

SPRINGFIELD PLAN COMMISSION

Meeting Minutes – August 11, 2025 @ 6:30 p.m.

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

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

Also present were Town Planner and TDR Administrator Mark Roffers, Clerk-Treasurer Dianah Fayas, Gary Acker, Scott Hellenbrand, Tyler and Shannon Hellenbrand, and Dan Paulson.

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: July 14, 2025

Motion by Commissioner Wolfe, seconded by Commissioner Weiland to approve minutes of July 14, 2025. Motion carried, 6-0.

5. PUBLIC HEARINGS:

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

a. CSM & REZONE TO SFR TO CREATE 2-3 RESIDENTIAL LOTS; KEVIN & ANJA HEPPNER, 6863 WOODLAND DR.

Since the site visit, the area has been surveyed and minor adjustments made to accommodate terrain. The applicant has secured a Super split from Farm #26.0 for his Super Receiving Area, allowing him to create two new residential lots. The Plan Commission rejected a request to create a third home lot that would be deed restricted to not allow a home on the parcel until such time as a development right was transferred to the lot.

b. CSM & REZONE TO SFR TO RELOCATE VACANT, RESIDENTIAL LOT; TYLER HELLENBRAND, 5666 U.S. HWY. 12

The project will dissolve an existing, vacant, residential lot along Highway 12, and allow creation of a replacement residential lot elsewhere on the farm. The applicants have modified the design and are asking for a building height of 17' above the ridgetop. The applicant noted the parcel is larger than five acres, but only approximately 3.5 acres is buildable. Non-disturbed areas of the driveway are to remain farmed and not a road for future home sites.

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, Weiland AYE, Wolfe AYE, Wright AYE. Motion carried.

6. CSM & REZONE TO SFR TO CREATE 2-3 RESIDENTIAL LOTS; KEVIN & ANJA HEPPNER, 6863 WOODLAND DR

Motion by Commissioner Wright, seconded by Commissioner Wolfe to approve the CSM and rezone to SFR at 6863 Woodland Drive for two residential lots and one 22-acre EA lot, following recommendations 1-6 of Town Planner Mark Roffers' August 7, 2025 review memo*. Motion carried, 6-0.

- * 1. The recommendation is for rezoning and residential land division for proposed CSM Lots 1 and 2 only. The Commission generally supports a third new residential lot in the location proposed, but only after the owner acquires another development right and submits a new rezoning and CSM application for that third residential lot.
- 2. The Commission advises that the Town Board per Section 6.17 of the Town Land Division Ordinance waive the normal requirement under Section 6.13(6)(d) that every lot shall front or abut on a public street, based on practical limitations associated with land ownership and greater compliance with Town Plan standards without such frontage, and provided that the applicant submits, has approved by the Town Attorney, and then records a joint driveway easement agreement in conjunction with the CSM recording and designs the driveway to meet Town ordinance requirements subject to Town Engineer approval.

3. Prior to its recording, the CSM shall be revised to address associated comments in the August 7, 2025 memo of the Town Planner.
4. The rezoning shall not take effect and no building permit shall be issued for residential construction on CSM Lots 1 or 2 until the following have occurred:
 - a. The CSM and the joint access easement agreement have been recorded and shared driveway design has been approved.
 - b. A conservation easement on the Ziegler Joint Revocable Trust lands, or on other qualifying TDR super sending area property, has first been recorded against such property.
 - c. A TDR Deed Notice has been recorded against both the CSM area and the Acker Living Trust parcel 0808-261-9825-0 denoting the transferred development right.
 - d. The applicant has verified that Lots 1 and 2 are capable of supporting conventional, mound, or alternative waste water treatment systems (i.e., no holding tanks).
5. With building permit issuance, each new home will be subject to a park and recreational facility impact fee of \$1,125.
6. Other conditions identified by the Town Zoning Administrator, Engineer, and Attorney shall be addressed.

7. CSM & REZONE TO SFR TO RELOCATE VACANT, RESIDENTIAL LOT; TYLER HELLENBRAND, 5666 U.S. HWY. 12
Motion by Commissioner Wright, seconded by Commissioner Weiland to approve the CSM relocating the vacant residential lot and rezoning it to SFR for Tyler Hellenbrand, 5666 US Highway 12 adjacent, and adopt the recommendations of Town Planner and TDR Administrator Mark Roffers' August 7, 2025 review memo*. Buildings' rooflines shall be no more than 15' above current high point of 1,089'; no site improvements or regrading to increase the hill height or alter elevations. Motion carried, 5-0; Chair Endres abstained.

* No building permit shall be issued for residential construction on CSM Lot 1 until:

1. The CSM has been signed by the Town Clerk and recorded.
2. A deed notice indicating that this division will result in all residential development rights/splits being extinguished from the entire CSM area has been submitted by the applicant and recorded.
3. A shared driveway easement has been submitted by the applicant, approved by the Town Attorney, and recorded.
4. Driveway design meeting the Town's driveway ordinance, minimizing the removal of mature trees or key screening vegetation, and incorporating strategic plantings for screening, has been approved by the Town Engineer.
5. A revised landscape plan approved by the Town Planner, with all landscaping installed before home occupancy.
6. A park and recreational facility impact fee of \$1,125 has been paid to the Town.
7. Other conditions identified by the Town Zoning Administrator, Engineer, and Attorney have been addressed.

8. BUILDING HEIGHT AND ELEVATION POLICY &/OR COMP PLAN AMENDMENT

The Plan Commission was in favor of the Town Planner's recommendation that a building height and elevation policy be incorporated into the Comp Plan as a requirement instead of as a residential siting standard that could be bypassed by meeting other requirements. Staff will work on proper postings and notices.

9. OLD BUSINESS

- a. ~~LOT 6 SPRINGFIELD COMMERCIAL PARK DESIGN REVIEW FOR BUSINESS CONDOS BY SCHWENN BROS.~~
- b. SHARED DRIVEWAY TEMPLATE

Motion by Commissioner Barman, seconded by Commissioner Ballweg to table the shared driveway template until there is feedback from the other opt out towns. Motion carried, 6-0.

10. COMMUNICATIONS/ANNOUNCEMENTS

The Town has received an inquiry to expand an existing telecommunications tower. The zoning administrator will inform the potential applicant that a rezone and updated CUP will be needed for any expansion at the site.

11. ADJOURN

Motion by Commissioner Weiland, seconded by Commissioner Wolfe to adjourn the meeting at 7:38 p.m. Motion carried, 6-0.