIDERATION OF THE COMPREHENSIVE PLAN SURVEY, STEERING COMMITTEE, AND PUBLIC PARTICIPATION PLAN.**

Alyssa Schaeffer with Southwest Wisconsin Regional Planning Commission will be the project manager for the Comprehensive Plan Update for the City of Mineral Point.

There will be three public meetings (open house style) in March, an online survey, and steering committee meetings to get feedback from the community regarding what they would like to see in Mineral Point.

There will need to be a public hearing before the Comprehensive Plan is acted upon. The Draft Plan will be made available at City Hall and the Library for viewing. Electronic copies will be available on the City's website. The Township and the County will also receive a copy.

Schaeffer stated the survey will be available in English and Spanish. Some questions are just for residents, some are for visitors. She went through the survey and discussed any changes the Commission may want to see to the survey.

The Commission discussed the proposed Steering Committee members and made suggestions of more people to add or change.

**Motion (Burrows/May-Grimm) to recommend Council approval the comprehensive plan survey, steering committee, and public participation plan. Motion carried, all voting aye (5-0).**

**ADJOURN**

**Motion (May-Grimm/Galle) to adjourn at 8:04 pm. Motion carried, all voting aye (5-0).**

---

## OFFICE OF THE CITY CLERK-TREASURER

Mayor – Danny Clark

City Administrator | Matthew Honer | [administrator@cityofmineralpointwi.gov](mailto:administrator@cityofmineralpointwi.gov)

City Clerk-Treasurer | Christy Skelding | [cityclerk@cityofmineralpointwi.gov](mailto:cityclerk@cityofmineralpointwi.gov)