

VILLAGE OF NORTH PRAIRIE
PUBLIC HEARING
JOINT PLAN COMMISSION AND SPECIAL VILLAGE BOARD MINUTES
December 9, 2025 – 6:30 p.m.
130 N Harrison St., North Prairie, WI

1. **CALL TO ORDER – Plan Commission Mtg.** – The Plan Commission meeting was called to order at 6:30 p.m.
2. **CALL TO ORDER – Village Board Mtg.** – The Special Village Board meeting was called to order at 6:30 p.m.
3. **ROLL CALL – Plan Commission** – Present: Commissioners Tim Paulson, Mike Schreiber, Mike Radomski, Brad Beglinger, Dan Miresse, Debbie Hall. Absent: Dave Stellpflug
4. **ROLL CALL – Village Board** – Present: President Miresse, Trustees Debbie Hall, Andy Harmann, Dave Schroeder, Mike McCormack. Absent: Trustees Cheri Lampe and Donna Samuels.
5. **PLEDGE OF ALLEGIANCE**
6. **CONFIRMATION OF PROPER NOTICE OF MEETING** – Administrator Etten confirmed the meeting was published on the website and three bulletin boards and the Public Hearing Notice was published in the Freeman on November 25, 2025 and December 2, 2025.
7. **PUBLIC COMMENTS:** - (No official action will be taken under Public Comment).
Note: Comments should be limited to 3 minutes per resident. Please state your name before speaking – Debbie Hall motioned to open the meeting for public comments, second by Dave Schroeder, **motion carried**. With no public comments Debbie Hall motioned to close the meeting for public comments, second by Dave Schroeder, **motion carried**.
8. **JOINT PUBLIC HEARING: Public Hearing to consider a proposed amendment to the Village's Zoning Code Section 4.6.E and Section 14.2.BO.**
 - a. Discussion and/or Action as Necessary: Village Board and Plan Commission comments on the proposed amendment to the Zoning Code
Commissioner/Trustee Debbie Hall presented the information as discussed and recommended by the Plan Commissioners at the last Plan Commission meeting.
 - b. Public comments on the proposed amendment to the Zoning Code –
Commissioner/Trustee Debbie Hall motioned to open the meeting to public comments, seconded by Trustee Schroeder, **motion carried**. With no public comments, Commissioner/Trustee Hall motioned to close the meeting to public comments, second by Trustee Harmann, **motion carried**.
 - c. Discussion and/or Action as Necessary: Plan Commission Recommendation to Village Board regarding Ordinance 03-2025 amending the Village's Zoning Code – Commissioner/Trustee Hall motioned that the Plan Commission recommend Ordinance 03-2025 to the Village Board for approval as presented by Plan Commission only, second by Commissioner Paulson, no discussion, **motion carried**.
 - d. Discussion and/or Action as Necessary: Village Board regarding Ordinance 03-2025 amending the Village's Zoning Code – Trustee/Commissioner Hall motioned the Village Board approve ordinance 03-2025 as recommended by the Plan Commission, second by Trustee Harmann, no discussion, **motion carried**.
9. **VILLAGE BOARD ADJOURNMENT** – Trustee Hall motioned to adjourn the Village Board meeting at 6:41 p.m., second by Trustee Harmann, **motion carried**.

10. PLAN COMMISSION APPROVAL OF MINUTES: November 11, 2025, Plan Commission Meeting Minutes – Commissioner/Trustee Hall requested these minutes be tabled to next Plan Commission meeting because when she scanned them, she felt there were some errors that needed correction.

11. PUBLIC COMMENTS: - (No official action will be taken under Public Comment) – Commissioner/Trustee Hall motioned to open the meeting to public comments, second by Mike Schreiber, **motion carried**. With no public comments, Commissioner/Trustee Hall motioned to close the meeting to public comment, second by Commissioner Paulson, **motion carried**.

12. PLAN COMMISSION – Discussion and/or Action: Mark & Michelle Lau, consideration for an Accessory Building/Building Permit as it relates to a corner lot – Resident Mark Lau presented the Plan Commission with drawings of his proposed accessory building on a corner lot. Building Inspector, Scott Johnson stated that he didn't see any issues with his request. Discussion was held. Commissioner/Trustee Hall motioned to approve the request from Mark and Michelle Lau for the addition of an accessory building related to their corner lot at 140 Chestnut Way in accordance with Sec 7.4 item 2, with the condition that there be windows facing the south side and the siding matches the house as presented in drawings presented, second by Commissioner Schreiber, **motion carried**.

13. PLAN COMMISSION PUBLIC HEARING: Public Hearing to consider a proposed conditional use permit for Kimberly Dragotta, 212 W. State Road, North Prairie, Wisconsin.

- Discussion and/or Action as Necessary: Plan Commission comments on the proposed conditional use permit – Commissioner Hall stated that now that the board approved the change in the Village Zoning Code tonight, the Plan Commission can decide if they want to accept the conditional user request from Kimberly Dragotta provided she provides a site plan and a plan of operation within 3 months, which I think is the next item on the agenda. We can add or delete any specific conditions as we find necessary. Some conditions that I felt were necessary are: She would need to show us proof of ownership of the property, if she does not use the home for an in-home beauty salon for a period of 12 months or more, this conditional use permit would automatically terminate, (paragraph 7); then in paragraph 12, if she doesn't start using this property for an beauty salon within six months of the date the conditional use permit is approve, the conditional use permit will automatically terminate; and the last one is item 14, this conditional use is non-transferable to the next property owner if she no longer owns the property. The new owner would have to apply for their own conditional use permit. So, the only thing on the table is the conditional use permit allowing the home to operate a beauty salon in the home. There are no specific conditions place on the business at this time. So, we should also look at her conditional use permit application. I think this pretty much what we expected, number of employees = 1, she is the sole owner/operator, no other employees. Building Inspector, Scott Johnson asked for clarification regarding number of cars in the driveway and whether the driveway/parking area is already existing or planned to be installed. Kimberly stated that at most there would be two cars parked at once, as she is the only operator. She may be finishing one client and the next one arrives. She stated that the parking area is an existing slab, she was not adding anything new. Scott Johnson, was satisfied with her responses.

- b. Public comments on the proposed conditional use permit = Commissioner Hall motioned to open the meeting to public hearing for public comments, second by Commissioner Schreiber, **motion carried**. With no comments, Commissioner Hall motioned to close the meeting to public hearing for public comments, seconded by Commissioner Paulson, **motion carried**.
- c. Discussion and/or Action as Necessary: Conditional Use Permit for Kimberly Dragotta to allow a barbering and beauty shop – Commissioner Hall motioned for the Plan Commission approve the conditional use permit for Kimberly Dragotta to allow a barbering/beauty shop operation subject to the conditions listed in the conditional use order and any further conditions as necessary based on the plan of operation, motion second by Commissioner Radomski, no discussion, **motion carried**.
 - 1) She has to show proof of ownership of the home located at 212 W State St.

14. PLAN COMMISSION - Discussion and/or Action: Business Plan of Operation, Kimberly Dragotta 212 E State St., North Prairie, WI to operate an in-home beauty shop – Commissioner Hall asked Scott Johnson if he had confirmed that this operation is not more than 25% of the residence square footage. Scott Johnson, confirmed yes, it is actually a pretty good set up for what she wants to do. Commissioner Hall asked about the hours of operation, they would not be before 9 a.m. or after 7:30 p.m. Commissioner Radomski stated at last month's meeting we asked you to get a septic inspection from Waukesha County, did you do that. Kimberly Dragotta stated that she did get a septic inspection from a private company. Commissioner Radomski stated, I think that she needs to get an actual inspection from Waukesha County. This inspection pretty much says it is undersized based on today's standards. Scott Johnson asked if you mean a PSE. Administrator Etten asked for clarification on PSE. It is a Preliminary Site Evaluation. Commissioner Radomski stated it is a pretty standard request to determine the number of bedrooms, number of adults and children occupying the home and any additional load on the septic system. It's a three bedroom home with a 750 gallon septic system, which is already undersized and then she is adding additional load by having a beauty salon, which makes it more undersized. Commissioner Hall, stated that the septic inspector stated that the home should not have more than four full-time occupants the current load should not be effective. So, how many occupants do you currently have or will have in the home? Kimberly stated, myself, my fiancé and a 10-month old baby. Commissioner Hall, so less than four adults, I don't have an issue with this. Commissioner Hall motioned for the Plan Commission to approve the business plan of operation located at 212 W. State Street, North Prairie, WI to operate an in-home beauty shop business with the following conditions:

- 1) The owner to show proof of ownership
- 2) There are no more than four full-time occupants
- 3) You comply with the conditions of the conditional use order

The motion was seconded by Commissioner Schreiber. Commissioner Radomski stated that we should add a 4th condition - that they obtain an inspection report from Waukesha County. Commissioner Hall amended her motion to include item four for a septic inspection by Waukesha County, amended second by Commissioner Schreiber, no further discussion, motion carried.

- 4) Have the septic inspected by Waukesha County and provide us with letter from them of their opinion.

Kimberly Dragotta's realtor asked, so where do we stand then, if Waukesha County says it isn't big enough, the buyers can't afford to put in a new septic right now. So, does that mean that the conditional use permit would not be approved? Commissioner Hall, correct, because it would be based on those three things. Commissioner Paulson stated, just have Waukesha County look at it. The house built 20 years ago, complied with the size of the septic, but if built by today's standards, it would likely require a larger septic tank. They may just add more restrictions on it and we would then have to include them. Kimberly Dragotta stated, the issue is if I can't have my salon there, I wouldn't be buying the house. So, will you guys let me know if I am approved? Commissioner Hall stated that you are approved, but we just need to see the letter from Waukesha County to see if they added any restrictions. Scott Johnson said, the county will provide you a letter to you and the village.

15. PLAN COMMISSION ADJOURNMENT – Commissioner Hall motioned to adjourn at 7:14 p.m., second by Commissioner Schreiber, **motion carried**.

Personnel matters are not an appropriate subject for this forum and should be referred to the Village Office. Any comments which may violate the individual rights of an employee and/or representative of the Village will not be permitted. It is possible that members or possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting(s) other than the governmental body specially referred to above in this notice. Please note, that upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information, please contact the Village Office at 262-392-2271.

Submitted by:
Evelyn Etten, Administrator/Clerk/Treasurer
December 2, 2025