

# Concord Town Planning Committee Agenda/Minutes 2011

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January 25, 2011 Agenda

**TOWN OF CONCORD PLAN COMMISSION  
MEETING AGENDA  
TUESDAY  
January 25, 2011**

**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 November 16, 2010
4. David Meuller, N 5116 Knoll Rd., Sullivan, is requesting review and approval of a preliminary CSM to create a 2 acre A-3 lot from an A-1 parent parcel at N5259 CTH F, parcel #006-0716-3522-001.
5. Old Business
  - a. Discuss OTT RESOLUTION and Conditional use permit for Keith and Tammy Ott as passed by the Town Board on Jan. 10, 2011.
6. New business
7. Adjournment

There may be at least two town board supervisors in attendance

## January 25, 2011 - Minutes

### TOWN OF CONCORD PLAN COMMISSION MINUTES

January 25, 2011

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

Jim Gilbert made a motion to accept the minutes from the October 26 meeting seconded by Laura Callison and carried.

**Item 1:** David Mueller, N 5116 Knoll Rd., Sullivan, requested review and approval of a preliminary CSM to create a 2 acre A-3 lot from an A-1 parent parcel at N5259 CTH F, parcel #006-0716-3522-001. The proposed lot is on prime farmland and Mr. Mueller was aware that the county would likely not allow another lot split from this parent parcel (69 acres). Mr. Mueller was also informed that he is in the Village of Sullivan's Extraterritorial Plat review area and so should contact them regarding any review they would require. Sally Williams made a motion to recommend approval of the lot split and rezoning seconded by Dave Janquart and carried.

**Item 2:** Discussion of the conditional use permit approved by the Town Board on January 10, 2011, for Keith and Tammy Ott for their property at W2054 Church Dr.. The provisions of the approved conditional use permit are as follows:

- 1. Trees will be used where necessary and a double row altering where necessary, to provide a wall for screening of miscellaneous equipment and materials.**
- 2. The South end of the lean too will be closed off.**
- 3. The materials and equipment will be kept in an orderly faction.**
- 4. Employees will report to job sights but can come to the Ott's residents to pick up materials and equipment, also to work on equipment. Also to watch home.**
- 5. Storage ONLY No production of construction materials on site.**
- 6. When the Ott's get to the point that they need Hydro mobile scaffling their storage site would have to move to a different location.**
- 7. This would all take place in the next calendar year after approval.**

*(copied as written - all errors in the original)*

The Plan Commission members were unanimous in their opinion that the conditional use permit under these terms should have been denied. There was particular concern about provision #4 which allows employee traffic to and from the site and allows employees to work on the site. After much discussion the following resolution was drafted: *"It is the opinion of the Town of Concord Plan Commission that the request for approval of the conditional use permit for Keith and Tammy Ott as passed by the Town Board on January 10, 2011, should have been denied based on the vague conditions of the conditional use permit, especially item #4. Additionally, the Town of Concord Plan Commission recommends that the Jefferson County Planning and Zoning Committee deny the request for a conditional use permit for Keith and Tammy Ott under the conditions passed by the Concord Town Board."* Carole Hoffmeister motioned to approve this resolution, seconded by Sally Williams and carried unanimously. Sally Williams will draft a letter to the County Zoning Board to inform them of the Plan Commission's opposition to approval of the conditional use permit for the Ott's under the terms passed by the Concord Town Board.

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 February 22, 2011.

Respectfully submitted, Sally Williams, secretary

**March 22, 2011 - Agenda**

**TOWN OF CONCORD PLAN COMMISSION  
MEETING AGENDA  
TUESDAY  
March 22, 2011**

**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 January 25, 2011
4. Review amendments to the Jefferson County Agricultural Preservation and Land Use Plan
5. New business
6. Adjournment

There may be at least two town board supervisors in attendance

## March 22, 2011 - Minutes

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

**March 22, 2011**

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

Sally Williams stated that the meeting had been properly posted.

Jim Gilbert made a motion to accept the minutes from the January 25 meeting seconded by Carole Hoffmeister and carried.

The Plan Commission discussed some of the updated draft of the Jefferson County Agricultural Preservation and Land Use Plan. Many of the changes made to the Plan were done to be in compliance with the Wisconsin new state "Working Lands" law. Some of the provisions of this law – such as the PACE (Purchase of Conservation Easements) and the conversion fees for rezoning out of the A-1 zoning district – may be discontinued in the new state biennial budget. The major change to lot splits is that no new homes will be allowed in the A-1 zoning district. Therefore, all new lot splits including farm consolidations will require rezoning to A-3. Farm consolidations rezoned to A-3 would not count against lot splits. The adopted scenario for lot splits otherwise appears to be the same as in the current plan as far as the number and location of splits allowed. Parcels of record under the same ownership, but divided by a road, may shift allowable splits between the 2 parcels.

Rural Residential Development Guidelines in Appendix D indicate that the county will encourage the following guidelines (among others) for rural residential development: Locate structures to minimize visibility from public rights-of-way. No building sites on top of hills. Garages and other accessory buildings should be located so that they will either be behind or adjacent to the principal structure and should be designed and constructed of similar materials, colors, and architectural character as the principal structure. Avoid placing garages or accessory buildings on the street side of the principal residence. Encourage the use of rustic fences, such as split rail, or traditional board fences. Discourage architectural styles and materials that would contrast sharply or clash with neighboring residences or other structures. Encourage the use of colors that are either neutral or blend with the surrounding environment. All present were in agreement that these guidelines are micro-managing. Additionally, it seems a double standard that the county would demand such guidelines aimed at what they deem to be aesthetically pleasing while at the same time allowing businesses which are certainly NOT aesthetically pleasing to locate anywhere they happen to spring up.

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

Respectfully submitted,  
Sally Williams, secretary

**May 24, 2011 - Agenda**

**TOWN OF CONCORD PLAN COMMISSION  
MEETING AGENDA  
TUESDAY  
May 24, 2011**

**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 March 22, 2011
4. Mark Schellinger, N5614 CTH F, is requesting review and approval a Preliminary CSM to create a 2 acre A-1 farm consolidation parcel and a 2 acre A-3 lot from a 49 acre A-1 parent parcel (parcel #006-0716-2712-000).
5. New business
6. Adjournment

There may be at least two town board supervisors in attendance

## May 24, 2011 - Minutes

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

**May 24, 2011**

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

Jim Gilbert made a motion to accept the minutes from the March 22 meeting seconded by Carole Hoffmeister and carried.

Mark Shellinger, N5614 CTH F, requested review and approval of a preliminary CSM to create a 2 acre A-1 farm consolidation parcel and a 2 acre A-3 lot from a 49 acre A-1 parent parcel # 006-0716-2712-000. Sally Williams made a motion to recommend approval of the request, seconded by Jim Gilbert and carried.

With no further business, Jim Gilbert made a motion to adjourn seconded by Laura Callison and carried.

Respectfully submitted,

Sally Williams, secretary

**August 23, 2011 - Agenda**

**TOWN OF CONCORD PLAN COMMISSION  
MEETING AGENDA  
TUESDAY  
August 23, 2011**

**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 May 24, 2011
4. Kevin Hildebrandt, W698 E. River Dr., is requesting review and approval of a Preliminary CSM. The proposal would create a 1 acre A-3 lot, a 35 acre A-1 parcel, and a 38 acre A-1 lot (34.9306 of which would be contiguous) from A-1 parent parcels 006-0716-113-000 & 006-0716-112-000. Mr. Hildebrandt is also requesting a variance for the creation of the A-1 lot which would only have 34.9306 contiguous acres instead of the required 35 acres.
5. The Danny R. Stark Trust, N5152 Knoll Dr., is requesting review and approval of a preliminary CSM to create a 1.03 acre A-3 lot from 2.4 acre A-1 parent parcel # 006-0716-3523-002.
6. New business
7. Adjournment

There may be at least two town board supervisors in attendance



## August 23, 2011 - Minutes

### TOWN OF CONCORD PLAN COMMISSION MINUTES

**August 23, 2011**

The meeting was called to order at 7:00 p.m. by the Secretary Sally Williams with Jim Gilbert and Laura Callison present. Carole Hoffmeister was not 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 accept the minutes from the May 24 meeting seconded by Laura Callison and carried.

**1.** Kevin Hildebrandt, W698 E. River Dr., requested review and approval of a Preliminary CSM to create the following from A-1 parent parcels 006-0716-113-000 & 006-0716-112-000. **1)** a 1 acre A-3 lot located on Allen Rd. west of W583 Allen Rd. and across from the Shuck Farmstead at W678 Allen Rd. **2)** a 35 acre A-1 parcel adjoining the newly created A-3 lot **3)** a remaining A-1 parcel 38.0391 acres, 34.9306 of which will be contiguous. As Jefferson County Zoning requires the remaining A-1 parcel be at least 35 contiguous acres, Mr. Hildebrandt is seeking a variance to allow the remaining parcel to have 34.9306 contiguous acres.

It was noted that an alternative for this property would be to create (2) 1 acre A-3 lots. Mr. Hildebrandt has chosen the current proposal as it is more in keeping with the present agricultural use of the land and would be of greater value. This division of the property as proposed would result in a parcel freeze, and no further A-3 lots could be created from the parcel of record.

Sally Williams made a motion to recommend approval for creation of the 1 acre A-3 lot and the adjoining 35 acre A-1 parcel seconded by Jim Gilbert and carried. Sally Williams made a motion to recommend approval of a variance to allow 34.9306 contiguous acres for the remaining A-1 parcel instead of the 35 acres required by Jefferson County zoning.

Mr. Hildebrandt was informed that he was in the City of Oconomowoc's Extraterritorial Zoning District and would need to pursue approval through the City of Oconomowoc as well.

**2.** Danny R. Stark, N5152 Knoll Dr., represented by KW Surveying, requested review and approval of a preliminary CSM to create a 1.03 acre A-3 lot from a 2.4 acre parent parcel #006-0716-3532-002. Sally Williams had discussed the proposal with Michelle Staff at Jefferson County Zoning and verified that there is a lot split available to this parcel. Ken Wilkowski stated that he had checked and ensured that the septic system for the current 2.4 acre A-1 parcel does not encroach on the proposed A-3 lot. Jim Gilbert made a motion to recommend approval of the lot split, seconded by Sally Williams and carried. This parcel is in the Village of Sullivan's Extraterritorial Zoning District and will need approval from the Village of Sullivan.

With no further business, Sally Williams made a motion to adjourn, seconded by Laura Callison and carried.

Respectfully submitted,  
Sally Williams, secretary

## **October 25, 2011 - Agenda**

### **TOWN OF CONCORD PLAN COMMISSION MEETING AGENDA TUESDAY October 25, 2011**

**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 August 23, 2011
4. Bill Ingersol, W1281 Sunnyside Dr., is requesting review and approval of a Preliminary CSM to create a 1.5 acre A-3 lot from A-1 parent parcel # 006-0716-2733-000.
5. Discussion of Hamlet Planning and revised Community Zoning District conditional uses.
6. New business
7. Adjournment

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

## October 25, 2011 - Minutes

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

**October 25, 2011**

The meeting was called to order at 7:00 p.m. by the Secretary Sally Williams with Jim Gilbert and Carole Hoffmeister present. Laura Callison and Dave Janquart were not present. Town Chairman Bill Ingersol 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 accept the minutes from the August 23 meeting seconded by Carole Hoffmeister and carried.

1. Bill Ingersol, W1281 Sunnyside Dr., requested review and approval of a Preliminary CSM to create a 1.5 acre A-3 lot from A-1 parent parcel # 006-0716-2733-000. Following brief discussion, Jim Gilbert made a motion to recommend approval of the lot split and rezoning seconded by Carole Hoffmeister and carried.

2. The Plan Commission discussed the revised list of Conditional Uses for the Community Zoning District that had been developed by the Commission and finalized in March of 2010. The final revised list contained a number of conditional uses for which the Plan Commission felt it may be desirable to set size or capacity limits. With that end in mind, the commission had met with Mark Roffers, a community planner, in October 2010. The planning strategies which Mr. Roffers offered seemed to exceed the advice we were looking for and at that point, no further planning advice was sought.

Bill Ingersol felt that limits on size and capacity of certain allowable conditional uses could be set at the time of application for a conditional use permit. The decision was made to pass the revised list on to the town board for their discussion.

3. Bill Ingersol also brought up a desire to develop and maintain a good relationship with the owners of the mobile home park in order to ensure that the park continues to be properly maintained and the quality of renters remains high. He suggested that they could be invited to a meeting or someone from the board could visit them and both offer support and voice the town concerns regarding the continued maintenance and careful screening of renters.

Bill felt we may want to set some requirements for the mobile home park to ensure proper maintenance and screening of renters. The town may want to determine what legal avenues it can pursue to set some operating guidelines for the park. It may also be worthwhile to see what guidelines or ordinances other communities with well run mobile home parks have in place to ensure proper maintenance and renter screening of the parks. With no further business, Sally Williams made a motion to adjourn, seconded by Carole Hoffmeister and carried.

Respectfully submitted,  
Sally Williams, secretary