

TOWN OF MERCER PLANNING COMMISSION
Meeting Minutes – Tuesday, May 5, 2026 5:30 PM
APPROVED: June 9, 2026

Present: Roxanne Lutgen, Dave McNutt, Jeremy Faulkner, Annette Radloff (arrived 5:55 pm), Scot Lundquist

Absent: None

Audience: Ryan Litwiller

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 March 10, 2026 meeting minutes	1) Regular Meeting: A. Chair Roxanne Lutgen called the May 5, 2026 regular meeting to order at 5:47 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 Dave McNutt to approve March 10, 2026 minutes, seconded by Jeremy Faulkner. Motion carried.
2) Open Comment (limit 3 minutes per person - no formal discussion or action will be taken)	2) Open Comment: NONE
3) Review, Discussion, and Possible Action: A. Appointment of Planning Commission Officers	3) Review, Discussion, and Possible Action: A. Appointment of Planning Commission Officers: • Dave McNutt made a motion, seconded by Faulkner to nominate Roxanne Lutgen as Chair. Motion carried. • Roxanne Lutgen made a motion, seconded by Jeremy Faulkner to nominate Dave McNutt as Vice Chair. Motion carried. • Dave McNutt made a motion, seconded by Jeremy Faulkner to delay the Secretary nomination until the next meeting. Motion carried.
B. Conditional Use Permit Application for a 3360 SF building to house 1008 SF living space with remainder as garage/shop at 5881N Beaver Lodge Circle, Mercer, WI from Ryan and Jackie Litwiller.	B. After review of Conditional Use Permit Application in a Recreational/Residential zoned area for a 3360 SF building with 1008 SF living space and remainder as garage/shop at 5881N Beaver Lodge Circle, Mercer, WI from Ryan and Jackie Litwiller, and discussion with applicant, motion by Dave McNutt, seconded by Radloff, to recommend the Mercer Town Board consider CUP approval with no commercial use . Motion carried.
4) Chairperson's Report	4) Chairperson's Report: Chair Roxanne Lutgen will report Planning Commission recommendations at the Town Board meeting on Thursday, May 7, 2026 at 5:30 p.m.
5) Next Meeting	5) Next Meeting: <u>5:30 p.m., Wednesday, June 10, 2026.</u>
6) Adjournment	6) Adjournment: After completion of all business on the agenda, Chair Roxanne Lutgen adjourned the meeting at 6:02 p.m.
	Respectfully submitted: Roxanne Lutgen, Chair.