

PLAN COMMISSION - MINUTES

November 12, 2024

At 6:00 p.m. Chairperson Allen called the meeting to order and noted compliance with the open meetings law.

Present: Jim Allen, Don Larson, Patricia Witter, Dean Bothell, Claire Barnett, David Bauman

Others Present: Jason Goll, Jeff Thelen, Julia Potter, Melissa Ryan, Jonathan Mead

Absent: Doug Hill

The Pledge of Allegiance was recited.

Moved by Bothell, second by Barnett, to adopt the agenda as posted. Motion carried unanimously.

Moved by Larson, second by Witter, to adopt the minutes of the September 5, 2024, Plan Commission meeting. Motion carried unanimously.

Jeff Thelen gave the commission a zoning update.

Attorney Julia Potter updated the commission regarding pending litigation that may have an impact on a proposed development within the Village but as to which the Village is not a party.

Dean Bothell gave the commission a Village Board update.

The Plan Commission reviewed and discussed the proposed one-lot certified survey map combining lots owned by Jonathan Mead at 442 & 441 Viola Ct (PIN 191-0161-51600 and PIN 191-0161-51700). Motion by Bothell, second by Larson to recommend approval of the proposed one-lot certified survey map combining lots owned by subject to the following conditions set out in the zoning administrator's memo dated November 7, 2024 (1-6) and one additional condition (7):

1. The following language must be added to the end of Note 3 on sheet 2:

No building, permanent structure, pavement, trees, or other obstruction shall be placed over or within the easement area, nor shall the grade of the easement area be altered by more than three inches, without the prior written consent of the Village, it being intended that the easement area be maintained as open space available for yard or similar purposes. If the Village enters the easement area to construct, maintain, repair, or replace its facilities located therein, then the Village will restore the surface of the easement area to substantially the condition that existed prior to its entry, at the Village's sole expense, except that the Village shall not be obligated to restore any buildings, structures, pavement,

landscaping, or other obstructions placed over or within the easement area after the date this CSM is recorded.

2. If the property remains subject to a mortgage, a mortgagee's certificate must be added.
3. If the owner is married, his spouse must also be a signatory on the owner's certificate.
4. The Village Approval Certificate must be revised to match the form shown on the CSM Review Checklist.
5. On the CSM, remove the word "line" from labels that say "Utility Easement for Sewer, Water and Access Line."
6. The standard utility easements granted by the Plat of Glacier View III of West Baraboo must be shown on the CSM.
7. References to City of Baraboo should be corrected to reflect the fact that the Village Forest parcel has been annexed into the Village of West Baraboo. Motion carried unanimously.

At 6:40 p.m., it was moved by Barnett, second by Larson to adjourn. Motion carried unanimously.

Respectfully submitted,
Melissa Ryan, Clerk/Treasurer