

**TOWN OF NEW GLARUS  
PLAN COMMISSION MEETING  
THURSDAY, JANUARY 18, 2024, 6:00 PM  
AGENDA**

**Join by Zoom:** <https://us06web.zoom.us/j/87179426068?pwd=QVRURU63msejGakByEbowZ7cXkcjUF.1>

**Meeting ID:** 871 7942 6068

**Passcode:** 419637

**Dial by your location:** 312 626 6799

New Glarus Town Hall  
26 5<sup>th</sup> Avenue  
New Glarus, WI 53574

DATE: Thursday, January 18, 2024  
TIME: 6:00 PM

NOTICE IS HEREBY GIVEN that Town of New Glarus Plan Commission, County of Green, may act on the following matters if any required public hearing has been held:

1. Call to Order/Confirm Proper Proof of Posting
2. Approve Minutes from December 21, 2023
3. Update on Public Facilities Planning from Vierbicher
4. Continue Discussion of a Portal to be Hosted on the Green County GIS Database
5. Continue Review of Sample Driveway Ordinances that Have Provisions for Field Drive Access and Farm Drive/Commercial Access
6. Continue to Discuss Town Process for Development Potential Questions
7. Adjourn

Pursuant to applicable law, notice is hereby given that a quorum or a majority of the New Glarus Town Board Members may attend this meeting. Information presented at this meeting may help form the rationale behind future actions that may be taken by the Town of New Glarus Board. Persons requiring additional services to participate in a public meeting may contact the Town Clerk for assistance: 608-527-2390.

Posted: 01/17/2024

New Glarus Town Hall  
New Glarus Maintenance  
New Glarus Post Office  
<https://townofnewglarus.com/>

Chris Narveson, Chair  
Town of New Glarus Plan Commission  
Tim Schleeper, Plan Administration  
John Wright, Clerk-Treasurer

TOWN OF NEW GLARUS  
PLAN COMMISSION MEETING  
THURSDAY, DECEMBER 21, 2023  
MINUTES

Members Attending: John Freitag: Chair Pro Tem; John Ott, Craig Galhouse, Mark Pernitz, Robert Elkins, and Chris Narveson (joined virtually at 6:03 PM)

Absent: Reg Reis

Also Attending: John Wright: Clerk-Treasurer; Bob Talarczyk (departed at 6:28 PM): surveyor and applicant; Mike and Dan Talarczyk (departed at 6:28 PM): co-applicants; Robert Duxstad (departed at 6:28 PM): legal counsel for Talarczyk family; and Tim Schleeper: contract planner from Vierbicher

1. **Call to Order and Proof of Posting:** Chair Pro Tem Freitag called the meeting to order at 6:00 PM. Clerk-Treasurer Wright attested to proper proof of posting.
2. **Approve Minutes from November 16, 2023:** Motion to approve the meeting minutes from November 16, 2023, as presented, was made by Commissioner Pernitz; seconded by Commissioner Ott. Motion carried 5-0.
3. **Review Preliminary Plat for Talarczyk Subdivision of Property by Large Lot** – Surveyor Bob Talarczyk introduced the proposed division of the family property bounded by Kubly and Airport Roads in the Town. There is one pre-Ordinance Certified Survey (#1253) with a house and one post-Ordinance Certified Survey (#2745) with outbuildings. The family has no interest in cluster subdivision of the property and are proposing the large lot division as part of estate planning. It was noted that there is an access available from Airport Road to the southeast portion of the property as well as from Kubly Road from the north. The family has a driveway permit from the Town of Exeter for the Airport Road access point. Surveyor Talarczyk reported that Richard Alme has constructed an access and added a culvert. The wetland boundary line west of Ward Creek is shown on the draft Preliminary Plat in addition to 6 large lots (the adjusted existing pre-ordinance Lot 1, CSM 1253, and five potential large lots that include a reconfiguration of post-ordinance Lot 1, CSM 2745). Planner Tim Schleeper did not realize the access available to the southeast when composing his review dated December 14, 2023.

There followed a brief discussion regarding the proposed lots larger than 40 acres in size (Lot 2 of 47.130 acres and Lot 3 of 47.83 acres) since they would retain cluster potential unless restricted. It was noted that not all defined lots are required to include residential development potential. Attorney Duxstad asked whether the location of deed-restricted open space needs to be defined at the outset or can be determined once building sites are chosen at a future date. Large lot divisions require a minimum of 91% of the total parcel size to be restricted as open space free of residential and commercial buildings. There followed a brief discussion of what access to Ward Creek, a navigable waterway, may be required by the State of Wisconsin. With two points of access from Kubly and Airport, the State may waive further access requirements. It was noted that this property is within the Village plat review authority, but outside of the extraterritorial zoning authority.

A motion to recommend the to the Town Board the Preliminary Plat, as presented, for approval, by Commissioner Galhouse; seconded by Commissioner Elkins. Motion carried 6-0. Without objection, a public hearing will be scheduled for Wednesday, February 14, 2024. The notice will be published twice, the notice will be mailed to property owners within 600' of the entire property bounds, and will include the Town of Exeter Clerk.

4. **Review Master Park Plan with Possible Action to Recommend that the Town Board Proceed** – It was noted that the Park Commission moved to recommend approval of the expense to the Town Board at their meeting held yesterday evening. The master plan will need to be based upon where the public facilities and possible residential lots are sited. Planner Schleeper stated that the master plan will be developed in conjunction with residents, members of The Prairie Enthusiasts, Friends of the Town Park, Green County Leaders, the Town Park and Plan Commissions, and the Town Board. A community-wide survey will be conducted, much as was done in preparation for the update to the Town Comprehensive Outdoor Recreation Plan (CORP).

## TOWN OF NEW GLARUS

The many projects and amenities that have been discussed to date (e.g., a community garden, a community orchard, trails, etc.) will need to be prioritized. The emphasis will be upon passive recreation. Commissioner Pernitz noted that Knowles-Nelson Stewardship grant funds are available to offset costs for development and/or infrastructure.

A motion to recommend to the Town Board their approval of the Master Park Plan proposal, as presented, was made by Commissioner Pernitz; seconded by Commissioner Galhouse. Motion carried 6-0.

5. **Review Preliminary Public Facilities Planning from Vierbicher** – Tim Schleeper presented two large aerial views of the north end of the Town property along State Highway 39. Exhibit A places the public facilities to the northwest corner of the property. Two potential cluster lots are sited adjacent to the existing 11.5 acre farmette. Schleeper noted that the two residential lots could be a different size than what he presented this evening, but must be a minimum of 2.0 acres each; adjacent cluster envelopes must have at least one point of contiguity. The advantage of this option is that the public facilities would have a separate access from the residential lots and any outside storage would be less visible. Furthermore, the public facilities would be near to an Oak savannah remnant. A representative from The Prairie Enthusiasts favors this scenario rather than placing residences near to the remnant acres. The disadvantage is a longer driveway for the public facilities and potentially a longer walk between future park resources for visitors. Exhibit B flips the location of the public facilities and two of the three potential cluster division lots. It was noted that only the homesite can be a detached cluster lot, so a third cluster division lot would need to be defined with a point of contiguity with one of the two cluster envelopes depicted. The owners of the farmette favor Exhibit A. Commissioner Freitag suggested that the Plan Commission and Park Commission may want to hold a joint meeting or meetings to develop a master park plan together. Commissioner Pernitz noted that, with the guidance and coordination with Vierbicher staff (if the Vierbicher proposal is accepted by the Town Board), the master park plan will be developed with input from Town residents, similar to the updates to the CORP. Chair Narveson stated that deciding on the public facilities location will allow the Town to begin planning and construction of a surface lot so the public can access the park land. Schleeper reported that the Town Park Commission favored Exhibit A. Commissioner Pernitz advocates for building the public facilities first, prior to marketing residential lots, so that potential buyers are fully aware. It was noted that other funding sources, including grants, could eliminate the need to sell any residential lots. There was brief discussion as to whether the proposed Town garage should be connected to a future Town Hall or separated. Without objection, the opinions expressed at this meeting will be shared with the Town Board.
6. **Discuss the Possible Development of a Portal to be Hosted on the Green County GIS Database** – Schleeper suggested that the Town may benefit from a graphic representation of remaining and exhausted development potential within the Town in the form of an interactive, Geographic Information System (GIS) map. It is possible that the layer(s) could be hosted by Green County. The group considered various layers such a map could contain: no further development potential, development potential per the rules of the Village extraterritorial zoning (ETZ), development potential under County Zoning regulation, large lot divisions that could be considered for cluster subdivision, those requiring review by the Technical Review Committee, etc. There was no objection voiced to Vierbicher presenting more information to the Plan Commission at a future meeting.
7. **Continue to Review Updated Development Checklist as Prepared by Tim Schleeper, Vierbicher, and Supply Feedback with Possible Changes and/or Motion to Recommend Approval by Town Board (if needed)** – In the past, there had been some concerns voiced about the length of the application/checklist. However, without some methodology, planning expenses and Technical Review Expenses will continue to be billed in arrears rather than escrowed for in advance. Addendum A of Chapter 55, Fee Schedule, has already been approved and posted to the Town website.

## TOWN OF NEW GLARUS

A motion to accept the checklist, as presented, to be effective as of January 1, 2024, was made by Commissioner Galhouse; seconded by Commissioner Pernitz. Motion carried 5-1.

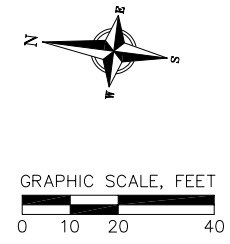
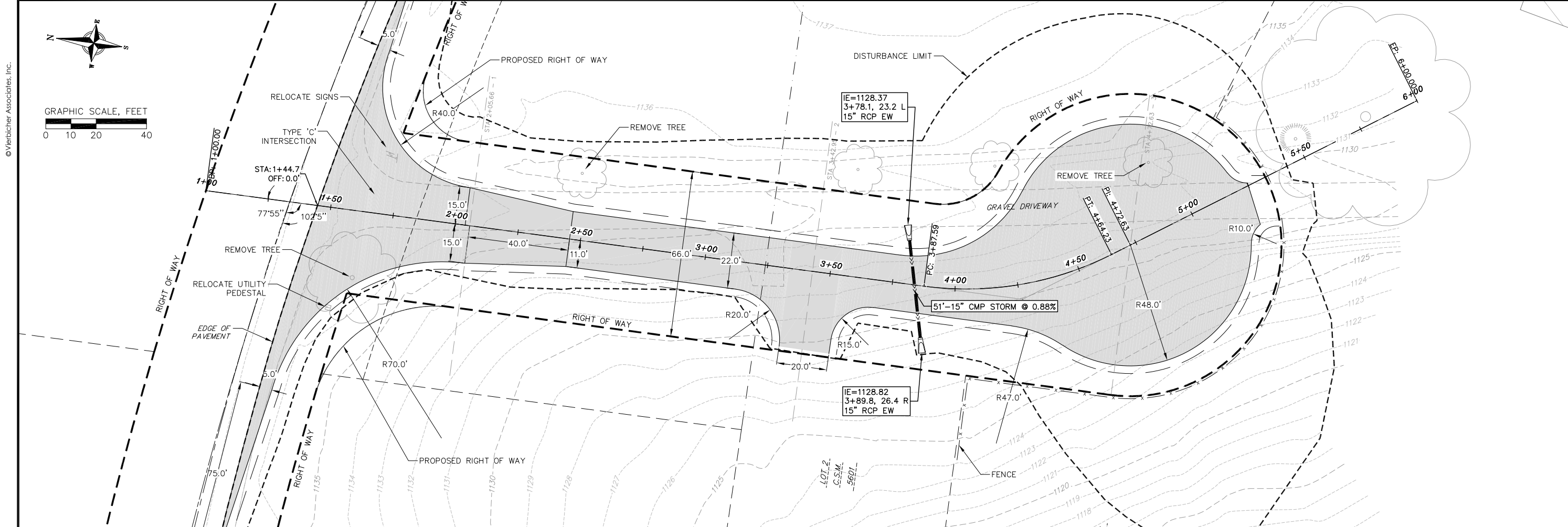
8. **Continued Review of Sample Driveway Ordinances that Have Provisions for Field Drive Access and Farm Drive/Commercial Access** – Commissioner Galhouse noted that a redline copy of his proposed changes has been included in the packet along with an email from Commissioner Pernitz containing analysis of the proposal amendments to Chapter 36. Galhouse stated that the changes are inspired by other local ordinances regulating access and driveways. There followed a discussion regarding whether the Town should require a permit for every drive that leads to an improvement, particularly those where employees, visitors, or occupants may require the support of emergency services. Changes, if any are recommended to the Town Board, should be reviewed by legal counsel before scheduling a public hearing. It was noted that most people will obey regulations once enacted; there is no amount of policing that will ensure total compliance. Commissioner Ott expressed his opinion that field road access can be regulated; however, he opposes them to be defined under the heading **DRIVEWAY** in §36-3. A secondary discussion followed regarding the treatment of existing Town lanes. The proposed amendment would require the owners or developers to reconstruct the lane to current standards for driveways if there is a change from the original use. Tim Schleeper suggested that more than one construction standard could be defined under §36-5 **Construction specifications**. Without objection, this item will be added to the next agenda for continued discussion and possible action to recommend changes to the Town Board.
9. **Continue to Discuss Town Process for Development Potential Questions** – Clerk-Treasurer Wright reported that in the past, in his capacity as Deputy Clerk-Plan Administrator, he typically received inquiries from property owners or their agents about land development potential. Now, in his capacity as Clerk-Treasurer, he continues to receive those types of inquiries in addition to realtors and potential buyers wanting to know the potential of property before marketing or submitting an offer to purchase. The former scenario had a process for what information could be shared prior to charging fees whereas the latter does not. Members present agreed that the Clerk-Treasurer should treat inquiries as open records requests; provide information that is already contained within the Access database, which tracks land development, and Chapter 110, the Land Division and Subdivision ordinance. If the land is within the Village's ETZ or plat review authority, he should also refer them to the Village Administrator. Research or opinions should be a billable event with expected costs stated up front.
10. **Adjourn**  
Motion to adjourn by Commissioner Pernitz; seconded by Commissioner Ott. Motion carried 6-0 at 8:22 PM. Then next meeting will be held on January 18, 2024 at 6:00 PM.

Approved:

---

John Wright, Clerk-Treasurer

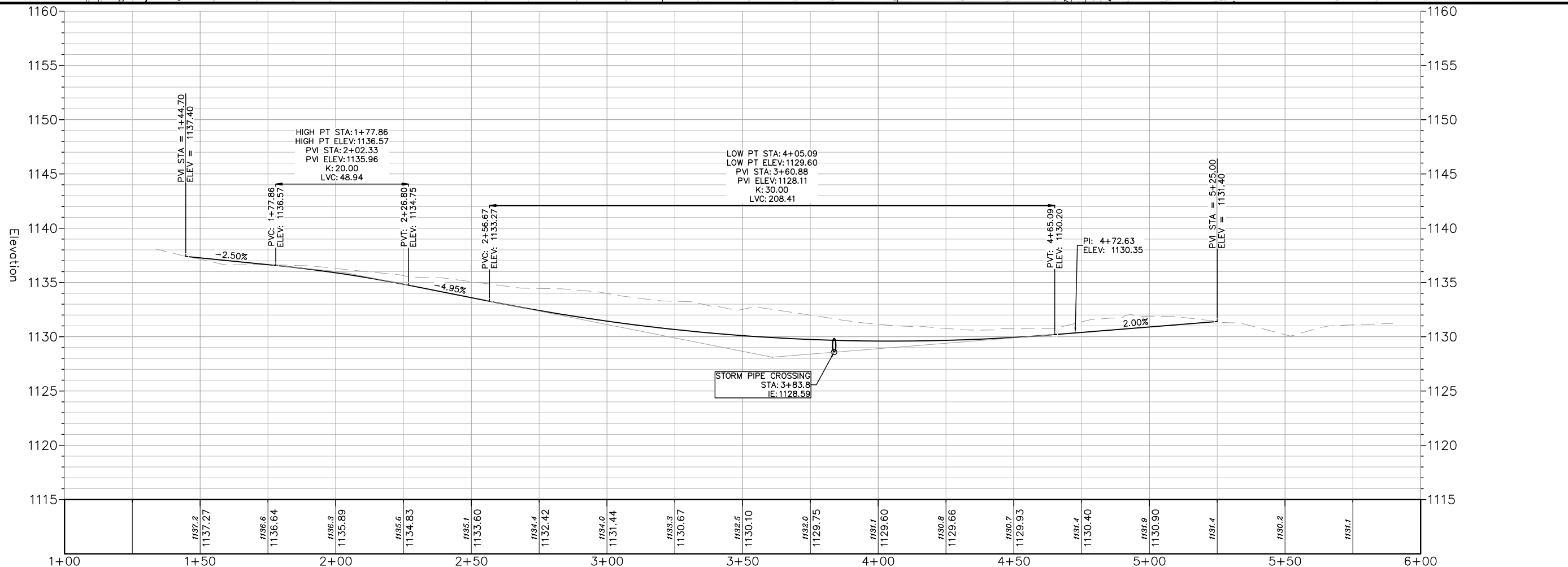
16-Jan-2024 - 3:05p M:\New Glarus, Town of\230366\_Hayes Lane Reconstruction\CADD\230366\_BaseEng.dwg by: dper



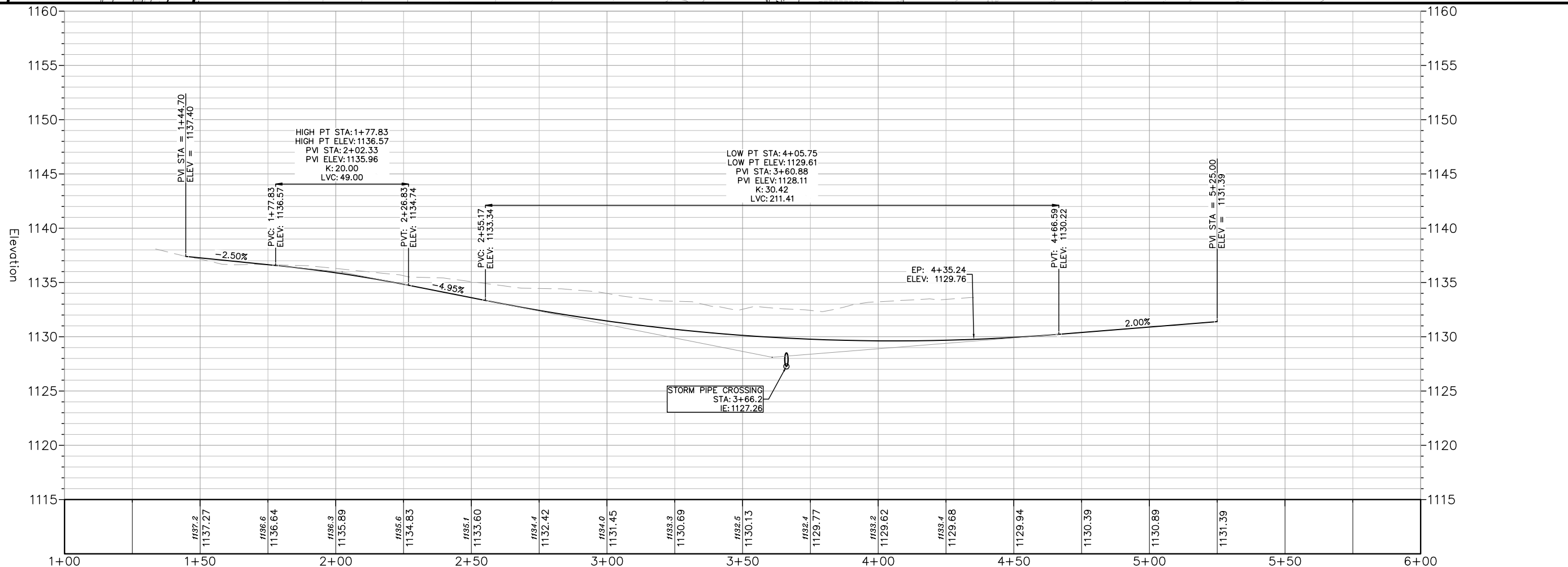
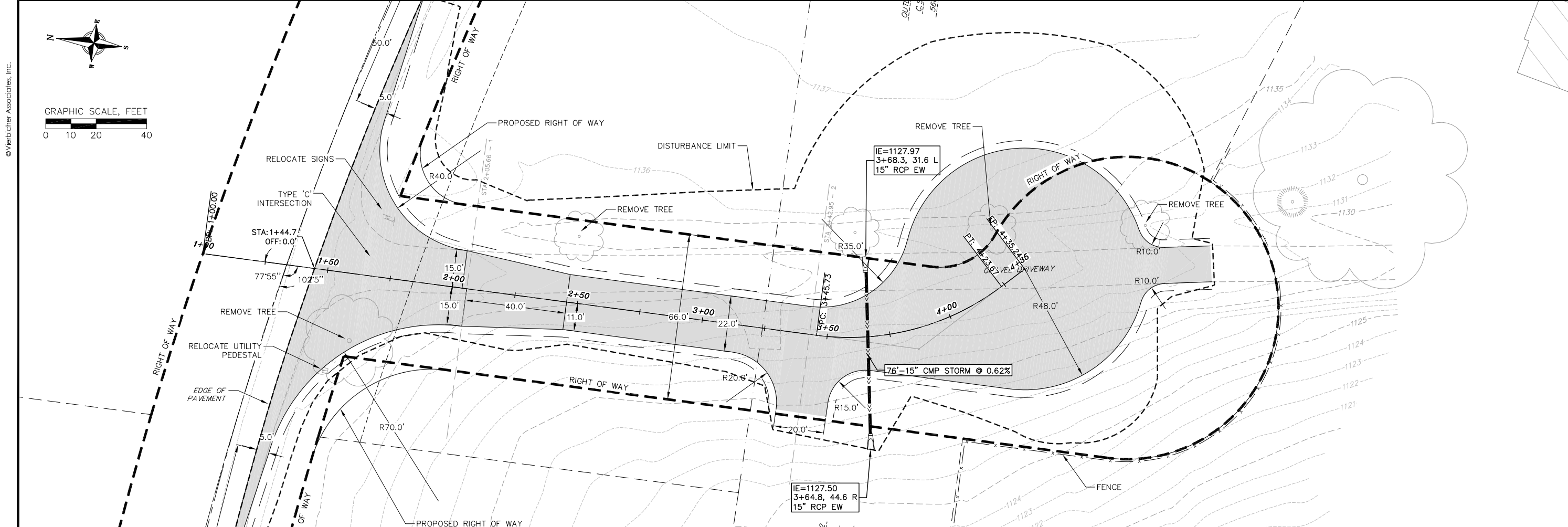
**PLAN AND PROFILE-A**  
 HAYES LANE RECONSTRUCTION  
 TOWN OF NEW GLARUS  
 GREEN COUNTY, WISCONSIN


REVISIONS		REVISIONS	
NO.	DATE	NO.	DATE

DATE: 01/12/2024  
 DRAFTER: JHAN  
 CHECKED: TSCH  
 PROJECT NO.: 230366  
 SHEET: 01 OF X



16-Jan-2024 - 3:06p M:\New Glarus, Town of\230366\_Hayes Lane Reconstruction\CADD\230366\_BaseEng - B.dwg By: dper





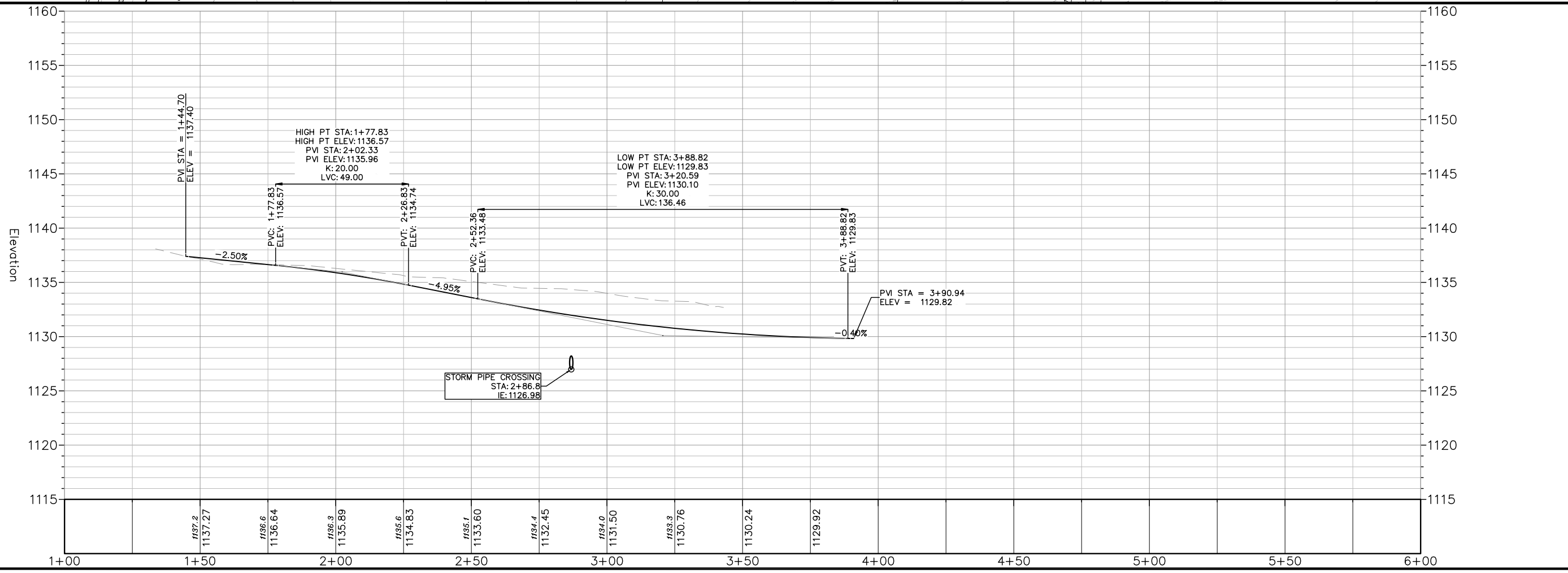
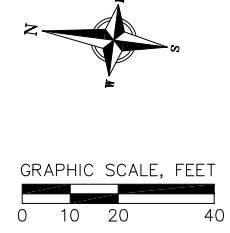
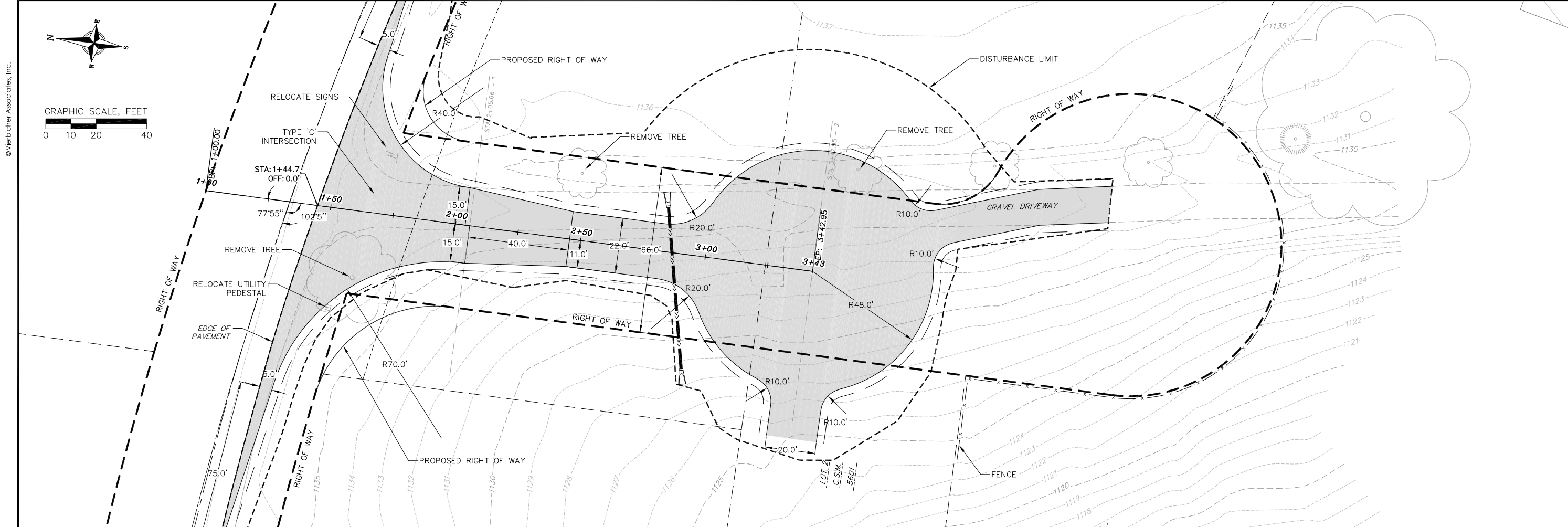
**vierbicher**  
planners | engineers | advisors

**PLAN AND PROFILE-B**  
HAYES LANE RECONSTRUCTION  
TOWN OF NEW GLARUS  
GREEN COUNTY, WISCONSIN

REVISIONS		REVISIONS	
NO.	DATE	NO.	DATE

DATE: 01/12/2024  
 DRAFTER: JHAN  
 CHECKED: TSCH  
 PROJECT NO.: 230366  
 SHEET: 02 OF X

16-Jan-2024 - 2:59pm M:\New Glarus, Town of\230366\_Hayes Lane Reconstruction\CADD\230366\_BaseEng - C.dwg by: dper



**PLAN AND PROFILE-C**  
 HAYES LANE RECONSTRUCTION  
 TOWN OF NEW GLARUS  
 GREEN COUNTY, WISCONSIN

REVISIONS		REVISIONS	
NO.	DATE	NO.	DATE

DATE: 01/12/2024  
 DRAFTER: JHAN  
 CHECKED: TSCH  
 PROJECT NO.: 230366  
 SHEET: 03 OF X

**Town of New Glarus Community Park Master Plan**  
**Schedule of Meetings and Community Participation**  
 Project Schedule - Last Revised on January 17, 2024

Item No.	Description	Begin	End	Days	January 2024					February 2024				March 2024				April 2024					May 2024				June 2024				July 2024			
					1	8	15	22	29	5	12	19	26	4	11	18	25	1	8	15	22	29	6	13	20	27	3	10	17	24	1	8	15	22
1	<b>General Community Input</b>	Feb 13, 2024	Feb 27, 2024	14																														
2	Community Input Night (at Town)	Feb 13, 2024	Feb 13, 2024	1																														
3	Community Wide Survey	Feb 13, 2024	Feb 27, 2024	14																														
4	<b>Focus Group Meetings</b>	Feb 15, 2024	Feb 29, 2024	14																														
5	Green County Leaders	Feb 15, 2024	Feb 15, 2024	1																														
6	Prairie Enthusiasts	Feb 15, 2024	Feb 15, 2024	1																														
7	Friends of the Park	Feb 15, 2024	Feb 15, 2024	1																														
8	Access Focus Group	Feb 15, 2024	Feb 15, 2024	1																														
9	<b>Milestone Meetings</b>	Mar 20, 2024	Jul 17, 2024	119																														
10	Parks Commission - Community Feedback	Mar 20, 2024	Mar 20, 2024	1																														
11	Parks Commission - Draft Plan	Apr 17, 2024	Apr 17, 2024	1																														
12	Parks Commission - Final Plan	Jun 12, 2024	Jun 12, 2024	1																														
13	Public Hearing - Final Plan	Jul 17, 2024	Jul 17, 2024	1																														
14	Town Board Meeting - Final Plan	Jul 17, 2024	Jul 17, 2024	1																														





# Legend

PARCELS_2008	Wisconsin DNR	James Donahue	Reg Reis
Pre Ordinance Parcels	Donald Buesser	James Hoesly	Richard Hefty
Pre-Ordinance Lots	Donald Elmer	Jay & Roeschli	Richard Kempfer
PARCELS_1997	Donald Hustad	John & Mary Ott	Ridgeview Farms, Inc.
Owners by Color	Dorothea Eichhoff	John Freitag	Rob & Shannon Nelson
	Doug Horn	John Marty	Robert Christopher
Aebly Ott	Duane Pope	Karen Talarczyk	Robert Hoesly
Alan Bertelrud	Duane Sherven	Keith DIsch	Robert Holland III
Alan Pratt	Dwight Hoesly	Kenneth Streiff	Robert Holmes
Albert Hefty	Dwight Truttman	Kepplinger Overland	Robert Rudd
Alfred Lienhardt	Edelweiss Chalet Golf	Kerry Hubanks	Robin Janisch, Family Farm
Alred Ufken	Eldera Eichelkraut	Knapp Liliensiek	Rodney Marty
Andrew Crawford	Eldon Hustad	Larry Disch	Roger Arn
Andrew Leto	Eleanor Gmur	Larry Kubehl	Rolland Hustad
Argue-Ment Golf Course	Elizabeth Siegenthaler	Lawrence Hefty	Ronald Roesslein
August Klitzke	Ernest Hofer	Lois Babler	Roy Klitzke
Barbara Tuttle	Eugene Dahlk	Margaret Howden	Shottliff, Marriott
Bernard Schwoerer	Florence Voegeli	Margot Eastham	Streiff & Schneider
Brent Denu	Fred and JoAnne Cruse	Mark Martinson	Swiss Valley Orchard, Inc.
Brian Duerst	Fred Mueller	Markland Hayes	Todd & Nita Duerst
Chapman/Grassman	Garrison Ott	Mary Meyer	Verena Grossenbacher
Charles Zeisser	Gary O'S Prior	Matthew Streiff	Voegeli Farm Inc
Craig Galhouse	Gerald Torgeson	Michael Nevil	Wilde, Toney
Dahlen	Gof Thomson	Michael Siemens/Eggleston	William Gruter
Dale Hustad	Gregory Oscher	Milton Babler (Staab)	Wilhelm Tell Guild
Dale Stampfli	Harlan Duerst	Monroe Hifliers	William Campbell
Dan Klassy	Harold Blumer	Nic Furio (Caranzetti)	William Conrad
Daryl Murken	Harold Legler	Norma Maurer	William Kummer
Dean Bertlerud	Hefty-Blum Homestead	Paul Kassy, Granpa's Place	William Solawetz
Dennis Dorn	Henry DeHaan	Quinton Ott	Ridgview Farms, Inc
Dennis Hoesly	Howard Cosgrove	Rolland Disch	Robert Wesenberg
Dennis Lee	Hubert Durst	Rebecca Hauser	
Diane Alme	J. Donald Halvorsen	Red River Company	