



**Village of Weston, Wisconsin**

**Meeting of the PLAN COMMISSION**

**During the 29th legislative session of the elected  
Board of Trustees (2025 – 2026)**

**Monday, March 9, 2026, at 6:00 P.M.**

**Packet Prepared By: Jennifer Higgins, Director of Planning & Development**



## Village of Weston, Wisconsin MEETING NOTICE

- Meeting of: **PLAN COMMISSION**
- Commissioners: **Cronin {c}, Zeyghami {vc}, Diesen, Guerndt, Hoffman, Jordan, Mumper**
- Staff: **Jennifer Higgins, Director of Planning & Development  
Audrey Webster, Assistant Planner**
- Date/Time: **Monday, March 9, 2026, 6:00 p.m.**
- Location: **Weston Municipal Center (4747 Camp Phillips Road) – Board Room**
- Agenda: **The agenda packet will be sent out at least 3 days prior to the meeting.**
- Attendance: **All Village officials are encouraged to attend. Commissioners, Committee members, Department Directors, and guests, please indicate if you will, or will not, be attending so we may determine in advance if there will be a quorum by sending an RSVP to the assigned Administrative Support person:**
- RSVP: **Valerie Parker, Plan Commission Secretary  
(715) 241-2613  
[vparker@westonwi.gov](mailto:vparker@westonwi.gov)**
- Questions: **Jennifer Higgins, Director of Planning & Development  
(715) 241-2638  
[jhiggins@westonwi.gov](mailto:jhiggins@westonwi.gov)**

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**This notice was posted at the Municipal Center, 4747 Camp Phillips Road, Weston and was e-mailed to local media outlets (Print, TV, and Radio) on 3/02/2026.**

A quorum of members from other Village governmental bodies (boards, commissions, and committees) may attend the above-noticed meeting in order to gather information. No actions will be taken by any other board, commission, or committee of the Village, aside from the Village Plan Commission. Should a quorum of other government bodies be present, this would constitute a meeting pursuant to State ex rel. Badke v. Greendale Village Bd., 173 Wis.2d 553,494 N.W.2d 408 (1993).

Wisconsin State Statutes require all agendas for Committee, Commission, or Board meetings be posted in final form, 24 hours prior to the meeting. Any posted agenda is subject to change up to 24 hours prior to the date and time of the meeting. All final agendas will be posted on the Village's website at [www.westonwi.gov](http://www.westonwi.gov) and a hard copy posted at the Village Municipal Center.

Any person who has a qualifying disability, as defined by the Americans with Disabilities Act, that requires the meeting or the materials to be in an accessible location or format, must contact the Weston Clerk's Department, by 12 noon, the Friday prior to the meeting, so any necessary arrangements can be made to accommodate each request.



**VILLAGE OF WESTON, MARATHON COUNTY, WISCONSIN**  
**REGULAR MEETING AGENDA OF THE PLAN COMMISSION**  
Weston Municipal Center - Board Room  
4747 Camp Phillips Road, Weston, WI 54476

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**Monday, March 9, 2026, at 6:00 p.m.**

Some or all of the members of the Plan Commission, applicants, or members of the public, may participate in the meeting remotely by teleconference or videoconference via the Zoom links listed below.

**Join Zoom Meeting by Computer:**

<https://zoom.us/j/54445915099>

**Join Zoom Meeting by Phone:**

+1 312 626 6799 US (Chicago)

**Meeting ID: 544 591 5099**

**Public Comment Instructions:**

*If you wish to speak during the meeting—either during Public Comment or a specific hearing—please fill out a [Public Comment form](#) (external web link) and submit it to the Clerk prior to the start of the meeting, or log in to the meeting via Zoom using the information listed above and use the “Raise Hand” function to be recognized by the Chair.*

*Please note: Public comments are intended for members of the public to share their viewpoints, suggestions, or concerns with the Plan Commission. They are not intended for debate, argument, or back-and-forth discussion with Commission members, nor are they a forum for asking questions outside of the designated public comment or hearing periods. Comments should be respectful, concise, and limited to topics related to the agenda items or other Village matters.*

1. Call to Order – Roll Call & Declaration of Quorum.
  - Plan Commission – Cronin {C}, Zeyghami {VC}, Diesen, Guerndt, Hoffman, Jordan, Mumper.
2. Open public comment period for items that do not appear on this agenda noted as public hearings.
3. Written Communications, Disclosures and Recusals. Members of the body should make any required disclosures or recusals during this time.
4. [Minutes from February 9, 2026, Plan Commission Meeting.](#)
5. **Public Hearing – Project #20260032**, a request to rezone a portion of the property located at **8905 Birch Street**, from **RR-5 (Rural Residential- 5 Acre)** to **SF-S (Single Family Residential-Small Lot)**.
  - a. Open Public Hearing.
  - b. Presentation by Staff.
  - c. Take Public Comment
  - d. Close Public Hearing.
  - e. Discussion by Plan Commission.
  - f. Action - Recommendation to Board of Trustees by Plan Commission.
6. **Public Hearing – Project #20260056**, a request to rezone a portion of the property located at **7105 Christiansen Avenue**, from **SF-L (Single Family Residential-Large Lot)** to **SF-S (Single Family Residential-Small Lot)**.
  - a. Open Public Hearing.



## VILLAGE OF WESTON, MARATHON COUNTY, WISCONSIN OFFICIAL MEETING AGENDA OF THE PLAN COMMISSION

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- b. Presentation by Staff.
  - c. Take Public Comment
  - d. Close Public Hearing.
  - e. Discussion by Plan Commission.
  - f. Action - Recommendation to Board of Trustees by Plan Commission.
7. [Sign Special Exception – Project #20260061](#), a request for a Special Exception Sign Permit for Macco’s Floor Covering, 3111 Schofield Avenue.
  8. [Sign Special Exception – Project #20260062](#) – request for a Special Exception Sign Permit for Weston Psychiatric, 6307 Schofield Avenue.
  9. [Sign Special Exception – Project #20260067](#) – request for a Special Exception Sign Permit for Burger King, 6003 Business Highway 51.
  10. [Final Plat Approval - Project # 20260017](#) –Final Plat of Hinner Springs Second Addition (Timber Ridge Builders/Riverside Land Surveying)
  11. [Discussion of Parks and Recreation Impact Fee Review](#)
  12. [2025 Code Enforcement Annual Report](#)
  13. [2025 Planning & Development Annual Report](#)
  14. [February 2026 Staff-Approved Certified Survey Maps and Site Plans.](#)
  15. [February 2026 Building Permits.](#)
  16. [Planning & Development Department Monthly Project Update Report.](#)
  17. Announcements & Commissioner Remarks
  18. Future Agenda Items or Staff Referrals
    - a. Unfinished Business - Discussion of an Internal Inspection Process for Conditional Use Permits in a Wellhead Protection Zone.
    - b. Electric Vehicle Charging Stations.
    - c. 2025 New Housing Fee Report & 2026 Housing Affordability Report
  19. Next Regular Meeting Date - Monday, April 13, 2026, at 6 pm.
  20. Adjourn Plan Commission

**Village of Weston, Wisconsin**  
**OFFICIAL PROCEEDINGS OF THE VILLAGE PLAN COMMISSION AND JOINT VILLAGE & TOWN OF WESTON**  
**EXTRATERRITORIAL ZONING COMMITTEE MEETING**

held on Monday, February 9, 2026, at 6:00 p.m., in the Board Room, at 4747 Camp Phillips Road

**AGENDA ITEMS.**

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**1. Meeting called to order by Plan Commission Chair and Village Trustee Steve Cronin at approximately 6:00 p.m.**

**Roll Call of Village Plan Commission (PC) by Secretary Parker.**

Roll call indicated 6 PC members present.

<u>Member</u>	<u>Present</u>
Cronin, Steve {Chair}	YES
Zeyghami, Hooshang {Vice Chair}	YES
Diesen, Dave	YES
Guerndt, Gary	EXCUSED
Hoffman, Travis	YES
Jordan, Joe	YES
Mumper, Roy	YES

**Roll Call of Joint Village & Town of Weston Extraterritorial Zoning Committee (ETZ) by Secretary Parker.**

Roll call indicated 5 ETZ members present.

<u>Member</u>	<u>Present</u>
Cronin, Steve {Chair}	YES
Phelps, Dave {Vice Chair}	YES
Christiansen, Randy	YES
Guerndt, Gary	EXCUSED
Hull, Mark	YES
Mumper, Roy	YES

Village Staff in attendance, in-person: Gebert, Higgins, Wodalski, Maguire, Webster, and Parker

Village Staff in attendance, via Zoom: Meverden

Other Village Representatives in attendance, in-person: Marty Christiansen

Other Village Representatives in attendance, via Zoom: Lisa Beck and Katrina Clark

Audience Members in attendance, in-person: There were 2 audience members present, in-person.

Audience Members in attendance, via Zoom: There were no audience members present, via Zoom.

**2. Open Public Comment Period for items that do not appear on this agenda noted as public hearings. [0:00:39 Zoom Recording]**

None.

**3. Written Communications, Disclosures, and Recusals. [0:00:56 Zoom Meeting Recording]**

None.

**4. Minutes from January 12, 2026, Plan Commission Meeting. [0:01:15 Zoom Recording]**

**Motion by Diesen, second by Hoffman: to approve the January 12, 2026, PC meeting minutes.**

Yes Vote: 6      No Votes: 0      Abstain: 0      Not Voting: 1      Result: PASS

<u>Member (PC)</u>	<u>Voting</u>
Cronin, Steve {Chair}	YES
Zeyghami, Hooshang {Vice Chair}	YES
Diesen, Dave	YES
Guerndt, Gary	----
Hoffman, Travis	YES
Jordan, Joe	YES
Mumper, Roy	YES

**5. Minutes from November 10, 2025, Plan Commission Meeting. [0:01:35 Zoom Recording]**

**Motion by Hull, second by Christiansen: to approve the November 10, 2025, ETZ meeting minutes.**

Yes Vote: 5      No Votes: 0      Abstain: 0      Not Voting: 1      Result: PASS

<u>Member (PC)</u>	<u>Voting</u>
Cronin, Steve {Chair}	YES
Phelps, Dave {Vice Chair}	YES
Christiansen, Randy	YES
Guerndt, Gary	----
Hull, Mark	YES
Mumper, Roy	YES

**6. Public Hearing – Discussion & Recommendation to the Board of Trustees on Adoption of 2025 Official Zoning Map and Official Extraterritorial Zoning Map for the Village of Weston [0:01:58 Zoom Recording]**

**a. Open Public Hearing**

Cronin opened the hearing at 6:03 p.m.

**b. Presentation by Staff**

Higgins explained, this public hearing is being held to receive public comment on the proposed adoption of the 2026 Official Zoning Map and the 2026 Official Extraterritorial Zoning Map for the Village of Weston.

The Official Zoning Map is adopted annually for both the Village and the Extraterritorial Zoning area to document zoning classifications as close to January 1 of each year as practicable. This annual update serves an administrative and historical record-keeping function by consolidating previously approved zoning actions into a single official map. No new rezonings or parcel-specific zoning changes are proposed as part of this action. All zoning classifications shown on the 2026 maps reflect zoning decisions that were previously approved through separate, duly noticed public hearings.

This public hearing is for comment only. Following the hearing, the Plan Commission and Joint Town & Village Extraterritorial Zoning Committee may forward a recommendation to the Board of Trustees. Final action on adoption of the Official Zoning Map and Official Extraterritorial Zoning Map will be taken by the Board of Trustees at a future meeting.

**c. Take Public Comment**

None.

**d. Close Public Hearing**

Cronin closed the public hearing at 6:05 p.m.

**e. Recommendation by Staff**

None.

**f. Discussion and Action by Plan Commission**

None.

***Motion by Mumper, second by Zeyghami: to recommend approval to the Board of Trustees of the Annual Update to the Official Zoning Map and Official Extraterritorial Zoning (ETZ) Map.***

Yes Vote: 6      No Votes: 0      Abstain: 0      Not Voting: 1      Result: PASS

<u>Member (PC)</u>	<u>Voting</u>
Cronin, Steve {Chair}	YES
Zeyghami, Hooshang {Vice Chair}	YES
Diesen, Dave	YES
Guerndt, Gary	----
Hoffman, Travis	YES
Jordan, Joe	YES
Mumper, Roy	YES

**g. Discussion and Action by ETZ Committee.**

***Motion by Hull, second by Phelps: to recommend approval to the Board of Trustees of the Annual Update to the Official Zoning Map and Official Extraterritorial Zoning (ETZ) Map.***

Yes Vote: 5      No Votes: 0      Abstain: 0      Not Voting: 1      Result: PASS

<u>Member (PC)</u>	<u>Voting</u>
Cronin, Steve {Chair}	YES
Phelps, Dave {Vice Chair}	YES
Christiansen, Randy	YES
Guerndt, Gary	----
Hull, Mark	YES
Mumper, Roy	YES

**7. Unfinished Business – Discussion of Cul-de-Sac Regulations. [0:06:07 Zoom Recording]**

**a. Discussion & Action on Resolution 2026-PC-001: A Resolution Recommending Adoption of Ordinance No. 26-002 to Amend Section 74.6.06 Street Dimensional Standards of the Subdivision Ordinance.**

Higgins explained this item is a proposed amendment to Chapter 74 of the Subdivision Ordinance related to cul-de-sac streets. The Village’s current code generally prohibits permanent cul-de-sacs within Village limits. However, in practice, there have been limited situations where topography, wetlands, or other environmental constraints made street connections impractical, and exceptions were considered on a case-by-case basis.

The proposed amendment does not change the Village’s overall policy favoring interconnected street networks. Instead, it clarifies standards by allowing a limited exception where natural or physical constraints prevent reasonable connectivity. Any such exception would require a recommendation from the Public Works Director and approval by the Plan Commission. The amendment also specifies that cul-de-sacs cannot be approved solely for development convenience or increased lot yield.

This change is intended to improve clarity, consistency, and legal defensibility in how the subdivision ordinance is administered.

Diesen stated he thought what was written in here is fine, and how it allows the Village to adjust some things in the future, as you don’t always know when a future road is going to go in, or when considering different scenarios of the subdivision layout.

Higgins explained that the Village Board is who will hold the public hearing on this ordinance amendment. Tonight, Plan Commission is being asked to adopt a resolution, recommending these changes to the Board of Trustees.

Hull questioned, for the ETZ area, why is there the limitation to 1,000 feet in length measured from the centerline of the intersecting street? He brought up the scenario of if someone has an 80-acre parcel to be developed. Higgins stated this amendment will allow some flexibility. Hull questioned if the 1,000 feet limitation is needed any longer.

Wodalski stated, for planning purposes, once you start going more than a 40-acre parcel deep, you probably have enough development where there should be two access points for public safety and connectivity purposes. Hull stated that he understands but, wonders if there needs to be the restriction if developers provide a practical reason. He gave the scenarios of some of the longer dead end roads off of Townline, where the river prevents any extensions.

***Motion by Diesen, second by Hoffman: for Plan Commission to adopt Resolution No. 2026-PC-001, recommending approval of the proposed amendment to Chapter 74, Section 74.6.06(e), of the Village Code, to allow limited permanent cul-de-sacs where topographic or environmental constraints prevent reasonable street connectivity, subject to Plan Commission findings as outlined in the staff report, and direct staff to forward this recommendation to the Village Board for public hearing and final action.***

Yes Vote: 6      No Votes: 0      Abstain: 0      Not Voting: 1      Result: PASS

<u>Member (PC)</u>	<u>Voting</u>
Cronin, Steve {Chair}	YES
Zeyghami, Hooshang {Vice Chair}	YES
Diesen, Dave	YES
Guerndt, Gary	-----
Hoffman, Travis	YES
Jordan, Joe	YES

**Motion by Phelps, second by Mumper: for ETZ to adopt Resolution No. 2026-PC-001, recommending approval of the proposed amendment to Chapter 74, Section 74.6.06(e), of the Village Code, to allow limited permanent cul-de-sacs where topographic or environmental constraints prevent reasonable street connectivity, subject to Plan Commission findings as outlined in the staff report, and direct staff to forward this recommendation to the Village Board for public hearing and final action.**

Yes Vote: 5      No Votes: 0      Abstain: 0      Not Voting: 1      Result: PASS

<u>Member (PC)</u>	<u>Voting</u>
Cronin, Steve {Chair}	YES
Phelps, Dave {Vice Chair}	YES
Christiansen, Randy	YES
Guerndt, Gary	----
Hull, Mark	YES
Mumper, Roy	YES

**8. Adjourn ETZ Committee**

**Motion by Hull, second by Christiansen: to adjourn at 6:18 p.m.**

**9. Project #20260017 – Preliminary Plat Review Approval – Preliminary Plat of Hinner Springs Second Addition (Timber Ridge Builders/Riverside Land Surveying) [0:19:06 Zoom Meeting Recording]**

Higgins stated this request is for Preliminary Plat approval of Hinner Springs Second Addition, submitted by Timber Ridge Builders and Riverside Land Surveying. The proposal creates 13 residential lots. This represents a change from the originally planned layout in this area, which included sites for two fourplex buildings and a larger apartment complex parcel. The revised plan replaces those multifamily sites with twin home lots and seven single-family home lots and extends Green Pastures Lane east to the property line for future connectivity.

Home values are expected to be consistent with the rest of the Hinner Springs development, generally in the \$350,000 to \$450,000 range. Preliminary engineering plans are currently under review with the Director of Public Works, and a Development Agreement and approved construction plans will be required prior to Final Plat approval.

Staff has reviewed the preliminary plat for compliance with Chapter 74 of the Village Subdivision Ordinance. The plat generally meets ordinance requirements, subject to standard conditions related to public improvements, utilities and easements, stormwater management, zoning compliance, environmental considerations, and execution of a Development Agreement with financial guarantees.

Based on the information submitted to date, staff recommends the Plan Commission forward a recommendation of approval to the Village Board, subject to the conditions listed in the report.

These conditions need to be met in some shape or form before final signatures will take place for final plat approval.

There was some clarification provided on the difference between a twin home, a duplex, and a condo, stating how a twin home, each unit is owned by its own owner, and the lot line is essentially split right down the center of the property, where each owner owns half the land. Maguire stated that these are not condos, as there is no association.

Diesen questioned the attached garages that go with these. His concern with smaller garages is that you end up with trailers, campers, other recreational vehicles/equipment parked outside, as there is no place to store those.

There was discussion on what was originally planned for this area (when owned by Denyon), versus what is planned here now (now owned by Timber Ridge Builders).

Keith Walkowski, Riverside Land Surveying, 5310 Willow Street, was present. He explained how rather than building the planned townhomes, they are making the lots bigger, and will consist of twin homes. He stated that each twin home will have a full-size two-car garage. It was pointed out that the twin homes will provide different and more affordable options.

***Motion by Jordan, second by Zeyghami: for Plan Commission to recommend the Village Board's approval of the preliminary plat for Hinner Springs Second Addition, Project #20260017, submitted by Timber Ridge Builders and Riverside Land Surveying, subject to the listed conditions #1 – #10, as provided in the staff report.***

Yes Vote: 6      No Votes: 0      Abstain: 0      Not Voting: 1      Result: PASS

<u>Member (PC)</u>	<u>Voting</u>
Cronin, Steve {Chair}	YES
Zeyghami, Hooshang {Vice Chair}	YES
Diesen, Dave	YES
Guerndt, Gary	-----
Hoffman, Travis	YES
Jordan, Joe	YES
Mumper, Roy	YES

**10. Discussion and Recommendation to Board of Trustees on Comprehensive Plan Draft Public Participation Plan.**

*[0:29:20 Zoom Meeting Recording]*

Higgins stated this item is the Draft Public Participation Plan for the Village's 10-year update of Volumes 1 and 2 of the Comprehensive Plan. Wisconsin law requires communities to update their plans at least every ten years and to adopt procedures that ensure public involvement throughout the process.

Volumes 1 and 2 — Conditions and Issues, and Vision and Directions — were last updated in 2016. The Plan Commission and Village Board will serve jointly as the Steering Committee for this update.

The draft Public Participation Plan outlines how the Village will share materials, gather public input, and respond to comments during the planning process. Please note that there are dates tied to each of the Meetings and Milestones, but they are subject to change as we progress through the plan process.

Staff recommends the Plan Commission forward a recommendation to the Board of Trustees to adopt the Public Participation Plan through Draft Resolution No. 2026-005 at their February 16 meeting.

Higgins explained that there will be a series of special meetings where the Village Board and Plan Commission will serve as the Steering Committee for the Plan Update. She stated later in February, there will be a public meeting for the Bike and Pedestrian Plan, where she will share about Plan survey. She stated that our goal is to have 20% of the adult population complete this survey (or 2,450). Currently, we are at 123.

**Motion by Zeyghami, second by Mumper: for Plan Commission to recommend that the Board of Trustees adopt the Public Participation Strategy and Procedures for the 10-year update of Volumes 1 and 2, of the Village of Weston Comprehensive Plan, as presented in Draft Resolution No. 2026-005.**

Yes Vote: 6      No Votes: 0      Abstain: 0      Not Voting: 1      Result: PASS

<u>Member (PC)</u>	<u>Voting</u>
Cronin, Steve {Chair}	YES
Zeyghami, Hooshang {Vice Chair}	YES
Diesen, Dave	YES
Guerndt, Gary	----
Hoffman, Travis	YES
Jordan, Joe	YES
Mumper, Roy	YES

**11. January 2026 Staff-Approved Certified Survey Maps and Site Plans. [0:34:33 Zoom Meeting Recording]**

**12. January 2026 Building Permits**

**Motion by Diesen, second by Zeyghami: to acknowledge Items #11 & #12.**

Yes Vote: 6      No Votes: 0      Abstain: 0      Not Voting: 1      Result: PASS

<u>Member (PC)</u>	<u>Voting</u>
Cronin, Steve {Chair}	YES
Zeyghami, Hooshang {Vice Chair}	YES
Diesen, Dave	YES
Guerndt, Gary	----
Hoffman, Travis	YES
Jordan, Joe	YES
Mumper, Roy	YES

**13. Planning & Development Department Project Update Report. [0:35:06 Zoom Recording]**

Higgins summarized her report, attached in the meeting packet. She pointed out how many of the projects are coming to a conclusion, and staff is hopeful to start closing out more of them this spring. She stated how we have been meeting with developers on some upcoming projects (such as the corner of Schofield Avenue and Camp Phillips Road and on Business Highway 51).

Diesen questioned the status of the storage unit project on Schofield Avenue. Higgins stated will keep an eye on that project, and how once the spring thaw occurs, we will see work resume there. Maguire stated there were some issues with the organization of their group, and how they have separated from some entities.

Hoffman questioned the Ryan Street storage units. Maguire explained they have completed everything to the level of what was approved. He stated the first 5 buildings are all completed, and the planned other 3 buildings will be completed sometime in the future, though the slabs are in place. Higgins stated that they revised their Conditional Use Permit to reflect this.

**14. Announcements and Commissioner Remarks [0:38:50 Zoom Recording]**

**a. Comprehensive Plan Community Survey**

None.

Diesen stated he will need to be excused from next month's meeting.

**15. Next Regular Meeting Date – Monday, March 9, 2026, at 6pm.**

**16. Future Agenda Items or Staff Referrals [0:39:30 Zoom Recording]**

**a. 2025 Planning & Development Annual Report**

**b. Unfinished Business – Discussion of an Internal Inspection Process for Conditional Use Permits in a Wellhead Protection Zone**

Maguire presented a sneak peek draft of the annual report that staff have been working on. He stated it should be finalized by the March PC meeting.

Zeyghami and Diesen requested to receive a hard copy of that report, when it's completed.

**17. Adjourn Plan Commission**

***Motion by Diesen, second by Hoffman: to adjourn PC at 6:51 p.m.***

Steve Cronin, Village Trustee and Plan Commission Chair  
Jennifer Higgins, Director of Planning & Development  
Valerie Parker, Recording Secretary

**NOTICE OF PUBLIC HEARING  
VILLAGE OF WESTON PLAN COMMISSION**

The Village of Weston Plan Commission will hold a public hearing on **Monday, March 9, 2026, at 6:00 p.m.** in the Board Room of the Weston Municipal Center, **4747 Camp Phillips Road, Weston, WI 54476.**

The Plan Commission will consider **Project #202600032**, a request to rezone a portion of the property located at **8905 Birch Street, Weston, WI 54476**, from **RR-5 (Rural Residential- 5 Acre)** to **SF-S (Single Family Residential-Small Lot)**. The property is further described as:

**PIN (for reference):** 192 2808 294 0985 & 192 2808 294 0981

**The lands subject to this request are legally described as follows:**

**LOT 1** - PART OF LOT 1 OF CERTIFIED SURVEY MAP NUMBER 14642, RECORDED IN VOLUME 65 ON PAGE 104 AND PART OF VACATED HINNER ROAD, LOCATED IN THE SW 1/4 OF THE SE 1/4 OF SECTION 29, TOWNSHIP 28 NORTH, RANGE 8 EAST, VILLAGE OF WESTON, MARATHON COUNTY, WISCONSIN, DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTH 1 / 4 CORNER OF SAID SECTION 29; THENCE N 1" 14'28" W ALONG THE NORTH - SOUTH 1/4 LINE 1153.86 FEET; THENCE N 89°55'33" E 33.01 FEET TO THE EAST LINE OF BIRCH STREET AND TO THE POINT OF BEGINNING; THENCE N 1"14'28" W ALONG THE EAST LINE OF BIRCH STREET 148.00 FEET; THENCE S 86°58'34" E 314.55 FEET; THENCE S 1"10'38" E ALONG THE EAST LINE OF SAID LOT 1 131.00 FEET; THENCE S 89°55'35" W 313.60 FEET TO THE POINT OF BEGINNING. CONTAINING 43,749 SQ.FT.

**LOT 3** - PART OF LOT 2 OF CERTIFIED SURVEY MAP NUMBER 14642, RECORDED IN VOLUME 65 ON PAGE 104, LOCATED IN THE SW 1/4 OF THE SE 1/4 OF SECTION 29, TOWNSHIP 28 NORTH, RANGE 8 EAST, VILLAGE OF WESTON, MARATHON COUNTY, WISCONSIN, DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTH 1/4 CORNER OF SAID SECTION 29; THENCE N 68°12'56" E 209.84 FEET TO THE NORTH LINE OF SHOREY AVENUE AND TO THE POINT OF BEGINNING; THENCE N 9°44'11" W 130.00 FEET; THENCE N 80°15'49" E 155.00 FEET; THENCE S 9°44'11" E 130.00 FEET TO THE NORTH LINE OF SHOREY AVENUE; THENCE S 80°15'49" W ALONG THE NORTH LINE OF SHOREY AVENUE 155.00 FEET TO THE POINT OF BEGINNING. CONTAINING 20,150 SQ.FT.

The above-described lands correspond to areas labeled as Proposed Lots 1 and 3 on a Certified Survey Map prepared by Timothy G. Vreeland, dated January 15, 2026.

This rezoning shall apply to the lands as legally described above, regardless of any subsequent revision to the referenced Certified Survey Map, provided the general location and configuration remain substantially consistent.

Additional information related to this request is available for public inspection at the Weston Municipal Center during normal business hours or online at [www.westonwi.gov](http://www.westonwi.gov).

All interested parties are encouraged to attend. Written comments may also be submitted prior to the meeting to:

**Planning & Development Department**

Email: [plandev@westonwi.gov](mailto:plandev@westonwi.gov) | Phone: (715) 241-2613

Dated this **19<sup>th</sup> day of February, 2026.**

**Valerie Parker, Commission Clerk**

Run: February 23, 2026 and March 2, 2026.



**NOTICE OF PUBLIC HEARING  
Village of Weston Plan Commission**

NOTICE IS HEREBY GIVEN that the Village of Weston Plan Commission will hold a public hearing on **Monday, March 9, 2026, at 6:00 p.m.** in the **Board Room of the Weston Municipal Center, 4747 Camp Phillips Road, Weston, WI 54476.**

Project #202600032 has been initiated by Dustin Vreeland, Vreeland and Associates, and Dennis Wayda, on behalf of property owners Jaymi Lynn and Kelli Jo Hughes. The request seeks to **rezone the property at 8905 Birch Street** from **RR-5 (Rural Residential – 5 Acre)** to **SF-S (Single Family Residential – Small Lot)** to allow for a **three-lot Certified Survey Map.**

The rezoning would allow **smaller single-family residential lots** in place of larger rural lots, consistent with the Village's development goals. The areas affected are shown as **Proposed Lots 1 and 3** on an also proposed survey map. The **outlot** created through the Certified Survey Map would be sold to an adjacent property owner to maintain access to their property.

Residents are encouraged to attend the public hearing to **learn more and provide feedback.** Written comments may also be submitted prior to the meeting to:

**Planning & Development Department**, 4747 Camp Phillips Rd, Weston, WI 54476  
Email: [plandev@westonwi.gov](mailto:plandev@westonwi.gov) | Phone: (715) 241-2613

Questions regarding this request may be directed to Jennifer Higgins, Director/Zoning Administrator, Planning & Development Department, at (715) 241-2638, or [jhiggins@westonwi.gov](mailto:jhiggins@westonwi.gov).

**Notice to Adjacent Property Owners and Municipalities**

In accordance with Wis. Stat. § 62.23(7)(d)2 and Weston Zoning Ordinance Chapter 94, notice of this public hearing has been mailed to property owners within 300 feet of the affected parcels and to any adjacent municipality within 1,000 feet.

Dated this 19<sup>th</sup> day of February, 2026.  
Valerie Parker, Commission Clerk

Run: February 23, 2026 and March 2, 2026.

# CERTIFIED SURVEY MAP

## MARATHON COUNTY NO. \_\_\_\_\_

ALL OF LOT 2, PART OF LOT 1 OF CSM14642-65-104 AND PART OF VACATED HINNER ROAD, LOCATED IN THE SW1/4 OF THE SE1/4 OF SECTION 29, TOWNSHIP 28 NORTH, RANGE 8 EAST, VILLAGE OF WESTON, MARATHON COUNTY, WISCONSIN.

<b>VREELAND ASSOCIATES, INC.</b>
<b>LAND SURVEYORS &amp; ENGINEERS</b>
6103 DAWN STREET WESTON, WI. 54476 PH (715) 241-0947 tim@vreelandassociates.us
<b>PREPARED FOR: DENNIS WAYDA</b>
FILE #: 25-0643 WADYA
DRAFTED AND DRAWN BY: TIMOTHY G. VREELAND

SHEET 1 OF 2 SHEETS



SCALE 1" = 200'

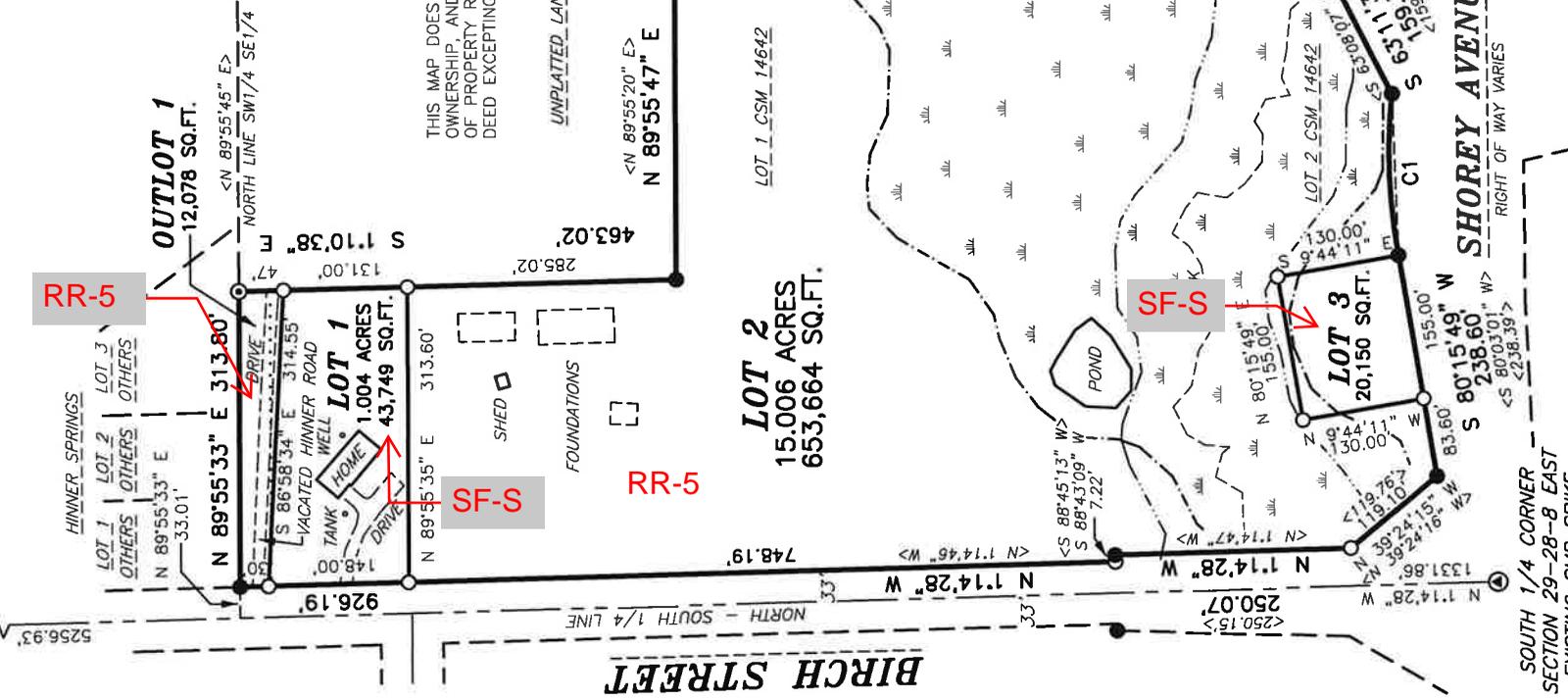
### LEGEND

- ⊙ = GOVERNMENT CORNER LOCATION PER COUNTY SURVEY RECORDS
- = 0.75" x 24" REBAR 1.502 POUNDS PER FOOT SET
- = 1.315" OUTSIDE DIAMETER IRON PIPE FOUND IN PLACE
- ⊙ = 0.75" REBAR FOUND IN PLACE

- - - = APPROXIMATE LOCATION OF WETLANDS PER DNR INVENTORY MAPPING. DELINEATION WOULD BE NEEDED TO VERIFY THE LOCATION.
- - - = APPROXIMATE LOCATION OF FLOOD PLAIN PER FEMA MAPPING.

THIS MAP DOES NOT TRANSFER PROPERTY OWNERSHIP, AND THE SALE OR TRANSFER OF PROPERTY REQUIRES A RECORDED DEED EXCEPTING PUBLIC DEDICATION.

NORTH 1/4 CORNER  
SECTION 29-28-8 EAST  
EXISTING SMP SPIKE



SOUTH 1/4 CORNER  
SECTION 29-28-8 EAST  
EXISTING SMP SPIKE

C1  
RADIUS = 617.96'  
CHORD = S 87°57'09" W 172.70'  
CENTRAL ANGLE = 16°03'53"  
ARC = 173.26'

BEARINGS REFERENCED TO THE  
NORTH - SOUTH 1/4 LINE  
BEARING N 1°14'28" W PER  
WISCONSIN COUNTY COORDINATE SYSTEM  
(MARATHON) MAD83 (2011)

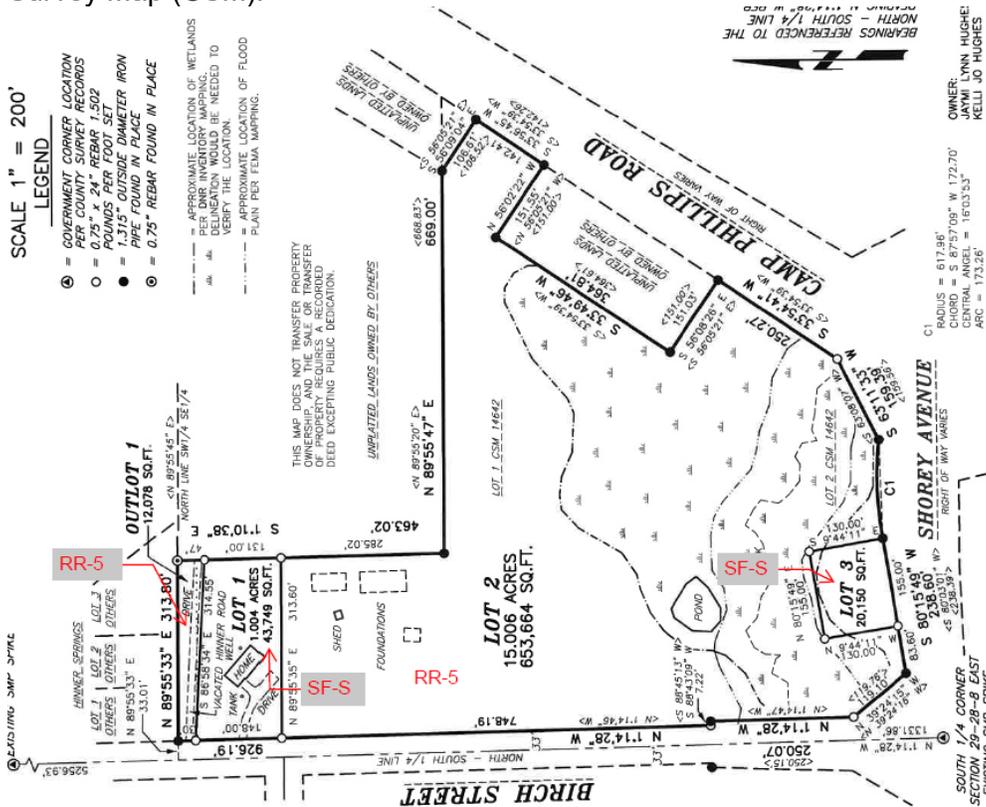
OWNER:  
JAYMI LYNN HUGHES  
KELLI JO HUGHES

# REQUEST FOR CONSIDERATION

<b>Public Mtg/Date:</b>	Plan Commission, March 9, 2026
<b>Description:</b>	Public Hearing - Project #202600032, a request to rezone a portion of the property located at 8905 Birch Street, Weston, WI 54476, from RR-5 (Rural Residential- 5 Acre) to SF-S (Single Family Residential-Small Lot).
<b>From:</b>	Jennifer Higgins, Planning & Development Director/Zoning Administrator
<b>Question:</b>	Should the Plan Commission recommend to the Board of Trustees (BOT) approval of the rezoning of a portion of 8905 Birch Street to allow the draft Certified Survey Map (CSM) to be recorded?

## BACKGROUND

Dennis Wayda, 9002 Birch Street, has an accepted offer to purchase the property located at 8905 Birch Street, which is currently zoned RR-5 (Rural Residential – 5 Acre). The applicant is requesting to rezone two smaller lots on the property to SF-S (Single Family Residential – Small Lot), as illustrated on the proposed Certified Survey Map (CSM).



Lot 1 will contain the existing single-family residence. Lot 3 is anticipated to be sold as a new single-family home site. Lot 2 will remain zoned RR-5. The existing shed on the property is proposed to be removed, and the applicant has indicated a potential future plan to construct an agricultural outbuilding.

An outlot is also being created to allow it to be conveyed to the property owner to the east, providing legal street access to Birch Street. Currently, that property accesses Birch Street via a driveway crossing the Hughes property. The proposed outlot would help resolve longstanding access and title concerns and establish a more permanent and compliant access arrangement.

# REQUEST FOR CONSIDERATION

The public hearing was duly noticed as a Class 2 notice on February 23 and March 2, 2026. Notices were also mailed to all property owners within 300 feet of the subject property. As of the date of this report, no written correspondence has been received. Any additional correspondence received prior to the meeting will be provided to the Plan Commission.

A more detailed analysis is included in the Draft Rezone Determination Form attached to this report.

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**Attached Docs:** Hearing Notice, Draft Determination Form, Current Zoning Map, Draft CSM

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**Committee Action:** None

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**Fiscal Impact:** To be determined.

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**Recommendation:** Staff have provided a detailed analysis in the Rezone Determination Document. Based on the information received to date and the consistency of the request with surrounding land uses and the proposed CSM configuration, staff recommend approval of the rezoning request.

## RECOMMENDED LANGUAGE FOR OFFICIAL ACTION

- 1) **RECOMMEND APPROVAL:** Plan Commission recommends approval of the rezone request and forwards the recommendation on to the Village Board 3/16/26 meeting agenda.
- 2) **RECOMMEND DENIAL:** Plan Commission recommends denial of the rezone request and forwards the recommendation on to the Village Board 3/16/26 meeting agenda.
- 3) **NO RECOMMENDATION:** Plan Commission takes no action, and the request moves on to the Village Board 3/16/26 meeting agenda.
- 4) **DEFER ACTION:** Plan Commission defers action to a future meeting date. Per Village Code, the Plan Commission has 45 days following the public hearing to take action.

**ADDITIONAL ACTION:** Forward recommendation to the BOT for 3/16/26 meeting  
BOT Consideration of Ordinance to Amend Zoning Map  
If approved, staff will publish ordinance & Update Zoning Map  
Approve proposed CSM (Staff)  
Notify Applicant (Staff)



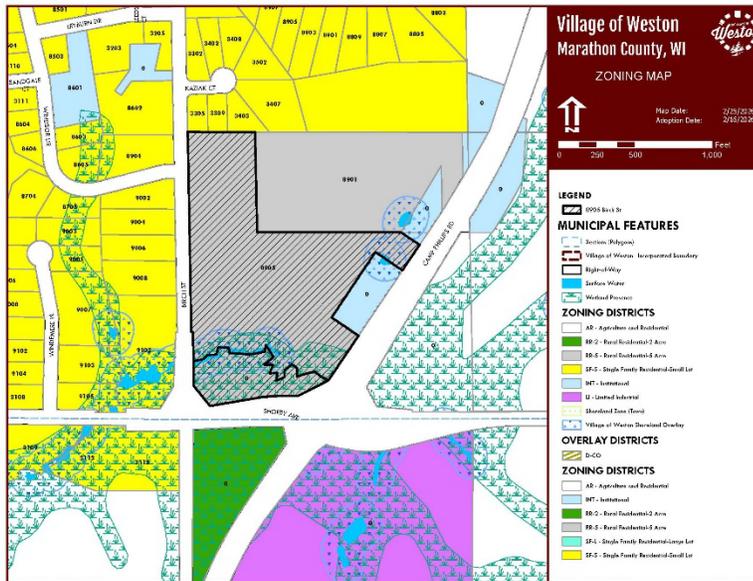
Application for Rezone  
**REZONE DETERMINATION BY THE VILLAGE OF WESTON  
 PLAN COMMISSION**

Application/Petition No.: **202600032** Hearing Date: **March 9, 2026**  
 Applicant: **Dennis Wayda, 9002 Birch Street, Weston**  
 Property Location: **8905 Birch Street**  
 Property Owner: **Jaymi Hughes, 8905 Birch Street**  
 Description: **A rezoning of a portion of a 14.5500-acre property from RR-5 to SF-S.**

The Department of Planning and Development of the Village of Weston, pursuant to the Village of Weston Zoning Code, Article 16 Processes, Section 94.16.03 Amendments to the Official Zoning Map (Rezoning), hereby makes the following findings and evaluation to the Village of Weston Plan Commission:

**GENERAL INFORMATION:**

Current Zoning: **RR-5 Rural Residential – 5 Acres**



Definition:  
 94.2.02(1)(d)

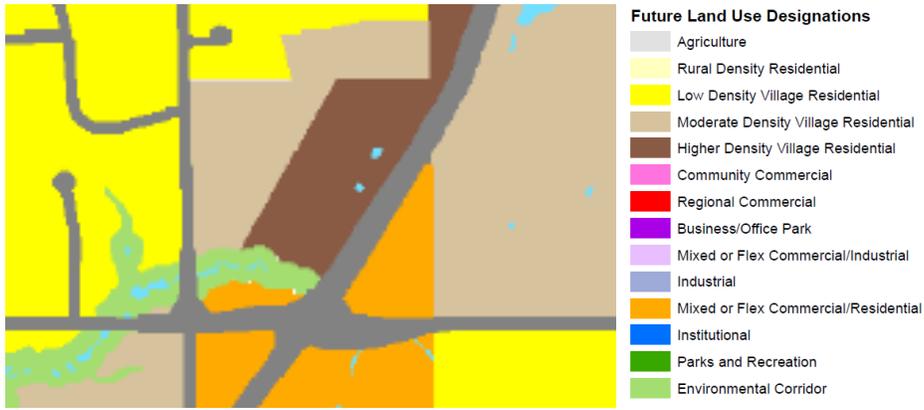
**RR-5 Rural Residential 5 Acres.** The RR-5 district is intended for mainly single family detached residential development on minimum five acre sized rural lots, along with compatible home occupations, small-scale institutional and recreational uses, and low-intensity agricultural uses. Development within this district may be served by private on-site wastewater treatment systems (POWTS), and roadways within a rural cross section. The RR-5 district is intended for areas planned for rural residential development within the Comprehensive Plan. (Predecessor districts: RR Rural Residential; SR Suburban Residential)

Proposed Zoning **SF-S Single Family Residential-Small Lot**

Definition:  
 94.2.02(2)(b)

**SF-S Single Family Residential-Small Lot.** The SF-S district is intended for mainly single family detached residential development, along with compatible home occupations and small-scale institutional and recreational uses. Development within this district is served by public sanitary sewer and water services, and roadways with an urban cross section (e.g., curbs, storm sewer). The SF-S district enables smaller lot sizes than other single family residential districts. The SF-S district is intended for areas planned for single family residential development, or portions of those areas planned for neighborhood development, within the Comprehensive Plan. (Predecessor districts: R-1 Residential-Single Family and R-2 Residential-Single Family)

Future Land Use: **Moderate Density Residential and Mixed**



FLU Description: The **Moderate Density Residential FLU** is described as a mix of single family detached residences; small-scale, attached residences with individual entries to the outdoors, such as duplexes, two-flats, townhouses, and rowhouses; and multiple family residences where the overall development falls within density guidelines to the right. May also include home occupations, family childcare, moderate scale community facilities, parks, and other compatible uses allowed in associated zoning districts.

**Typical Implementing Zoning Districts:**

- SF-S and SF-L Single Family Residential
- 2F Two Family Residential
- Managed amount of MF Multiple Family Residential
- N Neighborhood

**Development Policies:**

1. Map Moderate Density Village Residential areas where there is adequate road, bike/pedestrian, utility, and service capacity; and nearby parks, community services, and commercial services.
2. Where small single family lots and attached housing units are permitted, attend to home quality, variety, design, setbacks, and garage placement through zoning, covenants, and development agreements.
3. Anticipate greater on-street parking than in Low Density Village Residential areas, and carefully plan for such parking in a manner that does not inhibit public safety or service delivery.
4. Promote a system of interconnected streets developed according to Complete Streets principles (see Transportation chapter) and parks where planned.

**Lot Size and/or Density Range:**

Between 5 and 10 units per gross acre in each development.

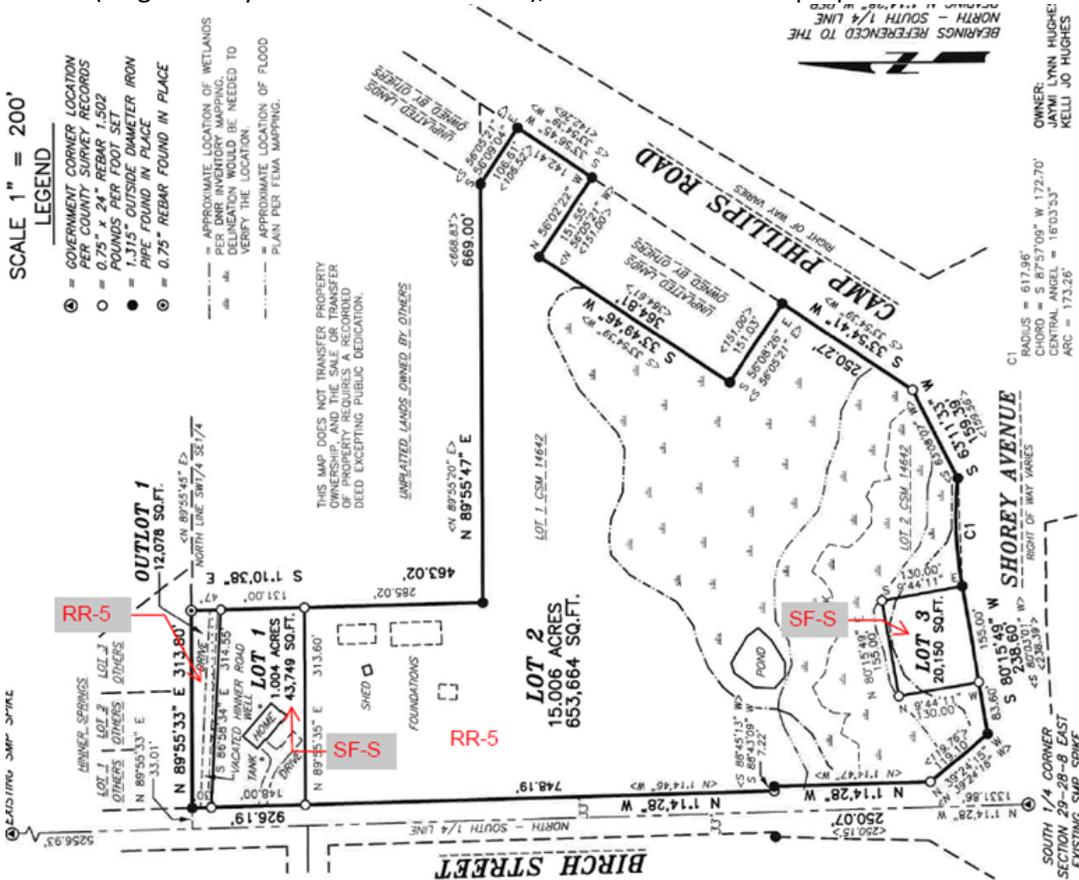
**DETERMINATION (To be Completed by Plan Commission):**

1. Is the proposed rezoning consistent with the Comprehensive Plan, as is required by Wisconsin Statutes?
2. Does the rezoning further the purpose and intent of this Chapter?

3. Does rezoning address any of the following that are not properly addressed on the current Official Zoning Map?
  1. The current zoning map contains an error, showing a use or development inconsistent with actual or intended land use.
  2. Changed conditions—such as new data, infrastructure, development, annexation, or zoning updates—make the property better suited for a different zoning district.
  3. Changes in growth patterns or rates create a need for rezoning.
  
4. Does the proposed zoning district maintain the desired consistency of land uses, land use intensities, and land use impacts as related to the surroundings of the subject property?

**BACKGROUND INFORMATION:**

Dennis Wayda, 9002 Birch Street, has an accepted offer to purchase the property located at 8905 Birch Street, which is currently zoned RR-5 (Rural Residential – 5 Acre). The applicant is requesting to rezone two smaller lots on the property to SF-S (Single Family Residential – Small Lot), as illustrated on the proposed Certified Survey Map (CSM).



Lot 1 will contain the existing single-family residence. Lot 3 is anticipated to be sold as a new single-family home site. Lot 2 will remain zoned RR-5. The existing shed on the property is proposed to be removed, and the applicant has indicated a potential future plan to construct an agricultural outbuilding.

An outlot is also being created to allow it to be conveyed to the property owner to the east, providing legal street access to Birch Street. Currently, that property accesses Birch Street via a driveway crossing the Hughes property. The proposed outlot would help resolve longstanding access and title concerns and establish a more permanent and compliant access arrangement.

**CURRENT PROPERTY CONDITIONS:**

Currently there is a single-family home on the property. The neighbor to the east accesses their property through this single-family home property.

**STAFF RECOMMENDATION:**

Staff recommend approval based on the submittal and information currently available to us.

The change is consistent with the Comprehensive Plan. The SF-S zoning district is one of the typical implementation districts within the Moderate Density Residential.

**PLAN COMMISSION ACTION OPTIONS: (Process is outlined in Sec. 94.16.03(6))**

- 1) **RECOMMEND APPROVAL:** Plan Commission recommends approval of the rezone request and forwards the recommendation on to the Village Board 3/16/26 meeting agenda.
- 2) **RECOMMEND DENIAL:** Plan Commission recommends denial of the rezone request and forwards the recommendation on to the Village Board 3/16/26 meeting agenda.
- 3) **NO RECOMMENDATION:** Plan Commission takes no action and the request moves on to the Village Board 3/16/26 meeting agenda.
- 4) **DEFER ACTION:** Plan Commission can defer action until the next meeting date. The Plan Commission has 45 days following the public hearing per code to take action.

**PC ACTION TAKEN:**

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<b>Plan Commission Determination on 3/9/26:</b>	<b>RECOMMEND APPROVAL/DENIAL</b>
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**VILLAGE BOARD POLICY CHOICES: (Process is outlined in Sec. 94.16.03(8))**

- 1) Board approves the rezone request per the PC recommendation by adopting Ord. No. 26-0XX as written. (simple majority required)
- 2) Board approves the rezone request with modifications to Ord. No. 26-0XX – Sec. 94.16.03(8)(b) Requires affirmative vote of ¾ or greater of the full Village Board.
- 3) Board denies the rezone request. – Sec. 94.16.03(8)(b) Requires affirmative vote of ¾ or greater of the full Village Board.

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<b>Board of Trustees Determination on 3/16/26:</b>	<b>APPROVE/DENY</b>
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**BOARD ACTION TAKEN:**

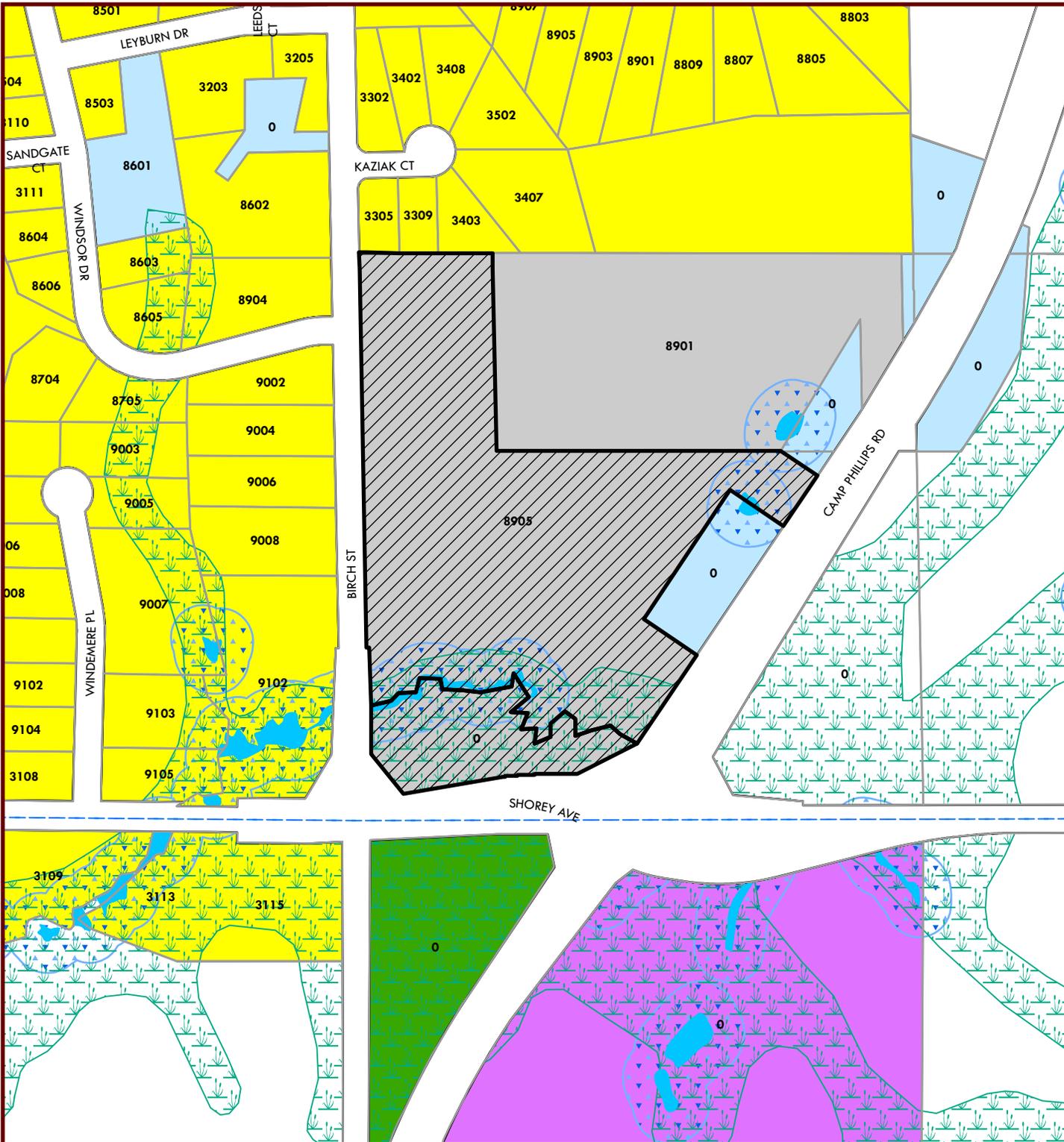
# Village of Weston Marathon County, WI



## ZONING MAP



Map Date: 2/25/2026  
Adoption Date: 2/16/2026



### LEGEND

8905 Birch St

### MUNICIPAL FEATURES

Sections (Polygons)

Village of Weston Incorporated Boundary

Right-of-Way

Surface Water

Wetland Presence

### ZONING DISTRICTS

AR - Agriculture and Residential

RR-2 - Rural Residential-2 Acre

RR-5 - Rural Residential-5 Acre

SF-S - Single Family Residential-Small Lot

INT - Institutional

LI - Limited Industrial

Shoreland Zone (Town)

Village of Weston Shoreland Overlay

### OVERLAY DISTRICTS

D-CO

### ZONING DISTRICTS

AR - Agriculture and Residential

INT - Institutional

RR-2 - Rural Residential-2 Acre

RR-5 - Rural Residential-5 Acre

SF-L - Single Family Residential-Large Lot

SF-S - Single Family Residential-Small Lot



# CERTIFIED SURVEY MAP

ALL OF LOT 2, PART OF LOT 1 OF CSM 14642-65-104 AND PART OF  
VACATED HINNER ROAD, LOCATED IN THE SW1/4 OF THE SE1/4  
OF SECTION 29, TOWNSHIP 28 NORTH, RANGE 8 EAST,  
VILLAGE OF WESTON, MARATHON COUNTY, WISCONSIN.

## SHEET 2 OF 2 SHEETS

### SURVEYORS CERTIFICATE

I, TIMOTHY G. VREELAND, PROFESSIONAL LAND SURVEYOR, DO HEREBY CERTIFY THAT AT THE DIRECTION OF DENNIS WAYDA, I SURVEYED, MAPPED AND DIVIDED ALL OF LOT 2, PART OF LOT 1 OF CERTIFIED SURVEY MAP NUMBER 14642, RECORDED IN VOLUME 65 ON PAGE 104 AND PART OF VACATED HINNER ROAD, LOCATED IN THE SW1/4 OF THE SE1/4 OF SECTION 29, TOWNSHIP 28 NORTH, RANGE 8 EAST, VILLAGE OF WESTON, MARATHON COUNTY, WISCONSIN, DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTH 1/4 CORNER OF SAID SECTION 29; THENCE N 1°14'28" W ALONG THE NORTH - SOUTH 1/4 LINE 1331.86 FEET; THENCE N 89°55'33" E 33.01 FEET TO THE EAST LINE OF BIRCH STREET AND TO THE POINT OF BEGINNING; THENCE CONTINUING N 89°55'33" E ALONG THE NORTH LINE OF THE SOUTHWEST 1/4 OF THE SOUTHEAST 1/4 313.80 FEET; THENCE S 1°10'38" E ALONG THE EAST LINE OF SAID LOT 1 463.02 FEET; THENCE N 89°55'47" E ALONG THE NORTH LINE OF SAID LOT 1 669.00 FEET; THENCE S 56°09'04" E ALONG THE NORTH LINE OF SAID LOT 1 106.61 FEET TO THE WEST LINE OF CAMP PHILLIPS ROAD; THENCE S 33°56'45" W ALONG THE WEST LINE OF CAMP PHILLIPS ROAD 142.41 FEET; THENCE N 56°02'22" W ALONG THE EAST LINE OF SAID LOT 1 151.55 FEET; THENCE S 33°49'46" W ALONG THE EAST LINE OF SAID LOT 1 364.81 FEET; THENCE S 56°08'26" E ALONG THE EAST LINE OF SAID LOT 1 151.03 FEET TO THE WEST LINE OF CAMP PHILLIP ROAD; THENCE S 33°54'41" W ALONG THE WEST LINE OF CAMP PHILLIPS ROAD 250.27 FEET; THENCE S 63°11'33" W ALONG THE WEST LINE OF CAMP PHILLIPS ROAD 159.39 FEET; THENCE 173.26 FEET ALONG THE ARC OF A CURVE AND ALONG THE NORTH LINE OF SHOREY AVENUE CONCAVE TO THE SOUTH, WHOSE RADIUS IS 617.96 FEET, WHOSE CENTRAL ANGLE IS 16°03'53", AND WHOSE CHORD BEARS S 87°57'09" W 172.70 FEET; THENCE S 80°15'49" W ALONG THE NORTH LINE OF SHOREY AVENUE 238.60 FEET; THENCE N 39°24'15" W ALONG THE EAST LINE OF BIRCH STREET 119.10 FEET; THENCE N 1°14'28" W ALONG THE EAST LINE OF BIRCH STREET 250.07 FEET; THENCE S 88°43'09" W ALONG THE EAST LINE OF BIRCH STREET 7.22 FEET; THENCE N 1°14'28" W ALONG THE EAST LINE OF BIRCH STREET 926.19 FEET TO THE POINT OF BEGINNING. SUBJECT TO ALL EASEMENTS, RESTRICTIONS AND RIGHTS OF WAY OF RECORD AND USE.

THAT SUCH MAP IS A CORRECT REPRESENTATION OF ALL EXTERIOR BOUNDARIES OF THE LAND SURVEYED AND THE DIVISION AND THE CERTIFIED SURVEY MAP THEREOF MADE.

THAT I HAVE FULLY COMPLIED WITH SECTION 236.34 OF THE WISCONSIN STATUTES IN SURVEYING, MAPPING AND DIVIDING THE LANDS, CHAPTER A-E 7 OF THE WISCONSIN ADMINISTRATIVE CODE AND THE LAND DIVISION ORDINANCE OF THE VILLAGE OF WESTON, ALL TO THE BEST OF MY KNOWLEDGE AND BELIEF IN SURVEYING, DIVIDING AND MAPPING THE SAME.

DATED THIS 15TH DAY OF JANUARY, 2026  
SURVEY PERFORMED DECEMBER 23RD, 2026

TIMOTHY G. VREELAND P.L.S. 2291

REVIEWED AND APPROVED FOR  
RECORDING BY THE VILLAGE OF  
WESTON

DATE: \_\_\_\_\_

VILLAGE OF WESTON

**NOTICE OF PUBLIC HEARING  
VILLAGE OF WESTON PLAN COMMISSION**

The Village of Weston Plan Commission will hold a public hearing on **Monday, March 9, 2026, at 6:00 p.m.** in the Board Room of the Weston Municipal Center, **4747 Camp Phillips Road, Weston, WI 54476.**

The Plan Commission will consider **Project #202600056**, a request to rezone a portion of the property located at **7105 Christiansen Avenue, Weston, WI 54476**, from **SF-L (Single Family Residential- Large Lot)** to **SF-S (Single Family Residential-Small Lot)**. The property is further described as:

**PIN (for reference):** 192 2808 104 0973

**Legal Description:**

East 660.64 feet of Lot 2, CSM No. 17588 comprising approximately 21,801 Square Feet or 0.50 Acres.

Additional information related to this request is available for public inspection at the Weston Municipal Center during normal business hours or online at [www.westonwi.gov](http://www.westonwi.gov).

All interested parties are encouraged to attend. Written comments may also be submitted prior to the meeting to:

**Planning & Development Department**

Email: [plandev@westonwi.gov](mailto:plandev@westonwi.gov) | Phone: (715) 241-2613

Dated this **19<sup>th</sup> day of February, 2026.**

**Valerie Parker, Commission Clerk**

Run: February 23, 2026 and March 2, 2026.



**NOTICE OF PUBLIC HEARING  
Village of Weston Plan Commission**

NOTICE IS HEREBY GIVEN that the Village of Weston Plan Commission will hold a public hearing on **Monday, March 9, 2026, at 6:00 p.m.** in the **Board Room of the Weston Municipal Center, 4747 Camp Phillips Road, Weston, WI 54476.**

**Project #202600056** has been initiated by Dan Higginbotham, Plover River Land Company, and Travis Hoffman, on behalf of property owner Ronald Dombrowski. The request seeks to **rezone a portion of the property at 7105 Christiansen Avenue from SF-L (Single Family Residential- Large Lot) to SF-S (Single Family Residential – Small Lot).** The rezoning would allow a portion of the subject parcel to be combined with the property located at 7209 Executive Court through a future two-lot Certified Survey Map (CSM).

Specifically, the proposal involves the purchase of the East 660.64 feet of Lot 2, CSM No. 17588 (approximately 33 feet by 660.64 feet) from Ronald Dombrowski by Travis Hoffman. The subject parcel is proposed to be rezoned from SF-L to SF-S so it may be combined with the existing Hoffman property into a single parcel. Following approval of the rezoning, a new two-lot Certified Survey Map would be recorded showing the Dombrowski parcel minus the eastern portion and the rezoned parcel combined with the existing Hoffman property.

Residents are encouraged to attend the public hearing to **learn more and provide feedback.** Written comments may also be submitted prior to the meeting to:

**Planning & Development Department**, 4747 Camp Phillips Rd, Weston, WI 54476  
Email: [plandev@westonwi.gov](mailto:plandev@westonwi.gov) | Phone: (715) 241-2613

Questions regarding this request may be directed to Jennifer Higgins, Director/Zoning Administrator, Planning & Development Department, at (715) 241-2638, or [jhiggins@westonwi.gov](mailto:jhiggins@westonwi.gov).

**Notice to Adjacent Property Owners and Municipalities**

In accordance with Wis. Stat. § 62.23(7)(d)2 and Weston Zoning Ordinance Chapter 94, notice of this public hearing has been mailed to property owners within 300 feet of the affected parcels and to any adjacent municipality within 1,000 feet.

Dated this 19<sup>th</sup> day of February, 2026.  
Valerie Parker, Commission Clerk

Run: February 23, 2026 and March 2, 2026.



# REQUEST FOR CONSIDERATION

The public hearing was duly noticed as a Class 2 notice on February 23 and March 2, 2026. Notices were also mailed out to all property owners within 300 feet of the property. To date, no written correspondence has been received. If any are received between now and Monday, they will be brought to the meeting.

A more detailed staff report has been included in the Draft Determination Form attached.

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**Attached Docs:** Hearing Notice, Draft Determination Form,

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**Committee Action:** None

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**Fiscal Impact:** To be determined.

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**Recommendation:** Staff report provided in the Rezone Determination Document included. Based on the information we have received to date, Staff recommends approval.

## RECOMMENDED LANGUAGE FOR OFFICIAL ACTION

- 1) **RECOMMEND APPROVAL:** Plan Commission recommends approval of the rezone request and forwards the recommendation on to the Village Board 3/16/26 meeting agenda.
- 2) **RECOMMEND DENIAL:** Plan Commission recommends denial of the rezone request and forwards the recommendation on to the Village Board 3/16/26 meeting agenda.
- 3) **NO RECOMMENDATION:** Plan Commission takes no action, and the request moves on to the Village Board 3/16/26 meeting agenda.
- 4) **DEFER ACTION:** Plan Commission can defer action until the next meeting date. The Plan Commission has 45 days following the public hearing per code to take action.

**ADDITIONAL ACTION:** Forward recommendation to the BOT for 3/16/26 meeting  
BOT Consideration of Ordinance to Amend Zoning Map  
If approved, staff will publish ordinance & Update Zoning Map  
Notify Applicant (Staff)



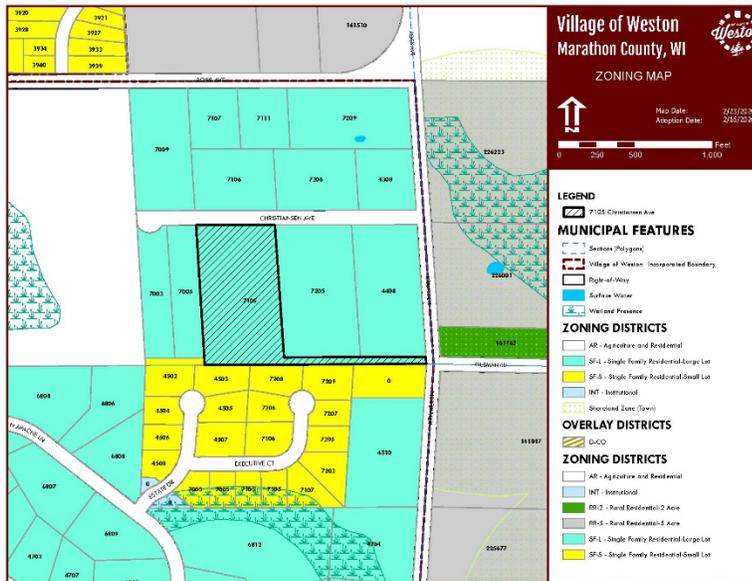
Application for Rezone  
**REZONE DETERMINATION BY THE VILLAGE OF WESTON  
 PLAN COMMISSION**

Application/Petition No.: **20260056** Hearing Date: **March 9, 2026**  
 Applicant: **Travis Hoffman, on behalf of owner Ronald Dombrowski, 7105 Christiansen Avenue**  
 Property Location: **7105 Christiansen Avenue**  
 Property Owner: **Ronald Dombrowski**  
 Description: **A rezoning of a portion of a 5.9660-acre property from SF-L to SF-S.**

The Department of Planning and Development of the Village of Weston, pursuant to the Village of Weston Zoning Code, Article 16 Processes, Section 94.16.03 Amendments to the Official Zoning Map (Rezoning), hereby makes the following findings and evaluation to the Village of Weston Plan Commission:

**GENERAL INFORMATION:**

Current Zoning: **Single Family Residential – Large Lot (SF-L)**



Definition:  
 94.2.02(2)(a)

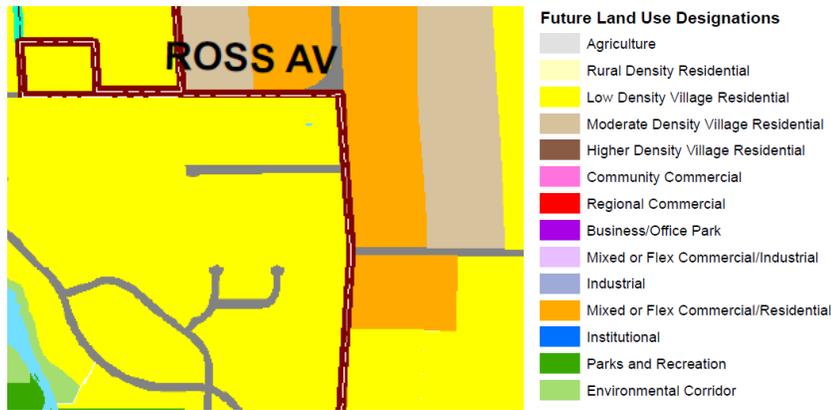
*SF-L Single Family Residential-Large Lot.* The SF-L district is intended for mainly single family detached residential development, along with compatible home occupations and small-scale institutional and recreational uses. New development within this district shall be served by public sanitary sewer and water services but may have roadways with a rural cross section (e.g., roadside swales). The SF-L district generally requires a minimum lot size between those required in the RR and SF-S districts. The SF-L district is intended for areas planned for single family residential development, or for portions of areas planned for neighborhood development, within the Comprehensive Plan. (Predecessor district: S-R Suburban Residence and R-E Residential Estate)

Proposed Zoning **SF-S Single Family Residential-Small Lot**

Definition:  
 94.2.02(2)(b)

*SF-S Single Family Residential-Small Lot.* The SF-S district is intended for mainly single family detached residential development, along with compatible home occupations and small-scale institutional and recreational uses. Development within this district is served by public sanitary sewer and water services, and roadways with an urban cross section (e.g., curbs, storm sewer). The SF-S district enables smaller lot sizes than other single family residential districts. The SF-S district is intended for areas planned for single family residential development, or portions of those areas planned for neighborhood development, within the Comprehensive Plan. (Predecessor districts: R-1 Residential-Single Family and R-2 Residential-Single Family)

Future Land Use: **Low Density Village Residential**



FLU Description: The **Low Density Village Residential FLU** is described as predominately single family detached residences, but may also include two family, townhome, and accessory dwelling units where the overall development falls within density range to the right. May also include home occupations, family childcare, small community facilities, parks, and other compatible uses allowed in associated zoning districts.

**Typical Implementing Zoning Districts:**

- Predominately SF-S and SF-L Single Family Residential, or N Neighborhood where the village approves a unique design, layout, theme, or lot sizes.
- May also include limited 2F Two Family Residential zoning and possibly MF Multiple Family zoning at village discretion where development gross density to right

**Development Policies:**

1. Map Low Density Village Residential areas throughout the village, particularly adjacent to natural resources and away from intensive industrial and commercial areas.
2. Where small single-family lots and attached housing units are permitted, attend to home quality, variety, design, setbacks, and garage placement through zoning, covenants, and development agreements.
3. Assure that housing that is not single family detached, and community uses, are carefully woven into the fabric of each predominately single-family residential neighborhood.
4. Promote a system of interconnected streets developed according to Complete Streets principles (see Transportation chapter) and parks where planned.

**Lot Size and/or Density Range:**

Fewer than 5 units per gross acre in each development.

**DETERMINATION (To be Completed by Plan Commission):**

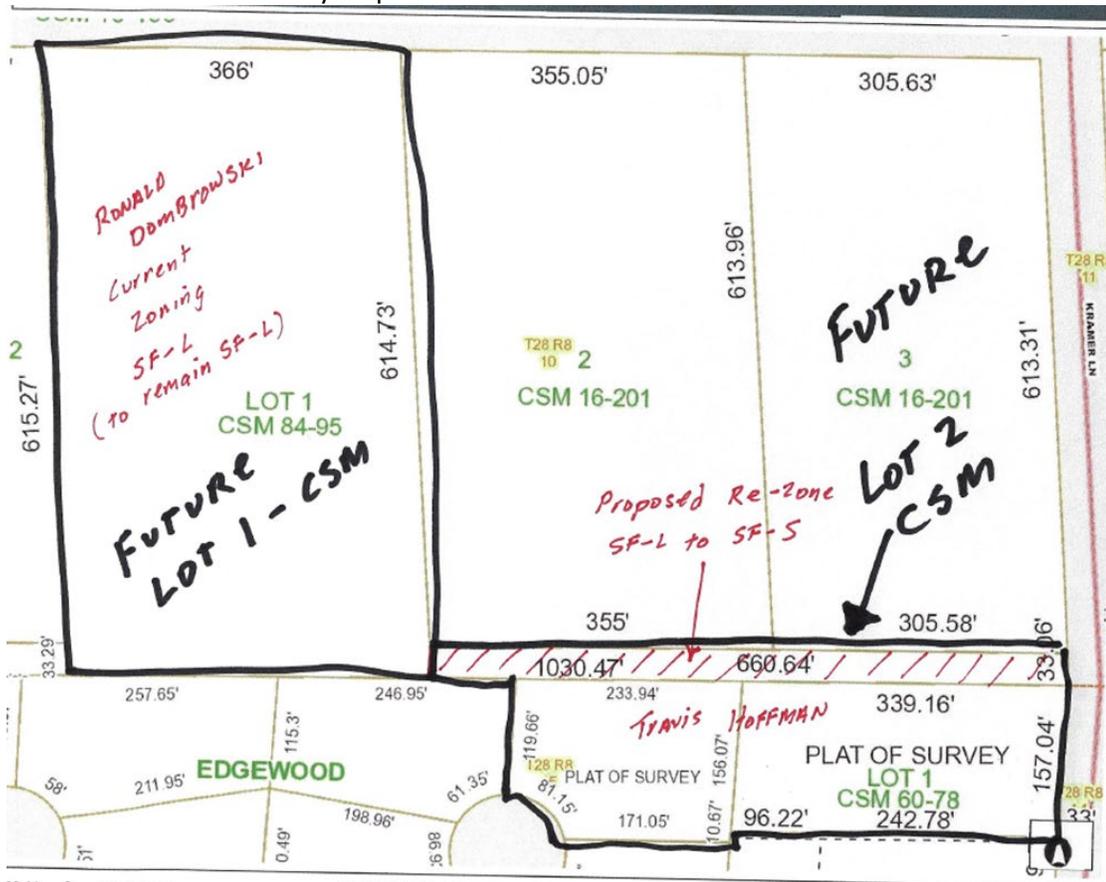
1. Is the proposed rezoning consistent with the Comprehensive Plan, as is required by Wisconsin Statutes?
2. Does the rezoning further the purpose and intent of this Chapter?
3. Does rezoning address any of the following that are not properly addressed on the current Official Zoning Map?
  1. The current zoning map contains an error, showing a use or development inconsistent with actual or intended land use.
  2. Changed conditions—such as new data, infrastructure, development, annexation, or zoning updates—make the property better suited for a different zoning district.

3. Changes in growth patterns or rates create a need for rezoning.

4. Does the proposed zoning district maintain the desired consistency of land uses, land use intensities, and land use impacts as related to the surroundings of the subject property?

**BACKGROUND INFORMATION:**

Ronald Dombrowski, 7105 Christiansen Avenue, owns an irregular shaped, 5.9660-acre parcel which is currently zoned SF-L (Single Family Residential- Large Lot). His neighbor to the south and east, Travis Hoffman, 7209 Executive Ct would like to purchase a 660.64' strip of the property and add it to his two existing SF-S (Single Family Residential – Small Lot) parcels via a future certified survey map.



Future Lot 1 will contain the existing single-family residence Mr. Dombrowski lives in. The new Lot 2 will be formed by combining Mr. Hoffman’s existing home lot in Edgewood Estates and the lot he owns to the east along Kramer Ln along with the 660.64’ strip he plans to purchase from Mr. Dombroski.

**CURRENT PROPERTY CONDITIONS:**

Currently there is a single-family home on the property.

**STAFF RECOMMENDATION:**

Staff recommend approval based on the submittal and information currently available to us.

The change is consistent with the Comprehensive Plan. The SF-S zoning district is one of the typical implementation districts within the Low Density Village Residential.

**PLAN COMMISSION ACTION OPTIONS: (Process is outlined in Sec. 94.16.03(6))**

1) **RECOMMEND APPROVAL:** Plan Commission recommends approval of the rezone request and forwards the recommendation on to the Village Board 3/16/26 meeting agenda.

- 2) **RECOMMEND DENIAL:** Plan Commission recommends denial of the rezone request and forwards the recommendation on to the Village Board 3/16/26 meeting agenda.
- 3) **NO RECOMMENDATION:** Plan Commission takes no action and the request moves on to the Village Board 3/16/26 meeting agenda.
- 4) **DEFER ACTION:** Plan Commission can defer action until the next meeting date. The Plan Commission has 45 days following the public hearing per code to take action.

**PC ACTION TAKEN:**

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**Plan Commission Determination on 3/9/26:**

**RECOMMEND APPROVAL/DENIAL**

---

**VILLAGE BOARD POLICY CHOICES: (Process is outlined in Sec. 94.16.03(8))**

- 1) Board approves the rezone request per the PC recommendation by adopting Ord. No. 26-0XX as written. (simple majority required)
- 2) Board approves the rezone request with modifications to Ord. No. 26-0XX – Sec. 94.16.03(8)(b) Requires affirmative vote of  $\frac{3}{4}$  or greater of the full Village Board.
- 3) Board denies the rezone request. – Sec. 94.16.03(8)(b) Requires affirmative vote of  $\frac{3}{4}$  or greater of the full Village Board.

---

**Board of Trustees Determination on 3/16/26:**

**APPROVE/DENY**

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**BOARD ACTION TAKEN:**

# REQUEST FOR CONSIDERATION

<b>Public Mtg/Date:</b>	Plan Commission, March 9, 2026
<b>Description:</b>	Sign Special Exception – Project #20260061, a request for a Special Exception Sign Permit for Macco’s Floor Covering, 3111 Schofield Avenue.
<b>From:</b>	Audrey Webster, Assistant Planner Jennifer Higgins, Director of Planning & Development/Zoning Administrator
<b>Question:</b>	Should the Plan Commission approve the Special Exception Sign Permit request submitted by Jones Sign Company for Macco’s, allowing installation of a replacement of the cabinet on an existing monument sign which is partially in the Village road right of way?

## Background

Macco’s Floor Covering Center recently submitted a new cabinet replacement sign for their existing monument sign located at 3111 Schofield Ave. The property is located in the **B-2 (Highway Business) Zoning District**, which allows:

- **One (1) freestanding pylon or monument sign per public street frontage per lot**
- **Maximum sign area:** 64 square feet
- **Maximum sign height:** 20 feet
- **Minimum setback:** Equal to the height of the sign

### Existing Monument Sign

- Height: 6’ – 5 ½”
- Area: 32.1 square feet
- Location: Existing location, partially within the public right-of-way

### Proposed Monument Sign

- Height: 6’ – 5 ½”
- Area: 32.1 square feet
- Location: Same existing location (0-foot setback). Per GIS mapping it is approximately 1.5 ft from back of sidewalk.

The proposed sign does not exceed maximum height or area requirements. The only nonconformity relates to placement within the public right-of-way and failure to meet the required setback (equal to sign height).

Reusing the existing footing and pole does not exempt the sign from compliance when a new permit is requested.

# REQUEST FOR CONSIDERATION

Because of the location:

- The sign constitutes an encroachment into the public right-of-way
- Required setbacks are not met
- The nonconformity is related to placement, not size

## OPTIONS PROVIDED TO APPLICANT

### Option A – Relocate the Sign

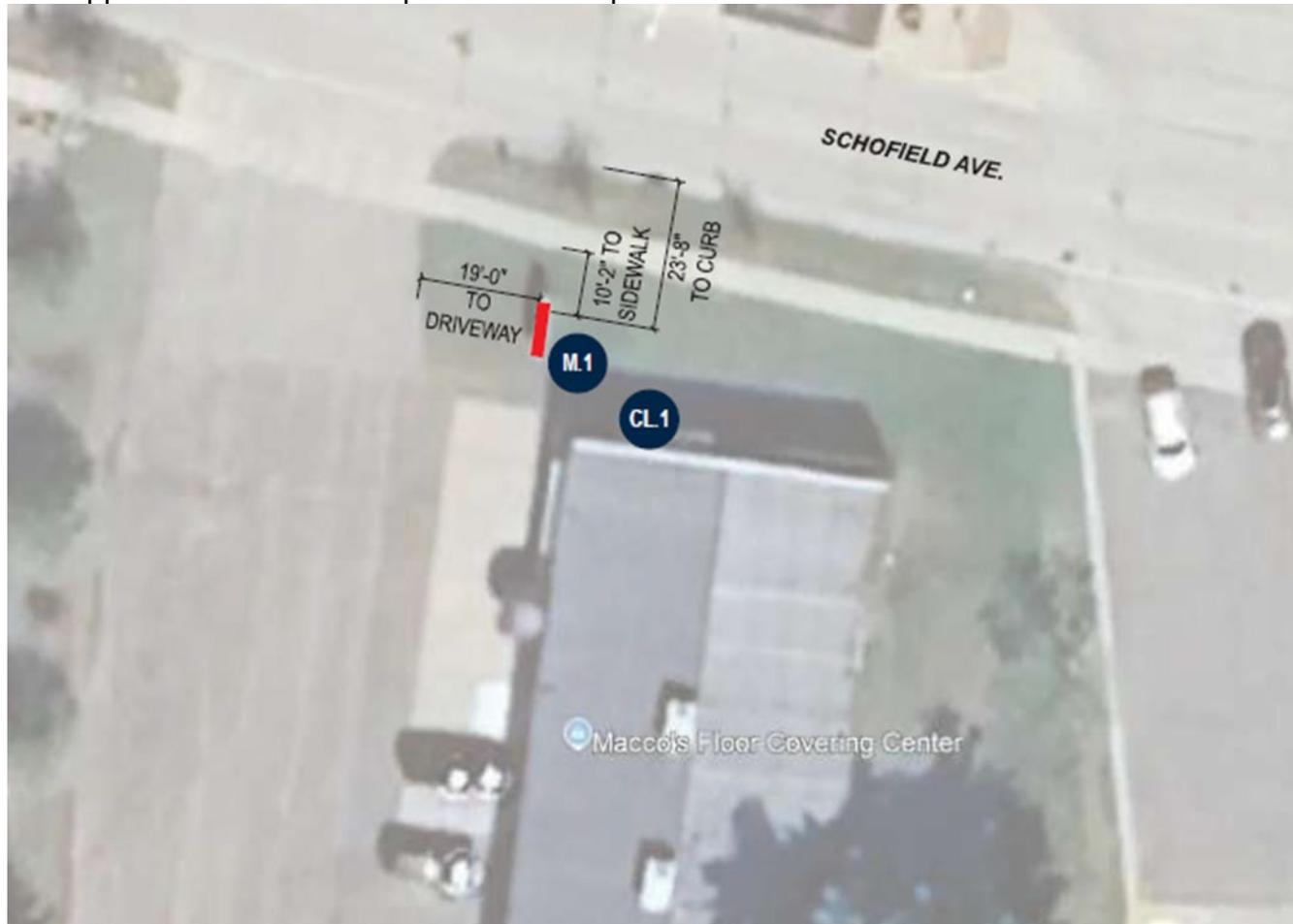
Move the monument sign fully onto private property and meet required setbacks. This would allow administrative approval as a conforming sign permit.

### Option B – Maintain Existing Location

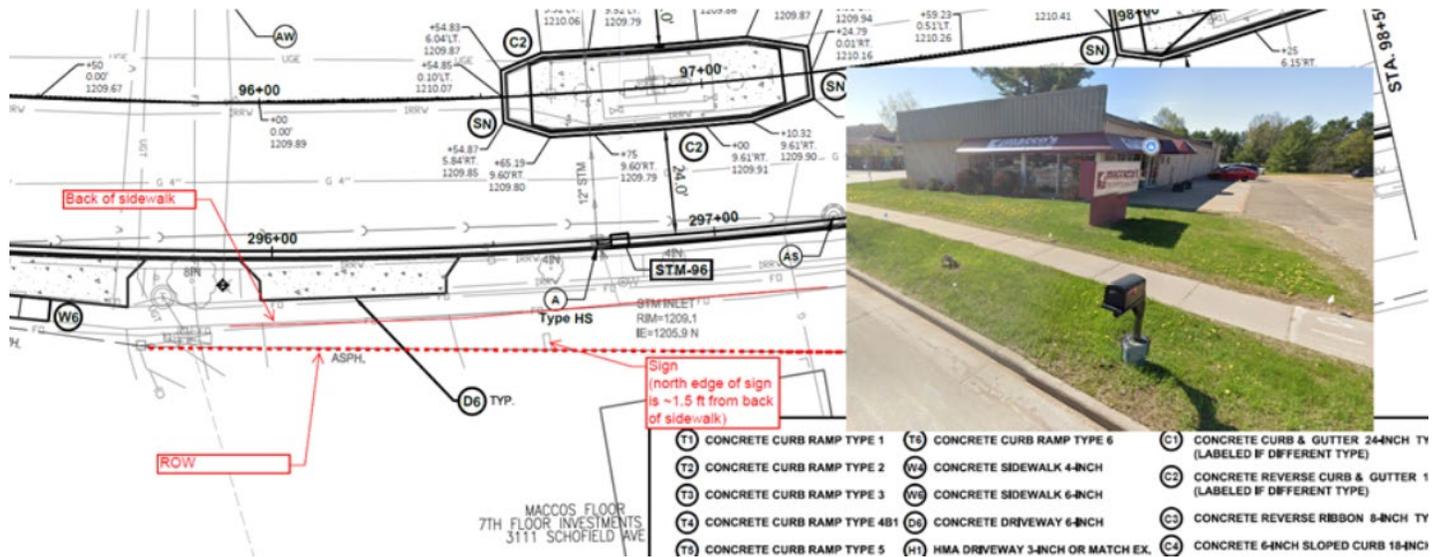
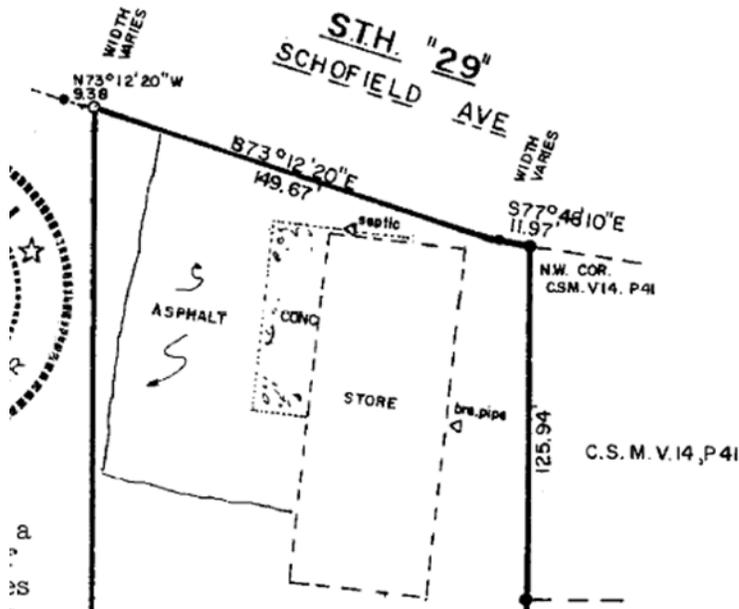
Proceed with:

- Special Exception Sign Permit (Plan Commission approval)
- Encroachment Agreement (Board of Trustees approval and recording)

The applicant has chosen to proceed with Option B.



# REQUEST FOR CONSIDERATION



## Survey Requirement / Location Verification

There appear to be discrepancies between the monument sign location shown on the submitted site plan and information previously provided by the Department of Public Works during early discussions with the applicant. Because the exact location of the sign relative to the property line and right-of-way boundary is critical for preparation of an Encroachment Agreement, the Village must have verified boundary information.

# REQUEST FOR CONSIDERATION

Prior to execution of any Encroachment Agreement, the applicant shall provide an **ALTA Survey or certified boundary survey** prepared by a licensed land surveyor identifying:

- The property line
- The right-of-way boundary
- The exact location of the monument sign (including footing and base)
- Measured setbacks from all relevant lot lines

This survey is necessary to ensure the encroachment document accurately reflects the extent of any intrusion into the public right-of-way and protects the Village's legal interests.

## WHY AN ENCROACHMENT AGREEMENT IS REQUIRED

When private structures are located within the public right-of-way, a formal Encroachment Agreement is necessary to:

1. **Protect Public Infrastructure**  
Ensure continued access for roadways, sidewalks, drainage, utilities, snow storage, and future reconstruction.
2. **Limit Municipal Liability**  
Clarify ownership and maintenance responsibility and include indemnification provisions.
3. **Preserve Public Property Rights**  
Confirm that the structure is permitted by revocable authorization and does not create permanent private rights.
4. **Allow Future Public Improvements**  
Require removal or relocation at the owner's expense if necessary.
5. **Ensure Consistency and Fair Administration**  
Provide equal treatment and clear documentation for future staff and governing bodies.

The encroachment agreement is not a hardship measure — it is a legal mechanism to protect public interests.

## SPECIAL EXCEPTION CRITERIA ANALYSIS

The Sign Code allows Special Exceptions when specific criteria are met:

- **Consistent with the purpose and intent of this Chapter and this Section.**  
  
The proposal reduces the overall sign mass and does not conflict with the intent of the ordinance.
- **Consistent with the Comprehensive Plan including any applicable aesthetic signage guidelines therein.**  
  
The proposal is consistent with the Comprehensive Plan and applicable aesthetic signage guidelines.

# REQUEST FOR CONSIDERATION

- **Not negatively affecting the reasonable use and development of nearby properties or the community.**

The proposed sign is similar in size to the existing sign and consistent with surrounding commercial development.

- **Compatible with existing signage on and visible from the subject site and not significantly exceeding the height, area, or quantity of such existing signage.**

The proposal does not exceed height, area, or quantity limitations and remains proportional to other signage along the corridor..

- **Proportional with the scale of the subject site and the building(s) and use(s) on the subject site to which the sign relates or advertises.**

The sign is appropriately scaled to the building and arterial roadway context.

- **Not hazardous, harmful, or otherwise adverse to the natural environment and aesthetic value of the site, nearby properties, and the community.**

No adverse environmental or aesthetic impacts are anticipated.

- **Not negatively affecting the safe and efficient installation, use, and maintenance of public facilities serving the area, including but not limited to roadways, sidewalks and paths, and utilities.**

While located within the right-of-way, the encroachment agreement ensures protection of public facilities and allows removal if necessary.

- **Supported by evidence that normally applicable requirements do not provide for sufficient visibility for the proposed signage or use(s) it advertises, such as a highway visibility study for freestanding signage that exceeds normally applicable height area requirements.**

The arterial roadway context supports the appropriateness of monument signage in this location. The proposal maintains existing visibility conditions without intensification.

The only deviation from code requirements relates to setback due to the sign's placement within the public right-of-way. The proposal does not increase height, area, or intensity of signage.

Staff finds the Special Exception criteria are met **provided that an Encroachment Agreement is executed and recorded.**

---

**Attached Docs:**

- Notification letter to adjacent properties
- Project Narrative

# REQUEST FOR CONSIDERATION

- Sign Specs
- Draft Encroachment Agreement

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**Committee Action:** N/A

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**FISCAL IMPACT:** N/A

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**Recommendation:** Staff recommends approval of the Special Exception Sign Permit with the following conditions:

1. A certified **ALTA Survey or boundary survey** prepared by a licensed land surveyor shall be submitted identifying:
  - The property line
  - The public right-of-way boundary
  - The exact location of the monument sign, including footing and base
  - Measured setbacks from all relevant lot lines
2. An Encroachment Agreement shall be executed and recorded with the Marathon County Register of Deeds prior to issuance of any sign permit.
3. Sign permits shall be obtained for all approved signage prior to installation.

## Recommended Language for Official Action

**I move to approve the Special Exception Sign Permit for Macco's Floor Covering at 3111 Schofield Avenue, allowing installation of a replacement monument sign cabinet in the existing location, which does not meet the minimum setback requirements, subject to the following conditions:**

- 1. Submission of a certified ALTA Survey or boundary survey verifying the exact location of the sign relative to the property line and public right-of-way;**
- 2. Execution and recording of an Encroachment Agreement prior to permit issuance; and**
- 3. Issuance of required sign permits prior to installation.**

**Or**

**Motion to deny which would require them to find a legal location on the property.**

---

**Additional action:** Issuance of Sign Permits (Staff)

February 26, 2026

Re: Macco's Floor Coverings - Special Exception for Signage

Dear Weston Property Owner,

NOTICE IS HEREBY GIVEN that the Village of Weston Plan Commission will hold a meeting on Monday, March 9, 2026, at approximately 6:00 p.m., or shortly thereafter, at the Weston Municipal Center, 4747 Camp Phillips Road, Weston, WI 54476, to discuss the following request:

Project #20260061 – A Special Exception Sign Permit request submitted by Macco's Floor Covering/7<sup>th</sup> Floor Investments/Jones Sign Company, to allow an existing monument sign to be refaced that exceeds the maximum permitted sign height and minimum setback requirements, pursuant to the procedures outlined in Article 13: Signs, Section 94.13.02(9), in the B-2 (Highway Business) Zoning District, for the property located at 3111 Schofield Avenue, legally described as:

*Part of the Southeast One-Quarter of the Southwest One-Quarter (SE 1/4 of the SW 1/4) of Section 17, Township 28 North, Range 08 East, being Parcel identified by Certified Survey Map recorded in Volume 17, Page 223, Document No. 881656, as Document Number 4755, PIN 192-2808-173-0978*

Application materials are available for public inspection at the Village of Weston Planning and Development Department during normal business hours.

Written comments may be submitted no later than noon on the date of the hearing to the Village of Weston Plan Commission, c/o Valerie Parker, Plan Commission Secretary, 4747 Camp Phillips Road, Weston, WI 54476, or by email to [vparker@westonwi.gov](mailto:vparker@westonwi.gov). All written and oral comments received will be considered by the Plan Commission at the meeting.

**All interested persons wishing to provide oral or written comments during the meeting will be given an opportunity to be heard.**

Any person with questions, or who requires special accommodation in order to attend or participate in the meeting, should contact Valerie Parker, Planning Technician, Planning and Development Department, at 715-241-2607.

Sincerely,

*Valerie Parker*

Valerie Parker,  
Planning Technician



Planning & Development  
[PlanDev@westonwi.gov](mailto:PlanDev@westonwi.gov)

Weston Municipal Center  
4747 Camp Phillips Rd  
Weston, WI 54476  
715-241-2613  
[www.westonwi.gov](http://www.westonwi.gov)

February 23, 2026

Macco's Floor Covering Center

3111 Schofield Ave

Weston, WI 54476

### Scope of Work

Jones Sign is replacing the existing Monument Sign for Macco's Floor Covering Center with a new cabinet to match the new branding. The Monument Sign is not being moved. We are re-using the existing footer and support pole. The new sign will have internal LEDs, which make it more energy efficient.

This is a longstanding business on Schofield Avenue replacing its signage to update its branding.

DESIGNS PREPARED FOR:



**SITE ADDRESS:**

3111 Schofield Ave  
Weston, WI 54476

**JOB NUMBER:**

310513

**SALES REPRESENTATIVE:**

D. Heideman

**PROJECT MANAGER:**

M. Butvilas / R. Collins

**JONES SIGN FINAL QUALITY REVIEW**

PRODUCTION: MARTIN MORALES

INSTALLATION: JEFF VANLIESHOUT

QUALITY DESIGN ENGINEER: JOHN CORBIN

02/05/2026 2:23:11 PM

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VICINITY MAP SIGN CODE REVIEW



SCALE: X = 1'-0"

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A MORTENSEN COMPANY

JOB # **310513\_R5**  
DATE: 08.08.2025  
DESIGNER: A. McKinney  
SALES REP: D. Heideman  
PROJ MGR: M. Butvilas / R. Collins

**REQUIRED:**

FIELD SURVEY     PAINT COLOR     FONTS  
 VECTOR ARTWORK     CLIENT PMS COLOR     ENGINEERING

**OTHER:**

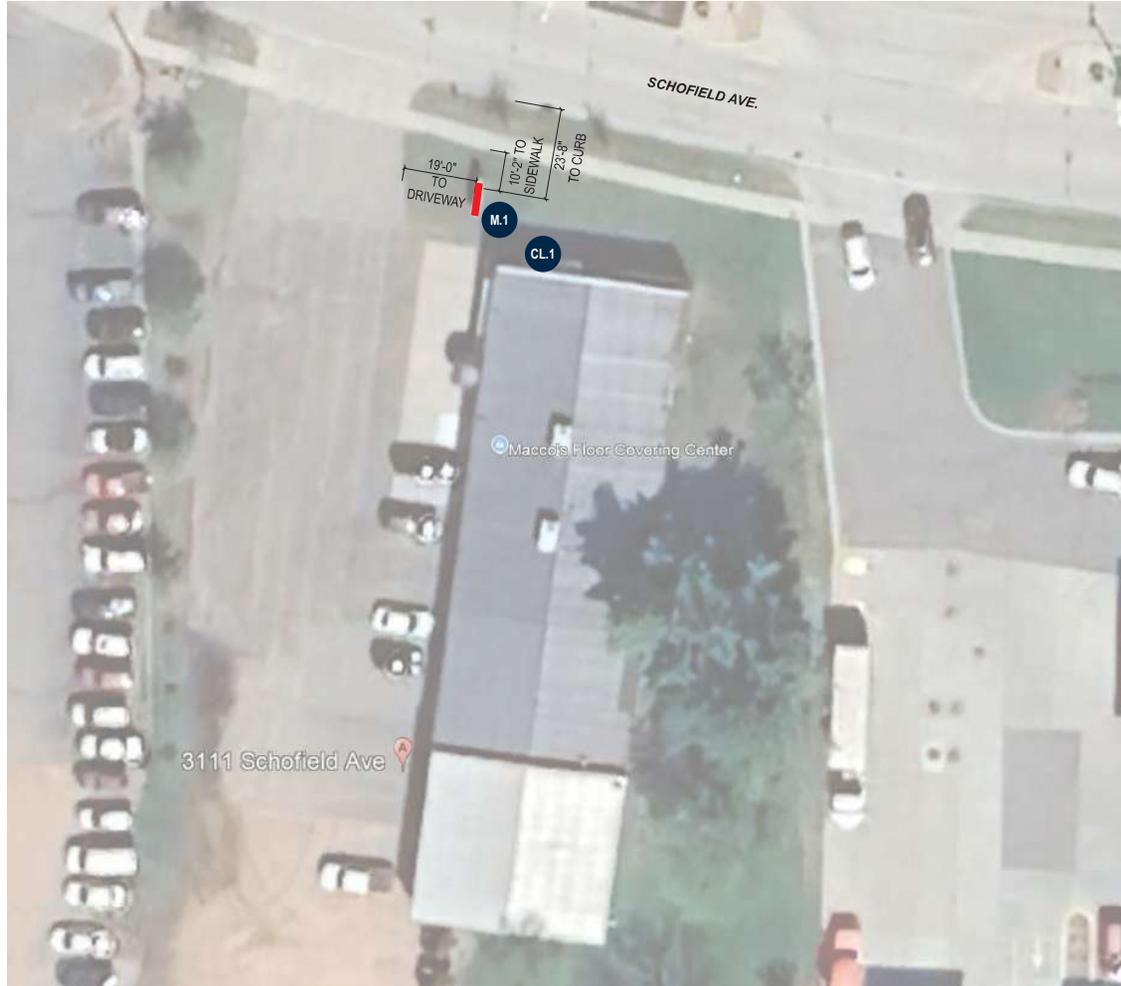
**JONES SIGN FINAL QUALITY REVIEW**

PRODUCTION: MARTIN MORALES  
 INSTALLATION: JEFF VANLIESHOUT  
 QUALITY DESIGN ENGINEER: JOHN CORBIN  
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MACCO'S  
3111 Schofield Ave  
Weston, WI 54476

SHEET NUMBER  
**1.0**

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**SITE PLAN**  
SCALE: 1/32"=1'-0"

JOB # **310513\_R5**  
DATE: 08.08.2025  
DESIGNER: A. McKinney  
SALES REP: D. Heideman  
PROJ MGR: M. Butvilas / R. Collins

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**JONES SIGN FINAL QUALITY REVIEW**

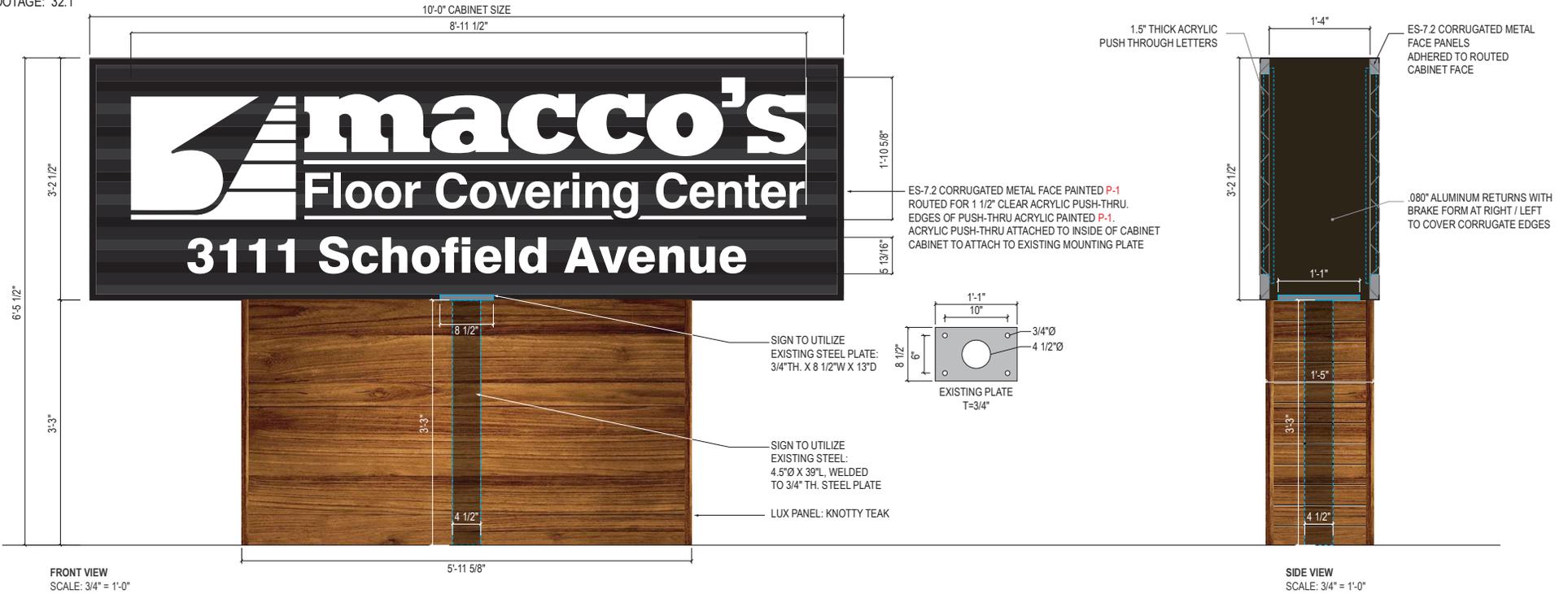
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MACCO'S  
3111 Schofield Ave  
Weston, WI 54476

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# M.1 NEW D/F INTERNALLY ILLUMINATED PUSH-THRU ACRYLIC MONUMENT (QTY: 1)

SQUARE FOOTAGE: 32.1



## SPECIFICATIONS:

- 1" X 2" X 1/8" ALUMINUM TUBE FRAME AND .125 ALUM. FACES, .080" RETURNS P-1 WITH CORRUGATED METAL P-1 MOUNTED ON TOP; .080" ALUMINUM RETURNS WITH BRAKE FORM AT RIGHT / LEFT TO COVER CORRUGATE EDGES
- 1.5" THICK CLEAR ACRYLIC PUSH THROUGH LETTERS ATTACHED TO INSIDE FACE. DIFFUSER FILM ON BACK OF ACRYLIC; PUSH-THRU RETURNS PAINTED P-1
- SIGN BASE TO HAVE 1" X 2" X .125" ALUMINUM RECT. TUBE FRAMING WITH 1/2" PLYWOOD CLADDING; LUX PANELS ATTACH TO PLYWOOD
- D/S SLOAN SIGNBOX 3 6500K WHITE LED'S
- POWER SUPPLY, HOUSED IN CABINET
- TOP .125 ALUMINUM REMOVEABLE FOR SERVICE
- LIFTING EYES (EYE BOLTS) MINIMUM OF 2
- RE-USE EXISTING FOOTING AND POLE COVER (POLE COVER IF FEASIBLE)
- BASE COVERING: LUX PANEL: KNOTTY TEAK

## COLORS / FINISHES:

P-1 TUXEDO MP 33759 VERSION 1.2

Lux Panel Specs:  
#700400 LUX - 6" LUXLAP V-Groove Panel @ 12"L in color Knotty Teak  
#700028 LUX - 5/8" Pocket 2 Piece Outside Corner @ 10' Length in color Knotty Teak

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A MORTENSEN COMPANY

JOB # 310513\_R5

DATE: 08.08.2025

DESIGNER: A. McKinney

SALES REP: D. Heideman

PROJ MGR: M. Butvilas / R. Collins

### REQUIRED:

- FIELD SURVEY     PAINT COLOR     FONTS  
 VECTOR ARTWORK     CLIENT PMS COLOR     ENGINEERING

OTHER:

### JONES SIGN FINAL QUALITY REVIEW

PRODUCTION: MARTIN MORALES

INSTALLATION: JEFF VANLIESHOUT

QUALITY DESIGN ENGINEER: JOHN CORBIN

02/05/2026 2:23:12 PM

**macco's**  
Floor Covering Center

MACCO'S

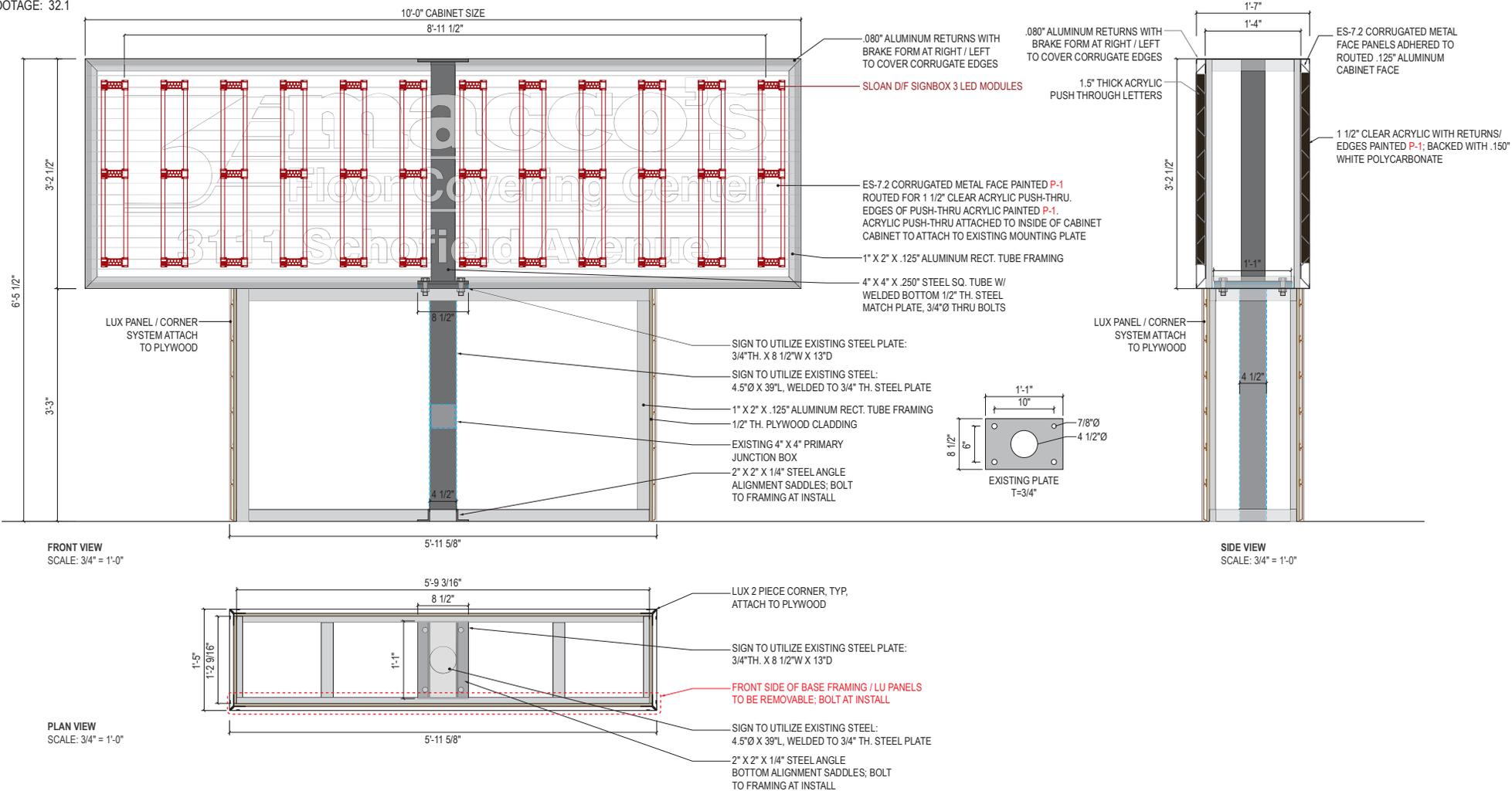
3111 Schofield Ave  
Weston, WI 54476

SHEET NUMBER

4.0

# M.1 NEW D/F INTERNALLY ILLUMINATED PUSH-THRU ACRYLIC MONUMENT (QTY: 1)

SQUARE FOOTAGE: 32.1



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JOB # 310513\_R5  
DATE: 08.08.2025  
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**OTHER:**

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PRODUCTION: MARTIN MORALES  
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02/05/2026 2:23:12 PM

**macco's**  
Floor Covering Center

MACCO'S  
3111 Schofield Ave  
Weston, WI 54476

SHEET NUMBER

4.1

# M.1 LED LAYOUT

<ol style="list-style-type: none"> <li>1) SignBOX 3 LIGHTS LAID OUT 12" CENTER TO CENTER</li> <li>2) EACH 24 VDC 100W POWER SUPPLY CAN RUN UP TO 24' DOUBLE SIDED SignBOX 3 LIGHTS</li> <li>3) LAYOUT BASED ON THE SIGNBOX 3 BEING MOUNTED 5-12" FROM THE FACE MATERIAL</li> <li>4) ALL DIMENSIONS ARE IN INCHES UNLESS OTHERWISE STATED</li> <li>5) PRIMARY SYSTEM POWER: 132.41 WATTS</li> <li>6) LED MODULE POWER USAGE (secondary): 115.20 WATTS</li> </ol>	<p>STRUCTURAL SUPPORT GUIDELINES FOR SIGNBOX 3 LIGHT:</p> <p>VERTICAL MOUNTING: SPACE SUPPORTS AT EVEN INTERVALS, BUT NO FURTHER APART THAN 8' (2.4M)</p> <p>HORIZONTAL MOUNTING: SPACE SUPPORTS AT EVEN INTERVALS, BUT NO FURTHER APART THAN 4' (1.2M)</p> <hr/> <p>FOR BEST RESULTS THE SIGNBOX 3 LIGHTS HAVE BEEN PLACED IN THE SIGN: <b>VERTICALLY</b></p>	 <p><b>SloanLED</b> Leaders in LED Technology</p> <p>SloanLED.com Tel 805.676.3200 Toll-free 888.747.4LED Fax 805.676.3206</p>															
<p>JOB MAY REQUIRE BRACKETS DEPENDING ON CAN DEPTH AND PRODUCT TYPE (SINGLE OR DOUBLE SIDED) CONTACT YOUR SALES REPRESENTATIVE FOR MORE INFORMATION.</p>																	
<p>ESTIMATED PRODUCT B.O.M. PER DOUBLE SIDED SIGN:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10px;">30'</td> <td style="width: 10px;">Each</td> <td>701946-6WDL51; Double Sided SignBox 3</td> </tr> <tr> <td>2</td> <td>Each</td> <td>P-OH100-24-EC - 100W Power Supply 24VDC</td> </tr> <tr> <td>2</td> <td>Each</td> <td>402106-20; 20 Each Bag of Clips</td> </tr> <tr> <td>1</td> <td>Each</td> <td>100' Roll of Jacketed Cable</td> </tr> </table> <p>OPTIONAL MOUNTING HARDWARE:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10px;">2</td> <td>Each</td> <td>402107-10; 10 Each Bag of Mounting Brackets</td> </tr> </table>	30'	Each	701946-6WDL51; Double Sided SignBox 3	2	Each	P-OH100-24-EC - 100W Power Supply 24VDC	2	Each	402106-20; 20 Each Bag of Clips	1	Each	100' Roll of Jacketed Cable	2	Each	402107-10; 10 Each Bag of Mounting Brackets	<ol style="list-style-type: none"> <li>1) This design and drawing are proprietary and the property of SloanLED. Any reproduction or use without prior written approval is prohibited.</li> <li>2) <b>This layout is based upon SloanLED product standards.</b> SignBOX 3 and power supply quantities are <b>ESTIMATES ONLY</b> and are based on the supplied information and drawings. To ensure accurate product requirements, it is recommended that product is tested using customer's specific Signage requirements.</li> <li>3) SloanLED highly recommends applying Light Enhancement Paint (LEP) or Light Enhancement Film (LEF) inside cabinet for optimal illumination.</li> <li>4) Jacketed cable estimated assumes maximum run length of 15' per leg of the power supply.</li> </ol>	
30'	Each	701946-6WDL51; Double Sided SignBox 3															
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 <p><b>JONES SIGN</b> Your Vision. Accomplished. <small>A MORTENSEN COMPANY</small></p>	<p>JOB # <b>310513_R5</b></p> <p>DATE: 08.08.2025</p> <p>DESIGNER: A. McKinney</p> <p>SALES REP: D. Heideman</p> <p>PROJ MGR: M. Butvilas / R. Collins</p>	<p>REQUIRED:</p> <p><input type="checkbox"/> FIELD SURVEY    <input type="checkbox"/> PAINT COLOR    <input type="checkbox"/> FONTS</p> <p><input type="checkbox"/> VECTOR ARTWORK    <input type="checkbox"/> CLIENT PMS COLOR    <input type="checkbox"/> ENGINEERING</p> <p>OTHER:</p>	<p>JONES SIGN FINAL QUALITY REVIEW</p> <p>PRODUCTION: <u>MARTIN MORALES</u></p> <p>INSTALLATION: <u>JEFF VANLIESHOUT</u></p> <p>QUALITY DESIGN ENGINEER: <u>JOHN CORBIN</u></p> <p style="text-align: center; font-size: x-small;">02/05/2026 2:23:12 PM</p>	 <p><b>MACCO'S</b> 3111 Schofield Ave Weston, WI 54476</p>	<p style="font-size: x-small;">SHEET NUMBER</p> <p style="font-size: 2em; font-weight: bold;">4.2</p>
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This is an original, unpublished drawing by Jones Sign Co., Inc. It is for your personal use in conjunction with a project being planned for you by JONES SIGN. It is not to be shown to anyone outside of your organization, nor is it to be used, reproduced, copied or exhibited in any fashion. Use of this design or the salient elements of this design in any sign done by any other company, without the express written permission of JONES SIGN, is forbidden by law and carries a civil forfeiture of up to 25% of the purchase price of the sign. JONES SIGN will endeavor to closely match colors, including PMS, where specified. We cannot guarantee exact matches due to varying compatibility of surface materials and paints used. All sizes and dimensions are illustrated for client's conception of project and are not to be understood as being exact size or exact scale.

SIGN ENCROACHMENT AGREEMENT  
7<sup>TH</sup> FLOOR INVESTMENTS, LLC  
3111 SCHOFIELD AVE, VILLAGE OF  
WESTON

Document Number

Document Title

Recording Area

Name and Return Address

VILLAGE OF WESTON  
JENNIFER HIGGINS  
4747 CAMP PHILLIPS ROAD,  
WESTON, WI 54476

192 2808 173 0978

Parcel Identification Number (PIN)

DRAFT

This Sign Encroachment Agreement (“Agreement”) is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between:

**Municipality (Grantor):** Village of Weston  
Address: 4747 Camp Phillips Rd, Weston, WI 54476

and

**Permittee (Sign Owner / Grantee):** 7<sup>th</sup> Floor Investments  
Address: 2035 Larsen Rd, Green Bay, WI 54303

WHEREAS, the parties agree as follows:

#### RECITALS

A. The Municipality is the owner of public right-of-way located adjacent to the property commonly known as **3111 Schofield Avenue**, and described generally as public street right-of-way (“Right-of-Way”).

B. Permittee owns or controls the following described real property (“Abutting Property”):

Part of the Southeast Quarter of the Southwest Quarter (SE 1/4 SW 1/4) of Section 17, Township 28 North, Range 8 East, Village of Weston, Marathon County, Wisconsin, being more particularly described on Certified Survey Map recorded in Volume 17 of Certified Survey Maps, Page 223, as Document No. 881656 (CSM No. 4755).

Tax Parcel Number(s): 192 2808 173 0978

Commonly known as: **3111 Schofield Avenue**

C. Permittee has installed or seeks to install a sign and/or sign structure (“Sign”) that encroaches into a portion of the public Right-of-Way.

D. The Municipality is willing to allow the encroachment under the limited, revocable terms set forth herein. This Agreement is not intended to convey any real property interest.

#### AGREEMENT

1. **Encroachment Area.**

The encroachment consists of the Sign and any related footings, foundations, supports, overhangs, electrical service, lighting, or appurtenances extending into the Right-of-Way within the area depicted on Exhibit A – Sign Location (per approved permit) attached hereto and incorporated herein by reference. Any modification or relocation of the Sign requires prior written approval of the Village and may require an updated Exhibit A.

2. **Limited Permission; No Property Rights.**

The Municipality grants Permittee a limited, revocable license to maintain the Sign within the Encroachment Area. This Agreement does **not** convey ownership, easement rights, leasehold rights, or any other real property interest in the Right-of-Way.

3. **Municipal Authority and Public Use.**

This Agreement is subordinate to the Municipality’s obligation to manage the Right-of-

Way for public travel, utilities, drainage, snow removal, and public safety. The Municipality retains full authority to use, improve, or modify the Right-of-Way.

**4. Maintenance and Condition.**

Permittee shall be solely responsible, at its expense, for the installation, maintenance, structural integrity, appearance, safety, and code compliance of the Sign and any associated improvements. The Sign shall be maintained in a safe condition at all times.

**5. Indemnification and Hold Harmless.**

Permittee shall indemnify, defend, and hold harmless the Municipality, its officers, employees, and agents from and against any and all claims, damages, liabilities, losses, costs, and expenses (including attorney fees) arising out of or related to the Sign, its installation, existence, maintenance, repair, or removal.

**6. Insurance Requirements.**

Permittee shall maintain commercial general liability insurance covering the Sign and its encroachment into the Right-of-Way in amounts required by Village policy, as may be amended from time to time. The Village shall be named as an additional insured. A certificate of insurance shall be provided to the Village and kept on file. Updated proof of insurance shall be provided upon request of the Village or upon policy renewal, cancellation, or material change in coverage.

**7. Access.**

The Municipality may access the Encroachment Area at any time for public purposes. Permittee may access the area for maintenance with reasonable care to avoid damage to public facilities.

**8. Removal Upon Demand.**

The Municipality may require relocation or removal of the Sign, at Permittee's sole expense, if the Sign interferes with public use, utilities, roadway improvements, safety, or municipal operations. In an emergency, the Municipality may remove or secure the Sign without prior notice.

**9. Abandonment or Discontinuance.**

If the Sign is abandoned, damaged beyond repair, or no longer permitted under municipal code, Permittee shall promptly remove it and restore the Right-of-Way at its expense.

**10. Compliance with Laws and Permits.**

Permittee shall comply with all federal, state, and local laws, ordinances, permits, and regulations relating to the Sign, including zoning and sign code requirements.

**11. Term; Revocation.**

This Agreement is revocable at the discretion of the Municipality upon thirty (30) days' written notice. No compensation shall be due for removal required under this Agreement.

**12. No Assignment Without Consent.**

Permittee may not assign this Agreement without written consent of the Municipality. The obligations herein shall bind successors in ownership of the Abutting Property.

**13. Recordation.**

This Agreement may be recorded with the Marathon County Register of Deeds to provide notice of the encroachment and the Municipality’s retained rights.

**14. Entire Agreement.**

This document constitutes the entire agreement between the parties regarding the Sign encroachment.

SIGNATURES

MUNICIPALITY:

\_\_\_\_\_

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

STATE OF WISCONSIN  
COUNTY OF MARATHON

Personally came before me this \_\_\_\_ day of \_\_\_\_\_, 2026, the above-named \_\_\_\_\_, to me known to be the person(s) who executed the foregoing instrument and acknowledged the same.

\_\_\_\_\_

Notary Public, State of \_\_\_\_\_  
My commission expires: \_\_\_\_\_

SIGNATURES

PERMITTEE:

---

Name: \_\_\_\_\_

Title (if applicable): \_\_\_\_\_

Date: \_\_\_\_\_

STATE OF WISCONSIN  
COUNTY OF BROWN

Personally came before me this \_\_\_\_ day of \_\_\_\_\_, 2026, the above-named  
\_\_\_\_\_, to me known to be the person(s) who executed the  
foregoing instrument and acknowledged the same.

---

Notary Public, State of \_\_\_\_\_

My commission expires: \_\_\_\_\_

Exhibit A attached hereto and made a part hereof

DRAFT

# REQUEST FOR CONSIDERATION

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<b>Public Mtg/Date:</b>	Plan Commission, March 9, 2026
<b>Description:</b>	Sign Special Exception – Project #20260062 – request for a Special Exception Sign Permit for Weston Psychiatric, 6307 Schofield Avenue.
<b>From:</b>	Audrey Webster, Assistant Planner Jennifer Higgins, Director of Planning & Development/Zoning Administrator
<b>Question:</b>	Should the Plan Commission approve the Special Exception Sign Permit request submitted by Super Lettering & Signs for Weston Psychiatric, allowing installation of a replacement monument sign that exceeds the maximum sign area and street yard setback requirements?

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## Background

The applicant requests a Special Exception Sign Permit for the existing monument sign. The applicant is proposing to replace one of the two existing business sign cabinets. The new business sign will be 46.825 sq ft in size. The other cabinet will remain blank.

The existing sign was not located in the Plan Commission approved 2008 location; it was moved without staff notification.

To make the sign legal/conforming, it must meet current code requirements, which it **does not**:

- **Exceeds maximum sign area**
- **Located closer to the property line than required**
- **Meets maximum height requirement**

The property is located in the **B-3 (General Business) Zoning District**, which allows:

- **One (1) monument sign per public street frontage per lot**
- **Maximum sign area:** 64 square feet
- **Maximum sign height:** 20 feet
- **Minimum setback:** Equal to the height of the sign

### Existing Monument Sign

- Height: 11.25 feet
- Area: 101.25 square feet
- Location: Existing location, setback 5 feet from property line
- Notes: Constructed in 2008 under previous code with a 5-foot minimum setback, which required Plan Commission approval. Relocated to flatter land after original approval without staff notification, creating a non-conforming condition.

### Proposed Monument Sign

- Height: 10 feet (meets current maximum height)

## REQUEST FOR CONSIDERATION

- Area: 97.71 square feet (not including base, per code, base is not required in calculation)
- Location: Same as existing sign
- Notes: Exceeds current maximum sign area (64 sq. ft.) and is closer to property line than current setback requirement (10 ft). Requires Special Exception for both area and setback

The Sign Code provides the ability to grant Special Exceptions when the following criteria are met:

**1. Consistent with the purpose and intent of this Chapter and this Section.**

Nothing within the proposed request is inconsistent with the intent of the Sign Code.

**2. Consistent with the Comprehensive Plan including any applicable aesthetic signage guidelines therein.**

The proposal is consistent with the Comprehensive Plan and applicable aesthetic signage guidelines.

**3. Not negatively affecting the reasonable use and development of nearby properties or the community.**

The proposed face replacement of the monument sign is consistent with the surrounding properties and will not negatively impact them or any potential development of the properties.

**4. Compatible with existing signage on and visible from the subject site and not significantly exceeding the height, area, or quantity of such existing signage.**

The proposed monument face replacement sign height is being reduce compared to the existing monument sign.

**5. Proportional with the scale of the subject site and the building(s) and use(s) on the subject site to which the sign relates or advertises.**

The size of the proposed monument sign is consistent with the scale of the site and buildings.

**6. Not hazardous, harmful, or otherwise adverse to the natural environment and aesthetic value of the site, nearby properties, and the community.**

No adverse impacts are anticipated. The signage will help to notify the public of what is offered within the building.

**7. Not negatively affecting the safe and efficient installation, use, and maintenance of public facilities serving the area, including but not limited to roadways, sidewalks and paths, and utilities.**

## REQUEST FOR CONSIDERATION

Clear directional signage will ensure that drivers are quickly and safely directed to their destinations which will ensure that traffic flow remains stable for motorists and pedestrians.

8. **Supported by evidence that normally applicable requirements do not provide for sufficient visibility for the proposed signage or use(s) it advertises, such as a highway visibility study for freestanding signage that exceeds normally applicable height area requirements.**

The location of the signage will make the building visible to those traveling on Schofield Ave. The Special Exception process for the replacement of the monument sign cabinet is appropriate in this case.

Staff recommends approval of the proposed Sign Exception.

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**Attached Docs:**

- Letter to adjacent landowners
- Current Sign Specs & Site Plan
- 2008 Original Site Plan

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**Committee Action:** N/A

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**FISCAL IMPACT:** N/A

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**Recommendation:** Staff recommends approval with the following condition:

1. Sign permits shall be obtained for all proposed signage prior to installation.

### Recommended Language for Official Action

**I move to approve the Special Exception Sign Permit allowing Weston Psychiatric/Super Lettering & Signs to replace the face of the existing non-conforming monument sign, exceeding the maximum sign size and street yard setback requirements, and to permit the current location, making the sign a legal conforming sign.**

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**Additional action:** Issuance of Sign Permits (Staff)

February 26, 2026

Re: Weston Psychiatric - Special Exception for Signage

Dear Weston Property Owner,

NOTICE IS HEREBY GIVEN that the Village of Weston Plan Commission will hold a meeting on Monday, March 9, 2026, at approximately 6:00 p.m., or shortly thereafter, at the Weston Municipal Center, 4747 Camp Phillips Road, Weston, WI 54476, to discuss the following request:

Project #20260062 – A Special Exception Sign Permit request submitted by Weston Psychiatric/DRG Holdings, LLC/Super Lettering & Signs, Inc., to allow an existing monument sign to be refaced that exceeds the maximum permitted sign height and minimum setback requirements, pursuant to the procedures outlined in Article 13: Signs, Section 94.13.02(9), in the B-2 (Highway Business) Zoning District, for the property located at 6307 Schofield Avenue, legally described as:

*Part of Lot 1, Block 2 of Wandering Springs, being Parcel 2 of Certified Survey Map recorded in Volume 53, Page 29, Document No. 1273355 (CSM #12321), PIN 192-2808-222-0125*

Application materials are available for public inspection at the Village of Weston Planning and Development Department during normal business hours.

Written comments may be submitted no later than noon on the date of the hearing to the Village of Weston Plan Commission, c/o Valerie Parker, Plan Commission Secretary, 4747 Camp Phillips Road, Weston, WI 54476, or by email to [vparker@westonwi.gov](mailto:vparker@westonwi.gov). All written and oral comments received will be considered by the Plan Commission at the meeting.

All interested persons wishing to provide oral or written comments during the meeting will be given an opportunity to be heard.

Any person with questions, or who requires special accommodation in order to attend or participate in the meeting, should contact Valerie Parker, Planning Technician, Planning and Development Department, at 715-241-2607.

Sincerely,



Valerie Parker,  
Planning Technician



Planning & Development  
[PlanDev@westonwi.gov](mailto:PlanDev@westonwi.gov)

Weston Municipal Center  
4747 Camp Phillips Rd  
Weston, WI 54476  
715-241-2613  
[www.westonwi.gov](http://www.westonwi.gov)



4308 Transport Way • Weston, WI 54476  
715.355.1177 • <http://superlettering.com> • [info@superlettering.com](mailto:info@superlettering.com)

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March 4, 2026

Re: Signage for Weston Psychiatric at 6307 Schofield Ave

To whom it concerns.

We are requesting, on behalf of the tenant, Weston Psychiatric, an exemption for the monument sign current located at 6307 Schofield Ave in Weston.

The current sign was deemed illegally placed, and is currently:

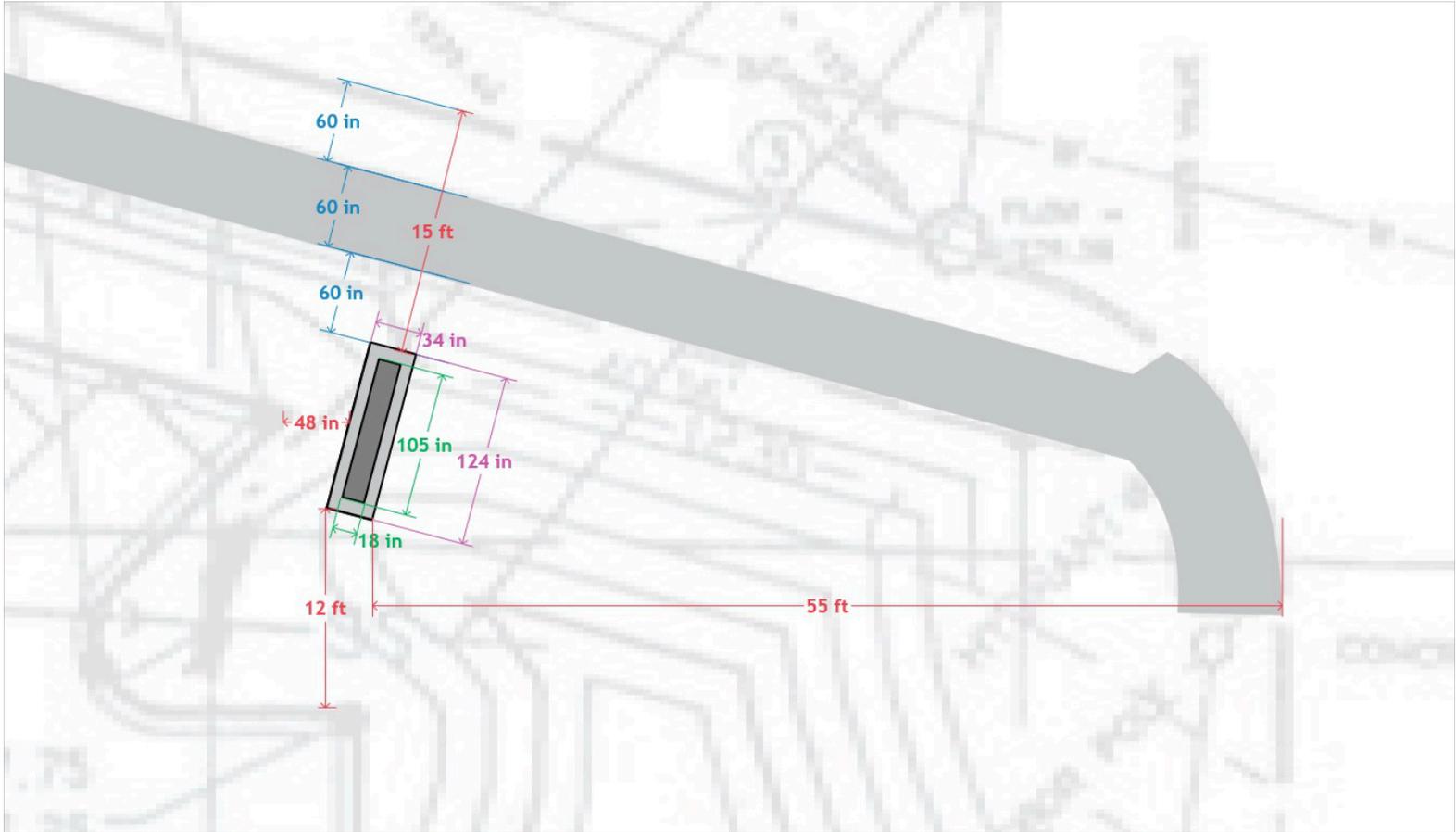
- 5' from the property line (sidewalk) along Schofield Ave,
- 15' from curb of Schofield Ave,
- 55' from Teagan Lane to the East
- 246' from the property line to the West.

This sign has existed in its current location since at least 2008. We are simply replacing the faces and internal lighting. We will not be structurally modifying the sign, moving it, or expanding it. The faces will be 46.825 sq ft per side. At this time there is no plan to utilize the lower panel.

All measurements were taken on March 3, 2026, and property lines were determined from original survey map supplied by Village of Weston. Please see attached images for square footage and sizes, as well as a map of the location of the sign.

Thank you for your consideration on this matter.

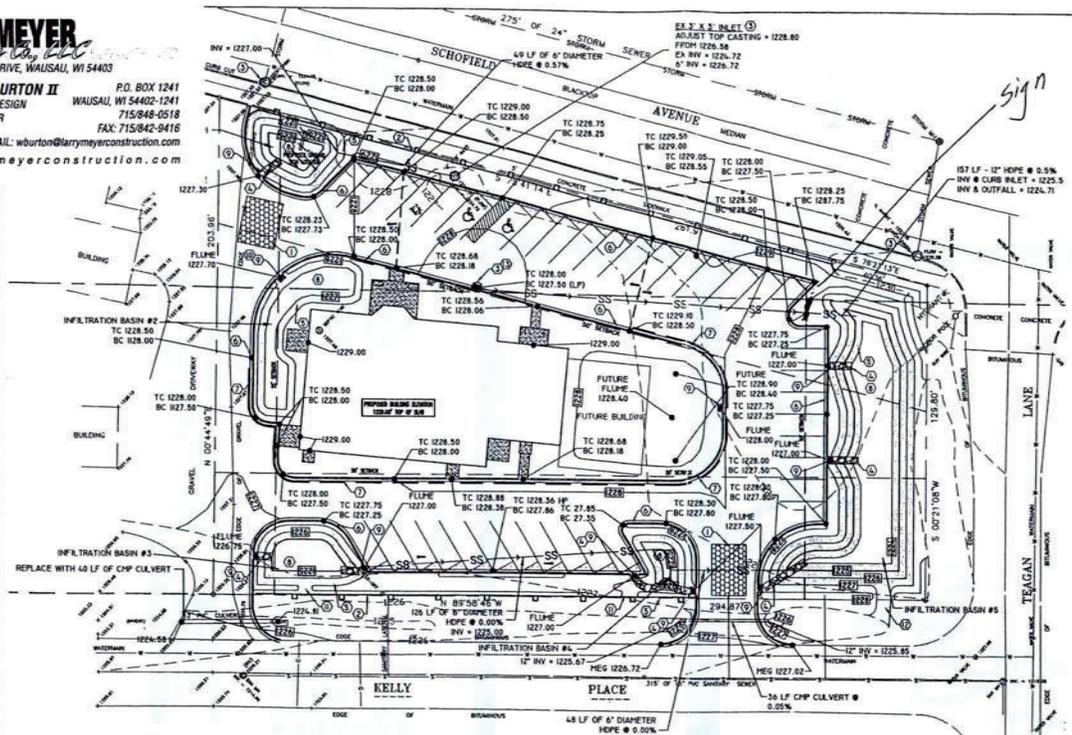
Eric Geiss  
Designer, Super Lettering & Signs, Inc





# 2008 Site Plan

**LARRY MEYER**  
 ARCHITECTURAL DESIGN  
 3901 BUSINESS PARK DRIVE, WAUSAU, WI 54403  
 WILLIAM C. BURTON II  
 ARCHITECTURAL DESIGN  
 PROJECT MANAGER  
 P.O. BOX 1241  
 WAUSAU, WI 54402-1241  
 715/848-0518  
 FAX: 715/842-9416  
 EMAIL: wburton@larrymeyerconstruction.com  
 www.larrymeyerconstruction.com



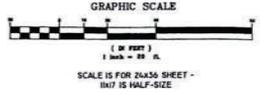
CONSTRUCTION ACTIVITY	SCHEDULE COORDINATION
1. IDENTIFY AND LABEL PROTECTION AREAS (E.G. BUFFER ZONES, FILTER STRIPS, TREES).	SITE DELINEATION SHOULD BE COMPLETED BEFORE CONSTRUCTION BEGINS.
2. CONSTRUCTION ACCESS, CONSTRUCTION ENTRANCE, CONSTRUCTION ROUTES, EQUIPMENT PARKING AREAS, AND CUTTING OF VEGETATION (NECESSARY PERIMETER CONTROLS).	FIRST LAND-DISTURBING ACTIVITY—ESTABLISH PROTECT AREA AND DESIGNATED RESOURCES FOR PROTECTION. STABILIZE BARE AREAS IMMEDIATELY WITH GRAVEL AND TEMPORARY VEGETATION AS CONSTRUCTION TAKES PLACE.
3. SEDIMENT TRAPS AND BARRIERS, BASIN TRAPS, SEDIMENT FENCES, AND OUTLET PROTECTION (NECESSARY PERIMETER CONTROLS).	INSTALL PRINCIPAL BASINS AFTER CONSTRUCTION SITE IS ACCESSED. INSTALL ADDITIONAL TRAPS AND BARRIERS AS NEEDED DURING GRADING.
4. STORMWATER CONTROL, DIVERSIONS, SILT FENCE, PERIMETER DICES, WATER BARS, AND OUTLET PROTECTION.	INSTALL KEY PRACTICES AFTER PRINCIPAL SEDIMENT TRAPS AND BEFORE LAND GRADING. INSTALL ADDITIONAL RUNOFF CONTROL MEASURES DURING GRADING.
5. RUNOFF CONVEYANCE SYSTEM, STABILIZE STREAM BANKS, STORM DRAINAGE, CHANNELS, INLET AND OUTLET PROTECTION AND SLOPE DRAINS.	WHEN NECESSARY, STABILIZE STREAM BANKS AS EARLY AS POSSIBLE. INSTALL PRINCIPAL RUNOFF CONVEYANCE SYSTEM WITH RUNOFF-CONTROL MEASURES. INSTALL REMAINDER OF SYSTEM AFTER GRADING.
6. GRUBBING AND GRADING, SITE PREPARATION, CUTTING, FILLING AND GRADING, SEDIMENT TRAPS, BARRIERS, DIVERSIONS, DRAIN, SURFACE ROUGHENING.	BEGIN MAJOR GRUBBING AND GRADING AFTER PRINCIPAL SEDIMENT AND KEY RUNOFF CONTROL MEASURES ARE INSTALLED. CLEAR BARRIERS AND REMOVAL AREAS ONLY AS NEEDED. INSTALL ADDITIONAL CONTROL MEASURES AS GRADING PROGRESSES.
7. SURFACE STABILIZATION, TEMPORARY AND PERMANENT SEEDING, MULCHING, SOODING AND INSTALLING APPAR.	APPLY TEMPORARY OR PERMANENT STABILIZATION MEASURES IMMEDIATELY ON ALL DISTURBED AREAS WHERE WORK IS DELAYED OR COMPLETE.
8. BUILDING CONSTRUCTION, BUILDINGS, UTILITIES, PAVING.	INSTALL NECESSARY EROSION AND SEDIMENTATION CONTROL PRACTICES AS WORK TAKES PLACE.
9. LANDSCAPING AND FINAL STABILIZATION, TOPSOILING, PLANTING TREES AND SHRUBS.	LAST CONSTRUCTION PHASE—STABILIZE OPEN AREAS, INCLUDING BARRIERS AND SPOIL AREAS. REMOVE AND STABILIZE ALL TEMPORARY CONTROL MEASURES.
10. MAINTENANCE	MAINTENANCE INSPECTIONS SHOULD BE PERFORMED REGULARLY AND MAINTENANCE REPAIRS SHOULD BE MADE IMMEDIATELY AFTER PERIODS OF RAINFALL.

**NOTES:**  
 (A) CONTRACTOR IS RESPONSIBLE FOR LOCATING & VERIFYING ALL EXISTING UNDERGROUND UTILITIES PRIOR TO CONSTRUCTION, AND IS RESPONSIBLE FOR ANY DAMAGE TO THEM DURING CONSTRUCTION.  
 (B) CONTRACTOR IS RESPONSIBLE FOR CONTACTING ALL UTILITY COMPANIES AND COORDINATING ALL PROPOSED UTILITY RUNS, INSTALLATIONS AND RELOCATIONS.  
 (C) CALL DIGGERS HOTLINE # 1-800-242-8511 AT LEAST 3 WORKING DAYS PRIOR TO EXCAVATING.  
 (D) COORDINATE SANITARY SEWER, GAS LINE, & WATER LINE WORK WITH THE ARCHITECT.

### KEYED NOTES

- TEMPORARY CONSTRUCTION ENTRANCE/EXIT. SEE DETAIL A1/C2.1.
- INSTALL SILT FENCE. SEE DETAIL B1/C2.1.
- PROVIDE INLET PROTECTION. SEE DETAIL D1/C2.1.
- INSTALL LIGHT RIPRAP ON TYPE R GEOTEXTILE FABRIC. 4" WIDE LENGTH VARIES FROM FLLPME TO BOTTOM OF INFILTRATION BASIN. SEE DETAIL E1/C2.1.
- INSTALL EROSION MAT ON ALL SLOPES 4:1 OR GREATER.
- 18" CURB & GUTTER. SEE DETAIL C1/C2.1.
- 18" REJECT CURB & GUTTER. SEE DETAIL F1/C2.1.
- TRACKING OF MACHINERY WITHIN THE INFILTRATION BASIN AREA SHALL BE MINIMIZED. INFILTRATION BASIN AREA SHALL BE MITIGATED USING THE FOLLOWING METHODS: (1) INCORPORATE SOIL ADDITIVES CONSISTING OF TWO INCHES OF COMPOST MIXED INTO TWO INCHES OF TOPSOIL. (2) THE SOIL MIX SHALL BE INCORPORATED INTO THE EXISTING SOIL USING A CHISEL PLOW OR ROTARY DEVICE WITH THE CAPABILITY OF REACHING 12 INCHES BELOW THE EXISTING SURFACE. (3) THE COMPOST COMPONENT SHALL MEET THE NMR 500 COMPOST SPECIFICATION AVAILABLE ON THE WISCONSIN DEPARTMENT OF NATURAL RESOURCES WEBSITE.

- CONCRETE FLLPME. SEE DETAIL G1/C2.1.
- CROSS SECTION OF BASIN #2 OVERFLOW. SEE DETAIL A1/C2.2.
- CROSS SECTION OF PROPOSED INFILTRATION BASIN #3 & #4. SEE DETAIL B1/C2.2.
- CROSS SECTION OF PROPOSED INFILTRATION BASIN #5. SEE DETAIL C1/C2.2.
- CURB INLET. SEE DETAIL H1/C2.1.



**REI**  
 CIVIL & ENVIRONMENTAL  
 ENGINEERING, SURVEYING  
 4080 N. 20th AVENUE  
 WAUSAU, WISCONSIN 54400  
 PHONE: (715) 875-8784 FAX: (715) 875-4040  
 EMAIL: mail@REIengineering.com

GRADING & EROSION CONTROL PLAN  
 GILBERTSON DANCE STUDIO  
 6307 SCHOFIELD AVENUE  
 VILLAGE OF WESTON, WI

DESIGNED BY: AMT CHECKED BY: [ ]  
 DRAWN BY: [ ] APPROVED BY: [ ]  
 DATE: [ ] DATE: [ ]

SHEET C2 PROJECT NO 4592

# REQUEST FOR CONSIDERATION

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<b>Public Mtg/Date:</b>	Plan Commission, March 9, 2026
<b>Description:</b>	Sign Special Exception – Project #20260067 – request for a Special Exception Sign Permit for Burger King, 6003 Business Highway 51.
<b>From:</b>	Audrey Webster, Assistant Planner Jennifer Higgins, Director of Planning & Development/Zoning Administrator
<b>Question:</b>	Should the Plan Commission approve the Special Exception Sign Permit request submitted by D & L Signs, allowing installation of a replacement pylon sign that exceeds the maximum permitted height, area, and setback requirements?

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## Background

Village staff are currently working with Burger King on a redevelopment project at 3111 Schofield Avenue. The applicant intends to demolish the existing restaurant and construct a new, updated building. At this time, only preliminary plans have been submitted; a formal site plan has not yet been received for review.

As part of the redevelopment, the applicant proposes replacing the existing pylon sign. The property is located in the **B-2 (Highway Business) Zoning District**, which allows:

- **One (1) pylon sign per public street frontage per lot**
- **Maximum sign area:** 64 square feet
- **Maximum sign height:** 20 feet
- **Minimum setback:** Equal to the height of the sign

### Existing Pylon Sign

- Height: 35 feet
- Area: 152 square feet (combined logo and message area)
- Location: Existing location, setback 13.5 feet from property line

### Proposed Pylon Sign

- Height: 30 feet
- Area: 119.87 square feet
- Location: Same as existing sign

Although the proposed sign remains nonconforming to current code standards, it represents a reduction in both height and total sign area compared to the existing sign.

Approval of the request requires a Special Exception to exceed maximum sign height, area, and required setback.

# REQUEST FOR CONSIDERATION

The Sign Code provides the ability to grant Special Exceptions when the following criteria are met:

**1. Consistent with the purpose and intent of this Chapter and this Section.**

Nothing within the proposed request is inconsistent with the intent of the Sign Code.

**2. Consistent with the Comprehensive Plan including any applicable aesthetic signage guidelines therein.**

The proposal is consistent with the Comprehensive Plan and applicable aesthetic signage guidelines.

**3. Not negatively affecting the reasonable use and development of nearby properties or the community.**

The proposed sign is smaller than the existing sign and is consistent with surrounding commercial development. No negative impacts to adjacent properties are anticipated.

**4. Compatible with existing signage on and visible from the subject site and not significantly exceeding the height, area, or quantity of such existing signage.**

The proposed signage is smaller than the existing pylon sign currently onsite.

**5. Proportional with the scale of the subject site and the building(s) and use(s) on the subject site to which the sign relates or advertises.**

The proposed sign is proportional to the scale of the site, building, and Highway Business corridor context.

**6. Not hazardous, harmful, or otherwise adverse to the natural environment and aesthetic value of the site, nearby properties, and the community.**

No adverse environmental or aesthetic impacts are anticipated.

**7. Not negatively affecting the safe and efficient installation, use, and maintenance of public facilities serving the area, including but not limited to roadways, sidewalks and paths, and utilities.**

The Wisconsin Department of Transportation (WisDOT) has reviewed the sign location and supports the sign remaining in its current location. The sign will not be impacted by upcoming roadway improvements.

**8. Supported by evidence that normally applicable requirements do not provide for sufficient visibility for the proposed signage or use(s) it advertises, such as a highway visibility study for freestanding signage that exceeds normally applicable height area requirements.**

# REQUEST FOR CONSIDERATION

Given the property's proximity to arterial roadways and the commercial nature of the corridor, the Special Exception process is appropriate. The proposal maintains corridor visibility consistent with similar developments.

The proposed pylon sign reduces both the height and area of the existing nonconforming sign but remains larger than what is currently permitted under code. Due to the scale of the site, building redevelopment, and arterial roadway context, staff finds that the Special Exception criteria are met.

We did receive one email from a neighboring landowner and it is included for your information.

Staff recommends approval.

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**Attached Docs:**

- Letter to adjacent landowners
- Sign Specs
- Neighboring property owner email

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**Committee Action:** N/A

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**FISCAL IMPACT:** N/A

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**Recommendation:** Staff recommends approval with the following condition:

1. Sign permits shall be obtained for all proposed signage prior to installation.

## Recommended Language for Official Action

**I move to approve the Special Exception Sign Permit allowing Burger King/D & L Signs to install a new pylon sign in the same location as the current pylon sign on the property, which exceeds the maximum sign size and height requirements of the code.**

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**Additional action:** Issuance of Sign Permits (Staff)

February 26, 2026

Re: Burger King - Special Exception for Signage

Dear Weston Property Owner,

NOTICE IS HEREBY GIVEN that the Village of Weston Plan Commission will hold a meeting on Monday, March 9, 2026, at approximately 6:00 p.m., or shortly thereafter, at the Weston Municipal Center, 4747 Camp Phillips Road, Weston, WI 54476, to discuss the following request:

Project #20260067 – A Special Exception Sign Permit request submitted by Burger King/JHGV, LLC/D&L Signs, to allow a monument sign that exceeds the maximum permitted sign height and minimum setback requirements, pursuant to the procedures outlined in Article 13: Signs, Section 94.13.02(9), in the B-2 (Highway Business) Zoning District, for the property located at 3111 Schofield Avenue, legally described as:

*Part of the Fractional South Half of the Southwest One-Quarter (Frl. S 1/2 of the SW 1/4) of Section 18, Township 28 North, Range 08 East, described as the South 192 feet of that part of the West 4 acres of the East 32 rods of the West 47 rods of the South Half of the Southwest One-Quarter lying East of U.S. Highway 51, being Parcel 2 of Certified Survey Map recorded in Volume 14, Page 138, Document No. 835898, also identified as CSM No. 3840.  
[FIPO: ALTA Survey dated May 30, 2024.], PIN 192-2808-183-0966*

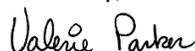
Application materials are available for public inspection at the Village of Weston Planning and Development Department during normal business hours.

Written comments may be submitted no later than noon on the date of the hearing to the Village of Weston Plan Commission, c/o Valerie Parker, Plan Commission Secretary, 4747 Camp Phillips Road, Weston, WI 54476, or by email to [vparker@westonwi.gov](mailto:vparker@westonwi.gov). All written and oral comments received will be considered by the Plan Commission at the meeting.

**All interested persons wishing to provide oral or written comments during the meeting will be given an opportunity to be heard.**

Any person with questions, or who requires special accommodation in order to attend or participate in the meeting, should contact Valerie Parker, Planning Technician, Planning and Development Department, at 715-241-2607.

Sincerely,



Valerie Parker,  
Planning Technician



Planning & Development  
[PlanDev@westonwi.gov](mailto:PlanDev@westonwi.gov)

Weston Municipal Center  
4747 Camp Phillips Rd  
Weston, WI 54476  
715-241-2613  
[www.westonwi.gov](http://www.westonwi.gov)

**BK RETRO BUN LOGO PYLON W/ EMC @ 30' OAH • 119.87 TOTAL SQFT**

**SIGN DETAIL:**

D/F BUN LOGO PYLON w/ NEW STEEL PAINTED MATTE BLACK

**FACES:** AS NOTED

**COLORS:** 3M 3630-84 TANGERINE  
 3M 3630-143 POPPY RED  
 3M 3635-200 WHITE DIFFUSER  
 BK SILVER

**CABINET:** BK SILVER

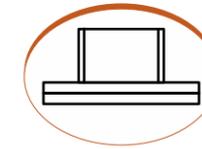
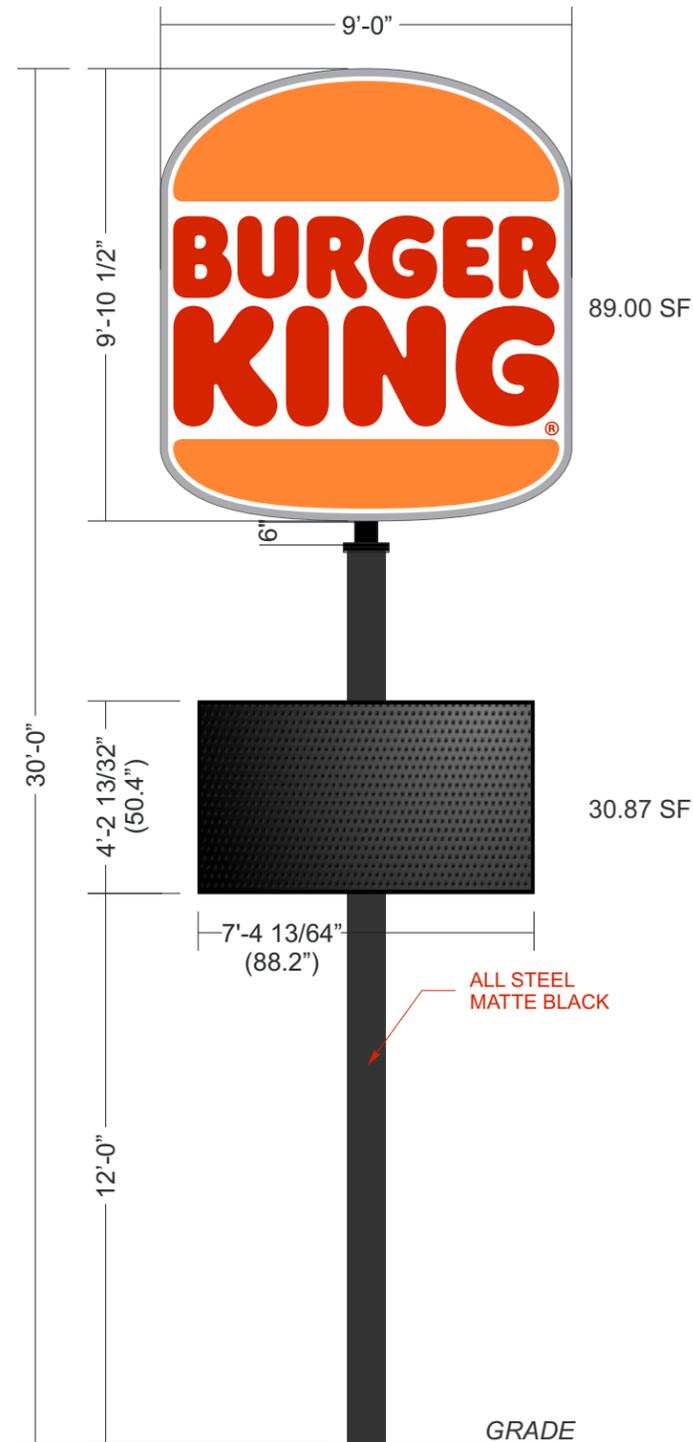
**RETAINER:** AS NOTED

**ILLUMINATION:** 5000K LEDs

**EMC:** 4'-2 13/32" X 7'-4 13/64" X 8" DEEP FULL COLOR DISPLAY

**QTY:** 2 EACH

10' BUN LOGO PYLON 30' OAH  
 PANNED & EMBOSSED  
 CLEAR POLYCARBONATE  
 CABINET DEPTH 14" (117 SF TOTAL)  
 (Retainer Shown @ 2")



ALL RETRO  
 PYLON HEADS  
 INCLUDE  
 2 MATCH PLATES  
 (MATCH PLATES TO MEET CUSTOM  
 REQUIREMENTS PER LOCAL CODE)



EXISTING



**COLOR NOTES**

-  VINYL # 3M 3630-84 TANGERINE
-  VINYL # 3M 3630-143 POPPY RED
-  VINYL # 3M 3635-20 WHITE DIFFUSER

**REVISION**

1.	02.24.26 MW
2.	XXXXX
3.	XXXXX
4.	XXXXX

**ARTIST**

MW

**CLIENT**

BURGER KING RETRO

**SCALE**

1/4" = 1'-0"

**DATE**

02.20.26

**LOCATION**

6003 US-51 BUS  
 Weston, WI 54476 # 4812

RE MARKETING DESIGN / COR / B / BURGER KING / WESTON, WI-6003 US-51 BUS, HWY 51, 10FT BK-PYLON & EMC 30FT OAH.CAD



DEPARTMENT  
 ART

**PROJECT INFORMATION**

PROPOSED BURGER KING FOR:  
**CAVE ENTERPRISES**  
6003 BUSINESS HWY 51 • WESTON, WI 54476

PROFESSIONAL SEAL

**PRELIMINARY DATES**

SEPT. 17, 2025
OCT. 14, 2025
DEC. 3, 2025
JAN. 23, 2026
FEB. 2, 2026
FEB. 3, 2026
FEB. 5, 2026
FEB. 27, 2026

**NOT FOR CONSTRUCTION**

**JOB NUMBER**  
250320600

**SHEET NUMBER**  
**C1.1**

**LEGEND:**

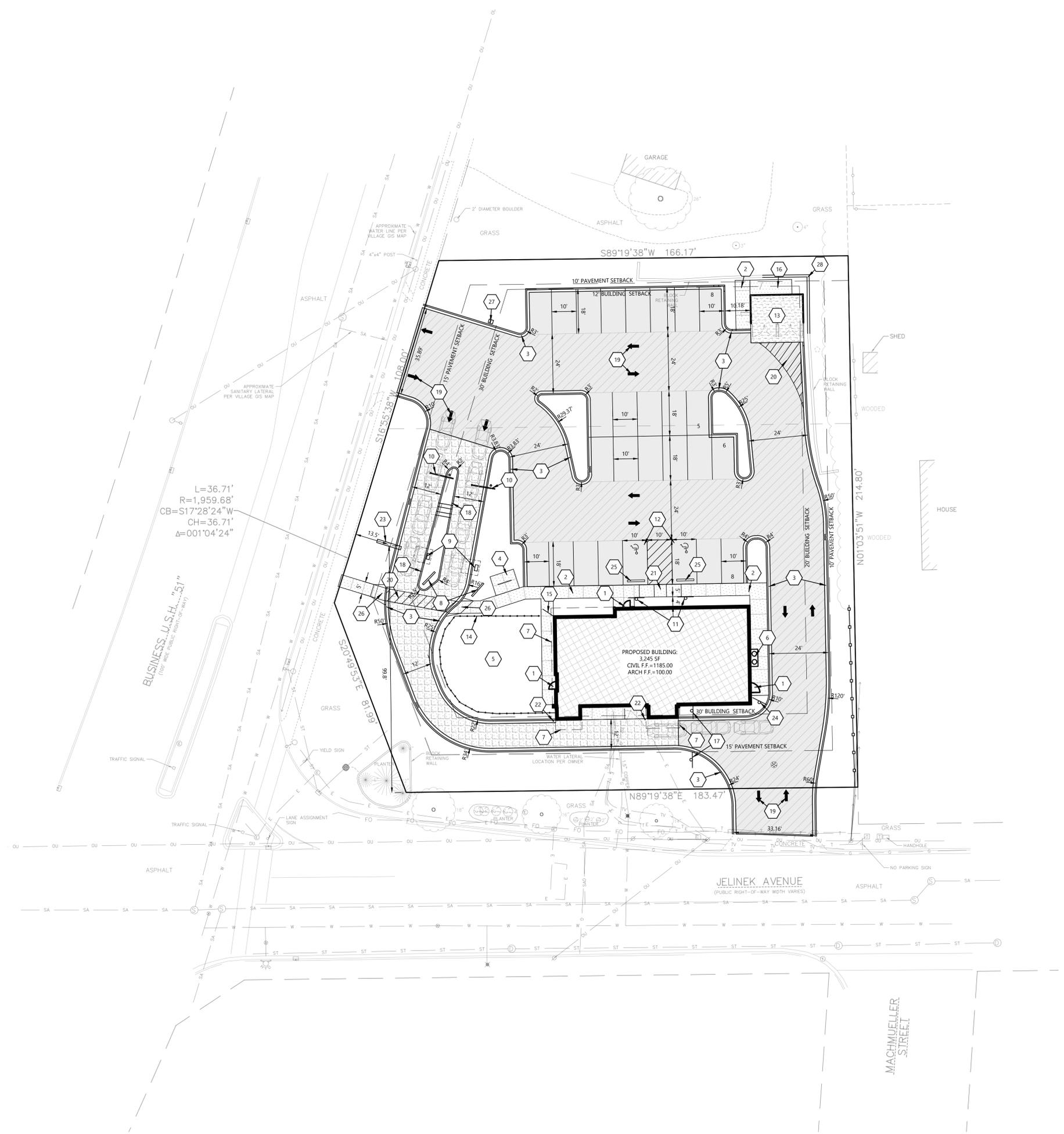
HATCH	PAVEMENT SECTION
	STANDARD ASPHALT
	HEAVY DUTY ASPHALT
	SIDEWALK CONCRETE
	HEAVY DUTY CONCRETE

**PYLON SIGN REGULATIONS:**

- MAX PERMITTED AREA PER SIGN: 200 S.F. FOR EACH SIGN LOCATED WITHIN 660 FT OF THE INTERSTATE OR STATE HIGHWAY 29 RIGHT-OF-WAY. 64 S.F. IN OTHER LOCATIONS. SIGN AREA SHALL BE FOR ALL COMBINED SIGN FACES SEEN AT ONE TIME.
- MAX PERMITTED NUMBER PER LOT: ONE PER PUBLIC STREET FRONTAGE PER LOT.
- MAX PERMITTED SIGN HEIGHT: 40 FT FOR EACH SIGN LOCATED WITHIN 660 FT OF THE INTERSTATE OR STATE HIGHWAY 29 RIGHT-OF-WAY. 20 FT IN OTHER LOCATIONS.
- MINIMUM PERMITTED SIGN SETBACK FROM ALL PROPERTY LINES: A DISTANCE EQUAL TO SIGN HEIGHT. THE ZONING ADMINISTRATOR MAY APPROVE A LESSER SETBACK IN THE FOLLOWING INSTANCES: SIGN AT LEAST 10 FEET FROM ANY VEHICULAR, BICYCLE, OR PEDESTRIAN TRAVEL WAY; SAFE RELATIONSHIP TO PEDESTRIAN AND VEHICULAR TRAFFIC MOVEMENT AND SAFETY; SIGN DESIGNED AND INSTALLED TO PREVENT OR MAKE EXTREMELY UNLIKELY ITS COLLAPSE; LESSER SETBACK DOES NOT CONFLICT WITH VILLAGE'S ADOPTED AESTHETIC STANDARDS FOR THE AREA (INCLUDING ANY DESIGN OVERLAY DISTRICT); AND LESSER SETBACK DOES NOT CONFLICT WITH VILLAGE AND UTILITY USE AND OPERATIONS

**KEYNOTES**

1	CONCRETE STOOP (SEE STRUCTURAL PLANS FOR DETAILS)
2	RAISED WALK (SEE DETAIL ON C2.0)
3	18" CURB & GUTTER (SEE DETAIL ON C2.0)
4	BIKE RACK (TYP.) (TYPE & COLOR BY OWNER)
5	PROPOSED PLAYGROUND AREA (~ 1,500 S.F.). COORDINATE FINAL DESIGN AND SIZE WITH OWNER.
6	CO2 AND COOKING OIL ENCLOSURE (SEE ARCH PLANS FOR DETAILS)
7	BUILDING CANOPY (SEE ARCH PLANS FOR DETAILS)
8	MENU BOARD
9	SPEAKER POST AND CANOPY
10	CLEARANCE BAR AND GUARDPOST
11	HANDICAP SIGN PER STATE CODE (SEE DETAIL ON C2.0)
12	HANDICAP STALL & STRIPING PER STATE CODES
13	DUMPSTER ENCLOSURE (SEE ARCH PLANS FOR DETAILS)
14	DECORATIVE ALUMINUM PICKET FENCE. COORDINATE FINAL DESIGN, HEIGHT, AND COLOR WITH OWNER.
15	5' WIDE GATE WITH LATCH TO MATCH PROPOSED FENCE. VERIFY FINAL LOCATION AND LENGTH WITH OWNER.
16	CONCRETE SLAB FOR FUTURE BUN FREEZER. CONTRACTOR TO VERIFY SLAB REQUIREMENTS WITH OWNER PRIOR TO CONSTRUCTION
17	DO NOT ENTER SIGN
18	6" DRIVE-THRU VERTICAL CURB. (SEE DETAIL ON C2.0)
19	TRAFFIC FLOW ARROWS (TYP.). COLOR TO MATCH PARKING STALL STRIPING
20	PAINT STRIPING (TYP.). COLOR TO MATCH PARKING STALL STRIPING
21	ADA SIDEWALK RAMP (SEE DETAIL ON C2.0)
22	6" CONCRETE BOLLARD (SEE DETAIL C2.0)
23	NEW PYLON SIGN ON EXISTING PYLON POLE. FINAL DESIGN, LOCATION AND PERMITTING BY SIGN VENDOR.
24	STOP SIGN PER MUTCD.
25	PRECAST CONCRETE WHEEL STOP (TYP.)
26	CURB RAMP (SEE DETAIL ON C2.0)
27	RELOCATED MAILBOXES. COORDINATE FINAL LOCATION WITH OWNER.
28	RETAINING WALL. CONNECT TO EXISTING



## Valerie Parker

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**Subject:** FW: Burger King Sign Exception

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**From:** Valerie Parker  
**Sent:** Monday, March 2, 2026 2:08 PM  
**To:** David Weber <photowallpa...>; Judy Weber <jweberC...>  
**Cc:** PlanDev <plandev@westonwi.gov>  
**Subject:** RE: Burger King Sign Exception

Thanks so much for sending me your feedback.

This will be shared at the 03/09/2026 Plan Commission Meeting.

Have a great day!

Valerie  
\*\*\*\*\*

**Valerie Parker**  
Planning Technician  
Village of Weston, Wisconsin  
4747 Camp Phillips Road, Weston, WI 54476  
**Direct Office: 715-241-2607**  
**Department Office: 715-241-2613**  
**Direct Email: [vparker@westonwi.gov](mailto:vparker@westonwi.gov)**  
**Department Email: [plandev@westonwi.gov](mailto:plandev@westonwi.gov)**

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**From:** David Weber <[photowallpa...](mailto:photowallpa...)>  
**Sent:** Monday, March 2, 2026 2:06 PM  
**To:** Valerie Parker <[vparker@westonwi.gov](mailto:vparker@westonwi.gov)>  
**Cc:** Judy Weber <[jweberC...](mailto:jweberC...)>  
**Subject:** Burger King Sign Exception

Valerie, thanks for notifying us that Burger King will be putting in a new sign. Our front picture window, and two of our bedrooms overlook the BK front parking lot.

We don't care how large or tall the new sign might be. Size is not a concern at all.

However, we DO GREATLY CARE, how bright it is! I know that some new signs use very bright new bulbs and could be a huge distraction to us (especially if the lights flash on and off). An example of such a super bright sign is the one on the north end of the Rothschild Domtar factory (across the street from the Rothschild elementary school).

Any questions call us at: 715-241-

Thanks,  
David D. Weber & Judith Leigh Weber

The proposed signage we are requesting is for Burger King located at 6003 US-51 in Weston as this site will be razed and a new store built in its place. The pylon sign will remain in its original location.

Here are some details and considerations when reviewing this sign permit application:

- The site currently has a 35' pylon sign. We are proposing to shorten our sign to 30'.
- The total copy area for each side of the sign faces currently is 152 SF and the total new signage copy area per side is 119.87 SF.
  - Logo sign
    - Current= 10' x 10' = 100 SF
    - Proposed= 9' x 9'10.5" = 89 SF
  - Breakfast sign
    - Current = 20 SF
    - Proposed = Eliminated
  - Message Center
    - Current- Reader Board= 32 SF
    - Proposed- Full Color Display EMC = 30.87 SF

Additionally, our client hired Excel Engineering to work with the Wisconsin DOT to address any foreseeable issues between this site location and the US Hwy 51 and 29 improvement project. That exchange follows on the next page.

## Kirk Reimann

---

**From:** John Kayser <john@caveenterprises.com>  
**Sent:** Wednesday, February 18, 2026 4:43 PM  
**To:** Kirk Reimann; Matt Mrochinski  
**Cc:** Ryan Wilgreen; Dieter Maiwald; Fred Scanlan  
**Subject:** FW: DOT / Main ID Sign Burger King at 6003 Business Hwy 51, Weston WI  
**Attachments:** Business 51 Burger King 30% Plan sheets.pdf

Kirk

Per attached and below looks like we are good w / keeping existing freestanding sign in existing location

Pls used this correspondence as needed w/ muni as we pursue the main ID sign re-image thanks

Thanks MATT

*John Kayser*

Vice President Development  
Cave Enterprises Operations, LLC  
Chief Development Officer - JHGV, LLC  
(708)204 – 4503 mobile  
john@caveenterprises.com

---

**From:** Ryan Wilgreen <ryan.wilgreen@excelengineer.com>  
**Sent:** Monday, February 16, 2026 8:27 AM  
**To:** John Kayser <john@caveenterprises.com>; Dieter Maiwald <dieter@caveenterprises.com>; Fred Scanlan <fscanlan@caveenterprises.com>  
**Subject:** [EXTERNAL]FW: Burger King at 6003 Business Hwy 51, Weston WI

Here is the response from the DOT regarding the future project in Weston on HWY 51.

Thanks

**Ryan Wilgreen, PLS**  
Senior Project Manager  
Survey Department  
920-322-1738

---

**From:** Boehm, Korey J - DOT <[Korey.Boehm@dot.wi.gov](mailto:Korey.Boehm@dot.wi.gov)>  
**Sent:** Monday, February 16, 2026 8:20 AM  
**To:** Matt Mrochinski <[matt.mrochinski@excelengineer.com](mailto:matt.mrochinski@excelengineer.com)>  
**Cc:** Ryan Wilgreen <[ryan.wilgreen@excelengineer.com](mailto:ryan.wilgreen@excelengineer.com)>  
**Subject:** RE: Burger King at 6003 Business Hwy 51, Weston WI

{EXTERNAL EMAIL}

Good Morning Matt,

Attached are our 30% plan sheets for the area around this property. At this time very little is changing and we are not anticipating needing any permanent right of way. We would likely be needing an area of Temporary Limited Easement along the western side of the property that is parallel with Business 51. The side along Jelinek appears to have sufficient right of way for our proposed work. At this time we are planning construction in 2030 and 2031. We are still working out the exact staging and the anticipated timing of what sections will be built when. If there are further questions please let me know.

Sincerely,

*Korey Boehm, PE*  
Project Manager  
WisDOT NCR-DTSD  
715-459-2943

---

**From:** Matt Mrochinski <[matt.mrochinski@excelengineer.com](mailto:matt.mrochinski@excelengineer.com)>  
**Sent:** Friday, February 13, 2026 11:46 AM  
**To:** Boehm, Korey J - DOT <[Korey.Boehm@dot.wi.gov](mailto:Korey.Boehm@dot.wi.gov)>; Gruling, Zachary - DOT <[Zachary.Gruling@dot.wi.gov](mailto:Zachary.Gruling@dot.wi.gov)>  
**Cc:** Ryan Wilgreen <[ryan.wilgreen@excelengineer.com](mailto:ryan.wilgreen@excelengineer.com)>  
**Subject:** Burger King at 6003 Business Hwy 51, Weston WI

**CAUTION: This email originated from outside the organization.  
Do not click links or open attachments unless you recognize the sender and know the content is safe.**

Hi Korey,

Excel is providing survey and civil engineering services for construction of a new Burger King restaurant in the Village of Weston at 6003 US-51 Business North (see attached). Our client is proposing to demolish the current BK restaurant, remove it from the site, and construct a new Burger King on the same parcel. We recently had a pre-application meeting with the Village of Weston, and they mentioned DOT is planning improvements to Hwy 51 adjacent to the Burger King site. Reaching out to inquire about project details and how the improvement project might impact the Burger King property. Do you anticipate the need to acquire additional right-of-way as part of the project? Do you have preliminary plans that you can share?

[@Zachary.Gruling@dot.wi.gov](mailto:@Zachary.Gruling@dot.wi.gov), please disregard the voicemail I left for you. I see you are the PM for the US Hwy 51 and WI 29 improvement project.

Thank you.

**Matt Mrochinski**

Project Coordinator



Excel Engineering  
100 Camelot Drive  
Fond du Lac, WI 54935  
920.322.1593 direct  
[www.excelengineer.com](http://www.excelengineer.com) (-> [secure-web.cisco.com](http://secure-web.cisco.com))

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# REQUEST FOR CONSIDERATION

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<b>Public Mtg/Date:</b>	Plan Commission, March 9, 2026
<b>Description:</b>	Project # 20260017 – Final Plat Approval Preliminary Plat of Hinner Springs Second Addition (Timber Ridge Builders/Riverside Land Surveying)
<b>From:</b>	Jennifer Higgins, Planning & Development Director/Zoning Administrator Michael Wodalski, Director of Public Works Audrey Webster, Assistant Planner
<b>Question:</b>	Should the Plan Commission recommend approval of the Final Plat to the Board of Trustees, and if so, are there any conditions or required changes prior to Final Plat review?

---

## BACKGROUND

Timber Ridge Builders, LLC has submitted the Final Plat for **Hinner Springs Second Addition**. The Preliminary Plat was previously approved by the Village Board ([Resolution No. 2026-007](#)), subject to conditions. Village staff and the Director of Public Works have reviewed the Final Plat for compliance with Chapter 74 of the Village Code, engineering standards, and Preliminary Plat conditions.

The Final Plat proposes an **11-lot subdivision** intended for twin homes and single-family residential development. Two lots shown in the original Preliminary Plat have already been completed via certified survey map, reducing the total from 13 lots to 11.

Proposed home values are anticipated to be **\$350,000–\$450,000**, consistent with the existing Hinner Springs development. Streets will include typical urban improvements: curb, gutter, street trees and sidewalks.

### Key Conditions of Approval:

- All conditions from the Preliminary Plat approval must be satisfied, unless previously met or waived.
- Execution of a Development Agreement, including financial guarantees for required public improvements, is required.
- No building permits, unless allowed per the Development Agreement, may be issued until required public improvements are installed or adequate financial security is provided.
- Village Clerk is authorized to record the Final Plat after all conditions and required signatures are met.

Staff recommends that the Plan Commission forward a recommendation of approval of the Final Plat to the Village Board of Trustees, **subject to the conditions outlined in Resolution No. 2026-008**.

---

<b>Attached Docs:</b>	Draft Resolution No. 2026-008  Proposed Final Plat of Hinner Springs Second Addition (Staff reviewed)
<b>Committee Action:</b>	Village Board approved the Preliminary Plat via <a href="#">Resolution No. 2026-007</a> in February 2026.
<b>Fiscal Impact:</b>	To be determined. The proposal reduces overall density compared to the previously approved multifamily concept.

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# REQUEST FOR CONSIDERATION

**Recommendation:** Based on the information submitted to date, Staff recommends that the Plan Commission forward a recommendation of approval of the Final Plat to the Board of Trustees, subject to the conditions outlined below.

## RECOMMENDED LANGUAGE FOR OFFICIAL ACTION

**Sec. 74.4.02 (4) Village Plan Commission Recommendation.** Except as provided under subsection (4), the Plan Commission shall review the final plat for conformance with the approved preliminary plat, conditions of its approval, and all applicable ordinances and statutes, and shall forward its recommendation to the Village Board. The Commission's recommendation shall be to approve, approve with conditions, or reject the plat and shall include the reasons for rejection or conditions associated with any recommendation for approval.

If the PC accepts staff's conditions for approval, listed in the draft Resolution No. 2026-008, the recommended action to the BOT would be as follows:

*I move that the Plan Commission recommend to the Village Board of Trustees approval of the Final Plat for Hinner Springs Second Addition (Project #20260017), submitted by Timber Ridge Builders and Riverside Land Surveying, subject to the following conditions:*

1. Approval of the Final Plat pursuant to Wis. Stat. Chapter 236 and Chapter 74 of the Village Code.
2. Compliance with all conditions imposed under Resolution No. 2026-007, unless previously satisfied or waived.
3. Execution of a Development Agreement, including required financial guarantees for public improvements.
4. No building permits, unless allowed per the Development Agreement, until public improvements are installed or financial security is provided.
5. Recording of the Final Plat by the Village Clerk following satisfaction of all conditions and required signatures.

**ADDITIONAL ACTION:** Forward Plan Commission recommendation to Village Board for the March 16, 2026, meeting.

Village Board consideration of Resolution No. 2026-008 to approve the Final Plat.

Ensure all preliminary and final plat conditions are met prior to signature.

Recording of the Final Plat at the Marathon County Register of Deeds.



VILLAGE OF WESTON, MARATHON COUNTY, WISCONSIN

**RESOLUTION NO. 2026-008**  
**A RESOLUTION APPROVING THE FINAL PLAT OF HINNER SPRINGS SECOND**  
**ADDITION SUBDIVISION**

**WHEREAS**, pursuant to Wis. Stats. §§ 61.35, 62.23, and 236, and Chapter 74 of the Village of Weston Municipal Code, the Village of Weston is authorized to regulate the division of land within the Village; and

**WHEREAS**, Timber Ridge Builders, LLC. has submitted a final plat for **Hinner Springs Second Addition**, attached hereto as Exhibit A; and

**WHEREAS**, the Village Board previously approved the Preliminary Plat of Hinner Springs Second Addition by Resolution No. 2026-007, subject to conditions; and

**WHEREAS**, the Final Plat has been reviewed by Village staff and the Director of Public Works for compliance with Chapter 74, applicable engineering standards, and the conditions of Preliminary Plat approval; and

**WHEREAS**, the Plan Commission reviewed said Final Plat at its meeting on March 9, 2026, and recommended approval;

**NOW THEREFORE BE IT RESOLVED**, by the VILLAGE BOARD OF TRUSTEES of the Village of Weston as follows:

**1. Approval of Final Plat**

The Final Plat of *Hinner Springs Second Addition*, attached as Exhibit A, is hereby approved pursuant to Wis. Stat. Chapter 236 and Chapter 74 of the Village Code.

**2. Compliance with Preliminary Plat Conditions**

The approval of this Final Plat is conditioned upon satisfaction of all conditions imposed under Resolution No. 2026-007 approving the Preliminary Plat, unless previously satisfied or expressly waived by the Village.

**3. Development Agreement**

Approval is further conditioned upon execution of a Development Agreement in accordance with Section 74.703 of the Village Code, including provision of required financial guarantees for public improvements.

**4. Public Improvements & Financial Security**

No building permits, unless allowed by the Development Agreement, shall be issued until required public improvements are installed or adequate financial security has been provided and accepted by the Village, as determined by the Director of Public Works.

**5. Recording**

Upon satisfaction of the above conditions and receipt of all required signatures and certifications, the Village Clerk is authorized to execute the Final Plat for recording with the Marathon County Register of Deeds.

**BE IT FURTHER RESOLVED** that failure to comply with the above conditions of this Resolution or the Development Agreement may result in withholding of building permits or other remedies available

under Village ordinances and Wisconsin Statutes.

**ADOPTED** by the Board of Trustees of the Village of Weston this 16th day of March 2026.

VILLAGE OF WESTON, a Municipal Corporation of the State of Wisconsin.

By: \_\_\_\_\_  
MARK MALONEY, Village President

ATTEST:

By: \_\_\_\_\_  
PAMELA BREHM, Village Clerk

DRAFT

**REVIEWED & APPROVED**  
**BY J. HIGGINS, ZONING ADMIN.**  
**03/04/2026 9:22:35 AM**

Exhibit A

**HINNER SPRINGS SECOND ADDITION**

All of Lots 112 thru 123 of Hinner Springs First Addition and all of Lot 3 of Certified Survey Map Number 20270 recorded in Document Number 1930762, located in part of the Southwest 1/4 of the Northeast 1/4 and part of the Northwest 1/4 of the Southeast 1/4 of Section 29, Township 28 North, Range 8 East, Village of Weston, Marathon County, Wisconsin.

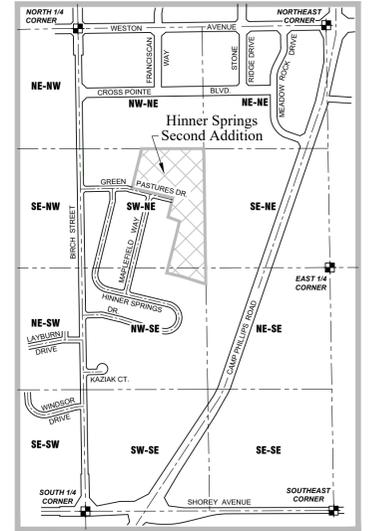
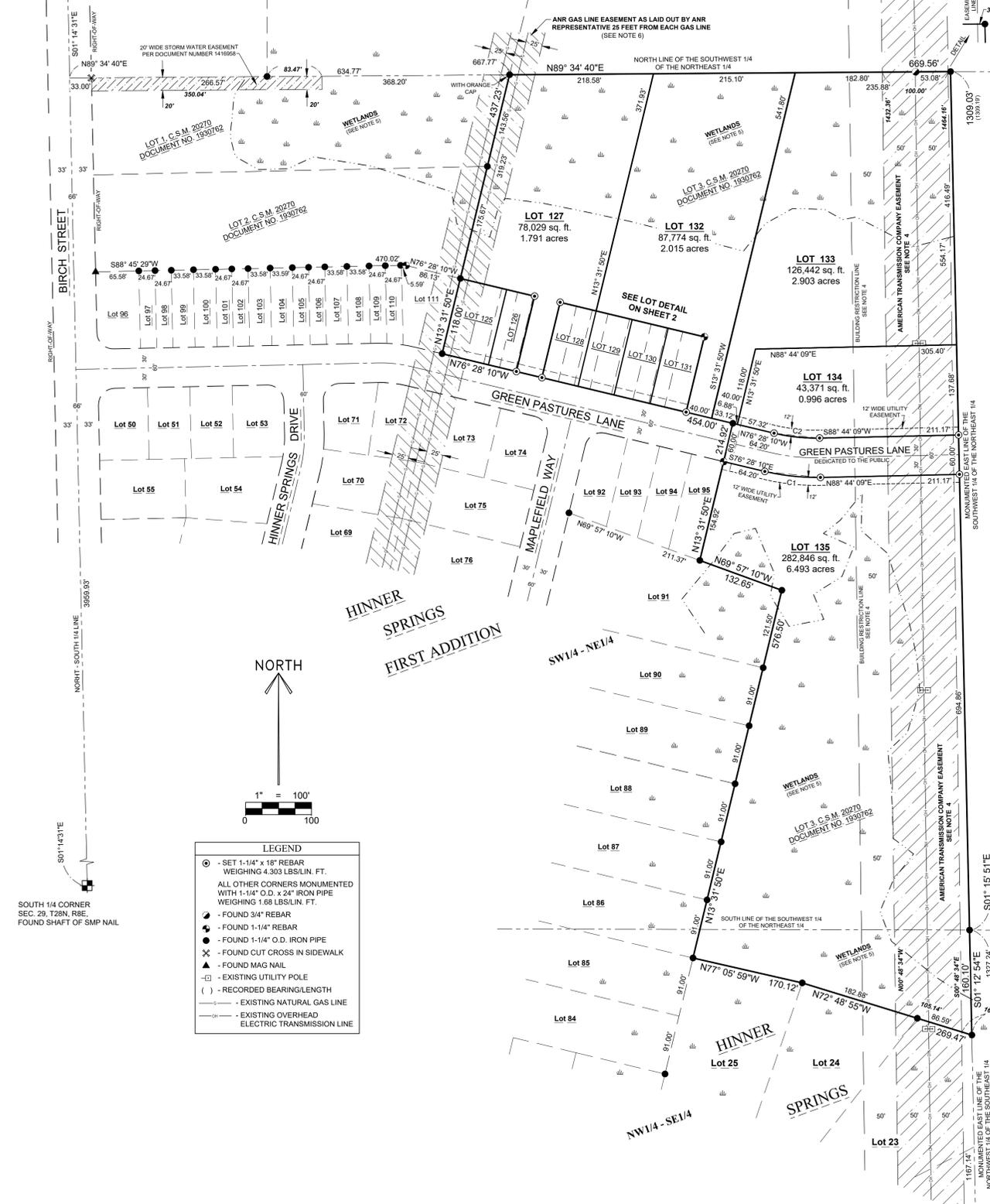
NORTH 1/4 CORNER  
 SEC. 29, T28N, R8E,  
 FOUND SHAFT OF SMP NAIL

LOT 2, C.S.M. 15080  
 VOL. 70, PAGE 91  
 OWNED BY BIRCHWOOD  
 HIGHLANDS I.L.L.C.

LOT 1, C.S.M. 15080  
 VOL. 68, PAGE 2  
 OWNED BY BIRCHWOOD  
 HIGHLANDS I.L.L.C.

CONDO PLAT OF  
 BIRCHWOOD HIGHLANDS III  
 OWNED BY BIRCHWOOD  
 HIGHLANDS I.L.L.C.

LOT 15, CROSS POINTE  
 CORPORATE PARK  
 OWNED BY WESTVEST LLC

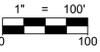


**Location Map**  
 SECTION 29, T28N, R8E, VILLAGE OF WESTON,  
 MARATHON COUNTY (NOT TO SCALE)

**C1 CURVE DATA:**  
 ARC LENGTH - 85.21'  
 RADIUS - 330.00'  
 CENTRAL ANGLE - 14°47'41"  
 CHORD BEARING - S83°52'01"E  
 CHORD - 84.98'  
 TANGENT IN - S76°28'10"E  
 TANGENT OUT - N88°44'09"E

LOT 1, C.S.M. 13692  
 VOL. 50, PG. 69  
 OWNED BY  
 S.C. SWIDERSKI LLC

**C2 CURVE DATA:**  
 ARC LENGTH - 69.72'  
 RADIUS - 270.00'  
 CENTRAL ANGLE - 14°47'41"  
 CHORD BEARING - N83°52'01"W  
 CHORD - 69.53'  
 TANGENT IN - S88°44'09"W  
 TANGENT OUT - N76°28'10"W



**LEGEND**

- ⊙ - SET 1-1/4" x 18" REBAR WEIGHING 4.303 LBS/LIN. FT. ALL OTHER CORNERS MONUMENTED WITH 1-1/4" O.D. x 24" IRON PIPE WEIGHING 1.68 LBS/LIN. FT.
- ⊙ - FOUND 3/4" REBAR
- ⊙ - FOUND 1-1/4" REBAR
- ⊙ - FOUND 1-1/4" O.D. IRON PIPE
- ⊙ - FOUND CUT CROSS IN SIDEWALK
- ⊙ - FOUND MAG NAIL
- ⊙ - EXISTING UTILITY POLE
- ( ) - RECORDED BEARING/LENGTH
- - EXISTING NATURAL GAS LINE
- - EXISTING OVERHEAD ELECTRIC TRANSMISSION LINE

**NOTES**

- BEARINGS ARE BASED ON THE MARATHON COUNTY COORDINATE SYSTEM NAD83 (2011) AND REFERENCED TO THE NORTH - SOUTH 1/4 LINE OF SECTION 29, TOWNSHIP 28 NORTH, RANGE 8 EAST, MEASURED TO BEAR SOUTH 01°14'31" EAST.
- ELEVATIONS ARE BASED ON NAVD 88 AND REFERENCED TO BENCHMARK D43378, A BRONZE WISDOT DISK IN CONCRETE AT THE NORTHEAST CORNER OF RYAN STREET AND SCHOFIELD AVENUE IN WESTON. ELEVATION = 1219.60
- THE TOTAL AREA OF THE PLAT IS 679,856 SQUARE FEET OR 15.607 ACRES, MORE OR LESS.
- THE ATC TRANSMISSION LINE EASEMENT IS RECORDED IN DOCUMENT NUMBER 537438. THIS EASEMENT IS FROM 1961 AND SPECIFIES TWO 1/4" POLE TRANSMISSION LINES AND A WIDTH OF 50 FEET FROM THE CENTERLINE OF EACH LINE. ONLY THE EAST TRANSMISSION LINE HAS BEEN BUILT, BUT THE EXHIBIT "A" IN THIS DOCUMENT SHOWS A FUTURE TRANSMISSION LINE 50 FEET WEST OF THE NOW EXISTING LINE. THEREFORE IT MAY BE POSSIBLE THAT THE EASEMENT EXTENDS ANOTHER 50 FEET WEST IF THIS TRANSMISSION LINE WOULD BE CONSTRUCTED IN THE FUTURE.
- WETLANDS SHOWN HEREON WERE DELINEATED BY STAR ENVIRONMENTAL ON SEPTEMBER 30, 2025 AND LOCATED ON OCTOBER 17, 2025 BY RIVERSIDE LAND SURVEYING.
- THE GAS LINE EASEMENT IS 25 FEET FROM THE GAS LINE PER AN ANR REPRESENTATIVE. THE FLAGS IN THE STRAIGHT SECTION WERE BEST FIT TO CREATE A STRAIGHT LINE, BUT THE TWO GAS LINES ARE NOT A CONSISTENT DISTANCE APART OR ARE THE TWO GAS LINES PARALLEL. THE EASEMENT AS SHOWN HEREON IS BASED ON THE FLAGS AS LOCATED ON JUNE 9TH, 2016.
- FLOOD ZONE DESIGNATION "X" FOR THE PROPERTY SHOWN HEREON FROM THE FEMA FLOOD INSURANCE RATE MAP (FIRM) FOR MARATHON COUNTY, VILLAGE OF WESTON, MAP NUMBER 55073C0414F, EFFECTIVE DATE AUGUST 22, 2010. NO PORTION OF THE PROPERTY SHOWN ON THE SURVEY LIES WITHIN A SPECIAL FLOOD HAZARD AREA (SFHA) AS DESCRIBED ON THE FLOOD INSURANCE RATE MAP FOR THE COMMUNITY IN WHICH THE SUBJECT PROPERTY IS LOCATED.
- THE CURRENT ZONING IS: MULTI-FAMILY RESIDENTIAL - MF. LOTS 125, 126, 128, 129, 130 AND 131 ARE PLANNED TO UTILIZE THE ZERO LOT LINE BUILDING SETBACK AS TWIN HOME LOTS.
- PORTIONS OF THE 12" WIDE UTILITY EASEMENTS ON LOT 104 THRU LOT 123 OF THE RECORDED PLAT OF HINNER SPRINGS FIRST ADDITION HAVE BEEN RELEASED BY WISCONSIN PUBLIC SERVICE BY DOCUMENT NUMBER 1931822. THE 12" WIDE UTILITY EASEMENT AS SHOWN ON THE PLAT OF HINNER SPRINGS SECOND ADDITION WAS REVISED BY DOCUMENT NUMBER 1931822 TO SERVICE LOTS 125 THRU 131 SHOWN HEREON.

**REGISTER OF DEEDS**  
 MARATHON COUNTY, WISCONSIN

Received for record this \_\_\_\_\_ day of \_\_\_\_\_  
 20\_\_\_\_ at \_\_\_\_\_ o'clock \_\_\_\_\_ m.  
 in Plat Cabinet No. \_\_\_\_\_ on page \_\_\_\_\_  
 Document Number \_\_\_\_\_

Register of Deeds

There are no objections to this plat with respect to Secs. 236.15, 236.16, 236.20 and 236.21(1) and (2), Wis. Stats. as provided by s. 236.12, Wis. Stats.

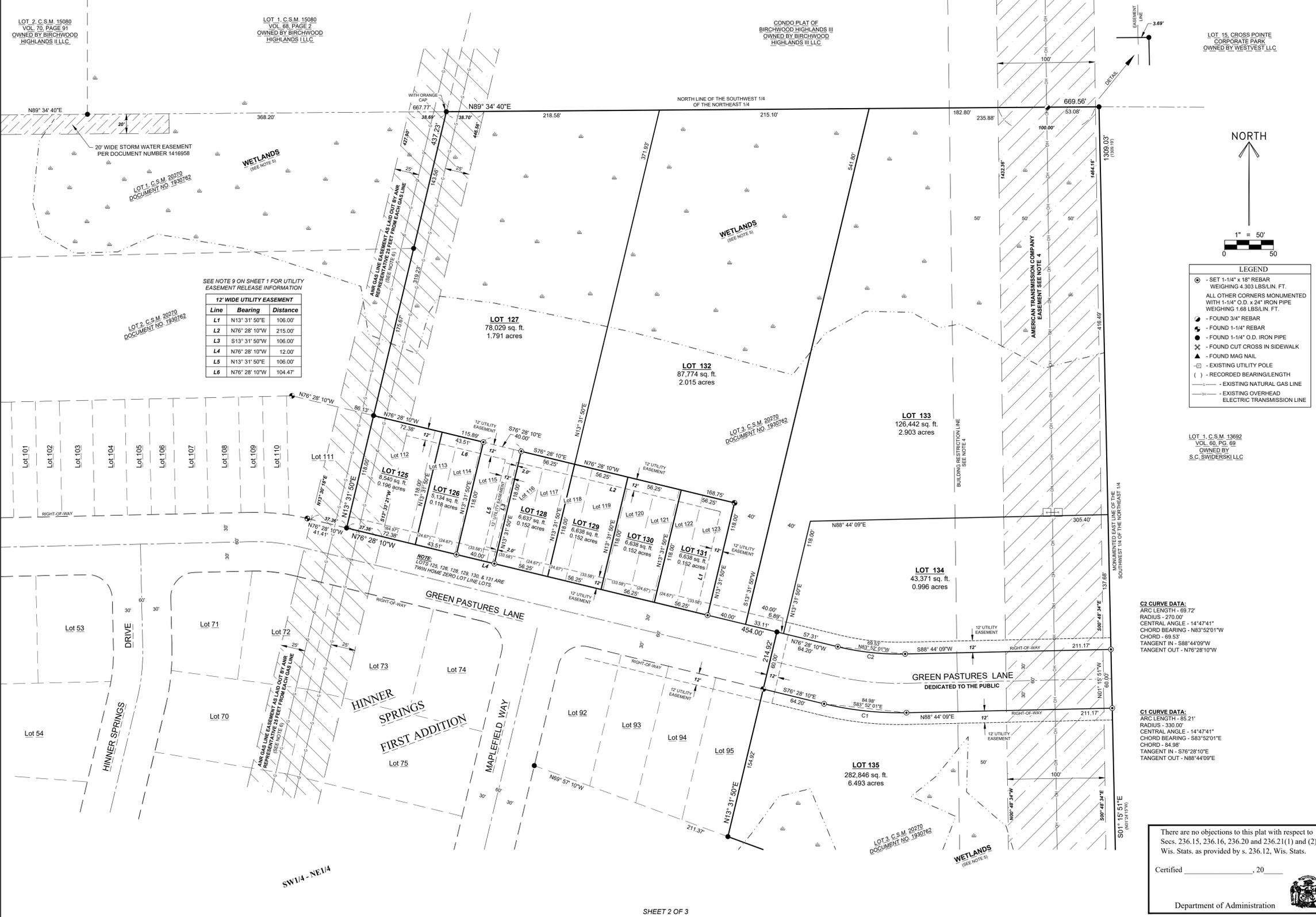
Certified \_\_\_\_\_, 20\_\_\_\_

Department of Administration



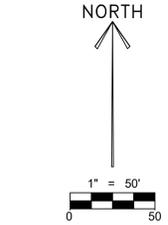
### HINNER SPRINGS SECOND ADDITION

All of Lots 112 thru 123 of Hinner Springs First Addition and all of Lot 3 of Certified Survey Map Number 20270 recorded in Document Number 1930762, located in part of the Southwest 1/4 of the Northeast 1/4 and part of the Northwest 1/4 of the Southeast 1/4 of Section 29, Township 28 North, Range 8 East, Village of Weston, Marathon County, Wisconsin.



SEE NOTE 9 ON SHEET 1 FOR UTILITY EASEMENT RELEASE INFORMATION

Line	Bearing	Distance
L1	N13° 31' 50"E	106.00'
L2	N76° 28' 10"W	215.00'
L3	S13° 31' 50"W	106.00'
L4	N76° 28' 10"W	12.00'
L5	N13° 31' 50"E	106.00'
L6	N76° 28' 10"W	104.47'



- LEGEND**
- - SET 1-1/4" x 18" REBAR WEIGHING 4.303 LBS/LIN. FT. ALL OTHER CORNERS MONUMENTED WITH 1-1/4" O.D. x 24" IRON PIPE WEIGHING 1.68 LBS/LIN. FT.
  - - FOUND 3/4" REBAR
  - - FOUND 1-1/4" REBAR
  - - FOUND 1-1/4" O.D. IRON PIPE
  - ✕ - FOUND CUT CROSS IN SIDEWALK
  - ▲ - FOUND MAG NAIL
  - - EXISTING UTILITY POLE
  - ( ) - RECORDED BEARING/LENGTH
  - - - EXISTING NATURAL GAS LINE
  - - - EXISTING OVERHEAD ELECTRIC TRANSMISSION LINE

**C2 CURVE DATA:**  
 ARC LENGTH - 69.72'  
 RADIUS - 270.00'  
 CENTRAL ANGLE - 14°47'41"  
 CHORD BEARING - N83°52'01"W  
 CHORD - 69.53'  
 TANGENT IN - S88°44'09"W  
 TANGENT OUT - N76°28'10"W

**C1 CURVE DATA:**  
 ARC LENGTH - 85.21'  
 RADIUS - 330.00'  
 CENTRAL ANGLE - 14°47'41"  
 CHORD BEARING - S83°52'01"E  
 CHORD - 84.98'  
 TANGENT IN - S76°28'10"E  
 TANGENT OUT - N88°44'09"E

There are no objections to this plat with respect to Secs. 236.15, 236.16, 236.20 and 236.21(1) and (2), Wis. Stats. as provided by s. 236.12, Wis. Stats.

Certified \_\_\_\_\_, 20\_\_

Department of Administration

HINNER SPRINGS SECOND ADDITION

All of Lots 112 thru 123 of Hinner Springs First Addition and all of Lot 3 of Certified Survey Map Number 20270 recorded in Document Number 1930762, located in part of the Southwest 1/4 of the Northeast 1/4 and part of the Northwest 1/4 of the Southeast 1/4 of Section 29, Township 28 North, Range 8 East, Village of Weston, Marathon County, Wisconsin.

REVIEWED & APPROVED BY J. HIGGINS, ZONING ADMIN. 03/04/2026 9:22:35 AM

Surveyor's Certificate:

I, Keith J. Walkowski, Professional Land Surveyor S-2717, do hereby certify that:

At the direction of Timber Ridge Builders LLC, Owner, I have surveyed, mapped and divided all of Lots 112 thru 123 of Hinner Springs First Addition and all of Lot 3 of Certified Survey Map Number 20270 recorded in Document Number 1930762, located in part of the Southwest 1/4 of the Northeast 1/4 and part of the Northwest 1/4 of the Southeast 1/4 of Section 29, Township 28 North, Range 8 East, Village of Weston, Marathon County, Wisconsin, the exterior boundaries of which are described as follows:

All of Lots 112 thru 123 of Hinner Springs First Addition and all of Lot 3 of Certified Survey Map Number 20270 recorded in Document Number 1930762, located in part of the Southwest 1/4 of the Northeast 1/4 and part of the Northwest 1/4 of the Southeast 1/4 of Section 29, Township 28 North, Range 8 East, Village of Weston, Marathon County, Wisconsin.

That the above described parcel of land contains 679,856 square feet or 15.607 acres, more or less;

That I have fully complied with the provisions of Chapter 236 of the Statutes of Wisconsin and the subdivision regulations of the Village of Weston in Surveying, Dividing and Platting said parcel;

That said plat is a correct and representation of the exterior boundaries of the land surveyed and of the subdivision thereof made.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Riverside Land Surveying, LLC
Keith J. Walkowski
WI P.L.S. S-2717

VILLAGE BOARD RESOLUTION

Resolved, that the plat of Hinner Springs Second Addition, Timber Ridge Builders LLC, a Wisconsin Limited Liability Company, owner, is hereby approved by the Weston Village Board.

Date \_\_\_\_\_ Approved \_\_\_\_\_
Village President

Date \_\_\_\_\_ Signed \_\_\_\_\_
Village President

CERTIFICATE OF VILLAGE TREASURER

State of Wisconsin)
Marathon County) ss

I, Jessica Trautman, being the duly appointed, qualified, and acting Director of Finance/Treasurer for the Village of Weston, do hereby certify that the records in my office show no unredeemed tax sales and no unpaid taxes or special assessments as of,

\_\_\_\_\_ , 20\_\_\_\_
affecting the lands included in the plat of Hinner Springs Second Addition

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Jessica Trautman, Director of Finance/Treasurer

COUNTY TREASURER'S CERTIFICATE

State of Wisconsin)
Marathon County) ss

I, Connie Beyersdorff, being the duly elected, qualified, and acting Treasurer of the County of Marathon, do hereby certify that the records in my office show no unredeemed tax sales and no unpaid taxes or special assessments as of,

\_\_\_\_\_ , 20\_\_\_\_
affecting the lands included in the plat of Hinner Springs Second Addition

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Connie Beyersdorff, Treasurer, Marathon County

CORPORATE OWNERS CERTIFICATE OF DEDICATION

Timber Ridge Builders LLC, a Wisconsin Limited Liability Company, duly organized and existing under and by virtue of the laws of the State of Wisconsin, as Owner, does hereby certify that said Timber Ridge Builders LLC, caused the land described on this plat of Hinner Springs Second Addition to be surveyed, divided, mapped, and dedicated as represented on this plat.

Timber Ridge Builders LLC, does also certify that this plat is required by s.236.10 or 236.12 to be submitted to the following for approval: Village of Weston and the Wisconsin Department of Administration.

In witness whereof, the said plat of Hinner Springs Second Addition, has caused these presents to be signed by

Joseph Wilde, Managing Member

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Alex Tappe, Managing Member

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

State of Wisconsin)

Marathon County) ss

Personally came before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_
Joseph Wilde and Alex Tappe, Managing Members of the above named Timber Ridge Builders LLC, and to me known to be the persons who executed the foregoing instrument, and acknowledged that they executed the foregoing instrument as such members as the deed of said Timber Ridge Builders LLC, by its authority.

Notary Public State of Wisconsin

MY COMMISSION EXPIRES \_\_\_\_\_.

CONSENT OF CORPORATE MORTGAGEE

I, AbbyBank, Mortgagee of the above described land, do hereby consent to the surveying, dividing, mapping, and dedication of the land described on this plat of Hinner Springs Second Addition, and I do hereby consent to the above certificate of Timber Ridge Builders LLC, Owner.

In witness thereof, the said AbbyBank has caused these presents to be signed by

Craig Stuedemann, its President, and countersigned by

Samantha Tesmer, its Chief Financial Officer,

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

in the presence of : AbbyBank

Craig Stuedemann, President Date

Samantha Tesmer, Chief Financial Officer Date

State of Wisconsin)

Marathon County) ss

personally came before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

the above named Craig Stuedemann, President, and Samantha Tesmer, Chief Financial Officer, to me known to be the persons who executed the foregoing instrument, and to me known to be such President and Chief Financial Officer of said corporation, and acknowledged that they executed the foregoing instrument as such officers as the deed of said corporation, by its authority.

Notary Public State of Wisconsin

MY COMMISSION EXPIRES \_\_\_\_\_.

UTILITY EASEMENT PROVISIONS

An easement for electric, natural gas and communications service is hereby granted by: Timber Ridge Builders LLC, Grantor, to

Wisconsin Public Service Corporation, a Wisconsin corporation, Grantee, Charter Communications, Grantee, Frontier Communications, Grantee and TDS Telecom, Grantee

their respective successors and assigns and any electric, natural gas and communications companies that would service the lots within Hinner Springs Second Addition, to construct, install, operate, repair, maintain and replace from time to time, facilities used in connection with overhead and underground transmission and distribution of electricity and electric energy, natural gas, telephone, internet and cable TV facilities for such purposes as the same is now or may hereafter be used, all in, over, under, across, along and upon the property shown within those areas on the plat designated as "Utility Easement" and the property designated on the plat for streets and alleys, whether public or private, together with the right to install service connections upon, across, within and beneath the surface of each lot to serve improvements, thereon, or on adjacent lots; also the right to trim or cut down trees, brush and roots as may be reasonably required incidental to the rights herein given, and the right to enter upon the subdivided property for all such purposes. The Grantees agree to restore or cause to have restored, the property, as nearly as is reasonably possible, to the condition existing prior to such entry by the Grantees or their agents. This restoration, however, does not apply to the initial installation of said underground and/or above ground electric facilities, natural gas facilities, or telephone and cable TV facilities or to any trees, brush or roots which may be removed at any time pursuant to the rights herein granted. Structures shall not be placed over Grantees' facilities or in, upon or over the property within the lines marked "Utility Easement" without the prior written consent of Grantees. After installation of any such facilities, the grade of the subdivided property shall not be altered by more than six inches without written consent of Grantees. This Utility Easement Provision does not prevent or prohibit others from utilizing or crossing the Utility Easement as the Utility Easement(s) are non-exclusive.

The grant of easement shall be binding upon and inure to the benefit of the heirs, successors and assigns of all parties hereto.

There are no objections to this plat with respect to Secs. 236.15, 236.16, 236.20 and 236.21(1) and (2), Wis. Stats. as provided by s. 236.12, Wis. Stats.
Certified \_\_\_\_\_, 20\_\_\_\_
Department of Administration



# REQUEST FOR CONSIDERATION

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<b>Public Mtg/Date:</b>	Plan Commission, March 9, 2026
<b>Description:</b>	Discussion of Parks and Recreation Impact Fee Review
<b>From:</b>	Jennifer Higgins, Planning & Development Director/Zoning Administrator
<b>Question:</b>	Should the Village revisit current Park & Recreation Impact Fees?

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## BACKGROUND

In 2020, the Village of Weston conducted a [Public Facilities Needs Assessment \(PFNA\)](#) related to park and recreation facilities. Based on that draft assessment, proposed impact fees were:

- **Single-family unit:** \$761
- **Duplex unit:** \$563
- **Multifamily unit:** \$495

The PFNA accounted for average household occupancy and potential park use.

In May 2020, the general direction received from the Plan Commission was to reanalyze fee amounts and shift the focus from fees to acquire parkland to fees for developing parkland already in the Village's possession. The development of the **Prohaska Family Nature Center** was specifically mentioned.

Per calculations in the attached needs assessment and amendatory ordinance, the proposal for parkland and park improvement impact fees was as follows:

### Per single family residential unit:

- \$202 for park land
- \$886 for park improvement

### Per duplex unit:

- \$149 for park land
- \$656 for park improvement

### Per multiple-family unit:

- \$131 for park land
- \$576 for park improvement

The Plan Commission at the time recommended lower fees:

- **Single-family unit:** \$300
- **Two-family / multifamily units:** \$250/unit

The Board adopted those lower fees. Since then, no updates have been made to the fee schedule. With rising costs for park improvements and maintenance, staff believe it may be appropriate to revisit whether the current fees remain sufficient and whether they should be increased toward the 2022 Plan maximums.

# REQUEST FOR CONSIDERATION



## Park & Recreation Impact Fee Options

Review Fee Adjustment Levels



### Options for the Plan Commission

#### 1. Maintain Current Fees

- Continue current fees: \$300 for single-family, \$250 for 2F/MF.
- Pros: Simple, no additional analysis needed.
- Cons: Fees may not fully capture current infrastructure needs; potential underfunding of future park facilities.

#### 2. Increase Fees Based on 2022 Adopted Plan (No New Study)

- Raise fees up to:
  - \$1,088 SF
  - \$805 Duplex
  - \$707 Multifamily
- Pros: Supported by adopted 2022 plan; relatively quick to implement.
- Cons: The 2020/2022 analysis may be somewhat outdated; construction costs and growth projections may have changed. Developers could challenge the increase if assumptions are considered stale.

#### 3. Targeted Update of Impact Fee Study

- Update cost estimates, growth projections, and remaining facility needs while keeping methodology intact.
- Pros: Increases defensibility of any fee adjustment; ensures fees reflect current conditions.
- Cons: Requires additional staff time and/or consulting services; moderate cost.

#### 4. Full New Impact Fee Study

- Complete reevaluation of park and recreation facilities and proportional fees.
- Pros: Most defensible under state law; incorporates all current and projected data.
- Cons: Time-consuming and costly; likely unnecessary unless conditions have changed dramatically.

# REQUEST FOR CONSIDERATION

## CONSIDERATIONS FOR DECIDING IF AN UPDATE IS NECESSARY

### Factors Supporting an Update:

- Substantial time since the original 2020 draft and 2022 Plan adoption.
- Rising construction and development costs.
- Completed or modified park projects affecting remaining needs.
- Changes in growth projections or household occupancy patterns.
- Significant proposed fee increases relative to current charges.

### Factors Supporting Use of 2022 Plan Without Update:

- The adopted 2022 Plan explicitly supports a maximum fee structure.
- Methodology and proportional allocation of costs remain valid.
- Proposed increase is moderate or incremental.
- No material changes to level-of-service assumptions or capital projects.

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**Attached Docs:** May 6, 2020 Memo from Mark Roffers and Staff RE: Proposed Park Fee Revisions and Subdivision Ordinance Amendments

February 25, 2021 Memo from Mark Roffers and Staff RE: Proposed Park Fee Revisions and Subdivision Ordinance Amendments

July 11, 2022 Memo from Mark Roffers and Staff RE: Proposed Park Fee Revisions and Subdivision Ordinance Amendments

[Public Facilities Needs Assessment](#) - Adopted August 15, 2022 (external link)

[2026 Fee Schedule](#) (external link)

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**Committee Action:** 2022 PFNA approved along with current Park & Impact Fees.

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**Fiscal Impact:** TBD.

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**Recommendation:** Staff recommends that the Plan Commission consider the following approach:

1. **Review current fees versus 2022 Plan maximums.**
2. **Determine whether a moderate increase is sufficient** (e.g., partial adjustment toward maximum).
3. **If a substantial increase is desired**, consider a **targeted update** of the PFNA to ensure legal defensibility and reflect current costs.

This approach balances timeliness with legal defensibility and ensures that park and recreation impact fees remain proportionate to anticipated development impacts.

### RECOMMENDED LANGUAGE FOR OFFICIAL ACTION

**Item is on agenda to begin discussion.**

**ADDITIONAL ACTION:** TBD



To: Village of Weston Plan Commission

From: Mark Roffers, AICP, Village Planning Consultant, Keith Donner, Administrator & Jennifer Higgins, Director of Planning & Development

Date: May 6, 2020

Re: Proposed Park Fee Revisions and Subdivision Ordinance Amendments

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**Future Requests:** Recommendation from the Plan Commission and approval by the Village Board of (1) a “public facilities needs assessment” in support of amended park and recreational impact fee and (2) ordinance text amendments, mainly to the Village’s subdivision regulations, related to these fees and other matters. Pursuant to different statutory requirements, the Village will notice public hearings on these requests before the Plan Commission and the Village Board.

**Background:** Weston has required a fee in lieu of parkland dedication on new residential development since prior to its incorporation as a village in 1996, which is specified in its Subdivision Regulations (Chapter 74). This fee is charged where no or reduced dedicated public park land is included within the development. That fee amount has been \$244 per single family residential lot, \$446 per duplex lot, \$138 per one bedroom multiple-family unit, \$204 per two bedroom multiple-family unit, and \$244 per 3+ bedroom unit.

In 2018, the State adopted a new law that requires the village to re-adopt its park fee as an impact fee(s) under Section 66.0617 of Statutes. This State law requires that the fee amount be based on a “public facilities needs assessment,” and has other limitations that the village has to follow. Notably, these require collection of an impact fee at the time a building permit for a new residence is issued, rather than when a residential subdivision plat is approved or recorded (unless the developer agrees otherwise).

Meanwhile, the village has had a few years of experience with its fully updated Subdivision Regulations (Chapter 74), including over past few years with the Misty Pines subdivision. The State has adopted other law changes over this period. These have suggested the need for other minor amendments to Chapter 74.

**Proposal Overview:** The replacement “park and recreation impact fee” would be charged on a new residence where the subdivision or other development did not include any or sufficient public parkland dedication to meet ordinance requirements. Therefore, this impact fee may not be required of every new residence in the village, or may be reduced, depending on the history of the development within which the residence is located.

Per calculations in the attached needs assessment and amendatory ordinance, the proposal is for park and recreation impact fees as follows: \$761 per single family residential unit, \$563 per duplex unit, and \$495 per multiple family unit. The fee amounts are different because different types of housing units, on average, have different numbers of occupants (e.g., park users). **This is the amount the Impact Fee Needs Assessment supports us charging. The Plan Commission and Village Board could leave it as is or raise it to any amount up to the amounts in the proposal.**

While not technically a factor in fee calculation, here is how these proposed amounts compare to other area municipalities: Village of Kronenwetter, \$603 per single family residence, \$452 to per duplex unit; Village of Mosinee, fee equivalent to the fair market value of one acre of parkland for each 25 proposed dwelling units; Village of Rothschild, per fee schedule which we haven’t been able to obtain; City of Rib Mountain; \$650 per unit; City of Schofield, unable to determine; City of Wausau, \$310 per single family residence, \$185 per duplex unit, and \$140 per multiple family unit. Please note staff does not think the other communities have done a recent Impact Fee Needs Assessment as the legislation is relatively recent.

The proposed amendatory ordinance would make other changes to Chapter 74. Some of these changes are in response to other State law changes over the past few years. Other proposed changes address minor issues discovered with experience over the past few years. These are all minor and tend to add more flexibility to existing regulations.

The attached amendatory ordinance contains all of the proposed ordinance amendments. Language that is underlined would be new language in the zoning or subdivision code and language that is ~~crossed out~~ would be removed from the code. Language that is neither underlined or crossed out is existing code language that would remain, except where an entire section is proposed for repeal and replacement.

**Recommendation:** Staff is looking for direction on setting the fee and then would recommend the Plan Commission direct staff to schedule for public hearing. Ultimately, following the public hearings, staff would be looking for a recommendation from the Plan Commission, and approval by the Village Board of both the public facilities needs assessment and the amendatory ordinance.



To: Village of Weston Plan Commission

From: Mark Roffers, AICP, Village Planning Consultant, Keith Donner, Administrator & Jennifer Higgins, Director of Planning & Development

Date: February 25, 2021

Re: Proposed Park Fee Revisions and Subdivision Ordinance Amendments

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**Future Requests:** Recommendation from the Plan Commission and approval by the Village Board of (1) a “public facilities needs assessment” in support of amended park and recreational impact fee and (2) ordinance text amendments, mainly to the Village’s subdivision regulations, related to these fees and other matters. Pursuant to different statutory requirements, the Village will notice public hearings on these requests before the Plan Commission and the Village Board.

**Background:** Weston has required a fee in lieu of parkland dedication on new residential development since prior to its incorporation as a village in 1996, which is specified in its Subdivision Regulations (Chapter 74). This fee is charged where no or reduced dedicated public park land is included within the development. That fee amount has been \$244 per single family residential lot, \$446 per duplex lot, \$138 per one bedroom multiple-family unit, \$204 per two bedroom multiple-family unit, and \$244 per 3+ bedroom unit.

In 2018, the State adopted a new law that requires the village to re-adopt its park fee as an impact fee(s) under Section 66.0617 of Statutes. This State law requires that the fee amount be based on a “public facilities needs assessment,” and has other limitations that the village has to follow. Notably, these require collection of an impact fee at the time a building permit for a new residence is issued, rather than when a residential subdivision plat is approved or recorded (unless the developer agrees otherwise).

Meanwhile, the village has had a few years of experience with its fully updated Subdivision Regulations (Chapter 74), including over past few years with the Misty Pines subdivision. The State has adopted other law changes over this period. These have suggested the need for other minor amendments to Chapter 74.

**Proposal Overview:** The replacement “park and recreation impact fee” would be charged on a new residence where the subdivision or other development did not include any or sufficient public parkland dedication to meet ordinance requirements. Therefore, this impact fee may not be required of every new residence in the village, or may be reduced, depending on the history of the development within which the residence is located.

The following park land and park improvement impact fees are smaller and differently focused than the fees suggested in 2020. In May 2020, the general direction we received from the Plan Commission was to reanalyze fee amounts and to shift the focus from fees to acquire parkland to fees to develop parkland already in the village’s possession. Development of the Prohaska Family Nature Center was specifically mentioned.

Per calculations in the attached needs assessment and amendatory ordinance, the proposal is for park land and park improvement impact fees as follows:

- Per single family residential unit:
  - o \$202 for park land
  - o \$886 for park improvement
- Per duplex unit:
  - o \$149 for park land
  - o \$656 for park improvement
- Per multiple-family unit:
  - o \$131 for park land
  - o \$576 for park improvement

The fee amounts are different because different types of housing units, on average, have different numbers of occupants (e.g., park users). Also, if a particular development dedicated sufficient parkland, the park land impact fee would not be collected. **This is the amount the revised Impact Fee Needs Assessment supports the village charging. Within the ordinance, the Plan Commission and Village Board could leave them as suggested or potentially reduce them if desired.**

While not technically a factor in fee calculation, here is how these proposed amounts compare to other area municipalities: Village of Kronenwetter, \$603 per single family residence, \$452 to per duplex unit; Village of Mosinee, fee equivalent to the fair market value of one acre of parkland for each 25 proposed dwelling units; Village of Rothschild, \$4,000 base parkland dedication fee for developments of five or more residential units; Town of Rib Mountain; \$650 per unit; City of Schofield, unable to determine; City of Wausau, \$400 per single family unit, \$500 per duplex unit, and \$200 per multiple family unit. Please note staff does not think the other communities have done a recent Impact Fee Needs Assessment as the legislation is relatively recent.

The proposed amendatory ordinance would make other changes to Chapter 74. Some of these changes are in response to other State law changes over the past few years. Other proposed changes address minor issues discovered with experience over the past few years. These are all minor and tend to add more flexibility to existing regulations.

The attached amendatory ordinance contains all of the proposed ordinance amendments. Language that is underlined would be new language in the zoning or subdivision code and language that is ~~crossed out~~ would be removed from the code. Language that is neither underlined or crossed out is existing code language that would remain, except where an entire section is proposed for repeal and replacement.



To: Village of Weston Plan Commission

From: Mark Roffers, AICP, Village Planning Consultant, Keith Donner, Administrator & Jennifer Higgins, Director of Planning & Development

Date: July 11, 2022

Re: Proposed Park Fee Revisions and Subdivision Ordinance Amendments

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**Future Requests:** Recommendation from the Plan Commission and approval by the Village Board of (1) a “public facilities needs assessment” in support of amended park and recreational impact fee and (2) ordinance text amendments, mainly to the Village’s subdivision regulations, related to this fee and other matters. Pursuant to different statutory requirements, the Village will notice public hearings on these requests before the Plan Commission and the Village Board.

**Background:** Weston has required a fee in lieu of parkland dedication on new residential development since prior to its incorporation as a village in 1996, which is specified in its Subdivision Regulations (Chapter 74). This fee is charged where no or reduced dedicated public park land is included within the development. That fee amount has been \$244 per single family residential lot, \$446 per duplex lot, \$138 per one bedroom multiple-family unit, \$204 per two bedroom multiple-family unit, and \$244 per 3+ bedroom unit.

In 2018, the State adopted a new law that requires the village to re-adopt its park fee as an impact fee(s) under Section 66.0617 of Statutes. This State law requires that the fee amount be based on a “public facilities needs assessment,” and has other limitations that the village has to follow. Notably, these require collection of an impact fee at the time a building permit for a new residence is issued, rather than when a residential subdivision plat is approved or recorded (unless the developer agrees otherwise).

Meanwhile, the village has had a few years of experience with its fully updated Subdivision Regulations (Chapter 74), including over past few years with the Misty Pines subdivision. The State has adopted other law changes over this period. These have suggested the need for other minor amendments to Chapter 74.

**Proposal Overview:** The replacement “park and recreation impact fee” would be charged on a new residence where the subdivision or other development did not include any or sufficient improved public parkland to meet ordinance requirements. Therefore, this impact fee may not be required of every new residence in the village, or may be reduced, depending on the history of the development within which the residence is located.

The following park land and park improvement impact fees are smaller and differently focused than the fees suggested in 2020. In May 2020, the general direction we received from the Plan Commission was to reanalyze fee amounts and to shift the focus from fees to acquire parkland to fees to develop parkland already in the village’s possession. Development of the Prohaska Family Nature Center was specifically mentioned.

Following more recent guidance from the Plan Commission in June 2022, the proposed ordinance now includes a park and recreation impact fee of \$300 per single family residential unit and \$250 per duplex or multiple family unit.

The fee amounts are different because different types of housing units, on average, have different numbers of occupants (e.g., park users). These fees in the proposed ordinance are lower than the amounts the revised Impact Fee Needs Assessment would enable the village to charge, which is a policy decision of the village. That policy decision does not change the technical analysis in the Assessment that would have allowed for higher fees.

The proposed amendatory ordinance would make other changes to Chapter 74. Some of these changes are in response to other State law changes over the past few years. Other proposed changes address minor issues discovered with experience over the past few years. These are all minor and tend to add more flexibility to existing regulations.

The attached amendatory ordinance contains all of the proposed ordinance amendments. Language that is underlined would be new language in the zoning or subdivision code and language that is ~~crossed out~~ would be removed from the code. Language that is neither underlined or crossed out is existing code language that would remain, except where an entire section is proposed for repeal and replacement.



# CODE ENFORCEMENT ANNUAL REPORT 2025





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### Report Prepared By

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## Summary

The Code Enforcement Annual Report provides an overview of code enforcement activity in 2025 and identifies trends in property maintenance concerns within the Village of Weston. Each year, Village staff review internal code enforcement data and compare it to prior years to evaluate trends, workload, and overall program effectiveness.

The 2025 Annual Report is based on data collected between January 1, 2025, and December 31, 2025.

## 2025 Report Highlights

- **279 total complaints** were received in 2025, representing the highest annual number of complaints in program history and a 12.9% increase from 2024.  
Source: SR Count by Violation Category Report (1/1/25 - 12/31/25)
- **88.7% of cases submitted in 2025 were resolved** as of January 1, 2026. Only **24 cases** received in 2025 will be carried into 2026.  
Source: All Case Report (1/1/2025 - 12/31/2025)
- **63% of cases** in 2025 were followed up on within five (5) days of complaint receipt.
- A total of **234 overall cases were closed** in 2025.
- Based on preliminary review of complaint categories, there were **no significant changes in the types of complaints received** and **no new emerging trends** in property maintenance concerns.

## Village Code Enforcement

The need for code enforcement in the Village of Weston has existed well before the community's incorporation as a Village in 1996. Over the years, code enforcement responsibilities have been shared among multiple staff members across departments. The primary purpose of the program is to ensure compliance with Village ordinances related to zoning and property maintenance. Well-maintained properties help preserve property values, reinforce neighborhood character, and foster community pride, while poorly maintained properties can contribute to neighborhood decline and diminished quality of life.

Village code enforcement focuses on the enforcement of local ordinances that reflect Weston's community standards and neighborhood expectations. The program emphasizes education, voluntary compliance, and corrective action when necessary. It is important to note that code enforcement is separate from building, fire, and electrical code enforcement and does not address private property line disputes or civil disagreements between neighbors.





Code compliance is predominantly complaint-based; however, staff may also initiate cases while conducting routine fieldwork and other municipal duties. When a complaint is received, staff review the reported concern, determine whether a violation exists, and work collaboratively with property owners or occupants to achieve compliance.

At present, the Village does not have a dedicated full-time Code Enforcement Officer. Planning and Development staff serve as the initial clearinghouse for complaints and coordinate follow-up by routing potential violations to the appropriate department or agency, depending on the nature of the concern.

## How to Report Potential Violations

The Village of Weston encourages residents to respectfully communicate with their neighbors regarding potential concerns, when appropriate, prior to submitting a formal complaint. This approach can often resolve minor issues informally, promote mutual understanding, and help maintain positive neighborhood relationships. [The Citizen's Guide to Residential Ordinances](#) offers additional information about the Village's ordinances that pertain to residential property and explains how the Village may enforce those ordinances when applicable.

Potential code violations may be reported through the Village's website at [westonwi.gov](http://westonwi.gov) using the online reporting portal. Concerns may also be submitted by phone or email to the appropriate Village department. Providing clear and detailed information when submitting a complaint helps staff efficiently review and respond to the reported concern.

Non-emergency crime-related matters, including animal complaints, noise complaints, and similar issues, should be reported directly to the Mountain Bay Metro Police Department for proper handling, when the offence is occurring.

The screenshot shows the 'evolve' website interface for the Village of Weston Code Enforcement. The page includes a navigation menu on the left with options like 'Code Enforcement', 'Report A Violation', 'Case Search', 'Village Links', 'Village Website', 'Citizen's Guide', 'Nuisance Code', 'Evolve', 'Tutorial Videos', and 'Evolve © 2025'. The main content area is titled 'Village of Weston Code Enforcement' and features the village logo, a welcome message, and contact information. The contact information includes the address (4747 Camp Phillips Road, Weston, WI 54476), phone (715-359-6114), fax (715-359-6117), and email ([enforcement@westonwi.gov](mailto:enforcement@westonwi.gov)). Office hours are listed as Monday to Friday, 8:00am to 4:30pm. Below the contact information are four large buttons: 'REPORT A VIOLATION', 'SEARCH FOR A CASE', 'CITIZEN'S GUIDE', and 'NUISANCE CODE'. At the bottom, there is a 'Submitting Violation' section with instructions: 'To submit a tip of a code violation, you must be logged in or must create a new account, as complaints will not be taken anonymously. Please include an email address if you would like to be kept updated on the case. Complaints with falsified contact information or incomplete information will not be processed.' A note states: 'All complaints are considered open records; however, the name and information of the complainant will be kept from public view, unless an open records request is received, processed by the Village Attorney and determined to be safe for the complainant.' The final section is 'Animal & Noise Complaints', stating: 'The Village does not handle animal and noise complaints. They are handled through the Mountain Bay Metropolitan Police Department (MBMPD). Please call MBMPD via their non-emergency line at 715-359-3333, at the time the noise issue is happening.'



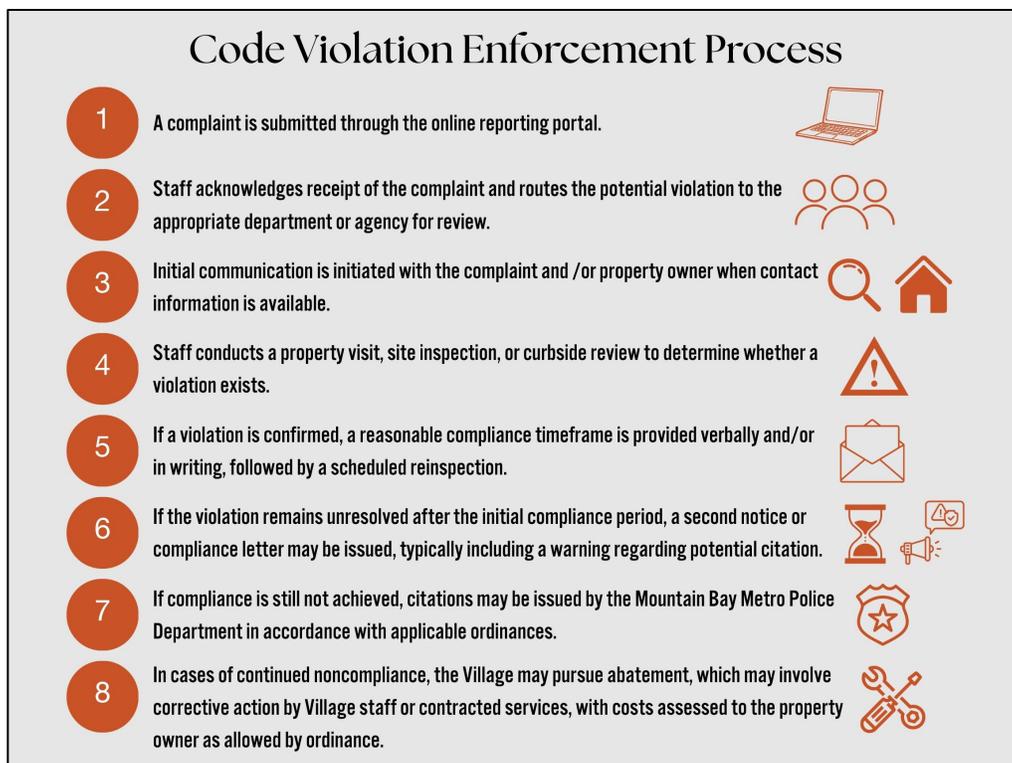
## Staffing for Code Enforcement

Prior to 2025, the Village did not have a position specifically dedicated to code enforcement. Enforcement responsibilities were shared among departments as part of broader operational duties. The creation of the Mountain Bay Metro Police Department in 2024 marked a new phase in the Village’s enforcement efforts by providing additional support for cases requiring increased attention and follow-up. Community Service Officers (CSOs), whose primary role is community engagement and school resource support, also assist the Village with code enforcement activities, particularly during the summer months when their focus shifts more heavily toward municipal support.

In 2025, an existing Planning and Development position was temporarily retitled to function as a Code Enforcement Officer and to serve as the primary point of contact for coordination with the Mountain Bay Metro Police Department on enforcement matters. However, following staff turnover, the position was ultimately reclassified back to its original role, Assistant Planner. As a result, the Village returned to a shared, interdepartmental approach to code enforcement, with Planning and Development continuing to coordinate complaints and case management in collaboration with other departments and partner agencies.

## Typical Enforcement Process

The Village follows a structured, progressive approach to code enforcement that prioritizes education, communication, and voluntary compliance before pursuing formal enforcement actions. While each case is unique and may require flexibility, the typical enforcement process generally includes the following steps:



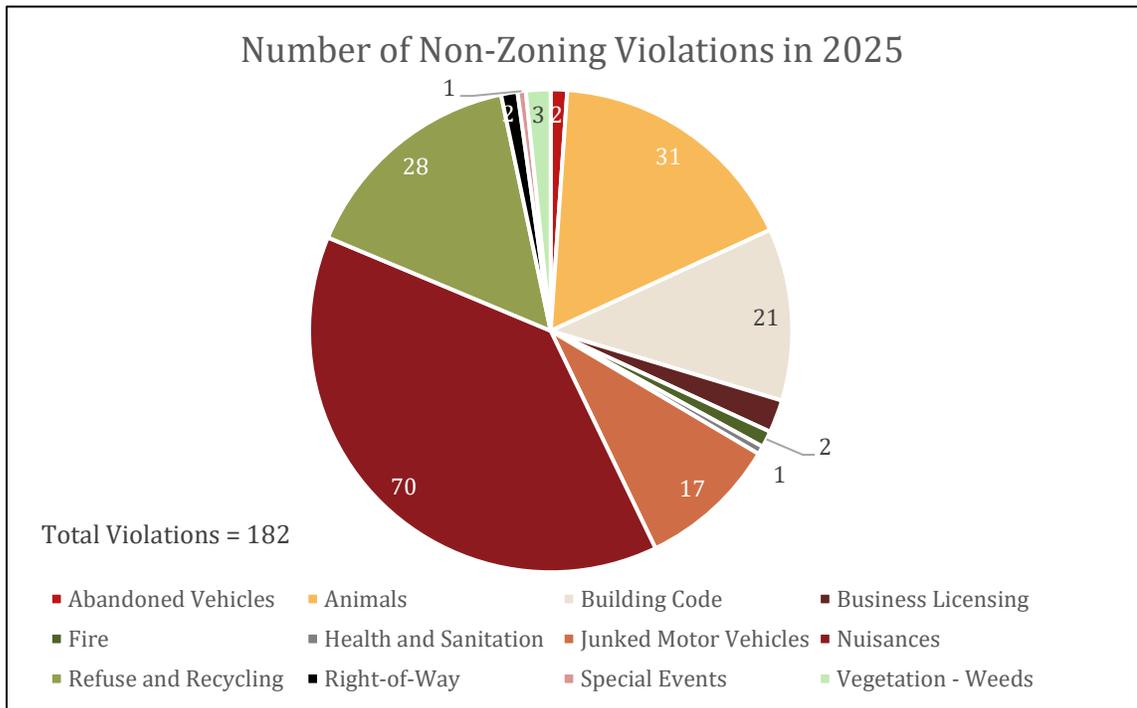


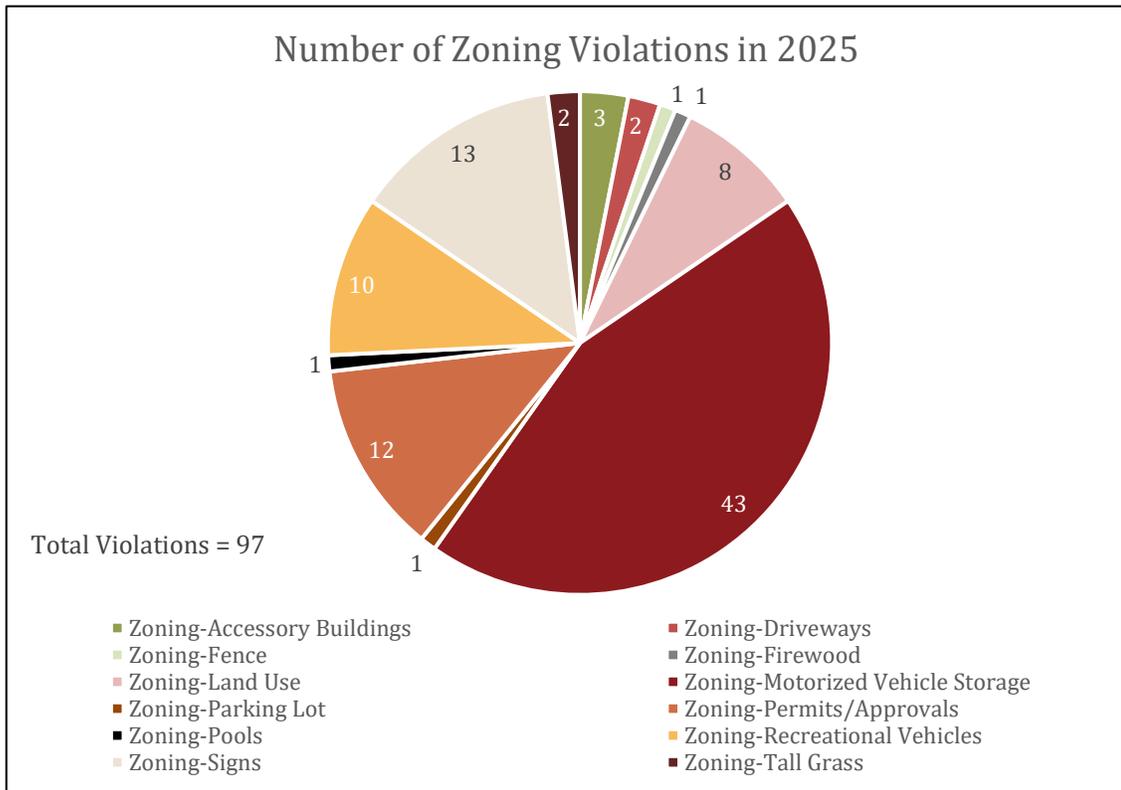
This process reflects the Village’s emphasis on achieving compliance through cooperation while maintaining the ability to escalate enforcement when necessary to protect public health, safety, and neighborhood standards.



**Record Number of Complaints**

In 2025, the Village of Weston received a record number of complaints since transitioning to the online reporting portal in 2017. A total of 279 complaints were submitted throughout the year, representing the highest annual complaint volume in the program’s history. This also marks the third consecutive year of elevated activity compared to earlier years when staffing limitations and post-pandemic operational adjustments impacted enforcement efforts.





Over the past three years, the Village received a combined total of 683 complaints, compared to 220 complaints during the four preceding years. This notable increase is largely attributed to improved reporting accessibility through the online portal, increased public awareness of the reporting process, and enhanced coordination between Village staff and partner agencies.

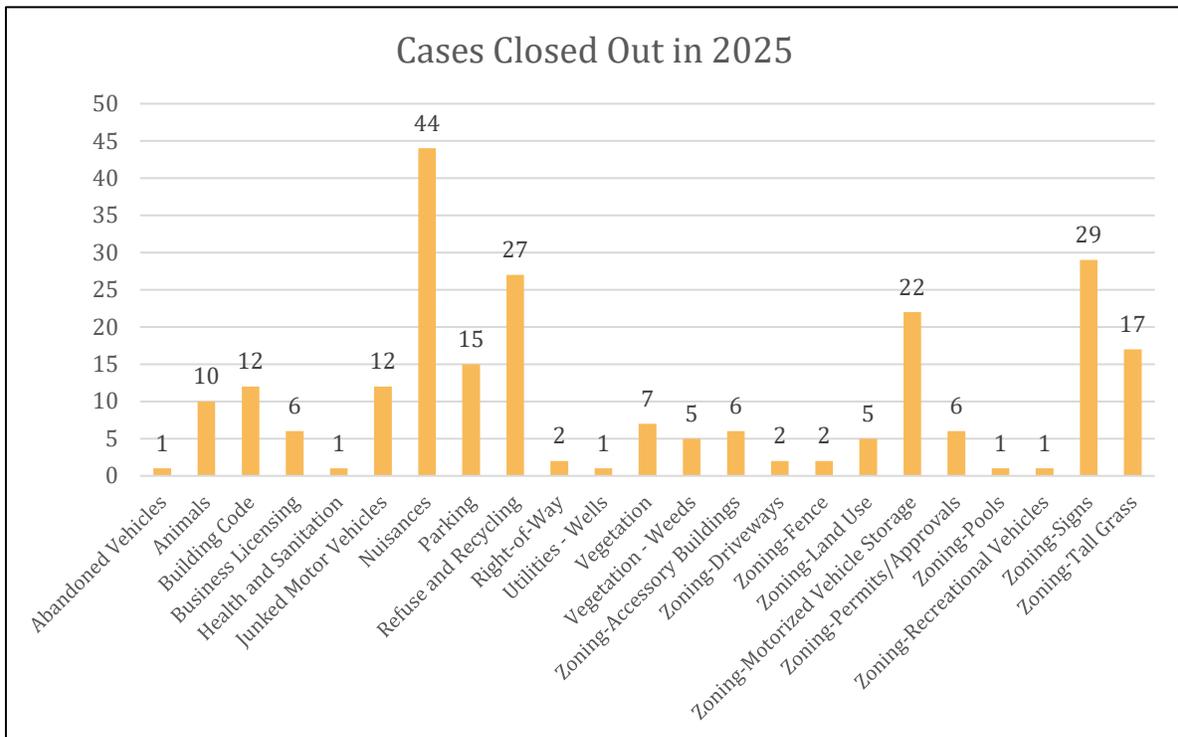




The sustained rise in complaint volume suggests that residents are more actively utilizing available reporting tools and engaging with the code enforcement process, rather than indicating a significant shift in the overall condition of properties within the community.

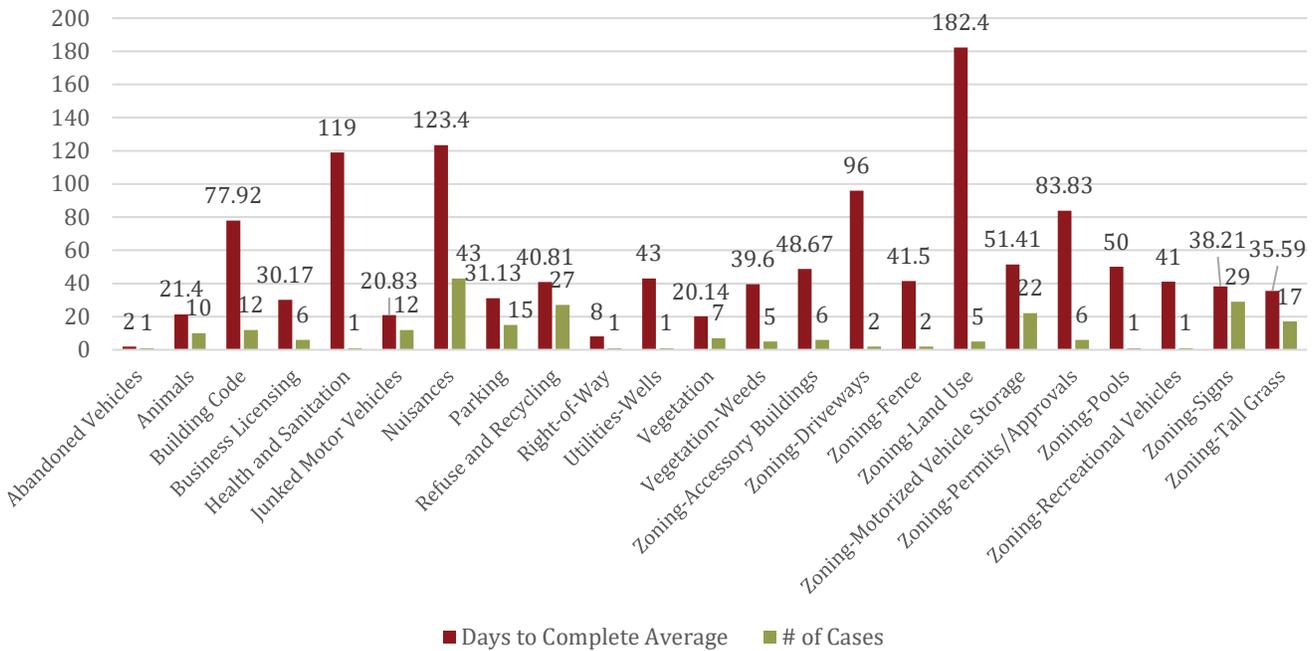
### Case Resolution

The total number of cases resolved in 2025 was 232, representing a significant increase from the 154 cases closed in 2024. This increase reflects improved coordination, enhanced follow-up efforts, and additional support through interdepartmental collaboration. The Village’s enforcement philosophy prioritizes cooperative resolution with property owners and occupants, which can result in longer timelines but typically leads to more effective and lasting compliance outcomes.



For cases resolved in 2025, the average resolution time was 59.8 days. Zoning and land use violations had the longest average resolution time, at approximately 182 days, due to the complexity of regulatory review and the need for extended compliance timelines. In contrast, abandoned vehicle cases were resolved most quickly, with an average completion time of approximately 2 days.

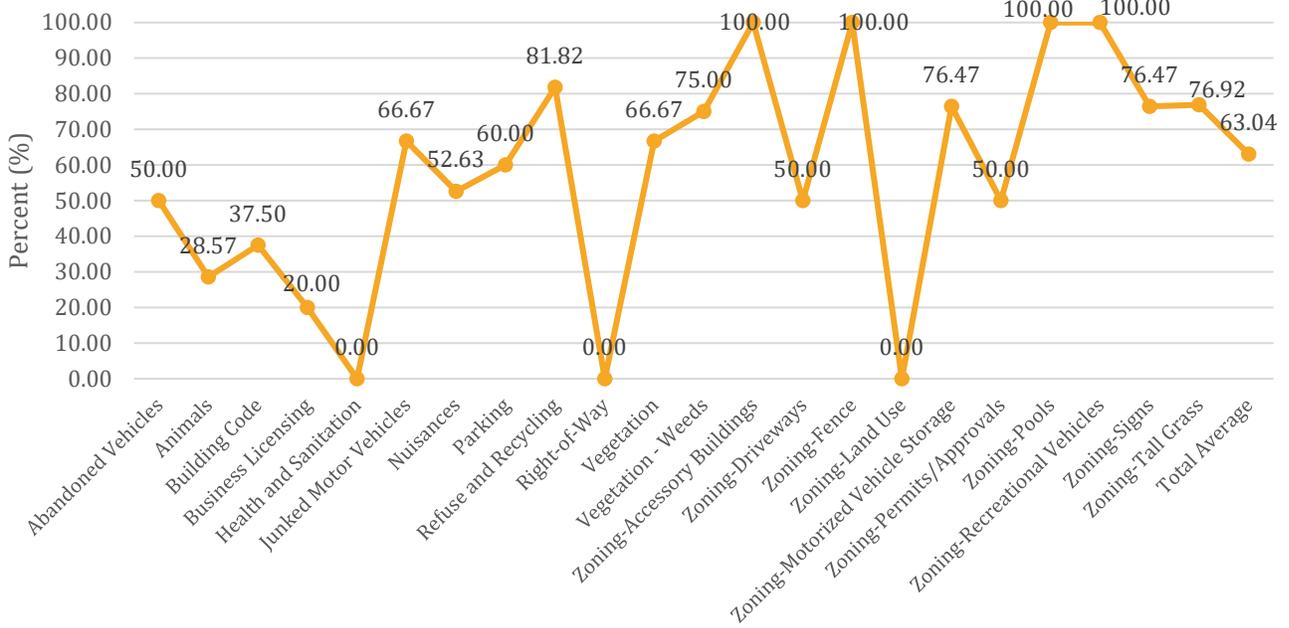
### Case Time Completion in 2025



While Village staff and the Mountain Bay Metro Police Department actively monitor and follow up on complaints, not all cases can be addressed immediately. Factors such as difficulty establishing contact, inspection scheduling, case complexity, and seasonal conditions can impact response and resolution timelines.

The Village tracks response time to the initial inspection, with a target of five (5) days or less from the receipt of a complaint. In 2025, 63% of cases met this initial response target, demonstrating consistent efforts to provide timely review while balancing workload and case complexity.

### 5 Days or Less to Case Initial Inspection Time in 2025





## Next Steps and Program Needs for 2026

The record complaint volume in 2025 indicates a continued need to strengthen the Village's code enforcement program to ensure timely response, consistent follow-up, and sustainable workload management. As activity levels increase, a focused approach to staffing, process efficiency, and data tracking will be important in maintaining service levels and program effectiveness.

One key priority for 2026 is **evaluating the long-term staffing structure** for code enforcement. The current shared, interdepartmental model has been effective but can create challenges with coordination and workload balancing. Continued collaboration with the Mountain Bay Metro Police Department will remain essential, particularly for cases requiring enforcement escalation, repeat follow-up, or abatement support.

**Process improvements** should also remain a focus, especially related to complaint intake, routing, and inspection scheduling. Refining internal workflows and prioritizing cases based on severity and community impact may help improve consistency in meeting the five-day initial inspection target while managing increased case volume.

Additionally, ongoing **public education** will support program efficiency by helping residents better understand what constitutes a code violation, how to properly submit complaints, and when concerns should be directed to other departments or agencies. Clear guidance on reporting expectations can reduce misrouted complaints and improve response coordination.

Finally, continued **refinement of data tracking and reporting practices** will allow the Village to more accurately monitor trends, response times, and resolution outcomes. Strengthening these metrics will support informed decision-making, resource planning, and long-term sustainability of the code enforcement program as demand for services continues to grow.



*Update 03/06/2026, 4pm:  
This Report will be instead handed out  
at the Plan Commission Meeting.*

## **Agenda Item #13**

### **2025 Planning & Development Annual Report**

~~**\*Will be added to the meeting packet  
on Friday, March 6<sup>th</sup>, by 4:30 p.m.\***~~



**VILLAGE OF WESTON, WISCONSIN  
AGENDA ITEM COVER SHEET / REQUEST FOR CONSIDERATION**

**DESCRIPTION:** February Staff-approved Certified Survey Maps and Site Plans.

**FROM:** Jennifer Higgins, Director of Planning & Development  
Valerie Parker, Planning Technician

**FOR REVIEW BY:** Plan Commission, 03/09/2026

**POLICY QUESTION:** Should the PC acknowledge the staff approvals as submitted by the Department?

**ISSUE-IN-BRIEF:** February Staff-approved Certified Survey Maps and Site Plans.

**FISCAL IMPACT:** TBD.

**GUIDANCE:** Director of Planning & Development recommends the PC acknowledge the report and place on file.

**PRIOR REVIEW:** No previous public review.

**REQUEST:** Acknowledge and place on file.

**Is there an additional briefer with this agenda item?**

**Are there additional documents which have been attached to this report?**

**List of CSM's and Site Plans Approved by Staff Since the last PC Meeting:**

**Certified Survey Maps –**

None.

**Site Plans –**

None.

**\*\*To view any of the above-approved projects (CSM's & Site Plans), visit:  
<https://evolvepublic.infovisionsoftware.com/weston/>, under the PROJECT heading, select **PROJECT SEARCH**. You can then search any of the above projects by name, address, or date range.\*\***



**VILLAGE OF WESTON, WISCONSIN**  
**AGENDA ITEM COVER SHEET / REQUEST FOR CONSIDERATION**

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**DESCRIPTION:** Report re: February 2026 Building Permits

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**FROM:** Roman Maguire, Building Inspector  
Travis Meverden, Building Inspector

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**FOR REVIEW BY:** Plan Commission, 03/09/2025  
Board of Trustees, 03/16/2025

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**POLICY QUESTION:** Should the PC & BOT acknowledge the February 2026 building permits issued as submitted by the Department?

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**ISSUE-IN-BRIEF:** Monthly report from the Planning & Development Department – Building Inspections Division.

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**FISCAL IMPACT:** \$3,784,931 in permit valuation  
\$23,066 in permit fees  
141 total permits issued (138 Village, 2 Town, 1 Rothschild) (YTD as of 03/02/2026)

Month of February 2026 Permits Issued.  
Village of Weston - 73  
Town of Weston - 2  
Village of Rothschild - 0  
\$15,955 received in permit fees.  
\$2,995,726 in permit valuation

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**GUIDANCE:** Inspectors recommend the PC & BOT acknowledge the report and place on file.

---

**PRIOR REVIEW:** No previous public review.

---

**REQUEST:** Acknowledge and place on file.

---

Is there an additional briefer with this agenda item?

---

Are there additional documents which have been attached to this report?

**February 2026 Building Permits**

# Permits Issued

Date From 02/01/26 and Date To 02/28/26

Permit #	Template	Permit Address	Parcel ID	Owner Name	Contractor	Project Sq Ft	Finished Sq Ft	Issue Date	Valuation	Fees
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## Town of Weston

202600182	Residential Addition	228658 HAWTHORNE LN, WESTON	08228080610067	GREGORY BROWN		443		02/27/2026	\$110,000	\$340.00
202600166	WUBPA	157033 TOWNLINE RD, WESTON	08228080520992	HOLLY SHERWOOD	Antiquity Acres	0	1,296	02/20/2026	\$260,000	\$2,595.00

Town of Weston Permits Issued	2
Town of Weston Permits Fees	\$2,935
Town of Weston Permits Valuation	\$370,000
Town of Weston Permits Finished SqFt	\$1,296
Town of Weston Permits Project SqFt	443

## Village of Weston

202600175	Accessory	5810 BUSINESS HIGHWAY 51, WESTON	19228081830061	WISCONSIN ESTATE BUYERS LLC		0		02/25/2026	\$9,000	\$97.60
202600153	Commercial Addition	5603 BUSINESS HIGHWAY 51, WESTON	19228081831030	ZRH, A WISCONSIN GENERAL PARTNERSHIP	Kwik Trip	1,077		02/18/2026	\$1,500,000	\$107.70
202600105	Early Start	No Address			Timber Ridge Builders LLC.	0		02/09/2026		\$100.00
202600106	Early Start	No Address			Timber Ridge Builders LLC.	0		02/09/2026		\$100.00
202600117	Early Start	9603 ANASTASIA DR, WESTON	19228083420970	REEDY BUILDERS LLC	Reedy Builders	0		02/10/2026		\$100.00
202600176	Early Start	3832 JACKRABBIT DR, WESTON	19228081040172	GREEN TREE CONSTRUCTION INC	Green Tree Construction Inc.	0		02/26/2026		\$100.00
202600150	Early Start	2808 BARCLAY WAY, WESTON	19228081720909	RBW PROPERTIES LLC	RBW Properties	0		02/18/2026		\$100.00
202600177	Early Start	3807 MUSKIE DR, WESTON	19228081040175	GREEN TREE CONSTRUCTION INC	Green Tree Construction Inc.	0		02/26/2026		\$100.00

# Permits Issued

*Date From 02/01/26 and Date To 02/28/26*

Permit #	Template	Permit Address	Parcel ID	Owner Name	Contractor	Project Sq Ft	Finished Sq Ft	Issue Date	Valuation	Fees
202600122	Electrical	8304 HINNER SPRINGS DR, WESTON	19228082910044	MEGAN UNSETH	H & H Electric	120		02/12/2026	\$900	\$20.00
202600090	Electrical Comm	3806 SCHOFIELD AVE, WESTON	19228081740894	3910 SCHOFIELD AVENUE LLC	PGA, Inc	1,000		02/03/2026	\$5,700	\$200.00
202600104	Electrical Comm	3400 MINISTRY PKWY, WESTON	19228082040959	MCHS HOSPITALS INC	K and M Electric	273		02/09/2026	\$30,630	\$200.00
202600173	Electrical Comm	5603 BUSINESS HIGHWAY 51, WESTON	19228081831030	ZRH, A WISCONSIN GENERAL PARTNERSHIP	PRIME SERVICE PROVIDERS INC.	1,000		02/24/2026	\$76,925	\$325.00
202600165	Excavation	2500 PARKWAY LN, WESTON	19228083220137	VILLAGE OF WESTON	WISCONSIN PUBLIC SERVICE	0		02/20/2026		\$75.00
202600152	Excavation	2501 JELINEK AVE, WESTON	19228082020989	WESTON LEGACY LLC	WISCONSIN PUBLIC SERVICE	0		02/18/2026		\$0.00
202600158	Excavation	3836 MUSKIE DR, WESTON	19228081040121	GREEN TREE CONSTRUCTION INC	Wisconsin Public Service	0		02/19/2026		\$75.00
202600159	Excavation	3830 MUSKIE DR, WESTON	19228081040122	GREEN TREE CONSTRUCTION INC	Wisconsin Public Service	0		02/19/2026		\$75.00
202600102	Excavation	5907 PRAIRIE ST, WESTON	19228081640095	BENDER & BENDER LLP	Wisconsin Public Service	0		02/09/2026		\$75.00
202600115	Excavation	6702 RYAN ST, WESTON	19228082210987	WESTON LLC	FRONTIER COMMUNICATIONS	0		02/10/2026		\$75.00
202600092	Excavation	6336 PERCH DR, WESTON	19228081040139	GREEN TREE CONSTRUCTION INC	TDS Telecom	0		02/04/2026		\$75.00
202600088	Excavation	5610 HEWITT AVE, WESTON	19228080940112	ALAN DRAKE		0		02/03/2026		\$75.00
202600085	Excavation	5606 FERGE ST, WESTON	19228081830139	KOBLE PROPERTIES LLC	Wisconsin Public Service	0		02/02/2026		\$75.00
202600086	Excavation	5602 FERGE ST, WESTON	19228081830123	KOBLE PROPERTIES LLC	Wisconsin Public Service	0		02/02/2026		\$75.00
202600084	Excavation	5703 MARY LN, WESTON	19228082220118	KEVIN TOWLE	Wisconsin Public Service	0		02/02/2026		\$75.00
202600089	Excavation	4107 BARBICAN AVE, WESTON	19228082120177	4107 BARBICAN AVENUE LLC	ICS (Integrated Construction Solutions, LLC)	0		02/03/2026		\$75.00

# Permits Issued

*Date From 02/01/26 and Date To 02/28/26*

Permit #	Template	Permit Address	Parcel ID	Owner Name	Contractor	Project Sq Ft	Finished Sq Ft	Issue Date	Valuation	Fees
202600100	Fence	4311 SCHOFIELD AVE, WESTON	19228081630943	ILLINOIS AVENUE HOUSING LLC	Year	0		02/05/2026	\$2,795	\$40.00
202600087	Home Improvement	5606 WALNUT ST, WESTON	19228081630098	KENNETH MACIAZ		0		02/02/2026	\$5,000	\$265.00
202600167	Home Improvement	4810 STERNBERG AVE, WESTON	19228081620039	RICHARD SPATZ	Mad City Windows & Baths	0		02/20/2026	\$6,500	\$50.00
202600142	Home Improvement	5302 GORDON ST, WESTON	19228081740963	NATHAN WILLIAMSON		0		02/16/2026	\$10,500	\$140.00
202600140	Home Improvement	8304 HINNER SPRINGS DR, WESTON	19228082910044	MEGAN UNSETH		0		02/16/2026	\$12,000	\$50.00
202600107	Home Improvement	6316 PERCH DR, WESTON	19228081040135	GREEN TREE CONSTRUCTION INC	Green Tree Construction Inc.	0		02/10/2026	\$15,000	\$240.00
202600170	Home Improvement	3006 NORMA AVE, WESTON	19228081730095	TERRY SONNTAG	Remodeling Journey	0		02/23/2026	\$27,291	\$50.00
202600108	HVAC Res	5803 TRICIA AVE, WESTON	19228081520033	RANDY ENGMAN	Steve's Plumbing and Heating	0		02/10/2026	\$5,033	\$50.00
202600168	HVAC Res	5109 KELLYLAND ST, WESTON	19228081610044	KATHLEEN BLICK	Merrill Sheet Metal	0		02/20/2026	\$6,210	\$50.00
202600161	HVAC Res	4506 TWIN PINES LN, WESTON	19228081520110	PETER LIONBERGER	Frasiers Plumbing & Heating	0		02/19/2026	\$13,775	\$50.00
202600093	Lateral	3816 MUSKIE DR, WESTON	19228081040125	GREEN TREE CONSTRUCTION INC	Green Tree Construction Inc.	0		02/05/2026		\$50.00
202600094	Lateral	3830 MUSKIE DR, WESTON	19228081040122	GREEN TREE CONSTRUCTION INC	Green Tree Construction Inc.	0		02/05/2026		\$50.00
202600095	Lateral	3836 MUSKIE DR, WESTON	19228081040121	GREEN TREE CONSTRUCTION INC	Green Tree Construction Inc.	0		02/05/2026		\$50.00
202600098	Meter	3836 MUSKIE DR, WESTON	19228081040121	GREEN TREE CONSTRUCTION INC	Green Tree Construction Inc.	0		02/05/2026		\$600.00

# Permits Issued

*Date From 02/01/26 and Date To 02/28/26*

Permit #	Template	Permit Address	Parcel ID	Owner Name	Contractor	Project Sq Ft	Finished Sq Ft	Issue Date	Valuation	Fees
202600097	Meter	3830 MUSKIE DR, WESTON	19228081040122	GREEN TREE CONSTRUCTION INC	Green Tree Construction Inc.	0		02/05/2026		\$600.00
202600096	Meter	3816 MUSKIE DR, WESTON	19228081040125	GREEN TREE CONSTRUCTION INC	Green Tree Construction Inc.	0		02/05/2026		\$600.00
202600138	Minor Home Improvement	4911 ELM ST, WESTON	19228081720017	SUSAN RAINVILLE		0		02/13/2026	\$6,120	\$60.00
202600136	Minor Home Improvement	8507 CASTLEBERRY CIR, WESTON	19228082930061	ERIC LEE	Infinity Exteriors LLC	0		02/13/2026	\$25,000	\$60.00
202600114	Minor Home Improvement	8409 WINDSOR DR, WESTON	19228082930023	KENG LEE	Infinity Exteriors LLC	0		02/10/2026	\$27,000	\$60.00
202600082	Occupancy	4101 SCHOFIELD AVE, WESTON	19228081630971	SCF RC FUNDING IV LLC		0		02/02/2026		\$0.00
202600119	Parking Lot	5603 BUSINESS HIGHWAY 51, WESTON	19228081831030	ZRH, A WISCONSIN GENERAL PARTNERSHIP	Excel Engineering Inc	0		02/11/2026	\$60,000	\$0.00
202600163	Plumbing Com	5703 JAMAR ST, WESTON	19228081640970	GRAND AVE VENTURES LLC	RIVER VALLEY PLUMBING	0		02/19/2026	\$1,000	\$100.00
202600091	Plumbing Com	5101 MESKER ST, WESTON	19228081610964	NORTHERN LIMITED LIABILITY CO	Valentine Plumbing & Heating	0		02/04/2026	\$24,500	\$200.00
202600178	Sign	6307 SCHOFIELD AVE, WESTON	19228082220125	DRG HOLDINGS LLC	Super Lettering & Signs Inc	0		02/26/2026	\$1,500	\$125.00
202600123	Sign	5503 SCHOFIELD AVE, WESTON	19228081640150	T & A HOFFMANN LLC		0		02/12/2026	\$5,000	\$50.00
202600160	Sign	3111 SCHOFIELD AVE, WESTON	19228081730978	7TH FLOOR INVESTMENTS LLC	Jones Sign Company	0		02/19/2026	\$23,347	\$125.00
202600154	Special Assessment	7805 BIRCH ST, WESTON	19228082910035	FIRST PHOENIX-WESTONLLC	Stewart Title Guaranty Company	0		02/18/2026		\$40.00
202600116	Special Assessment	5515 GLAD ST, WESTON	19228081730051	CHERYL VENZKE	Knight Barry Title - QTax	0		02/10/2026		\$40.00

# Permits Issued

*Date From 02/01/26 and Date To 02/28/26*

Permit #	Template	Permit Address	Parcel ID	Owner Name	Contractor	Project Sq Ft	Finished Sq Ft	Issue Date	Valuation	Fees
202600148	Special Assessment	5401 BUSINESS HIGHWAY 51, WESTON	19228081831037	4601 WEST NORTH LLC	CHICAGO TITLE INSURANCE COMPANY	0		02/17/2026		\$40.00
202600149	Special Assessment	3006 BARCLAY WAY, WESTON	19228081720052	JASON SCHILLING	Knight Barry Title - QTax	0		02/17/2026		\$40.00
202600083	Special Assessment	3702 NORTHWESTERN AVE, WESTON	19228080810998	SHARON JAGLER	The Closing Company, LLC	0		02/02/2026		\$40.00
202600112	Special Assessment	4922 ANNABELLE CT, WESTON	19228082110010	RM.STEPHENS LLC	County Land and Title Co.	0		02/10/2026		\$40.00
202600113	Special Assessment	4915 ANNABELLE CT, WESTON	19228082110013	RM.STEPHENS LLC	County Land and Title Co.	0		02/10/2026		\$40.00
202600126	Special Assessment	4504 ESTATE DR, WESTON	19228081510060	KEVIN D SCHULZ & SUSAN K SCHULZ	Avenue Title	0		02/13/2026		\$40.00
202600127	Special Assessment	5211 ROSS AVE, WESTON	19228081610940	ALLEN WANTA	Avenue Title	0		02/13/2026		\$40.00
202600128	Special Assessment	5019 KELLYLAND ST, WESTON	19228081610031	JULIA CONTRERAS	Avenue Title	0		02/13/2026		\$40.00
202600129	Special Assessment	5806 ALEX ST, WESTON	19228081020022	JEREMIAH SYRING	Avenue Title	0		02/13/2026		\$40.00
202600172	Special Assessment	5716 NORMANDY ST, WESTON	19228081831020	SAMANTHA FROMBACH	GOWEY ABSTRACT & TITLE COMPANY INC	0		02/24/2026		\$40.00
202600111	Special Assessment	8207 SCENIC DR, WESTON	19228081440995	MARY WRYCHA	RUNKEL ABSTRACT	0		02/10/2026		\$40.00
202600130	Special Assessment	8211 SCHOFIELD AVE, WESTON	19228082310955	MID-WEST MINI STORAGE P1 LLC	Avenue Title	0		02/13/2026		\$40.00
202600131	Special Assessment	No Address	19228082940981	Jaymi Lynn Hughes	Avenue Title	0		02/13/2026		\$40.00
202600132	Special Assessment	5802 WESTON MEADOWS PASS, WESTON	19228081540170	PAUL ALSTON	Avenue Title	0		02/13/2026		\$40.00
202600133	Special Assessment	6311 CREEL DR, WESTON	19228081010045	KYLER KOCHER	Avenue Title	0		02/13/2026		\$40.00
202600134	Special Assessment	8412 HINNER SPRINGS DR, WESTON	19228082910051	TIMBER RIDGE BUILDERS LLC	Avenue Title	0		02/13/2026		\$40.00

# Permits Issued

*Date From 02/01/26 and Date To 02/28/26*

Permit #	Template	Permit Address	Parcel ID	Owner Name	Contractor	Project Sq Ft	Finished Sq Ft	Issue Date	Valuation	Fees
202600121	Special Assessment	5002 ALDERSON ST, WESTON	19228081810050	JENI LEIGHT P GRAY, ROBERT J GRAY	GOWEY ABSTRACT & TITLE COMPANY INC	0		02/11/2026		\$40.00
202600135	Special Assessment	5906 LAWNDALE ST, WESTON	19228081840185	MARK MERKES	Avenue Title	0		02/13/2026		\$40.00
202600081	Well Resinspection	5407 ROXANN DR, WESTON	19228080940135	KELLY ACKLEY		0		02/02/2026		\$60.00
202600139	WUBPA	3816 MUSKIE DR, WESTON	19228081040125	GREEN TREE CONSTRUCTION INC	Green Tree Construction Inc.	0	1,712	02/16/2026	\$350,000	\$3,055.00
202600141	WUBPA	2805 BARCLAY WAY, WESTON	19228081720911	RBW PROPERTIES LLC	RBW Properties	0	1,488	02/16/2026	\$375,000	\$3,015.00
Village of Weston Permits Issued										73
Village of Weston Permits Fees										\$13,020
Village of Weston Permits Valuation										\$2,625,726
Village of Weston Permits Finished SqFt										\$3,200
Village of Weston Permits Project SqFt										3,470
<b>Total Permits Issued</b>										<b>75</b>
<b>Total Permits Fees</b>										<b>\$15,955</b>
<b>Total Permits Valuation</b>										<b>\$2,995,726</b>
<b>Total Finished Sq Ft</b>										<b>4,496</b>
<b>Total Project Sq Ft</b>										<b>3,913</b>



**Jennifer Higgins  
Planning & Development Director**

To: Plan Commission

Date: March 4, 2026

Re: Planning & Development Project Updates

1. **2026 Department Work Plan**

The 2025 Annual Reports for Planning & Development and Code Enforcement are included in the March meeting packet for review. This is the first year the Department has prepared annual reports in this format. The intent is to continue providing these reports in future years to assist the public and elected/appointed officials in understanding the work accomplished over the past year and to help guide future staffing and program needs for the Village.

2. **Comprehensive Plan Update –**

The Comprehensive Plan Update remains in progress. A project website has been created at [www.westonwi.gov/compplanupdate](http://www.westonwi.gov/compplanupdate).

The [Community Growth and Change Survey](#) has been released and will remain open through May 15, 2026. Marketing materials have been distributed to increase awareness of the planning process and survey. Materials were available at the February 26, 2026, Bike & Pedestrian Plan Open House and the February election. They will also be available at the April election to gather additional resident feedback. Staff will continue sharing information on Village social media channels.

A feature story was included in the Village's print newsletter, The Wire, which was mailed to residents this month highlighting the Comprehensive Plan project and survey availability.

Required Public Participation Procedures for the Plan were adopted by the Plan Commission and Board of Trustees in February 2026.

3. **Commercial Building Inspections –**

The Department continues to working toward offering commercial building inspection services. Additional updates will be provided as progress is made.



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4. **Request to vacate a portion of Everest Hilltop Addition Subdivision –**  
The Village Board approved the street vacation, and the adopted resolution has been forwarded to the landowner. The landowner is proceeding through Circuit Court to vacate the unbuilt portion of the subdivision located in Weston.

Administrator Gebert received notice that the Circuit Court public hearing occurred in February; however, staff has not yet received notification of the action taken. The subdivision remains on County GIS maps at this time.

**TAX INCREMENT DISTRICT (TIF) NO. 1**

1. **Fabick Cat, 9601 Christie Ln –**

Site Plan approval was granted on June 27, 2025, and a building permit has been issued.

- Building 1 consists of an 18,443-square-foot expansion to add maintenance/service bays and office space.
- Building 2 is a 4,050-square-foot covered addition adjacent to the paint booth.

A parking lot modification was submitted in October 2025; the owner is still evaluating whether to proceed.

2. **Weston Mini-Maxi Storage, 8211 Schofield Avenue –**

Under construction. Six buildings have received occupancy. A CUP amendment approved in September 2025 increased total units to 225. No additional construction has occurred on the final two buildings.

A special assessment request was received in January. Staff expressed concerns that the project is not complete and may be in violation of the approved CUP if progress does not resume in the spring.

3. **C-Tech, 8311 Technology Dr –**

Under construction - building addition.



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**4. C-Tech, 8000 Commerce Dr –**

Under Site Plan Review for a 42,500-square-foot showroom. Staff comments were issued in November 2025; resubmittal was received in late February, and staff is completing review.

Early footing and foundation approval was granted in November 2025. No further onsite activity has occurred.

**5. Wausau Supply, 8011 Technology Dr. –**

Landscaping revision under review. Project Completion Inspection pending.

**6. Norcon, Progress Way, Phase 1 – Cold Storage & Phase II - Office Building –**

Phase I (Cold Storage) and Phase II (Office Building). The office building received a temporary Certificate of Occupancy on April 4, 2025. Outstanding site items remain; staff will follow up in the spring.

**TAX INCREMENT DISTRICT (TIF) NO. 2**

**1. Brokaw Credit Union, 2006 Schofield Avenue –**

Brokaw Credit Union

Exterior remodel and small addition reviewed December 2025. Improvements include:

- New siding
- Elevator installation
- Canopy addition

Building addition approved January 2026. State approvals were received last week. A building permit has not yet been issued.

**2. ABC Weston, 3200 & 3202 Schofield Avenue –**

Final occupancy issued for Building 1. Incentive payments complete for Building 1. No permit pulled for Building 2. Development Agreement expires December 31, 2026.

**3. Wendy's, 5401 Business Hwy 51 –**

Project Completion Inspection completed. Close-out paperwork underway.



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**Planning & Development Director**

### **PROJECTS OUTSIDE TIF DISTRICTS**

1. **Badgerland Industries, 5311 Fuller St–**  
Building addition approved April 2023. Under construction. Emergency egress information outstanding.
2. **Beyond the Office Door, 5801 Stella Ave –**  
Under construction. No final inspection requested to date.
3. **TA Hoffman Warehouse Suites, 5804 Wayfair Ave –**  
Dumpster enclosure and parking completed. Sign electrical burial pending. Final inspection anticipated spring.
4. **BUG Properties –**  
CUP and Site Plan approved. Development Agreement executed January 2025. Under construction. Building permit has expired; staff will follow up with the owner.
5. **Central WI Powersports –**  
Cold storage building approved. Building permit issued September 2024. Project completion anticipated spring.
6. **Koble Investments 8-unit Apartment on Foothill –**  
8-unit apartment occupancy issued. Final site work pending completion in Spring.
7. **Green Tree Acres Final Plat –**  
Plat and Development Agreement recorded. Phase 1 roads complete; homes under construction. Phase 2 road and utility construction has begun.
8. **Granite Ridge Subdivision –**  
Final plat approved October 2025. Phasing and Development Agreement approved January 2026. Plat signed by Village in late February.
9. **Bull Junior View Subdivision - Reedy Subdivision off of Shorey Ave –**  
Preliminary plat approved December 2025. As of January 2026, developer is working on floodplain, wetland crossings, and fill.
10. **Hinner Springs Second Addition Subdivision –**  
Timber Ridge Builders mixed single-family and twin home development. 13-lot Preliminary Plat approved February 2026.



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A Certified Survey Map along Birch Street was completed in February 2026 for two of the 13 lots.

11 Lot Final Plat under review by Plan Commission and Board of Trustees in March 2026.

11. **Weston Marketplace** – GDP amendment approved September 2025. CSM approved December 2025 and recorded in late January 2026. Site Improvement Plan (SIP) pending; staff is awaiting application submittals.
12. **Kwik Trip, 5603 Business Highway 51** – Building addition for bathroom and cooler bump-outs, along with a new small parking lot to the north, approved February 2, 2026. Building permit was issued February 2026. Under construction.