



Neal Czaplewski, Chairman
Larry Lettow
Keith Nielsen
Philip Peterson
Joseph Greeter
William Korducki
James Luedeke

Plan Commission Minutes

March 12, 2026

Call to order/ Roll Call / Pledge to the flag / Verification of Posting

Chairman Neal Czaplewski called the meeting of the Plan Commission to order at 6:31PM. The meeting was held in the auditorium of the Town Hall at 32288 Bushnell Road, Burlington. Everyone in attendance stood and recited the pledge of allegiance.

Roll Call:

In attendance were: Czaplewski, Larry Lettow, Keith Nielsen, Phil Peterson, Joe Greeter, and Bill Korducki. Absent: Jim Luedeke

Also in attendance were: Administrator Rachel Naber, Planner Bryce Hembrook, and Attorney Peter Ludwig.

Approval of the minutes for the Plan Commission meeting held on February 12, 2026

Korducki motioned to approve the minutes as presented. The motion was seconded by Greeter. Motion carried. Peterson abstained.

Conceptual Land Division: Parcel: 002-03-19-350-07-000 and 002-03-19-260-09-000 – 29286 Durand Ave
Petitioner/Owner: Kurt Petrie

Bryce Hembrook of SEH highlighted his report.

Robert Wielgos of raSmith was not in attendance but provided a written report, which highlighted 3 items to be addressed: access provisions to Lot 3 of CSM E to include wetland delineation if cross-access is proposed near the existing wetland boundary; dedicated right-of-way off existing town roads; and access to the existing parcels between lots 3 and 4 of CSM W should be perpetuated via a cross access easement.

The board discussed the conceptual plan with the petitioner and planner. There was a consensus that the application is conceptually a sound plan.

Land Division: Parcel: 002-02-19-08-004-000 – Yahnke Road
Petitioner/Owner: Eric Lundstrom

Petitioner Eric Lundstrom addressed the commission regarding his request to divide his parcel into a 3.88-acre lot and a 16.69-acre lot.

Hembrook reviewed his report. The parcels appear to meet the minimum area requirements of the C-2 zoning. He highlighted that driveway access is a key consideration.

The Commission discussed the application with the petitioner and planner. The discussion included the current and proposed driveways and if both lots had the required road frontage. Hembrook requested a confirmation from surveyor that there was adequate frontage for both lots. He recommended to approve the land division contingent on adding existing and proposed driveway and access points to

the certified survey map and subject to any conditions required by the Town Engineer or other approving authorities.

Wielgos provided a written report, which recommended Town engineering approval of Lot 1 access and right-of-way designations within the CSM for the overlapping boundaries.

Korducki motioned to table the application to allow the petitioner to modify the certified survey map to show the existing and proposed driveway access points that are consistent with WIDOT Facilities Development Manual and subject to conditions required by the town engineer. The motion was seconded by Greeter. Motion carried.

Adjournment

Peterson motioned to adjourn at 7:13 PM. The motion was seconded by Lettow. Motion carried.

Approved 2026 May 14
Jeanne Rennie, Clerk