

**TOWN OF VERMONT PLAN COMMISSION MEETING  
September 28, 2020 – 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: Doug Meier, Diane Anderson, Dean Bossenbroek, Jim Elleson, Autumn McGree, Scott Moe, Judy Robb

**Approval of agenda**

Scott moved and Dean seconded a motion to approve the agenda. Motion carried 7-0.

**Approval of August meeting minutes**

Jim moved and Judy seconded a motion to approve the August meeting minutes. Motion carried 7-0.

**Public Input/General Comments**

- Call received from James Herfel, 4017 Moe Road, requesting information about an abandoned town road being used as a driveway
- Plan commission decided that a site visit would be appropriate
- Diane will request a LUIF from James Herfel

**Results of Town Survey – Karen Carlock – Informational**

- Tabled to October meeting

**Discussion on Solar Energy – David Stanfield – Informational**

- David passed out information regarding “Focus on Energy”
- He would like to see more information on the town website
- He would like us to pass out information to residents when requesting a building site

**Zoning change, homesite and driveway application – Kyle Fisher, 5500 County Highway J – Possible recommendation to the board**

- Site visit was July 25, 2020
- Driveway was staked and no problems were observed
- Building envelope was staked and no concerns were voiced
- Zoning needs to be changed from RM-16 to RR-2 due to size of the site

Scott moved and Dean seconded a motion to approve the driveway. Motion carried 7-0.

Doug moved and Autumn seconded motion to approve the building envelope. Motion carried 7-0.

Jim moved and Judy seconded a motion to approve the zoning consistent with the zoning change to RR-2. Motion carried 7-0.

**Zoning change, homesite and driveway application – David & Julie Moyer, 4693 County Highway FF –  
Possible recommendation to the board**

- Adam from Carrico Engineering presented the engineering plan for the driveway
- Culvert called for in drawing where driveway meets Stanfield Rd could possibly utilize the existing culvert depending on calculated flow capacity
- More cutting than filling? Where is the excess going? House backfills?
- Moyer's would like to use the excess to fill in the hole where the old barn was
- Need to address fill in the erosion control plan
- Jim asked about the possibility of retaining walls
- Adam said there are none because of the additional cost of retaining walls
- Dane County will have to approve the erosion control plan
- Aside from controlling erosion the 10' high bank would be highly visible from County Hwy F
- A three ft retaining wall would cut down on the visibility of the wall from County Highway F
- Moyer would do a retaining wall if that is what it takes, but it would be quite costly
- Jim thinks a retaining wall 2 stones high will be better than using vegetation for erosion control
- Discussion on the variance about the 36-foot radius of turn into the driveway
- Jim said a variance would not be needed
- Small retaining wall may be needed but can be determined when cutting into the hillside
- PC does not have a basis to say they have to put in a retaining wall, except to minimize excavation as it says in the plan

Scott moved and Judy seconded a motion to approve the driveway. Motion carried 7-0.

Doug moved and Dean seconded a motion to approve the building envelop. Motion carried 7-0.

Scott moved and Judy seconded a motion approve the zoning change. Motion carried 7-0.

**Review driveway ordinance regarding field roads & related procedures – Possible recommendation to the board**

- Jim presented drawings explaining the calculation of slope
- Jim suggested having the drawings as an appendix to the ordinance
- Judy likes having example 1 in the document and having the rest as an appendix
- Definitions have changed
- Field roads do not require a permit unless they cross a public roadway
- Planning Commission recommended adding \$100 field road permit to Chapter 20 of ordinances
- Make changes for next meeting and finalize for the board

**Agenda items for next meeting**

- CUP application process
- LUIF Form, guiding principles and breaking into multiple documents
- Survey results
- Driveway ordinance

**Next meeting date**

7:00 p.m. October 26, 2020

**Adjournment**

Judy moved and Dean seconded a motion to adjourn. Motion carried 7-0.

Diane Anderson, Planning Commission Secretary