

**MINUTES ARE NOT OFFICIAL UNTIL NEXT SUBSEQUENT MEETING**

**VILLAGE OF NEW GLARUS  
VILLAGE PLAN COMMISSION MEETING  
DECEMBER 15, 2016  
DRAFT Minutes**

PUBLIC HEARING – CONDITIONAL USE – HINTERSTAEDTLI, LLC (1100 2<sup>nd</sup> Street)

PRESENT: Roger Truttman, Beth Alderman, Colleen Bell, Denise Anton Wright and Mike Marty. Kevin Budsberg joined meeting at 6:35 p.m. ABSENT: Suzi Janowiak. ALSO PRESENT: Gof Thomson, Faun Phillipson, Lexie Harris, Jane Elmer, Village Administrator Bryan Gadow, and Deputy Clerk Barb Roesslein.

Chairman Roger Truttman opened the public hearing at 6:32 p.m.

With no public comments Beth Alderman moved to close the public hearing, 2<sup>nd</sup> by Colleen Bell. Motion carried at 6:34 p.m.

PUBLIC HEARING – VARIANCE REQUEST – HINTERSTAEDTLI, LLC (1100 2<sup>nd</sup> Street)

PRESENT: All those present for the first public hearing.

Chairman Roger Truttman opened the public hearing at 6:34 p.m.

With no public comments Beth Alderman moved to close the public hearing, 2<sup>nd</sup> by Colleen Bell. Motion carried at 6:38 p.m.

CALL REGULAR MEETING TO ORDER: Chairman Roger Truttman called the regular meeting to order at 6:38 p.m. PRESENT: All those present at the public hearings.

ANNOUNCEMENT: All cell phones shall remain off during the meeting.

APPROVAL OF AGENDA: Kevin Budsberg moved to approve the agenda as presented, 2<sup>nd</sup> by Colleen Bell. Motion carried.

APPROVAL OF NOVEMBER 17, 2016 MINUTES: Mike Marty moved to approve the minutes of November 17, 2016, 2<sup>nd</sup> by Kevin Budsberg. Motion carried.

CONSIDERATION: CONDITIONAL USE – HINTERSTAEDTLI, LLC (1100 2<sup>ND</sup> STREET):

Gof and Mary Thomson (Hinterstaedtli, LLC) have an agreement to purchase the former Swiss Lace factory (currently The Fitness Center) located at 1100 2<sup>nd</sup> Street. They are proposing to redevelop the property into a multiple family dwelling structures, similar to their project that was recently approved to the immediate south at 1118 2<sup>nd</sup> Street. The property is currently zoned C-1 Commercial District, which allows any permitted use as permitted in the R-1 Residential District. Multiple family dwellings are permitted as a conditional use in the R-1 Residential District.

Motion by Kevin Budsberg, 2<sup>nd</sup> by Beth Alderman, to approve the Conditional Use Permit for Hinterstaedtli, LLC as presented. Motion carried five (5) to zero (0), with one (1) abstention (Marty).

CONSIDERATION: VARIANCE REQUEST: HINTERSTAEDTLI, LLC (1100 2<sup>ND</sup> STREET):

The Thomsons are requesting a variance to meet the front, rear, and side yard setbacks that were previously approved for the Milkhouse property, so that the buildings align along similar façade lines. Mike Marty noted that the variance request for the side yard setback requirement could be eliminated with a consolidation of the two parcels that create 1100 and 1118 2<sup>nd</sup> Street. Administrator Gadow responded that a formal request hasn't been received by the applicants to consolidate the parcels therefore the variance is needed. The Variance requests include the following:

<b>Code Section</b>	<b>Code Requirement</b>	<b>Proposed</b>	<b>Variance Request</b>
§ 305-15(D)(6)(b)	25 ft Front Yard Setback (2 <sup>nd</sup> St side)	10 ft Front Yard	15 ft
§ 305-15(D)(6)(b)	25 ft Front Yard (11 <sup>th</sup> Ave side, existing condition)	0 ft Front Yard (Existing condition)	25 ft
§ 305-15(D)(6)(c)	25 ft Rear Yard Setback	10 ft Rear Yard	15 ft
§ 305-15(D)(6)(d)	10 ft Side Yard	0 ft Side Yard	10 ft

Mr. Thomson was asked if the property at 1100 2<sup>nd</sup> Street met code for the number of units he is proposing. Mr. Thomson stated that the total square footage of the parcel allows for 8.22 dwelling units (27,126 sq ft divided by 3,300 sq ft per unit).

Motion by Beth Alderman, 2<sup>nd</sup> by Kevin Budsberg, to approve all four (4) variance requests for Hinterstaedtli, LLC as presented. Motion carried five (5) in favor, with one (1) abstention (Marty).

**CONSIDERATION: SITE PLAN REVIEW: HINTERSTAEDTLI, LLC (1100 2<sup>ND</sup> STREET):**

Administrator Gadow gave an overview of the proposed redevelopment of multiple family dwelling structures on the Swiss Lace Factory property. The Thomsons intent to remove the old roof and build new interior walls so the exterior walls can be preserved where possible but principally on 2<sup>nd</sup> Street and along 11<sup>th</sup> Avenue. The back and south facing walls will probably be modified to create two units inside the old building. The project concept is for eight (8) dwelling units to go along with the three (3) dwellings units at the 1118 2nd Street property for a total of eleven (11) units on the two properties.

One item that came to the attention of Mr. Thomson was the current location of the Swiss Lace building's exterior pillars in relation to the northern property line (11th Ave) and sidewalk. The Swiss Lace building, in its existing condition and location, encroaches six inches (6") onto the Village sidewalk. After review of the title work of the property, the Mr. Thomson discovered that the sidewalk and adjacent Right-of-Way was never dedicated to the Village. To address this item, Staff is recommending a condition that the Thomsons dedicate the property encompassing the sidewalk and right-of-way to the Village, and in return, the Village will dedicate the portions of the 6" building encroachment to the Thomsons. These dedications would then be recorded with Green County to resolve the title issue.

Mr. Thomson was asked to clarify the construction phasing of his project. He stated that the first phase will be the construction of units 1 – 3 (1118 2<sup>nd</sup> St) and the two (2) units in the Lace Factory building. They would like to start marketing units 1 – 3 and they are in the process of estimating costs for the project. Discussion followed regarding reduction of impervious surface on the site by utilizing permeable paver material on the driveway surfaces and including rain gardens. Mr. Thomson would like to keep storm water on the site. Also discussed was the submission of a lighting plan and signage on the property. A lighting plan will be submitted at a future date. Mr. Thomson stated of possibly placing a sign by the intersection of 2<sup>nd</sup> Street and 11<sup>th</sup> Avenue. Administrator Gadow noted that the sign would have to meet code requirements and a sign permit would need to be obtained from the Building Inspector. The concern of children using the sidewalk along 2<sup>nd</sup> Street to get to school was discussed. Colleen Bell stated with the driveways coming out onto 2<sup>nd</sup> Street could cause a potential hazard and suggested the placement of stop signs at the driveways. Mr. Thomson agreed with the safety concerns.

Motion by Beth Alderman, 2nd by Kevin Budsberg to approve the Site Plan for Hinterstaedtli, LLC with the exception of returning at a future date with 1) Lighting Plan; 2) Signage Plan, if necessary; 3) Address safety issues along 2<sup>nd</sup> Street; 4) Landscape Plan. Motion carried five (5) in favor, with one (1) abstention (Marty).

Motion by Beth Alderman, 2<sup>nd</sup> by Kevin Budsberg to recommend approval of land exchange between the Village of New Glarus and the property owner as stated on page 2 of staff memo dated 12/7/16. Motion carried five (5) in favor, with one (1) abstention (Marty).

**RECOMMENDATION: REZONING OF 1100 & 1118 2<sup>ND</sup> STREET FROM C-1 TO R-1:**

The Thomsons are requesting to rezone both the 1100 and 1118 2nd Street properties from C-1 to R-1 to better reflect their proposed residential usage. The rezoning request would be contingent upon the Applicant's closing on the 1100 2nd Street property. Staff is supportive of this request, as it would allow an update to the Zoning Map to reflect the residential use on the properties. At present the two parcels are C-1 zoned and the change would match the R-1 zoning of the adjacent properties.

Motion by Beth Alderman, 2nd by Kevin Budsberg to recommend approval to the Village Board the rezoning of the properties located at 1100 and 1118 2<sup>nd</sup> Street. Motion carried five (5) in favor, with one (1) abstention (Marty).

**CONSIDERATION: AMENDMENT TO SITE PLAN FOR 1118 2<sup>ND</sup> STREET (HINTERSTAEDTLI LLC):**

The Thomsons are requesting a minor amendment to their approved plans, to move the unit entrances on the 2nd St and 12th Ave (Units 1 and 3) to the interior portion of the units (both on 12th Ave). This is due to the relocation of the interior staircases within those units. The relocation of the entrance of Unit 1 off of 2nd St to 12th Ave will allow the exterior to better match the residential characteristics of the neighborhood. The revised plans were presented to the Commission.

Motion by Beth Alderman, 2nd by Colleen Bell to approve the Site Plan amendment for Hinterstaedtli, LLC for 1118 2<sup>nd</sup> Street. Motion carried five (5) in favor, with one (1) abstention (Marty).

**BUILDING INSPECTOR REPORT:** The Commission reviewed the November Building Permit Issuance Report. Administrator Gadow reminded the Commission about the Joint Village Board and Plan Commission Comprehensive Plan Update public hearing on December 20, 2016.

**ADJOURNMENT:** Motion by Beth Alderman to adjourn, 2<sup>nd</sup> by Kevin Budsberg. Motion carried. Time 7:16 p.m.

Minutes taken by: Barbara Roesslein

**VILLAGE OF NEW GLARUS  
VILLAGE PLAN COMMISSION MEETING  
NOVEMBER 17, 2016  
DRAFT Minutes**

**PUBLIC HEARING – CONDITIONAL USE – JORNYS END LLC, DBA HAWKS MILL WINERY**

**PRESENT:** Roger Truttman, Suzi Janowiak, Kevin Budsberg, Beth Alderman, Colleen Bell and Mike Marty. **ABSENT:** Denise Anton Wright. **ALSO PRESENT:** Ric Joranlien, Teresa Joranlien, Gof Thomson, Mary Thomson, Faun Phillipson, Village Administrator Bryan Gadow and Deputy Clerk Barb Roesslein.

Chairman Roger Truttman opened the public hearing at 6:30 p.m. Gof Thomson stated he was pleased with the winery coming to the Village.

With no further public comments, Kevin Budsberg moved to close the public hearing, 2<sup>nd</sup> by Mike Marty. Motion carried at 6:31 p.m.

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

ANNOUNCEMENT: All cell phones shall remain off during the meeting.

APPROVAL OF AGENDA: Motion by Mike Marty to approve the agenda as presented, 2<sup>nd</sup> by Kevin Budsberg. Motion carried.

APPROVAL OF SEPTEMBER 22, 2016 MINUTES: Mike Marty moved to approve the minutes of September 22, 2016, 2<sup>nd</sup> by Colleen Bell. Motion carried.

CONSIDERATION: CONDITIONAL USE – JORNYS END LLC, DBA HAWKS MILL WINERY:

Administrator Gadow provided an overview of the CUP application. The Applicants, Ric and Teresa Joranlien of Jornys End LLC have purchased the New Glarus Primrose Winery and plan to establish a wine retail shop and small winery production space within the existing building. The property is in the C-1 Commercial District, which requires zoning approval of a CUP to allow for the winery production activity at the location. Mr. Joranlien stated that they are in the process of making improvements to the exterior façade and updates to the building.

Motion by Beth Alderman, 2<sup>nd</sup> by Mike Marty, to approve the Conditional Use Permit for Jornys End LLC, dba Hawks Mill Winery. Motion carried.

GENERAL DISCUSSION: WORKSHOP ON CONCEPT PROJECT FOR 1100 2<sup>ND</sup> STREET – GOF AND MARY THOMSON: Administrator Gadow stated that Gof and Mary Thomson have a contract for the purchase of 1100 2<sup>nd</sup> Street, which is currently DZ New Glarus Fitness Center and formerly the Swiss Lace Factory. They are appearing before the Plan Commission to obtain informal feedback on their proposal to redevelop the property into multiple family dwellings, similar to their project that was recently approved to the immediate south at 1118 2<sup>nd</sup> Street (the Milkhouse). They plan on returning to the next Plan Commission meeting on December 15, 2016 for a formal review of their project that would consist of the following:

- Both parcels (1100 & 1118 2<sup>nd</sup> Street) are currently zoned C-1 and they would like to ask that the parcels be rezoned to R-1 in keeping with the neighborhood.
- Conditional Use Permit for multiple family dwellings.
- Variance request to match the setbacks that were approved on the proposed "Milkhouse" residential building.
- Site Plan Review

Mr. Thomson discussed the concept site plan that was attached to the agenda packet, stating that they intent to keep and reuse portions of the existing Swiss Lace building and constructing new exterior walls around the portions that are not able to be saved. The intent is to develop eight (8) dwelling units to go along the three (3) dwelling units at 1118 2<sup>nd</sup> Street property for a total of eleven (11) units. The total square footage of the properties meet the required 3,300 sq feet that is needed per dwelling unit. They are looking on starting construction in the Spring of 2017. Mr. Thomson distributed a summary of the proposed development (attached to these minutes), which he reviewed with the Commission. Mr. Thomson noted that the survey of the property revealed that the outside pillars of the Lace Factory are in the public domain. According to Ekum Abstract this exception will appear on the abstract. After discussing this matter with Administrator Gadow, Mr. Thomson concluded that after closing on the property he would like to deed the property in the public domain back to the village minus 6" so they can retain title to the land beneath the columns on 11<sup>th</sup> Street.

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

ADJOURNMENT: Motion by Beth Alderman to adjourn, 2<sup>nd</sup> by Suzi Janowiak. Motion carried. Time 7:04 p.m.

Minutes taken by: Barbara Roesslein

November 17, 2016

To: the Village of New Glarus Plan Commission

From: Hinterstaedtli LLC

Request for Variance to accommodate eight (8) residential units at 1100 2nd st., New Glarus, Wi. (The legal description of this property is Outlots 184, 185, and 186 of the Assessor's Plat of the Village of New Glarus.)

Hinterstaedtli LLC, Mary and Gof Thomson, Members, have a contract for the purchase of 1100 2nd st. (aka DZ New Glarus Fitness Center) which contract calls for the purchase of the three lots and associated buildings (the Lace Factory, a 20s brick building and the 1960s yellow metal building.) If the variances are granted closing is anticipated early in January, 2017. The current zoning is C-1. In another petition we will ask for the four lots on 2nd St to be rezoned to R-1.

We expect to build, over time, 8 units on the above property. Multiple Family units are a conditional use in ss 305-15 (c) (1) This development is to be known as The Factory

1. Variance Requested: Density ss 305-15 (5). If I read the ordinance correctly we need 3300 square feet for each residential unit. The lots are 66x137 x 3 lots or a total of 27,126 feet. Divide by 3300 sq feet per unit means we can build 8.22 units on these three lots. That is our intention. We do not need a density variance.
  2. Variance Requested: Side, front and back set backs as described in ss 305-15 (2)-(4) to be as follows: 10' set back on 2nd st; 11' driveway at easterly end of lot (for a total front and rear set back of 21'). These are the same set backs as were permitted for Outlot 187, the Milkhouse. The existing Lace Factory building should be grandfathered in with its zero lot line set back on 11th Ave and existing front and rear setbacks.
  3. Our survey of the property reveals that the outside pillars of the Lace Factory are in the public domain. According to Ekum Abstract, exception #11 will appear on the abstract. There isn't anything either buyer or seller can do about that exception because it is in the public domain. We suggest that after closeing Hinterstaedtli convey by deed the property in the public domain back to the village. And in the case of the Lace factory minus, say 6" so we will retain title to the land beneath the columns on 11th street.
2. What special conditions exist which will cause practical difficulty if the variance request is not granted?

This request matches the front and rear setbacks previously approved for The Milkhouse project. If this request for identical setbacks is not granted then as a practical difficulty the project will have varied set backs, will lack logical curb "presentation" and will not be a complement to the surrounding homes in the neighborhood. We recognize that our request here is predicated on previously granted setbacks but that is the reality: we ask that this request be looked at in the context of all four lots fronting on 2nd street.

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3. Why variance requested is not contrary to the public interest and will not endanger public safety and welfare.

We are planning three curb cuts on 2nd St. That is the same as the existing curb cuts.

The project will be built with an emphasis on sustainability while building on existing interior lots in the Village (infill). We propose to keep the exterior structure of the Lace Factory (and that will be the way the property will be identified) with two units built within the historic exterior brick walls. We expect to maintain the setbacks on 2nd St and 11th Ave to enhance the historic nature of this building.

4. Why variance requested will be in accord with the spirit of the zoning ordinance.

Ans. Multi-Family units are conditional uses in the R-1 zoning and therefore envisioned as a part of how the Village is to be developed. As a conditional use density and setbacks are subject to the oversight of Village government.

5. How the variance, if granted, will cause substantial justice to be done.

Granting the variances for front and back lots 185 and 186 as well as the deed minus the encroachment of the Lacy factory on lot 184 will be fair, complementing variances granted for Outlot 187. (Substantial justice is a concept equated with "fairness".) The Factory building has a zero lot line set back on 11th st., 2-3 feet from the building to the lot line on the rear of the building and somewhere between 15' and 17' at the front. The combined front and back setbacks for the Factory building is at least 21' and thus complements the proposed development of the Milkhouse on Lot 187. It is fair for those setbacks to be comparable. Adding multifamily units to the New Glarus residential mix on 2nd St should address a need in the community. When completed they will be complementary to other residential properties in this location.

**SCHEDULE B - SECTION II**  
**EXCEPTIONS (CONTINUED)**

Commitment Number: GR10065

6. **Any encroachment, encumbrance, violation, variation, or adverse circumstance affecting the Title that would be disclosed by an accurate survey and complete land survey of the Land.**
7. **Easements or claims of easements not shown by the public records.**
8. **Any claim of adverse possession or prescriptive easement.**  

Note: Exceptions 6, 7 and 8 will be removed only if the Company receives an original survey which (1) has a current date, (2) is satisfactory to the Company, and (3) complies with current ALTA/ACSM Minimum Survey Standards or Wisconsin Administrative Code AE-7. If the survey shows matters which affect the title to the property, Exceptions 6, 7 and 8 will be replaced by exceptions describing those matters. If the mortgage to be insured is a first mortgage on residential property and no new construction was done, Exceptions 6, 7 and 8 will be deleted from the Loan Policy when issued.
9. REAL ESTATE TAXES for the year 2016, not yet due.
10. MORTGAGE from DZ NEW GLARUS FITNESS CENTER LLC, signed by Zachary D. Menehan member, and Desmond M. Breadon member, to Woodford State Bank in the amount of \$250,000.00 by an instrument dated on August 31, 2007 and recorded in the office of the Register of Deeds for Green County, WI on August 31, 2007 in Vol. 1022 of Records, Page 662 as Doc. No. 499867.
11. RIGHTS OF THE PUBLIC in that portion lying in the North 33 feet of 11th Avenue and West 33 feet of 2nd Street of the subject premises used for Street Purposes.

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912 17th Avenue  
Monroe, WI 53566  
(608) 328-8221

GR10065



**VILLAGE OF NEW GLARUS**  
**VILLAGE PLAN COMMISSION MEETING**  
**September 22, 2016**  
DRAFT Minutes

CALL TO ORDER: Chairman Truttmann called the regular meeting to order at 6:31 p.m. PRESENT: Roger Truttmann, Kevin Budsberg, Beth Alderman, Mike Marty, and Suzi Janowiak. ABSENT: Colleen Bell and Denise Anton Wright. ALSO PRESENT: Mark Roffers (MDRoffers Consulting) and Deputy Clerk Barb Roesslein.

APPROVAL OF AGENDA: Motion by Kevin Budsberg to approve the agenda as presented, 2<sup>nd</sup> by Mike Marty. Motion carried.

APPROVAL OF AUGUST 18, 2016 MINUTES: Mike Marty moved to approve the minutes of August 18, 2016, 2<sup>nd</sup> by Kevin Budsberg. Motion carried.

GENERAL DISCUSSION/UPDATE: COMPREHENSIVE PLAN UPDATE: Mark Roffers provided an update for the Commission on the planning progress since he met with the Commission on April 21, 2016. He stated that after he meets with the Plan Commission and CDA Committee to review the draft of Volume 2: Vision and Directions for the update to the Comprehensive Plan, the next step is to have a joint public hearing with the Village Board and Plan Commission in December on the Comprehensive Plan. Kevin Budsberg asked if there was a deadline when the plan had to be adopted. Mr. Roffers stated there wasn't a specific date other than the State requiring the plan be updated every ten years.

Mr. Roffers presented the draft of Volume 2 with the Commission providing feedback. Mr. Roffers explained that this volume provides the policies for the future of the Village. Each chapter in the volume includes a cover page that explains the initiatives of the chapter. Mr. Roffers also distributed copies of the Future Land Use maps for review. Mr. Roffers indicated that recent changes to State and Federal laws have affected the validity of many municipal sign regulations that are based on the content of the sign. Mr. Roffers suggested that the Village's sign ordinance be reviewed for compliance. In conclusion to the review of Volume 2, Mr. Roffers asked the Commission to prioritize the list of Comprehensive Plan Initiatives found in Chapter 10 of the volume. Once he receives back the lists from the Commission he will update the initiatives and provide it to Village staff for distribution to the Commission. Mr. Roffers will also update the volume with the feedback received this evening from the Commission and work on coordinating the joint meeting with the Village Board and Plan Commission.

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

ADJOURNMENT: Motion by Beth Alderman to adjourn, 2<sup>nd</sup> by Kevin Budsberg. Motion carried. Time 8:40 p.m.

Minutes taken by: Barbara Roesslein

**VILLAGE OF NEW GLARUS**  
**VILLAGE PLAN COMMISSION MEETING**  
**AUGUST 18, 2016**  
DRAFT Minutes

PUBLIC HEARING – CONDITIONAL USE – HINTERSTAEDTLI, LLC

PRESENT: Roger Truttmann, Suzi Janowiak, Kevin Budsberg, Denise Anton Wright and Mike Marty.  
ABSENT: Beth Alderman, Colleen Bell. ALSO PRESENT: Gof Thomson, Mary Thomson, Carol

Richard, Fred Berg, Brenda Siegenthaler, Duane Siegenthaler, Faun Phillipson, Jeff Lahey, Nicole Yaun, Chad Yaun, Teena Koch, and Village Administrator Bryan Gadow.

Chairman Roger Truttman opened the public hearing at 6:33 p.m.

With no public comments Kevin Budsberg moved to close the public hearing, 2<sup>nd</sup> by Suzi Janowiak. Motion carried at 6:34 p.m.

PUBLIC HEARING – VARIANCE REQUEST – HINTERSTAEDTLI, LLC

PRESENT: All those present for the first public hearing.

Chairman Roger Truttman opened the public hearing at 6:35 p.m.

With no public comments Suzi Janowiak moved to close the public hearing, 2<sup>nd</sup> by Denise Anton Wright. Motion carried at 6:35 p.m.

PUBLIC HEARING – CONDITIONAL USE – NICOLE & CHAD YAUN

PRESENT: All those present for the first public hearing.

Chairman Roger Truttman opened the public hearing at 6:36 p.m.

Tina Cook, 912 Railroad Street, stated that the schools were already overcrowded and that with additional rental housing it would increase the burden to the school. She stated she bought her house 23 years ago and did not have neighbors, and recommended that the Plan Commission deny the application.

With no additional public comments Suzi Janowiak moved to close the public hearing, 2<sup>nd</sup> by Kevin Budsberg. Motion carried at 6:37 p.m.

PUBLIC HEARING – VARIANCE REQUEST – BRENDA SIEGENTHALER

PRESENT: All those present for the first public hearing.

Chairman Roger Truttman opened the public hearing at 6:37 p.m.

With no public comments Suzi Janowiak moved to close the public hearing, 2<sup>nd</sup> by Kevin Budsberg. Motion carried at 6:38 p.m.

CALL REGULAR MEETING TO ORDER: Chairman Roger Truttman called the regular meeting to order at 6:38 p.m. PRESENT: All those present at the public hearings.

ANNOUNCEMENT: All cell phones shall remain off during the meeting.

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

APPROVAL OF JULY 14, 2016 MINUTES: Mike Marty moved to approve the minutes of July 14, 2016, 2<sup>nd</sup> by Kevin Budsberg. Motion carried.

CONSIDERATION: CONDITIONAL USE – NICOLE & CHAD YAUN:

Administrator Gadow provided an overview of the application. The Applicants, Nicole and Chad Yaun, explained their request to construct a four (4) unit multiple family residence on the property, with three (3) units on the main level for seniors. Administrator Gadow asked that Applicants how parking was to be accommodated. The Applicants stated that there were six (6) existing paved parking spaces in the front portion of the lot, and they acknowledged that the Village ordinances required them to include eight (8) parking stalls for the four (4) units. Denise Anton Wright asked

when the Applicants purchased the lot. The Applicants stated they closed on July 1<sup>st</sup>. Mike Marty stated that he would like to see an engineered site plan with parking spaces delineated, grading detail due to the floodplain, and landscaping detail. Mike Marty asked if there were plans for any garage parking. The Applicants stated it would be uncovered parking. Roger Truttmann asked the Applicants if they had any other rental properties in the community. The Applicants stated they did not have any other rental property in the community.

Motion by Mike Marty, 2<sup>nd</sup> by Suzi Janowiak, to approve the Conditional Use Permit for Nicole and Chad Yaun, conditional upon the Applicants providing an engineered site plan detailing parking, grading, and landscaping requirements for review and approval by the Plan Commission. Motion carried.

CONSIDERATION: SITE PLAN REVIEW: NICOLE & CHAD YAUN:

Motion by Mike Marty, 2<sup>nd</sup> by Denise Anton Wright to continue review of the Site Plan for Nicole and Chad Yaun until the Plan Commission receives an updated engineered site plan detailing parking, grading, and landscaping requirements. Motion carried.

CONSIDERATION: VARIANCE REQUEST: BRENDA SIEGENTHALER:

Mike Marty stated for the record that he provided surveying services for the Applicant, and would be recusing himself from review and action on the associated applications.

Administrator Gadow provided an overview of the application, and noted that if it is approved, the Applicant would need Swiss Design review approval for the new structure. Denise Anton Wright asked if the adjacent Village parking lot was tied to any particular business. Administrator Gadow stated he was unaware of any conditions on that lot. Brenda Siegenthaler introduced herself as the Applicant, along with Jeff Lahey, the project architect, and Blaine Siegenthaler. Brenda Siegenthaler stated she has been in the village for over 25 years, and was looking to expand. She noted she had not seen an issue with parking in the lot. Brenda Siegenthaler stated that she was looking to improve the back of the property, including the dumpster area. Kevin Budsberg asked if there was an option to include parking on the lot itself. Brenda Siegenthaler indicated that there was not, without limiting the expansion. Suzi Janowiak asked about the paved area on 7<sup>th</sup> Ave. Brenda Siegenthaler indicated that it was for delivery van access. Jeff Lahey stated that they wanted to screen the dumpster from view of Fat Cats and Sugar River Pizza, but that it might be possible to reconfigure to pick up a parking spot for employee parking. Kevin Budsberg asked about the northside of the property. Jeff Lahey stated that they needed to meet the 30 ft rear yard setback requirement. Brenda Siegenthaler stated that the office space would move to the new addition. Roger Truttmann stated that he did not think that foot traffic would change much from the current situation. Denise Anton Wright stated that the additional retail space would help with off-season foot traffic. Mary Thompson stated that the parking lot was empty much of the year, and only busy during the summer. Brenda Siegenthaler stated that the addition would help with handicap accessibility and that there would not be an increase in employees. Suzi Janowiak stated that the parking ordinance should be reviewed to determine if changes are needed to reduce the number of variances requested, if the parking requirement is too onerous.

Motion by Kevin Budsberg, 2<sup>nd</sup> by Suzi Janowiak, to approve the Variance Request for Brenda Siegenthaler as presented. Motion carried four (4) to zero (0), with one (1) abstention (Marty).

CONSIDERATION: SITE PLAN REVIEW: BRENDA SIEGENTHALER:

Kevin Budsberg asked about lighting for the new building. Jeff Lahey stated that there would be lighting for the exit door but no parking lot lighting. Jeff Lahey noted that there would be wall signage on the new building, which would need staff review and approval.

Motion by Kevin Budsberg, 2<sup>nd</sup> by Suzi Janowiak to approve the Site Plan for Brenda Siegenthaler. Motion carried four (4) to zero (0), with one (1) abstention (Marty).

CONSIDERATION: LAND DIVISION AND CONSOLIDATION BY CSM FOR BRENDA'S BLUMENLADEN:

Motion by Suzi Janowiak, 2<sup>nd</sup> by Kevin Budsberg to approve the Land Division and Consolidation by CSM for Brenda Siegenthaler. Motion carried four (4) to zero (0), with one (1) abstention (Marty).

Motion by Mike Marty, 2<sup>nd</sup> by Kevin Budsberg for a five (5) minute recess. Motion carried at 7:24 pm. Motion by Suzi Janowiak, 2<sup>nd</sup> by Kevin Budsberg to reconvene. Motion carried at 7:28 pm.

CONSIDERATION: CONDITIONAL USE – HINTERSTAEDTLI, LLC:

Mike Marty stated for the record that he provided surveying services for the Applicant, and would be recusing himself from review and action on the associated applications.

Carol Richard, project architect for the Applicant, provided an overview of the applications noting that they were aligning the front yard setback on 2<sup>nd</sup> St with the Swiss Lace factory building, and moved the 12<sup>th</sup> Ave portion of the building back to address sight line concerns.

Denise Anton Wright asked how many curb cuts there would be. Carol Richard stated that there would be three (3). Gof Thompson, for the Applicants, stated that the units would be for-sale units not rentals, and that there would be a buffer wall with landscaping to the adjacent properties. He noted that the setbacks would mirror the Swiss Lace building and the architecture would complement the existing building. Administrator Gadow asked the Applicant what factors drove the change from four (4) units at concept stage to the current three (3) units in the plan. Gof Thompson stated that it was based on marketability, as buyers wanted first floor bedrooms and 2 car garages, which necessitated a reduction of a unit. Denise Anton Wright asked if a two unit option was considered. Gof Thompson stated that two units were not feasible due to land and demolition costs. Denise Anton Wright stated that she could not support the variances requests as she did not believe undue hardship was met in this case. Carol Richard stated that the three units would look less urban due to building architecture.

Motion by Kevin Budsberg, 2<sup>nd</sup> by Suzi Janowiak, to approve the Conditional Use Permit for Hinterstaedtli, LLC as presented. Motion carried four (4) to zero (0), with one (1) abstention (Marty).

CONSIDERATION: VARIANCE REQUEST: HINTERSTAEDTLI, LLC:

Suzi Janowiak asked about Lot 3 driveway width and if it met fire code. Kevin Budsberg stated that the Fire Department would not drive through the alley, but rather use the street.

Motion by Kevin Budsberg, 2<sup>nd</sup> by Suzi Janowiak, to approve the Variance Request for Hinterstaedtli, LLC as presented. Motion carried three (3) in favor, one (1) opposed (Wright), with one (1) abstention (Marty).

CONSIDERATION: SITE PLAN REVIEW: HINTERSTAEDTLI, LLC:

Gof Thompson indicated that they might want to move the rear wall two (2) ft to the north to accommodate additional bathroom space, and asked what the procedure would be for that modification. Administrator Gadow recommended that the best course of action would be for the Plan Commission to review the proposed change now and determine if they would approved the site plan with that modification during their review this evening.

Motion by Suzi Janowiak, 2<sup>nd</sup> by Kevin Budsberg to approve the Site Plan for Hinterstaedtli, LLC with the option for the Applicant to modify the rear wall of Unit 2 two (2) ft to the north. Motion carried three (3) in favor, one (1) opposed (Wright), with one (1) abstention (Marty).

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

ADJOURNMENT: Motion by Susi Janowiak to adjourn, 2<sup>nd</sup> by Kevin Budsberg. Motion carried. Time 8:01 p.m.

Minutes taken by: Bryan Gadow

**VILLAGE OF NEW GLARUS**  
**VILLAGE PLAN COMMISSION MEETING**  
**JULY 14, 2016**  
DRAFT Minutes

CALL REGULAR MEETING TO ORDER: Chairman Roger Truttman called the regular meeting to order at 6:30 p.m. PRESENT: Roger Truttman, Kevin Budsberg, Beth Alderman, Colleen Bell, Denise Wright, and Suzi Janowiak. ABSENT: Mike Marty. ALSO PRESENT: Village Administrator Bryan Gadow, Deb Carey (New Glarus Brewing Company).

APPROVAL OF AGENDA: Motion by Kevin Budsberg to approve the agenda as presented, 2<sup>nd</sup> by Beth Alderman. Motion carried.

APPROVAL OF JUNE 23, 2016 MINUTES: Kevin Budsberg moved to approve the minutes of June 23, 2016, 2<sup>nd</sup> by Denise Wright. Motion carried.

RECOMMENDATION: SITE PLAN REVIEW: NEW GLARUS BREWING CO:

Administrator Gadow reviewed the modifications to the Site Plan based on the Plan Commission's feedback from June 23<sup>rd</sup>, including moving the structure back an additional fifty (50) feet to meet the Wisconsin DOT Trans 233 requirements, and the location of visitor parking near the stormwater management barn to the northeast. Deb Carey (New Glarus Brewing Company) noted that the barn would be ADA accessible as it is one level, and its purpose it to house the vintage hop picker machine and the two horse wagons.

Motion by Beth Alderman, 2<sup>nd</sup> by Suzi Janowiak to recommend approval of the site plan for New Glarus Brewing Company. Motion carried.

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

ADJOURNMENT: Motion by Beth Alderman to adjourn, 2<sup>nd</sup> by Suzi Janowiak. Motion carried. Time 6:35 p.m.

Minutes taken by: Bryan Gadow

**VILLAGE OF NEW GLARUS**  
**VILLAGE PLAN COMMISSION MEETING**  
**JUNE 23, 2016**  
DRAFT Minutes

PUBLIC HEARING – VARIANCE REQUEST – JOSEPH & HEIDI MONDLOCH

PRESENT: Roger Truttman, Suzi Janowiak, Beth Alderman, Kevin Budsberg, Colleen Bell, Denise Anton Wright and Mike Marty. ALSO PRESENT: Don Larson, Delores Larson, Dave Budden, Lauren Downing (Arc Design Resources, Inc), Bryce Loring (Casey's Marketing Co.), David Kawable, Duane Yaun, Joe Mondloch, Dave Anderson, Kelly Damron, Dack Damron, Jamie Proctor, Kathryn Mulvihill, Jeff Babler, Village Administrator Bryan Gadow, and Deputy Clerk Barb Roesslein.

Chairman Roger Truttman opened the public hearing at 6:30 p.m. The variance request for Joseph and Heidi Mondloch is for a three (3) feet height variance for the construction of a detached two (2) story garage on their property. The proposed garage would replace the existing garage and match the house more appropriately. By increasing the wall height on the second story this would increase the useable space of the second story by 50%. The space would only be used as a workshop with no residential use. Mr. Mondloch was asked by a resident if the existing footprint would change with the proposed garage. He replied that it would not change because he has limited yard space. He was also asked for pictures of the proposed garage, which he presented.

With no further public comments Beth Alderman moved to close the public hearing, 2<sup>nd</sup> by Suzi Janowiak. Motion carried at 6:34 p.m.

CALL REGULAR MEETING TO ORDER: Chairman Roger Truttman called the regular meeting to order at 6:34 p.m. PRESENT: All those present at the public hearing.

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

APPROVAL OF MAY 26, 2016 MINUTES: Kevin Budsberg moved to approve the minutes of May 26, 2016, 2<sup>nd</sup> by Colleen Bell. Motion carried.

CONSIDERATION: VARIANCE REQUEST FOR JOSEPH & HEIDI MONDLOCH: It was noted that Mr. Mondloch's house has been identified as being potentially eligible for the National Register of Historic Places. Mr. Mondloch indicated he doesn't have plans at this time to apply to the National Register since the Village is pursuing on creating a Historic District that would include his home. Because of the historic significates to the home the proposed garage would be built in the same style of the house.

Motion by Beth Alderman, 2<sup>nd</sup> by Kevin Budsberg, to approve the Variance Request for Joseph and Heidi Mondloch as presented. Motion carried.

RECOMMENDATION: SITE PLAN REVIEW: DUANE YAUN: The site plan submitted by Duane Yaun is for the construction of a single story steel building of 10,080 SF for use as a feed store and warehouse. Administrator Gadow recommended that Mr. Yaun work with Village staff to provide proof of parking with the addition of 2-3 more parking stalls than shown on his landscape plan. The landscape plan was reviewed and it was determined that existing Village Code is excessive in this regards for the Industrial Park. The Commission felt the proposed landscaping was adequate. When asked what his store would offer, Mr. Yaun stated he would be selling poultry, cattle, horse, and pet food. He would also have available pet supplies. The Commission requested that a lighting plan be submitted through the Building Inspector.

Motion by Suzi Janowiak, 2<sup>nd</sup> by Kevin Budsberg to recommend approval of the Site Plan for Duane Yaun with conditions to confirm with Staff and Inspector on a lighting plan and proof of parking. Motion carried.

RECOMMENDATION: SITE PLAN REVIEW: NEW GLARUS BREWING CO: The site plan submitted by New Glarus Brewing Company is for the construction of a storage barn adjacent to the entrance of the Hilltop facility. The proposed barn is a single story, 26 feet tall, 50'x25' (or 1,250 SF) structure, and made of oak board and batten construction. The barn would be setback twenty-five (25) feet from the front property line. The purpose of the barn is to house the Brewery's vintage hop picker and horse wagons and as a visual draw to the brewery. The building will contain several windows to allow visitors to stop and look inside at the equipment. Mike Marty questioned with the location of the barn near State Highway 69 would it need to meet WIDOT setback requirement Trans 233, which he thought was possibly seventy-five (75) feet. Administrator Gadow noted that he had confirmed with Building Inspector Mike Fenley on the Village's setback requirement, but would

inquiry if a WIDOT setback would also need to be met. The Commission discussed if parking would be provided for visitors to the barn.

Motion by Beth Alderman, 2<sup>nd</sup> by Kevin Budsberg to table site plan review for New Glarus Brewing Company for additional information:

1. Confirmation of DOT setback requirement Trans 233
2. Address parking and walking area.

Motion carried.

CONSIDERATION OF CONDITIONAL USE REQUEST AND VARIANCE REQUEST AND RECOMMENDATION OF SITE PLAN REVIEW FOR CASEY'S MARKETING COMPANY: Administrator Gadow summarized with the Commission the information they requested from the May 26, 2016 Plan Commission meeting.

Administrator Gadow informed the Commission that the Design Review Committee had met on June 21, 2016 to review the Swiss Architectural Design of Casey's Marketing Company proposed project. The design was approved with the following changes: Remove hardi-board siding and replace with stucco siding, addition of flower boxes, and addition of Canton Shields. The Design Review Committee felt the proposed design was well in keeping with the Swiss Architectural Ordinance.

The Commission discussed screening of the rear area of the building, particularly the balcony area. It was recommended that screening be similar to the front of the building by changing out the aluminum materials to wood material. The applicant expressed willingness to change out the appearance of the screening.

Operation of hours at 24/7 were discussed. The applicant would like the option available and if there was a lack of customers in the late hours they would consider reducing their hours of operation. Lighting would be recessed and would be shut-off when store is closed. Village Engineer Pat Rank is reviewing the lighting plan, which is being modified to meet code requirements. Mr. Rank also noted that he is waiting on more information from the applicant regarding their grease trap. Once architectural plans are finalized information will be provided to Mr. Rank.

The applicant submitted two (2) concept proposals for sidewalk as requested by the Commission. Option #1 is for sidewalk along 11<sup>th</sup> Avenue and Railroad Street and Option #2 is for a bike path connection. Consensus of the Commission is to go with Option #1.

Administrator Gadow noted that a final signage plan was submitted for review and the main sign for the proposed business has been taken out of the vision triangle, but remains at 54 square feet in size, which would require approval of a variance.

Dack Damron (17 – 10<sup>th</sup> Avenue) asked if he could address the Commission. Motion by Beth Alderman, 2<sup>nd</sup> by Mike Marty to open public comments. Motion carried. Mr. Damron inquired what would be the size and age of trees at time of planting from the proposed landscape plan. Ms. Downing replied the trees would be around 2-1/2" to 3" in diameter. Mr. Damron felt the view would improve with the multiple trees proposed. Kelly Damron commented that she had concerns with the proposed gasoline station because of additional traffic, truck parking and public near the residential area. It was noted that Casey's wouldn't be providing diesel fuel so the only truck traffic would be for delivers to the station. With no further comments, Kevin Budsberg moved to close the public comments, 2<sup>nd</sup> by Colleen Bell. Motion carried.

Discussion followed regarding the truck traffic in and out of the 11th Avenue entrance. Lauren Downing informed the Commission that she ran a simulation for truck turning movement into the facility from 11<sup>th</sup> Avenue and would provide that analysis to Staff. The Commission requested a commitment from the applicant that all efforts would be made to keep truck traffic (tankers) on 11<sup>th</sup> Avenue with no truck traffic using the Railroad Street entrance. It was suggested that signage could be installed indicating the 11<sup>th</sup> Avenue entrance as a truck entrance.

Ownership of the gravel area on the north side of property was discussed. The Swiss Lanes property has been surveyed and Swiss Lanes owns the ditch area on the north side, which will become a swale for water runoff.

At the request of the Commission, Bryce Loring, a representative from Casey's was present to address questions the Commission had regarding New Glarus as a location for a new store. Mr. Loring stated that Casey's currently has fifteen (15) stores in Wisconsin with a total of 1,933 throughout the United States. The newest stores are located in Janesville and Beloit. Fifty-three percent of their stores are in communities of less than 5,000 in population. Food services is a substantial part of their business with an offering of fresh donuts baked daily, a variety of pizzas, muffins, coffee, ice cream, and made to order sandwiches. Casey's is the 5<sup>th</sup> largest pizza chain in the United States. They also offer standard grocery items and package beer. The store would employ 15-25 employees. Mr. Loring stated that by Casey's research, New Glarus can support three (3) gasoline stations/stores. It was noted that all Casey stores are corporate owned. Suzi Janowiak expressed that she had following concerns with the proposed gasoline station:

1. The business is repetition of what is already in the village.
2. A strip mentality is being created along the highway corridor, which takes away from the downtown area.
3. Proposal conflicts with Village's long term goals.

She was also not in favor of operational hours of 24/7 and with the gasoline station near a residential area. It was discussed whether the Police Department would be able to give insight of potential issues with a business having 24/7 hours. Administrator Gadow noted that similar existing businesses aren't restricted on their hours of operation, which makes it challenging to require this with a new business.

The Commission reviewed the presented landscape plan and variance requests. Village code requires nineteen (19) trees and the applicant is requesting a variance of thirteen (13) trees. Also being requested is to allowed trees to be planted along Highway 69 right-of-way between the curb line and swale. Discussion followed regarding the opaque fencing that is being proposed as a landscape buffer. Consensus of the Commission that the fence be constructed of a natural cedar color.

CONDITIONAL USE REQUEST: Motion by Beth Alderman, 2<sup>nd</sup> by Kevin Budsberg to approve the CUP for Casey's Marketing Company. Motion carried 6-1 (Janowiak).

VARIANCE REQUESTS: The Commission was not in favor of a variance for the proposed 54 SF, as it was not in keeping with the Village ordinance. The Commission felt the landscaping requests were acceptable.

Motion by Beth Alderman, 2<sup>nd</sup> by Mike Marty to deny the sign variance request for Casey's Marketing Company. Motion carried.

Motion by Mike Marty, 2<sup>nd</sup> by Beth Alderman to approved the three (3) landscaping variance requests (§ 305-135(C)(1) to allow trees in the Highway 69 right-of-way; § 305-135(C)(2) reduce the amount of trees required from nineteen (19) to six (6); and § 305-135(C)(4) to allow fence as landscape buffer) and that the fencing used for buffer is natural cedar color. Motion carried.

SITE PLAN REVIEW: The Commission discussed the possibility of shifting a utility pole on the west side of the property to accommodate the proposed sidewalk in the right-of-way. It was noted this could be done by the applicant granting an easement for the sidewalk on Railroad Street or deeding the footage to the Village. The Commission requested no signage at the rear of the building. Ms. Downing confirmed that the sign showed on the plans was removed. The Commission reviewed the conditions of approval they felt were important for recommendation of the site plan.

Motion by Beth Alderman, 2<sup>nd</sup> by Kevin Budsberg to recommend approval of the site plan review for Casey's Marketing Company based on the following conditions:

1. Incorporating all requirements of Strand Associates letters dated 5/12/16 and 6/17/16.



2. Screening rear upper level balcony to match front balcony.
3. Staff approval of grease trap modifications.
4. Sidewalk Option #1.
5. Provide store management commitment to route truck traffic to 11<sup>th</sup> Avenue entrance and provide signage to indicate truck entrance.
6. Provide radius truck turning plan to Staff for review.
7. Provide an easement or deed for sidewalk on Railroad Street.

Motion carried.

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

ADJOURNMENT: Motion by Beth Alderman to adjourn, 2<sup>nd</sup> by Colleen Bell. Motion carried. Time 8:09 p.m.

Minutes taken by: Barbara Roesslein

**VILLAGE OF NEW GLARUS**  
**VILLAGE PLAN COMMISSION MEETING**  
**MAY 26, 2016**  
DRAFT Minutes

PUBLIC HEARING – CONDITIONAL USE – CASEY’S MARKETING COMPANY

PRESENT: Roger Truttmann, Suzi Janowiak, Beth Alderman, Kevin Budsberg, Colleen Bell, Denise Anton Wright and Mike Marty. ALSO PRESENT: Lauren Downing (Arc Design Resources, Inc), Dean HOLETON (Arc Design Resources, Inc), Randy Dreger, Pat Rank (Strand Associates), Village Administrator Bryan Gadow, and Deputy Clerk Barb Roesslein.

Chairman Roger Truttmann opened the public hearing at 6:30 p.m. The CUP request for Casey’s Marketing Company is for a gasoline service station in the C-2 Highway Commercial District.

With no public comments Beth Alderman moved to close the public hearing, 2<sup>nd</sup> by Kevin Budsberg. Motion carried at 6:31 p.m.

PUBLIC HEARING – VARIANCE REQUEST – CASEY’S MARKETING COMPANY

PRESENT: All those present for the first public hearing.

Chairman Roger Truttmann opened the public hearing at 6:31 p.m. Casey’s Marketing Company is requesting a variance on the following ordinances in reference to their site plan review for a proposed gasoline service station:

- §305-59(C)(3): C-2 Highway Commercial District Signage – Signage in the Vision Corners of intersecting streets and highways are prohibited
- §305-135(C)(1): Landscaping Requirements - One (1) deciduous tree planted for each 50 ft of property line along a public street right-of-way
  - *Variance Request: To allow trees to be planted along Hwy 69 right-of-way between the curb line and swale to ensure better visibility to the proposed pylon sign.*
- §305-135(C)(2): Landscaping Requirements - One (1) deciduous tree and sixty (60) points of additional landscaping for each 1,600 SF of paving.
  - *Variance Request: 19.5 trees required by code, a variance of 13.5 trees, resulting in 6 trees planted.*
- §305-135(C)(4): Landscaping Requirements – Landscaped buffer yards
  - *The use of an opaque fence constructed of materials compatible with the building on the site may be approved by the Plan Commission in addition to or in lieu of landscaping.*

With no public comments Suzi Janowiak moved to close the public hearing, 2nd by Colleen Bell. Motion carried at 6:31 p.m.

PUBLIC HEARING – CONDITIONAL USE – RANDY DREGER

PRESENT: All those present for the previous public hearings.

Chairman Roger Truttman opened the public hearing at 6:31 p.m. The CUP request for Randy Dreger is to allow for vehicle storage within the existing lumberyard property at 106 3<sup>rd</sup> Avenue, which is zoned Industrial.

With no public comments Beth Alderman moved to close the public hearing, 2nd by Mike Marty. Motion carried at 6:32 p.m.

CALL REGULAR MEETING TO ORDER: Chairman Roger Truttman called the regular meeting to order at 6:32 p.m. PRESENT: All those present at the public hearings. Richard Irland, Marjorie Irland, and Ed Monahan joined the meeting at 6:33 p.m.

APPROVAL OF AGENDA: Motion by Suzi Janowiak to move item #8 *Consideration Conditional Use Request for Randy Dreger* before item #5 *Consideration Conditional Use Request for Casey's Marketing Company* on the presented agenda, 2<sup>nd</sup> by Kevin Budsberg. Motion carried

Motion by Suzi Janowiak to approve the amended agenda, 2<sup>nd</sup> by Kevin Budsberg. Motion carried.

APPROVAL OF APRIL 21, 2016 MINUTES: Beth Alderman moved to approve the minutes of April 21, 2016, 2<sup>nd</sup> by Colleen Bell. Motion carried.

REOPEN PUBLIC HEARINGS: Richard Irland, Marjorie Irland, and Ed Monahan requested to make a public comment on the public hearings before the Commission. Beth Alderman moved to reopen the public hearings for CUP Request and Variance Request for Casey's Marketing Company and CUP Request for Randy Dreger, 2<sup>nd</sup> by Mike Marty. Motion carried at 6:35 p.m.

Public comments:

1. Richard Irland: He is opposed to the proposed gasoline service station. He feels it will have an adverse effect on existing businesses along the highway and the community.
2. Marjorie Irland: She feels community doesn't need another gasoline service station. This will be detrimental to the community, would want some other use instead.
3. Ed Monahan: He feels there is enough business to keep existing businesses going. He is opposed to the proposed gasoline service station. He feels this will impact the character of the community.

With no further public comments Beth Alderman moved to close the public hearings, 2<sup>nd</sup> by Mike Marty. Motion carried at 6:40 p.m.

CONSIDERATION: CONDITIONAL USE REQUEST FOR RANDY DREGER: Randy Dreger is planning on remodeling the main building into a banquet and storage facility. The use for vehicle storage would include campers, recreational vehicles and boats during the off season (Fall & Winter). Electricity would be off during the off season and flooring would be concrete. During peak season the building would be used as an event center with a maximum capacity of 300 people. Parking was discussed. Mr. Dreger indicated that parking lots would be created on site. He is negotiating to purchase the grass triangle parcel on 1<sup>st</sup> Street to create additional parking and would be requesting vacating the portion of 1<sup>st</sup> Street that runs through the property. Village Engineer Pat Rank advised that the area be checked for sanitary sewer and stormwater mains before vacating the street. Commission would prefer not to have overflow of parking effect Village parking.

Motion by Beth Alderman, 2<sup>nd</sup> by Suzi Janowiak, to approve the Conditional Use Request for Randy Dreger and to include comments from Mike Fenley's review letter. Motion carried.

CONSIDERATION OF CONDITIONAL USE REQUEST AND VARIANCE REQUEST AND RECOMMENDATION OF SITE PLAN REVIEW FOR CASEY'S MARKETING COMPANY: Denise Anton Wright noted that the Swiss Lanes parcel was identified as a Brownfield property in 2005. It was also noted that the property contains underground tanks that would have to be removed by the new owners.

Lauren Downing of Arc Design, presented the details of the proposed gasoline station and convenience store for Casey's Marketing Company. The project would include removal of the existing Swiss Lanes bowling facility, construction of a 4,356 square foot building, six (6) gasoline pumps, fifteen (15) parking stalls adjacent to the building and four (4) parking stalls away from the building. Deliveries would be made along the north side of building. Dumpster would be enclosed by wood fencing. Stormwater would be captured underground and by swales on either side of parking lot. Landscaping is being maximized while maintaining adequate spacing for growth of trees. There was discussion if existing 48" tree on property could be saved although Ms. Downing said it would be unlikely. There is no access from State Highway 69. Property is accessed by driveways on 11<sup>th</sup> Avenue and Railroad Street. Discussion followed regarding widening entrance on 11<sup>th</sup> Avenue to accommodate tankers rather than off of Railroad Street. LED lighting would be used which would create no bleeding to adjacent properties. Proposed sign is located in the vision triangle with a height of 15 feet. Ms. Downing said that the sign can be adjusted to meet Village Code. No asphalt would be used, as Casey's would use concrete for the parking and driveway areas. Casey Stores are usually open 24 hours, but are willing to discuss this with the Village if it isn't favorable. The building will be adjusted to meet the Swiss Architectural Design Ordinance. Administrator Gadow shared pictures that he received from Casey's Marketing Company of possible designs to the building. It was questioned if the dumpster location could be moved. Ms. Downing stated that space was limited for the dumpster location. Discussion followed regarding possible sidewalks along 11<sup>th</sup> Avenue, Railroad Street and off the bike trail. The Commission was in favor to having sidewalk along 11<sup>th</sup> Avenue from State Highway 69 to Railroad Street. Decorative fencing along State Highway 69 was also suggested. Administrator Gadow distributed the reply from the applicant regarding Village Engineer Pat Rank's review comments. Administrator Gadow noted that it is anticipated that a Design Review meeting will be schedule within the next two weeks. The Commission expressed that they would like to see what the building will actually look like in compliance with the Swiss Architectural Design Ordinance before making a decision on the proposed project.

Motion by Beth Alderman, 2<sup>nd</sup> by Mike Marty to table review of the CUP application to a future meeting, pending final architectural drawing after Design Review Committee review, incorporating comments from 5/12/16 Strand Associates review letter, provide two proposals for sidewalk: 1) along 11<sup>th</sup> Avenue and Railroad Street and 2) a bike path connection, and final design of sign in accordance with sign ordinance. Motion carried. Motion by Beth Alderman, 2<sup>nd</sup> by Mike Marty to amendment motion to include revision of the north driveway (Railroad Street) to meet code width requirements and recommend 11<sup>th</sup> Avenue driveway be approved at 46' wide to allow for truck traffic. Motion carried. Ms. Downing asked for clarification on the driveway widths. It was noted the Railroad Street driveway be reduced to 30' and the 11<sup>th</sup> Avenue driveway remain at the proposed 46'.

Suzi Janowiak stated that she would like representatives from Casey's Marketing Company to appear before the Commission to explain how they came to the conclusion that New Glarus was an ideal site for their proposed gasoline station. There has been concerns expressed that a third gasoline station in New Glarus isn't necessary. Ms. Downing noted that Casey's provides more than gasoline at their stores.

Motion by Kevin Budsberg, 2<sup>nd</sup> by Mike Marty to table site plan review and variances to a future meeting when the CUP is reviewed. Motion carried.

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

ADJOURNMENT: Motion by Mike Marty to adjourn, 2<sup>nd</sup> by Beth Alderman. Motion carried. Time 7:48 p.m.

Minutes taken by: Barbara Roesslein

**VILLAGE OF NEW GLARUS  
VILLAGE PLAN COMMISSION MEETING  
April 21, 2016**

CALL TO ORDER: Chairman Truttmann called the regular meeting to order at 6:30 p.m. PRESENT: Roger Truttmann, Kevin Budsberg, Beth Alderman, Colleen Bell, and Suzi Janowiak. ABSENT: Mike Marty. ALSO PRESENT: Mark Roffers (MDRoffers Consulting), Rebecca Sargent (MDRoffers Consulting), Village Administrator Bryan Gadow, and Deputy Clerk Barb Roesslein.

APPROVAL OF AGENDA: Motion by Suzi Janowiak to approve the agenda as presented, 2<sup>nd</sup> by Colleen Bell. Motion carried.

APPROVAL OF MARCH 17, 2016 MINUTES: Kevin Budsberg moved to approve the minutes of March 17, 2016, 2<sup>nd</sup> by Colleen Bell. Motion carried.

GENERAL DISCUSSION/UPDATE: COMPREHENSIVE PLAN UPDATE: Mark Roffers provided an update for the Commission on the planning progress since he met with the Commission on October 22, 2015. He has met with various groups within the Village and felt he received good commentary from those groups. Mr. Roffers reviewed the project timeline and stated he will be preparing the first draft of the Vision and Directions Volume with the expectation of presenting it to the Commission by mid-Summer. Mr. Roffers presented a draft of the Existing Land Use Map, which will be included with the Conditions and Issues volume of the updated Comprehensive Plan. The draft was prepared with the assistance of Mike Johnson of Green County Development Corporation. The Commission was asked to provide comments and corrections to the map. Mr. Roffers stated that creating an accurate existing land use map will provide a firm foundation for a strong future land use map. Discussion followed regarding future growth and development with the necessity of industrial space and Public Works facilities. Also discussed was the Conceptual Plan for Backtown. Mr. Roffers concluded with a discussion on preliminary initiatives to be included in the updated Vision and Directions volume of the Plan. The Commission provided feedback on the various initiatives.

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

ADJOURNMENT: Motion by Kevin Budsberg to adjourn, 2<sup>nd</sup> by Colleen Bell. Motion carried. Time 8:03 p.m.

Minutes taken by: Barbara Roesslein

**VILLAGE OF NEW GLARUS  
VILLAGE PLAN COMMISSION MEETING  
March 17, 2016**

CALL TO ORDER: Chairman Truttmann called the regular meeting to order at 6:30 p.m. PRESENT: Roger Truttmann, Laci Bainbridge, Kevin Budsberg, and Mike Marty. ABSENT: Beth Alderman, Colleen Bell, and Suzi Janowiak. ALSO PRESENT: Bryan Buesser, Roger Buesser, JoAnne Buesser, Jeff Buesser, Kim Stamm, Cory Stamm, Gof Thomson, Mary Thomson, Daniel Ramirez, Village Administrator Bryan Gadow, and Deputy Clerk Barb Roesslein.

APPROVAL OF AGENDA: Motion by Laci Bainbridge to approve the agenda as presented, 2<sup>nd</sup> by Mike Marty. Motion carried.

APPROVAL OF FEBRUARY 18, 2016 MINUTES: Laci Bainbridge moved to approve the minutes of February 18, 2016, 2<sup>nd</sup> by Mike Marty. Motion carried.

RECOMMENDATION: LAND DIVISION AND CONSOLIDATION BY CSM: STAMN-BUESSER (500 BLOCK OF 2<sup>ND</sup> AVENUE): Administrator Gadow gave an overview regarding the proposed Certified Survey Map (CSM) that is being presented by Kimberly and Cory Stamn and Roger and JoAnne Buesser to consolidate six (6) previously platted lots (Buesser Addition), and portions of Outlot 10, into two (2) larger single family lots. Lot 1 would be 2.67 acres and Lot 2 would be 1.82 acres. The request also includes a Street Vacation Request for Buesser Lane. Access for the two newly created parcels would come from 2<sup>nd</sup> Avenue with a 30' wide access easement for Lot 2. It was questioned whether there was any future plans by the Village to extend 5<sup>th</sup> Street or 6<sup>th</sup> Street. Administrator Gadow indicated his was not aware of any plans to extend these streets.

Mike Marty proposed the following corrections to the CSM that was presented:

1. Eliminate the word "proposed" that references the 30' access easement.
2. Reference the resolution and recording document numbers for the Street Vacation.
3. Include signature blocks for financial institutions.
4. Include square footage and acreage to the description (metes and bounds).
5. Create an access easement agreement for future developments.

Administrator Gadow clarified Mr. Marty's conditions to the applicants and offered to work with their surveyor to implement them. The applicants were receptive to the proposed conditions. Motion by Mike Marty, 2<sup>nd</sup> by Kevin Budsberg to recommend approval of the Land Division and Consolidation by CSM for Stamn-Buesser upon meeting the conditions that were outlined. Motion carried.

RECOMMENDATION: REZONING: KIMBERLY & CORY STAMN: The rezoning request that is being presented by Kimberly and Cory Stamn and Roger and JoAnne Buesser is for portions of the two (2) newly created parcels by the proposed CSM (above agenda item) from A-1 Agricultural to R-1 Residential. Portions of Outlot 10 that were included in the proposed CSM are currently zoned A-1 Agricultural, and would need to be rezoned to R-1 Residential to match the R-1 zoning of the rest of the property within the proposed CSM. If recommended for approval by the Plan Commission, the rezoning request will go to the Village Board for review.

Motion by Mike Marty, 2<sup>nd</sup> by Kevin Budsberg to recommend approval of the rezoning request by Kimberly and Cory Stamn and Roger and JoAnne Buesser. Motion carried.

WORKSHOP DISCUSSION: 1118 2<sup>ND</sup> STREET – GOF THOMSON: Gof and Mary Thomson, owners of 1118 2<sup>nd</sup> Street, appeared before the Plan Commission to obtain informal feedback on a potential idea for a smaller multi-unit building on their property before submitting a formal request. The property is located at the corner of 2<sup>nd</sup> Street and 12<sup>th</sup> Avenue. Administrator Gadow noted that the concept Mr. Thomson is proposing could trigger a request for a density variance, setback variance, and a conditional use for a multiple family dwelling. It was questioned if the proposed project could be submitted as a Planned Unit Development (PUD) rather than going through a variance process. Administrator Gadow stated that he would have to check if the Village Code would allow a PUD on a single parcel. Mr. Thomson presented three (3) different concept sketches, each concept consisted of four (4) single family dwelling units. Mr. Thomson stated they would like to maintain the property like the surrounding parcels in the area with everything in line and the use of brick for the exterior. The Commission favored the Alternate #1 sketch, which had the units constructed right to the sidewalk and greenspace to the rear. Discussion followed regarding the sight line on 2<sup>nd</sup> Street with the building directly to the sidewalk. The Commission was supportive of the proposed concept and appreciated the improvements to the area. They weren't concerned with the massing of the building and were flexible on making the project work for the area. Commission member Mike Marty asked what the next step would be for the Thomsons rather than a full site plan review. Administrator Gadow stated the submission of a survey and floor plan of the building being proposed. There was more discussion regarding PUDs and it was noted that utilities wouldn't be included in a PUD approval. Mr. Thomson stated he would like to see the power poles removed from his property and have services buried. Administrator Gadow replied that could be looked into with the cost directed to the property owner.

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

Administrator Gadow distributed a memo from Mark Roffers (MDRoffers Consulting) to the Commission that provided context for discussion at the next Plan Commission meeting in regards to the Village's Comprehensive Plan update.

ADJOURNMENT: Motion by Mike Marty to adjourn, 2<sup>nd</sup> by Kevin Budsberg. Motion carried. Time 7:11 p.m.

Minutes taken by: Barbara Roeslein

**VILLAGE OF NEW GLARUS  
VILLAGE PLAN COMMISSION MEETING  
February 18, 2016**

CALL TO ORDER: Chairman Truttman called the regular meeting to order at 6:30 p.m. PRESENT: Roger Truttman, Beth Alderman, Colleen Bell, Laci Bainbridge, and Suzi Janowiak. ABSENT: Kevin Budsberg and Mike Marty. ALSO PRESENT: Debbie Hatfield (Montgomery Associates), Todd Hasse (Hasse Surveying), Eric Gobeli, Katherine May (New Glarus Brewing Co), Greg Thoenke, Village Administrator Bryan Gadow, and Deputy Clerk Barb Roeslein.

APPROVAL OF AGENDA: Motion by Beth Alderman to approve the agenda as presented, 2<sup>nd</sup> by Colleen Bell. Motion carried.

APPROVAL OF JANUARY 21, 2016 MINUTES: Laci Bainbridge moved to approve the minutes of January 21, 2016, 2<sup>nd</sup> by Beth Alderman. Motion carried.

RECOMMENDATION: SITE PLAN AMENDMENT: ERIC GOBELI (DBA: GLARNER BIER HAUS): The original Site Plan along with a Conditional Use Permit was approved in August of 2015 for the Applicant. The Applicant is requesting an amendment to the Site Plan to shift the proposed building ten (10) feet to the south. The purpose of this shift is to minimize the relocation of the existing water main on the property. The new building location will also maintain a 10.5 foot side yard setback on the southern property line and maintain the required utility easements. Village Engineer Pat Rank reviewed the amended plans and provided a comment letter. The Applicant's Surveyor has updated the plans to address the Village Engineer's comments. Village Staff has also reviewed the proposed amendment to the Site Plan and recommends approval.

Todd Hasse of Hasse Surveying reviewed the amendment Site Plan with the Commission. Mr. Hasse stated that construction costs came back higher than was planned with the original Site Plan, by shifting the building it has brought costs down especially with the relocation of the water main. Mr. Hasse has been in contact with Public Works Director Scott Jelle regarding the water main and stated that Mr. Jelle was fine with the new location of the water main as long as the engineers also agreed. Ten (10) feet will be maintained between the sanitary and water mains. The shifting of the building will also provide better grading and water run off on the property. They will also be able to tap into an existing storm line along Hwy 69. The Applicant's Engineer is in contact with the Wisconsin DNR regarding any permits and specifications for replacing part of the State Trail that will be disturbed. There will be a common area for dumpsters used by both the hotel and Bier Haus. A retaining wall has also been added along the southern property line. There is minor changes to the landscape plan. Motion by Laci Bainbridge, 2<sup>nd</sup> by Suzi Janowiak to recommend approval of the Site Plan amendment for Glarner Bier Haus subject to the comment letter of Strand Associates dated February 9, 2016. Motion carried.

RECOMMENDATION: SITE PLAN: NEW GLARUS BREWING CO. – 2400 HWY 69: The site plan being presented by New Glarus Brewing Company is for an 11,500 sq ft expansion of the existing warehouse located at their hilltop location. The proposed project will also include the addition of four loading docks. The purpose of the expansion project is to organize and consolidate shipping docks into a centralized location and provide additional storage space for product. Village Staff has reviewed the proposed Site Plan and recommends approval. Katherine May of the New Glarus Brewing Company was asked if the Shipping/Receiving entrance off of Hwy 69 would have any changes. She responded there wouldn't be any changes.

Motion by Beth Alderman, 2<sup>nd</sup> by Colleen Bell to recommend approval of the Site Plan for New Glarus Brewing Company subject to recommendations from Strand Associates letter dated February 9, 2016. Motion carried.

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

ADJOURNMENT: Motion by Laci Bainbridge to adjourn, 2<sup>nd</sup> by Suzi Janowiak. Motion carried. Time 6:48 p.m.

Minutes taken by: Barbara Roesslein

**VILLAGE OF NEW GLARUS  
VILLAGE PLAN COMMISSION MEETING  
January 21, 2016**

CALL TO ORDER: Chairman Truttmann called the regular meeting to order at 6:30 p.m. PRESENT: Roger Truttmann, Beth Alderman, Suzi Janowiak, Kevin Budsberg, Mike Marty, and Laci Bainbridge. ABSENT: Colleen Bell. ALSO PRESENT: Village Administrator Bryan Gadow, and Aaron Holverson (Holverson Design).

APPROVAL OF AGENDA: Motion by Kevin Budsberg to approve the agenda as presented, 2<sup>nd</sup> by Mike Marty. Motion carried.

APPROVAL OF December 10, 2015 MINUTES: Suzi Janowiak moved to approve the minutes of December 10, 2015, 2<sup>nd</sup> by Laci Bainbridge. Motion carried.

RECOMMENDATION: SITE PLAN REVIEW: TRANSECT, LLC: The Commission resumed their review of the site plan and the provided lot survey of the property. Beth Alderman asked if off-street parking would be included with the project. Administrator Bryan Gadow indicated that yes, the Applicant would be working with the Village to secure land for an off-street parking lot to the rear of the building, likely behind the existing alley. Aaron Holverson (Architect for the Applicant) indicated that the lot survey showed that the adjacent building to the north did encroach on the Flannery's property and they would work with that property owner to resolve the issue. Mike Marty suggested that they use a quit claim deed, use an easement, or do a revised CSM to clean up the encroachment issue. Beth Alderman indicated that the building lighting question had been resolved with the updated site plan drawings that were provided. Mike Marty recommended that the Applicant provide an As-Built Survey to the Village at the conclusion of construction.

Motion by Beth Alderman, 2<sup>nd</sup> by Mike Marty to recommend approval of the Site Plan for Transect, LLC subject to the following conditions:

1. The Applicant work with the Village to ensure that off-street parking is provided for the project.
2. The Applicant provide the Village with a copy of an As-Built Survey at the end of project construction.

Motion carried.

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

Next Meeting: The Plan Commission discussed moving their regular meetings from the 4<sup>th</sup> Thursday of the month to the 3<sup>rd</sup> Thursday of the month. There was consensus of the members to schedule their future meetings to the 3<sup>rd</sup> Thursday of the month, with the next meeting being February 18, 2016.

ADJOURNMENT: Motion by Beth Alderman to adjourn, 2<sup>nd</sup> by Laci Bainbridge. Motion carried. Time 6:37 p.m.

Minutes taken by: Bryan Gadow

**MINUTES ARE NOT OFFICIAL UNTIL NEXT SUBSEQUENT MEETING**