

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

Members Attending: Chris Narveson (Chair), Robert Elkins, Mark Pernitz, John Ott, Craig Galhouse, and Reg Reis (arrived at 6:01 PM)

Absent: John Freitag

Also Attending: John Wright, Clerk-Treasurer; Tim Schleeper: contract planner from Vierbicher, and Ashley Haffner: Town of New Glarus resident (departed at 6:14 PM)

1. **Call to Order and Proof of Posting**: Chair Narveson called the meeting to order at 6:00 PM. Clerk-Treasurer Wright attested to the proper proof of posting.
2. **Approve Minutes from June 20, 2024**: Motion to approve the meeting minutes from June 20, 2024, as presented, was made by Commissioner Galhouse; seconded by Commissioner Elkins. Motion carried 5-0.
3. **Master Park Plan Adoption Update** – Chair Narveson reported that the Plan was approved at the July 10, 2024 Town Board meeting with amendments to accommodate interior trails in order to transfer the Wisconsin Department of Natural Resources Grant from the STH Highway 39 to Durst Road segment to the Town Park interior. Commissioner Ott noted that the potential residential cluster option lots are not included in the adopted Plan. Narveson stated the Plan can be amended once test holes determine the best location for municipal buildings. Narveson provided an update on the agreement between the Town and Village of New Glarus regarding the possible sale of the Town Hall. The offer to purchase is contingent upon the Village receiving the Flexible Facilities Program Grant. It was noted that discussions between the Town and Village will continue if the grant is not awarded, but the Town's Letter of Intent will be nullified. It was further reported that no firm decisions about the access to the Town property has been made (formerly Hayes Lane).
4. **Continued Discussion Regarding Standards for Commercial Development Within Chapter 110 Land Division and Subdivision** – The item was not added to the July 10, 2024 Town Board agenda for discussion or action in order to direct the Plan Commission to review the Town Comprehensive Plan for commercial opportunities, the sunset date of open space, etc. Without objection, the item will be referred to the Town Board for their August 14, 2024 meeting.
5. **Continued Discussion of a Portal to be Hosted on the Green County GIS Database with Possible Action to Recommend Estimate to Town Board for Approval** – Contract planner Schleeper reminded the group about the proposal from Vierbicher that he presented at the June 20, 2024 meeting to produce a map of the 35 Sections of the Town. Because action was deferred until this meeting, the proposed timeline for completion will be delayed until the Town Board approves this or another proposal. Schleeper stated the map resource, if approved, could be posted to the Town website and/or may be posted to the Green County GIS website if County agrees to host it. Commissioner Elkins asked who would update the map, if approved. Schleeper stated that it depended upon the approved format: if in the native GIS, then Vierbicher would update; if it is a static map posted to the Town website, then anyone who can amend Acrobat files would be able to make updates. There was a reminder that the history of land development is a resource that was developed by the Town and is organized in an Access database. The database has been maintained by Town staff and changes shared with Vierbicher.

Commissioner Galhouse wondered if a beta test would be possible in order for Plan Commission and Town Board members to review before the resource was posted live for public consumption. It was noted that this resource may save Town staff time answering development inquiries from residents, realtors, developers, etc. There followed a brief discussion of the probable impact upon development in the Village of New Glarus once a new water tower is erected. Chair Narveson asked if the members would support a request for the Town Board to continue discussions with the Village of New Glarus

Board regarding a cooperative boundary agreement. Potentially, such an agreement would simplify approval of developments within the Village's extraterritorial plat review jurisdiction. There was no opposition voiced. Commissioner Reis recounted the use of a disinterested third party (Mike Powers who served the State Assembly and Green County Board) in past negotiations with the Village, which Reis felt facilitated the process.

Motion to recommend for the Town Board to approve the expense for Vierbicher to develop the six Sections of the Town within the Village of New Glarus extraterritorial zoning jurisdiction as a pilot GIS map to graphically represent the remaining normal density development potential by Commissioner Galhouse; seconded by Commissioner Reis. Motion carried, 6-0. There followed a brief discussion that it is an applicant's obligation to prove development potential rather than that of the Town. Schleeper noted that in the City of Madison, applicants must present 60 years of title work as part of their petition to develop a property.

6. **Continued Review of Sample Driveway Ordinances that Have Provisions for Field Drive Access and Farm Drive/Commercial Access** – Although the online packet contains the current version of Chapter 36 and the proposed changes, paper copies had not been printed or inserted into tonight's packet. In spite of this limitation, Schleeper reported that he rearranged the existing chapter into three "chunks" in an effort to better organize the information. There followed a brief discussion of those who are seeking only an approved access and not approval of a driveway, leading to an improvement. As an example, some who are marketing residential lots feel an approved access will facilitate a sale. Commissioner Elkins expressed his concern that if the process for granting field access is made too difficult, no one will apply. It was noted that multiple entities may be driving into the same field, so finding who caused damage to the public way is made more difficult. It was further noted that an approved access for a future residential use lot does not guarantee that the driveway itself will be approved at a future date. It was stated that field access typically has lower standards for sight lines, which would be inappropriate for future access if developed for residential, commercial, or manufacturing purposes.

During the review of the proposed changes to Chapter 36, it was noted that the list of Town lanes did not include the entire current Town inventory with that designation. Those present discussed whether it would be better to list the entire inventory or not list any and only refer generally to public ways with this designation. There followed a discussion of the need in an update to the Town Comprehensive Plan to include a future roads map.

Motion to approve Vierbicher to the list all lanes in the draft revision of Chapter 36 to facilitate further discussion prior to attorney review by Commissioner Galhouse; seconded by Commissioner Reis. Motion carried, 6-0.

7. **Update on Zentner Road Development of Lot 2 of CSM 3452 with Cluster Potential: Neighbor Exchange** – Wright stated that the Town does not have approval authority over neighbor exchanges and that this was shared by the surveyor as a courtesy. This property was sold piecemeal by the Klossner family. Lot 1 was sold to the Andersons, which placed an open space deed restriction upon Lot 2 of CSM 3452 that was subsequently sold to the Steinich family, leaving a four cluster lot development potential available for Lot 2. According to surveyor Talarczyk, the owners of Lot 2 of CSM 3452 will be seeking to subdivide only three lots of cluster density at a date in the near future. By not developing a fourth cluster lot, the owners will avoid the need to build the shared driveway to a Town road standard.

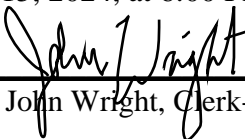
8. **Inquiries/Staff Questions**

- a) Realtor inquiry regarding development potential of tax parcel 23024 0131.0200 containing approximately 127.560 acres – Clerk-Treasurer Wright reviewed his response to Realtor Dillon Muth regarding publicly available records that reflect the development potential of property without rendering a definitive determination. It was noted that the contiguous acreage at date of ordinance was comprised of two separate Certified Survey Lots (Lot 1 and Lot 2 of CSM 1576) that were recorded pre-ordinance. Consequently, when Wright was the Deputy Clerk/Plan Administrator for the Town in the past, he created two development potential scenarios: one that calculated only the

potential for Lot 1 and the other for the combined acreage for both lots. There followed a brief discussion with opinions aired, but no action due to the fact that no proposal has been presented to the Commission to consider.

- b) Question from Clerk-Treasurer about development potential for a single tax parcel composed of two Certified Survey Maps (CSMs) recorded prior to October 13, 1997 – Wright reported that this single tax parcel contains two separate lots defined pre-ordinance by CSM 171 and CSM 558. It was discovered when issuing a building permit when legal descriptions are reviewed by Town staff to ensure what is proposed conforms with local standards (e.g., not in deed-restricted open space, a lot that cannot fulfill setback standards, etc.). No action is necessary since the current owner has not presented a plan to develop Lot 1 of CSM 558.
 - c) Inquiry about development potential for parcel 23024 0255.0000 of 154.17 acres as defined as Lot 1 of Certified Survey Map 5695 – Wright reported that real estate agent Lexie Harris shared the recorded survey of the Hefty-Blum property discussed at previous meetings. Wright’s response by email to Harris explains how normal and cluster density are determined mathematically. However, those calculations are not a definitive answer to development potential which must be determined by the Plan Commission, the Town Technical Review Committee, or by the contract planner from Vierbicher. The recorded survey contains 154.17 acres that were contiguous under single ownership at date of ordinance. The split computation created by the Town in 2008 assumed 153.00 acres as the basis for development. The difference in acreage does not change the assumed development potential by normal or cluster density.
 - d) Inquiry from individual prior to submitting an Offer to Purchase 6.7 Acres located on Pioneer Road to possibly Use as a Wedding Venue, Defined by Lot 2 of Certified Survey Map 985 – Wright reported that he received this inquiry by phone. However, he conducted a special assessment certification request for an adjacent parcel and included an email to his contact at Ekum Title in the packet about the challenges for both properties. Both are bisected by Pioneer Valley Creek and partially within Zone A as defined by FEMA flood insurance maps. Commissioner Galhouse stated that within the Agricultural District of Green County Zoning, a Conditional Use Permit could potentially be granted for a season event center between May 1 and October 31 annually. No action is necessary at this time. Instead, this and the following report illustrate the physical challenges of numerous lots within the Town with development potential.
 - e) Inquiry about parcel 23024 0018.3000 of 4.0 acres defined by metes and bounds – Wright responded to multiple inquiries about a parcel along STH 69 that had been zoned within the Commercial District in the past by Green County. The property is dominated by hydric soils that normally indicate a wetland, is bisected by Spring Valley Creek, and is mostly within Zone A of a FEMA defined floodplain. It is unknown whether the Wisconsin Department of Natural Resources would allow filling within this location to increase the utility of the property. No proposals have been received for the property, so no action is necessary.
9. **Adjourn** – **Motion** to adjourn by Commissioner Pernitz; **seconded** by Commissioner Elkins. **Motion carried** at 7:53PM. The next meeting will be held on August 15, 2024, at 6:00 PM.

Approved: August 15, 2024



John Wright, Clerk-Treasurer