

**TOWN OF MERCER PLANNING COMMISSION**  
**Meeting Minutes – Tuesday, August 11, 2026 5:30 PM**

**APPROVED: September 9<sup>th</sup> 2026**

Present: David McNutt, Sara Towne, Jeremy Faulkner, Annette Radloff

Absent: Roxanne Lutgen, Scot Lundquist

Audience: Beth Wetzler

| <u>TOPIC</u>                                                                                                                                                                                                                                                                                                                                                     | <u>REVIEW/DISCUSSION/ACTION</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
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| 1) <b>Order of Business of the Regular Meeting</b><br>A. Call the regular meeting to order<br>B. Pledge of Allegiance<br>C. Roll call<br>D. Acknowledge that the meeting was properly posted<br>E. Approval of June 29, 2026 meeting minutes                                                                                                                     | 1) <b>Regular Meeting:</b><br>A. David McNutt called the August 11, 2026 regular meeting to order at 5:00 PM in the Mercer Town Hall.<br>B. Pledge of Allegiance.<br>C. Roll call was taken.<br>D. David McNutt noted the meeting agenda had been properly posted.<br>E. Motion by Annette Radloff to approve June 9, 2026 minutes, seconded by Jeremy Faulkner. Motion carried.                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 2) <b>Open Comment</b> (limit 3 minutes per person - no formal discussion or action will be taken)                                                                                                                                                                                                                                                               | 2) <b>Open Comment: NONE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 3) <b>Review, Discussion, and Possible Action:</b><br><br>A. Tourist Rooming House Permit at 2598W Mercer Lake Circle N, Mercer, WI for Andrew Wendt and Diane Baehr of Trilobite Properties LLC.<br><br>B. Sign/Billboard Permit at 2518W Martha Lake Road, Mercer, WI submitted by Northwoods Senior Citizens Club d/b/a Northwoods Hub in the Town of Mercer. | 3) <b>Review, Discussion, and Possible Action:</b><br>A. After review of the TRH permit application at 2598W Mercer Lake Circle N, Mercer, WI for Andrew Wendt and Diane Baehr of Trilobite Properties LLC, motion by Annette Radloff, seconded by Jeremy Faulkner <b>to approve/accept application with submitted changes and recommend TRH approval to the Mercer Town Board, contingent upon occupancy of no more than 8 guests per rental period.</b> Motion carried.<br>B. After review of the application and discussion with applicant, motion by Annette Radloff, seconded by Sara Towne, to <b>recommend the Mercer Town Board approve the Northwoods Senior Citizens Club d/b/a Northwoods Hub billboard/sign application for approximately 3' x 6' sign at 2518W Martha Lake Road, Mercer, WI.</b> Motion carried. |
| 4) <b>Chairperson's Report</b>                                                                                                                                                                                                                                                                                                                                   | 4) <b>Chairperson's Report:</b> Chair Roxanne Lutgen not in attendance, report not reviewed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 5) <b>Next Meeting</b>                                                                                                                                                                                                                                                                                                                                           | 5) <b>Next Meeting:</b> <u>5:30 p.m., Wednesday, September 9th, 2026.</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 6) <b>Adjournment</b>                                                                                                                                                                                                                                                                                                                                            | 6) <b>Adjournment:</b> After completion of all business on the agenda, Chair Roxanne Lutgen adjourned the meeting at 5:53 p.m.<br><br><b>Respectfully submitted: Sara Towne, Secretary.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |