

**VILLAGE OF NEW GLARUS
VILLAGE PLAN COMMISSION MEETING
December 18, 2014**

PUBLIC HEARING – CONDITIONAL USE – LARRY & PAT JELLE:

PRESENT: Roger Truttman, Suzi Janowiak, Colleen Bell and Mike Marty. ABSENT: Beth Alderman, Kevin Budsberg and Laci Bainbridge. ALSO PRESENT: Larry Jelle, Village Administrator Nicholas Owen and Deputy Clerk Barb Roesslein.

Chairman Roger Truttman opened the public hearing at 6:30 p.m. The current property has a conditional use permit for a three-unit dwelling that was approved on 4/24/03. Mr. Jelle is requesting approval for a four-unit dwelling.

With no public comment Suzi Janowiak moved to close the public hearing, 2nd by Mike Marty. Motion carried at 6:31 p.m.

CALL REGULAR MEETING TO ORDER: Chairman Truttman called the regular meeting to order at 6:31 p.m. PRESENT: All those present for the public hearing.

APPROVAL OF AGENDA: Mike Marty moved to approve the agenda as presented, 2nd by Suzi Janowiak. Motion carried.

APPROVAL OF AUGUST 28, 2014 MINUTES: Suzi Janowiak moved to approve the minutes of August 28, 2014, 2nd by Colleen Bell. Motion carried.

RESULTS OF PUBLIC HEARING

CONSIDERATION OF CONDITIONAL USE – LARRY & PAT JELLE: Motion by Mike Marty to approve the conditional use permit for Larry and Pat Jelle for a four-unit dwelling in the Residential District, 2nd by Suzi Janowiak. Motion carried.

BUILDING INSPECTOR REPORTS: The Commission reviewed the August, September, October and November 2014 Building Permit Issuance Reports.

ADJOURNMENT: Motion by Suzi Janowiak to adjourn, 2nd by Mike Marty. Motion carried. Time 6:33 p.m.

Minutes taken by: Barbara Roesslein

**VILLAGE OF NEW GLARUS
VILLAGE PLAN COMMISSION MEETING
August 28, 2014**

CALL TO ORDER: Chairman Truttman called the regular meeting to order at 6:30 p.m. PRESENT: Roger Truttman, Kevin Budsberg, Laci Bainbridge, Mike Marty, Beth Alderman, Suzi Janowiak and Colleen Bell. ALSO PRESENT: Mike Johnson (Green County Development Corp.), Mark Roffers (MDRoffers Consulting), Glenn Kinderman, Administrator Nicholas Owen and Deputy Clerk Barb Roesslein.

APPROVAL OF AGENDA: Kevin Budsberg moved to approve the agenda as presented, second by Suzi Janowiak. Motion carried.

APPROVAL OF JULY 24, 2014 MINUTES: Suzi Janowiak moved to approve the minutes of July 24, 2014, second by Kevin Budsberg. Motion carried.

DISCUSSION: LAND DIVISION BY CSM – 1318 ELMER ROAD: Glenn and Cynthia Kinderman wish to divide their parcel which is located at the far southeast corner of the village, and sell off the vacant lot that would be created. The new parcel would be approximately 5 acres. At this time there isn't village water and sewer to the parcel and the Kindermans are inquiring if a variance could be applied for to allow on site septic and water supply. Currently the closest sewer and water mains are located at the Valle Tell Subdivision. It was noted that if a variance was granted it could include a condition that once water and sewer mains are close enough for connection the property owner would have to connect to the mains. Consensus of the Commission is that they would consider a variance for onsite septic and water with the condition that the property owner would have to connect to village sewer and water when it would become available in the future.

RECOMMENDATION: UPDATE TO VILLAGE COMPREHENSIVE PLAN: Administrator Nic Owen informed the Commission that the current Comprehensive Plan was adopted 10 years ago and per State Statue needs to be updated. If a community approves land divisions and zoning requests it is required to update their comprehensive plan every 10 years. The current plan is generic and was prepared with the County. This is an opportunity to make it more inclusive to the village and tying in the Peripheral and Extraterritorial Plan. Mark Roffers presented the Commission with a proposal to update the Comprehensive Plan. Mr. Roffers has provided planning services in the past to the village including the creation of the Peripheral and Extraterritorial Plan. Mr. Roffers indicated that by looking over the plan it can be condensed into a smaller volume that would be more of a tool to help with growth in the area and for applying for grants. Kevin Budsberg questioned if some components from the proposed Cooperative Agreement with the Town of New Glarus (agreement was never finalized) could be implemented into the Comprehensive Plan. Mr. Roffers agreed that it could be considered. For budgeting purposes the update would be split over two years beginning June of 2015 at a cost not to exceed \$24,000. Mike Johnson, Executive Director of Green County Development Corporation has agreed to update the mapping within the plan at no cost to the village. Mr. Johnson noted that potential businesses are always looking at the comprehensive plan of a community to see what the vision is for the community.

Mr. Roffers also offered two optional project components that could be provided for an additional fee. One optional task would be to prepare a detailed Parks and Recreation section (cost not to exceed \$9,800) which would help with developing new parks and improving current parks. The cost presented for this option could be reduced by 1/3 if mapping is provided by Mr. Johnson. Mr. Roffers felt this optional task wasn't important at this time and the Commission agreed with him. The second optional task would be to conduct a web based survey (cost not to exceed \$2,700) to get input on community planning issues. The usual response is 10% of residents. The Commission discussed whether the cost was effective with only a 10% input. Could the same results be achieved with public hearings or are surveys more favorable for those that wouldn't attend planning meetings. Consensus of the Commission is to let the Village Board determine if they would like to include the optional project components with the update to the Comprehensive Plan. Motion by Beth Alderman to recommend approval to the Village Board to engage with the updating of the Village Comprehensive Plan at the basic fee not to exceed \$24,000, second by Kevin Budsberg. Motion carried.

BUILDING INSPECTOR REPORT: The Commission reviewed the July 2014 Building Permit Issuance Report.

ADJOURNMENT: Motion by Mike Marty to adjourn, second by Laci Bainbridge. Motion carried. Time 7:09 p.m.

Minutes taken by: Barbara Roesslein

**VILLAGE OF NEW GLARUS
VILLAGE PLAN COMMISSION MEETING
July 24, 2014**

PUBLIC HEARING – VARIANCE REQUEST – SCOTT SMITH & KEITH PETERSON:

PRESENT: Roger Truttman, Suzi Janowiak, Kevin Budsberg and Colleen Bell. ABSENT: Beth Alderman, Laci Bainbridge and Mike Marty. ALSO PRESENT: Nancy Hefty, Albert Hefty, Patricia Stein, Gerald Stein, Keith Peterson, Scott Smith, Village Administrator Nicholas Owen and Deputy Clerk Barb Roesslein.

Chairman Roger Truttman opened the public hearing at 6:34 p.m. Keith Peterson gave a brief history of his home located at 719 3rd Street. He would like to remove an existing three season room on the west side of the home and replace it with a two story addition in the same footprint. The three season room is built on a platform which causes water to currently leak into the basement. By adding a new foundation for the project it should provide a barrier to the original foundation walls. Currently the three season room is nonconforming and is approximately setback six feet from the side yard. Minimum requirement per village code is eight feet. An 18" variance is being requested. It was noted that the total setback for both side yards will exceed the 20' minimum requirement.

Albert Hefty addressed the Commission and Mr. Peterson with concerns about a large tree in the applicant's yard that overhangs onto an adjacent home that he owns. Mr. Peterson responded that there will be some trimming of the tree to accommodate the project, but only enough that doesn't jeopardize the health of the tree. It was noted that the public hearing was pertaining to a variance request and that issues with the tree would need to be resolved among the neighbors. Mr. Hefty was asked if he had any concerns with the variance request and he stated that he didn't.

Patricia Stein stated that she wasn't sure that the water issues could be resolved with the construction of a new foundation. She also owns a home adjacent to Mr. Peterson and had water issues which required her to have drainage tiles installed. She also had concerns with tree limbs near power lines on her property. Administrator Owen noted that New Glarus Utilities have looked into that issue.

With no further public comment Kevin Budsberg moved to close the public hearing, 2nd by Colleen Bell. Motion carried at 6:50 p.m.

CALL REGULAR MEETING TO ORDER: Chairman Truttman called the regular meeting to order at 6:50 p.m. PRESENT: All those present for the public hearing.

APPROVAL OF AGENDA: Suzi Janowiak moved to approve the agenda as presented, 2nd by Kevin Budsberg. Motion carried.

APPROVAL OF JUNE 12, 2014 MINUTES: Suzi Janowiak moved to approve the minutes of June 12, 2014, 2nd by Kevin Budsberg. Motion carried.

RESULTS OF PUBLIC HEARING

CONSIDERATION OF VARIANCE REQUEST – SCOTT SMITH & KEITH PETERSON: Kevin Budsberg asked if the grade of the property would change due to the construction of the new addition to the home. Mr. Peterson responded that the dirt from the excavation of the basement would be removed from the property and not be incorporated into the yard changing the grade of the lot.

Motion by Suzi Janowiak to approve the variance request as presented by Scott Smith and Keith Peterson, 2nd by Kevin Budsberg. Motion carried.

BUILDING INSPECTOR REPORTS: The Commission reviewed the April, May and June 2014 Building Permit Issuance Reports.

ADJOURNMENT: Motion by Suzi Janowiak to adjourn, 2nd by Kevin Budsberg. Motion carried. Time 6:55 p.m.

Minutes taken by: Barbara Roesslein

**VILLAGE OF NEW GLARUS
VILLAGE PLAN COMMISSION MEETING
June 12, 2014**

PUBLIC HEARING – CONDITIONAL USE – MEESTER CAPITAL LLC:

PRESENT: Roger Truttman, Mike Marty, Beth Alderman, Suzi Janowiak, Laci Bainbridge, Kevin Budsberg and Colleen Bell (arrived at 6:32 p.m.). ALSO PRESENT: Dan Mulder, Mark Meester, John Vetterli, Village Administrator Nicholas Owen and Deputy Clerk Barb Roesslein.

Chairman Roger Truttman opened the public hearing at 6:30p.m. Mark Meester of Meester Capital LLC stated that he is in the process of purchasing Vetterli's Auto Body located at 207 Hoesly Drive in the Industrial Park. Mr. Meester would like to be able to sell vehicles in addition to repairing vehicles on the premises. Sale of vehicles is a conditional use in the Industrial District. The sale of the business is contingent on approval of the conditional use request.

With no public comment Kevin Budsberg moved to close the public hearing, 2nd by Suzi Janowiak. Motion carried at 6:32 p.m.

CALL REGULAR MEETING TO ORDER: Chairman Truttman called the regular meeting to order at 6:32 p.m. PRESENT: All those present for the public hearing.

APPROVAL OF AGENDA: Suzi Janowiak moved to approve the agenda as presented, 2nd by Mike Marty. Motion carried.

APPROVAL OF MARCH 27, 2014 MINUTES: Kevin Budsberg moved to approve the minutes of March 27, 2014, 2nd by Beth Alderman. Motion carried.

RESULTS OF PUBLIC HEARING

CONSIDERATION OF CONDITIONAL USE – MEESTER CAPITAL LLC: Mr. Meester explained that with the purchase of Vetterli's Auto Body, the name of his LLC might change. During the down time of the auto body repair shop he would like to purchase vehicles to repair and then sell the vehicles from the premises. He thought the most he would have for sale on the premises at one time would be five vehicles. He will also have rental cars available for clients having vehicles repaired. Motion by Beth Alderman to approve the Conditional Use request of Meester Capital LLC to allow vehicle sales not to exceed ten vehicles for sale at one time, 2nd by Suzi Janowiak. Motion carried.

RECOMMENDATION: LAND DIVISION BY CSM – JOHN VETTERLI: The land division request is to divide the parcel at 207 Hoesly Drive into two lots. The property was originally two lots but consolidated into one in 2002. The auto body repair business would be on one lot and the second lot would be vacant. Even though there are wetlands on the vacant lot, it can be developed while leaving the wetlands alone. Kevin Budsberg moved to recommend approval to the Village Board the Land Division by CSM of parcel 23-161-645.0200, 2nd by Mike Marty. Motion carried.

ADJOURNMENT: Motion by Beth Alderman to adjourn, 2nd by Mike Marty. Motion carried. Time 6:38 p.m.

Minutes taken by: Barbara Roeslein

**VILLAGE OF NEW GLARUS
VILLAGE PLAN COMMISSION MEETING
March 27, 2014**

CALL TO ORDER: Chairman Truttman called the regular meeting to order at 6:30 p.m. PRESENT: Roger Truttman, Kevin Budsberg, Colleen Bell, Wayne Duerst, and Beth Alderman. ABSENT: Suzi Janowiak and Mike Marty. ALSO PRESENT: Don Neff, Angela Neff, Art Sandridge (Construction Solutions Midwest), Administrator Nicholas Owen and Deputy Clerk Barb Roeslein.

APPROVAL OF AGENDA: Kevin Budsberg moved to approve the agenda as presented, second by Beth Alderman. Motion carried.

APPROVAL OF FEBRUARY 27, 2014 MINUTES: Kevin Budsberg moved to approve the minutes of February 27, 2014, second by Wayne Duerst. Motion carried.

RECOMMENDATION: SITE PLAN REVIEW – NEW GLARUS WÄSCHE CENTER & STORAGE:

Art Sandridge, project manager for the development explained that the proposed site plan concept that was submitted last fall for the New Glarus Wäsche Center & Storage facility has been modified due to storm water and flood plain requirements and wetland issues. It was determined that the east portion of the site would be needed to meet these requirements, therefore the laudromat/car wash has been turned 90 degrees and the mini storage units have been moved to the front of the site and are perpendicular to Highway 69. Mr. Sandridge reviewed with the Commission the memorandum from Hofmeister Engineering & Surveying (engineers for the development) in respond to comments received from Strand Engineering (Village engineers). The retention basin will be combined to serve both the New Glarus Hardware Store and the proposed New Glarus Wäsche Center & Storage facility. A bioretention layer will be added to the basin to give stormwater time to cool before it enters the Little Sugar River. A certified survey map was prepared to indicate the new lot line that was created by moving the existing lot line north to accommodate the construction of the development. Once the CSM is recorded a copy will be provided to the Village. Grading has been modified and the buildings will sit 2' above the 100-year floodplain. They are also connecting the existing wetlands on the property.

Additional comments were received from Strand Engineering prior to the meeting in response to the reply from the development engineers, which recommended approval contingent that the additional comments be addressed and resubmitted to the Village. Of those comments approval has been received from the WisDOT regarding access to the property and was provided to Administrator Owen. An additional light pole has been added to provide better lighting to the vacuum area. All outside lighting is being made consistent throughout the development.

The timeline for construction is to begin May 1st with prep work to the site. At that time only the mini storage unit buildings will be constructed with the laudromat/car wash building being constructed in the fall. Engineers would like the building pad area settled before placing the laudromat/car wash building.

Beth Alderman moved to recommend approval of the site plan review for the New Glarus Wäsche Center & Storage contingent that the items per the Strand memo dated 3/27/14 (attached below) are met, second by Kevin Budsberg. Motion carried.

BUILDING INSPECTOR REPORT: The Commission reviewed the February 2014 Building Permit Issuance Report.

ADJOURNMENT: Motion by Beth Alderman to adjourn, second by Kevin Budsberg. Motion carried. Time 6:50 p.m.

Minutes taken by: Barbara Roesslein

From: Rank, Patrick
Sent: Thursday, March 27, 2014 1:52 PM
To: Nicholas Owen
Cc: Shubak, Mark; Thimm, Rick
Subject: New Glarus Wasche Center & Storage - Review Comments

Nic,

The following are our review comments based on the information provided via email on March 24, 2014.

1. A typical section for the bioretention basin should be added that complies with the WDNR technical standard (1004). Basin details should include engineered soil composition/specifications, appropriate storage layer, and planting plan.
2. The response letter indicates that the 2-inch orifice opening has been eliminated, but the drawings still indicate a 2-inch orifice.
3. The response letter indicates a tideflex valve has been indicated at the outfall to the creek. However, the drawings don't appear to indicate this.
4. The building elevations of the Car Wash and Laundromat have been raised to the flood protection elevation of 856.7, but the elevation of the mini warehouses are still shown at 856.50.
5. Provide all Wisconsin Department of Natural Resources approvals prior to construction.
6. It appears that the pole-mounted light fixtures on the edges of the paved areas have type 5 (circular) distribution. These fixtures should be changed to a distribution type that will minimize spill-over (e.g. type 2 or 3) across the property line, or lighting calculations should be provided along the edges of the property line showing compliance with Village ordinance requirements.
7. Per State Building Code, all egress paths should be lit to a minimum average of 1.0 fc at the walking surface. Calculation Zone #4 does not currently meet these minimum requirements.
8. Confirm areas designated as paths of egress are adequate with the Authority having jurisdiction, and that they meet the Authority having jurisdiction interpretation for "path of egress" in each space.
9. Provide appropriate approvals from the Wisconsin Department of Transportation concerning access control to the property.

Based on the information received and reviewed, we recommend approval contingent that all the above items are resubmitted and addressed to the Village's satisfaction.

Please let me know if you have any questions.

Sincerely,

Patrick J. Rank, P.E.
Strand Associates, Inc.

**VILLAGE OF NEW GLARUS
VILLAGE PLAN COMMISSION MEETING
February 27, 2014**

CALL TO ORDER: Chairman Truttman called the regular meeting to order at 6:30 p.m. PRESENT: Roger Truttman, Kevin Budsberg, Wayne Duerst, Mike Marty and Colleen Bell. ABSENT: Suzi Janowiak and Beth Alderman. ALSO PRESENT: Administrator Nicholas Owen and Deputy Clerk Barb Roesslein.

APPROVAL OF AGENDA: Kevin Budsberg moved to approve the agenda as presented, second by Wayne Duerst. Motion carried.

APPROVAL OF DECEMBER 19, 2013 MINUTES: Kevin Budsberg moved to approve the minutes of December 19, 2013, second by Mike Marty. Motion carried.

RECOMMENDATION: SITE PLAN REVIEW – NEW GLARUS BREWING COMPANY: The New Glarus Brewing Company is proposing to expand the warehouse at their Hilltop location (2400 Hwy 69). The expansion will consist of three separate additions to the existing building:

- 12,000 sq ft warehouse on the east side.
- 3,900 sq ft shipping/receiving addition on the west side.
- 700 sq ft two story maintenance/parts addition on the northwest side.

The additions will match the existing building. It was questioned whether the placement of the warehouse addition on the east side of the existing building would be an issue since that area was once earmarked for future employee parking. Administrator Owen indicated there would be no issues. Kevin Budsberg moved to recommend approval of the site plan review for the New Glarus Brewing Company as presented, second by Wayne Duerst. Motion carried.

UPDATE: SITE PLAN REVIEW – THE GROWING TREE ACADEMY: Administrator Owen updated the Commission on issues that have arisen in regards to the grading of the property owned by The Growing Tree Academy (11 – 13th Avenue). When the property was initially graded the neighbors questioned if it was in compliance with the approved site plan for the property. It was found not in compliance and the property was re-graded. After the re-grading Village Engineers inspected the property and found that the grading is still not in compliance. The property owners are aware that they need to bring the grading to compliance with the site plan and have appeared before the Village Board. The grading will need to be complete by this Spring once the weather permits.

BUILDING INSPECTOR REPORT: The Commission reviewed the January 2014 Building Permit Issuance Report.

ADJOURNMENT: Motion by Mike Marty to adjourn, second by Kevin Budsberg. Motion carried. Time 6:35 p.m.

Minutes taken by: Barbara Roesslein

**VILLAGE OF NEW GLARUS
VILLAGE PLAN COMMISSION MEETING
January 23, 2014**

Due to lack of quorum the Commission did not meet. Next meeting is scheduled for February 27, 2014 .

MINUTES ARE NOT OFFICIAL UNTIL NEXT SUBSEQUENT MEETING