

# Concord Plan Commission Minutes February 3, 2009

Mon, 02/09/2009 - 16:15 — admin

## TOWN OF CONCORD PLAN COMMISSION MINUTES

February 3, 2009

The meeting was called to order at 7:00 p.m. by Secretary Sally Williams with Jim Gilbert, Rhonda Leader, Carol Hoffmeister, and Sally Williams present. Chairman Dave Janquart was not present. Town supervisor Bill Ingersoll and Town Clerk Lloyd Zastrow were also present. Jim Gilbert led the assembly in the Pledge of Allegiance. Sally Williams stated that the meeting had been properly posted. Jim Gilbert moved to accept the minutes of the July 22 meeting, seconded by Rhonda Leader and carried.

Daniel Berg presented a preliminary CSM for a 3 acre farm consolidation at his property on N7149 CTH F. The CSM indicated that Mr. Berg would need to provide a T-turn around where the county road meets his driveway. Jim Gilbert made a motion to recommend approval of the farm consolidation to the town board, seconded by Sally Williams and carried.

Laura Martinez requested a variance for a reduced road setback for a 3 season room being built off the front of her house. Building of the room has already begun, but Ms. Martinez was not aware that she needed a variance and a building permit. Sally Williams stated that she had measured from the road centerline to the eave of the building and the measurement was 78 ft. The allowable setback from the road centerline is 85 ft. Drawings provided by Ms. Martinez show a setback from the road right of way to the eave of 47 ft. which infringes by 3 ft. on the allowable setback from the road right of way by 3 ft. These measurements do not include stairs which would extend another 3-4 ft. beyond the eave. The person building the addition was present and said that he could draw up plans to bring the steps off either side of the addition rather than off the front in order to not encroach any further on the setback. Jim Gilbert suggested making accurate drawings of both scenarios – one with the steps coming off the front and one with the steps from the sides- to present to the town board. Jim Gilbert made a motion to recommend approval of the variance to the town board with a preference for the steps coming off the side of the addition rather than off the front, seconded by Sally Williams and carried.

Professor Steve Grabow then addressed the board and the citizens present regarding the Town of Concord Comprehensive Plan which is nearing completion. The Plan Commission had requested his advice on the Implementation Element and on how to proceed from this point. Steve briefly recapped the Town's planning process as it began with the visioning seminars over 2 ½ years ago and commended the ongoing citizen involvement. He said that it is important for the Implementation Element to identify key strategies to implement the plan and then outline how these strategies will be incorporated into the Town government. He felt that our current draft of the Implementation Element accomplished this.

Richard Reindeers questioned the wording in the Implementation Element regarding mailing notices to all households in the town in the event of an amendment to the plan. He felt that if mailings are conducted, they should go to all property owners as well. After some discussion, it was decided to change the wording to read that mailings would go to all town residences and to non-resident property owners.

There was also discussion regarding the writing of an ordinance to limit large scale farming operations. Currently the plan states that the ordinance would be directed at farms whose size is >25% of the minimum defined for factory farms. Because the definition of a factory farm varies dependent on the type of animal, the 25% may be acceptable in some situations and not others. It was decided that the plan would not define the size of the farm which the ordinance would address but would leave that decision up to those writing the ordinance. The plan would stipulate that, until an ordinance is

developed, the Town Board would review any proposal for new farming operations which exceed 10% of the minimum size defined for factory farms. Steve said we may want to change the wording from “factory farms” to “intensive farm operations.”

Cindy Arbiture asked if there were any strategies in the plan to encourage farming and agricultural businesses. Steve stated that this type of strategy would belong in the Economic Development Element and that it is difficult to address this in a Comprehensive Plan. He did say that Jefferson County is currently working on a new plan which addresses programs to encourage agriculture.

The question was asked as to whether or not municipalities must put aside funds for conservation easements or purchase of development rights. Steve said that municipalities usually fund the purchase of development rights in part but that grant money may be available as well. He stated that the County Farmland Preservation Commission is working on mapping areas which would be desirable for conservation easements. He said, however, that they have a lot of planning to do before they are ready to work with the Towns.

Lloyd Zastrow asked if the town board can make changes to the recommended plan before they adopt it without sending the plan back to the Plan Commission. Other question included: do we need to have an attorney review the plan? Do we need to send paper copies to all the entities listed in state statutes or would digital copies be OK? At what point do we need to send out these copies – after the plan commission recommends the plan to the town board, or after the town board formally adopts the plan? Steve will check on these issues and Bill will talk to the Town’s Association attorney as well.

With no further business, the meeting was adjourned. The next meeting of the Plan Commission will be held on February 24, 2009.

Respectfully submitted,  
Sally Williams, secretary

## **Concord Plan commission Meeting (Feb. 24, 2009)**

Sun, 02/22/2009 - 21:32 — admin

### **TOWN OF CONCORD PLAN COMMISSION MEETING AGENDA**

#### **TUESDAY**

**February 24, 2009**

**LOCATION:** TOWN OF CONCORD COMMUNITY CENTER  
W1089 CONCORD CENTER DRIVE

**TIME:** 7:00 P.M.

#### **AGENDA**

1. Roll Call
2. Verify compliance with open meetings law
3. Review and approval of minutes from February 3, 2008
4. Dennis Loppnow, N7253 Woody Lane Dr., is requesting approval of a road setback for construction of a barn.
5. Consideration of a resolution to recommend the “Town of Concord Comprehensive Land Use Plan” to the Town Board.
6. Old Business

7. New Business

8. Adjournment

There may be at least two town board supervisors in attendance.

## **Concord Plan commission Minutes (Feb. 24, 2009)**

Thu, 02/26/2009 - 16:24 — admin

### **TOWN OF CONCORD PLAN COMMISSION MINUTES**

February 24, 2009

The meeting was called to order at 7:00 p.m. by Chairman Dave Janquart with Sally Williams, Jim Gilbert, Rhonda Leader, and Carole Hoffmeister present. Town Chairman Bill Ingersoll arrived at 8:00 near the close of the meeting. Dave Janquart led the assembly in the Pledge of Allegiance. Sally Williams stated that the meeting had been properly posted. Rhonda Leader made a motion to accept the minutes from the February 3 meeting, seconded by Jim Gilbert and carried.

Dennis Loppnow did not appear. His request related to permission for a set back based on a county survey of the road in front of his house which was in error. As the County knew the survey was in error, they resurveyed the road in front of his property and he is able to stay within the proper setbacks based on this new survey.

The next item on the agenda was discussion of the "Town of Concord Comprehensive Land Use Plan." Sally Williams stated that Bill Ingersoll had talked to Towns attorney, Carol Nawrocki, regarding questions generated at the last meeting. Steve Grabow had talked to Attorney Brian Ohm at the UW Extension in regards to these same questions. A summary of the responses is as follows:

The Town Board can make changes to the proposed Comprehensive Plan without referring the plan back to the plan commission. Brian Ohm indicated that this would be appropriate for minor changes but that the best practice for "significant" changes would be to refer the plan back to the plan commission.

It is not necessary to send paper copies of the plan to each entity listed in state statutes. A CDROM or link to a website would be fine in most cases. A hard copy should be available for viewing at some location such as the town clerk or the local library. Dale Konle suggested having CD's available from the town clerk. These are inexpensive and people could take them to a printer to get a printed copy of the plan if they desired one.

Copies of the plan do not need to be sent out to the entities listed in state statutes until after the plan is adopted by the town board.

Most municipalities do not have an attorney review their comprehensive plan. However an attorney should review any ordinances written pursuant to the plan.

Sally Williams then reviewed changes made to the plan based on input from the February 3rd plan commission meeting. These changes were as follows:

A change to the sections in the Implementation and Land Use Elements referring to the creation of an ordinance to prohibit factory farms and review other intensive farming operations. The original wording had stated that the ordinance would require review of intensive farming operations whose size was >25% of the minimum defined for factory farms. The new wording states that the size of the operations that would need to be reviewed would be determined when the ordinance is written and until that time, new proposed operations whose size is >10% of the minimum defined for factory farms would need to be reviewed by the plan commission and the town board.

A change was made to the Implementation Element in regards to the procedure for amending the plan. The previous procedure stated that a mailing regarding the proposed amendment would be sent to all town residences. This was changed to include non-resident property owners in the mailing.

A change was made in the Implementation Element to reflect the fact that copies of the plan do not need to be sent out to the entities listed in state statutes until after the plan is adopted by the town board.

Since printing of the comprehensive plan, spelling errors in 3 of the names on the acknowledgment page were noted. These errors were corrected on the paper copies and Dale Konle will correct them in the PDF version of the plan. Jim Gilbert also noted that Pioneer Drive was missing from the PASER rating table in Appendix B. Dale Konle will check the original document from which this table was generated and make sure all the information matches the original document.

Mike Herro questioned the plan policy regarding the proposed park-and-ride. He stated that people often use the Concord General Store as a parking area for carpooling and based on this observation he feels that a park-and-ride is needed and he hopes that the town would consider supporting a park-and-ride in the future if funds become available. Sally Williams stated that the policy currently in the plan is that the town will oppose the park-and-ride under any circumstances. The basis for this decision was the response to the questionnaire indicating that the majority of respondents do not want a park-and-ride under any circumstances (59% of total respondents). Dave Janquart pointed out that if the state wanted to construct and maintain a park-and-ride at the proposed site, they could do so without town approval as the site is owned by the state.

Carole Hoffmeister asked if the “n” in the chart on exhibit 1-9 in the Issues and Opportunities Element had been fixed. It has not, but Dale will correct that.

With no further changes proposed, the plan commission proposed the following resolution to recommend the “Town of Concord Comprehensive Land Use Plan” (with the above noted corrections of typographical errors and verification of the PASER table) to the Town Board:

The Plan Commission of the Town of Concord, Jefferson County, Wisconsin, by this resolution, adopted by a majority vote of the entire plan commission, recommends to the town board of the Town of Concord, adoption of the “Town of Concord Comprehensive Land Use Plan.”

The “Town of Concord Comprehensive Land Use Plan” contains all materials relating to and supporting the elements of the comprehensive plan including maps listed in Appendix A and all descriptive materials as referred to in Appendices B, C, and D.

The requirements of the comprehensive planning law under Wis. Stats. 66.1001 have been met, namely:

a. The Town Board adopted a Public Participation Plan for the comprehensive planning process as required by Wis. Stats. 66.1001(4)(a) on February 12, 2007.

b. In accordance with Wis. Stats. 66.1001(2), the comprehensive plan includes the nine required elements.

c. This resolution has been adopted by a majority vote of the entire plan commission. This vote will be recorded in the official minutes of the plan commission.

d. Pursuant to passage of this resolution, copies of the plan, when adopted, will be sent to all governmental units specified in Wis. Stats. 66.1001(4)(b).

Rhonda Leader made a motion to pass the resolution, seconded by Jim Gilbert. Ayes: Rhonda Leader, Carole Hoffmeister, Jim Gilbert, Dave Janquart, and Sally Williams. Noes: none. Motion carried.

With no further business, Jim Gilbert made a motion to adjourn seconded by Sally Williams and carried. The next meeting of the Plan Commission will be held on March 24, 2009.

Respectfully submitted,  
Sally Williams, secretary

## **Concord Plan Commission Minutes (May 26, 2009)**

Wed, 06/10/2009 - 08:16 — admin

**TOWN OF CONCORD PLAN COMMISSION MINUTES  
MAY 26, 2009**

The meeting was called to order at 7:00 p.m. by the Chairman Dave Janquart with Jim Gilbert, Carole Hoffmeister, and Sally Williams present.

Sally Williams stated that the meeting had been properly posted.

Carole Hoffmeister moved to accept the minutes of the February 24 meeting as presented, seconded by Jim Gilbert and carried.

Lloyd Zastrow, N6828 CTH E, requested approval of a lot split and rezoning to create a 1.51 acre A-3 residential building site from a 33.85 acre A-1 parent parcel # 006-0716-0923-000. The lot is on nonprime land. After brief discussion, Jim Gilbert moved to recommend approval of the lot split to the Town Board, seconded by Sally Williams and carried.

With no further business, Jim Gilbert moved to adjourn, seconded by Dave Janquart and carried.

The next meeting of the Plan Commission will be held June 23, 2009, in conjunction with the Public Hearing for the Comprehensive Land Use Plan.

Respectfully submitted,

Sally Williams, secretary

**Concord Plan Committee meeting agenda (Tuesday August 25, 2009)**

Thu, 08/20/2009 - 16:20 — admin

**TOWN OF CONCORD PLAN COMMISSION  
MEETING AGENDA**

**TUESDAY  
August 25, 2009**

**LOCATION:** TOWN OF CONCORD COMMUNITY CENTER  
W1089 CONCORD CENTER DRIVE

**TIME:** 7:00 P.M.

**AGENDA**

1. Roll Call
2. Verify compliance with open meetings law
3. Review and approval of minutes from February 24, 2009
4. Donald and Milene Wegner are requesting review and approval of a preliminary certified survey for a farm consolidation. The proposal would create an approximately 1 acre lot from a 40 acre parcel at W578 E. River Road, parcel # 006-0716-1114-000.
5. Old Business
6. New Business
7. Adjournment

There may be at least two town board supervisors in attendance.

## **Concord Plan Committee Minutes (August 25, 2009)**

Tue, 09/01/2009 - 16:03 — admin

### **TOWN OF CONCORD PLAN COMMISSION MINUTES AUGUST 25, 2009**

The meeting was called to order at 7:00 p.m. by the Chairman Dave Janquart with Jim Gilbert, Carole Hoffmeister, and Sally Williams present.

Sally Williams stated that the meeting had been properly posted.

Jim Gilbert moved to accept the minutes of the May 26 meeting as presented, seconded by Carole Hoffmeister and carried.

Milene Wegner presented a preliminary CSM for a farm consolidation. The proposal would create a 1.2 acre parcel from a 40 acre parcel at 578 E. River Rd., parcel # 006-0716-1114-000. Sally Williams made a motion to recommend approval of the proposed farm consolidation to the Town Board, seconded by Jim Gilbert and carried. Milene Wegner was informed that she would need to get on the agenda for the next Town Board meeting on September 25. She was also informed that the City of Oconomowoc would need to review the proposal as she is in the area in which the city exercises extraterritorial plat review.

Sally Williams stated that when the Comprehensive Land Use Plan goes into effect in November, there is a provision in the Implementation Element which directs the Town to develop a land use plan for the hamlet area. Sally suggested that the Plan Commission could begin work on this provision at the next Plan Commission meeting. All members agreed.

With no further business, Sally Williams moved to adjourn, seconded by Carole Hoffmeister and carried.

The next meeting of the Plan Commission will be held September 29, 2009.

Respectfully submitted,

Sally Williams, secretary

### **TOWN OF CONCORD PLAN COMMISSION MINUTES SEPTEMBER 22, 2009**

Mon, 09/28/2009 - 08:02 — admin

### **TOWN OF CONCORD PLAN COMMISSION MINUTES SEPTEMBER 22, 2009**

The meeting was called to order at 7:00 p.m. by the Chairman Dave Janquart with Jim Gilbert, Carole Hoffmeister, and Sally Williams present. Dave Janquart led the assembly in the Pledge of Allegiance.

Sally Williams stated that the meeting had been properly posted.

Jim Gilbert moved to accept the minutes of the August 25 meeting as presented, seconded by Carole Hoffmeister and carried.

Request #1: Richard Reinders of Concord Wisconsin Properties, LLC, N5915 Willow Glen Rd. requested review and approval of a preliminary survey. The proposal would create a 1 acre A-3 lot with an adjoining 5.3 acre natural resource zone from a 37.718 acre A-1 parent parcel (# 006-0716-1333-000). The 1 acre lot is just to the east of W481 Concord Center Cr. and leaves a 66' buffer between the lots for access to farm fields. The A-3 lot would be on prime farmland. The Concord Plan Commission

had previously approved a similar lot split on this parcel on May 27, 2008. The requesting party at that time was Bert and Barbara Hass of W481 Concord Center Dr. This previous proposal had placed the 1 acre A-3 lot on Willow Glen Rd. The Jefferson County Zoning Board had rejected this proposal and requested that the A-3 lot be placed along Concord Center Dr. just to the east of the Hass home site. The property has since been sold to Concord Wisconsin Properties, LLC. After brief discussion, Dave Janquart moved to recommend approval, seconded by Jim Gilbert and carried.

Request #2: Richard Reinders, N5915 Willow Glen Rd., requested review and approval of a preliminary survey to create a one acre A-3 lot from a 35 acre A-1 parent parcel (#006-0716-2423-000). The proposed lot area currently has a cement slab, a 30' x 50' Morton building, and various old sheds. The older sheds would be removed and the Morton building would remain. Mr. Reinders also requested that he be allowed the option to include as part of the A-3 lot, an approximately 1/3 acre triangular piece of land between the proposed lot and the north border of the parent parcel. This 1/3 acre piece is covered in course brush and not currently being farmed. Jim Gilbert made a motion to recommend approval of the preliminary survey with inclusion of the 1/3 acre triangle as part of the A-3 lot, seconded by Carole Hoffmeister and carried.

Sally Williams stated that in talking to the County Zoning administrator, the County may consider this a non-prime split even though it is on prime farmland. The reason for this would be that buildings already exist on the proposed A-3 lot area. The county did say, however, that since the remainder of the parcel accessible to the road is all prime farmland, no further splits would be allowed from the parent parcel whether the current request is approved as prime or non-prime. The parent parcel might not, however, be recorded as "frozen" for future splits if the current request is approved as a non-prime split. Because of this, Sally Williams proposed that the Plan Commission request that the parcel be recorded as frozen after the lot split is approved to avoid confusion in the future if a request were made to split off an additional lot. She proposed that the same request be made for the parcel in request #1. Dave Janquart and Jim Gilbert felt that such a request could wait until after these splits are approved by the County. Richard Reinders also asked that the Plan Commission not request that the parcels be recorded as "frozen."

Mr. Reinders stated that if the County would consider this proposed lot split to be non-prime, he would like to be allowed to expand the A-3 lot size to 2 acres as there is ample area to increase the proposed lot size without infringing on land that is currently being farmed. Sally Williams made a motion to recommend that the lot size on this parcel be allowed to be expanded to 2 acres if the County considers this a non-prime split seconded by Dave Janquart and carried.

Request #3: Richard G. and Robert R. Reinders, N5915 Willow Glen Rd., requested review and approval of a Preliminary survey to create a 1 acre A-3 lot and an adjoining 3.4 acre natural resource parcel from a 6 acre parent parcel (# 006-0716-2612-001). Mr. Reinders would like to maintain an access road through this parcel to the north of the A-3 lot to access land which he owns to the east. The proposed 66' access road would enter the property across from Meadow Lane. Sally Williams stated that according to Jefferson County, this entire parcel is mapped as wetlands except for about 1 acre across from Meadow Lane. According to the preliminary survey, only about 1/2 of the 1 acre which is not wetlands will be included in the A-3 lot area. To achieve the required setbacks of 75' for wetlands would be difficult with only this 1/2 acre area. Mr. Reinders said that if he moved the lot further north to incorporate more of the area not mapped as wetlands, then he would not be able to have his access road enter the parcel directly across from Meadow Lane. Both Sally Williams and Carole Hoffmeister felt that with the parcel being only 6 acres and almost entirely wetland and with the fact that Mr. Reinders needs to retain access through the property, it would seem that it may not be desirable to try and create an A-3 lot on this parcel at all. Sally Williams also questioned the purpose of a large trench being dug to the south end of this property along Willow Glen Rd. Mr. Reinders stated that the digging is on the

north end of the neighboring property where they are cleaning out and enlarging a pond. After further discussion, Jim Gilbert made a motion to recommend approval of the preliminary survey seconded by Dave Janquart. Votes: Jim Gilbert and Dave Janquart – aye; Carole Hoffmeister and Sally Williams – no.

With no further business, Dave Janquart moved to adjourn, seconded by Jim Gilbert and carried.

The next meeting of the Plan Commission will be held October 27, 2009.

Respectfully submitted,

Sally Williams, secretary

## **Town of Concord plan committee meeting agenda (October 27, 2009)**

Thu, 10/22/2009 - 17:24 — admin

### **TOWN OF CONCORD PLAN COMMISSION**

#### **MEETING AGENDA**

**TUESDAY**

**October 27, 2009**

**LOCATION:** TOWN OF CONCORD COMMUNITY CENTER  
W1089 CONCORD CENTER DRIVE

**TIME:** 7:00 P.M.

#### **AGENDA**

1. Roll Call
2. Verify compliance with open meetings law
3. Review and approval of minutes from September 22, 2009
4. Barry Mertz, N6750 CTH P, is requesting review and approval of a preliminary CSM to create 2 parcels from 3 existing parcels. All are currently zoned A-1.
5. The Plan Commission will meet with the Town Board to review and revise the town Driveway Ordinance (ord. # 18.12)
6. Old Business
7. New Business
8. Adjournment

The Town Board will be in attendance at this meeting.

## **Concord Plan Committee Agenda (Dec 8, 2009)**

Sun, 12/06/2009 - 10:36 — admin

### **TOWN OF CONCORD PLAN COMMISSION**

#### **MEETING AGENDA**

**TUESDAY**

**December 8, 2009**

**LOCATION:** TOWN OF CONCORD COMMUNITY CENTER



W1089 CONCORD CENTER DRIVE

**TIME:** 7:00 P.M.

**AGENDA**

1. Roll Call
2. Verify compliance with open meetings law
3. Review and approval of minutes from October 27, 2009
4. Review the town Driveway Ordinance (ord. # 18.12)
5. Review zoning and land use in the Hamlet area
6. Old Business
7. New Business
8. Adjournment

There may be at least two town board supervisors in attendance.