

**PLAN COMMISSION MEETING
TUESDAY, MAY 20, 2025
4:30 P.M., DENMARK VILLAGE HALL
100 N WALL STREET**

Call to order

Chairperson Selner called the meeting to order at 4:30 p.m.

Roll Call

Present: Robert Sekora, Tim Schroeder, Joan Roberts, Jeff Leiterman, Susan Selner

Excused: Dale Schlies

Other staff present: Clerk Treasurer Sherri Konkol, Deputy Clerk Treasurer Charlie Wanish, Zoning Administrator Jeffrey Sanders

Approval of minutes from March 18, 2025

Schroeder/Sekora moved to approve the minutes from March 18, 2025 as presented. Motion carried.

Discussion/action on a submittal for an Application for Site Plan Review for VD-20, located at 150 North Wall Street in the Village of Denmark proposing to alter an existing building for use as a Community Center and Public Library with an addition to existing structure for an entrance, vestibule and canopy and expanded square footage in the proposed public library space and for exterior façade enhancement

Thronson arrived at 4:35

Neil Yunk, Project Architect from Somerville Architects & Engineers, and Deb Kralovetz, board member of One Denmark here representing One Denmark. Kralovetz gave a little history as to how the group was formed. Kralovetz stated

- From listening sessions, they held a few years ago they heard from people they would like to have a place to gather with activities and a gym
- One Denmark partnered with the Brown County Library
- With the results of the listening sessions and wanting to have some kind of result from them, they were searching for a space so they would potentially not have to build
- The School District sold the former Early Childhood Center to One Denmark for \$1.00 in October of 2024
- A \$4 million grant was received to renovate areas that will be free for people to use
- Hoping to have the project complete by 2026

Yunk stated a lot of the construction is staying as it is. Sanders shared the plan was really well designed.

Sanders went over his report stating portions of Parcel VD-20 host Potential Environmentally Sensitive Areas – 75 foot buffer around a navigable stream/waterway (Denmark Creek); the bulk of the parcel is located within the Shoreland Zoning Area. VD-20 is 3.0 acres in size and is zoned IN-Institutional. As per section 315-55.C(2) of the Village of Denmark Zoning Ordinance Municipal facilities not otherwise listed and public libraries are permitted uses in the IN District. Sanders

recommends approval of the proposed site plan contingent upon the following:

- A. Final approval of site plan contingent upon approval by Department of Public Works
- B. Parking areas and driveways
 - 1. Plan Commission determination 43 parking stalls is sufficient for intended use
 - 2. Plan Commission determination of minimum required bicycle parking spaces
 - 3. All parking areas and appurtenant passageways and driveways serving commercial uses shall be illuminated adequately from the hours of sunset to sunrise when the use is in operation
 - 4. All parking areas shall be properly graded for drainage and maintained free of weeds, invasive species, dust, trash, and debris
 - 5. At least one bike rack shall be provided
 - 6. Required parking and loading spaces and the driveways providing access to them shall not be used for storage, display, sales, rental or repair of motor vehicles or other goods
 - 7. Required parking and loading spaces and the driveways providing access to them shall not be used for the storage of inoperable vehicles or snow
 - 8. Parking areas shall be maintained free of weeds, invasive species, dust, trash, and debris
 - 9. Driveways shall not be used for parking purposes
- C. Village of Denmark Fire Department approval of proposed site plan
- D. Landscaping
 - 1. Submittal of amended Landscape Plan providing general description of existing vegetation (i.e., wooded area) located within and adjacent to rear yard
 - 2. Plan Commission determination landscaping along south side yard is approvable given site limitations and existing vegetation in north side yard and rear yard
 - 3. Landscaping shall be maintained for the duration of the approved use(s) and shall be replaced when necessary to ensure compliance with zoning requirements. The Zoning Administrator shall be notified prior to replacing required landscaping
- E. Signage shall not be installed prior to issuance of a sign permit by the Zoning Administrator
- F. Exterior walls and roofs of buildings shall be maintained in a clean, orderly, and attractive condition, free of cracks, dents, punctures, breakage, or other forms of visible marring. Materials that become excessively faded, chalked, cracked, chipped, damaged, or otherwise deteriorated shall be replaced, refinished, repaired, or repainted
- G. Development, including site clearing, grading, and similar such site preparations shall not commence prior to issuance of a Site Plan Permit
- H. Construction shall not commence prior to the issuance of a building permit by the Village of Denmark Building Inspector
- I. Construction shall not commence prior to any issuance of any required state or county approvals
- J. Proposed development shall conform substantially to the submitted site plan, and the documents, drawings, and images included therein
- K. Any substantive deviation from the approved site plan, including but not necessarily limited to a change in the use of the parcel or its structures or the addition of a new use or structure, shall require Plan Commission approval of an amended site plan. Non-substantive changes shall be approved by the Zoning Administrator
- L. Failure to comply with the terms presented herein may result in revocation of the authorized site plan

Thronson stated she had no issues with the utilities and would recommend approval of the Site Plan.

Roberts/Schroeder moved to approve the application for Site Plan Review for VD-20, located at 150 North Wall Street in the Village of Denmark proposing to alter an existing building for use as a Community Center and Public Library with an addition to existing structure for an entrance,

vestibule and canopy and expanded square footage in the proposed public library space and for exterior façade enhancement with the contingencies listed above taken from the Zoning Administrator's report. Motion carried.

Discussion/action on submittal for an application for Mobile Service Support Structures and Facilities for VD-734 located at 716 Green Bay Road in the Village of Denmark, proposing an equipment modification to an existing communication tower entailing the addition of three (3) integrated antennas and a reconfiguration of related equipment

Sanders went over his report stating VD-734 is an undeveloped lot except for the mobile service facility currently located on the parcel. VD-734 is 1.289 acres in size and is zoned B-2 General Commercial District. As per section 315-52.C of the Village of Denmark Zoning Ordinance, Mobile Towers is a Conditional Use in the B-2 District. A conditional use permit was previously issued to VD-734. A Class 2 Collocation does not constitute a substantive change to the structure and an amendment to the Conditional Use Permit is not required. Sanders recommends approval of the proposed Class 2 Collocation contingent upon the following:

- A. Installation shall not commence prior to issuance of a Building Permit by the Building Inspector if required
- B. Construction shall not commence prior to the issuance of any required state or county approvals
- C. Proposed development shall conform substantially to the submitted application, and the documents, drawings, and images included therein
- D. Any substantive deviation from the approved application, including but not necessarily limited to a change in the use of the parcel or its structures or the addition of a new use or structure, shall require Plan Commission approval of an amended Mobile Tower permit. Non-substantive changes shall be approved by the Zoning Administrator
- E. Failure to comply with the terms presented herein may result in revocation of the authorized Mobile Tower Permit.

Roberts/Sekora moved to approve the application for Mobile Service Support Structures and Facilities for VD-734 located at 716 Green Bay Road in the Village of Denmark, proposing an equipment modification to an existing communication tower entailing the addition of three (3) integrated antennas and a configuration of related equipment with the contingencies listed above taken from the Zoning Administrator's report. Motion carried.

Adjourn

Leiterman/Roberts moved to adjourn at 5:05 p.m. Motion carried.

Minutes submitted by Sherri Konkol, Village Clerk-Treasurer