



Thursday, February 5, 2026 at 9:00 AM

MINUTES

In-Person in Council Chambers

Chairman Moore called the meeting to order at 9:00 a.m.

1. Roll Call

Members Present: Leon Vanevenhoven, John Moore, Quin Lenz, Julie Schroeder

Members Absent: Karl Kilgas, Shannon Schmalz, Heather Hayes

Other(s) Present: Associate Planner Adrienne Nelson, Dr. Rachel and Marcus Tippins from Flow Family Chiropractic

Schroeder made a motion to excuse the absent members. Seconded by Vanevenhoven. The motion passed unanimously.

2. Approval of Minutes

a. Approve Minutes from January 8, 2026

Vanevenhoven made a motion to approve the minutes from January 8, 2026. Seconded by Lenz. The motion passed unanimously.

3. Old Business

a. Adjourn to Closed Session pursuant to Wisconsin State Statute 19.85(1)(e) to discuss the disposition of public funds – Revolving Loan Fund Documentation for Flow Family Chiropractic

Schroeder made a motion to adjourn to Closed Session pursuant to Wisconsin State Statute 19.85(1)(e) to discuss the disposition of public funds – Revolving Loan Fund Documentation for Flow Family Chiropractic. Seconded by Vanevenhoven. The motion passed unanimously.

Closed Session entered at 9:02 a.m.

Dr. Rachel and Marcus Tippins, applicants, joined the closed session at 9:22 a.m. for further questions.

Dr. Rachel and Marcus Tippins, applicants, left the closed session at 9:38 a.m.

b. Return to Open Session for Possible Action

Schroeder made a motion to return to open session. Seconded by Lenz. The motion passed unanimously.

Open Session entered at 9:40 a.m.

Schroeder made a motion to approve loan fund documentation for Tip Top LLC with suggested adjustments made in the repayment plan. Seconded by Lenz. The motion passed unanimously.

4. New Business

a. Certificate of Appropriateness – 301 W 7th Street

Associate Planner Nelson presented the request for an updated Certificate of Appropriateness for the planned addition to the building located at 301 W 7th Street. In August 2025, a Certificate of Appropriateness was approved for the façade of the addition only. The owners now plan on updating the façade of the current structure by extending the vinyl siding down to the existing masonry. Because of the partial multi-level nature of the existing structure, Nelson expressed concern with the façade of the original structure meeting the 25% masonry requirement for a public street.

Moore asked if a variance could be requested to waive the 25% masonry requirement.

Lenz asked for confirmation on the extent of the vinyl siding update to the façade on the current structure and recommended maintaining an

even height with the vinyl across both the addition and the current structure.

Schroeder asked what the color of the masonry would be. Nelson confirmed that the color proposed in the original application was a tan or cream color. Schroeder suggested that the masonry be raised to ensure the current structure meets the 25% requirement.

Moore expressed concern with raising the height of the masonry considering the impact of the uniformity and aesthetics of the building's façade.

Lenz made a motion to grant a Certificate of Appropriateness to 301 W 7th Street with the knowledge that the façade may not meet the 25% masonry requirement due to the unique shape of the building. Seconded by Schroeder. Motion passed unanimously.

5. Other Business
 - a. None

6. Adjourn

Vanevenhoven made a motion to adjourn the meeting. Seconded by Lenz. Motion passed unanimously. The meeting adjourned at 10:02 a.m.

