

**TOWN OF VERMONT PLAN COMMISSION MEETING
Monday, March 25, 2019 – 7:00 P.M.**

Call to order and posting certification

The meeting was called to order at 7:00 p.m. by Doug Meier. The meeting was properly noticed: posted at the front door of Town Hall, posted on the town website, emailed to the online subscribers and published in the Mt. Horeb Mail and Star News.

Present: Dean Bossenbroek, Jim Elleson, Judy Robb, Doug Meier, Scott Moe, Diane Anderson
Absent: Todd Culliton, Alex McKenzie

Approval of agenda

Scott moved and Dean seconded approval of the agenda. Motion carried 5-0.

Approval of February 18, 2018 meeting minutes

Jim moved and Dean seconded with amendments. Motion carried 5-0.

Approval of March 4 & 14 meeting minutes

Jim moved and Scott seconded motion to approve March 4 minutes with a note added to see March 15 minutes for subsequent changes. Motion carried 5-0.

Scott moved and Judy seconded a motion to approve the March 14 minutes. Motion carried 5-0.

Committee Reports

No committee reports.

Steve Cowan rezone, 4616 County Road JJ

A site visit was conducted on Saturday, March 23, 2019. The Cowan's want to rezone 2 parcels of land for future sale. The 4.28 acres northern parcel is clearly on high ground and has access to Blue Mounds Trail. Because of intersection with Highway JJ, the driveway should be up Blue Mounds Trail a little higher than marked. Proximity to wetland appears to preclude a flag lot which would give the southern 10.79 acre parcel its own driveway. Having access to the southern parcel would require an easement from the neighbor. Jim said they should have the easement drawn up by an attorney. We just need a written note that says the neighbor is willing to give an easement. We cannot approve a driveway at this point. It was agreed to take the two parcels separately. Jim would prefer that if we approve the rezone, we make it clear that the driveway is not approved. Dean asked if Cowan could leave it up to the buyer to get a driveway approved later. For the northern parcel Doug would be comfortable if the driveway runs along the north side of the building envelope. Scott said we could do it either way and he

would be comfortable to get the process through. We would either approve as is and get the driveway approval later or get a drawing for the driveway. Scott moved to approve the zoning change for the 4.28 acres to A2(4) which will change to RR4 with the new zoning and the 10.79-acre rezone to A2(8) with future zoning as RR8. Doug seconded. Motion passes 5-0. Jim moved to approve the driveway and homesite for the northern parcel. Scott seconded. Motion carried 5-0. Scott said the southern driveway would have to come out 75 feet from the wetland. Jim moved to approve the driveway contingent on getting an easement from the neighbor and approval from the county. Scott seconded. Motion carried 5-0.

CUP Process Review

A discussion was held on the Town of Vermont Conditional Use Permit (CUP) Process and Procedures. We need to come up with a consistent approach to dealing with CUPs. The application process begins under Section II. We should get rid of the ACT 67 language under Section I as it is repeated under Section VII. Scott says that we should have the same verbiage as the county. The CUP application is submitted to Dane County first. The county has the responsibility to notify the public and everyone within 300 feet 14 days before the meeting that the CUP is being discussed at the county level. Jim wants clarification to see how we review the 6 standards that must be met for approval of a CUP. It is up to us to make sure that the standards are met. Jim and Judy strongly believe the public input should be at the planning commission level. We should have a hearing and allow everyone three to five minutes to address the planning commission. We need to limit cross talk. If you are out of order you will be asked to leave. Doug says we need a structure so that we can control the meeting. Doug says we should put out a notice and have people submit written and verbal input to the plan commission. We open the meeting with discussion among the planning commission and then hear from the public. Jim would like it in reverse order. The planning commission would then make a recommendation to the board. We will continue discussing this at the next meeting.

Agenda items for next meeting

CUP process

Zoning maps 3 sections

Emergency vehicle clearances and how to stimulate landowner responsibilities

Next meeting date

7:00 p.m. April 22, 2019

Adjournment

Scott moved and Judy seconded a motion to adjourn. Meeting adjourned at 9:26 p.m.