



**Planning Commission
Regular Meeting
Minutes**

Tuesday, July 14, 2026

6:00 PM

Council Chambers

Call to Order Mayor Mary B. Berndt called the Planning Commission to order at 6:00 p.m. in the council chambers at Omro City Hall.

Roll Call **Planning Commission Members Present:** Darin Treleven, Todd Simons, Mary B. Berndt, Sam Mingo, David L. Weiss, and Daniel Krier.

Planning Commission Members Absent: Steve Franz

Staff Present: City Clerk Barbara J. Van Clake

Others Present: Mike Hammerle, Blair Tischafer, and Jonathan and Cara Bartel.

Adoption of Minutes

June 9, 2026 Planning Commission Meeting Minutes Public Works Director Mingo motioned and Council Member Treleven seconded to Approve the 06/09/2026 Planning Commission meeting minutes as presented..

RESULT: Approved

MOVER: Sam Mingo

SECONDER: Darin Treleven

AYES: David Weiss, Todd Simons, Darin Treleven, Mary B. Berndt, Sam Mingo, Daniel Kriers

NAYS: None

Public Hearing

Zoning Amendment
715 Michigan Street,
Aaron Martin - C-1
Central Commercial to
R-1 Single Family
Residential

Chairperson Berndt opened the public hearing regarding the request to rezone a portion of 715 Michigan Street from C-2 Commercial to R-1 Single-Family Residential as requested by property owner Aaron Martin.

City Clerk Barbara J. Van Clake explained that the property owner requested the rezoning to allow the existing residence to be separated from the commercial storage business through a future Certified Survey Map. The proposed rezoning would bring the property into greater consistency with the City's Comprehensive Plan Future Land Use Map while allowing the existing commercial storage buildings to remain on the remaining commercially zoned parcel as a legal nonconforming use.

Public Hearing

Blair Tischafer, 621 Michigan Street, asked several questions

regarding the proposal, including:

- The impact of the rezoning on neighboring properties.
- Whether the existing storage units could be expanded.
- Potential future commercial development.
- Possible impacts on surrounding property values.

Attorney Jonathan Blazel and staff explained that:

- The proposed residential parcel would be limited to residential uses.
- Existing storage buildings would remain as a legal nonconforming use and could not be expanded under the current zoning regulations.
- The proposal reduced the possibility of future commercial development adjacent to neighboring residences.
- The rezoning was expected to improve compatibility with surrounding residential properties.

There being no further comments, Chairperson Berndt declared the public hearing closed at 6:17 p.m.

Planning Commissioner Weiss motioned and Planning Commissioner Kriers seconded to Motion to recommend Common Council approval of the zoning amendment for 715 Michigan Street from C-1 Central Commercial to R-1 Single Family Residential as presented .

RESULT:	Approved
MOVER:	David Weiss
SECONDER:	Daniel Kriers
AYES:	Daniel Kriers, David Weiss, Darin Treleven, Sam Mingo, Todd Simons, Mary B. Berndt
NAYS:	None

Certified Survey Map - 715 Michigan Street, Aaron Martin

Review of Certified
Survey Map - 715
Michigan Street

The Commission reviewed the proposed Certified Survey Map (CSM) for 715 Michigan Street, which would divide the existing parcel into separate residential and commercial lots consistent with the proposed zoning amendment. Staff explained that while the zoning amendment established the future zoning districts, the

Certified Survey Map was necessary to legally create the separate parcels.

The residential parcel would include the existing single-family residence and surrounding land proposed to be rezoned R-1 Single-Family Residential. The remaining parcel would retain the existing commercial storage business and remain zoned C-1 Central Commercial. Staff noted that the CSM simply established the new parcel boundaries and would allow the property owner to separately finance and insure the residence independent of the commercial operation.

The Commission discussed that the Certified Survey Map was contingent upon Common Council approval of the recommended zoning amendment and that both actions worked together to accomplish the proposed land division. It was noted that the CSM complied with applicable subdivision and zoning requirements and represented the legal instrument necessary to record the new property boundaries with the Winnebago County Register of Deeds.

Council Member Treleven motioned and Planning Commissioner Weiss seconded to Motion to recommend Common Council approval of the Certified Survey Map for 715 Michigan Street as presented..

RESULT:	Approved
MOVER:	Darin Treleven
SECONDER:	David Weiss
AYES:	Todd Simons, David Weiss, Darin Treleven, Daniel Kriers, Mary B. Berndt, Sam Mingo
NAYS:	None

Certified Survey Map - 700-800 Block E. Huron Street, Hoffman Homes LLC

CSM Documents

The Commission reviewed a proposed Certified Survey Map submitted by Hoffman Homes, LLC, for property located in the 700-800 block of East Huron Street. Staff explained that the proposal would create three additional residential lots from an existing parcel situated between an existing duplex development and the Butkiewicz property. The property is located within an R-2 Residential District, which permits both single-family and duplex residential development.

City Clerk Barbara J. Van Clake advised the Commission that the proposed lots met the City's minimum frontage, lot area, and

zoning requirements. Although the agenda packet inadvertently omitted the Certified Survey Map due to a scanning error, the original survey map was available during the meeting and was reviewed by the Commission. Staff displayed the original map and explained the location of the proposed lots, noting that the new parcels would front East Huron Street and would utilize existing public street access and available municipal utilities.

Commission members discussed the omission of the map from the agenda packet and emphasized the importance of ensuring complete agenda materials are available for future meetings. After reviewing the original Certified Survey Map, the Commission found the proposed land division to be consistent with the City's subdivision regulations and comprehensive residential development pattern for the area.

Council Member Treleven motioned and Planning Commissioner Simons seconded to Motion to recommend Common Council approval of the Certified Survey Map for Hoffman Homes, LLC, creating three residential lots in the 700-800 block of East Huron Street as presented. .

RESULT:	Approved
MOVER:	Darin Treleven
SECONDER:	Todd Simons
AYES:	Daniel Kriers, Mary B. Berndt, Sam Mingo, David Weiss, Darin Treleven, Todd Simons
NAYS:	None

Conceptual Review and Discussion of Proposed H & R Land Residential Development Prior to Submission of a Certified Survey Map (Informational Only – No Action Requested)

Conceptual Drawing The Commission conducted a conceptual review of a proposed residential development presented by Mike Hammerle of H & R Land Development for property located immediately west of the City's water tower. Mr. Hammerle explained that the proposal was in its preliminary planning stages and was being presented to obtain feedback from the Planning Commission before incurring the expense of preparing engineering plans and a Certified Survey Map.

Mr. Hammerle outlined a conceptual plan that would create approximately five new residential lots together with a resized lot for the existing residence. The proposed development would be served by a new public roadway extending from the existing street

system and would utilize available municipal water and sanitary sewer services. He explained that preliminary discussions had already been held with City staff regarding utility availability, roadway layout, and engineering considerations, and that additional work with the City's engineering consultant would be necessary to establish appropriate grades and utility elevations because of the existing water and sewer main configuration in the area.

Public Works Director Sam Mingo reviewed the proposed street layout and discussed the City's long-term interest in extending the roadway beyond the proposed subdivision to provide improved public access to the City water tower and Tower Hill Park. Commission members discussed the possibility of connecting the proposed roadway to Tower Lane, thereby providing a secondary access point for City maintenance vehicles, emergency responders, and park users. Staff noted that the existing access to the water tower is currently provided by a private easement across neighboring property and that a future public roadway connection could eventually provide a more permanent solution. However, Mr. Mingo also expressed concern that any future roadway connection should be carefully designed because Tower Lane is not a public street and additional study would be needed before determining the most appropriate connection.

The Commission also discussed preserving future development opportunities for adjacent undeveloped property. Staff explained that one option would be to obtain a future roadway or utility easement extending south from the proposed subdivision to provide access to currently landlocked property should that property ever be developed. Mr. Hammerle acknowledged the discussion and indicated he would continue working with staff to evaluate whether such an easement could be incorporated into a future Certified Survey Map while still maintaining adequate lot sizes for the proposed subdivision.

Additional discussion focused on the availability of municipal utilities, the proposed lot sizes, compatibility with the surrounding residential neighborhood, and the potential use of an R-5 Planned Unit Development (PUD) zoning designation. Staff explained that the R-5 zoning district would provide the Planning Commission with additional flexibility in reviewing lot layouts, setbacks, and other development standards while ensuring that the project remained consistent with the City's residential development goals.

Mr. Hammerle indicated that the homes would be designed as quality single-family residences comparable to the surrounding neighborhood and not intended as high-density or low-income housing.

Commission members expressed general support for the conceptual layout and agreed that the proposal represented a logical opportunity for additional residential growth within the City. The Commission encouraged staff to continue working with the developer to refine the roadway layout, evaluate future access opportunities to the water tower and adjoining undeveloped properties, and address engineering considerations prior to submission of a formal Certified Survey Map and development plans.

No formal action was requested or taken.

Conceptual Review and Discussion of Parcel 265-000101 Poygan Road for 15' Utility Easement with Future Certified Survey Map

Conceptual Drawing
(Reference)

The Commission reviewed a conceptual proposal involving Parcel No. 265-0001-01 on Poygan Road requesting consideration of a 15-foot utility easement to provide municipal sanitary sewer and water service to a proposed future residential parcel.

Public Works Director Sam Mingo explained that the parcel has limited access to municipal utilities because the existing City water main does not extend far enough to directly serve the property. In addition, the existing sanitary sewer in the area is relatively shallow, creating engineering concerns regarding proper gravity flow and frost protection if utilities were extended from the public right-of-way.

Staff advised that extending the City's water main solely to serve the proposed parcel was not considered practical or cost effective. As an alternative, the applicant approached the owner of the adjacent property and obtained agreement in principle to grant a 15-foot utility easement allowing private water and sanitary sewer laterals to cross the neighboring property and connect to the City's existing utility infrastructure. Staff indicated that this approach represented the most feasible solution while avoiding the expense of extending municipal utilities.

Staff further explained that the applicant was seeking conceptual feedback from the Commission before incurring the expense of

preparing a Certified Survey Map and engineering documents. If the Commission expressed support for the concept, the applicant would proceed with preparation of a Certified Survey Map depicting the utility easement for formal review and approval at a future meeting.

Commission members indicated they had no objection to the proposed utility easement and agreed that the concept represented a reasonable solution to provide municipal utility service to the property. Staff was directed to continue working with the applicant through the Certified Survey Map review process.

No formal action was requested or taken.

Vacation of Street Right-of-Way - Portion of Krenz Road

Discussion and Possible Action on Vacation of Street Right of Way - Krenz Road / Western Border of Mobile Home Park to the South	Attorney Jonathan Blazel reviewed the statutory procedures required under Wisconsin law for vacating a public street right-of-way. He explained that although the final authority rests with the Common Council, the Planning Commission's role is to review the proposal and make a recommendation as to whether vacating the unopened right-of-way serves the public interest.
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The request involved an unopened portion of the Krenz Road right-of-way located north of Lincoln Avenue adjacent to the mobile home park. Attorney Blazel explained that the platted roadway had never been constructed, opened, or maintained by the City and no longer served a public transportation purpose. Upon vacation, ownership of the vacated right-of-way would automatically revert to the adjoining property owners in accordance with Wisconsin law, generally extending ownership to the centerline of the former right-of-way unless otherwise established by the original plat.

Commission members discussed the practical benefits of vacating the unused right-of-way, including eliminating unnecessary public ownership of land that no longer serves a municipal purpose, returning the property to private ownership where it could once again become taxable property, and reducing any future maintenance or liability concerns for the City. Questions were raised regarding whether the City had ever maintained the property, who currently maintained the area, and whether adjoining property owners desired ownership of the vacated land. Staff indicated that the area has historically been maintained by

the adjoining property owners rather than the City.

Additional discussion centered on whether the vacation should be limited only to the portion requested by the petitioner or expanded to include the remaining unopened section of the platted Krentz Road extending to Main Street. Commission members agreed that since the remainder of the unopened right-of-way also appeared unlikely to ever be developed as a public street, it would be appropriate to recommend that the Common Council consider vacating the entire unused corridor rather than only the segment requested.

Following discussion, the Commission concluded that vacating the unused right-of-way would provide a public benefit by removing an unnecessary public dedication, returning the land to the tax rolls, and clarifying future ownership of the property.

Planning Commissioner Kriers motioned and Planning Commissioner Simons seconded to Motion recommending that the Common Council proceed with the vacation of the entire unused Krentz Road right-of-way extending to Main Street..

RESULT:	Approved
MOVER:	Daniel Kriers
SECONDER:	Todd Simons
AYES:	Mary B. Berndt, David Weiss, Todd Simons, Darin Treleven, Daniel Kriers, Sam Mingo
NAYS:	None

Urban Keeping of Chickens

Discussion and Possible Action on Chicken Permit for 320 Jackson Avenue-Darren Maynard	The Commission reviewed an application submitted for an Urban Keeping of Chickens Permit for property located at 320 Jackson Avenue. Owner Darren Maynard is petitioner. City Clerk Barbara J. Van Clake reported that the applicant had submitted the required permit application, obtained the necessary State registration for domestic poultry livestock, and applied for the required building permit for the proposed chicken coop. Staff indicated that, on its face, the application appeared to satisfy the requirements of the City's Urban Chicken Ordinance. Chairperson Berndt recognized Cara Bartel, an adjoining property owner, who addressed the Commission regarding the application.
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Ms. Bartel expressed concerns about the property's history of code compliance issues, the general maintenance of the property, previous police responses to the residence, and whether the applicant would provide proper care for the chickens if the permit were approved. She also expressed concern that the addition of chickens could negatively impact neighboring properties.

Commission members discussed the scope of the Planning Commission's authority under the Urban Chicken Ordinance. Attorney Jonathan Blazel explained that if an application satisfies the ordinance requirements, the Commission has limited discretion to deny the permit. However, he noted that the ordinance also provides the Commission authority to review complaints during the permit renewal process and allows for permit revocation if ordinance violations or substantiated issues arise after a permit has been issued.

During discussion, Public Works Director Sam Mingo expressed concern that, before acting on the application, the Commission should review any documented police reports or outstanding ordinance violations associated with the property to determine whether additional information should be considered. Attorney Blazel reviewed the applicable ordinance language and advised that postponing action to allow staff to investigate the concerns raised by the neighboring property owner would be appropriate.

Following discussion, the Commission agreed that additional information should be obtained before making a recommendation on the permit application.

Public Works Director Mingo motioned and Council Member Treleven seconded to Motion to table consideration of the Urban Chicken Permit application until the August 11, 2026, Planning Commission meeting pending staff review of police reports and ordinance violations related to the property.

RESULT:	Approved
MOVER:	Sam Mingo
SECONDER:	Darin Treleven
AYES:	David Weiss, Sam Mingo, Daniel Kriers, Mary B. Berndt, Darin Treleven, Todd Simons
NAYS:	None

Ordinance Language Review

Cargo Containers,
Shipping Containers,
Portable
Storage Units, Storage
Trailers, Temporary
Storage Units, and
Outdoor Storage
Ordinance Review

The Commission continued its review of the revised draft ordinance regulating the placement and use of shipping containers, cargo containers, and portable storage containers within the City. City Clerk Barbara J. Van Clake informed the Commission that the ordinance had been revised following comments received during the previous Planning Commission meeting; however, due to several time-sensitive projects and election responsibilities, staff had not yet completed a comprehensive review of the revised draft to ensure proper formatting, codification, and consistency throughout the ordinance.

Commission members discussed the purpose of the proposed ordinance, noting that it was intended to establish clear regulations governing where shipping containers and portable storage units may be located, distinguish temporary storage containers from permanent accessory structures, and eliminate existing ambiguity within the Municipal Code regarding their placement.

Commission Member David L. Weiss expressed concerns that the ordinance could unnecessarily restrict the use of shipping containers as a construction material. He stated that shipping containers can be incorporated into quality building projects and questioned whether the ordinance should distinguish between containers used as permanent building components and containers simply placed on a property for storage. Staff clarified that the ordinance was not intended to prohibit the use of shipping containers as part of a properly permitted building project. Rather, the proposed regulations were intended to address the placement of cargo containers used as standalone storage units and to ensure that any structure constructed from a shipping container complies with the City's building, zoning, and architectural design standards.

Additional discussion focused on preserving neighborhood appearance, establishing consistent standards for residential and commercial properties, and providing clear guidance for property owners and staff regarding the placement of portable storage units. Staff noted that the ordinance was designed to provide certainty by defining where containers are permitted, the length of time temporary containers may remain on a property, and the circumstances under which building permits would be required.

Because of the extensive nature of the ordinance and the desire to provide Commission members additional time to review the revised language, Chairperson Berndt recommended postponing further discussion until the August Planning Commission meeting. Staff encouraged Commissioners to thoroughly review the draft ordinance, make notes of any provisions they wished to discuss, and provide comments at the next meeting so that any remaining revisions could be addressed before forwarding the ordinance to the Common Council. The Commission reached consensus to continue review of the proposed ordinance at its August meeting.

No formal action was taken.

Adjournment Planning Commissioner Weiss motioned and Planning Commissioner Kriers seconded to Motion to adjourn the meeting at 7:15 p.m..

RESULT:	Approved
MOVER:	David Weiss
SECONDER:	Daniel Kriers
AYES:	David Weiss, Sam Mingo, Daniel Kriers, Mary B. Berndt, Darin Treleven, Todd Simons
NAYS:	None

Respectfully Submitted by:
Barbara J. Van Clarke, MMC, WCPC
City Clerk / Deputy Treasurer