

**VILLAGE OF NEW GLARUS
PLAN COMMISSION MEETING AGENDA
Village Hall Board Room
319 2nd St.
10/25/2023 6:00 PM**

REGULAR MEETING

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes –July 26, 2023
4. Public Hearing: Application for Conditional Use Permit for Coffee Shop Drive-Through at 1200 State Highway 69
5. Consideration/Discussion: Application for Conditional Use Permit for Coffee Shop Drive-Through at 1200 State Highway 69
6. Consideration/Discussion: Application for Site Plan Approval for Coffee Shop Drive-Through at 1200 State Highway 69
7. Consideration/Discussion: Zoning Amendment to Revise Landscape Planting Requirements
8. Set next meeting date for Wednesday, November 15 at 6:00 PM
9. Adjournment

Roger Truttmann, Chair
Village Plan Commission

POSTED:

N.G. Village Hall 10/20/23
N.G. Post Office 10/20/23
Bank of New Glarus 10/20/23



Kelsey A. Jenson, Clerk

PURSUANT TO APPLICABLE LAW, NOTICE IS HEREBY GIVEN THAT A QUORUM OR A MAJORITY OF THE NEW GLARUS VILLAGE BOARD TRUSTEES MAY ATTEND THIS MEETING. INFORMATION PRESENTED AT THIS MEETING MAY HELP FORM THE RATIONALE BEHIND FUTURE ACTIONS THAT MAY BE TAKEN BY THE NEW GLARUS VILLAGE BOARD.

PERSONS REQUIRING ADDITIONAL SERVICES TO PARTICIPATE IN A PUBLIC MEETING MAY CONTACT THE VILLAGE CLERK FOR ASSISTANCE AT 527-2510

**VILLAGE OF NEW GLARUS
PLAN COMMISSION MEETING MINUTES
Village Hall Board Room
319 2nd Street
September 27, 2023 6:00 PM**

REGULAR MEETING CALL TO ORDER: Chair Roger Truttman, called regular meeting to order at 6:00 p.m.

PRESENT: Roger Truttman, Bekah Stauffacher, Mike Marty, Tara Wilde, Suzi Janowiak

ALSO PRESENT: Dr. Jennifer Thayer (School District of New Glarus), Pat Rank (Strand), Mark Shubak (Strand), Lauren Freeman (Village Administrator), Travis Zimmerman, and Jesse Becker (Point of Beginning Engineering)

APPROVAL OF AGENDA: Motion by Mike Marty, seconded by Bekah Stauffacher. Motioned carried unanimously 5-0.

APPROVAL OF MINUTES FROM 7.26.23: Motion by Mike Marty, seconded by Tara Wilde. Motioned carried unanimously 5-0.

CONSIDERATION/DISCUSSION: NEW GLARUS HIGH SCHOOL TRACK & FIELD SITE PLAN, PARCEL #2316106750000:

Motion by Mike Marty to conditionally approve site plan upon satisfaction of comments made by Strand Engineering in the September 19, 2023 memo and Mark Roffers in the September 20, 2023 memo, and further subject to Strand's review of the final plan set and adding signalized pedestrian crossing to the plan set. Seconded by Tara Wilde. Motion carried unanimously 5-0.

CONSIDERATION/DISCUSSION: NEW GLARUS HIGH SCHOOL TRACK & FIELD MASTER PLAN:

Dr. Thayer provided a presentation on the master plan for the track & field. Further revisions to the site plan may come back to the Plan Commission, based on the success of fundraising efforts. No action taken.

The next Plan Commission meeting will be Wednesday, October 18 at 6:00 PM.

ADJOURN: The meeting was adjourned at 7:03 p.m.

- Lauren Freeman
Village Administrator

VILLAGE OF NEW GLARUS



ADMINISTRATION DEPARTMENT

MEMORANDUM

To: Plan Commission
From: Lauren Freeman, Village Administrator
Date: October 25, 2023
Re: Trouvaille Coffee Shop Drive-Through – 1200 Hwy 69

Background:

The applicant submitted Site Plan Approval and Conditional Use Permit (CUP) applications to construct a 12' x 24' building in the grass area in front of the Blanc Chalet (former Swiss Aire Motel) to operate a drive-through coffee shop.

Conditional Use Permit (CUP):

This property is zoned C-2 Commercial Highway District. The only permitted use in this zoning district is professional offices. However, #12 in the conditional uses list includes “restaurants, lunchrooms and other places, including drive-in-type establishments.” This project would qualify for a Conditional Use Permit (CUP) under 305-19(C)(12).

The applicant is proposing a small drive-through coffee shop. CUPs look at whether the proposed use is compatible with surrounding land uses. In this case, a drive-through coffee shop would be compatible, as there are several similar commercial uses in the area, including a Culver’s with a drive-through just down the street. Staff recommend approval of the CUP for the drive-through coffee shop with no further conditions.

Site Plan Approval:

The proposed site plan is included in the agenda packet. The two major items that were discussed as part of the site plan review included traffic flow for the drive-through and landscaping.

Traffic Flow:

As seen on the site plan application, the applicant is proposing to replace a section of the green space at the front of the property with a driveway, allowing patrons to drive up to the proposed coffee shop. In order to ensure efficient traffic flow that is not confusing for patrons, staff recommended adding in painted lines to show which way traffic should flow (yellow lines on site

plan). Additionally, staff recommend adding signage that indicates the location of the drive-through entrance and exit.

The applicant is requesting to use a gravel surface driveway until the motel's parking lot is repaved next summer. The directional lines would be painted on at that time. Staff recommend placing a deadline for this work as a condition of approval to ensure that it gets completed in a timely manner.

Landscaping:

The Village's zoning code requires one large deciduous tree and 60 points of additional landscaping for each 1,500 square feet of new or expanded pavement. Additionally, the code requires 150 points of landscaping for each 100 lineal feet of new or expanded exterior building wall that is visible from beyond the property line.

Based on this requirement, the applicant would need to plant 135 points worth of landscaping and one large deciduous tree (mature height of more than 25 feet). The applicant's site plan includes one large deciduous tree and 135 square feet of annual/perennial beds, which would meet the requirement. It is important to note that the flower beds, which appear to be approximately 36 feet long, would need to be at least 4 feet wide to meet this requirement.

Additionally, the Village's planner recommended that the applicant move the large deciduous tree to be located between the outdoor area and the coffee shop. The applicant would like to leave the tree on the south side of the patio to provide shade to the patio seating area for customers, stating that it would also prohibit a walkway between the coffee shop and seating area and reduce visibility of the motel.

Design Review:

In addition to the CUP and site plan approval, the applicant's project was reviewed by the Design Review Committee for Swiss architecture. The applicant's project was approved by the Design Review Committee on October 19, 2023.

Recommended Conditions for Site Plan Approval:

- Applicant plants one large deciduous tree and 135 square feet of annual/perennial beds by June 15, 2024
- Applicant paves drive-through and paints directional lines by June 15, 2024
- Applicant installs directional signage before business opens

PERMIT FEE: \$100
PERMIT NO. _____

VILLAGE OF NEW GLARUS
APPLICATION FOR
CONDITIONAL USE PERMIT
TODAY'S DATE: 10/2/23

APPLICANT NAME: Tess Palmer
ADDRESS: 444 N Monroe St Monticello WI
TELEPHONE: 609-333-3989

PROVIDE NAMES AND ADDRESS OF THE FOLLOWING:

SITE OWNER: Melissa Gordon
ADDRESS: 1200 HWY # 69 New Glarus WI

ARCHITECT: N/A
ADDRESS: _____

ENGINEER: N/A
ADDRESS: _____

CONTRACTOR: N/A
ADDRESS: _____

PROVIDE NAMES AND ADDRESS OF ALL PROPERTY OWNERS ON RECORD
WITHIN ONE HUNDRED (100) FEET.

Melissa Gordon 500 9th Ave New Glarus WI

[Attach sheet with additional property owners, if necessary]

SITE ADDRESS: 1200 HWY 69 New Glarus WI

DESCRIPTION OF SITE BY LOT, BLOCK AND RECORDED SUBDIVISION OR BY
METES & BOUNDS _____

TYPE OF STRUCTURE: Coffee shop Drive Thru 12x24 shed

PROPOSED OPERATION OR USE OF THE STRUCTURE OR SITE: ↑

NUMBER OF EMPLOYEES: 8-10

PRESENT ZONING OF SITE: C-2

[REVERSE SIDE OF FORM MUST BE COMPLETED]

CHECKLIST FOR CONDITIONAL USE PERMIT APPLICATION

Completed conditional use permit application must be submitted to Village Clerk's Office, along with fee and other requirements outlined by checklist. ***Applications must be received 30 days prior to the Plan Commission meeting at which action is desired in order to be placed on the agenda to meet publication requirements.*** The Plan Commission meets the 3rd Thursday of each month.

The application will be placed on agenda only after completed form and fee have been filed with the Village Clerk's Office. The Plan Commission will hold a public hearing, review and make a final determination on the application.

Required Items:

1. Completed conditional use permit application.
2. Written statement from the applicant that the proposed conditional use shall conform to the standards set forth in _____ of the Municipal Code of the Village of New Glarus
3. List of names and addresses of owners of property within 100 feet of premises.
4. Plat of survey prepared by registered land surveyor showing all of the information required for a building permit and existing and proposed landscaping.
5. Fee of \$100.00 (Resolution R10-05).

Rev. 1/2016

NOTICE TO APPLICANT:

ATTACH A WRITTEN STATEMENT FROM THE APPLICANT THAT THE PROPOSED CONDITIONAL USE SHALL CONFORM TO THE STANDARDS SET FORTH IN OF THE MUNICIPAL CODE OF THE VILLAGE OF NEW GLARUS.

ATTACH PLAT OF SURVEY PREPARED BY REGISTERED LAND SURVEYOR SHOWING ALL OF THE INFORMATION REQUIRED FOR A BUILDING PERMIT AND EXISTING AND PROPOSED LANDSCAPING



Applicant Signature

Rev. 1/2016
Clerk.forms.conditional use.doc

PRESENTED TO ZONING ADMINISTRATOR: _____
REFERRED TO PLAN COMMISSION: _____
PLAN COMMISSION REVIEW: _____
PUBLICATION [class 2]: _____ PUBLIC HEARING: _____
DETERMINATION: APPROVE / DISAPPROVE DATE: _____

Village Plan Commission Chairman

[Written request must be filed within 10 days of the Plan Commission's action to permit]

PRESENTED TO VILLAGE BOARD: _____
PUBLICATION [class 1]: _____ PUBLIC HEARING: _____
[Public hearing at discretion of Board is not required]
DETERMINATION: AFFIRM / REVERSE / ALTER DATE: _____

IF ALTERED, HOW ALTERED: _____

DATE: _____

Village President

568859

CERTIFIED SURVEY MAP No. 4925

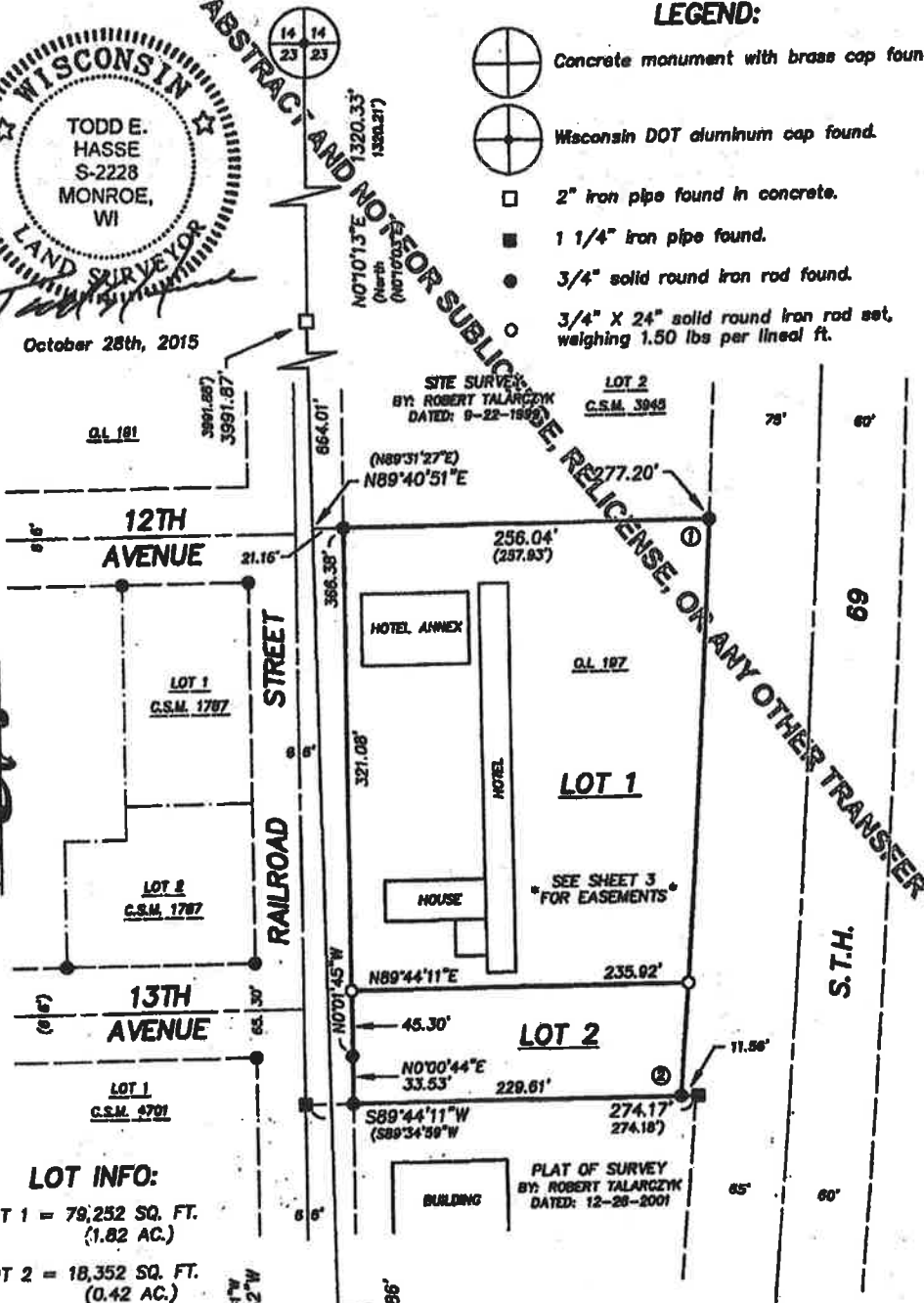
PART OF THE SW 1/4 OF THE NE 1/4 OF SECTION 23, TOWNSHIP 4 NORTH, RANGE 7 EAST, VILLAGE OF NEW GLARUS, GREEN COUNTY, WISCONSIN.



October 28th, 2015

LEGEND:

- Concrete monument with brass cap found.
- Wisconsin DOT aluminum cap found.
- 2" iron pipe found in concrete.
- 1 1/4" iron pipe found.
- 3/4" solid round iron rod found.
- 3/4" X 24" solid round iron rod set, weighing 1.50 lbs per lineal ft.



LOT INFO:
 LOT 1 = 79,252 SQ. FT. (1.82 AC.)
 LOT 2 = 18,352 SQ. FT. (0.42 AC.)

PREPARED FOR:

Swiss Ake Motel, L.L.C.
 c/o Eric L. Gobell
 1200 S.T.H. 69
 New Glarus, WI 53574
 (608) 527-2138

NOTE: S 1/4 TO N 1/4 = N0°35'33"W, 5312.05'

SCALE: 1" = 100'

GRAPHIC BAR SCALE:



SHEET 1 OF 4



7880 ILIFF ROAD
 MONROE, WI 53560
 (608) 529-5321 PHONE
 (608) 529-5321 FAX

VOL. 32 PAGE 127

FEE: \$100
PLUS COSTS

VILLAGE OF NEW GLARUS
APPLICATION FOR SITE PLAN APPROVAL

SUBMITTAL DATE: 10/2/23

APPLICANT NAME: Tess Palmer
ADDRESS: 444 N MONROE ST Monticello WI 53570
TELEPHONE: 608-333-3989

SITE ADDRESS: 1200 HWY 69 New Glarus WI

DESCRIPTION OF SITE BY LOT, BLOCK AND RECORDED SUBDIVISION OR
BY METES & BOUNDS: _____

TYPE OF STRUCTURE: Current: Coffee Shop Drive Thru 12x24 Shed
Proposed: ↑

PROPOSED OPERATION OR USE OF THE STRUCTURE OR SITE: ↑

AND NUMBER OF EMPLOYEES: 8-10

PRESENT ZONING OF SITE: C-2

NOTICE TO APPLICANT:

ATTACH A DRAWING SHOWING ALL OF THE INFORMATION REQUIRED
FOR A BUILDING/ZONING PERMIT AND EXISTING AND PROPOSED
LANDSCAPING.

ACTUAL COSTS BILLED FOR VILLAGE CONSULTANTS WILL BE THE
RESPONSIBILITY OF THE APPLICANT.

APPEALS. DENIALS OF BUILDING PERMITS CONTINGENT UPON SITE
PLAN APPROVAL MAY BE APPEALED TO THE ZONING BOARD OF
APPEALS BY FILING A NOTICE OF APPEAL WITH THE VILLAGE CLERK-
TREASURER WITHIN 10 DAYS OF THE DENIAL.



Applicant Signature

Owner Signature if different


Trouville Coffee Site Plan - October 2023




- Building would be set on cement blocks & gravel pad
- Gravel drive until Spring 2024 when parking lot resurfaced
- Paint lines when resurface Spring 2024
- Blue lines = 135 sq ft. of annual/perennial beds

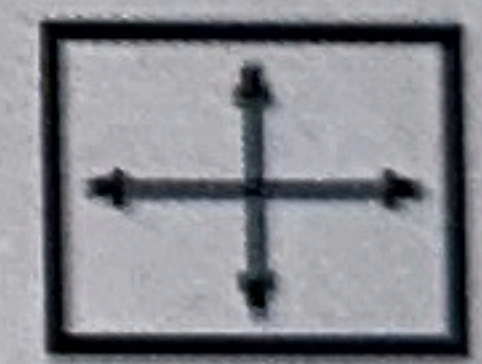



HOME

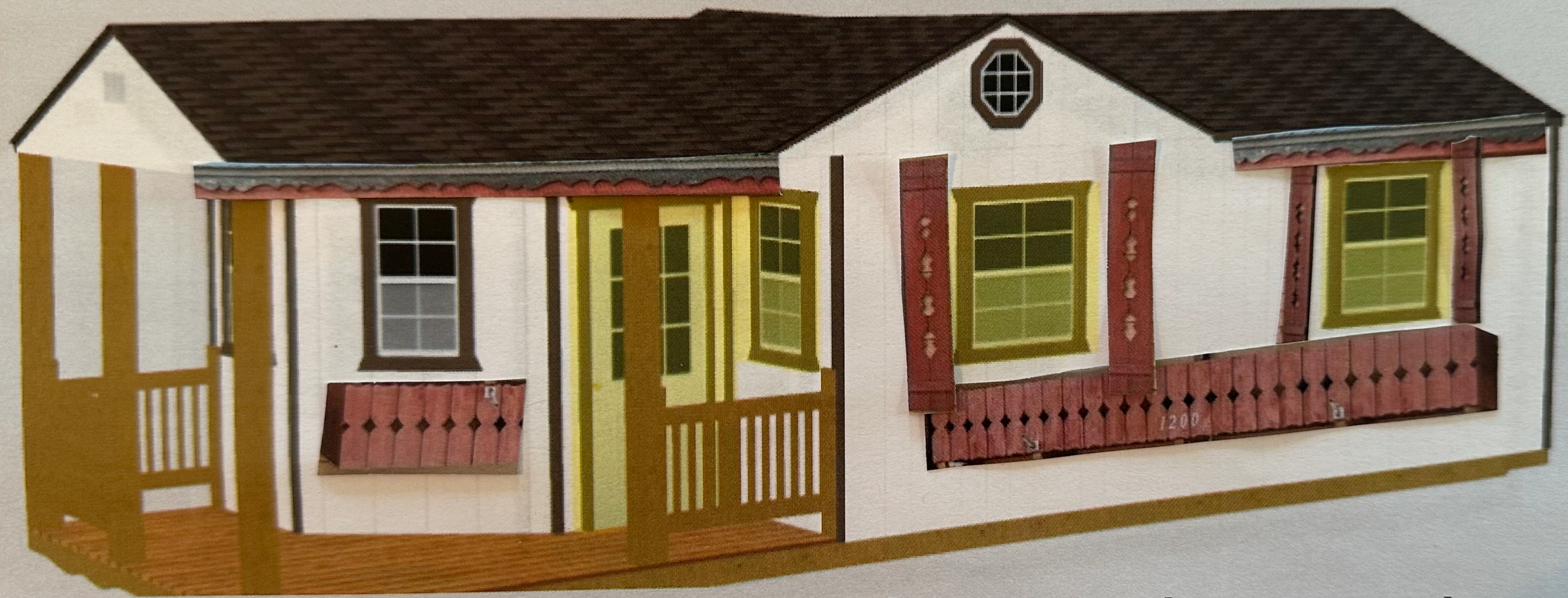

ROTATE


ZOOM



INTERIOR



DRAWING


RESET

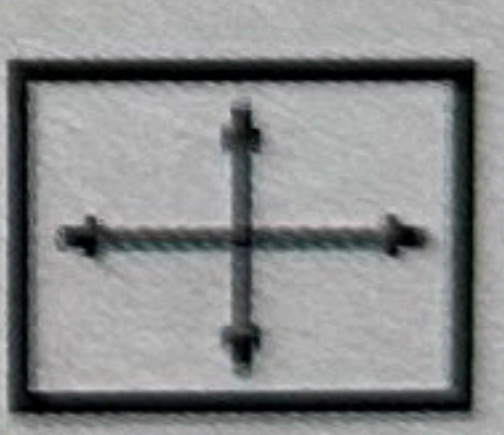



HOME


ROTATE


ZOOM


INTERIOR



DRAWING


RESET

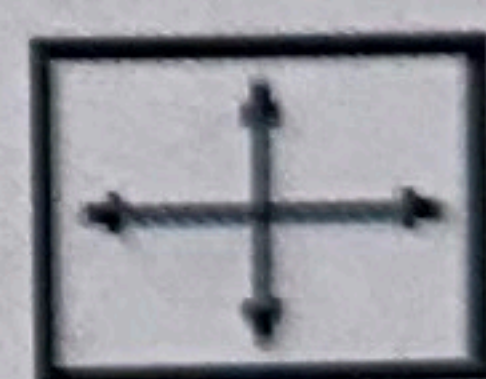



HOME


ROTATE


ZOOM

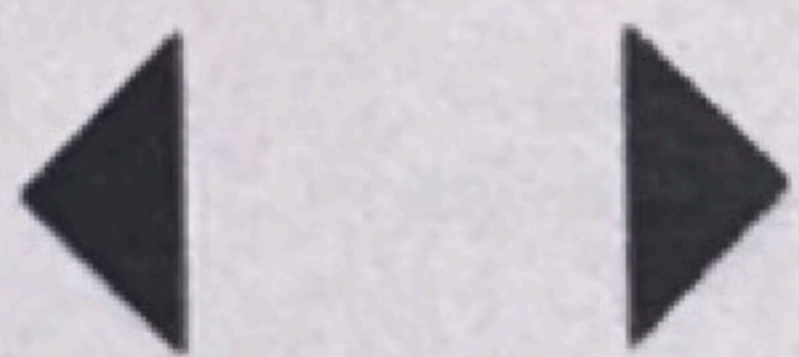

INTERIOR

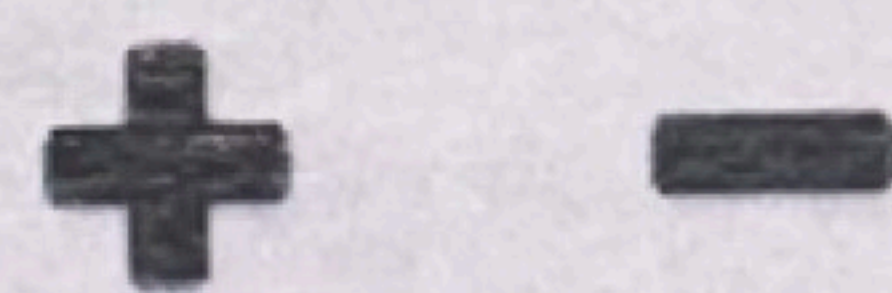

DRAWING


RESET

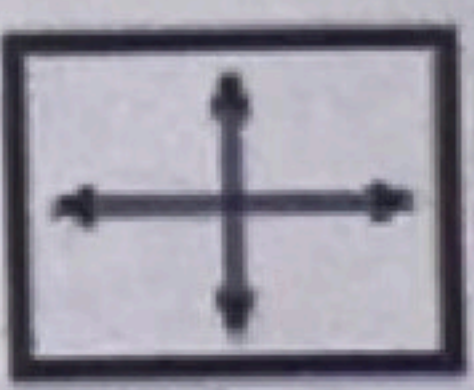



HOME


ROTATE


ZOOM


INTERIOR


DRAWING


RESET

VILLAGE OF NEW GLARUS
Ordinance 23-

**AN ORDINANCE TO AMEND CHAPTER 305 IN THE MUNICIPAL CODE OF
THE VILLAGE OF NEW GLARUS, WISCONSIN TO REVISE LANDSCAPE
PLANTING REQUIREMENTS**

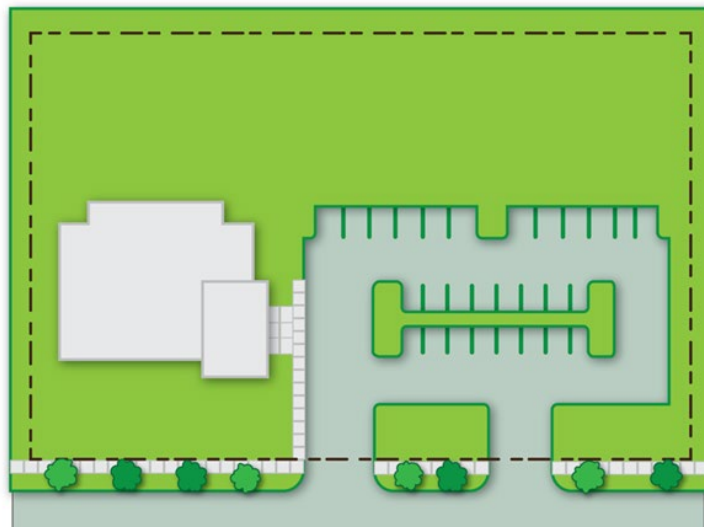
THE VILLAGE BOARD of the VILLAGE OF NEW GLARUS, GREEN COUNTY,
WISCONSIN, does hereby ordain as follows:

Section 1. §§ 305-135 C.(1) through (5) of the Municipal Code of the Village of New
Glarus are hereby amended to read as follows:

C. Landscape planting requirements. Landscaping (living plants) shall be provided based on the following requirements ~~for street frontages, paved areas, building foundations, buffer yards, and general yard areas~~. These requirements are additive to each other and any other landscaping or screening requirements in this chapter. By approval of the Plan Commission, required landscaping points may be shifted between areas (e.g., paved areas to building foundations). Credit for existing landscape plantings that are retained and protected with the development of this site shall be allowed. The point system is described in greater detail in Subsection D.

(1) Streets and highways.

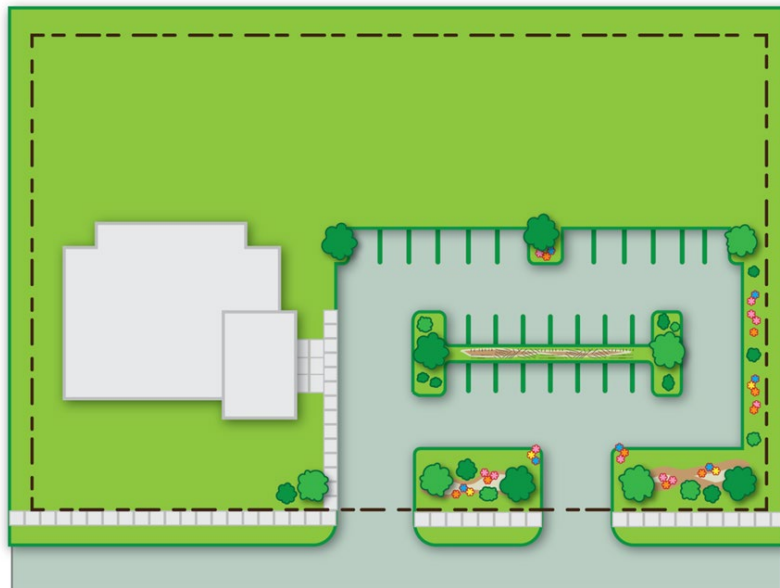
(a) Street frontages. One large deciduous tree shall be planted for each 50 feet of property line along ~~a public street right~~s-of-way and private streets. Said trees shall be planted in the public terrace equidistant from the curb and the normal sidewalk line (except where conflicting with utilities), or on the private site within 10 feet ~~of the property line~~ adjoining the public right-of-way or private street, at the discretion of the Village. This requirement shall not apply along highways where subsection (b) is instead applied.



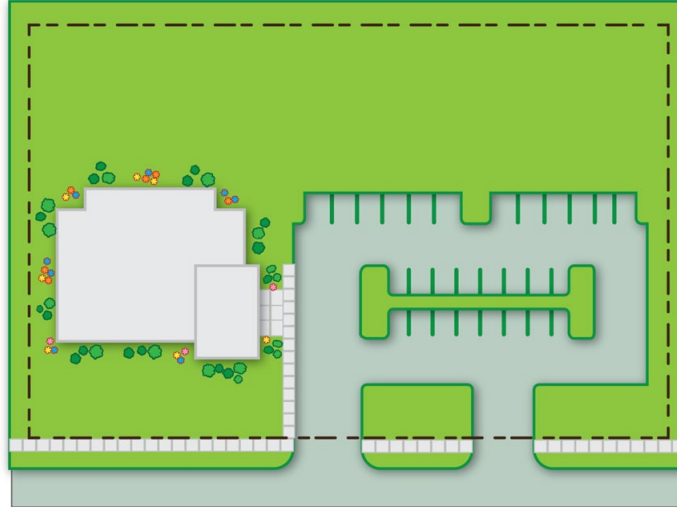
(b) Lots backing onto state and county highways. For all lots backing onto state and county highways, the Plan Commission may instead require landscape buffer yards ~~shall be provided~~ on private property, ~~and shall~~ meeting the following requirements:

Types of Plants Required	Minimum Quantity of Each Plant Type Required Per 100 Feet of Buffer Yard Length	Minimum Required Buffer Yard Width	Minimum Structure Type
Canopy/shade trees	1.7	15	2- to 3-foot berm, undulating
Trees/small deciduous and evergreen	3.4		
Shrubs	13.6		

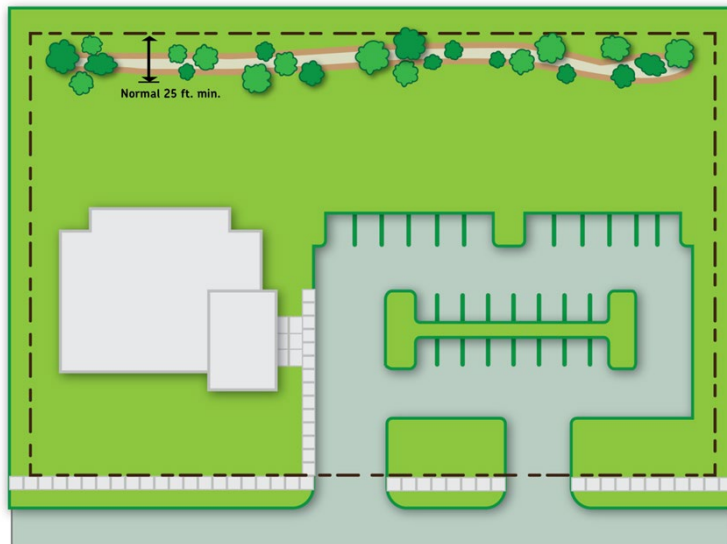
(2) Paved areas. One large deciduous tree and 60 points of additional landscaping shall be planted for each 1,500 square feet of new or expanded paving. Paving is defined as all hard-surfaced areas ~~within the ground plane~~, including but not limited to parking stalls, driveways, trash enclosure pads, loading docks, sidewalks, plazas and patios, and both paved and gravel surfaces except those exclusively dedicated to recreational use. Plants required in this section shall be installed within landscaped islands within the paved area or within 15-20 feet of the edges of the paved area.



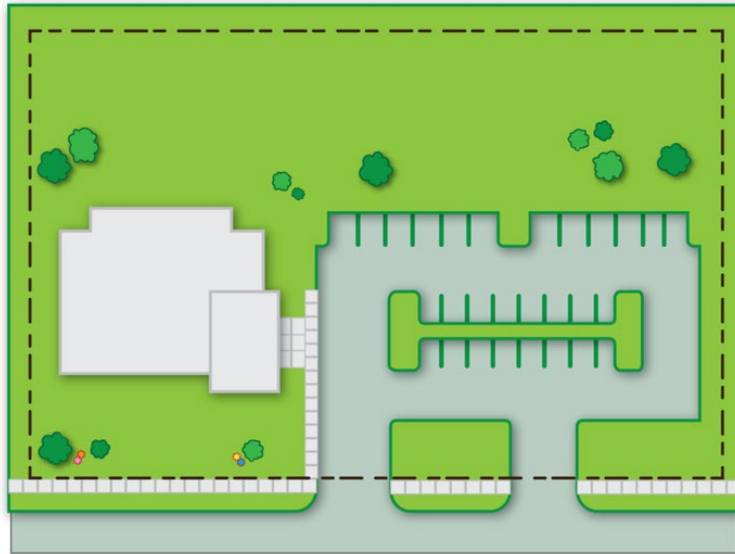
- (3) Building foundations. 150 points of landscaping shall be planted for each 100 lineal feet of new or expanded exterior building wall that is visible from beyond the property line. Plants required by this section must be installed within 20 feet of the building foundation ~~and should not include large deciduous trees~~.



- (4) Landscaped buffer yards. There shall be provided and maintained ~~a permanent~~ buffer yard screen plantings along any boundary of a nonresidential zoning district which adjoins any residential district or use. The plantings shall be designed to provide an all-season screen, with an opacity of at least 60% at maturity (80% for outdoor storage facilities). Buffer yard landscaping shall have a minimum height of three feet at time of planting and shall be of such size when planted as to reach the necessary screening height within three years of planting. The use of berming or an opaque fence constructed of materials compatible with the building on the site may be approved by the Plan Commission in addition to or in lieu of landscaping. The location of buffer yard plantings shall be within 25 feet of the property line, except where necessary to avoid utility easements.



(5) General yard areas. ~~Two hundred~~100 additional points of landscaping shall be planted for each 5,000 square feet of total ~~lot, site or~~disturbed parcel area, excluding those areas in and within 10 feet of a street terrace, in or within 20 feet of a building, in or within 20 feet of an athletic field or paved area (including those used for recreation), in a required landscaped buffer yard, or being reserved for a future phase of development. Landscaping required by this standard should be placed where the Commission deems appropriate on the site but generally in those areas not covered by other provisions of this section. ~~At least 50% of the general yard landscaping should be located in street yards.~~



Section 2. If any section, clause, provision, or portion of this Ordinance is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this Ordinance shall not be affected thereby. If an application of this Ordinance to a particular structure, land, or water is adjudged unconstitutional or invalid by a court of competent jurisdiction, such judgment shall not be applicable to any other structure, land, or water not specifically included in said judgment. If any requirement or limitation attached to an authorization given under this Ordinance is found invalid, it shall be presumed that the authorization would not have been granted without the requirement or limitation and, therefore, said authorization shall also be invalid. Any other ordinances whose terms are in conflict with the provisions of this Ordinance are hereby repealed as to those terms that conflict.

This Ordinance shall take effect the day after passage and publication as provided by law.

PRESENTED: ___/___/2023
ADOPTED: ___/___/2023
PUBLISHED: ___/___/2023

Roger Truttmann, Village President

Kelsey Jenson, Village Clerk-Treasurer