

OFFICE OF  
*Town of New Glarus*

MINUTES  
TOWN OF NEW GLARUS  
Plan Commission, Sub-Committee Ord. 110 Meeting  
Monday February 2, 2015

ATTENDING: Keith Seward, Craig Galhouse and Susan McCallum, Deputy Clerk

ALSO ATTENDING: No one ABSENT: No one

1. Call Meeting to Order: Chair Seward called the meeting to order at 8:45am.
2. Proof of posting: S. McCallum attested that the agenda was properly posted.
3. Approve Minutes from January 27, 2015: K. Seward moved to approve the January 27, 2015 minutes, 2<sup>nd</sup> by C. Galhouse. Motion carried.
4. Discuss and review process to incorporate WI Acts 272, 280 and 74: S. McCallum handed out the updated ordinance with changes to date which were then reviewed. C. Galhouse asked if the concept of having a case number for submissions to the Plan Commission is new, then we should put that in the definitions. There was consensus to create the definition; S. McCallum will add that to the ordinance. C. Galhouse questioned what is the process for the county regarding approvals; S. McCallum will research for the next meeting. K. Seward requested examples of the Appendixes referred to in 110-7 B for the Plan Commission members; McCallum showed him the documents from the State Historical Society.

S. McCallum asked the committee to review her proposed addition to page 7, 110-11 A “letter of submission”, there was agreement. She directed them to the two forms she handed out which are currently being used; an application letter and form. It was decided to change the form as follows and refer to them as Appendix C;

- in title box; strike “Application” and insert “Submittal”, strike “Plan” and insert “Land Division”
- add Date to Submitted line
- strike “required” and add “filing” to application required date line
- add Case # line and below that “assigned by Plan Administrator”
- strike “Applicant Information” and add “Land Divider”

The following changes were added to the previous meeting’s changes:

- 1) add the following to the end of 110-12 A, “Refer to Article V for technical requirements.” to make sure the criteria needed to comply with Act 74 are clear.
- 2) reviewing the addition of 110-12 C. (6), it was decided to add at the end of the sentence “See Appendix D, CDA process planning area map of 7/2012.
- 3) On page nine 110-12 F (2) it was decided to just strike both twenty(20) days reference and insert ten (10) and to add “Town” in the last sentence between “,the Board”.

The committee then started review on page 10, 110-14 and made the following changes:

- 1) page 11 110-15 A. strike “Except..... Wis. Stats,” and begin with When.
- 2) page 16 110-20 B (1) strike “, in lieu thereof, to furnish” and end this sentence with credit, begin next sentence with The amount strike “of the deposit and the penal amount of the bond to” and add “shall be”, “1¼ times” and add “110%”; to satisfy Act 280 language.
- 3) page 16 110-20 B (3) replace with the following language per Act 280 “The land divider shall, upon substantial completion of improvements, maintain a performance bond or letter of credit in the amount of the total cost to complete any public improvements plus 10%. Substantial completion of improvements shall mean; when the binder coat is installed on roads to be dedicated to the Town or when there is no road dedication, when 90% of public improvements are accepted. The land divider will be required to maintain this security up to 12 months from the substantial completion or until the improvements are accepted by the Town.”
- 4) page 18 110-23 A, add “and Register”
- 5) S. McCallum will research State Statutes regarding storm water run-off as referred to on page 19 the Town’s

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ordinance 110-33. She will also research DNR regulations regarding items on page 20 110-29 B Drainage easements.

During this process it was determined there are a number of concepts, outside of the implementation of the three new Acts, that should be elevated to the Plan Commission members at the February meeting, S. McCallum will keep a running list to be forwarded to that meeting. This meeting identified:

1. On page 8 under Article IV Plat Review and Approval, 110-11, addition of G regarding the discussion of Sanitary or Utility districts throughout the Town. This may be part of a new Comprehensive Plan process. And an addition F. "If the submitted minor or CSM is an addition to a previously approved land division Of 4 or more lots, this shall be reviewed as a major land division." i.e. Hauser property.
  2. Possibility of change of Minor and Major definitions and criteria for review (based on when minor becomes major) and how these would be impacted by municipal services within or outside the ETZ.
  3. Possibility of adding language on page 17 110-21A (2) a new (e) that would identify Utility Districts. Submission of major subdivision within the ETZ shall include plans for municipal sewer and water which could be include in a municipal sanitary district; electrical, telephone, natural gas (as available) and Wi-Fi with could be included in a municipal utility district.
  4. Update language on page 19 110-28 Partition fences to add language for screening fences with commercial developments.
  5. Revision of language on page 20 110-29 B. Drainage easements beyond drainage districts. This would include any language in the DNR Storm water regulations, including storm water districts.
5. Set Next Meeting Date and Agenda: Friday February 6, 2015 8:30am, continue from 110-33 page 21.
- K. Seward moved to adjourned at 11:10 am, 2<sup>nd</sup> by C. Galhouse. Motion carried.