



VILLAGE OF WINNECONNE

The Community of Opportunity

30 South First Street - P.O. Box 488 - Winneconne, Wisconsin 54986-0488 - 920-582-4381

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Minutes

PLANNING COMMISSION

Monday, December 8th, 2025 @ 5:30 pm

Village Board Room, 30 South First Street

Call to Order

Meeting called to order at 5:31pm.

Roll Call: Chris Boucher (present), Kim Utschig (absent), Don Maslan (present), Miles Girouard (present), Paul Olson (present), Ben Mathe (present), Logan Fuller (absent).

Public Hearing

Motion by Olson, Second by Mathe to open the public hearing.

Motion passes by voice vote: 5-0-0

The Planning Commission went into public hearing for comment on the pending issuance of a conditional use permit to Kamryn McBride for the operation of an education class business located at 104 North 6th Street.

1st Call: No comment.

2nd Call: No comment.

3rd Call: No comment.

Motion by Olson, Second by Mathe to close the public hearing.

Motion passes by voice vote: 5-0-0

Approval of Minutes

Motion by Girouard, Second by Maslan to approve 11/4/2025 Meeting Minutes

Motion passes by voice vote: 5-0-0

Public Participation

None.

Communications

None.

Old Business

Ordinance related to Village downtown policies

Chair Boucher stated that while the group has not formally moved forward with a direction on ordinances related to Village downtown policies, Village staff have been working on coming up with ideas to support the concept such as the informational guide.

New Business

Motion by Olson, Second by Maslan to recommend conditional use permit approval for Kamryn McBride (104 North 6th Street) to the Village Board

Ms. McBride intends to host lecture classes from her residence at 104 North 6th Street;

Clerk Saray stated she has received a completed application as well as payment for the

permit. Ms. McBride has been given a copy of the ordinances regarding conditional use permits.

The public hearing was posted as Class 2 Notice with 2 publications in the Winneconne News; additionally, abutting property owners have been notified of the public hearing. Clerk Saray stated that she contacted the Fire Department regarding the proximity of the parking in relation to the firehouse and was advised there was no concern for parking. Clerk Saray noted that while not required by the conditional use permit, Chief Allcox conducted an initial and cursory review on the information provided and did not note any considerations to the issuance of the permit.

Upon inquiry of using signage, Clerk Saray noted Village ordinance § 580-38A(10), “No identification sign is permitted”.

Motion passes by voice vote: 5-0-0

Planning Commission Report Review

- CIP updates
 - Refer to packet for full update. The Commission briefly spoke though the CIP Plan for the next five years.
- Future land development updates
 - Per Administrator Fuller’s report notes, consideration of the land offer for South 1st Street has been paused pending resolution of identified environmental impacts. McMahon is in the process of preparing remediation cost estimates. Updates will be shared as they become available.
- Econ Development Strategy update
 - Per Administrator Fuller’s report notes, while grant funding opportunities remain under review, remediation-related funding for brownfield and blight projects is not projected to be available until the next funding cycle. This may result in a delay in grant awards until the subsequent year. Additional updates will be shared as they become available.

Follow-up

None.

Confirm next meeting date:

Monday, January 12th, 2025, at 5:30pm

Adjourn

Motion by Maslan, Second by Olson to adjourn the meeting.

Motion passes by voice vote: 5-0-0

Meeting adjourned at 5:52pm.