

**TOWN OF VERMONT PLAN COMMISSION MEETING
Monday, December 23, 2019 – 7:00 P.M.**

Call to order and posting certification

The meeting was called to order at 7:02 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: Doug Meier, Scott Moe, Jim Elleson, Diane Anderson

Absent: Dean Bossenbroek, Todd Culliton, Judy Robb

Approval of agenda

Jim moved and Scott seconded a motion to approve the agenda. Motion carried 4-0.

Approval of November meeting minutes

Jim moved and Scott seconded a motion to approve the November meeting minutes. Motion carried 4-0.

Public Input/General Comments

None.

Open records law. Informational

- Discussed ways to get more information to the citizens of the town
- Doug said the Town Board decided that we will only follow statutory guidelines for notification when an application is submitted
- There is no good, practical way to decide who to notify
- Could use the county Legistar, but would have to pay to use it
- Decided to make our agendas more informational

Time period to raze an old structure after it's been replaced. Decision item

- County wants 3 months but in special circumstances will go 6 months
- A new house can replace an existing house with no change in PDR's
- Create a land use plan tracker
- Policy is to raze or make uninhabitable in 90 days.

Jim moved and Scott seconded to recommend to the board to add to the Land Use Plan that an existing residence may be replaced by a new residence with no change in PDR.s. The old residence must be razed or made uninhabitable within 90 days. Motion carried 4-0.

Driveway and outstanding permits review.

Reviewed the driveways that needed inspection and updated the spreadsheet

Driveway inspection process, tracking and timelines. Informational.

- Once occupancy is obtained – driveway needs inspection
- Katie is to forward the occupancy permit to Diane once received

Land Use Intent Application form, deadlines. Decision item, update.

Scott moved and Doug seconded a motion to table the agenda item to next month. Motion carried 4-0.

Website update procedure. Procedural.

- Karen wants to see updates before they are put on the website.

Agenda items for next meeting

- Open records law and communication to citizens
- Land Use Intent Form

Next meeting date

January 27, 2019 at 7:00 p.m.
Site visit on January 25

Adjournment

Scott moved and Jim seconded a motion to adjourn. Motion carried 4-0. Meeting adjourned at 8:54 p.m.