

SPRINGFIELD PLAN COMMISSION & TOWN BOARD

Meeting Minutes – June 9, 2025 @ 6:30 p.m.

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

Chair Jeff Endres called the Plan Commission meeting to order at 6:30 p.m. Roll call shows Chair Jeff Endres, Commissioners Ashley Ballweg, Jan Barman, Linda Swann, Richard Weiland, Ron Wolfe, and Matt Wright present.

Chairman Laufenberg called the town board meeting to order at 6:30 p.m. Roll call shows Chairman Laufenberg, Sup. Jankowski, Sup. Wright, and Sup. Meinholz present.

Also present were Town Planner Mark Roffers, Clerk-Treasurer Dianah Fayas, Janice Faga, Ryan Faga, Scott Hellenbrand, LaVerne Maier, Rose Ann Maier, Bernie Lange, Bryce and Max Prichard, Mark & Marilyn Danz, Kevin Acker, Mai Fei Kinney, Michelle Burse, John Pertzborn, and Lindsay Koth.

The Pledge of Allegiance was recited.

2. CONFIRMATION OF POSTINGS FOR OPEN MEETING LAWS

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

3. PUBLIC COMMENT TIME – None.

4. APPROVAL OF PREVIOUS MINUTES: May 12, 2025

Motion by Commissioner Wolfe, seconded by Commissioner Weiland to approve the minutes of May 12th. Motion carried, 7-0.

5. PUBLIC HEARINGS:

Motion by Commissioner Wolfe, seconded by Commissioner Barman to recess the regular meeting and go into a public hearing. Roll call vote: Ballweg AYE, Barman AYE, Endres AYE, Swann AYE, Weiland AYE, Wolfe AYE, Wright AYE. Motion carried.

a. 5-LOT PLAT AND REZONE TO SFR: EASTERN HALF OF SUTZFEY CIRCLE

The reconstruction of Highway 19 decreased the size of two of the existing, vacant lots and removed access from one of the two smaller lots. Town Planner and TDR Administrator's recommendation noted the proposed plat is in a Rural Neighborhood Area, with CSMs over the years creating a subdivision effect, and zoned in 2018 such that it would allow an existing large lot to be divided into two separate residential lots, recommending no split be required.

b. ZONING AMENDMENTS: DOUBLE FRONTAGE LOTS & RURAL BUSINESS WITH OVERLAY DISTRICT

There was no public participation or comments.

c. CSM & REZONE TO AG: RYAN FAGA, 5827 COUNTY HWY. P.

The applicant would like to separate off farm land north and south of the existing home.

Motion by Commissioner Wolfe, seconded by Commissioner Barman to close the public hearing and return to the regular meeting. Roll call vote: Ballweg AYE, Barman AYE, Endres AYE, Swann AYE, Weiland AYE, Wolfe AYE, Wright AYE. Motion carried.

6. 5-LOT PLAT AND REZONE TO SFR: EASTERN HALF OF SUTZFEY CIRCLE

Motion by Chair Endres, seconded by Commissioner Ballweg to approve the 5-lot preliminary plat and rezone to SFR for the eastern half of Sutzfey Circle, with 125' setbacks from Highway 19 right-of-way for Lots 1 and 2, and park fees in lieu of park. Motion carried, 7-0.

7. ZONING AMENDMENTS: DOUBLE FRONTAGE LOTS & RURAL BUSINESS WITH OVERLAY DISTRICT

Motion by Commissioner Wolfe, seconded by Commissioner Ballweg to readopt May's Plan Commission motions for the two amendments*. Motion carried, 7-0.

* Motion by Commissioner Wolfe, seconded by Commissioner Swann to adopt the double frontage zoning ordinance amendment. Motion carried, 6-0; and, Motion by Commissioner Ballweg, seconded by Commissioner Barman to recommend adopting the Rural Business District zoning ordinance amendment to the Town Board. Motion carried, 6-0.

8. CSM & REZONE COUNTY HWY. P, RYAN FAGA, 5827 COUNTY HWY. P.
Motion by Commissioner Swann, seconded by Commissioner Wolfe to recommend CSM and rezone approval with a delayed effective date of the zoning change once the CSM and legal access to Lot 3 is recorded, with recording to occur within 120 days and a Jurisdictional Review form to be submitted by the applicant to the zoning administrator. Motion carried, 7-0.
9. FUTURE LAND USE PROPOSAL (LODGING HOUSE); RYAN & CHLOE FAGA, 5827 COUNTY HWY. P
Motion by Commissioner Barman, seconded by Commissioner Wright to adopt Attorney Hazelbaker's draft motion language* confirming a split is needed to build a new home while keeping the existing home*. Motion carried, 6-1.
* The Plan Commission has received advice from Mark Roffers, the Town of Springfield's planning consultant, in response to Ryan Faga's request for approval of his concept plan for establishing a guest lodging house on Lot 2 of the certified survey map of his property at 5827 Highway P in the Town. Based upon Mr. Roffer's advice and the Commission's review of the Town's comprehensive plan, the Plan Commission finds that the lodging house would constitute a second residence on the parcel. In order to construct an additional residence, Mr. Faga would need to have a density unit (also known as a "split"). For that reason, the Plan Commission denies Mr. Faga's request for approval of his concept.
10. DISCUSSION: LOT 6 SPRINGFIELD COMMERCIAL PARK DESIGN REVIEW FOR BUSINESS CONDOS BY SCHWENN BROS.
Snow storage space on the site has been identified; no outside storage is proposed, nor a fence planned. A holding tank will be required and is requested for the site. The three proposed buildings will offer varying degrees of accommodations, with the highest tier offering bathrooms, drains, office space, a mezzanine and drive thru accessibility, and the building with the most basic offers will have units with storage only, no plumbing. The Plan Commission would like building design elements to include a combination of roofline overhang, awnings, and or gable.
Motion by Commissioner Ballweg, seconded by Commissioner Wright to table the Lot 6 design review until the next meeting. Motion carried, 7-0.
11. DISCUSSION: CSM & REZONE TO SFR, SCOTT & TYLER HELLENBRAND, 5666 US HWY. 12
Elevations, home height, and siting were all discussed, with the current proposal approximately 20' above the ridgeline. Town Planner Mark Roffers will work with the applicant to ensure sufficient siting standards in the Comp Plan's Ag Preservation area of the Town are met.
12. TDR SENDING WORKSHEET SCORING CRITERIA AND POINTS---WATERSHEDS ARE WHOLE TOWN
Motion by Commissioner Ballweg, seconded by Commissioner Wolfe to approve Mark Roffers' language for scoring criteria number 8 for Transfer of Development Program Sending Areas. Motion carried, 7-0.
13. DEVELOPMENT RIGHTS PARCEL UTILIZATION: INDICATE PARCELS WHERE SPLITS HAVE BEEN USED AND REMAIN
TDR Administrator and Town Planner Mark Roffers summarized the development rights and TDR Program's current rules and procedures, which generally allow property owners to site and utilize development rights on the 1979 farm in accordance with the home siting criteria in the Town's Comp Plan. When opting to transfer development rights away from the 1979 farm, the property owner has the ability, and is encouraged to select the best 35-acres of adjoining farmland to be deed restricted or have a conservation easement recorded on it for preservation.
14. LANDSCAPE PLAN REQUIREMENTS AND COMPLIANCE MONITORING
Motion by Commissioner Wolfe, seconded by Commissioner Ballweg to table. Motion carried, 7-0.
15. ENGINEER REVIEW SPECIFICS—STORMWATER ETC.
The Dane County zoning opt out towns are reviewing adopting and administering their own stormwater ordinance.
16. COMMERCIAL PARK STANDARDS: HOURS OF OPERATION, DECIBEL MAXIMUM, ETC.

Commissioners noted most of the lots are developed or planned for development. This will be addressed when and if needed in the future.

17. OLD BUSINESS

18. COMMUNICATIONS/ANNOUNCEMENTS

19. ADJOURN

Motion by Commissioner Wolfe, seconded by Commissioner Barman to adjourn the meeting at 8:37 p.m. Motion carried, 7-0.