

DRAFT MINUTES

TOWN OF VERMONT PLAN COMMISSION MEETING

4017 County Hwy JJ, Black Earth, WI 53515

Monday, April 28, 2025, 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 the Town Hall, posted on the town website, emailed to the online subscribers, and published in the Mount Horeb Mail and Times Tribune.

Present: Tim Pierce, Diane Anderson, Jim Elleson, Polly Kawalek, Max Scoll

Absent: Dean Bossenbroek, Doug Meier

Approval of agenda

Max moved and Polly seconded a motion to approve the agenda. Carried 5-0.

Approval of March meeting minutes

Jim moved and Polly seconded a motion to approve the March meeting minutes. Carried 5-0.

Public Input/General Comments

Mark Hookus expressed some opinions regarding the land division ordinance, multiple density studies for a single location over time, placement of a driveway etc.

Introduction of new PC members and discussion regarding PC role in Town Government

Tim introduced Polly Kawalek and Max Scott as new members of the Planning Commission.

Elections of Planning Commission Vice Chair and Secretary

Jim Elleson has served on the planning commission for 31 years. He agreed to continue to serve.

Tim moved and Max seconded a motion to cast a unanimous ballot for Jim Elleson as Vice Chair. Motion carried 5-0.

Diane Anderson has served as the planning commission secretary for 7 years. She agreed to continue to serve.

Tim moved and Max seconded a motion to cast a unanimous ballot for Daine Anderson as Plan Commission Secretary Motion carried 5-0.

Assignment of Driveway Committee

The driveway committee goes out a couple of times a year and inspects driveways that we have approved to be sure they are in compliance with our driveway ordinance. Max Scoll, replacing Scott Moe, will join Doug Meier to serve on the driveway committee.

Dustin Helmenstine, 4785 County Hwy FF, Discussion on future building plans.

1. Dustin wants to build a new house on part of his father's farm without too much disturbance to farmland and woodland.
2. A CSM will be required.
3. RR-2 would be the appropriate category for zoning. The placement would be determined by where the septic system is placed.
4. The Town prefers shared driveways, and a shared driveway agreement would be required.
5. The site is potentially suitable for a driveway permit.
6. Access to a county highway prevents being land locked in the future.
7. Any access to a town road or county highway requires 66 feet of roadside frontage.
8. The PC recommends applying to the County at the same time as to the Town,

Wanda Marling, Determination of building site.

1. Wanda questioned the number of PDRs.
2. Her building plans were based on the PDR maps on the town website and her understanding of the Chapter 7 Land Division ordinance.
3. At this point we have no evidence that the log cabin was a habitable residence on January 1, 1985.
4. The PC recommends two options:
 - a. She should do a density study with Dane County.
 - b. She could file a petition, have us do a site visit, and formally make a recommendation to the board. Unless she can find proof that the cabin was a habitable residence on 1-1-85, it would probably not change the PCs' decision.

Connie Janousek, Discussion on dead end driveway and PDRs.

Connie had questions regarding turnarounds and PDRs.

1. It was determined that she has 2 PDRs.
2. She has a pre-existing turnaround which is in private ownership, and no action from Connie is needed.
3. Ideally, she should have an agreement with the TOV so that the TOV has access to plow on private property.

Rezone of property around the Town Hall property and updating zoning for governmental use

The town has offered to purchase land around the Town Hall. The offer has been accepted. The Town needs to rezone the property. The primary goal is to get extra property around our buildings and not to encroach on the neighbor's property.

Polly moved and Jim seconded a motion to recommend approval to rezone from RM-16 to GC. Motion carried 5-0.

Chapter 7 Land Division Ordinance Revision – working topic.

The landowners at the end of a dead-end town road, when looking to develop, need to provide a turnaround dedication to the Town.

The land division ordinance is not clear as to who pays for the dedication.

The statute dictates that we cannot force the abandonment of a town road on landowners. It is very costly to fight for the abandonment.

Voluntary abandonment is quite easy; the landowner just signs a form to allow abandonment.

Diane will send a list of the dead-end roads to PC members.

Comprehensive Plan Review – Working topic.

The County has given us a Comprehensive Plan template. The benefits of using the template are common language between townships, and staff support from the County for maintaining the plan. Polly suggested reading the County document to see if it passes the communication common-sense test and then Max can compare our document with the County document.

Agenda items for the next meeting.

Chapter 7 Land Division Ordinance Revision – working topic.

Comprehensive Plan Review – Working topic.

Next Meeting Date.

Tuesday, May 27, 2025, at 6:00 p.m.

Adjournment

Polly moved and Jim seconded a motion to adjourn. Motion carried 5-0. Meeting adjourned at 7:54 p.m.

Diane Anderson, Planning Commission Secretary