



Village of Black Earth

PLAN COMMISSION MEETING

1210 Mills St., Black Earth, WI 53515

Wednesday July 16th, 2025 | 6:00 p.m.

Minutes

1. Call to Order – Called to order by Chair Dylan Helmenstine at 6:00 PM.
2. Roll Call – Attending – Terry Moyer, Jen Schuetz, Tom Parrell, Sybyl wood, Tom Marks and Joe Winandy and Dylan Helmenstine. Also in attendance Matt Kahl – Director of Public Works and Matthew Miller – Vierbicher Village Planner.
3. Confirmation of Public Notice: By Tuesday July 15th, 2025, this agenda was emailed to the Editor of the Times-Tribune - Black Earth; posted at the Black Earth Municipal Building, Black Earth Post Office, and on the Black Earth Web Page. – Read aloud by Dylan Helmenstine.
4. Approval of Plan Commission Minutes from April 10th, 2025. – Motion to approve by Terry Moyer, seconded by Tom Marks. All ayes, none opposed, motion carried.
5. Public Comment (3-minute limit) – No public comment today.
6. Discussion/Action on the following:
 - a. Conditional Use Application for 1705 Center St, Black Earth. Parcel #: **107/0806-351-8531-1**. Property is Zoned R-4 1 & 2 Family Residential. Previous Conditional Use Application for this property, approved 6/4/2024 to operate as a church. Intended use: Church and Daycare. The current Conditional Use Application submitted by: Little Pines Daycare for licensed childcare facility.
 - i. Discussion held about Conditional Use Application submitted by Little Pines Daycare for licensed childcare facility.
 1. Motion to recommend approval of the proposed daycare CUP for the property located at 1705 Center Street to the Village Board, subject to the following conditions by Terry Moyer and seconded by Tom Parrell:
 - 1. Action Item 1: The Applicant **shall** provide an electronic pdf copy of the *group childcare license* to the Village and Building Inspector once received from the State of Wisconsin.
 - 2. Action item 2: The Applicant **shall** provide in writing proof from the State of Wisconsin, Building Inspector Tracy Johnson, and/or other appropriate entit(y/ies) that the list of planned improvements per the CUP application form and June 25, 2025, email correspondence has been completed to their respective requirements.
 - 3. Action Item 3: The application has a note regarding “discreet professional signage” to be installed at the main entrance of the church and near the daycare entry. The Applicant **shall** share final signage location and details (such as dimensions) with Village Staff / Consultants for staff review and staff approval prior to the Applicant obtaining a building permit from Building inspector Tracy Johnson for any signage to be installed.
 - 4. Action Item 4: Applicant **shall** submit a traffic control plan that articulates anticipated traffic volume and depicts parking lot flow and drop-off sites. Applicant **shall not** permit child drop-off on Madison Street.
 - 5. The Conditional Use is limited to Parcel No. 107/0806-351-8531-1, located at 1705 Center St. for Jaqueline Moreno doing business as *Little Pines Bilingual Child Care Center*

- 6. The owner or operator **shall** keep a copy of the conditional use permit, including the list of all conditions, on the site, available for inspection to the public during business hours.
 - 7. Operating hours **shall** be 6:30am-5:00pm from Monday through Friday.
 - 8. The maximum number of children served by the permitted daycare **shall** be at all times limited to the number of children permitted on the *group childcare license* issued to Applicant by the State of Wisconsin.
 - 9. If the daycare operation is abandoned for twelve (12) calendar months or more, this conditional use permit **shall** be terminated. Future re-establishment of an abandoned conditional use permit shall require approval of a new conditional use permit.
 - 10. This conditional use permit **shall** expire in the event the property is sold, transferred, or the relationship between the church and Little Pines Bilingual Child Care Center ceases. Continuation or extension of expired conditional use requires re-application and approval by the Village Board.
 - 11. That all Village Ordinances **shall** be complied with during the life of this CUP.
 - 12. That the Applicant **shall** abide by all applicable federal and state laws and regulations regarding operation of a childcare center, including but not limited to the Americans with Disabilities Act (ADA).
 - That the CUP be subject to final review and approval by the Village Attorney.
2. All ayes, none opposed. Motion carried for referral to the Village Board.

b. Conditional Use Application for 1529 State St. Black Earth. Parcel # **107/0806-262-9625-1**. Property is Zoned B-1 General Commercial. Previous Conditional Use Application for this property, approved 4/9/2024 to operate as an Animal Hospital. Intended use: Animal Hospital and Automobile Window Tinting. Current Conditional Use Application submitted by: Libby Vang.

- i. Discussion held about Conditional Use Application submitted by Libby Vang for automobile window tinting operation.
1. Motion to recommend approval of the proposed car tinting shop CUP for the property located at 1529 State Street to the Village Board, subject to the following conditions by Terry Moyer, seconded by Tom Parrell:
 - 1. Action Item 1: Applicant shall clarify if signage will be attached to the building façade. Proposed Signage shall undergo Village Staff / Village Consultant review.
 - 2. Action item 2: The Applicant shall clarify if the traffic number of 3-6 vehicles per day includes employee vehicles.
 - 3. Action Item 3: The Applicant shall demonstrate that there is sufficient parking for three (3) employees plus customers
 - 4. Action Item 4: Applicant shall engage in window tinting only within the Building on the Property; applying window tinting outdoors on the Property is not permitted.”
 - 5. The Conditional Use is limited to Parcel No. 107-0806-262-9625-1, located at 1529 State St. for Ms. Libby Vang doing business as a car window tinting business.
 - 6. The owner or operator shall keep a copy of the conditional use permit, including the list of all conditions, on the site, available for inspection to the

public during business hours.

- 7. Operating hours shall be 10:00am-6:00pm from Monday through Friday; Saturdays by appointment only.
 - 8. If the car window tinting operation is abandoned for twelve (12) calendar months or more, this conditional use permit shall be terminated. Future re-establishment of an abandoned conditional use permit shall require approval of a new conditional use permit.
 - 9. This conditional use permit shall expire in the event the property is sold, transferred, or the relationship between the property owner and the car window tinting business ceases. Continuation or extension of an expired conditional use requires re-application and approval by the Village Board.
 - 10. That all Village Ordinances are complied with during the life of this CUP.
 - That the CUP be subject to final review and approval by the Village Attorney.
2. All ayes, none opposed. Motion carried for referral to the Village Board.
7. Discussion: Zoning Code Update (Vierbicher) – Discussion held about preliminary zoning code updates.
8. Future items to be brought before the Commission
- a. Memorandum of Understanding
 - b. Model Zoning Plan from Dane County
9. Next meeting date - TBD
10. Adjournment – Motion to adjourn by Tom Parrell, seconded by Jen Schuetz. All ayes, none opposed. Meeting adjourned at 7:15PM.

Minutes taken from meeting audio by Dani Eastman – Village Administrative Assistant.

Notice is hereby given that a quorum of the Village Board may be present on this day to gather information about all items that appear on this agenda, a subject over which they have decision-making responsibility. This constitutes a meeting of the Village Board pursuant to State ex rel. Badke v. Greendale Village Bd., 173 Wis. 2d 553, 494 N.W. 2d 408 (1993), and must be noticed as such although the Village Board will not take any formal action at this meeting.

Request for persons with disabilities who need assistance to participate in this meeting should be made to the Village Clerk's Office 608-767-2563 with as much advance notice as possible.

Plan Commission Members: Village Board: Dylan Helmenstine (Chair), Terry Moyer, Jen Schuetz; Citizen: Tom Parrell, Sybyl Wood, Tom Marks and Joe Winandy. Alternate Village Board: Pam Louis-Reindl.