

CITY OF BERLIN PLAN COMMISSION MINUTES
SEPTEMBER 30th 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

The City of Berlin Plan Commission meeting was called to order at 6:00 p.m. by Mayor Burgess.

The Minutes of the August 26th 2025 Plan Commission meeting were approved on a motion by Kubiak. Reeves seconded the motion, which was carried by a voice vote.

The next item was presentation of request Minor Subdivision (CSM Approval) for Parcel # 206-03423-0621 + 206-03423-0611. Ludolph presented a summary of the request and recommendation. Reeves presented a motion to authorize staff's signature to enable recording of the draft CSM for parcels #206-03423-0621 + 206-03423-0611 167 Power Drive. Przybyl seconded the motion, which was carried by a voice vote (6-0).

The next item was the presentation of request for Minor Subdivision of 543 Center Street, 551 Center Street and 558 Ann Court. Ludolph presented the request and reiterated the staff report and discussion took place of the information presented on the draft Certified Survey Map. Przybyl made a motion to endorse Staff's signature to approve the proposed modification for the three respective lots known as 543 Center Street, 551 Center Street and 558 Ann Court, approving recording the CSM as drafted. Kubiak seconded the motion. Motion carried with voice vote (6-0)

The next item was the discussion of the petition for the Rezoning of Parcel #206-00833-0100 on Johnson Street. Ludolph presented the background, this request fits the general framework of community plans and general objectives of the map amendment, detailed on the staff report. Kubiak motioned to schedule a Public Hearing to formally review the Rezoning Request at the next regular meeting of the Plan Commission October 28th 2025 7 PM. Reeves seconded the motion, which was carried by a voice vote.

The next item was the Comprehensive Plan Kick Off. Brad Vowels-Katter of MSA Professional Services presented the background including the next steps in timeline format. This presentation specifically detailed the anticipated goals and structure of the Utilities and Community Facilities, Agriculture and Natural Resources, and Intergovernmental Cooperation elements. Discussion took place with some feedback from Commission Members. The Action following was suggesting to have the Community Visioning Session postponed from October 7th to October 28th to enable a diverse and complete representation of community stakeholders to be able to participate. The survey would be reviewed with findings to be presented in the month of November.

The next agenda item involved an initial discussion regarding a request for Zero Lot Line Dwelling Units. Ludolph provided a comprehensive overview of the request from a local builder,

along with a general statewide context that included the builder's suggestion and three definitions similar to Berlin's existing one. Following the discussion, the Commission advised reviewing and summarizing additional cases statewide, gathering input from communities like Oshkosh, and drafting an ordinance that would support only two-unit zero lot line developments, while still allowing for the potential inclusion of this use in Multifamily developments. If the proposed numbers align and clearly differentiate this from standard developments, the Commission expressed willingness to schedule a Public Hearing once they feel adequately informed about the changes. The discussion indicated that it would be suitable to advance this after the housing component of the Comprehensive Plan is completed to ensure consistency.

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

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

Next meeting date is Tuesday October 28th 2025 at 7 PM.

Reeves moved to adjourn at 8:23 pm. Przybyl seconded the motion, which carried by voice vote.

Respectfully Submitted by Timothy Ludolph, Planning and Development Director