

Town of Rutland Planning Commission Meeting-MINUTES

785 Center Rd.

January 5, 2026 – 6:30 p.m.

Planning Commission meeting Agenda:

1. Call Planning Commission meeting to order. PC Chair Huycke called meeting to order @ 6:30 pm.
2. Roll Call Bill Boerigter, Derek Nedveck, Josh Cooper, Michelle Perz, Jim Huycke and alternate member Kent Knutson were present. Dawn George and Kim Sime were also present. Others in attendance are on file.
3. Approval of the December meeting minutes. Perz motioned to approve, second by Cooper. MP 5-0
4. Preliminary discussion by Clay and Emma Brenn on potentially creating a residential parcel utilizing a TDR on Oak Hill Rd.
Clay Michek and Emma Brenner are looking to purchase land in Rutland but will need to acquire a TDR for homesite. PC members discussed the process and felt it could be done. They are working with Dane Co Zoning on this.
No Action Taken.
5. Preliminary discussion on CUP-02694 for limited family business for Jake & Hannah Antos for property at 3514 State Highway 138.
Antos' has an excavating business and would like to get property in compliance with Town and County regulations. Rachel Holloway at the County has some concerns and Knutson talked through them with Antos'. Knutson will relay the info to Holloway. Public Hearing notices will be sent out to neighbors within 600 feet. PH will be held on Monday Feb 2, 2026 @ 6:30 pm with PC meeting to follow. If letters of non support are received, the PH will be changed to a Joint PH with the Town Board.
6. Discussion and possible action on the Event Permit
Boerigter motioned to recommend the Town Board approve the event permit as presented. Second by Nedveck.

Cooper amended that the wording of "No Fee" should be added to permit.
Second by Nedveck. 5-0 MP

Boerigter accepted the amendment to his original motion. Original motion with amendment passed. 5-0

7. Discussion and possible action of CUP and Rezone Escrow Ordinance.
Some edits are needed to simplify and will present at the Feb 2, 2026 PC meeting.
8. Discussion on Planning Commission Training and review.
PC members reviewed the following annual report as specified in the Comp Plan.

Town of Rutland Planning Commission: Summary of 2025 Key Activities and Outcomes

The following is a summary of the Planning Commission's major discussions, recommendations, and actions during 2025:

I. Petitions and Rezoning Actions

The Commission reviewed and made recommendations on several rezoning and land division petitions, including:

Petition 12142 (Jeff Moyer, 583 Danks Rd)

The Commission recommended the Town Board approve the petition to separate an existing residence from farmland, changing 1.5 acres from FP-35 to RR-1 and 1.6 acres from RR-2 to FP-35. They also recommended approval of the final Certified Survey Map (CSM). (February 3, 2025)

Petition 12158 (Tim Woodstock)

- Initially tabled to allow the Woodstocks to check on zoning classifications (March 31, 2025).
- Later, a motion to recommend the Town Board approve the rezone of 22.2 acres from FP-35 to FP-1 was denied after discussion indicated it may not be the best classification (May 5, 2025).
- The Revised Petition 12158 was ultimately recommended for Town Board approval, creating two new parcels (Lot 1, 8.1 acres, zoned RR-8 with one density unit/split; Lot 2, 28.9 acres, zoned FP-1 with two density units/splits), with deed restrictions to state the remaining density units/splits. (June 2, 2025)
- The Commission later recommended the Town Board approve the final CSM to make Petition 12158 effective. (August 4, 2025)

Petition 12230 (John Olson, 3447 State Highway 138)

The Commission recommended the Town Board approve the petition to rezone 0.25 acres from SFR-08 to HC Heavy Commercial district, with a deed restriction limiting land uses to vehicle repair and a caretaker's residence. (November 3, 2025)

II. Conditional Use Permits (CUPs)

CUP 12663 (Tim and Jori Woodstock, 3930 County Road A)

- A Public Hearing was held for a Limited Family Business for a concrete contractor. The Public Hearing was closed after no known opposition and one email in support. (June 2, 2025)
- The Commission recommended the Town Board approve the CUP application, with conditions: adding an expiry date on the sale of the property and lengthening the tree screening near the business building. (June 2, 2025)

CUP Process Update

The Commission discussed and recommended the Town Board approve a revised CUP process document to conform with the Dane County CUP process, including adding verbiage for a site visit when appropriate. (June 30, 2025)

John Olson CUP

Clarification on the schedule for the Public Hearing for CUP 2687 for a caretaker's residence, set for December 1, 2025. (November 3, 2025)

III. Ordinance and Policy Development

Significant work was done toward proposing and recommending new or updated ordinances and policies:

Comprehensive Plan: The Commission recommended the Town Board adopt the updated Comprehensive Plan as presented. (May 5, 2025)

Dark Sky Ordinance: A committee was formed to work on a draft ordinance. The Commission later recommended the Town Board approve the Dark Sky Ordinance as presented. (August 4, 2025; September 2, 2025; October 6, 2025)

Event Permit: Discussions were held on the need for an Event Permit for Town liability and knowledge of larger events. Information was gathered from surrounding

Municipalities, and a draft was in development for presentation at the November meeting. (August 4, 2025; September 2, 2025; October 6, 2025)

Escrow Ordinance: The Commission recommended the Town Board accept and approve the Escrow Ordinance with amendments and Attorney approval. (November 3, 2025)

Franklin Road Class B Weight Limit: The Commission recommended the Town Board approve adding a Class B weight limit to Franklin Road. (October 6, 2025)

Coalition Against Bigger Trucks (CABT) Resolution: The Commission recommended the Town Board sign off on the resolution to keep the heavy trucks weight limit at 80,000 lbs, opposing legislation that seeks to raise it to 91,000 lbs. (October 6, 2025)

Rutland's ATV Sunset Clause: The Commission reviewed the ordinance at its one-year time limit and recommended the Town Board sustain the ordinance as written. (October 6, 2025)

IV. Commission Procedures and Structure

Membership Change: The Commission discussed and recommended making Michelle Perz a voting member of the PC and Kent Knutson the alternate member. (October 6, 2025)

Structure Discussion: The new structure of the Planning Commission (five voting members and one alternate, non-voting member) was discussed, clarifying the alternate's role when a voting member is absent or recused. (May 5, 2025)

Procedural Review: Discussion was held on Open Meeting Laws and the importance of following proper procedures, including walking quorums. (May 5, 2025)

Nedveck motioned that Resolution 2020-06-01 Tax Interest Waiver is no longer needed and should be removed. Second by Cooper. MP 5-0

PC members are to review the ordinances to be discussed and updated as needed. Members discussed the following ordinances:

Unlicensed, abandoned or disabled vehicles- Boerigter will review further for any revisions needed.

Seasonal Weight limits- This is for the spring thaw. No changes needed.

Schedule of fees required by Town- No changes needed.

Stop Sign- Kent will contact Chester to verify all stop signs are in place.

Next 4 ordinances to be reviewed and discussed at the Feb 2, 2026 meeting;

Speed limit, Racetrack, Amending Town ordinances and Mobile home. Non Metallic mining will be reviewed another time.

9. Set meeting date. Mondays, Feb 2, 2026, Mar 2, 2026, Mar 30(April mtg), 2026, May 4, 2026 and June 1, 2026. All at 6:30 pm.

10. Adjournment. Perz motioned to adjourn. Second by Nedveck. MP 5-0

Respectfully Submitted by Kim Sime