

CITY OF BERLIN PLAN COMMISSION MINUTES
JUNE 24th 2025
CITY OF BERLIN, WISCONSIN

PRESENT: Catrina Burgess-Mayor, Paul Hanan, Carol Hughes, Mary Kubiak, Terry Przybyl, and Kayla Reeves

ALSO PRESENT: Tim Ludolph- Zoning Administrator, Jessi Balcom- City Administrator, Steve Parse- MSA, Bob Murray- Pre/3

The City of Berlin Plan Commission meeting was called to order at 6:01 p.m. by Mayor Burgess.

The Minutes of the May 27th 2025 Plan Commission meeting were approved on a motion by Przybyl. Reeves seconded the motion, which was carried by a voice vote.

The next item was the presentation of Site Plan Review by Premier Berlin, LLC for the Multifamily Dwelling located at Riverview Court. Ludolph presented the background and explained the plan review from the City Engineer.

The next item was the approval of Site Plan Review. Przybyl made the motion to approve the site plan contingent to the following conditions from the City Engineer's letter dated June 20th:

1) A comprehensive set of civil site plans are prepared and submitted including the following elements:

- The site plans are to be comprehensive and reflect both the location and dimensions of the onsite office and mailroom buildings. In addition, final elevations of the stormwater management facilities are to be determined based upon the findings within the Stormwater Management Report yet to be developed.*
- Utility extension details for the watermain including pipe sizes, lengths, and elevations, in addition to any pertinent construction/material details.*
- Storm sewer information, including design calculations for pipe sizing and construction details.*
- Erosion control plans are to be developed, indicating the location of erosion control BMPs. In addition, a sequence of construction is to be prepared to ensure that erosion control measures are in place prior to the initiation of grading and inspected and repaired, as necessary, throughout construction in accordance with both City and WDNR requirements.*
- The plans are to incorporate pavement details and typical cross sections and construction details.*

2) A Stormwater Management Plan is to be developed in accordance with City of Berlin Ordinance Article XII – Stormwater Management.

3) That the developer applies for a WDNR Notice of Intent (NOI) to undertake grading in accordance with the Wisconsin Administrative Code NR 216.

4) The developer will be required to apply for and procure a "sign permit" from the City prior to erecting the proposed monument sign within the development.

Kubiak seconded the motion. Motion carried with roll call vote (6-0)

For Old Business Ludolph provided indication the Comprehensive Plan was confirmed by MSA to have kick off to occur at the August Plan Commission meeting date. The Commission can

anticipate correspondence in the meantime to prepare for the kick-off.

No New Business was brought up for discussion at the next meeting.

Next meeting date is Tuesday July 29th 2025 at 6 PM.

Przybyl moved to adjourn at 6:14 pm. Kubiak seconded the motion, which carried by voice vote.

Respectfully Submitted by Timothy Ludolph, Planning and Development Director