

**TOWN OF PRIMROSE
PLANNING COMMISSION
Minutes
MONDAY, October 21st, 2019 – 7:30 pm
8468 County Hwy A, Verona, WI 53593**

1. Call to Order at 7:33pm. Steven Flach, Gretchen Hayward, Martha Gibson, Jerry Judd and Lynn Pitman were present.
2. Reading and approval of minutes of September 16th. Martha moved to approve the minutes. Lynn seconded. Motion passed 5-0.
3. Discussion and possible action regarding Comprehensive Plan revision.

Public Comments opened:

Bill Haack asked for an explanation of the procedure for the review. Martha explained that November 4th will be a joint meeting with the Planning Commission and the Board. There may or may not be a survey, depending on what is decided this evening. Anyone can write a letter. People can make comments at public meetings. If there is a survey, it will be sent by regular mail or by internet. Both options will be available.

Bill Haack complained that the rule regarding use of splits is not uniformly applied. Lynn asked for clarification of the language regarding the criteria for density use, when the PC gets to that section.

Jerry Judd asked that the existing rules (driveways for instance) be enforced.

Martha moved that public comments be closed. Gretchen seconded. Motion passed 4-0 with 1 abstention.

Public Comments closed:

The PC discussed a procedural change regarding an inspection to assure that driveways and buildings are built as approved by the PC and the Board. Martha suggested the Town have a way to assure that the County rules are met, the Town ordinances are met, and that the details of the approved build is specifically followed. Martha suggested an additional inspection of the driveway and proposed construction site prior to allowing construction to proceed.

The following sections of the Land Use Plan were reviewed for update:

Ch8, Pg 15

- Retirement age: Should the Town be specific as to retirement age?

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- Should language be changed to specify A single retirement build is available for farms (the property itself) in operation in 1981?
- If they have a secondary farmhouse can they also have a retirement build?

Sale of retirement site: Gretchen and Jerry agreed that retirement build cannot be built to be sold. The build needs to be restricted to a house for that farmer's OWN residence in retirement.

Gretchen pointed out that the PC is a fact-finding body and will have to use discretion in their judgements based on the facts of each case.

“If a farmer has owned and operated a farm in the Township of Primrose for at least 30 years and wants a lot for their primary residence in retirement and as of the adoption of the Town of Primrose Comprehensive Plan has density units available, but would have no feasible buildable lots under there siting criteria, that farmer can have one lot for their retirement in agricultural land, or a driveway that crosses agricultural land to reach a suitable building site.”

Ch8, pg9

1. Density Option B: The PC agreed they need to change first paragraph of Density Option B to clarify density exhaustion policy. Gretchen agreed to write draft of changed language.

Ch8 pg 13

- (a) Possible change of “cropped lands” to a defined “agricultural land”
- (b) Delete “or on the edge of woodlots”. Replace “out buildings” with “accessory building” and provide clear definition of accessory buildings as in Building Permit Ordinance 2015-01.

No more than 30% of existing woods of a 2-acre building lot can be cut for the building site and driveway. Planning Commission may consider waiving this on sites with limited wooded areas.

Insert language stating that if you have a density, that does not mean you necessarily have a building site.

Possible insertion of a definition of “sub-standard parcel”

- (2) “Some vacant, legal, substandard (sometimes referred to as “non-conforming”) A-1EX or FP-1 zoned parcels between 4 and 35 acres in size in existence since April 28, 1981 may be permitted to rezone to an appropriate district to allow for one single-family home, providing siting criteria are met.”

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Ch8 pg 14

(c) 500-foot rule:

Lynn felt that the rule is important. As an advisory body, the PC should approach the neighbor for the waiver, not the potential builder.

Jerry was in favor of reducing the distance to 300 feet for a house, and 200 feet for the driveway. Martha felt that houses should still be required to be located a minimum of 500 feet away from neighbor's residence. Where possible new driveways should also be 500-feet away. Martha felt that this decision needs to remain at the PC discretion.

(e) Screening vegetation changed to "a minimum of 6' tall".

Ch6, pg 1

Delete paragraph "Environmentally Contaminated Sites".

Land Use Plan Survey:

Martha explained the survey should be sent to residents from the Town. The County will be responsible for creation of the survey, printing, using the same survey as 10 years ago. Cost could be as much as \$1,300. The more on-line surveys, the less the cost. It should only be sent to residents, and to non-resident landowners.

Gretchen made motion to hire the county to do the survey and send it to resident landowners and non-resident landowners as shown on the tax role. Martha seconded. Motion passed 5-0.

Martha to contact County to proceed with survey unless Town Board votes to postpone at the November 4th meeting.

4. Discussion and possible action regard the Planning Commission check list for project reviews.

Lynn made motion to table the checklist for the next meeting.

Public Comments opened:

Public Comments closed:

5. Business for next month's agenda:
6. Adjournment; Steve moved to adjourn at 9:55pm. Gretchen seconded. Motion passed 5-0.

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Minutes submitted by Ruth Hansen

Post: October 22nd, 2019

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