

City of Phillips
Phillips Planning Commission
Municipal Building
Monday April 6th, 2026, at 5:30pm

Committee members: Charles Peterson - Chair, Mark Brzeskiewicz, Joe Perkins, David Scholz, Patricia Stephan, Bryan Wiesrock and Scott Holoubek.

Clerk/Treasurer: Shelby Kosmer

This meeting is held in compliance with Wisconsin's Open Meeting Law, S.S. Chapter 19.81 –19.98, Subchapter V. As such it is open to the public.

This meeting may constitute a quorum of the Common Council, or other city committees.

Call to order (presiding officer) Time: _____

- a. Greeting
- b. Certification of compliance with Open Meeting Law.

Roll call: Charles Peterson _____, Joe Perkins _____, David Scholz _____, Mark Brzeskiewicz _____, Bryan Weisrock _____, Patricia Stephan _____ and Scott Holoubek _____. Alternate: Johnathan McArthur _____

Discussion-Action Items:

1. Motion to approve the minutes from September 9th, 2025, Planning Commission Meetings.

2. Motion to open the public hearing for order:

Requestor: Scott Hueckman
Address: 722 S Lake Ave
Purpose: To request a conditional use permit for living quarters to be constructed in an upstairs loft.

3. Motion to close the Public Hearing

4. Potential approval/denial or recommendation to the Common Council regarding a conditional use permit at 722 S Lake Ave for allowing living quarters to be constructed in an upstairs loft.

5. Adjournment

Meeting Minutes
Phillips Planning Commission
April 6th, 2026

Charles Peterson opened the meeting of the Phillips Planning Commission @ 5:30pm
Members Present: Joe Perkins, Mark Brzeskiewicz, Bryan Weisrock, Scott Holoubek, and Shelby Kosmer

Others Present: Jeff Dunbar, Dina Dunbar, Wyatt Hrabak, Donna Hrabak, Ralph Warga.

Discussion-Action Items:

1. Brzeskiewicz/ Perkins moved to approve the minutes from September 9th, 2025, Planning Commission Meetings. Carried

2. Perkins/ Weisrock moved to open the public hearing for order 5:31pm:

Requestor: Scott Hueckman

Address: 722 S Lake Ave

Purpose: To request a conditional use permit for living quarters to be constructed in an upstairs loft.

Kosmer informed everyone the property is zoned Commercial so to have any sort of residence upstairs or in the back 50% of the street level of the property there would be a conditional use permit needed.

Kosmer informed this building project is already started and that she emailed the property owner the date and time of the meeting, he is not in attendance. The only information she had was that he would like to convert the upstairs to a loft for living quarters for himself.

Wyatt Hrabak was concerned about the lack of windows in the sketch, no windows on the girls bedroom, shared boys bedroom has no windows. Kosmer informed the committee that at the time of the application it did not sound like the building inspector had been contacted by the property owner yet, but that would have to be signed off before a building permit could be done also.

Perkins – problem with the sketch is unknown which wall is the outside wall and it is not a very detailed building plan.

Brzeskiewicz asked if anyone in attendance was there on behalf of Scott and no one was.

Hrabak was concerned if this is approved and then he lives is this going to become low-income housing. Mayor Peterson stated that no matter what happens this request is for the upstairs and the bottom will still have to remain commercial.

Dunbar questioned is there going to be another entrance – Perkins – there is another set of doors back by the loading dock but also unsure due to the plans that were turned in.

3. Holubek/ Brzeskiewicz motion to close the Public Hearing 5:40pm

4. Holubek / Perkins moved to deny the request for the conditional use permit and to have the owner cease and desist the building construction process and another meeting will not be scheduled unless Scott is present and the building plans concerns

are addressed the building inspector needs to have been contacted ready to approve the plans. Carried.

5. Perkins moved for adjournment 5:43pm.

A handwritten signature in black ink that reads "Shelby Kosmer". The signature is written in a cursive, flowing style.

Shelby Kosmer
City Clerk-Treasurer