

TOWN OF NEW GLARUS  
PLAN COMMISSION MEETING  
THURSDAY, AUGUST 15, 2024  
MINUTES

Members Attending: Chris Narveson (Chair), Robert Elkins, Mark Pernitz, John Ott, Craig Galhouse, and John Freitag (arrived at 6:06 PM)

Absent: Reg Reis

Also Attending: John Wright, Clerk-Treasurer; Sara Beth Hahner: Deputy Clerk; 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 the proper proof of posting.
2. **Approve Minutes from July 18, 2024:** Motion to approve the meeting minutes from July 18, 2024, as presented, was made by Commissioner Elkins; seconded by Commissioner Ott. Motion carried 5-0.
3. **Town Board Discussion/Action Regarding Direction to Plan Commission for Comprehensive Plan** – Chair Narveson reported that the Town Board held a discussion at their regular meeting yesterday. Narveson noted that Supervisor Pauli was absent and Supervisor Streiff wanted additional time to consider possible goals for the Plan Commission regarding commercial development and possible amendments to the Comprehensive Plan. The item was deferred until the September meeting for further discussion.
4. **Town Board Discussion/Action Regarding Approval for Vierbicher to Produce Development Mapping for Six Sections Within the Village of New Glarus Extraterritorial Zoning Jurisdiction** – Chair Narveson reported that the Board approved the proposal for mapping six sections within the Village Extraterritorial Zoning jurisdiction (ETZ) as presented by Vierbicher. It was noted that there are more than six sections of the Town within the Village's ETZ. After brief discussion and without objection, the six PLSS Sections to be mapped to reflect development potential will be as follows: 10, 11, 12, 13, 14, and 15.
5. **Updates Regarding Transfer of Trails Grant Within STH 39 Property, Fencing Estimates, Site Visits of other Public Facilities, etc.** – It was reported that the Wisconsin Department of Natural Resources agreed to transfer the matching grant for trail development from the STH 39 to Durst Road segment to locations internal to the Town land on STH 39. The main trail segment will run north/south, will be 10' wide, and constructed principally of gravel. A parking area will need to be provided at the north end until public facilities are built. It was noted that grassy trails are planned throughout the property and along the perimeter. In order to qualify for the \$45,000 match, the Town will need to spend \$90,000 and be reimbursed thereafter. If the actual cost is less, then the DNR will reimburse 50% of the costs incurred. It was noted that most matching grants allow for planning costs and in-kind contributions to be included. Without objection, Clerk-Treasurer Wright will check with Cheryl Housley.

Chair Narveson reported that as a condition of sale of the W6599 CTH 39 property, the Town would pay to install a perimeter fence around the property. The Town Board approved a quote for \$12,000 at yesterday's meeting. The owners of the farmette are responsible for the installation of a gate and barbed wire strand atop the woven wire fence to be installed. Contract planner Tim Schleeper (Vierbicher) noted that the existing fence does not follow the property line and will need to be removed along with some trees. If cattle are present, the process could be complicated. Schleeper, when walking around the property, saw evidence that a forage crop of triticale had been planted.

Chair Narveson provided a brief report about the visit to public facilities by some members of the Town Board in the City of Stoughton and Town of Brooklyn. Narveson is hoping to schedule a meeting of Board members at the facilities within the Town of Moscow next week. He shared some preliminary bid estimates to construct a public works facility for the Green County Highway Department that

includes sewer and water, but excludes flatwork, asphaltic paving, and site work. County received optional estimates for solar or geothermal. Radiant heat is planned below the floors of the new facility to reduce utility costs.

6. **Continued Review of Sample Driveway Ordinances that Have Provisions for Field Drive Access and Farm Drive/Commercial Access** – The packet included the existing ordinance and a redline copy with proposed changes, including the listing of all current Town lanes. Available for members attending in person was an updated document provided by Tim Schleeper with all changes in the redline copy approved. There followed a brief discussion of the changes to the document, particularly the modified and added definitions. Commissioner Ott expressed concern that the new standards, if adopted, may be unable to be enforced. Schleeper stated that the Town could withhold an occupancy permit if certain documents are not submitted such as an engineering plan.

Motion to refer the redline draft amendments for Chapter 36 Driveways to the Town contract attorney for review was made by Commissioner Pernitz; seconded by Commissioner Elkins. Motion carried 6-0.

7. **Review of Disch Land Division of Property Along Durst Road by Certified Survey Map Within the Village of New Glarus Agricultural Transition District** – Chair Narveson reported that the Larry Disch proposed a land division by Certified Survey Map (CSM) on Durst Road which is scheduled to be reviewed by the Joint Town/Village ETZ Committee on Tuesday, August 20, 2024. Clerk-Treasurer Wright reported that he received a draft copy of the one lot CSM from surveyor Talarczyk on July 23, 2024 by email, but did not receive an application or payment. Surveyor Talarczyk had not shared the survey with planner Schleeper. Wright received the application today from Talarczyk that was prepared on July 23, 2024 but not submitted to the Town or to Vierbicher on the date it was prepared. It was noted that the Joint ETZ could review the variance request for the lot, which does not abut Durst Road, and to make a recommendation to the Village Board for their approval.

Clerk-Treasurer Wright provided a brief review of discussion of this property before this commission beginning in July of 2023 and the unique standards within the A-T District of the ETZ including: no open space requirement, restricted to no more than four lots without further permission from the Village, a minimum lot size of 2 acres without reference to a maximum size. Wright stated that no application fee or escrow has been collected for the proposed land division by the Town to date. There followed a discussion as to whether the land division could be approved with the condition that the application be submitted and the fees paid. A public hearing could be scheduled prior to the regular Town Board meeting on September 11, 2024 or may be deferred until October 9, 2024 depending upon the decision of this commission.

Motion to defer making a recommendation to the Town Board for approval until the September Plan Commission meeting for a public hearing prior to the regular Town Board meeting in October was made by Commissioner Freitag; seconded by Commissioner Elkins. Motion carried 6-0.

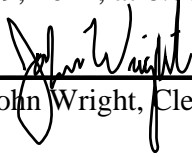
## 8. **Staff Reports**

- a) Update on zoning change history for 4.0 acre parcel along STH 69 – Clerk-Treasurer Wright provided an overview of the history of the ownership and petition to rezone the parcel from the Agricultural District to the Commercial District. Approval of the rezoning was conditional pending Wisconsin Department of Transportation (WisDOT) approval of the proposed billboard; the Conditional Use Permit was restricted to a billboard and no other buildings. If rejected by WisDOT, the zoning would revert to the Agricultural District, per minutes of the Green County Zoning and Land Use Committee. WisDOT initially approved and then revoked their approval. The property was never rezoned by County back to the Agricultural District. It was noted that if the land sells, the assessment classification should be changed from undeveloped or agricultural to commercial. No action was requested or taken on this item.
- b) Neighbor exchange to be recorded by Certified Survey Map without deed restriction language – Wright presented a recorded CSM for a neighbor exchange between Randall Shotliff and the owner of a pre-Ordinance CSM to the southeast. Wright shared correspondence with Ekum Title to make them aware of the probable deed restriction upon development of the land which was sold.

However, the face of the CSM lacks language regarding that restriction, which creates a potential burden on Town staff when reviewing the property if a building permit is issued for a non-agricultural use structure on the land conveyed to the new owner(s).

9. **Adjourn** – **Motion** to adjourn by Commissioner Ott; **seconded** by Commissioner Pernitz. **Motion carried** at 7:04 PM, 6-0. The next meeting will be held on September 19, 2024, at 6:00 PM.

Approved: September 19, 2024

  
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John Wright, Clerk-Treasurer