



MINUTES OF PLAN COMMISSION MEETING

DATE: Tuesday, August 12, 2025

TIME: 5:15pm

LOCATION: Combined Locks Civic Center,
Council Chambers, 405 Wallace Street

MINUTES

A. Call to order: Meeting called to order at 5:20pm.

B. Attendance: Plan Commission members present – Heckner (via telephone), Mulry, Carney, Mader, Romberg, and Talbot. Plan Commission members absent – Maynard & Weyenberg. Staff present – Administrator Shampo-Giese. Others present – David O’Brien of Bayland Builders, and Derek, Chris, and Kevin of NEWT (North East Wisconsin Trails).

1. **Review and consider approval of minutes from 06/10/25 meeting:** N. Romberg made a motion to approve the minutes as presented. K. Carney seconded the motion, and it passed unanimously.
2. **Review plans for Culver’s Office Building on lot 10 in The Locks Business Park; recommendation:** David O’Brien presented the plans for a Culver’s Office Building on the lot to the west of the Culver’s restaurant. The proposed building is 4,140 square feet with office space, training space and storage. Storage is for miscellaneous supplies such as straws, cups, aprons, napkins, etc. Transporting these supplies is done with a regular vehicle, not a box truck or semi. The vinyl fence will continue along the rear lot line, as will the landscaping. The lighting is “dark sky” compliant with light luminating downward. Plan Commission members discussed the proposed building noting that it has a brick and vinyl siding facade. T. Mulry made a motion to recommend approval of the building plans. D. Mader seconded the motion, and it passed unanimously.
3. **Discuss potential for mountain bike trail at Lindberg Park with members of NEWT/MTN bike community:** Plan Commission members reviewed and discussed the idea of creating a mountain bike trail at Lindberg Park noting some support of this from the community input sessions in 2020. Members of NEWT answered questions about park impact, noise, trail width, speed, user conflicts, costs, maintenance, design & build, insurance liability, and a potential bridge. With a roll call vote, Plan Commission members voted unanimously to recommend moving forward with this idea and bring it to the community for more input.
4. **Review updated format of 5-Year Comprehensive Outdoor Recreation Plan & provide feedback:** Plan Commission members reviewed the new format of the 5-Year Comprehensive Outdoor Recreation Plan as drafted by Chair Heckner. Consensus of member opinion was to approve the format as it is an excellent improvement to the plan.
5. **Schedule next meeting – may include park/trail tours:** The next meeting was scheduled for September 22nd at 5:15pm.
6. **Adjourn:** RJ. Talbot made a motion to adjourn the meeting. D. Mader seconded the motion, and it passed unanimously. The meeting adjourned at 6:40pm.