

TOWN OF NEW GLARUS
PLAN COMMISSION MEETING
THURSDAY, JANUARY 21, 2021
MINUTES

Members Attending in Person: Chris Narveson: Chair

Members Attending Virtually: John Freitag, Craig Galhouse, Robert Elkins, Mark Pernitz; and John Ott

Absent: Reg Reis

Also Attending: John Wright (virtually): former Town planner; Roger Arn (in person, arrived at 7:03 PM and departed at 8:23 PM); Tim Schleeper (virtually): contract planner from Vierbicher; Bob Talarczyk (virtually, departed at 7:49 PM): surveyor for developer; Brian Schneider (virtually, joined at 7:08 PM): owner/developer for proposed plat of cluster lots; and Jim Hoesly (virtually, joined at 7:34 PM): Town Board Supervisor

1. **Call to Order** – Chair Narveson called the meeting to order at 7:00 PM
2. **Proof of Posting** – Chair Narveson attested to proper proof of posting.
3. **Approve Minutes from November 19, 2020.** Motion to approve the meeting minutes from November 19, 2020, as presented, was made by Commissioner Ott; **seconded by** Commissioner Galhouse. **Motion carried 6-0.**
4. **Public Comments** – There were no public comments.
5. **Discuss Argue Road Development Plans** – Chair Narveson stated that the cluster development option is available for this property with up to six potential lots. There followed a discussion regarding access standards that are determined by the number of lots proposed and the phasing of sales/development. Planner Schleeper stated that four cluster lots would require dedication of road right-of-way for the private driveway or road serving the proposed lots. A fifth lot would require that the private access be built to Town road standards, but would not require dedication of that road to the Town or imply acceptance by the Town, if requested.

Schleeper shared a topographic map with five proposed lots, via Zoom screen sharing, that was submitted by the developer Brian Schneider. It was noted that the short cul-de-sac to the south (labeled Town Road) should be sufficient to comply with Town standards and that lots to the north can be served by a proposed private road. Developer Schneider stated that his plan is to submit a preliminary plat that lays out all five lots and cluster envelopes. He stated that he has no immediate plans to install a road. Instead, he will likely sell proposed Lot 1 first, to be served by a private driveway. Once sold, construction of access to the other four proposed lots could follow within one to two years. He noted the preference expressed by the Jennrich family to locate the subdivision farther from their existing home, hence the decision to develop only five of the six lot potential.

There followed a discussion as to whether the phasing of road development could be addressed solely by the Developer's Agreement or whether an engineering plan for future access would be required simultaneously with the approval of the Preliminary Plat. Schleeper shared a marked up version of the concept plan that was provided by Schneider with approximate grades along the private road and locations where the slope would be in excess of 20%. In addition to requiring engineering to keep the slopes within Town standards, special attention would also be required to address drainage challenges, according to Schleeper. Schneider stated that potential buyers may opt to buy more than one lot to increase the distance between their future home and others. In this scenario, Schneider thought those lots could be served by a private driveway. If those with more than lot decide to sell for development, they would be responsible for constructing the

access to Town road standards instead. There followed a brief discussion regarding the application process, the application fee, and collection of an escrow. Without objection, the members present allowed for item 8 to be advanced next in the agenda.

8. **Discuss Lot Potential in ETZ** – Planner Schleeper presented the Village of New Glarus Extraterritorial Zoning Map by Zoom screen share. He noted that the Roger Arn land is within the A-P District of the Village, which can be developed by normal or cluster density options. Schleeper recalls that approximately 275 acres were contiguous at date of Ordinance: October 13, 1997. By normal density standards, there would be 6 large lots (35 acre divisor), one of which has been sold and one that contains the existing homesite. The cluster density requires a minimum of 2.0 lots with 85% deed restricted open space. Of the land retained by Arn, the cluster lot potential should be 18 with one lot containing the homesite as an attached or detached lot. Wright had the land division database available. Per the 1997 assessment roll, Arn had 277.64 contiguous acres. Lot 1 of CSM 4371 was sold, so requires 35 acres to be deducted from the total acres that can be developed. Currently, the split computation calculates the homesite as a large lot, but if Arn retains ownership, it could be reconfigured as an attached or detached cluster lot as the original homesite existed prior to the date of ordinance adoption.

It was noted that the location of the land may make it eligible for future annexation into the Village. It was recommended that the location of any normal density or cluster density lots take this into account as those who purchase the lots may reject easements to allow for the extension of Village services if some or all of the remaining land is annexed. Planner Schleeper noted that without a concept plan to consider, there could be little feedback at this time from him or from the Plan Commission members. There followed a brief discussion for possible configurations that can be served by private driveways instead of roads built to Town of New Glarus standards. Schleeper stated that large, contiguous properties such as the Arn lands should not be subdivided piecemeal, but in a planned manner, even if the plan is a simple concept so as to avoid future complications. Wright inquired whether the major/minor standard had been updated since he left the Town employ at the end of 2011. If the number of lots defining a major had been lowered, the next cluster of three or four lots (that includes the homesite), might require defining the open space and the location of buildable lots [Note: the updated standard was adopted on August 11, 2015 that defines a major subdivision as five or more lots and a minor as four or fewer lots]. It was noted that the Village will have review and zoning authority over any development of this land.

6. **Presentation of Database Updates:** John Wright presented a brief summary of updates to the database and his coordination with Clerk-Treasurer Wahl. Everything currently available within the Section folder files (through 2015) has been scanned and incorporated into the Access database. Wright had met with Commissioner Galhouse to review the database. The two noticed that some affidavits had been prepared for owners of property divided post-ordinance in addition to those filed for the original owners at date of the ordinance adoption. However, this was applied inconsistently as some affidavits for land purchased post-ordinance with development potential did not have affidavits recorded. Wright referred to a two-page document he prepared for the packet of identified issues for which he was seeking guidance on what to do next to make the resource a more useful tool for the contracted planner, Plan Commission, and Technical Review Committee. It was further noted that split computations were not always updated by the appointed Deputy Clerk/Planner once Wright left on December 31, 2011. Wright has not updated those computations when assembling the Access database. There followed a discussion regarding the impact of properties sold with deed restrictions for which no affidavit was recorded by the Town with the Green County Register of Deeds.

Motion to 1) identify any records that may have changes between the date of the 1997 assessment roll until the adoption of the Land Division Subdivision Ordinance on October 13, 1997, 2) do a sweep of office records to incorporate those paper records into the Section files and the Access database, 3) install updates for Market Drive so Access records match those in the assessment software database and 4) involve Tim Schleeper to orient him as to how the Access database is organized was made by Commissioner Galhouse; seconded by Commissioner Pernitz. Motion carried 6-0.

7. **Discuss Non-Contiguous Parcel Split Computations** – Two properties were discovered that were single parcel numbers, but the remaining portions of land were no longer contiguous. Commissioner Galhouse presented both examples that had the land division potential calculated by as total contiguous acres of all parcels, but the GIS mapping prepared by Wright revealed a gap between portions of the same parcel number that makes them non-contiguous. Without objection, these will be handled on a case-by-case basis when an owner or agent asks about their development potential.
9. **Schedule Next Meeting Date as needed, currently listed for February 18, 2021 @ 7 pm**
10. **Adjourn** – Motion to adjourn by Commissioner Ott; seconded by Commissioner Freitag. Motion carried at 9:16 PM.

Approved: June 20, 2024

Transcribed from Zoom recording by John Wright, Clerk-Treasurer

