CITY OF SHULLSBURG
PLAN COMMISSION MEETING MINUTES

A Plan Commission meeting was held October 8, 2025 at 4:00 p.m. in the Community Room of the Shullsburg Community Townsend Center, 190 N. Judgement Street, Shullsburg, Wisconsin. Chairperson Verne Jackson called the meeting to order at 4:00 p.m. Notice of the meeting was posted in the following locations: Shullsburg Community Townsend Center, Shullsburg Post Office and Turpin's Hometown Grocery. Roll Call- Verne Jackson, Jeff Russell, Laurel Hartung, Emmett Reilly, Cheryl Mulcahy, Dan Spillane – Present; Carl Ballard – Not present. Others present – Sally Ryan, Tom Hackel, Russ Paul, Scott Jelle, Janelle Schumacher.

Motion by Hartung second by Russell to approve the minutes of the September 3, 2025 meeting subject to a change to list Cheryl Mulcahy and Dan Spillane as not present. All aye, motion carried.

Site Plan for Property Located at 201 State Highway 11 – Scott Jelle, the contracted Building and Zoning Administrator for the City of Shullsburg addressed the group explaining that he had been in contact with the property owner about some changes being made to the building. Jelle explained the city ordinance gives the Zoning Administrator the responsibility of approving a project such as the one being discussed. However, typically the Plan Commission would have a chance to review plans associated with this type of commercial property. His reasoning for calling the meeting was to make the Plan Commission aware of the project, as well as to consider requiring site plan approval in the future. This would require an ordinance change. He is researching whether or not the property owner needs state approved plans because the property is located along a state highway. Mulcahy asked whether the location has adequate parking and Jelle explained the parking requirements are listed in the City ordinances. Jelle mentioned the one restroom in the building and asked the property owner whether there would be one or two bathrooms. Russ Paul explained there is currently one restroom and a second would likely be added in the future. Mulcahy asked whether or not the property would be tax exempt and if it was allowed to be. Jelle explained that a church is a permitted use of a property in the B2 Highway Business Zoning District. Jelle explained to the group that the use of a payment in lieu of taxes is an option that could be applicable in this situation. Jelle went on to explain the next step is determining whether or not state approved plans are required. Jackson addressed Russ Paul and asked him to explain their purpose for purchasing the building; Paul explained they wanted a better location and smaller building for the congregation of 30-40 people to meet. They have solicited an architect, but need to sell their existing property before incurring the cost of architectural designs. Paul explained the timeline of how they got to this point and what changes they have made to the building to date, including painting the roof and removing the concrete interior floor. Paul stated they would like to pour the cement floor so they can move into this building, which better prepares them to sell their other building. There was further discussion about the building having two exits and about using the International Building Code to make projections about how many people they plan to have in the future. Jeff Russell questioned the timeline of the work and whether or not a second bathroom should be added right away. Reilly asked about the size of the building and Paul confirmed its 40'x60'. Both Jackson and Jelle reiterated that communication between the zoning administrator and the property owner is imperative to ensure any and all necessary plans and permits are handled correctly.

At 4:43 p.m. a motion was made by Reilly second by Hartung to adjourn. All aye, motion carried.

Janelle Schumacher
City Clerk/Treasurer