

TOWN OF MERCER PLANNING COMMISSION
Meeting Minutes – Tuesday, June 9, 2026 5:30 PM
APPROVED: June 29th, 2026

Present: Roxanne Lutgen, Dave McNutt, Sara Towne, Scot Lundquist

Absent: Jeremy Faulkner, Annette Radloff

Audience: Traci Martinez

<u>TOPIC</u>	<u>REVIEW/DISCUSSION/ACTION</u>
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 May 5, 2026 meeting minutes 2) Open Comment (limit 3 minutes per person - no formal discussion or action will be taken)	1) Regular Meeting: A. Chair Roxanne Lutgen called the June 9, 2026 regular meeting to order at 5:32 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 David McNutt to approve May 5, 2026 minutes, seconded by Roxanne Lutgen. Motion carried. 2) Open Comment: NONE
3) Review, Discussion, and Possible Action: A. Appointment of Planning Commission Secretary. B. Tourist Rooming House Permit at 2184 Pine Rd, Mercer, WI for Shane and Jessica Johnson d/b/a G. Montgomery Investments LLC. C. Tourist Rooming House Permit at 5878N Mays Rd, Mercer, WI for Traci Martinez. D. Rezoning Application from A-1 (Agriculture) to RR-1 (Rural-Residential) at 5723N Payment Lake Rd, Mercer, WI from Andrew Smith.	<u>Review, Discussion, and Possible Action:</u> A. Appointment of Planning Commission Officers: • David McNutt made a motion, seconded by Roxanne Lutgen to nominate Sara Towne as Secretary. Motion carried. B. After review of the TRH permit application at 2184 Pine Rd, Mercer, WI for Shane and Jessica Johnson d/b/a G. Montgomery Investments LLC, motion by David McNutt, seconded by Sara Towne to recommend TRH approval to the Mercer Town Board, contingent upon occupancy of no more than 6 guests per rental period. Motion carried. C. After review of the TRH permit application at 5878N Mays Rd, Mercer, WI for Traci Martinez, motion by David McNutt, seconded by Sara Towne to recommend TRH approval to the Mercer Town Board, contingent upon occupancy of no more than 6 guests per rental period. Motion carried. D. After review of the rezoning application from A-1 (Agriculture) to RR-1 (Rural-Residential) at 5723N Payment Lake Rd, Mercer, WI from Andrew Smith, motion by Sara Towne, seconded by David McNutt to recommend rezoning approval to the Mercer Town Board. Motion carried.

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E. Review of TRH Ordinance and Procedures related to TRH software and reporting

E. After review of Ordinance #2005-05 Tourist Rooming Houses, motion by David McNutt, seconded by Roxanne Lutgen, to recommend that the Mercer Town Board consider the following changes:

Section 3.1 License and Permit

ADD: m. Individuals found operating a THR without a permit shall have 45 days to submit a completed application packet with the required application fee(s).

Section 4.1 Cancellation

CHANGE TO: Section 4.1 Violations

Additional recommendations for consideration:

- 1) Review and update **Section 5. Penalties** after review of ordinances for 2-3 surrounding areas (i.e. St. Germain) for structure, verbiage, penalties, etc. Consideration of a clear penalty structure that promotes and incentivizes timely compliance.
- 2) Review Ordinance #2005-05 Tourist Rooming Houses 90 days after software installation to include appropriate updates.

4) Chairperson's Report

- **Chairperson's Report:** Chair Roxanne Lutgen will report Planning Commission recommendations at the Town Board meeting on Thursday, June 11, 2026 at 5:30 p.m.
- **Next Meeting:** 5:30 p.m., Tuesday, July. 7, 2026.
- **Adjournment:** After completion of all business on the agenda, Chair Roxanne Lutgen adjourned the meeting at 6:53 p.m.

5) Next Meeting

6) Adjournment

Respectfully submitted: Sara Towne, Secretary
