

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.

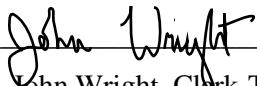
It was noted that this proposed land division would not qualify for a detached cluster lot. There followed a brief discussion regarding the maximum slopes for a residential driveway. Long driveways may require an engineered plan. The distance between the proposed northern boundary of Lot 2 and the northern 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: March 21, 2024

  
\_\_\_\_\_  
John Wright, Clerk-Treasurer