

TOWN OF MERCER PLANNING COMMISSION
Meeting Minutes – Tuesday, December 9, 2025 5:30 PM
APPROVED: February 10, 2026

Present: Roxanne Lutgen, Dave McNutt, Rick Boes, Jeremy Faulkner, Annette Radloff

Absent: None

Audience: Shannon Anderson

TOPIC	REVIEW/DISCUSSION/ACTION
1) Order of Business of the Regular Meeting A. Call the regular meeting to order B. Pledge of Allegiance C. Roll call D. Acknowledge that the meeting was properly posted E. Approval of November 12, 2025 meeting minutes	1) Regular Meeting: A. Roxanne Lutgen called the regular meeting to order at 5:31 PM in the Mercer Town Hall. B. Pledge of Allegiance. C. Roll call was taken. D. Roxanne Lutgen noted the meeting agenda had been properly posted. E. Motion by Radloff to approve November 12, 2025 minutes, seconded by McNutt. Motion carried.
2) Open Comment (limit 2 minutes per person - no formal discussion or action will be taken)	2) Open Comment: None
3) Review, Discussion, and Possible Action: A. Tourist Rooming House Permit at 5912 N Spring Lake Rd, Mercer, WI for Shannon Anderson. B. Tourist Rooming House Permit at 4580W Lake of the Falls Rd, Mercer, WI for Louis and Cari Kimball.	3) Review, Discussion, and Possible Action: A. After review of the TRH permit application for 5912 N Spring Lake Rd, Mercer, WI for Shannon Anderson and discussion with applicant, motion by Boes, seconded by Faulkner to recommend TRH approval to the Mercer Town Board, contingent upon occupancy of no more than 4 guests per rental period. Motion carried. B. After review of the TRH permit application at 4580W Lake of the Falls Rd, Mercer, WI for Louis and Cari Kimball, motion by McNutt, seconded by Faulkner to recommend TRH approval to the Mercer Town Board, contingent upon occupancy of no more than 8 guests per rental period. Motion carried.
4) Chairperson's Report	4) Chairperson's Report: Lutgen will report Planning Commission recommendations at the Town Board meeting on Thursday, December 11, 2025 at 5:30 p.m.
5) Next Meeting	5) Next Meeting: <u>5:30 p.m., Monday, January 5, 2025.</u>
6) Adjournment	6) Adjournment: After completion of all business on the agenda, Chairperson Lutgen adjourned the meeting at 5:41 p.m.
	Respectfully submitted: Roxanne Lutgen, Chair and Rick Boes, Secretary