

TOWN OF NEW GLARUS
PLAN COMMISSION MEETING
THURSDAY, MARCH 21, 2024
MINUTES

Members Attending: Chris Narveson: Chair; John Freitag, Craig Galhouse, Robert Elkins, Mark Pernitz; and Reg Reis (arrived at 6:03 PM)

Absent: John Ott

Also Attending: John Wright: Clerk-Treasurer; Jennifer and Matthew Klein (departed at 6:37 PM): applicants for land division; Sara Beth Hahner: Deputy Clerk; Ron and Kegan French (departed at 6:22 PM): Town residents; and Tim Schleeper: contract planner from Vierbicher

1. **Call to Order and Proof of Posting:** Chair Narveson called the meeting to order at 6:00 PM. Clerk-Treasurer Wright attested to proper proof of posting.
2. **Approve Minutes from February 15, 2024:** Motion to approve the meeting minutes from February 15, 2024, as presented, was made by Commissioner Freitag; seconded by Commissioner Galhouse. Motion carried 5-0.
3. **Discuss and Possibly Recommend to the Town Board the Approval of the 3-Lot Cluster Division of the Klein Property, by Certified Survey Map, as Referred by the Board to the Plan Commission Following the March 13, 2024 Public Hearing for Plan Commission Review for Compliance with the Definition of Cluster Development per §110-5** – Chair Narveson provided a summary of the discussion held at the March 13, 2024 public hearing and regular Town Board meeting that followed. He noted that Commissioner Galhouse confirmed that the amendment of Chapter 110 in 2020 did place a maximum size upon a cluster envelope of 2.0 acres. Tim Schleeper, planner with Vierbicher, stated that the restriction was to concentrate building sites by drawing them closer together. It was noted that the minimum amount of open space to be preserved is 85%. Schleeper stated that what the Kleins had proposed to the Plan Commission last month is consistent with the current land division and subdivision code. Schleeper noted that an approved cluster division [CSM 4995 approved in 2016] to the southeast of the subject property similarly stretched cluster envelopes to establish contiguity. There followed discussion of and preference for shortening and broadening the link between the cluster envelope within the proposed Lot3 and the cluster envelope in proposed Lot 2 as well as a preference to move the cluster envelope within proposed Lot 3 away from the ridge and towards the grove of trees to the west.

It was noted that when the original configuration was reviewed by the Joint Town/Village of New Glarus Extraterritorial Zoning Committee [who have plat review for this property] expressed a preference for relocating the cluster envelope within proposed Lot 1 further to the east of Marty Road. The preferred standard is 80 feet; the Committee accepted a compromise of 70 feet. It was noted that one of the possible driveway locations sited by the Town Patrolperson would result in the loss of multiple, mature trees, which was discouraged. Schleeper introduced the revised draft Certified Survey Map (CSM) that adjusted the distance and shape of cluster envelopes within proposed Lots 3 and 2 and the setback distance for the cluster envelope within proposed Lot 1. Clerk-Treasurer Wright stated that Attorney Hazelbaker, representing the Town, had indicated that no second public hearing was required if the Plan Commission makes a new recommendation to the Town Board to approve or conditionally approve the revised draft CSM. Schleeper noted that the Plan Commission and Board may want to revise Chapter 110 at a future point in time to avoid these situations again. There followed a brief discussion as to how many access points were requested and their proposed location(s).

A motion to recommend to the Town Board the approval of the land division, by the revised Certified Survey Map, was made by Commissioner Pernitz; seconded by Commissioner Galhouse. Discussion: There was a discussion of the intent of the 1999 amendment to the Land Division and Subdivision code, which allowed for the clustering scenario, was to concentrate building sites and to preserve open space that includes arable farm land. According to Mr. Klein, the proposed building site on the ridge will preserve more farmland than relocation to the west by the grove of trees. Motion carried 6-0.

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4. **Consider and Possibly Recommend to the Town Board the Approval of Three Separate Driveway Access Points to Serve the Three Proposed Residential Cluster Lots for Klein** – Chair Narveson stated that the Plan Commission had previously recommended that the Board approve one joint and one individual access. Applicant Matt Klein stated that he met with Patrolperson Roesslein to identify options for access with emphasis on safety. The locations were marked on the pavement and are reflected on the document in tonight’s packet. If the secondary goal, beyond safety, is to minimize the stops for services, then the applicant is willing to cluster mailboxes at a single location and to draft a restrictions and covenants document that would identify a singular location for future school bus pickup/drop off. Mr. Klein pointed out the proposed access locations on a projected, aerial image (visible to those in attendance in-person and virtually via Zoom). It was noted that page 3 of the proposed, revised CSM shows the location and dimensions of the access through proposed Lot 2 to proposed Lot 3. Schleeper stated that the shed to be built within the proposed Lot 2 will need to be contained within the cluster envelope [unless dedicated exclusively for agricultural purposes]. It was noted that granting more individual access points on the east side of Marty Road may lead to future conflicts when development occurs on the west side of Marty in the future.

A motion to rescind the recommendation of the Plan Commission to the Town Board approved at the February 14, 2024 meeting for one joint and one individual access and to instead recommend to the Town Board the approval of three separate driveway access points as proposed by the applicant was made by Commissioner Pernitz; seconded by Commissioner Freitag. Motion carried 5-0.

5. **Discussion and Possible Action to Authorize the Town Chair to Sign a Draft CSM for a Neighbor Exchange Between Wyttenbach and Roth, Valley View Road** – Tim Schleeper provided a brief overview of what is being proposed. The applicant or agent were not present to answer questions. The neighbor exchange involves the reconfiguration of four pre-Ordinance parcels, each with the potential of a residential building site. Two lots have existing homes. The proposal would eliminate one building through the consolidation of two parcels owned by Wyttenbach, one which contains a residence and the other a residential accessory structure. It is the understanding of the Town that this neighbor exchange is requiring a signature by the Town due to a decision by the Green County Zoning Administrator. Ordinarily, the Town has no authority over neighbor exchanges when no new lots are created [§236.45(2)(am)(3)]. Schleeper had requested the item to be added to the Plan Commission agenda to encourage the applicant or their agent to record a joint driveway agreement to provide access to the existing Wyttenbach parcels and the proposed buildable lot to the southeast. There followed a brief discussion regarding the preference that the reconfiguration of the existing parcels result in a residential building site that conforms to existing standards (i.e., that it is at least 2.0 acres in size). There was discussion as to whether the Town could withhold signing the Certified Survey Map (CSM) in order to require the reconfigured, buildable lot to be legal/conforming. It was noted that page 2 of the proposed CSM eliminates an access agreement contained within the pre-ordinance CSM. It was further noted that the landowners identify which lot loses a building site.

A motion to recommend to the Town Board that they authorize the Town Chair to sign the proposed 3-lot CSM conditioned upon the proposed Lot 3 conform to current standards for a residential building site, that a joint driveway agreement be recorded with the CSM, and that the loss of a potential residential building site be acknowledged and its locations identified, was made by Commissioner Freitag; seconded by Commissioner Pernitz. Motion carried 5-0.

6. **Update on Public Facilities Planning from Vierbicher** – Tim Schleeper reported that all community input sessions have been completed. Olivia Stramara at Vierbicher will be incorporating this feedback and will base planning documents upon those results. There followed brief discussion of the community input sessions. It was noted that the Town of Exeter donated two portable restrooms to the Town of New Glarus. According to Chair Narveson, those have already been delivered to the future park site. Elliot Buol will continue to lease the arable portions of the property for planting and harvesting purposes. There was brief discussion regarding the interest expressed by the Haffner family to purchase land surrounding the farmette

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they purchased from the Town and the possible impact that may have upon the proposed sale of the remaining residential cluster lot potential for the property retained by the Town.

7. **Continued Discussion of a Portal to be Hosted on the Green County GIS Database** – Schleeper stated that there has been no progress on this project. A static map hosted on the Town of Springfield website was presented to those in attendance and was included in the packet. The Town could host a similar map that identifies the contiguous properties at date of ordinance, the number of large lot potential at that time, and the remaining potential, if any. If anyone is interested in the cluster option development potential of a property, they should be referred to the Technical Review Committee. Without objection, Schleeper will provide an update at the April meeting.
8. **Continued Review of Sample Driveway Ordinances that Have Provisions for Field Drive Access and Farm Drive/Commercial Access** – The members stated the need to define commercial and field road drives/access in order to set a policy, permitting, and standards of construction. Schleeper stated that the priorities, in descending order of importance, are safety (sight lines, etc.), stormwater management (culverts, etc.), and the protection of Town rights-of-way. It was noted that field road accesses and permitted non-residential accesses sometimes become residential use without proper permitting or adherence to the standards prescribed in Chapter 36. It was reasoned that any driveway leading to an improvement should require a permit. Schleeper stated that any language used to define these standards needs to be flexible in order to accommodate changes of use in the future. Commissioner Pernitz reviewed standards presented at the December 21, 2023 Plan Commission meeting. He concluded that the first step should be to define what a field road/access is. The members considered whether existing field road access points should be issued a permit without charge, but to possibly add a new permit cost to the fee schedule for those who may request a field road access in the future. Commissioner Reis thought the term utility may be considered to describe non-residential drives and access points. The packet materials included a draft amendment prepared by Mark Hazelbaker, the Town's contracted attorney which the members reviewed.
Motion to combine the attorney draft language, with edits to reduce the length, within the current version of Chapter 36 for review at the April meeting was made by Commissioner Galhouse; seconded by Commissioner Freitag. Motion carried 6-0.
9. **Discussion of Comprehensive Plan implementation Actions** – Commissioner Galhouse provided an update on what steps the Town Plan Commission has taken to date. It was noted that the Master Park Plan will impact the Comprehensive Plan, once that has been completed and approved by the Board. Chair Narveson stated that the Towns Association will have training available at the Law and Justice Center in Monroe, Wisconsin on May 18, 2024 from 9 AM until 2 PM. There originally was to have been a live presenter, but the training will now be by a recording. It was further noted that the Joint Extraterritorial Zoning Committee has an annual reporting requirement.
10. **Inquiries**
 - a. Vike-Steinich about Zentner Road development process – Wright stated that he had received an email inquiry about separating the existing residence on this property from the horse facilities in order to build a second home. That email and Wright's response were contained in the packet.
 - b. Inquiry from Exit Real Estate about Shottliff property – Wright briefly reviewed the request for Town staff to meet with Exit Real Estate staff to discuss the residential development potential of this property. Per the included email exchange, Wright referred Ms. Harris to schedule a meeting with the Technical Review Committee for further guidance.
11. **Update on Plan Commission Terms** – Wright reminded the group that six Commission member terms are set to expire in April of this year. Chapter 110 states the Town policy that there should be three overlapping terms so that a quorum of the body does not lapse in the same year. He presented proposed terms based upon those members who were/will be elected to the Town

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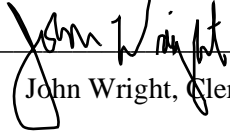
Board, regular members appointed to the Commission, and the preference expressed by Commissioner Galhouse to serve until 2025.

12. **Continue to Discuss Town Process for Development Potential Questions** – There was no discussion on this topic this month.

13. **Adjourn**

Motion to adjourn by Commissioner Freitag; seconded by Commissioner Pernitz. Motion carried 6-0 at 8:13 PM. The next meeting will be held on April 18, 2024 at 6:00 PM.

Approved: April 18, 2024



John Wright, Clerk-Treasurer