

**TOWN OF VERMONT PLAN COMMISSION MEETING**  
**Monday, November 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 Mount Horeb Mail and Star News.

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

**Approval of agenda**

Judy moved and Dean seconded a motion to approve the agenda. Motion carried 6-0.

**Approval of October meeting minutes**

Doug moved and Dean seconded a motion to approve the October meeting minutes. Motion carried 6-0.

**Public Input/General Comments**

None.

**Zoning Change, driveway approval, homesite approval – 4012 County Highway  
JJ – Kirk Lynch**

- CSM requirements do not apply to this rezone
- Property has 1 PDR
- Minimize amount of land to be taken out of farmland
- Conforms to land use plan of 3 acres max to be taken out of FP

Scott moved and Judy seconded a motion to approve rezone to RR2. Motion carried 6-0.

- Proposed driveway is closest path to house
- Slope is reasonable
- Planning ahead for turnouts for possible shared driveway

Scott moved and Judy seconded a motion to approve the driveway application. Motion carried 6-0.

Judy moved and Dean seconded a motion to approve homesite. Motion carried 6-0.

**Zoning Ordinance**

- ToV is protesting the no animals allowed in FP1 zoned parcels
- 3 towns want the FP limit, the rest do not
- Dane County would give a blanket CUP to all FP1 land in the town
- DCTA is supporting the amendment
- Reviewed other changes which are mainly housekeeping
- We could vote to disapprove
- Blanket CUP could be a fix, results not clear

Jim moved to recommend to the town board that we oppose amendment to Chapter 20 and particularly we take issue with item 17. Scott seconded it. 5 yes. 1 opposed. Motion carried.

- Have until December 27 to make additional changes

### **Communication method to let neighbors know of activities in their area**

- Board dealt with this issue about a year ago
- Unanimously said that to do anything other than to follow statutory obligations leaves us open to lawsuits
- Encourage people to come and ask questions
- Concern expressed that we are locked into what we are statutorily required to do, mechanism recognizes that people moved out here for rural character
- Would like a new way to keep neighbors aware
- Request made that between plan commission meeting and board meeting, public documents should be made available
- We will look into the possibilities with Dane County to see what our legal requirements are

### **Specifics for adding a definition of accessory dwelling units to our ordinances/LUP**

Want to change last sentence of Chapter 7 (3) Density (j) to read “No multiple-family, multi-unit dwellings will be allowed. Duplexes and accessory dwelling units are allowed if all other site criteria are met. A duplex requires two potential development rights and an accessory dwelling unit requires one potential development right.”

Jim moved to make a recommendation to the town board to make the change to section 7(3)(j). Judy seconded. Motion carried 6-0.

Diane will put together a running document of changes recommended to the board to ordinances.

### **Time period to raze an old structure after it's been replaced**

- Pertinent to Kevin Kuntz and Roland Peterson.
- Occupancy permit determines the start day.
- Maximum 3 months to raze the old dwelling house.
- Need to find out how we get access to the occupancy permit.

### **Driveway and outstanding permits review**

#### **Driveway inspection process, tracking and timelines**

- 30 days from occupancy for final driveway inspection
- Doug will follow up with Tracey Johnson to get copies of occupancy certificates

### **Occupancy**

#### **Review driveway ordinance regarding field roads & related procedures**

Jim suggested to give up the idea of regulating field roads and take them out of the ordinance Tightened up the driveway process enough so that we don't need to regulate field roads  
Judy will fix and send to Jim

### **Penalties Provisions – Chapter 20 Ordinances**

- Reviewed the penalties provisions and forwarded to the board for approval.

Jim moved to recommend no changes to the penalties provisions and recommends changing the approval date. Scott seconded. Motion carried 6-0.

### **Land Use Intent Application form and general website update**

### **Agenda items for next meeting**

Communication with town residents  
Driveway review

### **Next meeting date**

December 23, 2019 at 7:00 p.m.

### **Adjournment**

Scott moved and Jim seconded a motion to adjourn. Motion carried 6-0. Meeting adjourned at 9:50 p.m.