

**TOWN OF PRIMROSE
PLAN COMMISSION
MONDAY, May 18, 2015 – 7:30 pm
8468 County Hwy A, Verona, WI 53593**

MINUTES

1. Call to Order: 7:34pm. Present; Dave Cordray, Jerry Judd, Martha Gibson, and Gretchen Hayward.
2. Reading and Approval of Minutes: Gretchen moved to approve minutes, Dave seconded. Motion passed 4-0.
3. Don and Luanne Esser; Department of Public Works, Highways will be emailing Town regarding State approval of driveway access onto State Highway 92 and house relocation. Jerry moved to approve building a retirement house using current driveway and septic, subject to the site plan being consistent with how it was staked off during their site visit on 4/25/15. Motion was seconded by Gretchen. Motion passed 4-0.
4. Update procedural guide for permits:
Driveway application checklist, Zoning change, Siting criteria as presented were acceptable.
Discussion of the lack of a town Building permit: Clerk to ask Dale to put this on the agenda for Board. A building permit form and procedure needs to be developed to document approved location of houses, as the Driveway Permit does for drives. The Building Permit should then be on file to be pulled up at a later date if needed. Permit to be developed by Clerk, using language as presented in Building Permit Ordinance 1.05 (2).
5. Public Comments;
6. Items for next month's meeting: nothing at this time. Meeting will not occur unless something comes up before 5-days before next met.
7. Adjournment: Gretchen moved to adjourn, Dave seconded. Motion passed 4-0 at 8:40pm.

Posted June 16, 2015