

MINOCQUA PLAN COMMISSION MINUTES

April 14, 2026

A meeting of the Minocqua Plan Commission was called to order by Plan Commission Chairman Mark Hartzheim at 8:30 a.m. in the Board Room of the Minocqua Center.

Present were: Chairman Mark Hartzheim; Members Joe Hegge, Mark Pertile, Mary Taylor and Michael Tautges; Lynn Wildes, Town Secretary; and Carla Blankenship and Scott Ridderbusch, Oneida County Planning and Zoning. Billy Fried and Jay Christgau were absent with notice.

Motion by Tautges, seconded by Hegge to approve the agenda as presented. Voice Vote: Motion Carried.

Motion by Taylor, seconded by Pertile to approve the minutes from the meeting on March 31, 2026 as presented. Voice Vote: Motion Carried.

NEW BUSINESS

SIGN PERMIT #05-26: Sign application by Graphic House Inc., applicant, and Lakes Gas Company, owner, to place a 32 s.f. free-standing sign at 7367 USH 51, PIN #MI-2502-4, Town of Minocqua.

This item was tabled.

SIGN PERMIT #06-26: Sign application by Patrick Burke, applicant and owner, to place a 53.95 s.f. building mounted sign at 611 Oneida St., PIN #MI-5755 Town of Minocqua (Train Station Shops – west facade).

Carla Blankenship stated it meets the ordinance size and all is in compliance.

Motion by Taylor, seconded by Tautges, to approve Sign #06-26 as presented. Voice vote: Motion carried 5-0.

SIGN PERMIT #07-26: Sign application by Patrick Burke, applicant and owner, to place a 14.45 s.f. building mounted sign at 611 Oneida St., PIN #MI-5755, Town of Minocqua (Train Station Shops – south facade).

Blankenship noted all is in compliance.

Motion by Taylor, seconded by Tautges, to approve Sign #07-26 as presented. Voice vote: Motion carried 5-0.

SIGN PERMIT #08-26: Sign application by Patrick Burke, applicant and owner, to place a 30 s.f. free-standing sign at 611 Oneida St., PIN #MI-5755, Town of Minocqua (Train Station Shops).

Blankenship said it meets the ordinance requirements and all is in compliance.

Motion by Hegge, seconded by Tautges, to approve Sign #08-26 as presented. Voice vote: Motion carried 5-0.

ADMINISTRATIVE REVIEW PERMIT #12-26: Administrative Review Permit application by Thomas and Leana Schlecht, applicants, and Gaslight Square LLC, owner, to operate a retail craft studio on the following described property: Lot 19, Block 7, Village of Minocqua, Section 14, T39N, R6E, PIN #MI-3327, 215 W. Milwaukee St., Town of Minocqua.

Blankenship stated this parcel is zoned Business B-6 and will be a retail store and craft space with 20 seats. She said based on the seating area and number of employees 11 parking spaces are required and 1 is available at the back of the building, and all is in compliance.

Motion by Pertile, seconded by Hegge, to approve ARP #012-26 as presented with the continuation of the existing parking waiver. Voice vote: Motion carried 5-0

SIGN PERMIT #09-26: Sign application by Leana Schlecht, applicant, and Gaslight Square LLC, owner, to place a 32 s.f. building mounted sign at 215 W. Milwaukee St., PIN #3327, Town of Minocqua (north façade).

Blankenship said this sign is on the street side of the building and all is in compliance.

Motion by Pertile, seconded by Taylor, to approve Sign #09-26 as presented. Voice vote: Motion carried 5-0.

SIGN PERMIT #10-26: Sign application by Leana Schlecht, applicant, and Gaslight Square LLC, owner, to place a 32 s.f. building mounted sign at 215 W. Milwaukee St., PIN #3327, Town of Minocqua (east façade).

Blankenship said this sign is on the alley side of the building and all is in compliance.

Motion by Pertile, seconded by Hegge, to approve Sign #10-26 as presented. Voice vote: Motion carried 5-0.

CONDITIONAL USE PERMIT #13-26: Conditional Use Permit application by Nick Trapp, applicant and owner of NBT Properties LLC, to display and sell cars at the existing developed commercial multi-tenant property further described as: Part of the NE-NE, SE-NE, Section 12, T39N, R6E, PIN #MI-2182-2, 8714 and 8724 STH 47, Town of Minocqua (Ages Past Antique Mall).

Scott Ridderbusch stated the applicant, Nick Trapp, originally wanted Oneida County to sign a DOT sales permit allowing him to sell used cars, and Ridderbusch informed Trapp that the existing CUP for this parcel does not allow that use. Ridderbusch said Trapp is looking to display and sell used cars and boats by the southern building. He stated the original application that Trapp submitted showed the cars for sale to be in the road right-of-way, and Trapp did revise the application to show them located on his property. Pertile asked if the parking was in compliance, and Ridderbusch stated that he told Trapp the parking information was required, but it was not included in the application.

Motion by Pertile, seconded by Hegge, to table Conditional Use Permit #13-26 until a fully completed application, including the parking diagram, is completed. Voice vote: Motion carried 5-0.

Motion by Taylor, seconded by Pertile to adjourn meeting. Voice Vote: Motion Carried. Meeting adjourned at 8:51 a.m.

Lynn Wildes
Town Secretary