

**VILLAGE OF NEW GLARUS
VILLAGE PLAN COMMISSION MEETING
December 2, 2010**

PUBLIC HEARING – VARIANCE REQUEST – BOTANICA PROPERTIES LLC (130 5th AVE)

PRESENT: Jim Salter, Suzi Janowiak, Wayne Duerst and Beth Alderman. Absent: Mike Marty, Steve Wisdom and Henry Janisch. ALSO PRESENT: Patrick McGowan, Village Administrator Nicholas Owen and Deputy Clerk Barb Roesslein.

Chairman Jim Salter opened the public hearing at 6:42 p.m. Botanica Properties are requesting that the ordinance requirements for off street loading and off street parking be waived for their commercial property located at 130 5th Avenue. Obtaining approval is required as part of their Site Plan approval for the proposed renovations and addition to the existing building.

With no public comment, Suzi Janowiak moved to close the hearing, 2nd by Beth Alderman. Time: 6:43 p.m.

CALL REGULAR MEETING TO ORDER

Chairman Salter called the regular meeting to order at 6:43 p.m. PRESENT: All those present at the public hearings.

APPROVAL OF AGENDA

Wayne Duerst moved to approve the agenda as presented, 2nd by Suzi Janowiak. Motion carried.

APPROVAL OF OCTOBER 28, 2010 MINUTES

Suzi Janowiak moved to approve the minutes of the October 28, 2010 meeting, 2nd by Beth Alderman. Motion carried.

CONSIDERATION OF VARIANCE REQUEST – BOTANICA PROPERTIES LLC

Administrator Owen noted that the ordinance requirements for off street loading and parking are not feasible in the downtown area and a variance is recommended by the Village's consultant Vandewalle and Associates. It was also recommended that the Plan Commission re-examine the zoning requirements for the downtown area. The Commission discussed the off street parking ordinance with the consensus that if the property ever changed from retail to rental property it would need to comply with the off street parking ordinance. Motion by Beth Alderman to approve the variance request of Botanica Properties for off street loading and off street parking, contingent that if there is ever a change from retail to rental property it would need to comply with the off street parking ordinance, 2nd by Suzi Janowiak. Motion carried.

REVIEW/CONSIDERATION OF AMENDMENT TO VILLAGE OFFICIAL MAP

Administrator Owen presented the Commission with a map layout that he prepared of proposed access streets and road connections for future developments within the village and surrounding areas. The preparation of the map came about during the New Glarus Home project. Administrator Owen recommended that the map also be reviewed by the Joint ETZ Committee. The Commission was pleased with the proposed layout and felt that it was a good starting point. It was noted that the road locations would not be dedicated but rather proposed locations. Consensus is to bring the map back for review at the next Plan Commission meeting for input by the members that were absent.

BUILDING INSPECTOR REPORT

The Commission reviewed the combined October and November 2010 Building Permit Issuance Report.

ADJOURNMENT

Motion by Suzi Janowiak to adjourn, 2nd by Beth Alderman. Motion carried. Time 7:15 p.m.

Barbara Roesslein, Deputy Clerk

**VILLAGE OF NEW GLARUS
VILLAGE PLAN COMMISSION MEETING
October 28, 2010**

CALL REGULAR MEETING TO ORDER

Chairman Salter called the regular meeting to order at 6:33 p.m. PRESENT: Jim Salter, Suzi Janowiak, Wayne Duerst, Mike Marty, Steve Wisdom and Henry Janisch. Absent: Beth Alderman. ALSO PRESENT: Patrick McGowan, Village Administrator Nicholas Owen and Deputy Clerk Barbara Roesslein

ANNOUNCEMENT

All cell phones shall remain silent during the meeting.

APPROVAL OF AGENDA

Suzi Janowiak moved to approve the agenda as presented, 2nd by Henry Janisch. Motion carried.

APPROVAL OF JULY 22, 2010 MINUTES

Mike Marty moved to approve the minutes of the July 22, 2010 meeting, 2nd by Henry Janisch. Motion carried.

RECOMMENDATION OF ORDINANCE TO RECREATE §265-13 (FINAL PLAT REVIEW & APPROVAL)

Administrator Owen explained that this ordinance would adopt the State standards regarding the timeline for the filing and recording of a final plat as set in recent changes to State Law. Steve Wisdom moved to recommend approval to the Village Board the ordinance to recreate §265-13 Final Plat Review and Approval, 2nd by Henry Janisch. Motion carried

RECOMMENDATION OF ORDINANCE TO AMEND FLOODPLAIN ZONING

Administrator Owen provided visuals of the properties that had Letters of Map Amendment filed to be removed from the floodplain within the Village. This was the result from the recent update to the FEMA map where the property owners discovered that portions of their properties were in the floodplain and they would be required to obtain flood insurance. The owners of the properties referenced in this ordinance followed the appropriate procedures to have their properties removed from the floodplain. The ordinance amendment would update the floodplain zoning to remove these properties. Steve Wisdom moved to recommend approval to the Village Board the amendment to the floodplain zoning ordinance, 2nd by Mike Marty. Motion carried.

SITE PLAN REVIEW FOR BOTANICA PROPERTIES (130 – 5TH AVENUE)

The site plan application received from Botanica Properties is for the renovation and addition to the building located at 130 5th Avenue. The Commission reviewed the comments that were received from Vandewalle & Associates (dated 10/26/10) and Strand Engineering (dated 10/27/10). The following recommendations made by Vandewalle were discussed:

Rear yard setback and parking/loading requirements per Village Code: Administrator Owen noted that Zoning Administrator Mike Fenley doesn't feel a variance will be necessary for the rear yard setback requirements. With the limited space in the downtown area a variance will be needed for the parking and loading requirements. With the density in the downtown area it was also recommended that the Village re-examine the zoning requirements for the downtown C-1 area.

Submittal of an exterior signage plan and exterior lighting plan: Administrator Owen noted if the Commission was in support of the plans being submitted to him, he would review the plans with Mike Fenley. Signage and exterior lighting plans may also need submittal to the Historical Preservation Commission.

Meet conditions of the Historical Preservation Commission: The Historic Preservation Commission has approved certificates of appropriateness for the improvements to be made to the existing building at their 9/8/10 and 10/21/10 meetings.

Screening of permanent on-site waste receptacles: The property owners are negotiating an easement with the adjacent property owner (Kleeman's) for the trash receptacle. Also the residents that reside in the upper level of the Kleeman building will have access to parking along the Kleeman building during the construction period. Strand Engineering also recommends that the existing parking lot between Botanica and Kleeman's be restricted to owner parking only because of the limited space.

No air conditioning units installed on the frontages of the building: All units will be installed on the roof.

Additional street tree along 5th Avenue: Consensus of the Commission that an additional street tree is not necessary. Strip of pavers will be continued within the terrace area to the new driveway apron.

Patrick McGowan the architect on the project stated that the owners anticipate beginning construction in December and working through the winter months. He noted that the comments made by Strand Engineering would be addressed on the construction documents. It was suggested that fencing of the sidewalk during construction be coordinated with the Police Department. Henry Janisch moved to recommend approval of the site plan for Botanica Properties contingent on the recommendations by Strand Engineering dated 10/27/10, the approval of a variance for off street parking and off street loading and the recommendations from Vandewalle & Associates dated 10/26/10 with the exclusion of requiring an additional street tree, 2nd by Suzi Janowiak. Motion carried.

RENEWAL OF PLANNING CONTRACT WITH VANDEWALLE & ASSOCIATES

This is a standard annual service contract between the Village of New Glarus and Vandewalle & Associates. Administrator Owen noted that there weren't any changes from the 2010 contract. Wayne Duerst moved to recommend approval of the 2011 Planning Service Contract with Vandewalle & Associates to the Village Board, 2nd by Henry Janisch. Motion carried.

BUILDING INSPECTOR REPORT

The Commission reviewed the July, August and September 2010 Building Permit Issuance Reports.

ADJOURNMENT

Motion by Henry Janisch to adjourn, 2nd by Suzi Janowiak. Motion carried. Time 7:40 p.m.

Barbara Roesslein, Deputy Clerk

**VILLAGE OF NEW GLARUS
VILLAGE PLAN COMMISSION MEETING
July 22, 2010**

PUBLIC HEARING – VARIANCE REQUEST – JANET WILLMAN [610 OBERDORF COURT]

PRESENT: Jim Salter, Suzi Janowiak, Wayne Duerst, Mike Marty. Absent: Beth Alderman, Steve Wisdom and Henry Janisch. ALSO PRESENT: Janet Willman, Diane Lund and Village Administrator Nicholas Owen

Chairman Jim Salter opened the public hearing at 6:30 p.m. Janet Willman explained that she would like to construct a 3-season room off the south side of her condominium in Oberdorf Court. The room would be approximately 16 feet long and her side yard is 16 ½ feet to the property line. To meet side yard requirements of 8 feet opposite of the zero lot line, Ms. Willman is requesting a variance of 8 ½ feet.

With no additional public comment, Jim Salter moved to close the hearing, 2nd by Suzi Janowiak. Time: 6:37 p.m.

CALL REGULAR MEETING TO ORDER

Chairman Salter called the regular meeting to order at 6:38 p.m. PRESENT: All those present at the public hearings.

APPROVAL OF AGENDA

Wayne Duerst moved to approve the agenda as presented, 2nd by Suzi Janowiak. Motion carried.

APPROVAL OF JUNE 24, 2010 MINUTES

Wayne Duerst moved to approve the minutes of the June 24, 2010 meeting, 2nd by Mike Marty. Motion carried.

CONSIDERATION OF VARIANCE REQUEST – JANET WILLMAN

The committee briefly discussed the hardship requirement needed for a granting a variance and consensus was denial of this request would not cause undue hardship. Motion by Mike Marty to deny the variance request of Janet Willman, 2nd by Wayne Duerst. Motion carried.

BUILDING INSPECTOR REPORT

The Commission reviewed the June 2010 Building Permit Issuance Reports.

ADJOURNMENT

Motion by Mike Marty to adjourn, 2nd by Suzi Janowiak. Motion carried. Time 6:55 p.m.

Nicholas Owen
Village Administrator

**VILLAGE OF NEW GLARUS
VILLAGE PLAN COMMISSION MEETING
JUNE 24, 2010**

CALL REGULAR MEETING TO ORDER

Chairman Salter called the regular meeting to order at 6:40 p.m. PRESENT: Jim Salter, Steve Wisdom, Wayne Duerst and Mike Marty. ABSENT: Suzi Janowiak, Henry Janisch and Beth Alderman. ALSO PRESENT: Patrick McGowan (McGowan Architecture), Village Administrator Nicholas Owen and Deputy Clerk Barb Roesslein.

ANNOUNCEMENT

All cell phones shall remain silent during the meeting.

APPROVAL OF AGENDA

Wayne Duerst moved to approve the agenda as presented, 2nd by Steve Wisdom. Motion carried.

APPROVAL OF MAY 27, 2010 MINUTES

Jim Salter moved to approve the minutes of the May 27, 2010 meeting, 2nd by Wayne Duerst. Motion carried.

CONSIDERATION OF LAND CONSOLIDATION BY CSM – ANGELA HULL

Administrator Owen reported that the encroachment issue between Grace Church and the applicant, which caused the agenda item to be tabled at the May Plan Commission meeting, has been resolved. Patrick McGowan explained that when the first survey was completed it was discovered that both buildings were encroaching on each other's property lot lines. A new survey has been completed with the property lot lines redrawn to align with each building. A quit claim deed is being prepared with Grace Church to be able to record the new lot lines. Motion by Mike Marty to recommend approval to the Village Board the Land Consolidation of tax parcels 23-161-31 and 23-161-32, contingent on the execution of the quit claim deed between the two property owners (Grace Church and Botanica Properties), 2nd by Steve Wisdom. Motion carried.

Discussion ensued on the next steps the property owner will be carrying out for their proposed retail development. An application has been submitted for historic landmark designation and they will be appearing before the Historic Preservation Commission on July 12, 2010. Mr. McGowan also indicated that they have kept in contact with Kleeman's Bar and Grill regarding the remaining portion of the parking lot within the Kleeman property line with a possible easement between the two property owners.

BUILDING INSPECTOR REPORT

The Commission reviewed the May Building Permit Issuance Report.

ADJOURNMENT

Motion by Steve Wisdom to adjourn, 2nd by Mike Marty. Motion carried. Time 6:52 p.m.

Barbara Roesslein, Deputy Clerk

**VILLAGE OF NEW GLARUS
VILLAGE PLAN COMMISSION MEETING
May 27, 2010**

PUBLIC HEARING – CONDITIONAL USE – LARRY & PAT JELLE [710 14TH AVENUE]

PRESENT: Jim Salter, Beth Alderman, Suzi Janowiak, and Henry Janisch. Absent: Wayne Duerst, Mike Marty and Steve Wisdom. ALSO PRESENT: Brian Jeglum, Greg Kleeman, Donovan Miller, Michael Seele, Village Administrator Nicholas Owen and Deputy Clerk Barb Roesslein. Larry and Pat Jelle joined the meeting at 6:34 p.m. Roger Olsen, Steve Bridge, and Patrick McGowan joined the meeting at 6:40 p.m.

Chairman Jim Salter opened the public hearing at 6:30 p.m. Currently the property at 710 14th Avenue consists of a 2-family dwelling with a workshop. Larry Jelle would like to convert the workshop into a 3rd dwelling unit. Residential zoning of the property only allows 1-2 family dwellings. Multi-family dwellings require a conditional use permit. Property meets all other zoning requirements. Donovan Miller asked if there would be any expansion to the dwelling. Mr. Jelle stated there wouldn't be any addition to the dwelling, only the conversion of the workshop into living space.

With no further public comment, Henry Janisch moved to close the hearing, 2nd by Beth Alderman. Time: 6:35 p.m.

CALL REGULAR MEETING TO ORDER

Chairman Salter called the regular meeting to order at 6:35 p.m. PRESENT: All those present at the public hearings.

APPROVAL OF AGENDA

Henry Janisch moved to approve the agenda as presented, 2nd by Suzi Janowiak. Motion carried.

APPROVAL OF MARCH 25, 2010 MINUTES

Beth Alderman moved to approve the minutes of the March 25, 2010 meeting, 2nd by Henry Janisch. Motion carried.

CONSIDERATION OF CONDITIONAL USE – LARRY & PAT JELLE

Motion by Beth Alderman to approve the conditional use permit of Larry and Pat Jelle, 2nd by Henry Janisch. Motion carried.

CONSIDERATION OF HOME-BASED BUSINESS – REBECCA URBANEK

Ms. Urbanek is proposing to operate a photography business from her home. It was noted that Zoning Administrator Mike Fenley has reviewed Ms. Urbanek Home Occupation Checklist and determined that it's in compliance with village code. Henry Janisch moved to approve the home-based business of Rebecca Urbanek, 2nd by Beth Alderman. Motion carried.

CONSIDERATION OF LAND DIVISION BY CSM – CHRISTINE VINEY

Brian Jeglum spoke on behalf of Ms. Viney. Mr. Jeglum explained that the dwelling is part of a two family condominium and is for sale with a potential buyer. The request is to change the classification from a condominium to a zero lot line dwelling. This will aid the buyer with obtaining financing for the dwelling. Financial institutions require 10% down on condominiums and only 3% for zero lot line dwellings. It is also easier to find comparisons on zero lot line dwellings. Chairman Salter noted that Zoning Administrator Mike Fenley's written comments indicated that the dwelling is a legal nonconforming unit and that he recommended it be noted in any approval. Motion by Suzi Janowiak to recommend approval to the Village Board the zero lot line division by CSM of 212/214 14th Avenue and that it includes a nonconforming status, 2nd by Henry Janisch. Motion carried.

CONSIDERATION OF LAND CONSOLIDATION BY CSM – ANGELA HULL

Administrator Owen explained that currently two parcels exist and the request is to combine the parcels, which would create a corner lot. This is the first step being taken by the property owner to be able to expand the existing building for retail space. The property owner will need to return for a site plan review and Swiss Architectural review. Beth Alderman moved to recommend approval to the Village Board the consolidation of tax parcels 23-161-31 and 23-161-32, 2nd by Henry Janisch. Upon arriving to the meeting Patrick McGowan requested to speak to the Commission. Mr. McGowan stated that an encroachment with the property owned by Grace Church was discovered. They are requesting that the consideration for land consolidation be tabled until next month so this issue can be resolved. Beth Alderman withdrew her motion. Suzi Janowiak moved to table to the June Plan Commission meeting, 2nd by Henry Janisch. Motion carried.

SITE PLAN REVIEW

Greg Kleeman is proposing to add a 12' x 20' deck as a smoking area to the back of his existing building at 116 5th Avenue (Kleeman's Bar & Grill). Beth Alderman moved to recommend approval to the Village Board the site plan for Greg Kleeman, 2nd by Suzi Janowiak. Motion carried.

BUILDING INSPECTOR REPORT

The Commission reviewed the March 2010 and April 2010 Building Permit Issuance Reports.

ADJOURNMENT

Motion by Henry Janisch to adjourn, 2nd by Suzi Janowiak. Motion carried. Time 6:50 p.m.

Barbara Roesslein, Deputy Clerk

**VILLAGE OF NEW GLARUS
VILLAGE PLAN COMMISSION MEETING
MARCH 25, 2010**

CALL REGULAR MEETING TO ORDER

Chairman Salter called the regular meeting to order at 6:30 p.m. PRESENT: Jim Salter, Steve Wisdom, Wayne Duerst and Suzi Janowiak. ABSENT: Mike Marty, Henry Janisch and Beth Alderman. ALSO PRESENT: Patrick McGowan (McGowan Architecture) and Village Administrator Nicholas Owen.

ANNOUNCEMENT

All cell phones shall remain silent during the meeting.

APPROVAL OF AGENDA

Wayne Duerst moved to approve the agenda as presented, 2nd by Steve Wisdom. Motion carried.

APPROVAL OF JANUARY 28, 2010 MINUTES

Wayne Duerst moved to approve the minutes of the January 28, 2010 meeting, 2nd by Steve Wisdom. Motion carried.

REVIEW PRELIMINARY SITE PLAN [130 5TH AVENUE]

Patrick McGowan, McGowan Architecture presented a draft site plan for an addition to the former Citizen's Bank Building at 130 5th Avenue. There are currently two lots for this parcel, the building and two thirds of the parking lot east of the building; the owner would do a CSM to combine the two lots. The proposal adds 4,200 square feet of additional space over two floors for retail in the parking lot east of the existing building. The CSM to combine the parcels would make this a corner lot giving them the ability to build up to both side lot lines. The building would include an ADA compliant entrance, a ramp between the original building and the addition and an elevator for access to both buildings. The building would consist of multiple retail stores owned by the building owner. The preliminary proposal for the façade of the addition would mirror the existing building and include Swiss Canton Shields along the top. Steve Wisdom stated that in his opinion the shields would not be enough to meet the Swiss Design Ordinance. The committee discussed briefly the use of the remaining one third of the parking lot. Mr. McGowan stated that the owners have introduced themselves to the owner of the parking lot and informed them of their intentions. Mr. McGowan added that he believes the lot would still be large enough to park two cars side-by-side but did not do any calculations. Mr. McGowan indicated he did a title search and did not find an easement or joint access agreement for the parking lot. The consensus of the plan commission was in favor of the project, with further research on the Swiss Design Ordinance.

BUILDING INSPECTOR REPORT

The Commission reviewed the January Building Permit Issuance Report. It was noted that no permits were issued in February.

ADJOURNMENT

Motion by Steve Wisdom to adjourn, 2nd by Susie Janowiak. Motion carried. Time 6:59 p.m.

Nicholas Owen, Administrator

**VILLAGE OF NEW GLARUS
VILLAGE PLAN COMMISSION MEETING
JANUARY 28, 2010**

CALL REGULAR MEETING TO ORDER

Chairman Salter called the regular meeting to order at 6:30 p.m. PRESENT: Jim Salter, Mike Marty, Steve Wisdom, Henry Janisch and Beth Alderman. ABSENT: Wayne Duerst and Suzi Janowiak. ALSO PRESENT: Darrel Weber, Village Administrator Nicholas Owen and Deputy Clerk Barb Roeslein. Keith Seward joined the meeting at 6:35 p.m.

ANNOUNCEMENT

All cell phones shall remain silent during the meeting.

APPROVAL OF AGENDA

Steve Wisdom moved to approve the agenda as presented, 2nd by Henry Janisch. Motion carried.

APPROVAL OF DECEMBER 17, 2009 MINUTES

Beth Alderman moved to approve the minutes of the December 17, 2009 meeting, 2nd by Mike Marty. Motion carried.

DISCUSSION: REVISION TO NEUCHATEL SUBDIVISION

Administrator Owen gave an overview of the analysis prepared by Vandewalle & Associates (dated 1/22/10), Village Planning Consultants, regarding the concept plan for the revision to Neuchatel Subdivision. Vandewalle felt that the proposed revision would be inconsistent with current Village plans, ordinances, and intergovernmental arrangements. The revision would also compromise future land use plans in the area. Consensus of the Commission is that all the work that has gone into establishing Village plans and ordinances cannot be undone due to bad economic times. Any action taken would impact future developments. Keith Seward, Town Chair of the Town of New Glarus was asked if the Town had an opinion regarding the revision to the subdivision. Mr. Seward responded that the Town Board hasn't taken an official position, but that they would be discussing the matter at their next board meeting in February. The alternative of the land being reverted back into the Town was discussed. It was noted that the ETZ ordinances in place would need to be complied for the development to move forward in the Town. The Commission felt strongly that past developers had to meet Village ordinances to obtain approval for their developments and they couldn't compromise that. Mr. Seward asked if any formal plans had been submitted by Ms. Wilde. At this time only the original 91 lot development plan and the concept plan for revision has been received from Ms. Wilde.

DISCUSSION: PERMITTED USE FOR C-2 ZONING DISTRICT (COMMERCIAL HIGHWAY)

Administrator Owen explained that Dan Moser of Vandewalle & Associates had made him aware of recent court rulings that a zoning district needs to have at least one permitted use. The Commercial Highway District currently doesn't have any permitted uses. It is being recommended to amend the district to include "Professional Offices" as a permitted use, which is a common use in other communities. The Commission felt that the amendment was acceptable and directed Administrator Owen to forward the amended ordinance to the Village Board for adoption.

UPDATE ON PLAN CONSULTANT SERVICES

Administrator Owen reported that due to the economic times Vandewalle & Associates had to let Dan Moser go. Mark Roffers and Dana Jensen will once again serve as the Village Planning Consultants.

BUILDING INSPECTOR REPORT

The Commission reviewed the December 2009 Building Permit Issuance Report.

ADJOURNMENT

Motion by Beth Alderman to adjourn, 2nd by Henry Janisch. Motion carried. Time 7:00 p.m.

Barbara Roesslein, Deputy Clerk

MINUTES ARE NOT OFFICIAL UNTIL NEXT SUBSEQUENT MEETING