



Village of Black Earth

PLAN COMMISSION MEETING AND PUBLIC HEARING

1210 Mills St., Black Earth, WI 53515
Wednesday September 17th, 2025 | 6:00 p.m.

Minutes

1. Call to Order by Dylan Helmenstine at 6:00PM.
 2. Roll Call - Present: Dylan Helmenstine, Terry Moyer, Jen Schuetz, Tom Parrell and Sybyl Wood. Also present: Matt Miller – Vierbicher and Matt Kahl – Public Works Director.
 3. Confirmation of Public Notice: A class 2 notification was published in the Times Tribune on September 4, 2025, and September 11, 2025, for notice of the public hearing. By Tuesday September 16th, 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.
 4. Public Hearing
 - a. Zoning Ordinance Update – Chapter 295 and Chapter 310
 - i. No public present for this public hearing.
 1. Motion to close public hearing by Terry Moyer, second by Jen Schuetz. All ayes, none opposed public hearing closed.
 5. Public Comment (limited to 3 minutes, please)
 - a. No public present for public comment
 6. Approval of Plan Commission Minutes from July 16th, 2025. – Motion to approve minutes by Jen Schuetz, second by Tom Parrell. All ayes, none opposed minutes approved.
 7. Discussion/Action on the following:
 - a. Conditional Use Application for 1111 Mills St., Black Earth. Parcel # **107/0806-264-2914-5**. Property is zoned General Commercial. Intended use: Automobile repair shop, detailing and window tinting. Application submitted by Earthmoto Inc, Justin Zhi Jiang.
 - i. Discussion by Commission members on the Possible Motion Language to Conditionally Approve. The Commission updated motion language with redlined notes.
- Motion to recommend approval of the proposed automobile repair shop CUP for the property located at 1111 Mills Street to the Village Board, subject to the following conditions by Jen Schuetz and second by Terry Moyer. All ayes, none opposed.:
 1. Action Item 1: Applicant **shall** clarify signage locations. Proposed Signage shall undergo Village Staff / Village Consultant review.
 2. Action item 2: Applicant **shall** clarify if all-store used motor oils (5W-30, etc.) and used fluids go into separate barrels, and the frequency that used motor oil or tires will be discarded. Applicant **shall** follow all applicable Village, Dane County, State of Wisconsin, and/or federal laws regarding responsible disposal of used fluids and/or tires. Tires shall be stored in the shed.
 3. Action Item 3: Applicant **shall** demonstrate that there is sufficient parking for **five (5)** vehicles - employees plus customers.
 4. Action Item 4: Applicant **shall** limit the maximum duration of time a vehicle may stay on-premises to **forty-eight (48)** hours for outside on-site parking. Vehicles of the customers shall not be parked on the street overnight.

5. Action Item 5: Applicant **shall** engage in business services only within the Building on the Property; repair or diagnostics outdoors on the Property is **not** permitted. Garage door shall be closed while vehicles are operated on within the building.
6. Action Item 6: Applicant **shall** not sell vehicles on the Property.
7. Action Item 7: Applicant **shall** have a maximum of **two (2)** vehicles inside the indoor shop area.
8. Action Item 8: Applicant shall demonstrate they
 - a. have an access easement across Parcel No. 080626429361 (owned by TDS/ Black Earth Telephone Company) **OR**
 - b. Applicant shall OBTAIN an access easement from TDS/ Black Earth Telephone Company across Parcel No. 080626429361.
9. Action Item 9: Applicant **shall** apply for one (1) building permit from Building Inspector Tracy Johnson for two (2) identical wall signs. Applicant shall confirm to Building Inspector Tracy Johnson that the signs shall not be mounted more than six (6) inches from the face of the building walls to fulfill Village Code.
10. The Conditional Use is limited to Parcel No. 107-0806-264-2914-5, located at 1111 Mills St. for Mr. Zhi Hang Jiang (“Justin”) doing business as an automobile repair shop.
11. 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.
12. Operating hours **shall** be 8:00am-6:00pm from Monday through Friday; Saturdays 8:00am-12:00pm (optional).
13. If the car window tinting automobile repair shop 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.
14. This conditional use permit **shall** expire in the event the property is sold or transferred. Continuation or extension of an expired conditional use requires re-application and approval by the Village Board.
15. Applicant shall have a spill prevention and clean-up plan, and the materials to effectively enact said plan, on premises. Spilled materials shall be responsibly disposed.
- ~~14-16.~~ Fire Department shall inspect property prior to the start of operations.
- ~~15-16.~~ 17. 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.

8. Discussion: Update on Transitional Housing Proposal from Community Restoration – Update from Dylan Helmenstine and Matt Miller after their meeting with Community Restoration last week. Property would be owned by Community Restoration and BMC (Black Men’s Coalition) would be contracted to keep day to day operations going there. After discussion with Community Restoration, it seems that they are amenable to adjusting their proposals so that there would be a plan for the community. Would be able to write into the conditions that this property not be placed into a non-profit/non-taxable status. Should not be a weight on our contracted services – EMS, Police, etc. as their current houses do not have any history of emergency calls thus far for their residents. Dylan is working on getting a comprehensive list of beds/housing to check this fact. Committee voiced concern about Jail Diversion and DOC beds being 50% of their housing commitment. Tenants would be placed into this transitional housing

program, in Black Earth, a year or two into their recovery journey. Community Restoration also does not accept anyone into their programs with any history of sexual assault. This is also why the facility would not be 100% veteran facility, if they were to do this they would have to accept at minimum 5 residents that are on the sex offender registry, which they did not want to subject the community to. Dylan and Matt stated that Community Restoration clarified who does and who doesn't make it into their program and if they have a tenant that isn't working out, they will find other placement for them. Discussion from multiple members of concern due to lack of transportation, resources, and activities to do in the Village. Non action item, so commission elected to end discussion item to move to action item.

9. Discussion/Action: Zoning Code Update (Vierbicher) – Discussion of the drafted code updates. Motion to recommend approval of the zoning code update materials as presented by Jen Schuetz, second by Sybyl Wood. 3 ayes, 0 no, 2 abstained.
10. Discussion/Action: Proposed Village of Black Earth Certified Survey Map – Webb St, South St, and lot adjacent to Railroad (Parcel Number - 107/0806-264-8653-9). – Commission elected to discuss Agenda item 10 before 9 due to resident in attendance for this discussion. Recommendation to the Village Board for approval by Terry Moyer second by Jen Schuetz. All ayes, none opposed.
11. Future items to be brought before the Commission
 - a. Potential Land Development – Matt Kahl
12. Next meeting date: October 14, 2025, @ 6:00PM
13. Adjournment – Motion to adjourn by Jen Schuetz, second by Terry. All ayes, none opposed. Meeting adjourned at 7:55PM.

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. Alternate Village Board: Joe Winandy