CITY OF BERLIN PLAN COMMISSION MINUTES
SEPTEMBER 22, 2026
CITY OF BERLIN, WISCONSIN

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

ALSO PRESENT: Jessi Balcom- City Administrator, and 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 August 25th, 2026, Plan Commission meeting were approved as presented on a motion by Reeves seconded the motion, which was carried by a voice vote. (4-0).

The next item was the presentation of Site Plan Review by Tweet Garot on behalf of Theda Care for the Chiller Plant located at 225 Memorial Drive. Ludolph presented the background and explained the plan review from the City Engineer. Reeves made the motion to approve the site plan contingent to the conditions from the City Engineer's letter dated September 2nd.
Ladwig seconded the motion. Motion carried with voice vote (4-0)

The next item was the presentation of Site Plan Review by The Towers LLC. for the Proposed Cell Tower located at 308 S Church St. Ludolph presented the background and explained the plan review from the City Engineer. Reeves made the motion to approve the site plan subject to the following conditions from the City Engineer's letter dated September 2nd

1. Permit Acquisition: That the owner, "The Towers LLC", obtain a Conditional Use Permit from the Board of Zoning Appeals in accordance with City Zoning Ordinance Chapter 82, Article VI prior to initiation of the project.
2. Removal Stipulation: Although not required, it may be worthwhile for the Board of Zoning Appeals to add a stipulation to the CUP stating that, "If the antennas on the tower are no longer in service, the tower is to be dismantled." The City Attorney should be consulted to address the appropriate language for this condition. As technology continues to evolve, existing antennas frequently become obsolete.
3. Environmental Compliance: That both the Sequence of Construction and the Erosion Control specifications be adhered to throughout construction of the project.
4. Right-of-Way Coordination: That the City DPW be notified prior to any construction being initiated within the street ROW. It is imperative that adjacent streets be kept clean of debris, sediment, and silt during construction.:
Ladwig seconded the motion. Motion carried with voice vote (4-0)

The next item was presentation of request Minor Subdivision (CSM Approval) for Parcel # 206-01200-0000 # #206-01201-0000. Ludolph presented a summary of the request and recommendation of combining the parcels into one. Ladwig presented a motion to authorize staff's signature to enable recording of the draft CSM for parcels # 206-01200-0000 # #206-01201-0000 W Marquette St. Reeves seconded the motion, which was carried by a voice vote (4-0).

The next item was presentation of request Minor Subdivision (CSM Approval) for Parcel # 206-03452-0410 #206-03452-0420. Ludolph presented a summary of the request and

recommendation of combining the parcels into one. Ladwig presented a motion to authorize staff's signature to enable recording of the draft CSM for parcels # 206-03452-0410 #206-03452-0420 359 E Waushara St. Reeves seconded the motion, which was carried by a voice vote (4-0).

The next item was the continuation of the discussion of Accessory Dwelling Units. Ludolph presented the background including the updated draft ordinance mentioned last second feedback from staff suggesting increasing the 800 sq ft to 1200 sq ft and making a corresponding change to accessory structure limits in the Ordinance. After some clarifying questions, Ladwig made a motion to schedule a Public Hearing on October 27th, 2026, to formally review the Ordinance with the changes discussed. Reeves second the motion. The motion was carried by a voice vote. (4-0).

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 27th 2026 at 6 PM.

Reeves moved to adjourn at 6:19 pm. Ladwig seconded the motion, which was carried by voice vote.

Respectfully Submitted by Timothy Ludolph, Planning and Development Director