

Minutes | Monday, October 13th, 2025 | 6 PM Village Hall

VNB Planning Commission (PC)



President Mellem was unexpectedly unable to attend tonight's PC meeting, and appointed Constable Castellano to serve as Chairperson. PC Resident Member Mark Hyde also unexpectedly became unable to attend in person and joined the meeting via Zoom.

1. Call to order: Following Planning Commission member Mark Hyde's successful connection via Zoom, Constable Castellano called the meeting to order at 6:07 PM.
2. Roll Call: Constable Roco Castellano, Trustee Paul Schroeder, Trustee Rick Cermak, Clerk Dori Panthofer, PC resident members Bill Cosban and Mark Hyde (via Zoom).

Clerk Panthofer confirmed a quorum was present.

PC Member Kari McGaughey arrived at 6:12 PM.

Excused: President Roger Mellem, PC resident member Tom LaFave

Public attendees: Rich Lass, Millennium Windows & Sunrooms, LLC, Susan Hamilton, PCRA Applicant / 120 S Vincennes Cir

3. Planning Commission Application #PCRA2025-02
 - Site: 120 S Vincennes Circle
 - Owner: Susan Hamilton
 - Project: Demo existing 9'x9' room (screened in porch) and add 16' 4" x 10' conventional 3 season sunroom.
4. Applicant Statement: Ms. Hamilton is seeking approval to replace an existing screened-in porch, which is in disrepair, with a larger and more functional three-season room. The proposed room may also incorporate a wood-burning stove.
5. Builder Statement: Mr. Lass, representing Millennium Windows & Sunscreens LLC, distributed additional copies of the plans to attendees. He then discussed design and construction aspects, specifically addressing the Diamond Pier foundation system and Flintlastic, a low-pitch roofing material. Ms. Hamilton will be responsible for choosing the final vinyl siding color to complement the existing structure.
6. Discussion: A significant portion of the conversation concerned the DiamondPiers Foundation System. Mr. Cosban, Constable Castellano, and Mr. Hyde raised concerns that the proposed DiamondPiers did not comply with Wisconsin Building Code for structures attached to existing buildings, citing risks of frost heave, roof disruption, and potential flooding, despite Mr. Lass's 16 years of experience with the product. They stressed that the code allows DiamondPiers only for freestanding structures. Mr. Hyde also noted that if the room were heated and insulated, it would be considered an addition, not a three-season room. Mr. Lass maintained it would remain a sunroom due to its isolation from the main thermal envelope. Constable

Castellano emphasized the desire to protect the resident and adhere to building codes.

7. Planning Commission recommendation:

A motion was made by Trustee Schroeder and PC Member Cosban to conditionally approve the project. This approval is subject to revised plans that must include:

1) Concrete poured piers extended to below frost depth; and 2) Verification that the final roof materials are compatible with a wood burner stove.

Roll call vote:

Mark Hyde YES; Paul Schroeder YES; Bill Cosban YES; Rick Cermak YES; Kari McGauhey YES; Constable Castellano YES.

With a quorum of five votes in favor, the motion to the conditional approval of PCRA2025-02 passed.

8. Planning Commission meeting schedule *** Added 10.10.2025 | Constable Castellano suggested scheduling future Planning Commission meetings to coincide with the regular Board of Trustees meetings. These meetings will be tentatively scheduled, allowing members to add them to their calendars as standing appointments. Any meeting for which there is no material to review will be canceled.*
9. Motion to Adjourn made by Trustee Schroeder and seconded by PC Member Cosban. All in favor, none opposed. The meeting adjourned at 6:46 PM.