

**Town of Big Flats Plan Commission  
Meeting Minutes**

**Tuesday, January 21, 2025, 6:00 pm**

Big Flats Town Hall

1104 County Rd. C, Arkdale, WI 54613

1. Call to order by Chairperson Wendy at 6 pm
2. Roll Call: Wendy Goerke PC Chair, Pam Marquardt PC, Bylle Skoczek PC, Richard Westover ZA were Present, Excused Absence: Mark Reed PC, 13 Citizen Guests
3. Approval of Meeting Agenda: Bylle Approved, Pam Second, All in Favor.
4. Approval of Prior Meeting Minutes: Bylle Approved, Pam Second, All in Favor.
5. Discuss/review letter from attorney r/t rezone or conditional use. Look at Zoning Ord and map related to small, home-based businesses: Chairperson Wendy questioned atty about small home-based businesses and if such entities could be covered by a conditional use permit or if each needed to be rezoned. Wendy stated these requests are becoming more common recently. She then summarized the received response, which allowed for the town to decide how to handle. Discussion amongst PC members, with conditional use permit clearly preferred, with specifications as to business size to home size ratio, number of employees, limitations on related business traffic, etc.

Wendy clarified that a home-based business conditional use permit would be in effect only for the applicant and only for the duration of that particular business. Further discussion between PC members and citizen guests regarding the necessary related verbiage to reflect decision in zoning regulations. Wendy made clarification to Tiffany that she would be applying for a conditional use permit for her proposed home-based beauty salon,

and that the PC/town would be sending out required neighbor notifications, followed by a public hearing on February 25, 2025.

6. Set next meeting date: February 25, 2025 6pm (Public hearing followed by regular meeting)
7. Adjourn: 6:26 pm Pam Approved, Bylle Second, All in Favor.

PJM for WG (1/22/25))

DRAFT