

**Town of Lawrence  
Planning and Zoning Board Meeting Minutes  
Wednesday, September 10, 2025  
Meeting Time 6:00 PM**

**THIS MEETING WAS HELD IN PERSON.**

**Discussion and/or Action on the following:**

1. Call to Order
  - a. Kevin Brienens called the meeting to order at 6:00pm.
2. Roll Call
  - a. Present: Larry Boldt, Travis Runke, Kyle Tremel, Kevin Brienens, Skip Lee, Mike Vande Hei, and Katie McCarty.
  - b. Excused: None
  - c. Staff: Scott Beining, Patrick Wetzel, Melissa Mathes
3. Approve Agenda
  - a. Skip Lee made a motion to approve the agenda; seconded by Travis Runke. Motion carried unanimously.
4. Approve Minutes from the August 13, 2025 meeting.
  - a. Kyle Tremel made a motion to approve the minutes from the August 13, 2025 meeting; seconded by Mike Vande Hei. Motion carried unanimously.
5. Public comments upon matters not on the Agenda.
  - a. No one spoke.
6. Consideration of Site Plan Review for Commercial Addition at 3547 French Road on Parcel L-90 by Bayland Buildings Inc.
  - a. David O'Brien, Bayland Buildings, and Jerry Kocken, Tech 4, explained current business operations and the proposed addition to the building.
  - b. Mike Vande Hei made a motion to approve the Site Plan Review for Commercial Addition at 3547 French Road, Parcel L-90, contingent on stormwater review; seconded by Skip Lee. Motion carried unanimously.
7. Consideration of Conditional Use Permit (CUP) for a dwelling residence on property zoned Business/Commercial at 3051 Williams Grant Drive, Parcel L-40-3 by John Schroeder.
  - a. John Schroeder, property owner/applicant, presented a future residence on the property with his current business.
  - b. Larry Boldt made a motion to approve the Conditional Use Permit (CUP) for a dwelling residence on property zoned Business/Commercial at 3051 Williams Grant Drive, Parcel L-40-3; seconded by Travis Runke. Motion carried unanimously.
8. Consideration of Zoning Amendment from B-1 to Limited Industrial at 0 Mid Valley Rd, Parcel L-424-3 by Matthew Verboort.

- a. Matt Verboort, applicant, presented the future plans of the property.
  - b. Kyle Trembl made a motion to approve the zoning amendment from B-1 to Limited Industrial at 0 Mid Valley Rd, Parcel L-424-3; seconded by Mike Vande Hei. Motion carried unanimously.
9. Consideration of Conditional Use Permit (CUP) for Sports Training Facility on property zoned Business/Commercial, Parcel L-452-4 by SVR Properties.
  - a. Scott Smith, applicant, presented the business concept for the conditional use permit for their Sports Training Facility.
  - b. Kyle Trembl made a motion to approve the Conditional Use Permit (CUP) for Sports Training Facilities with recommending the following conditions; seconded by Travis Runke. Motion carried unanimously.
    - i. Hours of Operation: Indoor Year Round (7 days a week) 6:00 am – 11:00 pm and Outdoor field hours 8:00 am-11:00 pm.
    - ii. No outdoor speaker system
    - iii. Lighting plan to be approved per Site Plan Review
    - iv. Any events outside the scope of approval may require a special event permit.
10. Consideration of 2 Lot Certified Survey Map (CSM) on Parcel L-451-4 by McMahon Associates.
  - a. Skip Lee made a motion to approve the 2 Lot Certified Survey Map (CSM) on Parcel L-451-4; seconded by Katie McCarty. Motion carried unanimously.
11. Consideration of Preliminary Plat Review for single-family & two-family residential lots on Parcel L-451-4 by McMahon Associates.
  - a. Kyle Trembl made a motion to approve the Preliminary Plat Review for single-family and two-family residential lots on Parcel L-451-4; seconded by Katie McCarty. Motion carried unanimously.
12. Consideration of Zoning Amendment from A-1 to R-1 & R-2 on Parcel L-452-5 & L-451-4 by McMahon Associates.
  - a. Mike Vande Hei made a motion to approve the zoning amendment recommending lots 1-4 from A-1 to R-2 and lots 5-44 from A-1 to R-1 on the Rock Ridge Subdivision Plat (Item #11); seconded by Katie McCarty. Motion carried unanimously.
13. Consideration of Ordinance Amendment of Town Ordinance 300-13 Limited Industrial Permitted Uses.
  - a. Travis Runke made a motion to approve the Ordinance Amendment of Town Ordinance 300-13 that all uses in Limited Industrial require a conditional use permit; seconded by Skip Lee. Motion carried unanimously.
14. Staff Updates/Reports
  - a. Staff reports given.
15. Adjourn.
  - a. Katie McCarty made a motion to adjourn the meeting at 7:58pm; seconded by Skip Lee. Motion carried unanimously.

*Scott Beining, Zoning Administrator*