



PLAN COMMISSION MEETING MINUTES

February 12, 2025, 4:00PM

Location: City Hall, 2110 Washington St, New Holstein, WI 53061
Plan Members Present: Richard Snelson, John Stephany, Jeff Leitner, and ElRoy Schreiner
Others Present: Cullen Peltier, Attorney Sorenson, Building Inspector Nate (via phone), Jon Klinzing, and Jon Weir

The meeting was called to order by Chairperson Snelson. It was noted that the meeting was properly announced.

Roll call was taken by Peltier.

A motion was made by Schreiner, seconded by Leitner, and carried to approve the agenda as presented.

A motion was made by Shreiner, seconded by Leitner, and carried to approve the minutes from the previous meeting.

The Commission reviewed an Amended Conditional Use Permit and Application for Planned Unit Development (PUD) Parcel 18806. Under discussion, the plan commission agreed to authorize construction of a Planned Unit Development on Parcel #18806 utilizing a common driveway that would be constructed in four phases with the following conditions:

- a. The First Phase shall be along Jackson Street and shall consist of two buildings each with two unit being at least 712' square feet per unit with at least a single car garage. The Units shall face Jackson Street and shall be serviced by a common driveway serving all the units in the PUD.
- b. The Second Phase which shall be along Mason Street shall be either single building to be used as a single-family rental unit with at least 1,300 square feet with a 2 ½ car garage. As an alternative Phase Two could be two 712 square foot units in a single building identical to those units erect in Phase One.
- c. The Third Phase would a single building along Mason Street that could be a single-family unit with at least 1,300 square feet with a 2-car garage or as an alternative it could be a single building with two 712 square foot units identical to those units erect in Phase One.
- d. The Fourth Phase which would be in the northwest corner of the property on Jackson Street would a single building that could be a single-family unit with at least 1,300 square feet with a 2-car garage or as an alternative it could be a single building with two 712 square foot units identical to those units erect in Phase One.
- e. The entire PUD area shall be maintained by the applicant or his successor in interest.

- f. The accessory building on the property in the NE corner of the parcel would remain as a maintenance building solely for use by the owner to maintain and keep up the property.
- g. Common driveway shall be extended to service the fifth building upon the development of Phase Four (4)
- h. A sidewalk shall be constructed before the completion of Phase Three (3) going from the driveway to Mason Street along Trimborn Avenue.
- i. All construction shall be consistent with the site plan submitted by the applicant.
- j. The Applicant shall update the submitted plan to show Phase Four in the corner as part of approval process.
- k. The approval is conditioned on abiding by all New Holstein Zoning and Building Codes as well as all State requirements related to platting, building and maintenance of rental units.

A motion was made by Snelson, seconded by Leitner, and carried, to move to Council for approval the Amended Conditional Use Permit and Application for Planned Unit Development on Parcel 18806 with the conditions agreed upon by the Plan Commission.

Being no further business, the meeting adjourned.

Cullen Peltier

City Administrator/Clerk/Treasurer