

**The Martell Town Board and Planning Commission  
will hold a Working Meeting on  
February 17, 2026 from 6:00 - 8:00 PM  
at The Martell Town Hall, W5581 800<sup>th</sup> Avenue, Spring Valley, WI 54767**

**AGENDA**

**\*All items may be considered for approval or other action.**

1. 6:00 PM - Call to Order
2. Roll Call
3. Verification of Public Notice
4. Approve Agenda
5. 6:05 - Welcome Attorney Bob Loberg
  - a. Who he is and what he does
  - b. Best practices for procedures
  - c. Enforcement
    - i. How to?
    - ii. Finalize Citation Ordinance: Schedule of Cash Deposits & Citation Form
  - d. Q&A
  - e. Thank you Bob!
6. 7:00 - Planning Commission charge and procedures
  - a. Planning Commission Ordinance Refresher - (5 minutes)
  - b. Thought Exercise around standard processes and work flow, Kaminski led - 15 min
  - c. Create an agenda template with recurring agenda items / Standard Processes - 15 min
    - i. Driveway permits
    - ii. Building permits
    - iii. CUP and Land Use Permits
    - iv. Rezoning requests
    - v. Research/study group updates
    - vi. Specific homework from the Board
    - vii. Public comments
    - viii. Other?
  - d. 7:35 - PC needs from the Board - Discussion - 15 min
  - e. 7:50 Upcoming PC term expirations and appointments discussion - 8 min
    - i. 2026 expiring terms: Lori, Prescott, & Fred
7. 7:58 - Board approve mid-February expenditures - 2 min
8. Adjourn

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the clerk at 715-317-1395 or [clerk@tn.martell.wi.gov](mailto:clerk@tn.martell.wi.gov) at least 24 hours before the meeting begins so that appropriate accommodations can be made.