

TOWN OF NEW GLARUS  
PLAN COMMISSION MEETING  
THURSDAY, MAY 19, 2022  
MINUTES

Members Attending: Chris Narveson, John Freitag, Craig Galhouse, John Ott, Reg Reis, Robert Elkins, and Mark Pernitz

Absent: None

Also Attending: Bob Talarczyk: surveyor, Carol Holmes: applicant; Robert Christopher: applicant; Tim Schleeper: Planner from Vierbicher Associates; John Wright: Clerk-Treasurer; and James Baker: resident

1. **Call to Order and Proof of Posting:** C. Narveson called the meeting to order at 6:00 PM. Clerk-Treasurer Wright attested to proper proof of posting.
2. **Approve Minutes:** Motion to approve by Commissioner Freitag the meeting minutes from April 21, 2022 as presented; second by Commissioner Ott. Motion carried 7-0.
3. **Review Concept Plan of Holmes Property along Airport Road** – Surveyor Talarczyk reported that the Holmes property contains 81.45 acres of land that were contiguous at date of Ordinance and all within the Township of New Glarus. The members reviewed a concept plan for six cluster lots, one of which (proposed Lot 4) is the existing homestead. The three proposed lots to the west will be served by a proposed, private cul-de-sac road; the remaining three by individual access directly to Airport Road. There followed a discussion regarding the buried gas main that traverses the property from west to east. The width of the easement and the depth of the structure is not known at this time and is not described within the 1962 easement agreement between Fred and Doris Lienhardt and Northern Natural Gas Company. If a Preliminary or Final Plat is prepared, it will need to include bearings for the gas main.

Planner Schleeper distributed a printed copy of his review of the proposed development. Schleeper noted that neither private roads nor outlots can be considered as part of the open space; this may affect the ability to achieve the 85% of the total acreage required, depending on whether that is based on the total acreage (81.45) or the minimum needed for a six-lot cluster with cluster envelopes of 2.0 acres in size (80.0). Without objection, the Town Patrolperson should review the proposed access points for proposed Lots 5 and 6. Chair Narveson noted that a joint driveway agreement will need to be prepared if Lots 1, 2, and 3 share a common access. There followed a brief discussion regarding when a Developer's Agreement will be needed for this proposed Major Subdivision. Applicant Carol Holmes stated that the current goal is to build one new home (on Lot 5) with no plan to market the remaining proposed lots in the near future.

Motion to approve the Concept Plan, as presented, by Commissioner Ott with the condition that the sale of Lots 1, 2, and/or 3 will trigger the need to prepare and seek Board approval for a Developer's Agreement; second by Commissioner Freitag. Motion carried 7-0.

4. **Vierbicher Review of Christopher Preliminary Plat along Farmers Grove Road** – Schleeper distributed printed copies to the members of his review of the Preliminary Plat. He noted slopes ranging between 16.3% to 18.7% where residential development and access is proposed. According to the USDA Web Soil Survey, the soil is rated as severely limited for septic systems and mound systems may be required. He further noted that Chapter 36 Driveways of the Town's Code requires driveway slopes be no greater than 13%; consequently, engineering drives with alternate access points to what has been proposed may be required to maintain emergency access. Schleeper recommended that the development escrow not be released until emergency services


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approves the final driveway designs. Triggering event options were discussed that will require the preparation and Board approval of a Developer's Agreement including when an investment by the developer is required to make any or all of the lots saleable. It was noted that Chapter 110 does not prevent the location of a septic field outside of the cluster envelope.

Motion to recommend that the Town Board approve the Preliminary Plat, as presented, with the conditions listed by Vierbicher Associates; second by Commissioner Pernitz. Motion carried 7-0.

5. **Update on Roger Arn Deed Notice and Deed of Restrictions and Covenants as Prepared by Attorney Hazelbaker with Review by Tim Schleeper** – no meeting has been scheduled for Schleeper, Village Administrator Drake Daily, and Village Planner Mark Roffers. There followed a brief discussion regarding the three lots that have been sold and the engineering required for driveway access from Durst Road that crosses the Outlot owned by the Town as well as a possible future road that would connect Durst Road to the Blue Vista subdivision.
6. **Update on Sale of Green County Hemp Property** – K Investments LLC purchased the property. It is uncertain at this point to what purpose the property will be used and whether the proposed use will require a Conditional Use Permit or rezoning.
7. **Updated Fee Schedule Approved by Town Board May 11, 2022** – Clerk-Treasurer Wright introduced the updated schedule approved by the Board at the May 11, 2022 meeting; a notice was published to make the public aware of the updated schedule. Fees have not been amended since 2010. Among the updates are a per-lot cost to review plats and CSMs as well as an increase of the driveway escrow from \$500 to \$1,000.
8. **Review Calculated Contiguous Property Acreage Totals for Properties with Development Potential at Date of Ordinance with Possible Action to Consider Rounding** – Commissioner Galhouse reviewed a few properties that would gain additional potential if a decision was made to allow rounding up of any contiguous acreage that was 90% of what was needed for an additional lot or lots. Galhouse questioned which document should be used as the basis: tax rolls from 1997, the legal description as of 1997, or require the land to be surveyed. Galhouse further noted that the parcel previously discussed on Argue Road that is not contiguous needs a determination by this body of how it will be treated if a request is received for it to be developed. There followed a brief discussion of how many potential additional lots would be created and whether that is of any benefit to the Town to change its current policy for determining development potential.
9. **Continue Discussion Regarding 2018 Comprehensive Plan Implementation Actions to Develop a List of Potential Action Items Including a List of Proposed Changes to Town Ordinances Drafted in 2010** – without objection, this will be added to the June agenda for additional discussion.
10. **Adjourn** – Motion to adjourn by Commissioner Ott at 8:23 PM; second by Commissioner Pernitz. Motion carried 7-0.

Approved: June 16, 2022

  
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John Wright, Clerk-Treasurer