

**TOWN OF NEW GLARUS**  
**REGULAR TOWN BOARD MEETING**  
**MARCH 13, 2024, FOLLOWING THE ADJOURNMENT OF THE PUBLIC HEARING**  
**AGENDA**

NOTICE IS HEREBY GIVEN that Town of New Glarus Board, County of Green, will conduct a meeting for the transaction of business as is by law required permitted at such meeting as follows:

LOCATION: 26 5<sup>th</sup> Avenue, Town Hall Community Room or virtually

VIRTUALLY: <https://us06web.zoom.us/j/81939107577?pwd=AsLdBSaayL1ZKGSFk5pQEISATEghf8.1>

Meeting ID: 819 3910 7577

Passcode: 728215

Phone: 1 312 626 6799

Any specific subject on the agenda for consideration by the Board may be acted upon by the Board.

1. Call to Order and Announcement of Intention to Convene into Closed Session per §19.85(1)(c)
2. Confirm Proof of Posting
3. Approve Minutes
  - a) Public Hearing on February 14, 2024 for Talarczyk Land Division by Preliminary Plat
  - b) Public Hearing on February 14, 2024 for Amendment to Chapter 80 Impact Fees and Associated Needs Study
  - c) Regular Town Board meeting on February 14, 2024
  - d) Special Town Board meeting on February 19, 2024
4. Public Comments
5. Review and Consider Approval, Conditional Approval, or Denial of Draft Certified Survey Map to Record Land Division Proposed by Jennifer and Matthew Klein for Property along Marty Road, parcel 23024 0151.1000
6. Continued Discussion Regarding the Contract Proposed by the Green County Solid Waste Management Board
7. Patrolperson Report
  - a) Brushing, tree trimming, and tree Removal
  - b) Culvert inventory program
8. Discuss and Possibly Consider a Policy for Approving New Street Lighting or Taking Over Payments for Existing Street Lights Previously Paid by Neighborhood Associations
9. Review and Possibly Approve Use of Kubly Road for Annual Alfa Romeo Hill Climb Event
10. Clerk-Treasurer Report
  - a) Update on Spring Election and annual audit
  - b) Approval and payment of bills
11. Chair Report
  - a) Discuss adding a local binding referendum question to the 2024 November General Election Ballot to allow local ATV/UTV traffic on Town roads
  - b) Update on proposed trail from W6599 State Road 39 to Durst Road
  - c) Wisconsin Towns Association training available for comprehensive planning
  - d) Farmland preservation
  - e) Possible purchase of large monitor for Board to view packet items during meetings
  - f) Continued discussion with possible action re: purchase/rental of tractor/batwing mower
12. Park Commission
  - a) February 21, 2023 minutes
  - b) Update on Master Park Plan Community Input Night and focus group discussions
  - c) Update on Master Park Plan survey results
13. Plan Commission
  - a) February 15, 2024 minutes
  - b) Terms ending in 2024 that need to be staggered per local ordinance
14. Motion by Roll Call Vote to Convene in Closed Session per §19.85(1)(c) to Consider Employment over Which the Governmental Body has Jurisdiction or Exercises Responsibility (Deputy Clerk, Deputy Treasurer, Clerk-Treasurer and employee benefits)
15. Reconvene in Open Session Under Wis. Stat. §19.85(2)
16. Announcement of Decisions Made in Closed Session
17. Adjourn

Posted 3.07.2024

Revised/reposted 3.08.2024

New Glarus Town Hall

New Glarus Public Works Building

New Glarus Post Office

<https://townofnewglarus.com/>

Chris Narveson, Chair

John Wright, Clerk-Treasurer

**Town of New Glarus**  
**PUBLIC HEARING FOR A PROPOSED SUBDIVISION OF PROPERTY**  
**BY PRELIMINARY PLAT FOR THE KAREN TALARCZYK REVOCABLE TRUST**  
**FOR LAND LOCATED NEAR TO W5105 KUBLY ROAD**  
**WEDNESDAY, FEBRUARY 14, 2024**  
**MINUTES**

Town Board Attending: Chris Narveson (Chair), Matt Streiff, Jim Hoesly, Robert Elkins and Troy Pauli

Board Members Absent: None

Also Attending: John Wright: Clerk-Treasurer; Sara Beth Hahner: Deputy Clerk-Treasurer; Robert and Michael Talarczyk: applicants; Tim Schleeper: Vierbicher Associates planner; Olivia Stramara: Landscape Designer, Vierbicher Associates; Harry Pulliam: Chair of Town Park Commission; Kelly Ruschmann: Town Park Commissioner; Carol Holmes, Craig Galhouse (arrived at 6:05 PM), Nancy Galhouse (arrived at 6:05 PM): Town of New Glarus residents; Robert Duxstad (virtually): attorney for the applicants; Dan and Shelly Truttman: Town of York residents; and Amy Trumble: Village of New Glarus Public Library Director

1. **Call to Order:** Chair Narveson called the meeting to order and opened the public hearing at 6:00 PM.
2. **Proof of Posting:** Clerk-Treasurer Wright attested to the proper proof of posting that included neighbor notification by letter (mailed January 21, 2024), posting in three physical locations and to the Town website (January 17, 2024), and publication in the Post Messenger Recorder (January 25 and February 1, 2024). Wright noted that the copy mailed to the Town with the others was received on January 24, 2024.
3. **Open Public Hearing for the Proposed 6-Lot Land Division by Preliminary Plat by Normal Density (35 acre divisor) One of Which is a Re-platting of a Pre-Ordinance Lot** – Chair Narveson requested that Surveyor and applicant Bob Talarczyk explain the reasons for subdividing the family property by Preliminary Plat. Talarczyk stated that the Plat has been prepared as part of family estate planning rather than immediate marketing or sales. It was noted that one of the six proposed lots contains the existing home; this lot was established prior to October 13, 1997 by Certified Survey Map, so does not require an open space obligation. Talarczyk stated that the Final Plat will shift the western boundary of proposed Lot 4 to the west so that it contains 40 or more acres, slightly diminishing Lot 3 to the west.  

Town of York Chair Dan Truttman asked whether there is a provision within the Town of New Glarus Land Division and Subdivision ordinance to protect against the loss of farmland. He stated that this has been an ongoing struggle within the Town of York to balance development with the preservation of agricultural resources.
4. Chair Narveson asked for additional comments from the public attending in person or virtually. No additional comments were offered.
5. **Motion** to close the public hearing at 6:07 PM and adjourn by Supervisor Elkins; **seconded** by Supervisor Hoesly. **Motion carried** 5-0.

Approved:

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John Wright, Clerk-Treasurer

# Town of New Glarus

## PUBLIC HEARING FOR A PROPOSED AMENDMENT TO CHAPTER 80 IMPACT FEES AND THE ASSOCIATED NEEDS ASSESSMENT STUDY BY ORDINANCE

WEDNESDAY, FEBRUARY 14, 2024

### MINUTES

Town Board Attending: Chris Narveson (Chair), Matt Streiff, Jim Hoesly, Robert Elkins and Troy Pauli

Board Members Absent: None

Also Attending: John Wright: Clerk-Treasurer; Sara Beth Hahner: Deputy Clerk-Treasurer; Robert and Michael Talarczyk: applicants; Tim Schleeper: Vierbicher Associates planner; Olivia Stramara: Landscape Designer, Vierbicher Associates; Harry Pulliam: Chair of Town Park Commission; Kelly Ruschmann: Town Park Commissioner; Carol Holmes (departed at 6:09 PM), Craig Galhouse (arrived at 6:05 PM), Nancy Galhouse (arrived at 6:05 PM): Town of New Glarus residents; Robert Duxstad (virtually): attorney for the applicants; Dan and Shelly Truttman: Town of York residents; and Amy Trumble: Village of New Glarus Public Library Director

1. **Call to Order:** Chair Narveson called the meeting to order and opened the public hearing at 6:08 PM.
2. **Proof of Posting:** Clerk-Treasurer Wright attested to the proper proof of posting that included posting in three physical locations and to the Town website (January 17, 2024), and publication in the Post Messenger Recorder (January 25 and February 1, 2024).
3. **Open Public Hearing for the Proposed Amendment of Chapter 80 Impact Fees** – Chair Narveson requested that contract Planner Tim Schleeper provide a summary of what is proposed with the amending ordinance based upon the updated Public Facilities Needs Assessment and Impact Fee Study. Schleeper stated that the updated study incorporated information from the Space Needs Assessment of the current Town Hall and Public Works facilities conducted by the Barrientos Design & Consulting firm (dated September 12, 2022). The updated assessment has been brought into alignment with the most recent update to the Comprehensive Outdoor Recreation Plan (adopted by the Town Board, following a public hearing, on March 8, 2023 by Resolution 230308). Schleeper noted that impact fees are based upon the proportionate share of future capital costs that are required to address increases to population. It was noted that impact fees cannot be levied to address existing deficiencies.  
  
There followed a brief discussion regarding the change to Wisconsin statutes (§66.0617 in 2017 by Wisconsin Act 243 that became effective on April 5, 2028) that allows municipalities who collect impact fees up to eight years to encumber the collected funds prior to refunding any unused funds, with interest if the project is not started. Originally, the maximum period to hold funds was seven years with a possible extension of three years. The amount collected with each new dwelling in the Town of New Glarus since July of 2008 was \$3,562. The proposed amount, if this amendment to Chapter 80 is approved, is \$4,800.
4. Chair Narveson asked for additional comments from the public attending in person or virtually. No additional comments were offered.
5. **Motion** to close the public hearing at 6:15 PM and adjourn by Supervisor Elkins; **seconded** by Supervisor Streiff. **Motion carried** 5-0.

Approved:

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John Wright, Clerk-Treasurer

**REGULAR TOWN BOARD MEETING  
WEDNESDAY, FEBRUARY 14, 2024  
MINUTES**

**Town Board Attending:** Chris Narveson (Chair), Matt Streiff, Robert Elkins, Jim Hoesly, and Troy Pauli

**Board Members Absent:** None

**Also Attending:** John Wright: Clerk-Treasurer; Sara Beth Hahner: Deputy Clerk-Treasurer; Robert and Michael Talarczyk (departed at 6:21 PM): applicants for land division; Tim Schleeper: Vierbicher Associates planner; Olivia Stramara: Landscape Designer, Vierbicher Associates; Harry Pulliam: Chair of Town Park Commission; Kelly Ruschman: Town Park Commissioner; Craig Galhouse (arrived at 6:05 PM), Nancy Galhouse (arrived at 6:05 PM; departed at 7:25 PM): Town of New Glarus residents adjacent to proposed subdivision of Talarczyk property; Robert Duxstad (virtually, departed at 6:22 PM): attorney for the Talarczyk family; Dan and Shelly Truttmann (departed at 6:57 PM): Town of York residents; Amy Trumble: Village of New Glarus Public Library Director; and Larry Stuessy (arrived at 7:10 PM): Village of New Glarus Board Trustee

1. **Call to Order and Proof of Posting** – Chair Narveson called the meeting to order at 6:16 PM. Clerk-Treasurer Wright attested to the proper proof of posting.
2. **Approve Minutes**
  - a) Regular Town Board meeting on January 10, 2024 – A motion to approve the January 10, 2024 regular meeting minutes was made by Supervisor Streiff; seconded by Supervisor Pauli. Motion carried 5-0.
  - b) Ad-Hoc Subcommittee meeting on January 18, 2024 – A motion to approve the January 18, 2024 Ad-Hoc Subcommittee meeting minutes was made by Supervisor Hoesly; seconded by Supervisor Elkins. Motion carried 5-0.
  - c) Ad-Hoc Subcommittee meeting on January 19, 2024 – A motion to approve the January 19, 2024 Ad-Hoc Subcommittee meeting minutes was made by Supervisor Elkins; seconded by Supervisor Pauli. Motion carried 5-0.
  - d) Special Town Board meeting on January 24, 2024 – A motion to approve the January 24, 2024 special Town Board meeting minutes was made by Supervisor Elkins; seconded by Supervisor Hoesly. Motion carried 5-0.
3. **Public Comments** – Although not in attendance, Angie Sweetwood, Pec Valley ATVer's, had asked to have discussion added to the agenda regarding a possible binding referendum be added to the November 5, 2024 General and Presidential Election ballot to allow ATV/UTV traffic on New Glarus Town roads. The group will also petition, according to Sweetwood, the Green County Board to allow ATV/UTV traffic on county trunk roads as well.
4. **Review and Consider Approval, Conditional Approval, or Denial of Preliminary Plat to Record Land Division Proposed by Robert Talarczyk for Property along Elmer Road and Airport Road** – Chair Narveson asked whether the Supervisors had any additional questions, comments, or concerns not already addressed during the public hearing. There was no further discussion.

A motion to approve the Preliminary Plat, as proposed by the Talarczyk family and recommended by the Town of New Glarus Plan Commission, which incorporates the comments from Tim Schleeper per his review dated December 14, 2023, was made by Supervisor Elkins; seconded by Supervisor Hoesly. Motion carried 5-0. The plat will next be reviewed by the Joint Town/Village Extraterritorial Zoning (ETZ) Committee, although this property is outside the Village ETZ area, but within their plat review authority. There followed a brief discussion regarding correspondence between the applicant, the Town legal counsel, and the Village of New Glarus planner. There is no public hearing for the Final Plat, but it will need to be considered for approval by the Town Board when it is available.
5. **Review and Approve Resolutions to Transfer Newly Collected Impact Fees to General Fund** – Clerk-Treasurer Wright stated that another building permit and impact fee was collected prior to the public hearing, so each encumbered impact fee account (library, trails (option #2), highway/transportation facility, community park land acquisition, and Town park improvements) must be authorized by the Board in order for the Clerk-Treasurer to transfer out of the impact fee account into the general checking account to pay for qualifying capital expenses. The joint pool house project did not occur, so \$297 will be refunded to the payer of the fee.

- a) Resolution 240214-01 for Public Library – A motion to approve Resolution 240214-01 to transfer \$1,181 to the general fund to then be paid to the New Glarus Public Library was made by Supervisor Pauli; seconded by Supervisor Hoesly. Motion carried 5-0.
  - b) Resolution 240214-02 for Community Park Improvements – A motion to approve Resolution 240214-02 to transfer \$472 to the general fund to cover capital costs associated with improving the STH 39 property for park use was made by Supervisor Streiff; seconded by Supervisor Elkins. Motion carried 5-0.
  - c) Resolution 240214-03 for Trails (option #2) – A motion to approve Resolution 240214-03 to transfer \$547 to the general fund to cover capital costs associated with the proposed trail, between the STH 39 property and Durst Road, was made by Supervisor Elkins; seconded by Supervisor Hoesly. Motion carried 5-0.
  - d) Resolution 240214-04 for Community Park Land Acquisition – A motion to approve Resolution 240214-04 to transfer \$165 to the general fund for the costs associated with the purchase of 97.4772 acres along STH 39 for future park land was made by Supervisor Streiff; seconded by Supervisor Pauli. Motion carried 5-0.
  - e) Resolution 240214-05 for Highway/Transportation Facility – A motion to approve Resolution 240214-05 to transfer \$900 to the general fund to cover a portion of capital planning and engineering costs associated with a new public works facility off of STH 39 was made by Supervisor Elkins; seconded by Supervisor Hoesly. Motion carried 5-0.
- 6. Consider and Possibly Approve the Amendment to Chapter 80 Impact Fees by Ordinance 2024-01** – Tim Schleeper introduced the proposed changes to the ordinance that was originally adopted by the Board on May 6, 2008 following a public hearing.
- A motion to approve the amendment to Chapter 80 Impact Fees by Ordinance 2024-01 was made by Supervisor Hoesly; seconded by Supervisor Pauli.
- Discussion – Supervisor Streiff wondered why the public facilities recommended fee was not to the maximum of the projected, qualifying capital costs attributable to future growth. Schleeper responded that he tried to balance what the costs would be with what could be justified. The prior total impact fee collected amounts were \$3,562 per new residential dwelling unit as compared with the \$4,800 that is being recommended. Motion carried 5-0.
- 7. Review and Consider Approval of Resolution 240214-06 to Amend Resolution 231213 to Appoint Election Workers** – Wright explained that additional election inspectors had completed the Chief Inspector training online. The amendment reflects which individuals are so qualified.
- A motion to approve the proposed amendment of appointed election workers by Resolution 231213, as presented, by Supervisor Streiff; seconded by Supervisor Pauli. Motion carried 5-0.
- 8. Report from Ad Hoc Restoration Subcommittee with Possible Action to Consider a Restoration Approach for Town Park Land Near STH 39** – Park Commissioner and member of the ad hoc restoration committee Kelly Ruschman provided a brief report to the Board. The subcommittee members are coordinating with the person planting and harvesting the land to ensure that any future areas that may be restored are capable of seed germination and not allowed to overgrow with invasive species. It was noted that this five-year scenario is a recommended approach rather than an inflexible plan. Initially, the area by the Legler School Branch is to be addressed. The approach proposes working in 60' wide bands that follow the contours of the land. Ruschman cited research performed by Iowa State University that outlines the benefits that include: erosion control, reduced stormwater runoff, improved habitats for wildlife, improved water quality, and support for pollinators. There followed a discussion of the likely costs and possible grant support available. The subcommittee hopes to maintain these proposed strips, if consistent with the results of the Park Master Plan, with the assistance of Elliott Buol, members of a friend's group, high school volunteers, etc. It is anticipated that the Park Master Plan will be concluded by July of 2024.
- 9. Consider and Possibly Approve the Amendment to Addendum A of Chapter 55 Fees by Ordinance 2024-02** – Clerk-Treasurer Wright provided those in attendance with a brief overview of the proposed changes to reflect the newly adopted amendment to impact fees, the changes discussed at the January 10, 2024 Town Board meeting regarding revisions to the building permit fees, and the elimination of a charge for CSM review that is already captured in the fee to review a minor subdivision of property. It was noted that the building inspector's hourly rate will increase from \$65 an hour to \$75 an hour and that his rate for mileage

compensation will increase to that allowed by the Wisconsin Department of Transportation for 2024. Supervisor Hoesly reported that he received a postcard for a Monroe, Wisconsin-based inspection service. Hoesly recommended that the Board consider putting the building inspection contract out to bid at a future date.

A motion to approve the proposed amendment of Addendum A of Chapter 55 Fees, as presented, was made by Supervisor Pauli; seconded by Supervisor Elkins. Supervisor Streiff asked for the items beneath One and Two Family Dwellings and Commercial Buildings to be indented uniformly; without objection. Motion carried 5-0.

**10. Discuss and Schedule Annual Town Meeting of the Electorate (normally on the third Tuesday of April)**

– Wright presented a draft agenda for the 2024 Annual Town Meeting that assumed a date of April 17, 2024 at 6:00 PM at the Town of New Glarus Hall.

A motion to approve for the Annual Town Meeting to be scheduled on Wednesday, April 17, 2024 at 6:00 PM was made by Supervisor Pauli; seconded by Supervisor Elkins. Motion carried 5-0.

**11. Patrolman Report** – Chair Narveson reported that the Town patrolperson is testing a mower attachment for the mini-excavator. The cost of the attachment is \$10,000. There followed a brief discussion about leasing a tractor and possibly leasing a batwing mower instead of purchasing either or both. Narveson stated that brushing, tree trimming, and tree removal will commence soon over a two-week period.

**12. Clerk-Treasurer Report**

a) Update on Spring Primary and annual audit preparations – Clerk-Treasurer Wright stated that there will not be a Spring primary in the Town on February 20, 2024. Wright is providing online training for new and continuing elections officials that were appointed at the end of last year. Staff from Johnson Block will conduct the 2023 financial audit in the Town Office on February 21, 2024.

b) Update on Green County Landfill Amended Agreement – Without objection, further discussion and possible action will be deferred until the regular March Town Board meeting in order to clarify whether Pellitteri is hauling trash to the Green County landfill as contracted. Chair Narveson stated he will discuss this further with Matthew Kauffman, the Green County Solid Waste Manager. Wright reported that the annual Town Board of Review is scheduled for Thursday, May 30, 2024 from 5 until 7 PM; without objection. Chair Narveson and Sara Beth Hahner will attend Board of Review training in Barneveld on February 23, 2024. Supervisor Pauli will check his schedule to see if he is available to attend as well.

c) Approval and payment of bills – A motion to approve checks 21445 through 21481, deposits, and ACH transactions was made by Supervisor Streiff; seconded by Supervisor Pauli. Motion carried 5-0.

**11. Chairperson Report** – Chair Narveson introduced newly hired Deputy Clerk-Treasurer Sara Beth Hahner. It was noted that the duties and titles for Nancy Streiff and Hahner may need to be adjusted due to an overlap. Ms. Hahner stated that it is an honor to serve the Town Board and the residents of the Town of New Glarus. Narveson reported that the Town received a letter of interest regarding the purchase of the current Town Hall site for a possible future location for the Public Library. This may be part of the discussion at the Annual Town Meeting. New Glarus Public Library Director Amy Trumble stated that the Town does not need to respond to the letter at this time. Village of New Glarus Board Trustee Larry Stuessy stated that the Village has a 5-year plan for a new, two-story library facility. Supervisor Hoesly expressed concern regarding a two-story structure which could drive up construction and operating expenses. Stuessy stated that the lower level is proposed to be for storage and programming, so is not part of the area requiring supervision of the public on a daily basis. The Village of New Glarus has pledged \$2 million towards the costs for a new facility.

**12. Park Commission** – January 17, 2024 regular minutes were available in the public packet for review. Park Commission Chair Harry Pulliam introduced Olivia Stramara, landscape architect, from Vierbicher. A printed insert will be included in the Buyer's Guide to remind the public of a community input night and survey related to the Town of New Glarus Master Park Plan. This week's issue of the Post Messenger Recorder includes a press release about the input opportunity and survey. The community event will be held at the Town of New Glarus Hall on February 27, 2024. Four focus groups will meet the following week and will be comprised of small groups who have been invited to attend. Ms. Stramara stated it would be beneficial if a Town Board member could attend each of the four invitational meetings. Supervisor Hoesly questioned when the Town would market cluster lots for sale. Tim Schleeper stated that the Master Park Plan will need to be completed first, in the summer of this year. Supervisor Hoesly thought the issue of relocating

the Town Hall might be worth discussing at the Annual Town Meeting. It was noted that four concept plans for improving Hayes Lane was presented at the January Park Commission meeting.

13. **Plan Commission** – January 18, 2024 meeting was cancelled.
14. **Adjourn** – Motion to adjourn made by Supervisor Streiff; second by Supervisor Pauli. Meeting adjourned at 7:57 PM.

Approved:

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Prepared by John Wright, Clerk-Treasurer

DRAFT

Town of New Glarus  
SPECIAL TOWN BOARD MEETING  
MONDAY, FEBRUARY 19, 2024  
MINUTES

**Town Board Attending:** Chris Narveson (Chair, virtually), Robert Elkins, Troy Pauli, and Matt Streiff (arrived at 11:05 AM)

**Board Members Absent:** Jim Hoesly

**Also Attending:** John Wright: Clerk Treasurer; Mark Hazelbaker: contract attorney with Kasieta Legal Group; and Nancy Streiff: Town staff

1. **Call to Order and Announcement of Intention to Convene into Closed Session §19.85(1)(c)** – Chair Narveson called the meeting to order at 11:01 AM and announced that the Board will convene into closed session.

2. **Confirm Proof of Posting** – Clerk-Treasurer Wright attested to the proper proof of posting.

3. **Motion by Roll Call Vote to Convene in Closed Session per §19.85(1)(c) to Consider Employment, Promotion, Compensation or Performance Evaluation Data of any Public Employee over Which the Governmental Body has Jurisdiction or Exercises Responsibility**

Motion to convene into closed session was made by Supervisor Elkins; seconded by Supervisor Pauli. Roll call: Narveson: aye; Elkins: aye; Pauli: aye; and Narveson: aye. Motion carried at 11:03 AM.

4. **Return to Open Session** – Motion to return to open session was made by Supervisor Pauli; seconded by Supervisor Elkins. Motion carried 4-0 at 11:43 AM.

5. **Action in Closed Session** – During closed session, the four Board members present, the Town contract attorney, and two Town staff discussed the best method of clarifying the duties and prorated benefits of two recently-hired Town Hall staff.

Motion to authorize the Town Chair to work with Attorney Hazelbaker to redefine the duties of Sara Beth Hahner and Nancy Streiff, per the discussions held in closed session, and to create new offer letters was made by Supervisor Pauli; seconded by Supervisor Elkins. Motion carried 3 to 0 with Supervisor Streiff abstaining from the vote.

6. **Adjourn** – Motion to adjourn made by Supervisor Streiff; second by Supervisor Pauli. Meeting adjourned at 11:46 PM.

Approved:

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Prepared by John Wright, Clerk-Treasurer

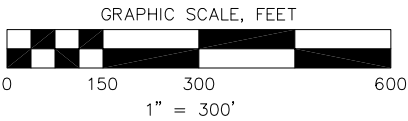


# CERTIFIED SURVEY MAP No. \_\_\_\_\_

LOCATED IN THE SE1/4 OF THE NW1/4, THE SW1/4 OF THE NE1/4, AND THE NE1/4 AND NW1/4 OF THE SW1/4 OF SECTION 21, T4N, R7E, TOWN OF NEW GLARUS, GREEN COUNTY, WISCONSIN.

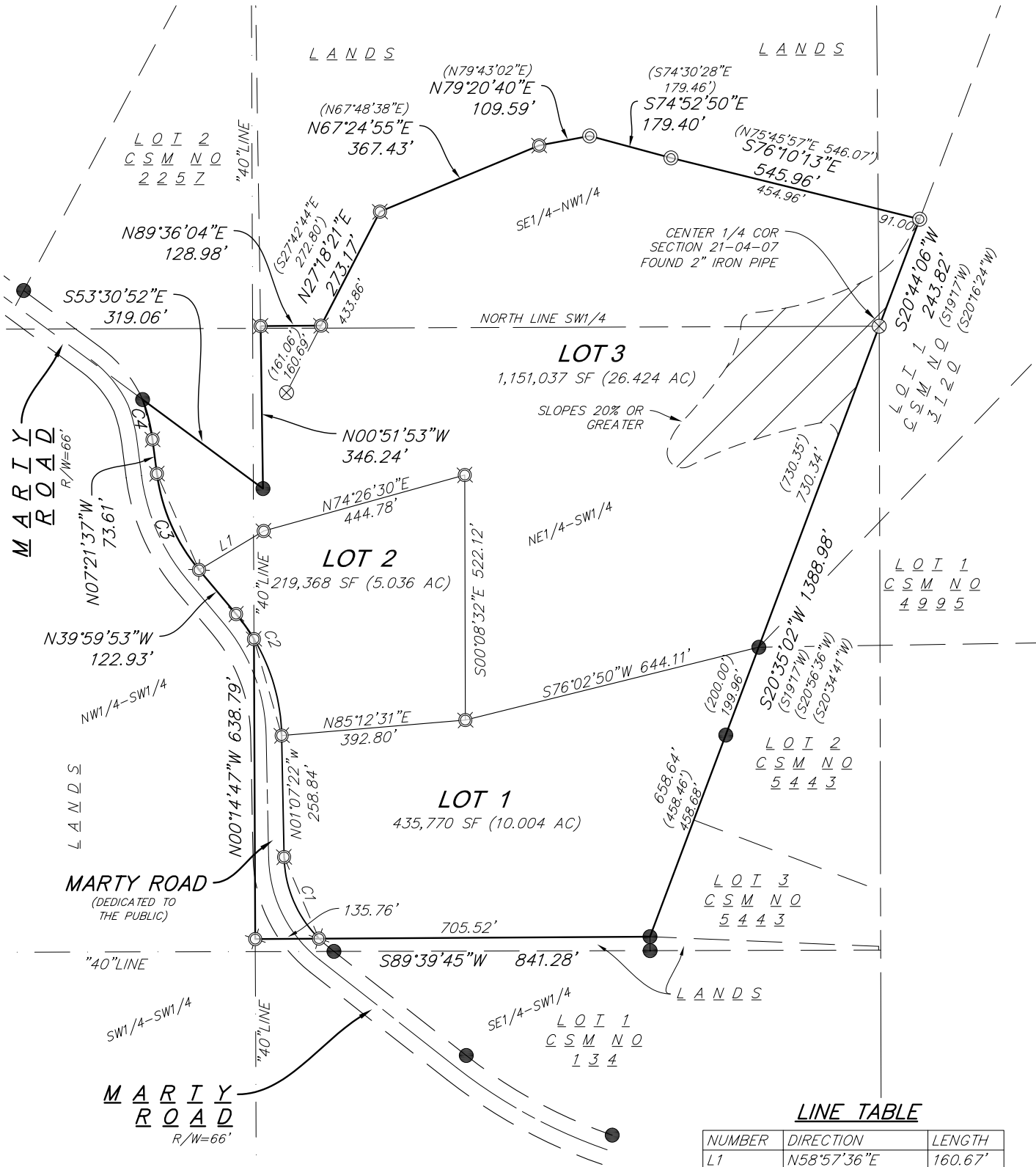


BEARINGS ARE BASED UPON THE WISCONSIN COUNTY COORDINATE SYSTEM, GREEN COUNTY, THE EAST LINE OF THE NW 1/4 OF SECTION 21-04-07 MEASURED AS BEARING N00°27'57"W



### SURVEY LEGEND

- FOUND 3/4"  $\phi$  IRON ROD
- ⊗ FOUND 2"  $\phi$  IRON PIPE
- ⊙ FOUND 1"  $\phi$  IRON PIPE
- ⊗ SET 3/4" X 18"  $\phi$  SOLID IRON RE-ROD, MIN. WT. 1.50 lbs./ft.
- ( ) RECORDED AS INFORMATION



### LINE TABLE

NUMBER	DIRECTION	LENGTH
L1	N58°57'36"E	160.67'

19 Jan 2024 - 4:57p M:\Klein, Matt\230385\_8250 Marty Road, Town of New Glarus\CADD\230385 - CSM.dwg by: kpap

**vierbicher**  
planners | engineers | advisors



Job #: 230385  
Date: 01/19/2024  
Rev:  
Drafted By: KPAP  
Checked By: KPAP

SURVEYED FOR:  
MATT AND JENNIFER  
KLEIN  
1991 SPRING ROSE RD  
VERONA, WI 53593

SURVEYED BY:  
Vierbicher Associates, Inc.  
999 Fourier Drive  
Suite 201  
Madison, WI 53717  
(608) 826-0532

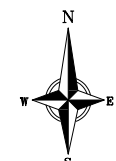
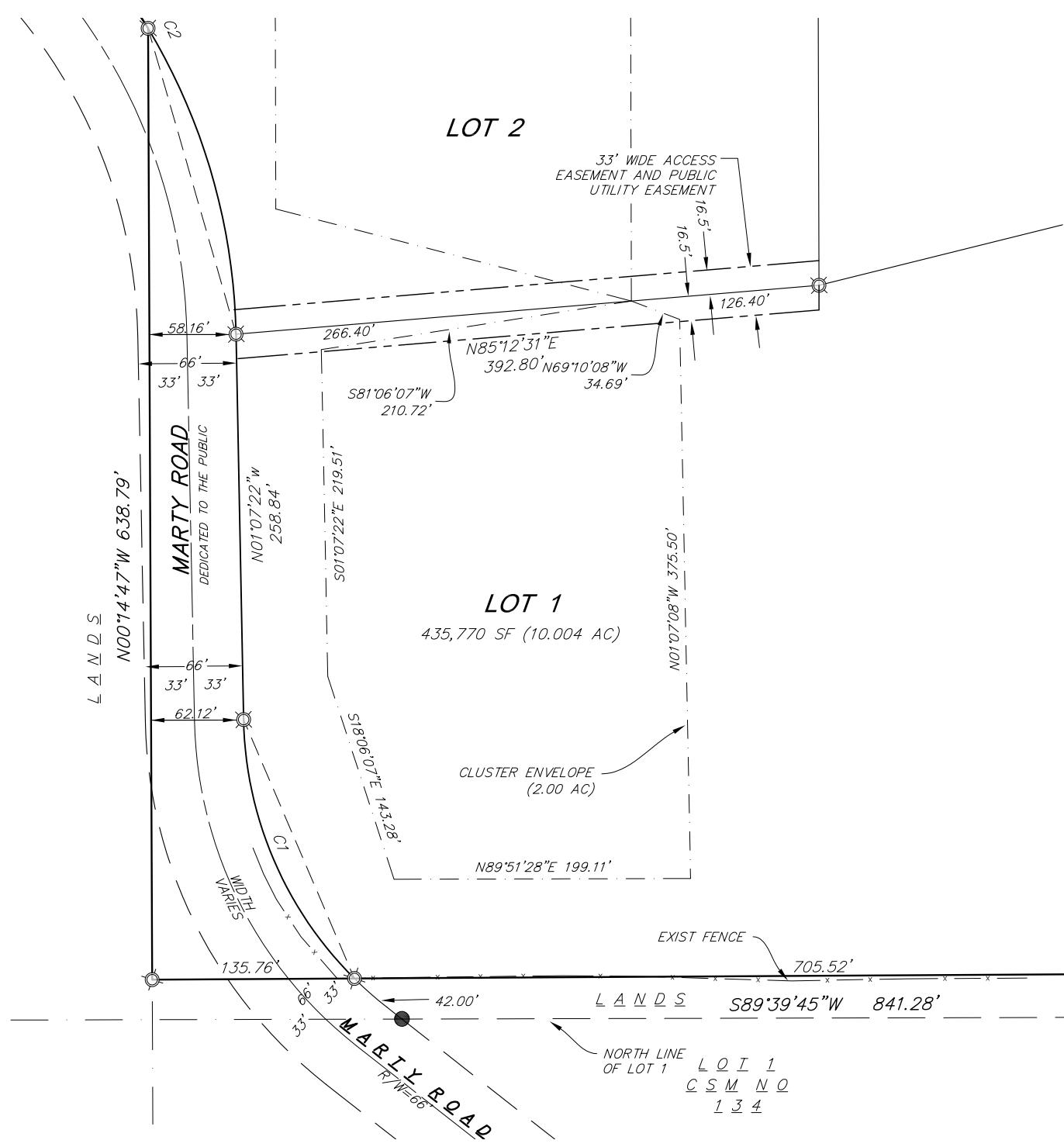
**SHEET**  
**1 OF 9**

# CERTIFIED SURVEY MAP No. \_\_\_\_\_

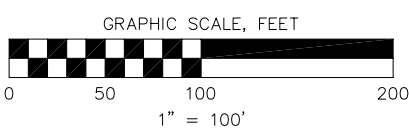
LOCATED IN THE SE1/4 OF THE NW1/4, THE SW1/4 OF THE NE1/4, AND THE NE1/4 AND NW1/4 OF THE SW1/4 OF SECTION 21, T4N, R7E, TOWN OF NEW GLARUS, GREEN COUNTY, WISCONSIN.

© Vierbicher Associates, Inc.

19 Jan 2024 - 4:57p M:\Klein, Matt\230385\_8250 Marty Road, Town of New Glarus\CADD\230385 - CSM.dwg by: kpap



BEARINGS ARE BASED UPON THE WISCONSIN COUNTY COORDINATE SYSTEM, GREEN COUNTY, THE EAST LINE OF THE NW 1/4 OF SECTION 21-04-07 MEASURED AS BEARING N00°27'57"W



- SURVEY LEGEND**
- FOUND 3/4" Ø IRON ROD
  - ⊗ FOUND 2" Ø IRON PIPE
  - ⊙ FOUND 1" Ø IRON PIPE
  - ⊗ SET 3/4" X 18" Ø SOLID IRON RE-ROD, MIN. WT. 1.50 lbs./ft.
  - ( ) RECORDED AS INFORMATION

**vierbicher**  
planners | engineers | advisors



Job #: 230385  
Date: 01/19/2024  
Rev:  
Drafted By: KPAP  
Checked By: XXXX

**SURVEYED FOR:**  
MATT AND JENNIFER  
KLEIN  
1991 SPRING ROSE RD  
VERONA, WI 53593

**SURVEYED BY:**  
Vierbicher Associates, Inc.  
999 Fourier Drive  
Suite 201  
Madison, WI 53717  
(608) 826-0532

**SHEET**  
**2 OF 9**

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# CERTIFIED SURVEY MAP No. \_\_\_\_\_

LOCATED IN THE SE1/4 OF THE NW1/4, THE SW1/4 OF THE NE1/4, AND THE NE1/4 AND NW1/4 OF THE SW1/4 OF SECTION 21, T4N, R7E, TOWN OF NEW GLARUS, GREEN COUNTY, WISCONSIN.

### SURVEY LEGEND

- FOUND 3/4"  $\phi$  IRON ROD
- ⊗ FOUND 2"  $\phi$  IRON PIPE
- ⊙ FOUND 1"  $\phi$  IRON PIPE
- ⊗ SET 3/4" X 18"  $\phi$  SOLID IRON RE-ROD, MIN. WT. 1.50 lbs./ft.
- ( ) RECORDED AS INFORMATION

LOT 3

LOT 2

219,368 SF (5.036 AC)

CLUSTER ENVELOPE  
(2.00 AC)

LOT 1

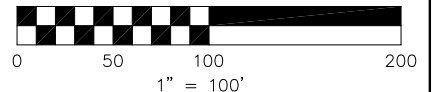
MARTY ROAD  
(DEDICATED TO THE PUBLIC)

AD  
UBLIC



BEARINGS ARE BASED UPON THE WISCONSIN COUNTY COORDINATE SYSTEM, GREEN COUNTY, THE EAST LINE OF THE NW 1/4 OF SECTION 21-04-07 MEASURED AS BEARING N00°27'57"W

GRAPHIC SCALE, FEET



19 Jan 2024 - 4:57p M:\Klein, Matt\230385\_8250 Marty Road, Town of New Glarus\CADD\230385 - CSM.dwg by: kpap

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Job #: 230385  
Date: 01/19/2024

Rev:

Drafted By: KPAP

Checked By: KPAP

SURVEYED FOR:  
MATT AND JENNIFER  
KLEIN  
1991 SPRING ROSE RD  
VERONA, WI 53593

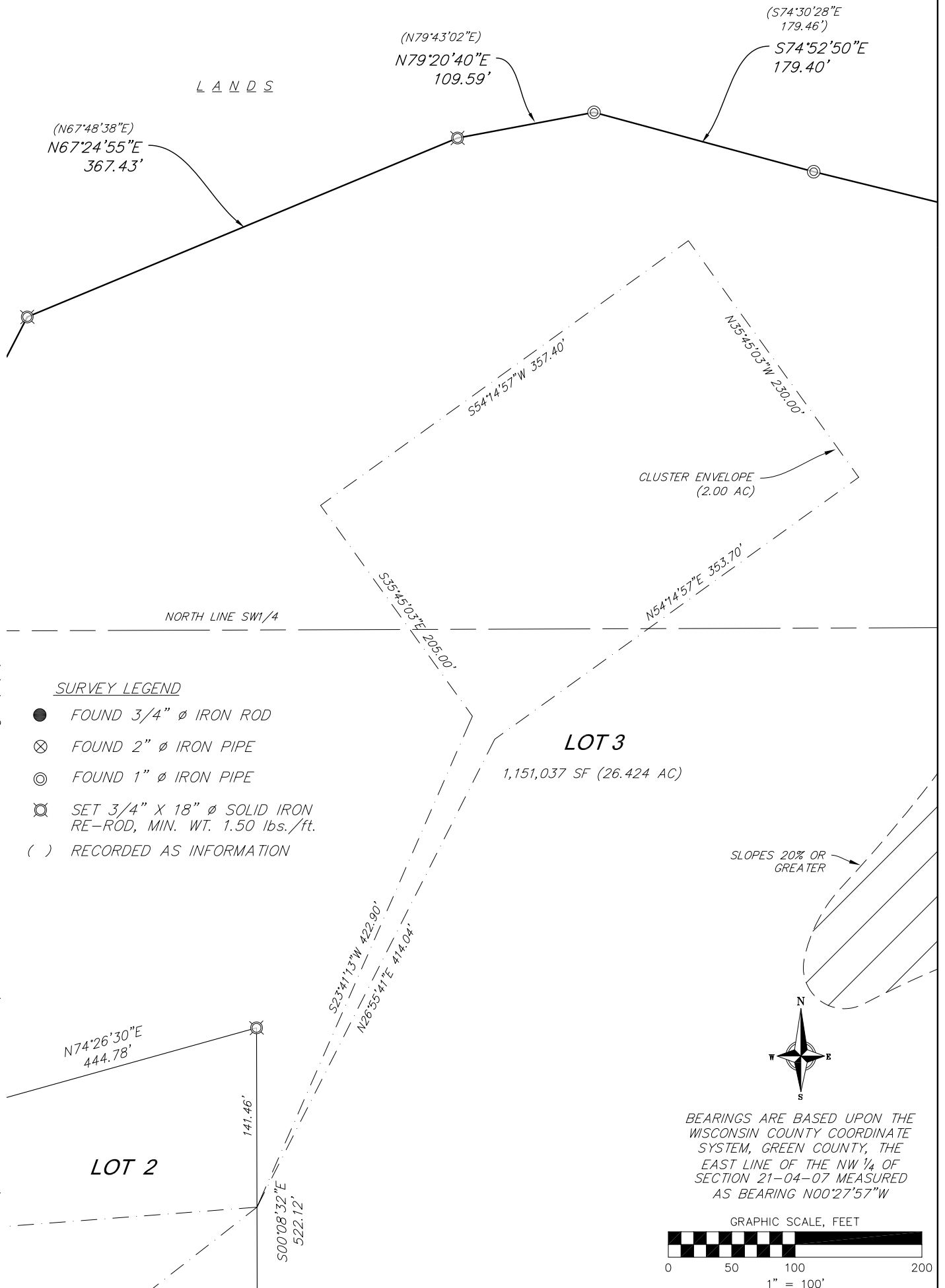
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999 Fourier Drive  
Suite 201  
Madison, WI 53717  
(608) 826-0532

**SHEET**  
**3 OF 9**

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# CERTIFIED SURVEY MAP No. \_\_\_\_\_

LOCATED IN THE SE1/4 OF THE NW1/4, THE SW1/4 OF THE NE1/4, AND THE NE1/4 AND NW1/4 OF THE SW1/4 OF SECTION 21, T4N, R7E, TOWN OF NEW GLARUS, GREEN COUNTY, WISCONSIN.



19 Jan 2024 - 4:58p M:\Klein, Matt\230385\_8250 Marty Road, Town of New Glarus\CADD\230385 - CSM.dwg by: kpap

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Job #: 230385  
Date: 01/19/2024

Rev:

Drafted By: KPAP

Checked By: KPAP

**SURVEYED FOR:**  
MATT AND JENNIFER  
KLEIN  
1991 SPRING ROSE RD  
VERONA, WI 53593

**SURVEYED BY:**  
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Suite 201  
Madison, WI 53717  
(608) 826-0532

**SHEET**  
**4 OF 9**

# CERTIFIED SURVEY MAP No. \_\_\_\_\_

LOCATED IN THE SE1/4 OF THE NW1/4, THE SW1/4 OF THE NE1/4, AND THE NE1/4 AND NW1/4 OF THE SW1/4 OF SECTION 21, T4N, R7E, TOWN OF NEW GLARUS, GREEN COUNTY, WISCONSIN.

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LOT 2  
CSM NO  
225Z

EXISTING CONDITIONS

LOT 3

LOT 2

LOT 1

MARTY ROAD  
R/W=66'  
LANDS

EXISTING GRAVEL DRIVE

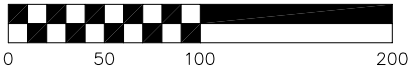
EXISTING EDGE OF PAVEMTN

EXISTING ASPHALT DRIVE  
- TO BE RELOCATED



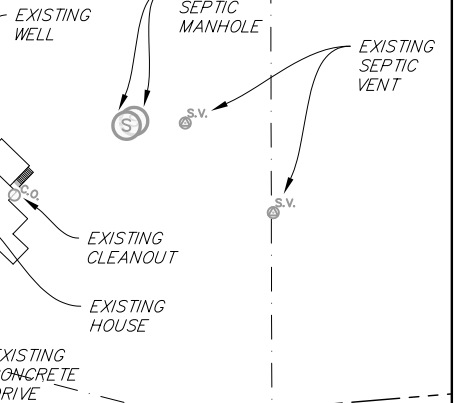
BEARINGS ARE BASED UPON THE WISCONSIN COUNTY COORDINATE SYSTEM, GREEN COUNTY, THE EAST LINE OF THE NW 1/4 OF SECTION 21-04-07 MEASURED AS BEARING N00°27'57"W

GRAPHIC SCALE, FEET



1" = 100'

MARTY ROAD  
DEDICATED TO THE PUBLIC



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Job #: 230385  
Date: 01/19/2024  
Rev:  
Drafted By: KPAP  
Checked By: KPAP

SURVEYED FOR:  
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SURVEYED BY:  
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**SHEET  
5 OF 9**

# CERTIFIED SURVEY MAP No. \_\_\_\_\_

LOCATED IN THE SE1/4 OF THE NW1/4, THE SW1/4 OF THE NE1/4, AND THE NE1/4 AND NW1/4 OF THE SW1/4 OF SECTION 21, T4N, R7E, TOWN OF NEW GLARUS, GREEN COUNTY, WISCONSIN.

## SECTION TIE DETAIL

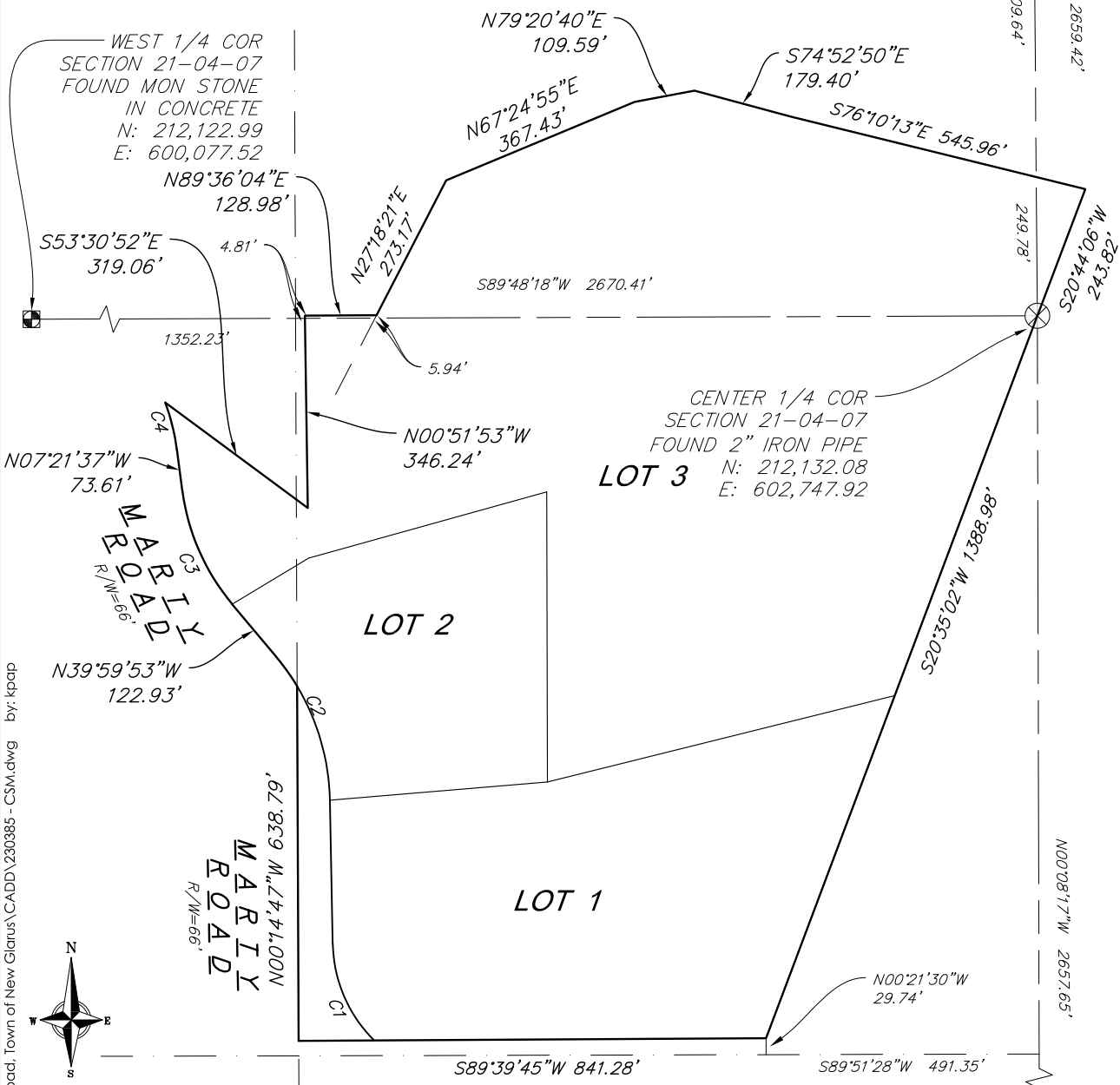
(NOT TO SCALE)

NORTH 1/4 COR  
SECTION 21-04-07  
FOUND ALUM MON  
N: 214,791.42  
E: 602,726.29

WEST 1/4 COR  
SECTION 21-04-07  
FOUND MON STONE  
IN CONCRETE  
N: 212,122.99  
E: 600,077.52

CENTER 1/4 COR  
SECTION 21-04-07  
FOUND 2" IRON PIPE  
LOT 3  
N: 212,132.08  
E: 602,747.92

SOUTH 1/4 COR  
SECTION 21-04-07  
FOUND ALUM MON  
N: 209,474.44  
E: 602,754.32



BEARINGS ARE BASED UPON THE WISCONSIN COUNTY COORDINATE SYSTEM, GREEN COUNTY, THE EAST LINE OF THE NW 1/4 OF SECTION 21-04-07 MEASURED AS BEARING N00°27'57"W

### CURVE DATA

NUMBER	CENTRAL ANGLE	RADIUS	ARC	CHORD BEARING	CHORD	TANGENT BEARING
C1	44°05'02"	251.89'	193.83'	N 23°10'03" W	189.08'	IN - N 45°12'44" W
C2	38°52'31"	415.00'	281.58'	N 20°33'37" W	276.21'	
LOT 2 R/W	29°50'12"	415.00'	216.11'	N 16°02'28" W	213.68'	OUT - N 30°57'34" W
EXT BNDY	09°02'19"	415.00'	65.47'	N 35°28'43" W	65.40'	
C3	32°38'15"	398.00'	226.71'	N 23°40'45" W	223.66'	
C4	13°03'55"	385.00'	87.79'	N 13°50'55" W	87.60'	OUT - N 20°22'53" W

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# CERTIFIED SURVEY MAP No. \_\_\_\_\_

LOCATED IN THE SE1/4 OF THE NW1/4, THE SW1/4 OF THE NE1/4, AND THE NE1/4 AND NW1/4 OF THE SW1/4 OF SECTION 21, T4N, R7E, TOWN OF NEW GLARUS, GREEN COUNTY, WISCONSIN.

## OWNER'S CERTIFICATE

Klein Family Trust, as owner(s), hereby certifies that it caused the land described on this Certified Survey Map to be surveyed, divided, mapped and dedicated as represented on the map hereon. It further certifies that this Certified Survey map is required by S236.34 to be submitted to the Town of New Glarus and Green County for approval. Witness the hand and seal of said owner this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

KLEIN FAMILY TRUST

By: \_\_\_\_\_  
Matthew Klein

By: \_\_\_\_\_  
Jennifer Klein

State of Wisconsin )  
                                  )ss.  
County of \_\_\_\_\_ )

Personally came before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, the above named \_\_\_\_\_, to me known to be the persons who executed the foregoing instrument and acknowledged the same.

\_\_\_\_\_  
Notary Public, State of Wisconsin

My Commission expires: \_\_\_\_\_

## CONSENT OF MORTGAGEE

Benton State Bank, a banking association duly organized and existing under and by virtue of the laws of the State of Wisconsin, mortgagee of the above described land, does hereby consent to the surveying, dividing, mapping, and dedicating of the land described on this Certified Survey Map and does hereby consent to the Owner's Certificate.

IN WITNESS WHEREOF, the said Benton State Bank, has caused these presents to be signed by \_\_\_\_\_ its \_\_\_\_\_, at \_\_\_\_\_, Wisconsin, on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

BENTON STATE BANK

By: \_\_\_\_\_


State of Wisconsin )  
                                  )ss.  
County of \_\_\_\_\_ )

Personally came before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, \_\_\_\_\_, of the above named banking association, to me known to be the persons who executed the foregoing instrument, and to me known to be such \_\_\_\_\_ of said banking association, and acknowledged that they executed the foregoing instrument as such officer as the deed of said banking association, by its authority.

\_\_\_\_\_  
Notary Public, State of Wisconsin

My Commission expires: \_\_\_\_\_

19 Jan 2024 - 4:58p M:\Klein, Matt\230385\_8250 Marty Road, Town of New Glarus\CADD\230385 - CSM.dwg by: kpap

<b>vierbicher</b> planners   engineers   advisors		Job #: 230385	<b>SURVEYED FOR:</b> MATT AND JENNIFER KLEIN 1991 SPRING ROSE RD VERONA, WI 53593	<b>SURVEYED BY:</b> Vierbicher Associates, Inc. 999 Fourier Drive Suite 201 Madison, WI 53717 (608) 826-0532	<b>SHEET</b> <b>7 OF 9</b>
		Date: 01/19/2024			
		Rev:			
		Drafted By: KPAP			
		Checked By: KPAP			

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# CERTIFIED SURVEY MAP No. \_\_\_\_\_

LOCATED IN THE SE1/4 OF THE NW1/4, THE SW1/4 OF THE NE1/4, AND THE NE1/4 AND NW1/4 OF THE SW1/4 OF SECTION 21, T4N, R7E, TOWN OF NEW GLARUS, GREEN COUNTY, WISCONSIN.

## SURVEYOR'S CERTIFICATE

I, Kevin J. Pape, Professional Land Surveyor No., S-2568, do hereby certify that this Certified Survey Map is in full compliance with Chapter 236.34 of the Wisconsin State Statutes, Chapter A-E7 of the Wisconsin Administrative Code and Chapter 110 of the Town of New Glarus Code; and under the direction of the Owner listed heron, I have surveyed, divided and mapped the lands described herein and that said map is a correct representation of the exterior boundaries and division of the land surveyed.

Date: \_\_\_\_\_

## **DRAFT**

Kevin J. Pape, WI PLS No. S-2568  
Vierbicher Associates, Inc

## DESCRIPTION

Being located in the SE1/4 of the NW1/4, the SW1/4 of the NE1/4, and the NE1/4 and NW1/4 of the SW1/4 of Section 21, T4N, R7E, Town of New Glarus, Green County, Wisconsin, described as follows: Commencing at the south quarter corner of said Section 21; thence N00°08'17"W, 1328.82 feet along the east line of the southwest quarter of said Section 21; thence S89°51'28"W, 491.35 feet; thence N00°21'30"W, 29.74 feet to the southwest corner of Lot 3, Certified Survey Map No. 5443 and the point of beginning; thence S89°39'45"W, 841.28 feet; thence N00°14'47"W, 638.79 feet along the west line of the NE1/4 of the SW1/4 of said Section 21 to a point on the northeasterly right-of-way line of Marty Road and point of curve; thence northwesterly on a curve to the left which has a radius of 415.00 feet and a chord which bears N35°28'43"W, 65.40 feet; thence N39°59'53"W, 122.93 feet along said northeasterly right-of-way line to a point of curve; thence northwesterly along said northeasterly right-of-way line on a curve to the right which has a radius of 398.00 feet and a chord which bears N23°40'45"W, 223.66 feet; thence N07°21'37"W, 73.61 feet along said northeasterly right-of-way line to a point of curve; thence northwesterly along said northeasterly right-of-way line on a curve to the left which has a radius of 385.00 feet and a chord which bears N13°50'55"W, 87.60 feet; thence S53°30'52"E, 319.06 feet; thence N00°51'53"W, 346.24 feet; thence N89°36'04"E, 128.98 feet; thence N27°18'21"E, 273.17 feet; thence N67°24'55"E, 367.43 feet; thence N79°20'40"E, 109.59 feet; thence S74°52'50"E, 179.40 feet; thence S76°10'13"E, 545.96 feet to a point on the northwesterly line of Certified Survey Map No. 3120; thence S20°44'06"W, 243.82 feet along said northwesterly line to the center quarter corner of said Section 21; thence S20°35'02"W, 1388.98 feet along said northwesterly line Lot 1 and the northwesterly line of Lots 2 and 3, Certified Survey Map No. 5443 to the southwest corner of said Lot 3 and the point of beginning. Contains 1,844,627 SF (42.347 AC).

19 Jan 2024 - 4:59p M:\Klein, Matt\230385\_8250 Marty Road, Town of New Glarus\CADD\230385 - CS.M.dwg by: kpap

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Job #: 230385  
Date: 01/19/2024  
Rev:  
Drafted By: KPAP  
Checked By: KPAP

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KLEIN  
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**SHEET**  
**8 OF 9**



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# CERTIFIED SURVEY MAP No. \_\_\_\_\_

LOCATED IN THE SE1/4 OF THE NW1/4, THE SW1/4 OF THE NE1/4, AND THE NE1/4 AND NW1/4 OF THE SW1/4 OF SECTION 21, T4N, R7E, TOWN OF NEW GLARUS, GREEN COUNTY, WISCONSIN.

## TOWN OF NEW GLARUS APPROVAL

Approved for recording this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.  
per the Town of New Glarus.

\_\_\_\_\_  
Chris Narveson, Town Chair

## VILLAGE OF NEW GLARUS EXTRATERRITORIAL APPROVAL

Approved for recording this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.  
per the Village of New Glarus.

\_\_\_\_\_  
Kelsey Jensen, Clerk/Treasurer

## GREEN COUNTY APPROVAL

Approved for recording this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.  
per the Green County Zoning Committee.

\_\_\_\_\_  
Adam Wiegel, Zoning Administrator

## REGISTER OF DEEDS CERTIFICATE

Received for recording this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_,  
at \_\_\_\_\_ o'clock \_\_\_\_\_m. and recorded in Volume \_\_\_\_\_ of Certified  
Survey Maps on pages \_\_\_\_\_, as Doc. No. \_\_\_\_\_.

\_\_\_\_\_  
Cynthia Meudt, Green County Register of Deeds

19 Jan 2024 - 4:59p M:\Klein, Matt\230385\_8250 Marty Road, Town of New Glarus\CADD\230385 - CSM.dwg by: kpap





February 13, 2024

Members of the Town Plan Commission  
Town of New Glarus  
26 Fifth Avenue  
New Glarus, WI 53574

Re: Klein Preliminary CSM Review

Dear Chair Narveson and Plan Commission Members:

I am writing to convey my review comments of the CSM submitted by Kevin Pape on behalf of landowners Matthew and Mary Klein (Daryl Murken property at time of ordinance). The Applicant is seeking a 3-lot cluster division. The lots would be accessed using the frontage along Marty Road. As noted in the letter that accompanied the submittal, the existing driveway to N8250 Marty Road would be relocated and used to access the Lots. It is my understanding from discussions with the Applicants' land surveyor that they may wish to leave the existing driveway in place and construct a joint driveway for lots 1 and 3. This should be clarified by the Applicant. If a joint driveway is proposed, the Applicant shall provide a joint driveway agreement for execution with the final CSM as required by Section 36-5 (P.) of the Town Ordinances. No further driveway permits should be issued without this recorded agreement.

### **Available Splits and Development Potential**

As provided by the Applicant, the proposed 3 lot cluster development is a viable development option for the property. The three lots are proposed on 42.347 acres and include three 2-acre cluster envelopes. The original homestead is included as one of the lots (Lot 2). Assuming all acreage outside of the 2-acre building envelopes will be restricted as Open Space, the proposed development would need to provide a deed restriction on the remaining lands to satisfy the Town Open Space requirements. I have attached a sample deed restriction that can be used by the Applicant to develop the final document.

### **Comments Regarding Conformance with Town Ordinances**

#### §110-7 Land Suitability

The Technical Review Committee was not convened to evaluate land suitability for the proposed CSM. However, much of the information required in this section of the Ordinance has been provided by the Applicant and is shown in the proposed CSM.

A screening for areas with endangered species or resources was completed by the Applicant. The screening indicates that there is potential for the development to impact endangered species or endangered species habitat. Therefore, we would recommend a formal ERR review be performed as a condition of CSM approval. We reviewed available archaeological site information from the Wisconsin Historical Society on behalf of the Applicant and there are no listed areas of Archaeological concern affected by this land division.

The soil information provided by the Applicant indicates that the soils on the site are primarily New Glarus Silt Loams which have are 'very limited' for use as septic tank absorption fields (USDA Web Soil Survey). The primary limiting factor for this soil is the depth to bedrock, and slow water movement through the soil medium. In consideration of these limitations, it would be prudent to require the Applicant to identify appropriate septic system locations based on percolation tests or provide a note on the CSM alerting potential lot owners that shallow bedrock conditions may not allow the installation of conventional waste disposal systems as approved by DSPS.

#### §110-9 Hillside Protection

The slope of the hillsides proposed for the proposed lots vary with some sections that exceed a 20% grade. These areas have been noted on the CSM and are outside of proposed the cluster envelopes. Access for Lot 3 will require construction of a long driveway across areas where the terrain is steep. Therefore, we recommend the Town require lot 3 to submit a site plan for the proposed building location and which including a driveway plan for review and approval by the Town prior to building permit issuance. A note to this effect should be included on page 3 of the CSM stating:

"Residential home construction on Lot 3 will require submittal of a site plan demonstrating compliance with the Town of New Glarus Driveway Ordinance (Chapter 36) and depicting the proposed home location within the cluster envelope."

#### §110-18 Technical Requirements for Certified Survey Maps

In general, the Applicant has provided a CSM that provides the information required by this section of the Town Ordinance. Beyond the addition of notes clarifying the previously mentioned items (see attached recommendation for motion), the following items should be added to the CSM:

1. The existing buildings should be dimensioned to the property lines unless they will be razed.
2. Notes clarifying the requirements for Open Space should be added to the CSM. Where the CSM provides the location of the Cluster Envelope (sheets 2, 3, 4, 5) label the areas outside of the cluster envelopes as "Open Space" and add the following notes:
  - a. "All areas designated as "Open Space" shall be left undeveloped and free from residential, commercial, or Industrial structures. Permitted uses of Open Space are agriculture, recreation, passive recreation use, and preservation of environmentally sensitive features."

- b. "All buildings not supporting agricultural or passive recreational use shall be limited to placement within the Cluster Envelopes shown. Additional building setbacks per the Green County Zoning Code shall also be met."

**Next Steps toward Approval**

Following discussion by the Plan Commission on the contents of this review letter, the Plan Commission should recommend action by the Town Board to hold a public hearing to consider the CSM. Further, the Plan Commission should provide a recommendation for Conditional Approval (with whatever amendments or adjustments they would like to include) addressing the above noted items. I have provided a draft motion for the Plan Commission to use in making these recommendations to the Board.

Should you have any questions please feel free to contact me.

Sincerely,



Timothy L. Schleeper, PE

Enclosures – Draft Motion for Conditional Approval

Cc: Kevin Pape, Vierbicher

## **Klein CSM – POSSIBLE RECOMMENDATION TO THE TOWN BOARD**

***The Town of New Glarus Plan Commission hereby recommends the Town Board hold a Public Hearing to consider the CSM for the Klein property on Marty Road as prepared by Vierbicher.. The CSM, dated January 19, 2024, should be considered at the next regularly scheduled Town Board meeting. Further, the Plan Commission RECOMMENDS CONDITIONAL APPROVAL of the CSM by the Town Board subject to the Applicant providing an amended CSM and supporting documents addressing the following items:***

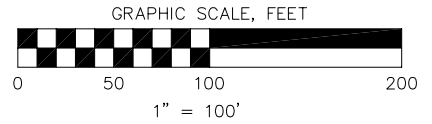
1. The Applicant shall clarify the intention to construct joint or individual driveways for the CSM with the final CSM. A Joint Driveway Agreement shall be provided with the final CSM for all lots that will be served by a joint driveway and shall be recorded concurrently with the CSM by the Applicant with copies provided to the Town Clerk.
2. The Applicant shall provide a deed restriction for the Open Space outside of the depicted Cluster Envelopes on all parcels to satisfy the Open Space requirements of the development. The Deed Restriction shall be recorded concurrently with the Final CSM by the Applicant with copies provided to the Town Clerk.
3. The Applicant shall provide a copy of the Endangered Resources Review from the DNR to the Town prior to recording the CSM.
4. The Applicant shall amend the CSM to address the following:
  - a. Include a note on the CSM stating: "Lots within this land division may have areas of shallow depths to bedrock that preclude the installation of conventional waste disposal systems. All waste disposal systems shall be approved by the Wisconsin Department of Safety and Professional Services."
  - b. Dimension the existing buildings to the property lines unless they will be razed.
  - c. Add the following notes:
    - i. "Residential home construction on Lot 3 will require submittal of a site plan demonstrating compliance with the Town of New Glarus Driveway Ordinance (Chapter 36) and depicting the proposed home location within the cluster envelope."
    - ii. "All areas designated as "Open Space" shall be left undeveloped and free from residential, commercial or Industrial structures. Permitted uses of Open Space are agriculture, recreation, passive recreation use, and preservation of environmentally sensitive features."
    - iii. "All buildings shall be limited to placement within the Building Envelopes shown. Additional building setbacks per the Green County Zoning Code shall also be met."
5. All revisions to the CSM and required supporting documents shall be provided to the Town Engineer and Planner for review prior to the Applicant requesting signature on the CSM by the Town Chair.

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# DRIVEWAY LOCATION EXHIBIT

LOCATED IN THE SE1/4 OF THE NW1/4, THE SW1/4 OF THE NE1/4, AND THE NE1/4 AND NW1/4 OF THE SW1/4 OF SECTION 21, T4N, R7E, TOWN OF NEW GLARUS, GREEN COUNTY, WISCONSIN.

LOT 2  
CSM NO  
225Z



NOTE:  
DRIVEWAY LOCATIONS WERE DETERMINED BY TOWN PATROLMAN ON 2/20/24 AND MEET THE TOWN OF NEW GLARUS MINIMUM SIGHT DISTANCE REQUIREMENT.

LOT 3

MARTY ROAD  
R/W=66'  
LANDS

EXISTING EDGE OF PAVEMENT

ACCEPTABLE LOT 3 DRIVEWAY LOCATION

EXISTING ASPHALT DRIVE - TO REMAIN IN PLACE

LOT 1 DRIVEWAY CAN BE LOCATED IN THIS 67' WIDE AREA

EXISTING GRAVEL DRIVE

EXISTING LP TANK

MARTY ROAD  
DEDICATED TO THE PUBLIC

LOT 2

EXISTING WELL

EXISTING SEPTIC MANHOLE

EXISTING SEPTIC VENT

EXISTING CLEANOUT

EXISTING HOUSE

EXISTING CONCRETE DRIVE

LOT 1

20 Feb 2024 - 4:20p M:\Klein, Matt\230385\_8250 Marty Road, Town of New Glarus\CADD\230385 - CSM.dwg by: kpap

**vierbicher**  
planners | engineers | advisors



Job #: 230385  
Date: 02/20/2024  
Rev:  
Drafted By: KPAP  
Checked By: KPAP

SURVEYED FOR:  
MATT AND JENNIFER  
KLEIN  
1991 SPRING ROSE RD  
VERONA, WI 53593

SURVEYED BY:  
Vierbicher Associates, Inc.  
999 Fourier Drive  
Suite 201  
Madison, WI 53717  
(608) 826-0532

**SHEET**  
**1 OF 1**

**AGREEMENT FOR UTILIZATION OF THE  
GREEN COUNTY SOLID WASTE TRANSFER STATION**

**THIS AGREEMENT** made this 10<sup>th</sup> day of January, ~~201~~<sup>2024</sup>,  
by and between the County of Green, a Wisconsin Municipal Corporation (hereinafter the “County”) by the Solid Waste Management Board of the County (hereinafter the “Board”) and the  
(~~City, Village, Township~~) of Town of New Glarus, a municipality located within the  
County of Green (hereinafter the “Municipality”).

**WHEREAS**, the Green County Solid Waste Management System was created to serve as a publically owned cooperative association of municipalities to assist in the processing and removal of waste for local municipalities; and

**WHEREAS**, the Municipality wishes to become a member of the cooperative association and make use of the Green County Solid Waste transfer Station (“Transfer Station”) and to share in the benefits and responsibilities that go along with membership; and

**WHEREAS**, the Municipality and the Board believe it is in the best interests of the parties to enter into an agreement for utilization of the Transfer Station; and

**NOW, THEREFORE**, in consideration of the mutual covenants and agreements set forth herein, the County and the Municipality hereby agree as follows:

1. **MAINTENANCE OF THE COUNTY SANITARY LANDFILL SITE.** The Board shall maintain the current Landfill site for use as a transfer station by the Municipality in conjunction with other participating municipalities or entities and shall monitor the day-to-day operation of the Transfer Station, and continue to establish policy and develop plans for solid waste management within Green County to ensure that an effective, efficient, and environmentally acceptable solid waste disposal site is available for use by Municipalities within Green County.
2. **UTILIZATION OF THE TRANSFER STATION AND PAYMENT OF COSTS.** The Municipality shall utilize the Transfer Station as its exclusive means for disposal of solid waste and pay its proportionate share of the fixed and operating costs associated with the Transfer Station as follows:
  1. **FIXED COSTS.** The Board shall charge, and the Municipality shall pay, the Municipality’s proportionate share of all fixed costs of the Transfer Station. Fixed Costs shall include, but shall not be limited to, costs of land acquisition, building expansion, engineering fees, consultant fees and debt service costs for financing of construction and land acquisition associated with the Transfer Station, whether such debt service costs are paid to the County, a lender or a participating municipality. The Fixed Costs shall be amortized over the useful life of the Transfer Station and shall be billed to the Municipality on a monthly basis. The Municipality’s proportionate share of the Fixed Costs shall be determined annually by establishing the percentage of use of the Transfer Station by the Municipality over the prior twelve-month period as compared to the other participating municipalities based upon the Municipality’s tonnage as a proportion of total tonnage.

**AGREEMENT FOR EXTENSION OF UTILIZATION OF  
GREEN COUNTY SOLID WASTE TRANSFER STATION**  
County of Green; City, Village, Township of  
Page 2

2. **OPERATIONAL AND ASSESSMENT COSTS.** The Municipality shall reimburse the Board for its proportionate share of current operating costs of the Transfer Station on an annual basis. The Municipality's proportionate share of the operating costs shall be determined annually by establishing the percentage of use of the Transfer Station by the Municipality over the prior twelve-month period beginning on September 1<sup>st</sup> and ending the following year on August 31<sup>st</sup> as compared to the other participating municipalities based upon the Municipality's tonnage as a proportion of total tonnage.
  1. **TIPPING FEES.** Operating costs shall be paid principally by requiring all persons or entities delivering solid waste to the Transfer Station to pay a "tipping fee." Said fee shall be charged on a per ton or portion thereof basis and shall be paid by the person delivering said solid waste to the Transfer Station at the time of delivery. The Board shall annually review the tipping fee and may adjust the tipping fee accordingly.
  2. **SURPLUS.** If the operating costs of the Transfer Station as calculated each September 1<sup>st</sup> amounts to a surplus, the Board shall have the following options:
    - A. Deposit an amount calculated by dividing the total surplus by the Municipality's proportionate share of the operating costs into an account not to exceed \$400,000.00 total ("Surplus Account").
    - B. Refund an amount calculated by dividing the total surplus by the Municipality's proportionate share of the operating costs back to the Municipality.
    - C. Any combination of A and B.
  3. **SHORTFALL.** If the operating costs of the Transfer Station as calculated each September 1<sup>st</sup> amounts to a shortfall, the Board shall have the following options:
    - A. Charge the Municipality an amount calculated by dividing the total shortfall by the Municipality's proportionate share of the operating costs. Payment of the Municipality's proportionate share of the shortfall is due by January 31<sup>st</sup> of the following year.
    - B. Pay the shortfall from funds available to the Municipality in the Surplus Account.
    - C. Any combination of A and B.
  4. **CONTRIBUTION TO CONTINGENCY FUND.** In addition to providing adequate financing to cover current operating costs, the Municipality shall pay an additional assessment of five percent (5%) of its proportionate share of operating costs, which assessment shall be applied to a contingency fund to be used for improvement of and ultimate closing out of the Transfer Station, costs incurred in expanding the Transfer Station or licensing it for additional terms and other costs related to maintaining a solid waste management system for



**AGREEMENT FOR EXTENSION OF UTILIZATION OF  
GREEN COUNTY SOLID WASTE TRANSFER STATION**  
County of Green; City, Village, Township of  
Page 3

Green County. Payment of the Municipality's required contribution to the contingency fund is due by January 31<sup>st</sup> of the following year.

3. **ACCESS.** The Municipality may regulate access to the Transfer Station by issuing identification or authorization cards to those individuals authorized by the Municipality to use said Transfer Station.
  
3. **OWNERSHIP AND LIQUIDATION.** The County shall remain the record title holder of the Transfer Station. However, the Municipality shall own an equity interest in the Transfer Station. The Municipality's equity ownership shall be determined by multiplying the value of the Transfer Station by a fraction whose numerator shall be the cumulative contributions of the Municipality to the Fixed Costs associated with the Transfer Station and whose denominator shall be the total cumulative contributions of all Municipalities to Fixed Costs associated with the Transfer Station. If the Transfer Station is sold by the County, then the Municipality shall be paid its equity in the Transfer Station.
  
4. **TERM.** The parties agree that this Agreement shall begin the day after ratification by both parties and shall terminate on August 31, 2024. However, it is the intent of both parties that this Agreement be extended in one year intervals on the same terms and conditions as contained herein.

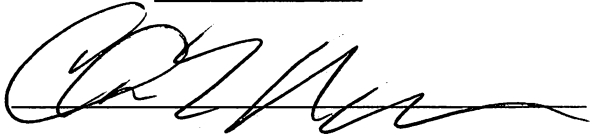
The parties agree that this Agreement shall automatically renew and be extended in one year intervals unless either party gives at least 60 days written notice of its intention to terminate and not renew this Agreement.

5. **BINDING EFFECT.** This Agreement shall bind and inure to the benefit of the successors and assigns of the parties hereto.

**IN WITNESS WHEREOF**, the parties hereto have authorized the undersigned officials to execute this Agreement as of the date first above written.

**FOR COUNTY OF GREEN:**

\_\_\_\_\_  
\_\_\_\_\_

**FOR THE** Bwa of New Glarus  
  
\_\_\_\_\_

# Green County Solid Waste Management Board

Phone: (608) 897-8605

W2002 CTH SS  
Brodhead, WI 53520

**Matthew Kauffman**  
Solid Waste Manager

**Mariah Nitz**  
Office Manager

**Rich Vogel**  
Chairman

RECEIVED FEB 09 REC'D

Dear Members,

We are writing this letter to inform you that the Solid Waste Management Board has voted to approve the enclosed contract. The approved contract includes changes to verbiage in respect to account purposes, calendar year versus fiscal year, maximum limits on outlined accounts, and collection of proportionate share rates beginning January 1, 2024.

The decision includes that each member municipality shall be billed (15%) fifteen percent of its total proportion share of current operating costs of the transfer station on a monthly basis beginning January 1, 2024 - December 31, 2024. The total proportionate share of current operating costs of the transfer station collection will be (50%) fifty percent on January 1, 2025 and then (100%) one hundred percent starting January 1, 2026.

The Solid Waste Management Board previously voted to approve that beginning January 1, 2024, each member municipality shall be billed an additional assessment of five percent (5%) of its total proportionate share of operating costs, which shall be applied to a contingency fund for ultimate closure of the Transfer Station. All amounts received will be used for the exclusive purpose of maintaining and improving the services provided and each member municipality retains their proportionate interest in all funds, buildings, vehicles and other machinery owned by the Green County Landfill.

This new contract will supersede the existing contract. Please sign and return the new contract as soon as possible. We greatly appreciate your continued support of the Green County Landfill. If you have any further questions, please feel free to contact us.

Sincerely,

GREEN COUNTY SOLID WASTE MANAGEMENT BOARD

**Matthew Kauffman**  
Solid Waste Manager

**AGREEMENT FOR UTILIZATION OF THE  
GREEN COUNTY SOLID WASTE TRANSFER STATION**

**THIS AGREEMENT** made this \_\_\_\_\_ day of \_\_\_\_\_, 2024, by and between the County of Green, a Wisconsin Municipal Corporation (hereinafter the “County”) by the Solid Waste Management Board of the County (hereinafter the “Board”) and the **Town of New Glarus**, a municipality located within Green County (hereinafter the “Municipality”).

**WHEREAS**, the Green County Solid Waste Management System was created to serve as a publicly owned cooperative association of municipalities to assist in the processing and removal of waste for local municipalities; and

**WHEREAS**, the Municipality wishes to become a member of the cooperative association and make use of the Green County Solid Waste Transfer Station (“Transfer Station”) and to share in the benefits and responsibilities that go along with membership; and

**WHEREAS**, the Municipality and the Board believe it is in the best interests of the parties to enter into an agreement for utilization of the Transfer Station; and

**NOW, THEREFORE**, in consideration of the mutual covenants and agreements set forth herein, the County and the Municipality hereby agree as follows:

**I. MAINTENANCE OF THE COUNTY SANITARY LANDFILL SITE.** The Board shall maintain the current Landfill site for use as a transfer station by the Municipality in conjunction with other participating municipalities or entities and shall monitor the day-to-day operation of the Transfer Station, and continue to establish policy and develop plans for solid waste management within Green County to ensure that an effective, efficient, and environmentally acceptable solid waste disposal site is available for use by municipalities within Green County.

**II. UTILIZATION OF THE TRANSFER STATION.** The Municipality shall utilize the Transfer Station as its exclusive means for disposal of solid waste and pay its proportionate share of the fixed, operating and surcharge costs associated with the Transfer Station as follows:

**A. FIXED COSTS.**

1. The Board shall charge, and the Municipality shall pay, the Municipality’s proportionate share of all fixed costs of the Transfer Station. Fixed Costs shall include, but shall not be limited to
  - a. Costs of land acquisition,
  - b. Building expansion,
  - c. Engineering and or fees,
  - d. Costs incurred in expanding the Transfer Station,
  - e. Licensing the Transfer Station for additional terms and other costs related to maintaining a solid waste management system for Green County,
  - f. Machinery and Equipment Purchases.
2. Debt service costs for financing of construction and land acquisition associated with the Transfer Station, whether such debt service costs are paid to the County, a lender or a participating municipality.

**AGREEMENT FOR UTILIZATION OF GREEN COUNTY  
SOLID WASTE TRANSFER STATION  
County of Green; Town of New Glarus  
Page 3**

**III. TIPPING FEES AND SURPLUS FUND.**

**A. TIPPING FEES**

1. A tipping fee will be paid by the Municipality, private waste haulers or any persons delivering solid waste to the Transfer Station.
2. Said fee shall be charged on a per ton or portion thereof basis and shall be paid by the person delivering said solid waste to the Transfer Station at the time of delivery.
3. The Board shall periodically review the tipping fee and may adjust the tipping fee accordingly.

**B. SURPLUS.** If the revenue generated by the Transfer Station exceeds the operational cost as calculated on a monthly basis, this amount will be deposited into an account not to exceed \$750,000. Any amounts over \$750,000 will be paid back to the Municipality on a proportionate basis. This surplus must be used by the Board and the Transfer Station employees for the sole benefit of the Transfer Station.

**IV. OWNERSHIP AND LIQUIDATION.** The County shall remain the record title holder of the Transfer Station. However, the Municipality shall own an equity interest in the Transfer Station. The Municipality's equity ownership shall be determined by multiplying the value of the Transfer Station by a fraction whose numerator shall be the cumulative contributions of the Municipality to the Fixed Costs associated with the Transfer Station and whose denominator shall be the total cumulative contributions of all Municipalities to Fixed Costs associated with the Transfer Station. If the Transfer Station is sold by the County, then the Municipality shall be paid its equity in the Transfer Station.

**V. TERM.** The parties agree that this Agreement shall begin the day after ratification by both parties and shall terminate on January 1, 2025. However, it is the intent of both parties that this Agreement be extended in one-year intervals on the same terms and conditions as contained herein. The parties agree that this Agreement shall automatically renew and be extended in one-year intervals unless either party gives at least 60 days written notice of its intention to terminate and not renew this Agreement.

**VI. BINDING EFFECT.** This Agreement shall bind and inure to the benefit of the successors and assigns of the parties hereto.

**IN WITNESS WHEREOF,** the parties hereto have authorized the undersigned officials to execute this Agreement as of the date first above written.

## Clerk Treasurer

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**From:** Wisconsin Towns Association <info@wisconsintownsassociation.ccsend.com>  
**Sent:** Thursday, February 8, 2024 12:31 PM  
**To:** Clerk Treasurer  
**Subject:** Culvert Inventory Update and WisDOT Training Tomorrow

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

You don't often get email from info@wisconsintownsassociation.ccsend.com. [Learn why this is important](#)



**WISCONSIN TOWNS  
ASSOCIATION**  
Empowering Town Officials

Town Officials:

First, unfortunately there has been some miscommunication coming from others regarding the culvert inventory program. Please use WTA as your “buck stops here” communication source. I will personally make you a promise that what you read and here from WTA is correct. If we somehow are incorrect at any point, which is not anticipated but mistakes happen, we will promptly correct it. Let’s deal with a couple of widespread pieces of misinformation.

- The deadline for towns to choose what method they will deploy to conduct the inventory is **APRIL 15<sup>th</sup>**. It is not February 15<sup>th</sup> as many of you have been told by others.
- You have three methods you can choose from: 1) do it yourself; 2) hire the private sector; or, 3) hire the county highway department if they are willing.
- WisDOT has set a concrete price of \$100 per culvert for the inventory. This was agreed upon by a coalition of affected parties, including the Wisconsin County Highway Association (county highway commissioners), WTA, League of Wisconsin Municipalities, and the Wisconsin Counties Association. If you choose to hire the private sector or the highway department, it is supposed to be \$100 out and \$100 reimbursed. There is not to be any kind of deal making so a town can “make money” from a cheaper price from the private sector or the highway commissioner. There is also not to be any kind of up-charging. The agreement by the aforementioned coalition has not prevented some parties (not towns thankfully) from attempting to deal make and propose up-charging. If your town has been

approached to deal make or been proposed an up-charged price, I strongly suggest that you choose not to engage in these methods. Any kind of deal making or up-charging significantly threatens the possibility of obtaining funding in future state budgets for replacing these structures.

Second, as a reminder and a follow up to a previous email, if you choose to do the inventory yourself, you will need take the training this Friday (tomorrow) from 9:00am to 10:30am live or via recording when it becomes available. The link to the training is below.

- WisDOT Bureau of Structures will hold a webinar on **Friday, February 9th from 9:00 AM – 10:30 AM** to discuss process and procedure for collecting inventory information.
- [Link to join Bureau of Structures Inventory Webinar](#)

Mike

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Wisconsin Towns Association  
W7686 County Road MMM, Shawano, WI 54166  
715.526.3157  
wtowns@wisctowns.com www.wisctowns.com

Wisconsin Towns Association | W7686 COUNTY ROAD MMM, SHAWANO, WI 54166-6086

[Unsubscribe clerk@townofnewglaruswi.gov](mailto:clerk@townofnewglaruswi.gov)

[Constant Contact Data Notice](#)

Sent by info@wisconsintownsassociation.ccsend.com



# Village of New Glarus

319 Second Street

PO Box 399

New Glarus WI 53574

(608)527-2510

[www.newglarusvillage.com](http://www.newglarusvillage.com)

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## STREET USE PERMIT # 24-ST-01

ISSUED TO: AROC of Wisconsin  
Thomas Schmock

EVENT: Timed Automobile Runs on Kubly Rd

DATES/TIMES: Saturday, May 4, 2024 from 9:00AM till 1:30PM

LOCATIONS/ 1. Elmer Road from ¼ mile south of Kubly Road to Kubly Road from  
Sugar River Bridge to Argue Road.

USES OF PUBLIC Timed automobile runs over a set course

### SPECIAL PROVISIONS FOR STREET USE PERMIT:

1. Required insurance is on file with the Village Clerk's Office.
2. State licenses are on file with the Village Clerk's Office.
3. Notify the Town of New Glarus and the Green County Sheriff's Office, since portion of event extends out of the Village limits.
4. Village Public Works Department shall provide traffic safety barricades prior to the event as used in the past
5. Village Public Works Department shall post the streets at least 48 hours prior to event to indicate "No Parking" 5/4/2024 between 8:00am to 2:30pm.
6. **This event will be held only if it complies with all recommendations of the State of Wisconsin, State Health and Human Services Department, and the Green County Health department regarding large gatherings and events at the time the event is scheduled to take place. The Village reserves the right to revoke this permit if its occurrence presents a public health risk.**

PERMIT ISSUED: 2/8/24

BY: Lauren Freeman

Lauren Freeman, Administrator



Jeff Sturdevant  
Chief of Police  
sturdevant@newglaruspolice.com

Office: 608-527-2145  
Fax: 608-527-2062  
info@newglaruspolice.com

"America's Little Switzerland"

## Village of New Glarus Application for Special Event, Permit Addendum

Timed Automobile runs on Kubly Road  
Sponsored by AROC of Wisconsin  
Date: May 4, 2024

### New Glarus Police Department Special Restrictions Addendum

- A) This permit is approved for use within the Village of New Glarus, village limits. Since a portion of this event extends out of the village limits, be sure to notify the Town of New Glarus and the Green County Sheriff's Office.
- B) Any street closures are approved as requested; New Glarus Public Works shall post the streets at least 48 hours prior to the event, indicating the following:  

**"No Parking" 05-04-2024 between 8:00 AM to 2:30 PM.**
- C) The Village Public Works Department shall provide the traffic safety barricades prior to the event as used in the past.



## PARK COMMISSION MEETING

February 21, 2024

### Minutes

Attending: Harry Pulliam, Mark Pernitz, Jason Neton, Mona Sue French, Rose Pertzborn, Kelly Ruschman, Dana Emmerton (remotely)

Excused: Chris Narveson

Also attending: Nancy Streiff, Town Deputy Treasurer; Olivia Stramara, Vierbicher; Shahnaz Shahidain.

1. **Call to Order.** Meeting was called to order by Chair Pulliam at 6:05 pm.
2. **Proof of Posting.** Streiff attested to proof of posting.
3. **Approve Minutes from January 17, 2024.** Motion to approve the minutes of January 17, 2024 by Ruschman, second by French, motion approved.
4. **Public Comments.** Several members mentioned that they received favorable comments about the recent Town newsletter. Neton stated that the cost of printing and mailing the newsletter was about \$650.
5. **6. 7. 9. Introduce Olivia Stramara. Presentation on Agenda for February 27, 2024, Community Input Night. Update on Focus Group Invitations and Advertising for Community Input Night. Consider and Possibly Approve Refreshments for Community Input Night and Focus Group Meetings.** Stramara distributed materials and led a discussion of the Community Input meeting and focus group meetings. Stramara stated that the Community Input meeting is a very structured meeting designed to get information. 34 surveys have already been returned.  
Motion to authorize up to \$125 for refreshments for the Community Input meeting and 2 focus group meetings by Neton, second by Ruschman, motion approved. Neton will purchase the refreshments.
10. **Restoration Committee Report from February 14, 2024, Town Board Meeting.** Ruschman, Neton, French and Pertzborn have been working on this committee. Ruschman presented the committee's report and recommendations at the last Town board meeting. Board was in agreement with the recommendations.
12. **Update on Fall Tree Sale Customer Orders.** We will need to coordinate delivery of trees after we receive notice that they are available.
13. **Update on Easements for Trail Along Hwy 39.** No report, Narveson was not present.
8. **Consider Recommendation to Town Board to Amend Chapter 204 Town Commissions and Boards, Park Commission, to Allow Town Staff to Take Minutes Rather than an Elected Secretary.** It was noted that the ordinance has not been followed in the past as past practice has been for the clerk to take minutes. Recently, a member has acted as secretary and taken minutes. A request was made that the exact language of any proposed ordinance amendment be provided in advance of the meeting. It was also noted that the ordinance provides for the annual election of a chair whereas past practice has been for the Town chair/board to appoint a chair. No action taken.
14. **Establish Committee to Study Signage for New Town Park.** French and Pernitz volunteered for this committee. Emmerton will participate if available.

**15. Establish Committee to Study Potential DNR Grant Opportunities per Email from Cheryl Housley.** Pulliam will contact Housley and let her know that our planning is not far enough along for this grant cycle.

**16. Discuss and Possibly Approve Proposed 2024 Park Commission Budget, to Include Funding for Newspaper Insert to Advertise Community Input Night and Refreshments for Community Input Night and Focus Group Meetings.** Pulliam will meet with Wright to get updated budget numbers.

Motion to approve expenses of approximately \$75 and 150 for printing of flier and insertion in local shopper by Ruschman, second by Pernitz, motion approved.

**17. Plan to Schedule April 17, 2024, Park Commission Meeting for 4:30 p.m., Due to Town's Annual Meeting Being at 6 p.m.**

**18. Schedule Next Meeting, March 20, 2024, at 6:00 PM**

**19. Adjourn.** Motion to adjourn by Pernitz, second by Neton, motion approved. Meeting adjourned at 7:33 pm.

Approved:

Minutes prepared by Pernitz

DRAFT

TOWN OF NEW GLARUS  
PLAN COMMISSION MEETING  
THURSDAY, FEBRUARY 15, 2024  
MINUTES

Members Attending: Chris Narveson: Chair; John Freitag, Craig Galhouse, and Robert Elkins

Absent: Reg Reis, John Ott, and Mark Pernitz

Also Attending: John Wright: Clerk-Treasurer; Jennifer and Matthew Klein (departed at 7:24 PM): applicants for land division; Sara Beth Hahner: Deputy Clerk-Treasurer; and Tim Schleeper: contract planner from Vierbicher

1. **Call to Order and Proof of Posting:** Chair Narveson called the meeting to order at 6:16 PM. Clerk-Treasurer Wright attested to proper proof of posting.
2. **Approve Minutes from December 21, 2023:** Motion to approve the meeting minutes from December 21, 2023, as presented, was made by Commissioner Galhouse; seconded by Commissioner Freitag. Motion carried 4-0.
3. **Review Certified Survey Map for Proposed 3-Lot Cluster Division of Approximately 42 acres of Land Located at N8250 Marty Road with Possible Recommendation to the Town Board** – Applicant Matthew Klein, N8250 Marty Road, stated that he and his wife Jennifer are seeking to subdivide their property by Certified Survey map (CSM) using the cluster division option. Contract planner Tim Schleeper stated that he reviewed the draft CSM that had been prepared by surveyor Kevin Pape; his letter to the Town includes a proposed draft motion to recommend to the Town Board for approval. Schleeper noted that the historical review of the property has been completed and did not reveal any restrictions. Schleeper noted that the draft CSM identifies areas of slopes greater than 20%. He recommends that the final CSM include notes about septic systems for each cluster envelope that has yet to be developed (proposed Lot 2 contains the existing home). A deed restriction should be prepared for the open space outside of the three proposed cluster envelopes and recorded at the same time as the CSM, if approved.

There followed a brief discussion regarding the initial review by the Wisconsin Department of Natural Resources of endangered species that may merit their further review or an incidental take permit. There can be no tree removal between April and May. It was noted that the elongation of the cluster envelope proposed for Lot 3 had the appearance of opposing the concept of clustering and the conservation of open space unless this was required to accommodate the existing topography of the property. Mr. Klein stated that he originally had configured the proposed lots to share a single access. He stated that he met with the Town Patrolperson, Ronald Roesslein to consider a separate access for Lot 3 (the proposed location for a new home for the Klein family). Klein's preference is for separate access points from Marty Road for each Lot; if granted, he would place all three mailboxes on a single post to reduce the stops for postal delivery.

It was noted that this proposed land division would not qualify for a detached cluster lot. There followed a brief discussion regarding the maximum slopes for a residential driveway. Long driveways may require an engineered plan. The distance between the proposed northern boundary of Lot 2 and the northern boundary for proposed Lot 3 is approximately 75' at the narrowest point. A preference was expressed by a member of the Plan Commission for the fewest number of access points which would require a shared driveway agreement be recorded for those with joint access. Because Marty Road is designated as a rustic road, the posted speed is 45 MPH.

A motion to recommend the to the Town Board the conditional approval of the land division by Certified Survey Map per the conditions identified by Tim Schleeper in his correspondence dated February 13, 2024 with clarification of shared or individual access and the enlargement of Lot 3 by the amount allowed by the open space available was made by Commissioner Galhouse; seconded by Commissioner Elkins. Motion carried 4-0. Without objection, a public hearing will be scheduled for Wednesday, March 13, 2024. The notice will be published and letters mailed to property owners within 600' of the entire property bounds.

## TOWN OF NEW GLARUS

4. **Update on Public Facilities Planning from Vierbicher** – Tim Schleeper reported that the Park Master Plan, when completed this summer, will be used as the basis for planning future public facilities, the location of cluster lots for sale, parking, etc. There was brief review of some visualizations for improving Hayes Lane, including relocating a cul-de-sac bulb to the north or east. Another option, not among the visualizations, would be to move the bulb to the west. The public input session for the Master Park Plan will be held at the New Glarus Town Hall on February 27, 2024. Information has been published in the Post Messenger Recorder and distributed via an insert in the Buyer's Guide.
5. **Continue Discussion of a Portal to be Hosted on the Green County GIS Database** – Commissioner Galhouse noted he shared an online resource with Tim Schleeper that is hosted on the Town of Springfield website of their development rights by color-coded map. Chair Narveson reported that he recently met with Rob Sommers, the Green County GIS Specialist. Galhouse recommended that the Town of New Glarus post a similar map with normal density calculations. If anyone wanted to know the potential by the cluster option, they could pay for a review by the Town of New Glarus Technical Review Committee. The packet materials included a custom GIS map that Clerk-Treasurer Wright created to illustrate contiguous acreage within the Town, by property owner, at date of ordinance. A key was included to identify the owners of property at the date of ordinance.
6. **Review Accessory Dwelling Units Presentation from UW Extension** – The materials from UWEX were those shared by Green County Board Supervisor Jody Hoesly with the Green County Board. The presentation offers solutions to current shortages in available housing in the form of Accessory Dwelling Units (ADUs) that could be within, attached or detached from the main residence on a single parcel. Green County Planning and Zoning would need to decide to add this as an option to their code before other member municipalities within their authority could consider locally. There followed a brief discussion of how this option could affect development density and open space restrictions within the Town of New Glarus.
7. **Continued Review of Sample Driveway Ordinances that Have Provisions for Field Drive Access and Farm Drive/Commercial Access** – Without objection, further discussion will be deferred until the March meeting when more members will be in attendance.
8. **Inquiries – Development Potential of Randall Shotliff Property with Duplexes or Single-Family Dwellings** – Clerk-Treasurer Wright presented an inquiry and his response regarding land division options for property owned by Randall Shotliff that he received from Lexie Harris with Exit Professional Real Estate.
9. **Continue to Discuss Town Process for Development Potential Questions** – Without objection, this item will be deferred until the March meeting.
10. **Adjourn**  
Motion to adjourn by Commissioner Freitag; seconded by Commissioner Galhouse. Motion carried 6-0 at 8:07 PM. The next meeting will be held on March 21, 2024 at 6:00 PM.

Approved:

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John Wright, Clerk-Treasurer

Town of New Glarus

Plan Commission

	Term Expires	Proposed Term End
Chris Narveson, Chair	4/15/2025	NA
Robert Elkins, if re-elected April 2, 2024	4/16/2024	4/14/2026
John Ott	4/16/2024	4/20/2027
Reg Reis	4/16/2024	4/20/2027
John Freitag	4/16/2024	4/20/2027
Craig Galhouse	4/16/2024	4/15/2025
Mark Pernitz, if elected April 2, 2024	4/16/2024	4/14/2026

## **PLAN COMMISSION**

The Town of New Glarus Plan Commission as appointed by the Supervisors of the Town of New Glarus. The Plan Commission shall consist of seven members. Initially three members shall be appointed to three-year terms, two to two-year terms and two to one-year terms. Thereafter the members shall be appointed to three-year terms. The Plan Commission shall review subdivisions as outlined in this chapter and make recommendations to the Town Board. (See "Technical Review Committee.")