**SPRINGFIELD PLAN COMMISSION**

**Meeting Minutes - December 7, 2020 @ 7:30 p.m.**

**via teleconference & video conference**

Video conference access:  [www.freeconferencecall.com](http://www.freeconferencecall.com/);  Meeting ID:  Springfieldtownhall

Phone conference access:  Dial in #  (978) 990-5000;  Access code:  405084

1. CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE

Chair Jeff Endres called the meeting to order at 7:30 p.m. Roll call shows Chair Jeff Endres, Commissioners Bill Acker, Steve Beglinger, Ron Wolfe, and Matt Wright present and appearing in person, as well as Mr. Jim Pulvermacher; Commissioner Cox was absent.

Present remotely are Mark Roffers, Brian Baillod, Brian Buechner, JoAnn Ringelstetter, Travis West, Sean Higgins, and Julie Loeffler.

Also present and appearing in person was Clerk-Treasurer Fayas, Mike Olson and Pam McSherry.

The Pledge of Allegiance was recited.

1. CONFIRMATION OF POSTINGS FOR OPEN MEETING LAWS

The Clerk confirmed that the agenda was posted at town hall and on the Town website and that the meeting is being recorded.

1. PUBLIC COMMENT TIME – Mr. Pulvermacher provided the Commission a copy of a letter received by the town board at their Dec. 1st meeting. The letter is from a resident of the Clover Hill neighborhood, objecting to the handling of the proposed lot split at 7200 Clover Hill Dr. and Mr. Pulvermacher’s role in the proceedings. Rolling Acres land owner Mr. Pat Buechner notified Mr. Pulvermacher that he had retained an attorney to represent his interests in development decisions related to Rolling Acres Lane. The Town board’s offer to purchase the ball field adjacent to town hall has been accepted, with an anticipated closing by the end of the year.
2. APPROVAL OF PREVIOUS MINUTES: Nov. 9, 2020

**Motion by Mr. Pulvermacher, seconded by Commissioner Beglinger to accept the minutes as presented. Motion carried, 5-0; Chairperson Endres abstained.**

1. PUBLIC HEARING(S) - *MOTION TO RECESS REGULAR MEETING AND ENTER PUBLIC HEARING.*

**Motion by Commissioner Wolfe, seconded by Commissioner Wright to enter into public hearing. Roll call vote: Wolfe AYE, Acker AYE, Pulvermacher AYE, Endres AYE, Beglinger AYE, Wright AYE. Motion carried.**

* 1. BAILLOD, 4969 HICKORY TRL REZONE FROM R-1 TO SFR

The applicant would like to replace his existing accessory building with a 2.5 car size garage which would not really be visible from the road. The applicant indicated he has two different building proposals: one that conforms to current Legacy zoning and his preferred proposal which requires a rezone to SFR due to height. The building will have aesthetically appropriate siding, a low profile and a mono-slope roof that matches the home.

A number of neighbors participated in the public hearing, with questions about the size of the proposed structure, future building heights allowed under the new zoning, flooding and tree loss. The applicant indicated he plans to remove two trees and plans to plant more and would not have an objection to the commission recommending a maximum building height less than the 35’ afforded under SFR zoning.

*MOTION TO EXIT PUBLIC HEARING AND RECONVENE REGULAR MEETING*.

**Motion by Mr. Pulvermacher, seconded by Commissioner Wolfe to come out of the public hearing and go into the regular meeting. Roll call vote: Wolfe AYE, Acker AYE, Pulvermacher AYE, Endres AYE, Beglinger AYE, Wright AYE. Motion carried.**

1. REZONE: 4969 HICKORY TRL., R-1 TO SFR

**Motion by Mr. Pulvermacher, seconded by Commissioner Beglinger to table this discussion until the January 2021 meeting. The applicant will provide more detailed plans showing the building with a maximum height of 20’ and a better site plan. Motion carried, 6-0.**

1. SPLITS MAP

Springfield staff provided a detailed preliminary document that merged the 1979 tax roll with Springfield’s 1979 plat book map, creating a comprehensive list of existing lots and density as of April 16, 1979, the date used for comprehensive planning and density limits. Town planner Mark Roffers explained his process and assumptions, which are detailed in his memo to the Plan Commission. Of the 501 splits available as of April 1979, approximately 157 have been used; 334 remain. The plan commission will put together a work group to review and work through the list of outstanding questions that remain from Mr. Roffers review and compilation thus far. The commission would like to consider inviting prior town chairman Don Hoffman and retired deputy clerk Jan Barman to participate in the workgroup, noting their extensive knowledge of town development. The town will convene a workgroup after the beginning of next year and CARPC will start converting the data into a map at that time as well.

1. OLD BUSINESS

a. UPDATE: CSM & REZONE: 6069 WIPPERFURTH RD.; 1 ACRE LOT LINE ADJUSTMENT FROM A-2 TO SFR

This application has been withdrawn; a sale is being discussed.

* 1. PROSPECTIVE DEVELOPMENT—5487 CTH P

The potential applicants voiced frustration with the process and how long everything has taken. Chairperson Endres reminded everyone of the reasons for the long planning process, noting siting concerns and recommendations, concerns from adjoining land owners and questions of site accessibility as the town determined ownership of Rolling Acres Lane and researched design standards for roads being upgraded to service multiple home sites, as well as the financing of such improvements.

Mr. Olson has had a survey started but is awaiting the unofficial go ahead from the plan commission before proceeding with a CSM for two lots. No other issues were noted however Chairperson Endres reminded Mr. Olson that the commission only makes recommendations to the town board; Commissioner Acker noted it is assumed that road access will likely be noted as a contingency to be resolved as part of any type of recommendation to the board. In acknowledgement, Mr. Olson added that he is having the two lots’ access points adjoin to provide double wide driveway access to accommodate emergency vehicles in the future until such time when/if a cul de sac is installed on the road. Chairperson Endres recommended having perc tests and elevation shots conducted as the town will want to ensure the lots and home sites won’t bee too low. Mr. Pulvermacher noted that Rolling Acres Lane is currently a 3-rod road; any plans and proposals for development need to be designed to accommodate a 4-rod wide road as the town will pursue the widening and dedication of the wider dimensions. He also reminded Mr. Olson of the utility easement that runs with the utility poles.

* 1. DESIGN REVIEW ORDINANCE REVIEW AND UPDATE

The implantation of Town zoning prompted a relook at the Town’s design review ordinance. Mr. Roffers explained the original design review, sourced from multiple municipal ordinances, zoning policies and Mr. Roffers’ professional contributions, was adopted in the mid-2000s to direct the growth in Springfield Corners. This update mainly looked at incorporating the new zoning and ensuring the design review ordinance complimented the town comp plan and incorporating best practice language that was omitted in the original ordinance. Mr. Pulvermacher noted the current trend in residential rezones, wherein neighbors are requesting height limits less than the allowed 35’ on accessory buildings, and noted that on commercial sites, he’s seeing only one side of a building being 2-toned, the ordinance should be revised so that any side of a building seen by a road should require the 2-tone design.

The commission would like to review and bring back to the January meeting for further discussion.

* 1. ZONING ORDINANCE AMENDMENT: VARIANCES
	2. ZONING ORDINANCE AMENDMENT: KENNEL SETBACKS
1. COMMUNICATIONS/ANNOUNCEMENTS
2. ADJOURN

**Motion by Commissioner Wolfe, seconded by Commissioner Beglinger to adjourn the meeting at 9:25 p.m. Motion carried, 6-0.**