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## BOARD OF SUPERVISORS

### Regular Board Meeting Agenda

Wednesday, August 20, 2025 @ 7:00 p.m.

1. Call to Order, Roll Call, Pledge of Allegiance
2. Confirmation of Compliance with Open Meetings Law
3. Informal Public Comment Time
4. Minutes of previous meetings: August 5, 2025
5. Operator's License: Courtney VanSchoonhoven
6. Recommendations of the PC:

- a. CSM & Rezone to SFR to create 2 residential lots; Kevin & Anja Heppner, 6863 Woodland Dr.

**PC Action: 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 Roffer's August 7, 2025 review memo\*. Motion carried, 6-0.**

- b. CSM & Rezone to SFR to relocate vacant, residential lot; T. Hellenbrand, 5666 U.S. Hwy. 12

**PC Action: 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.**

7. 2012 Western Star snowplow sale parameters
8. July financials
9. 5155 Sunset Ridge zoning violation inspection and report
10. OLD BUSINESS
  - a. Blight, 7166 County Hwy. K
  - b. 2025 Road Projects
11. Committee Reports
12. Road Patrolman's Report
13. Clerk/Treasurer's Report and Correspondence
14. Training update for Board of Review
15. Approval of Bills as presented
16. Adjourn

COMPLIANCE WITH THE OPEN MEETINGS LAW is certified. Notice was given by posting this agenda at the Springfield Town Hall and on the town website. Meetings may be recorded.

The Town of Springfield will accommodate qualified persons with disabilities requesting such accommodations. Please contact the Town Clerk for more information. All agenda items are posted for discussion and possible action by the body. The members of other Town boards, commissions or committees may attend this meeting. Even if a majority of another Town Board, commission or committee is present, that board, commission or committee will not meet, discuss or act on any business unless a meeting has been noticed.

See Agenda Item 6a.

- \* 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.

See Agenda Item 7 6b

\*\* 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.