

CITY OF BERLIN PLAN COMMISSION MINUTES
JANUARY 27 2026
CITY OF BERLIN, WISCONSIN

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

ALSO PRESENT: Jessi Balcom- City Administrator, Tim Ludolph- Zoning Administrator

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

The Minutes of the November 25th 2025 Plan Commission meeting were approved as presented on a motion by Reeves. Przybyl seconded the motion, which was carried by a voice vote.

The next item was the Public Hearing for Ordinance Amendment for Section 2-509 Quorum. Ludolph presented the background, explaining the modifications to verbiage made by the City Attorney since the previous presentation on November 25th 2025.

Burgess opened the Public Hearing at 6:02 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 6:04 PM.

Przybyl presented a motion to recommend to Common Council to amend Section 2-509 of the Code of Ordinance as prepared by the City Attorney. Reeves seconded the motion, which was carried by a voice vote. (5-0)

The next item was the Public Hearing for Ordinance Amendment for Section 82-716(c) Application Fee. Ludolph presented the background, explaining the modifications to verbiage made by the City Attorney since the previous presentation on November 25th 2025.

Burgess opened the Public Hearing at 6:05 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 6:08 PM.

Przybyl presented a motion to recommend to Common Council to amend Section 82-716(c) of the Code of Ordinance as prepared by the City Attorney. Reeves seconded the motion, which was carried by a voice vote. (5-0)

The next item was the Public Hearing for Ordinance Amendment for Section 82-363 B-1 Setbacks. Ludolph presented the background, explaining the modifications to verbiage made by the City Attorney since the previous presentation on November 25th 2025.

Burgess opened the Public Hearing at 6:09 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 6:10 PM.

Przybyl presented a motion to recommend to Common Council to amend section 82-363 of the Code of Ordinance as prepared by the City Attorney. Reeves seconded the motion, which was carried by a voice vote. (5-0)

The next item was the preliminary discussion of the Wisconsin Act 68. Ludolph discussed an

overview of the Attorney's letter and anticipated follow up steps by City Staff. The changes required, as summarized in the opinion letter, will likely require changes to the Subdivision Code. Balcom explained some additional background. No further action was required at the time.

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 February 17th 2026 at 6 PM.

Reeves moved to adjourn at 6:17 pm. Przybyl seconded the motion, which carried by voice vote.

Respectfully Submitted by Timothy Ludolph, Planning and Development Director