

CITY OF BERLIN PLAN COMMISSION MINUTES
MAY 26, 2026
CITY OF BERLIN, WISCONSIN

PRESENT: Catrina Burgess- Mayor, Paul Hanan, Daniel Ladwig, Terry Przybyl and Kayla Reeves

ALSO PRESENT: Jessi Balcom- City Administrator, Tim Ludolph- Zoning Administrator, Jeff Lind- 381 NW Cumberland St, and Morgan Shapiro- MSA Professional Services

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

The Minutes of the March 24th, 2026, 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 Preliminary Discussion of the proposal to Rezone 381 NW Cumberland Street from A-1 to R-1. Ludolph provided a brief explanation of the background and the suggested motion. Jeff Lind of 381 NW Cumberland presented his request and accompanying letter. The Commission concurred with the request, urging staff to make contact with the neighboring nonconforming properties and see if they were interested in rezoning. Reeves presented a motion to schedule a Public Hearing to formally review the Rezoning Request at the next regular meeting of the Plan Commission June 30th 2026 6PM. Przybyl seconded the motion, which was carried by a voice vote (5-0).

The next item was the presentation of the draft plan presentation and hearing. Burgess opened the Public Hearing at 6:16 PM and asked for anyone to speak in favor of the 2046 Draft Comprehensive Plan three times. Burgess asked for anyone to speak against the 2046 Draft Comprehensive Plan. Burgess Closed the Public Hearing at 6:17 PM.

The next item was the resolution. Morgan Shapiro of MSA presented an overview of the whole 2046 Draft Comprehensive Plan as well as the overarching goals. Ludolph also explained the difference between the packet resolution and the one distributed at the meeting, modified by the City Attorney to connect Plan Commission Statutory Authority and the Resolution to the Public Participation Plan.

Reeves presented a motion to recommend Plan Commission Resolution 26-01 to recommend the Berlin Common Council adopt Ordinance 06-26 and the 2046 Comprehensive Plan as presented with presented corrections. Przybyl seconded the motion, which was carried by a roll call vote (5-0).

The next item was the review of a request for Site Plan Review at 242 S Pearl Street. Ludolph presented an overview of the request and explained some of the background to the recommended conditions. Przybyl presented a motion to recommend granting approval for the two storage sheds, to be erected on the AOS property subject to the conditions as noted in the City Engineer's letter under Conclusions & Recommendations. Reeves seconded the motion, which was carried by a voice vote (5-0).

The next item was the preliminary discussion of Indoor and Outdoor Recreational Uses in the M-

1 and M-2 District. Ludolph presented the request from a property owner of an Industrial Lot to investigate if Recreational Uses in the M-1 and M-2 zones could be feasible in Berlin. Initial research found several communities with this kind of use, and a couple examples that could be inserted into the Berlin Code using Conditional Use of Indoor and Outdoor Recreational Uses. The Commission discussed this and recommended preparing draft amendments for the next meeting of the Plan Commission.

Under Old Business discussion of Residential Setbacks and Zero Lot Line for preliminary proposal was brought up as topics to discuss at the next meeting.

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

Next meeting date is Tuesday June 30th 2026 at 6 PM.

Przybyl moved to adjourn at 6:54 pm. Reeves seconded the motion, which carried by voice vote.

Respectfully Submitted by Timothy Ludolph, Planning and Development Director