

**CITY OF BERLIN PLAN COMMISSION MINUTES**  
**NOVEMBER 25<sup>th</sup>, 2025**  
**CITY OF BERLIN, WISCONSIN**

PRESENT: Catrina Burgess-Mayor, Paul Hanan, Mary Kubiak (Remote), Terry Przybyl, and Kayla Reeves

ALSO PRESENT: Tim Ludolph- Zoning Administrator, Jessi Balcom- City Administrator, Dan Hoppa- 235 S Wisconsin St.

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

The Minutes of the September 30<sup>th</sup>, 2025, Plan Commission meeting were approved on a motion by Reeves. Przybyl seconded the motion, which was carried by a voice vote.

The next item was the Presentation of the Second Round of Comprehensive Plan Elements and the review of the updated First Round Elements. Morgan Shapiro 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 Housing, Economic Development, and Transportation and Mobility elements. The results of the survey and Public Input Meeting were also reviewed. The next steps will be review of Implementation and Land Use, and the Commission was encouraged to think critically about the Land Use Maps and present any feedback as well as elicit feedback from stakeholders.

The next item was the Public Hearing for Rezoning of Parcel #206-00833-0100 on Johnson Street from M-2 (Manufacturing) District to R-2 (Residential) District. Burgess opened the Public Hearing at 6:25 PM and asked for anyone to speak in favor of this Amendment three times. Burgess asked for anyone to speak against this Amendment Three Times. Burgess Closed the Public Hearing at 6:28 PM. Ludolph provided a summary of the Staff Report and the requirements of the rezoning request. The property owner/representative was available to answer any additional questions.

Przybyl presented a motion to recommend to Common Council the Rezoning 206-00833-0100 from M-2 (Manufacturing) District to R-2 (Residential) District. Reeves seconded the motion, which was carried by a voice vote (5-0).

The next item was presentation of request Minor Subdivision (CSM Approval) for 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. Przybyl motioned to recommend staff endorse the approval of the proposed minor subdivision of 206-00833-0100 as presented. Reeves seconded the motion, which was carried by a voice vote (5-0).

The next item was the discussion regarding the petition to Discontinue River Street, situated between S Wisconsin Street and S Adams Street. Dan Hoppa introduced his petition, which was included in the packet. The staff offered a brief overview of the process as outlined in the packet. Burgess mentioned that the Commission had received a letter of rebuttal from one of the

impacted properties, containing numerous unresolved questions that required clarification from the staff. Next, the Commission deliberated and concurred that any motion on this issue should be postponed until the Common Council could ensure that the discontinuance process was satisfactorily agreeable to all parties involved, thus any decision would be postponed indefinitely.

The next item was the preliminary discussion of an Ordinance Amendment for Section 2-509 Quorum. Ludolph presented the background, noting this Amendment would make the quorum count more conventional with other City Boards as well as Plan Commissions throughout the state. The Commission briefly reflected on how this was a necessary amendment. Reeves made a motion to schedule a Public Hearing to discuss the Amendment for 2-509 on January 6<sup>th</sup>, 2026. Przybyl seconded the motion, which was carried by a voice vote. (5-0)

The next item was the preliminary discussion of an Ordinance Amendment for 82-716(c) Quorum. Ludolph presented the background, noting this Amendment would make the fee consistent with all other Building and Zoning Fees. Reeves made a motion to schedule a Public Hearing to discuss the Amendment for 82-716(c) on January 6<sup>th</sup>, 2026. Przybyl seconded the motion, which was carried by a voice vote. (5-0)

The next item was the preliminary discussion of an Ordinance Amendment for Section 82-363 Quorum. Ludolph presented the background, noting this Amendment would make the B-1 district consistent with other downtown business districts, helping to build and subdivisions. Reeves made a motion to schedule a Public Hearing to discuss the Amendment for 82-363 on January 6<sup>th</sup>, 2026. Przybyl seconded the motion, which was carried by a voice vote. (5-0)

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

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Next meeting date is Tuesday January 6<sup>th</sup>, 2026, at 7 PM.

Reeves moved to adjourn at 6:44 pm. Przybyl seconded the motion, which carried by voice vote.

*Respectfully Submitted by Timothy Ludolph, Planning and Development Director*