

Minutes
Village of Palmyra
PLAN COMMISSION
Wednesday September 17, 2025
Village Clerk's Office – 6:00 p.m.
100 W. Taft St.

The meeting was called to order by Chairperson Gorsegner at 6:01 p.m. Roll call: Dooley, Gorsegner, Holcomb, Scheffner – present. Ball-absent. Also present, Brad Vowels/Katter, Josh Meyerhofer from MSA and David Koziol from Virtus.

Approval of Minutes: Motion by Dooley/Holcomb to approve the minutes from August 20, 2025, as presented. All ayes-motion carried.

New Business:

1. Plan of Operations for Palmyra Foodmart LLC to operate a grocery, liquor, tobacco store at 117 W. Taft St. Palmyra, WI. Parcel ID #171-0516-2241-028.

Gorsegner said they are just taking over an existing business and they are keeping the Jim & Judy's name so the sign can stay as is. Holcomb said that the only change is that they also want to sell liquor not just beer and wine.

Holcomb/Dooley made a motion to approve Palmyra Foodmart LLC's plan of Operation. All ayes-motion carried.

2. Discussion and consideration on recommending approval to Village Board of a Certified Survey (CSM) for parcels 171-0516-2722, 171-0516-2811, and 171-0516-2814, collectively Westfield PUD.

Meyerhofer, MSA received the CSM and the preliminary plat for the Palmyra development. There are some technical issues with the CSM that need to be ironed out that is part of the approval process. No real surprises. Gorsegner said on sheet 2 of 7 you went around areas. Meyerhofer said that is a lot for lift station. Gorsegner wants to make sure the legals are correct. Koziol said he would make sure it is right. Holcomb asked if the land is still tilled up. Meyerhofer talked to Scott (Halbrucker) and he confirmed the area is all tilled up. Giles was out there from Geotech and should be completed tomorrow or Friday. Holcomb what is schedule. Plan approval, then 10-6 for the Village Board and the CSM can be recorded. Biding wouldn't happen until early November. We need to get the permits in place for sanitary sewer extension, water extension and storm water through the DNR. Mass earth works and paving is probably out of cards for this year. Potential winter work for utilities. In Spring 2026, we could grade the roads, pave them and then we would have a finished product to turn over to Virtus for their development. Gorsegner asked about right of way vacating of Marsh Road. Meyerhofer said we need to get it vacated prior to dedicating the new right-of-way but it can be done at the same time. Meyerhofer said all of the right-of-way work is the responsibly of the Village. Motion by

Holcomb/Scheffner to conditionally approved with the changes made to the CSM on the MSA memo Sept. 11. 2025. All ayes-motion carried.

3. Discussion and consideration of recommendations of approval to Village Board of a Preliminary Plat for parcels 171-0516-2722, 171-0516-2811, and 171-0516-2814, collectively Westfield PUD.

Brad, Zoning Administrator, stated that there are some inconsistencies noted on the plat. Mainly about the community organization structure that would be set up. Making sure that the common areas can be maintained. There are other technical corrections, and one major thing is the lot sizing. They will have the underlying zoning with exemptions applied through the general development plan. The standard lot size will be a bit smaller than the typical of the ordinance. It will be under 7,000 sq ft minimum. One of the things we'll do is amend the general development plan to take care of those lot sizes. This is considered a major change in the General Development Plan (GDP) so we will have to have another public hearing, rezone notice, class 2. Just a formality to make the documents consistent. Brad said it could be at the same time as the SIP adoption so it shouldn't hold us up. Meyerhofer said the final plat will just be for phase 1. No public hearing requirement for phase 2 or 3. Josh said that one condition that will be added is the GDP amendment condition amendment to make the zoning consistent as number 10. Easement would be documented. The covenants and restrictions for the Homeowners Association would be included for review before the final plat is brought forward. Meyerhofer said we are pursuing jurisdiction transfer from the County for the road. Gorsegrner said by us taking over the road it doesn't mean we are annexing it into the Village. Gorsegrner talked about sheet 2 of 4 regarding the 20-foot alleyways. Meyerhofer is verifying. Motion by Scheffner/Dooley to conditionally approve the Westfield (Marsh Road) Preliminary Plat with GDP amendments for lot size and the MSA recommendations from 9-11-25 and 9-17-25 memos. All ayes-motion carried.

Motion by Holcomb/Dooley to adjourn at 6:52 p.m. All ayes, motion carried.

Dee Dee Morateck
Deputy Clerk/Treasurer

Minutes approved with corrections Oct. 15, 2025