

TOWN OF VERMONT PLAN COMMISSION  
MEETING September 25, 2023 – 6:00 p.m.

**Call to order and posting certification.**

Tim called the meeting to order at 6:00 p.m. The meeting was properly noticed: posted on the front door of Town Hall, posted on the town website, emailed to the online subscribers, and published in the Mount Horeb Mail and Star News.

Present: Tim Pierce, Dean Bossenbroek, Jim Elleson, Doug Meier, Scott Moe

Absent: Nick Balster, Diane Anderson

**Approval of agenda**

Doug moved and Scott seconded a motion to approve the agenda. Motion carried 5-0.

**Approval of August meeting minutes**

Doug moved and Jim seconded a motion to approve the August meeting minutes. Motion carried 5-0.

**Public Input/General Comments**

None.

**Chair's Report**

- Barb Grenlie's public hearing with Dane County zoning is on September 26<sup>th</sup>. The Staff reports were provided to the PC. It was noted that Dane County Zoning staff used the description language of "transfer of development right" on the report. Vermont Township does not do Transfer of Development Right and this is a wording issue.
- Timesheet Reminder
- Jack has a Measuring Wheel that may be available for PC site visits in the future.
- 4752 Old Indian Trail – Received an inquiry from the new owner's builder representative as the previously approved Building Envelope and Driveway are being proposed to move. The driveway permit has also expired. A site visit will be needed along with an updated LUIF. The Chair will also request the applicant have a conversation first with the potential driveway easement landowner on a willingness to allow the new driveway location.

**Jerome & Jacqueline Helmenstine – Informational discussion on property**

- Owned property has a total of 9 PDRs. 7 available and 2 used by existing residences.
- Interested in rebuilding/replacing a new residence on the lot of parcel **060/0706-061-8705-3** which contains 1 of the 2 used PDRs as well as expanding the lot. The lot may be expanded but the house would need to be rebuilt within the current parcel to not "transfer a development right", which is not allowed
- Other considerations: 4 houses are allowed per shared driveway; Can only do 4 splits every 5 years, consider driveway grade maximum of 13%, maximum side slope of 30%, Ridgetop height limit of 28'

### **Ridgetop Protection Enforcement Option – Discussion and Possible Recommendation to the Board**

- Updated Ridgetop Map is not yet available.
- Scott moved and Doug seconded a motion to table. Motion carried 5-0

### **Plan Commission Site Visits and Adjoining Property Owner Notification – Discussion**

- Current Procedure: Site visits are posted in the paper, online, mailing list, and at the Town Hall. An agenda is sent out to adjacent landowners prior to the Board meeting, however with no additional details why it is being sent out. If this is a rezone or CUP Dane County will notify neighbors of the public hearing.
- It was questioned when the Town began sending board agendas to neighbors as that was not a previous practice.
- The consensus was to continue the practice of following State and County rules regarding notification
- If we are going to continue the current notifications they should include something like "you are receiving this because your neighbor is on the agenda".

### **Agricultural Building Approval Process – Continued Discussion**

- An update was provided on the status of the Underwoods' request and the latest communications from the Zoning department.
- Discussed the current zoning ordinance language and options for the Town to consider.
- Doug moved and Scott seconded "The Plan Commission request assistance from the Town Board to assist landowners who want to construct an Agriculture Accessory Building to support Forest Management to get approval from County Zoning." Motion carried 5-0
- Jim Elleson will also follow up with a phone call to Roger Lane to seek additional information in the next few days.

### **Solar Energy Ordinance.**

- Continued working on the proposed ordinance.
- An updated version with fixed formatting will be sent out to the PC members prior to the next meeting

### **Comprehensive Plan Review – Working Topic**

- Timeline and Process – per Board motion the plan revision must be completed and approved by the end of 2025.
- Based on the timeline the Plan Commission has approximately 24 meetings before moving up to the Board for approval
- Future agendas will specifically detail which sections are planned to be discussed. PC members may be given special work assignments along the way to prepare commentary for the next sections to be covered.
- An updated "Then and Now" document was distributed to the PC and will be presented formally next meeting. David Stanfield requested action by the PC at the next meeting supporting the project being utilized as part of the Comprehensive Plan update.

**Agenda items for the next meeting.**

Ridgetop protection  
Comprehensive plan review  
Solar energy ordinance  
Then and Now project  
4752 Old Indian Trail  
Agriculture Building Approval Process

**Next meeting date**

October 23, 2023, at 6:00 p.m.

**Adjournment.**

Scott moved and Dean seconded a motion to adjourn. Motion carried 5-0. The meeting was adjourned at 8:11 p.m.

Tim Pierce, Plan Commission Chair