

**Town of Lawrence
Planning and Zoning Board Meeting Minutes
Wednesday, December 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; Travis Runke, Kyle Tremml, Kevin Brienens, Skip Lee, Mike Vande Hei and Katie McCarty
 - b. Excused: None
 - c. Staff; Scott Beining and Melissa Mathes
3. Approve Agenda
 - a. Skip Lee made a motion to approve the agenda; seconded by Mike Vande Hei. Motion carried unanimously.
4. Approve Minutes from the November 12, 2025 meeting.
 - a. Kyle Tremml made a motion to approve the minutes from the November 12, 2025; seconded by Travis Runke. Motion carried unanimously.
5. Public comments upon matters not on the Agenda.
 - a. No one spoke.
6. Consideration of Sign Review for Sports Emporium at 2276 Lawrence Parkway, Parcel L-2281 by Graphic House.
 - a. Lea, Graphic House, presented the future signage for the facility.
 - b. Katie McCarty made a motion to approve the sign review for Sports Emporium at 2276 Lawrence Parkway, Parcel L-2281; seconded by Travis Runke. Motion carried unanimously.
7. Consideration of Site Plan Review for Sports Emporium HVAC equipment at 2276 Lawrence Parkway, Parcel L-2281 by Rodac, LLC.
 - a. Scott Beining, Building Inspector/Zoning Administrator, presented the HVAC equipment as presented.
 - b. Katie McCarty made a motion to approve the Site Plan Review to have decorative fencing to cover the HVAC units along the front of the building, and HVAC units along the back of the building (residential side) will have the vinyl fencing match the same vinyl fencing along the parking lot for Sports Emporium HVAC equipment at 2276 Lawrence Parkway; seconded by Kyle Tremml. Motion carried unanimously.
8. Consideration of Sign Review for Commercial Building at 1711 Scheuring Road, Parcel L-272-2 by Jones Sign.
 - a. Mike Vande Hei made a motion to approve the Sign Review for Commercial Building at 1711 Scheuring Road, Parcel L-2723-2; seconded by Skip Lee. Motion carried unanimously.
9. Consideration of Final Plat Review on Parcels L-18-, L-19, L-20, L-20-1, L-21-1, L-22, L-22-1, L-401-1 by Lawrence Town Center Development LLC.

- a. Kyle Treml made a motion to approve the Final Plat Review on Parcels L-18, L-19, L-20, L-20-1, L-21-1, L-22, L-22-1, L-401-1; seconded by Katie McCarty. Motion carried unanimously.
10. Consideration of ordinance amendment 300-20 Maintenance of Residential Lots in R-1, R-2, R-3, and ER Districts.
 - a. Mike Vande Hei made a motion to approve the ordinance amendment 300-20 Maintenance of Residential Lots in R-1, R-2, R-3, and ER Districts; seconded by Katie McCarty. Motion carried unanimously.
11. Staff Updates/Reports
 - a. Staff Reports given.
12. Adjourn.
 - a. Katie McCarty made a motion to adjourn the meeting at 7:19pm; seconded by Mike Vande Hei. Motion carried unanimously.

Scott Beining, Zoning Administrator