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There were no Plan Commission meetings for August, September, November, and December

January 23, 2019 Agenda:

**TOWN OF CONCORD PLAN COMMISSION
MEETING AGENDA
WEDNESDAY
January 23, 2019**

LOCATION: TOWN OF CONCORD COMMUNITY CENTER
W1095 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 November 28, 2018.
4. James & Kory Keller are requesting review and approval of a preliminary CSM to create a 1 acre A-3 lot from an 82 acre A-1 parent parcel on Hillside Dr. (parcel# 006-0716-3044-000)
5. Hal and Scarlet E. Geiger are requesting approval to rezone a 3.0 acre A-1 parcel to A-2 at N5396 County Rd. P (parcel # 006-0716-3032-003). They are also requesting a conditional use permit to use the rezoned property for a banquet hall/ event facility (Wedding barn).
6. Anfang Properties LLC (Tom Anfang) is requesting review and approval of a preliminary CSM to rezone 8.9 acres from A-1 to A-2 for agricultural use. Parcel address is N4932 County Road P (parcel # 006-0716-3143-002).
7. Carole Hoffmeister is requesting review and approval of a preliminary CSM to rezone 5 acres of an 18 acre A-1 parcel at W583 Allen Rd. to Natural Resource for sale to a neighboring property. *(Will bring paperwork to the meeting)*
8. New business
9. Adjournment

January 23, 2019 Minutes:

TOWN OF CONCORD PLAN COMMISSION MINUTES January 23, 2019

The meeting was called to order at 7:00 p.m. with Lloyd Zastrow, Jim Gilbert, Sally Williams, Carole Hoffmeister, and Laura Callison present. Chairman Bill Ingersoll was also present.

The meeting was opened with the Pledge of Allegiance.

Sally Williams stated that the meeting had been properly posted.

Jim Gilbert made a motion to approve the minutes from the November 28 meeting, second by Laura Callison. All approved. Motion passed.

Item 1: James & Kory Keller requested review and approval of a preliminary CSM to create a 1 acre A-3 lot from an 82 acre A-1 parent parcel on Hillside Dr. (parcel# 006-0716-3044-000). Jim Gilbert made a motion to recommend approval of the lot split and rezoning, second by Carole Hoffmeister. All approved. Motion passed.

Item 2: Hal and Scarlet E. Geiger requested approval to rezone a 3.0 acre A-1 parcel to A-2 at N5396 County Rd. P (parcel # 006-0716-3032-003). They are also requesting a conditional use permit to use the rezoned property for a banquet hall/ event facility (Wedding barn). This request was tabled from the November 28, 2018 meeting.

Three neighbors were present who spoke against the request. They were concerned about some of the issues they experienced with the weddings the past summer -noise, music, fireworks, excessive traffic, and buses parked in the roadway. They were also concerned with the potential for excessive alcohol use and large numbers of strangers coming into their community for these events. The neighbors stated they had moved to the country for peace and quiet.

One neighbor present spoke in favor of the proposal. She said everyone has parties which generate noise.

One neighbor present had significant concerns but would be supportive if there were enforceable restrictions on noise, duration, and frequency.

The owners stated that they would have a licensed bartender serving liquor and they didn't think anyone had left prior events drunk. It would bring business into the community, they would keep the sound down and limit the time alcohol was served.

Eric Frommgen felt they should be required to seek a liquor license. Without that, the Town would have no control over the alcohol situation at the facility.

Lloyd Zastrow stated that the county couldn't put restrictions on this facility over and above what they require of other wedding barns in the county.

Jim Gilbert said he had talked to 7 neighbors and all but one were opposed to the proposal. The proposal is also contrary to the Town Plan which states that the Town would limit the establishment of new business to the hamlet.

Sally Williams stated that while the County Zoning Office indicated that the Town could use their discretion in evaluating the proposal, the request did not fit with the zoning ordinance. The request is for rezoning and a conditional use permit according to Zoning Ordinance 11.04(f)7.eee - an event facility - which is a conditional use associated with the adaptive reuse of a barn. According to the ordinance: *"These conditional uses are associated with adaptive reuse of barns as defined in the ordinance. Existing pre-1970 barns with a limitation for additions of no more than 25 percent of the existing footprint and no more than 25 percent replacement, modification or repair of existing structural members."* Based on Mr. Geiger's description, the events are primarily held in a newer 7000sf pole building. Additionally, the pre 1970 barn on the property has had significant additions totaling well over 25% of its original footprint.

Jim Gilbert made a motion to deny the request for rezoning and a conditional use permit, second by Sally Williams. Sally, Jim, Laura, Lloyd approved. Carole abstained. Motion passed.

Item 3: Anfang Properties LLC (Tom Anfang) was on the agenda for review and approval of a preliminary CSM to rezone 8.9 acres from A-1 to A-2 for agricultural use. Parcel address is N4932 County Road P (parcel # 006-0716-3143-002). No one appeared to represent Mr. Anfang. The request will be put on the agenda for the February meeting.

Item 4: Carole Hoffmeister requested review and approval of a preliminary CSM to rezone 5 acres of an 18 acre A-1 parcel at W583 Allen Rd. to Natural Resource for sale to a neighboring property. The parcel to be rezoned is heavily wooded and is wetland. Sally Williams made a motion to recommend approval of the rezoning, second by Laura Callison. Sally, Jim, Laura, Lloyd approved. Carole abstained. Motion passed.

With no further business, Sally Williams made a motion to adjourn, Second by Laura Callison. All approved. Meeting was adjourned.

Respectfully submitted,

Sally Williams, secretary

February 27, 2019 Agenda:

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

February 27, 2019

LOCATION: TOWN OF CONCORD COMMUNITY CENTER
W1095 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 January 23, 2019.
- 4.** Anfang Properties LLC (Tom Anfang) is requesting review and approval of a preliminary CSM to rezone 8.9 acres from A-1 to A-2 for agricultural use. Parcel address is N4932 County Road P (parcel # 006-0716-3143-002).
- 5.** Discuss Mobile Home Ordinance
- 6.** Discuss Comprehensive Plan update
- 7.** New business
- 8.** Adjournment

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

February 27, 2019 Minutes:

TOWN OF CONCORD PLAN COMMISSION MINUTES February 27, 2019

The meeting was called to order at 7:00 p.m. with Lloyd Zastrow, Jim Gilbert, Sally Williams, Carole Hoffmeister, and Laura Callison present.

The meeting was opened with the Pledge of Allegiance.

Sally Williams stated that the meeting had been properly posted.

Laura Callison made a motion to approve the minutes from the January 23 meeting, second by Jim Gilbert. All approved. Motion passed.

Item 1: Anfang Properties LLC (Tom Anfang) represented by surveyor John Kannard, requested review and approval of a preliminary CSM to rezone 8.9 acres from A-1 to A-2 for agricultural use. Parcel address is N4932 County Road P (parcel # 006-0716-3143-002). The current use of the parcel is for equipment storage and repair. Mr. Anfang would like to sell the property to S & R Egg Farms - the use of the parcel would remain essentially the same. An approximately 4.5 acre portion of the parcel contains the existing buildings and abuts the road. The back portion of the parcel is an approximately 4.5 acre field which would be used to test machinery. The parcel would need to be rezoned as it is < 35 acres. The Egg Farm will be purchasing other cropland in the area but does not want to purchase 35 acres in this location as the A-1 land adjoining the 8.9 acre parcel is in the Wetland Reserve Program and cannot be farmed. Sally voiced concern regarding rezoning a parcel this size to a business zoning as it opens up the possibility for future potential business uses on the property which could become quite large and disruptive to the surrounding community. The business entity who will be purchasing the property is relatively large and no plan for how they would use the property was presented. Suggestions were made to rezone only the 4.5 acres abutting the road and containing the buildings or to have the purchaser buy a 35 acre parcel so rezoning would not be necessary.

Lloyd Zastrow made a motion to approve the rezoning as presented, second by Jim Gilbert. Lloyd and Jim approved. Sally, Laura, and Carole opposed. Motion denied.

Sally made a motion to table the discussion to the next meeting and to discuss the proposal with the zoning office to see if there are options other than creating a large A-2 parcel. Second by Laura. All approved. Motion passed.

Item 2: Discussion of amendments to Mobile Home Ordinance: Bill Ingersoll requested that the Plan Commission review the Mobile Home Ordinance and discuss possible amendments to impose penalties on the Mobile Home Park for non-compliance with the terms of the license. The Town Board has been receiving complaints that the park management is not keeping the park road well plowed. The current ordinance does not contain any wording regarding snow plowing. The following suggestions were proposed:

- Section 6(d) - insert wording between #7 and #8 that the Park Plan should contain Method and plan for snow removal.
- Section 6(f) - insert wording between #19 and #20 providing criteria which must be met in the Park Plan to provide adequate snow and ice removal.

- Section 6 - insert between 6(f) and 6(g) wording to the effect that if the licensee fails to comply with licensing regulations or with the criteria set forth in the Park Plan, that a daily penalty of \$ --- would be assessed until the licensee exhibits compliance.

The Plan Commission will seek guidance for any changes at the next Town Board meeting. There was a consensus that it would be a good idea to have the town attorney review the ordinance.

Item 3: Discussion of Comprehensive Plan update: The Town of Concord Comprehensive Land Use Plan was passed in 2009. State statutes require that the plan be updated every 10 years. Lloyd will talk to the new Community Educator at the UW Extension Center to see if he can offer advice and guidance on the process.

With no further business, Sally Williams made a motion to adjourn, second by Laura Callison. All approved. Meeting was adjourned.

Respectfully submitted,
Sally Williams, secretary

March 27, 2019 Agenda:

TOWN OF CONCORD PLAN COMMISSION

MEETING AGENDA

WEDNESDAY

March 27, 2019

LOCATION: TOWN OF CONCORD COMMUNITY CENTER
W1095 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 27, 2019.
4. Anfang Properties LLC (Tom Anfang) is requesting review and approval of a preliminary CSM to rezone 4.6 acres from A-1 to A-2 for agricultural use. Parcel address is N4932 County Road P (parcel # 006-0716-3143-002).
5. Discuss Mobile Home Ordinance
6. Discuss Comprehensive Plan update
7. New business
8. Adjournment

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

March 27, 2019 Minutes:

TOWN OF CONCORD PLAN COMMISSION MINUTES

March 27, 2019

The meeting was called to order at 7:00 p.m. with Lloyd Zastrow, Jim Gilbert, Sally Williams, and Laura Callison present. Carole Hoffmeister was absent.

The meeting was opened with the Pledge of Allegiance.

Sally Williams stated that the meeting had been properly posted.

Jim Gilbert made a motion to approve the minutes from the February 27 meeting, second by Laura Callison. All approved. Motion passed.

Item 1: Anfang Properties LLC (Tom Anfang) requested review and approval of a preliminary CSM to rezone 4.6 acres from A-1 to A-2 for agricultural use. Parcel address is N4932 County Road P (parcel # 006-0716-3143-002). The current use of the parcel is for equipment storage and repair. Mr. Anfang would like to sell the property to S & R Egg Farms - the use of the parcel would remain essentially the same. This is an amended request, Mr. Anfang was initially requesting a rezoning of 8.9 acres to A-2. Jim Gilbert made a motion to recommend approval of the request as presented, second by Sally Williams. All approved. Motion passed.

Item 2: Discussion of amendments to Mobile Home Ordinance: Sally Williams presented changes to the Mobile Home Park Ordinance. More specific criteria were added to the Park Plan which the Mobile Home Park owners are required to submit for approval each year, penalties were included for lack of compliance with the ordinance, bonding was increased to \$50,000. The updated plan will be presented to the Town Board at their April meeting.

Item 3: Discussion of Comprehensive Plan update: The Town of Concord Comprehensive Land Use Plan was not discussed due to time constraints.

With no further business, Sally Williams made a motion to adjourn, second by Laura Callison. All approved. Meeting was adjourned.

Respectfully submitted,

Sally Williams, secretary

April 24, 2019 Agenda:

**TOWN OF CONCORD PLAN COMMISSION
MEETING AGENDA**

WEDNESDAY

April 24, 2019

LOCATION: TOWN OF CONCORD COMMUNITY CENTER
W1095 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 March 27, 2019.
4. Discuss Comprehensive Plan update
5. New business
6. Adjournment

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

April 24, 2019 Minutes:

TOWN OF CONCORD PLAN COMMISSION MINUTES

April 24, 2019

The meeting was called to order at 7:00 p.m. with Lloyd Zastrow, Jim Gilbert, Sally Williams, and Laura Callison present. Carole Hoffmeister was absent. Dale Konle, Larry Oliverson, Jake & Susan Couture were also present.

The meeting was opened with the Pledge of Allegiance.

Sally Williams stated that the meeting had been properly posted.

Jim Gilbert made a motion to approve the minutes from the March 27 meeting, second by Laura Callison. All approved. Motion passed.

Item 1: Discussion of Comprehensive Plan update: The Town of Concord Comprehensive Land Use Plan was passed in 2009 and according to Wisconsin law needs to be revisited. Several factors in the discussion were the fact that 1) the county is currently updating their comprehensive plan and we may want to look at any changes they make as we consider updates to our plan, and 2) there will be a new census in 2020 and any updating of data that we do for our plan would be better based on that census data rather than the 2010 data.

Three approaches were discussed:

1. Re-adopt the Plan as written with no changes for now. Wait to update the plan until the new census data is in and the county is finished updating their plan.
2. Do a full plan update including all data now.
3. Do a partial update of the plan now to address current issues but wait to update any data until the county plan is finished and new census data is in.

The committee opted to follow approach number three. Sections and issues to be addressed include the following:

1. Vision statements, Strategies, and Issues will be updated for each chapter. Sally Williams will work on Chapters 2, 3, and 4. Dale Konle will work on chapters 5 & 6. Larry Oliverson will work on Chapters 1 & 10.
2. The use of the terms "rural" and "rural character" need to be defined so that they reflect the intent of the town. Laura Callison will work on this.
3. Current issues which the committee would like the plan to address include the following:
 - a. need for a systematic approach to rezoning properties to A-2
 - b. a statement of opposition to large scale utilities (solar, wind, pipelines, towers) that are developed in such a way that they interfere with the town's basic values and rural quality of life and strategies to deal with these types of proposals.
 - c. a statement indicating that new broadband should use existing towers wherever possible.
 - d. a strategy to limit home occupations to small scale operations under the definition which existed in the county zoning ordinance in 2009 rather than the current expanded definition which allows for larger businesses with more employees.

4. Lloyd will check with the town attorney as to the following: Does state law require the town to pass a new plan in the 10 year time limit? What if we exceed that? Can we have a more restrictive list of conditional uses than the county in a given zoning district? Can we have a more restrictive definition of a given conditional use (such as home occupation) than the county has?
5. The goal is to have any updates done in time to mail out the notice of a public hearing on the updated plan along with the town picnic notice in August. The public hearing requires a 30 day notice and could be held in September.

With no further business, Sally Williams made a motion to adjourn, second by Laura Callison. All approved. Meeting was adjourned at 9:36.

Respectfully submitted,
Sally Williams, secretary

May 29, 2019 Agenda:

**TOWN OF CONCORD PLAN COMMISSION
MEETING AGENDA
WEDNESDAY
May 29, 2019**

LOCATION: TOWN OF CONCORD COMMUNITY CENTER
W1095 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 April 24, 2019.
4. Tom Anfang is requesting review and approval of a preliminary CSM to create (2) 2 acre A-3 lots from a 35 acre A-1 parent parcel north east of Evergreen Drive and County Road P. (parcel # 006-0716-3121-000)
5. Discuss Mobile Home Park Ordinance. Attorney will be present to answer questions.
6. Discuss Comprehensive Plan update
7. New business
8. Adjournment

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

May 29, 2019 Minutes:

TOWN OF CONCORD PLAN COMMISSION MINUTES

May 29, 2019

The meeting was called to order at 7:00 p.m. with Lloyd Zastrow, Jim Gilbert, Sally Williams, Carole Hoffmeister, and Laura Callison present. own Board members Bill Ingersoll and Erick Frommgen were present along with Attorney Al Larson from Levi and Bender. Guests Kim Miller and Dale Konle were also present

The meeting was opened with the Pledge of Allegiance.

Sally Williams stated that the meeting had been properly posted.

Jim Gilbert made a motion to approve the minutes from the April 24 meeting, second by Laura Callison. All approved. Motion passed.

Item 1: Tom Anfang requested review and approval of a preliminary CSM to create (2) 2 acre A-3 lots from a 35 acre A-1 parent parcel northeast of Evergreen Drive and County Road P. (parcel # 006-0716-3121-000). Lots are non-prime. This would freeze this parcel for further splits. Jim Gilbert made a motion to recommend approval of the lot splits and rezoning as presented. Second by Sally Williams. All approved. Motion passed.

Item 2: Discussion of Mobile Home Park Ordinance with Attorney Al Larson:

Bill Ingersoll gave some background on the Mobile Home Park and introduced the fact that under current ownership the park is not being properly maintained particularly in regard to snow plowing, tree care, mowing, garbage pickup, and general maintenance.

Based on questions regarding the proposed new ordinance, Attorney Al Larson had the following information/ advice:

1. The Town cannot micromanage all problems at the park. Mobile home owners need to apply pressure to park owners themselves to get things done. The attorney suggested that they form an association for that purpose.
2. The town should not be the solution for maintenance issues. The town can issue fines for non-compliance but should not be performing maintenance work that the park owners are not keeping up with. If the town needs to do work such as snowplowing in an emergency situation, the cost could be levied as a special assessment on the mobile home park.
3. Bonding - The bond cannot be used as a means for the town to collect payment for fixing problems or doing work at the park. The bond can be used to collect unpaid fees or fines issued for violation of the ordinance. The attorney will also review the wording for the bond to make sure it is adequate.
4. The Town has the most leverage during the period of annual license renewal. If the park owners do not submit a renewal application with an appropriate Park Plan, then the Town should not issue the license. The Town needs to insist on a Park Plan. The attorney suggested that the town send a letter to that effect to the park owners stating: "If we do not receive an application with a Park Plan meeting the criteria in the ordinance, we will not issue a license."

5. Ordinance - The attorney felt the amended mobile home park ordinance the town has written up is fine. Since we are amending an existing ordinance and not creating a new ordinance, it would be effective immediately upon passage by the town board at their June meeting. Since the mobile home park license renewal period is June 1 to June 30, it would be best to go through license renewal for this year under the terms of the old ordinance. Once this renewal period is over, the town would operate under the new ordinance. Because the town is operating currently under the old ordinance, there is no penalty to be levied by the Town for operating without a license. The attorney was unsure if there was a penalty at the state level.
6. The attorney felt that even under the old ordinance, the Town still has some teeth. The park owners still have to submit a renewal application, an appropriate Park Plan, the park inspection needs to be completed, and the park owners still need to meet the criteria in the existing ordinance in order to receive a license. If they do not meet these criteria, we should not issue a license.
7. Potential penalties for operating a Mobile Home Park without a license - The attorney will research the penalties involved at the state level if the Town does not issue a license and how those penalties would be levied and collected. Kim found a citation in state statutes 66.0435(2)(a) stating "It is unlawful for any person to maintain or operate a community within the limits of a city, town or village, unless the person has received a license from the city, town or village. There is also a provision in State Administrative Code SPS 326.04 for penalties of up to \$250 a day for non-compliance.

In the new ordinance, section (6)(f)21., there is wording regarding the perimeter around each mobile home that is the responsibility of the home owner for landscape maintenance and at what point the park owners landscaping duties begin. Bill will find out what this perimeter is so that information can be included in the ordinance.

Respectfully submitted,
Sally Williams, secretary

June 26, 2019 Agenda:

**TOWN OF CONCORD PLAN COMMISSION
MEETING AGENDA
WEDNESDAY
June 26, 2019**

LOCATION: TOWN OF CONCORD COMMUNITY CENTER
W1095 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 May 29, 2019.
4. Discuss ATV Route Ordinance.
5. Discuss increasing size of Plan Commission
6. Discuss Comprehensive Plan update
7. Old business - wedding barn request
8. New business
9. Adjournment

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

June 26, 2019 Minutes:

TOWN OF CONCORD PLAN COMMISSION MINUTES

June 26, 2019

The meeting was called to order at 7:07 p.m. with Lloyd Zastrow, Jim Gilbert, Sally Williams, Carole Hoffmeister, and Laura Callison present. Town board member Bill Ingersoll was present along with 2 members of the GLIDE Four Seasons Club. Guests Kim Miller and Dale Konle were also present.

The meeting was opened with the Pledge of Allegiance.

Sally Williams stated that the meeting had been properly posted.

Jim Gilbert made a motion to approve the minutes from the May 29 meeting, second by Laura Callison. All approved. Motion passed.

Item 1: Discussion of ATV Ordinance

The committee discussed a draft ATV Ordinance presented by Sally Williams. The ordinance is modeled largely after the Waterloo ATV Ordinance, state statute 23.33, and Wisconsin Administrative Code NR-64. Operators will be required to have a valid driver's license and liability insurance. Maximum speed limits will be 35 mph. Only signed routes can be used by ATVs. GLIDE Four Seasons Club will be responsible for cost and placement of signage and will need to request permission from the Town Board for each road signed. Hours of operation will be limited to 8:00 a.m. to 10:00 p.m.

The Plan Commission members expressed concern over the town enacting an ATV ordinance. Areas of concern included safety issues, ATVs on the roads after dark, joyriding, noise issues. Additionally, at a previous meeting on the issue, the majority of residents present expressed opposition to the idea. Sally Williams made a motion that the Plan Commission recommend that a public hearing on the issue be held prior to passing an ATV ordinance. Notice for the hearing could be sent out with the postcard for the August picnic. Second by Laura Callison. All approved/ none opposed. Motion passed.

Item 2: Discuss increasing the size of the Plan Commission

Bill Ingersoll has proposed appointing 2 additional members - Kim Miller and Dale Konle - to the Plan Commission to have a committee of 7 members rather than 5. There has been more work than usual lately for the Plan Commission and the Comprehensive Plan is currently being updated. Kim is good at research and would be an asset. The Plan Commission will support whatever the Town Board decides.

Item 3: Wedding barn request from Geigers

Two neighbors of Geigers contacted Jim Gilbert about a letter that the Geigers sent to them. The Geigers will be having 4 weddings for friends and relatives this summer. For their niece's wedding, they offered to pay for the neighbors to go out to eat and to a movie. Neighbors are also invited to come listen the band. Neighbors just wanted us to be aware of the situation.

Due to time, the Comprehensive Plan discussion was put off until next month. Jim Gilbert made a motion to adjourn, second by Carole Hoffmeister. Meeting adjourned at 8:53 p.m.

Respectfully submitted,
Sally Williams, secretary

July 31, 2019 Agenda:

**TOWN OF CONCORD PLAN COMMISSION
MEETING AGENDA
WEDNESDAY
July 31, 2019**

LOCATION: TOWN OF CONCORD COMMUNITY CENTER
W1095 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 June 24, 2019.
4. Request by Richard Dama to convert a 0.13 acre portion of land from A-1 to A-3 to allow for its transfer to an existing A-3 zone. Transfer would be from N6190 County Road F (parcel# 006-0716-1533-000) to N6196 County Road F (parcel# 006-0716-1532-015).
5. Discuss Comprehensive Plan update
6. New business
7. Adjournment

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

July 31, 2019 Minutes:

TOWN OF CONCORD PLAN COMMISSION MINUTES

July 31, 2019

The meeting was called to order at 7:00 p.m. with Lloyd Zastrow, Jim Gilbert, Sally Williams, Carole Hoffmeister, and Laura Callison present.

The meeting was opened with the Pledge of Allegiance.

Sally Williams stated that the meeting had been properly posted.

Carole Hoffmeister made a motion to approve the minutes from the June 24 meeting, second by Laura Callison. All approved. Motion passed.

Item 1: Richard Dama requested conversion of a 0.13 acre portion of land from A-1 to A-3 to allow for its transfer to an existing A-3 zone. Transfer would be from N6190 County Road F (parcel# 006-0716-1533-000) to N6196 County Road F (parcel# 006-0716-1532-015). Sally Williams made a motion to recommend approval of the request as presented, second by Jim Gilbert. All approved. Motion passed.

Item 2: Sally Williams presented some proposed updates to the Comprehensive Plan. An Appendix E was added to define rural character for the purposes of the Plan. Wording was added to Chapters 1 and 4 to indicate that the Town would seek to maintain its defined rural character, would oppose large scale commercial utility developments such as wind and solar, and encourage the use of shared cell towers as new broadband opportunities are developed.

Jim Gilbert made a motion to adjourn, second by Laura Callison. Meeting adjourned at 8:28 p.m.

Respectfully submitted,

Sally Williams, secretary

October 23, 2019 Agenda:

**TOWN OF CONCORD PLAN COMMISSION
MEETING AGENDA
WEDNESDAY
October 23, 2019**

LOCATION: TOWN OF CONCORD COMMUNITY CENTER
W1095 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 July 31, 2019.
4. Dennis Stair, W2336 Bakertown Dr, is requesting review and approval of a preliminary CSM to create a 1 acre A-3 lot from a 24 acre A-1 parent parcel (# 006-0716-3024-000). He is also requesting approval to create a 4.0 acre A-3 lot surrounding an existing home and barn from the same A-1 parcel.
5. Torry and Roxanne Butler, N6367 County Road E, are requesting to modify their conditional use permit to add a canopy and an enclosed storage addition to their existing shed.
6. Discuss firearms ordinance
7. Discuss Comprehensive Plan update if time permits
8. New business
9. Adjournment

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

October 23, 2019 Minutes:

TOWN OF CONCORD PLAN COMMISSION MINUTES October 23, 2019

The meeting was called to order at 7:00 p.m. with Lloyd Zastrow, Jim Gilbert, Sally Williams, Carole Hoffmeister, and Laura Callison present. Guests Dale Konle, Kim Miller, Dennis Stair, and Torry & Roxanne Butler were also present.

The meeting was opened with the Pledge of Allegiance.

Sally Williams stated that the meeting had been properly posted.

Jim Gilbert made a motion to approve the minutes from the July 31 meeting, second by Carole Hoffmeister. All approved. Motion passed.

Item 1: Dennis Stair, W2336 Bakertown Dr, requested review and approval of a preliminary CSM to create a 1 acre A-3 lot from a 24 acre A-1 parent parcel (# 006-0716-3024-000). He is also requesting approval to create a 4.0 acre A-3 farm consolidation lot surrounding an existing home and barn from the same A-1 parcel. The back 2 acres of the farm consolidation lot are low and have standing water at times. Jim Gilbert moved to recommend approval of both A-3 lots as presented. The town would also approve a 3 acre farm consolidation lot in lieu of 4 acres if the county will not allow 4 acres for this parcel. Second by Laura Callison. All approved. Motion passed.

Item 2: Torry and Roxanne Butler, N6367 County Road E, requested a modification of their existing conditional use permit. They would like to enlarge their current outbuilding by adding a 16' x 38' canopy to the east side and a 20' x 30' enclosed addition to the south side. They would continue to operate their window cleaning business and include operation of light manufacturing of percussion drumsticks. Jim Gilbert made a motion to recommend approval of the proposed changes to the conditional use permit. Second by Carole Hoffmeister. All approved. Motion passed.

Item 3: Discussion of Town of Concord Ordinance 9.02 Firearms.

This ordinance states that only an authorized peace officer may discharge a firearm in the Town of Concord. Signs around the town also state that there is no hunting in the town. The plan commission felt that the firearm ordinance should be repealed and replaced with a hunting ordinance which states the following: "Hunters must have written permission from a property owner to hunt on property owner's land. Such written permission, signed by the property owner, must be carried on the hunter's person." Signs should also be replaced and should read as follows: "No hunting in the Town of Concord without written permission of property owner. Ordinance no. ____." Sally Williams made a motion to recommend such changes to the town board, Second by Jim Gilbert. All approved. Motion passed.

Item 4: Discussion of Comprehensive Plan.

There were no updates to the Comprehensive Plan submitted. Sally Williams will check on the procedure for readopting the Plan as-is for now pending a full update when the next census and Jefferson County Plan update are completed.

The next Plan Commission meeting will be Tuesday, November 26 at 6:30.

Laura Callison made a motion to adjourn, second by Sally Williams. Meeting adjourned at 8:18 p.m.

Respectfully submitted, Sally Williams, secretary