

PLAN COMMISSION - MINUTES

December 10, 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, Doug Hill, David Bauman

Others Present: Billy Clary, Jeff Thelen, Julia Potter, Melissa Ryan, Sharon Eastman, Larry Hill, Matthew Filus, Kerry Zimmerman

Absent:

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 Hill, to adopt the minutes of the November 12, 2024, Plan Commission meeting. Motion carried unanimously.

Jeff Thelen gave the commission a zoning update.

Dean Bothell gave the commission a Village Board update.

The Plan Commission reviewed and discussed the proposed two-lot certified survey map redividing lots owned by West Hill Development, LLC at 224 Linn St & 615 W Hill St.: (PIN 191-0056-20000 and PIN 191-0056-12000). Motion by Bothell, second by Bauman to recommend approval of the proposed two-lot certified survey map redividing lots owned by West Hill Development, LLC subject to the following conditions set out in the zoning administrator's memo dated December 5, 2024:

1. Show existing 10-foot-wide utility easement along the former property line separating Lot 2 of CSM 6789 and Lot 1 of CSM 7010.
 2. Item D on Easement Notes and References table should be revised to read "Existing Sewer and Water Easement for the Benefit of the Village of West Baraboo and existing Access Easement – see terms set out in Declaration of Access Easement on SCM 7010.
 3. Add "existing" before items A, B, and E on the Easement notes & References table
 4. Identify source of existing access easement for the benefit of Lot 2 of the CSM 6739.
- Motion carried unanimously.

At this time committee member, Don Larson, removed himself from the table and sat in the gallery. Don Larson recused himself from participating in the discussion and decision-making

regarding agenda item 2. Review and recommendation regarding proposed certified survey map of land owned by LARS LLC, at 1600 W. Pine St and 1650 W. Pine St.: PIN 191-0002-30710 and PIN 191-0002-30720, as a potential conflict of interest. Mr. Larson did not participate in any deliberations or votes related to this matter.

The Plan Commission reviewed and discussed the proposed certified survey map of land owned by LARS, LLC at 1600 W. Pine St. and 1650 W. Pine St.: (PIN 191-0002-30710 and PIN 191-0002-30720). Motion by Hill, second by Bothell to recommend approval of the proposed certified survey map of land owned by LARS, LLC subject to the following condition set out in the Zoning Administrator's memo dated December 5, 2024, to include the 30-foot water and sewer easement along CTH BD. Motion carried unanimously.

At 6:29 p.m., it was moved by Hill, second by Witter to adjourn. Motion carried unanimously.

Respectfully submitted,
Melissa Ryan, Clerk/Treasurer