

Approved:8-6-2025

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## **Planning Commission Meeting**

Village of Pepin Municipal Building

**Monday June 30th, 2025, at 6:00 PM**

### **MINUTES**

1. **Call Meeting to Order:** Randy called the meeting to order just after 6pm.
2. **Roll Call:** All commission members present - Randy Kallstrom, Pat Sandstrom, Steve Westman, Tom Latane, Kevin Sandwick, Jeff Heit, Brittany Dondlinger
3. **Approval of Meeting Minutes:** Pat made a **motion** to approve the planning commission meeting minutes from 6.17.25, Steve **seconded**
4. **Kelsey Gilmore/Kreative Concepts, LLC:** Kelsey spoke of being in process of buying an empty lot next to her residence to build a physical sample of a home for future/prospective clients for their construction business. It is an unknown timeline on when the completed house would be sold in the future but is closing on the lot in two weeks. Tom asked if the lot is large enough to have a home on it and Jeff stated it was. Randy asked if water/sewer would have to be put in and Kelsey confirmed it would be. Jeff stated a village LUCR has a timeline of one year, the building inspector timeline is two years, and Kelsey added the construction loan from the bank is for 12 months. Pat clarified/confirmed with Kelsey that showings of this home would be by appointment only and there wouldn't be any employees. Pat and Tom discussed the merits of being zoned commercial vs getting a conditional use permit. Kelsey added she is also aware that she would have to add a roundabout for emergency vehicles. Tom made a **motion** to suggest that a conditional use permit be sought for the display show room for the business and that if the home sells the conditional use permit will end. Steve **seconded**. Planning commission votes yes minus Jeff who abstained.
5. **Preliminary Review Process Application:** Kelsey noted that she would like to offset the costs of her loan for this model showroom by using it as a short-term rental. Mike Michaud shared information about the intent of this preliminary review process as this is the first time it has been requested. He stated not all information is required to be provided as if it were an application and has a one-year timeline. Kelsey shared the home would be a 3 bedroom, 2.5 bath with a 6-person occupancy and parking available. There was significant discussion amongst the planning commission with Kelsey about the implications of making a recommendation on a home that isn't built yet, if the recommendation is binding for a future application, and what this could mean if there are changes made in the future to the STR

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ordinance. Jon Seifert joined and added that the recommendation the commission makes today is based off of the qualifications as currently written and is not a guarantee that it will meet the requirements in the future if the ordinance does change. Kelsey added her bank wanted the information about it being used as a short-term rental as a part of the eligibility process for her business loan. Jon reiterated that this preliminary process will be valid one year but if the ordinance changes in the future it is possibly it would no longer qualify. Kevin made a **motion** that the planning commission members take a voice vote on if the planned property at 13 Third Street in Pepin WI meets the requirements to be a short-term rental as the ordinance is currently written. Pat **seconded**. Planning commission members votes yes minus Jeff who again abstained and Steve who voted no.

**6. Zoning Map:** Mike reviewed that the map was received that should have the appropriate updates on it but encouraged planning commission members to review this in more detail outside of this meeting to ensure its accuracy. A description for "public" still needs to be made. Jeff questioned at first glance if some areas over by the campground are accurate. It appears more review is needed outside of this meeting. Jeff suggested having a timeline set so the process doesn't continue to get drawn out. Randy made a **motion** to table this for now to allow for further review. Jeff **seconded**.

**7.Tourism Commission:** Sue Fedie shared that Attorney Loberg does feel it is reasonable to spend room tax money to get legal opinions surrounding possible limits with short term rentals but did note it still needed to be voted on by the tourism commission. Discussion was had between Sue, Pat, and Mike about the ordinance specifically in the city of Hudson WI, whether it applies here, what is allowed, and that Hudson has more hotel options.

**8. Ahead of Closed Session:** Randy made a **motion** to allow Mike Michaud to remain for the transition into closed session. Steve **seconded**. Members Tom, Brittany, Kevin, Randy, and Steve voted yes. Pat and Jeff voted no.

**9: Closed Session:** Jeff made a **motion** to go into closed session, Tom **seconded**.

**10. Reconvene:** Randy made a **motion** to reconvene into open session, Jeff **seconded**. Pat made a **motion** that the Planning Commission will identify individuals to serve on a committee to review the effects of short-term rentals on the village over a six-month period and at that time bring results to the board for any potential recommendations regarding ordinances and planning needs. Steve **seconded**. Members voting yes include Randy, Pat, Kevin, Steve, and Jeff - Tom and Brittany did not vote.

**11: Adjourn:** Randy made a **motion** to adjourn, Kevin **seconded**.

Randy Kallstrom-Chair

Brittany Dondlinger – trustee