

TOWN OF NEW GLARUS
PLAN COMMISSION MEETING
THURSDAY, APRIL 18, 2024
MINUTES

Members Attending: Chris Narveson: Chair, Craig Galhouse, Robert Elkins, Mark Pernitz, John Freitag (arrived 6:33PM)

Absent: Reg Reis, John Ott

Also Attending: Sara Beth Hahner: Deputy Clerk; Tim Schleeper: contract planner from Vierbicher; Ashley Haffner

1. **Call to Order and Proof of Posting:** Chair Narveson called the meeting to order at 6:00PM. Deputy Clerk Hahner attested to proper proof of posting by Clerk-Treasurer Wright.
2. **Approve Minutes from March 21, 2024:** Motion to approve the meeting minutes from March 21, 2024, as presented, was made by Commissioner Pernitz. Second by Commissioner Elkins. Motion carried 4-0.
3. **Update on Roth/Wytenbach Neighbor Exchange:** Chair Narveson reported that the Town Board authorized the Chair to sign the draft Certified Survey Map (CSM) and to grant the same residential building rights afforded the legal non-conforming pre-ordinance parcel that will be enlarged by the proposed CSM on the undeveloped Lot 2 of the CSM.
4. **Reminder of Wisconsin Towns Association Training for Comprehensive Plans on May 18, 2024, in Monroe:** Chair Narveson provided an update. A speaker has been booked to present the training in-person. Chair Narveson encouraged Commissioners to attend the training.
5. **Master Park Plan Update:** Chair Narveson stated that Concept Plan #1 of the Master Park Plan was presented at the Parks Commission Meeting on April 17, 2024. Commissioner Pernitz stated that a “Walk Around” at the future park site is scheduled for May 11, 2024, and that Concept Plan #2 will be presented at the next Parks Commission Meeting on May 15, 2024. Pernitz pointed out the opportunity to utilize the Concept Plan to further support grant applications. There was a discussion about expanding the Town budget to include the development and ongoing maintenance of the property. Commissioner Galhouse stated there could be certain items eligible for coverage by impact fees. Galhouse questioned if the Town would consider protecting park views/vistas when the Comprehensive Plan is reviewed.
6. **Update on Public Facilities Planning from Vierbicher:** Tim Schleeper, Contract Planner from Vierbicher, reported that the facilities planning is pending the Town’s anticipated timeline for construction of the roadways and the location of new Public Works building on the property. Schleeper pointed out that in Concept Plan #1 of the Master Park Plan, the roadways are designed to be curved as opposed to straight roadways, and that he approves of the intended curved design of the roadways. Schleeper also pointed out that, with the current lot shape of the farmette, the Town may want to consider a neighbor exchange between the Town and the farmette property owner, depending on final plans for roadways and buildings.

- 7. Discuss Standards for Commercial Development Within Chapter 110 Land Division and Subdivision:** Chair Narveson stated there is a need for updating open space in Chapter 110 and to have a plan for commercial development. There followed a discussion about what would be considered suitable types of commercial development (retail, small business, contractor, industrial) and if commercial development should be restricted to only certain areas or corridors. During this discussion, the Commissioners reviewed a map called “Village of New Glarus – Town of New Glarus Extraterritorial Zoning” (ETZ). Chair Narveson pointed out the ETZ extents within the Town as well as focusing upon the Agricultural Transition (AT) District locations immediately surrounding the Village on the map. There followed a discussion about Green County commercial zoning and what is currently permitted under agricultural zoning. Commissioner Galhouse indicated it would be possible to consider amending the Comprehensive Plan and hold a public hearing. Chair Narveson stated that any location considered for commercial development have access to public utilities or a plan to provide them. Motion by Commissioner Galhouse to review and discuss the current Comprehensive Land Use plan at the May 16, 2024, Plan Commission Meeting. Second by Commissioner Freitag. Motion carried 5-0.
- 8. Continue Discussion of a Portal to be Hosted on the Green County GIS Database:** Tim Schleeper, Contract Planner from Vierbicher, stated he would present cost estimates at the May 16, 2024, Plan Commission Meeting.
- 9. Continue Review of Sample Driveway Ordinances that Have Provisions for Field Drive Access and Farm Drive/Commercial Access:** Commissioner Galhouse provided a brief history of the review to date. Currently, Chapter 36 only defines a residential driveway. There followed a discussion of private driveway types (dwelling driveway, field road, field access, commercial) and what types of driveways should be defined if they connect to a Town road. Also discussed was which type of driveway would then require a permit based on its use; if a driveway leads to an improvement on the property would that further define the type of driveway. Tim Schleeper suggested provisions be included that protect the Town roads, such as culvert requirements per driveway type, as well as provisions for safety, traffic sight lines when determining the location of the driveway, depending on the driveway type. There followed a discussion as to whether amendments to Chapter 36 might affect Chapter 110. Motion by Commissioner Galhouse to continue with current driveway definitions in the redline copy of Chapter 36 and propose language specifications for “field access” to review at the next Plan Commission meeting. Second by Commissioner Pernitz. Motion carried 5-0.
- 10. Inquiries – Larry and Linda Disch about Splitting 2.0 Acres by CSM from Parcel 23024 0110.1800:** Chair Narveson provided a summary of the communication received by the Town. Commissioner Galhouse stated that it appears what is needed is an easement. Tim Schleeper stated that the matter appears to be an inquiry at this time.
- 11. Continue to Discuss Town Process for Development Potential Questions:** Tim Schleeper stated there is a process in place that involves using a checklist and submitting a proposal, and interested parties should be encouraged to utilize that process instead of repeated inquiries. Commissioner Elkins requested a hard copy of the current Chapter 110. There

followed requests from other Commissioners for a hard copy of Chapter 110 as well as the current Comprehensive Plan. Deputy Clerk Hahner offered to make hard copies of both documents for all seven members and include them in the meeting packets for the May 16, 2024 meeting.

- 12. Adjourn: Motion** to adjourn by Commissioner Freitag. **Second** by Commissioner Pernitz. **Motion carried** 5-0 at 8:00 PM. The next meeting will be held on May 16, 2024, at 6:00 PM.

Approved: May 17, 2024

Sara Beth Hahner
Prepared by: Sara Beth Hahner, Deputy Clerk