

Town of Oregon
Plan Commission Meeting Minutes
Tuesday, December 16th, 2025

Chair Kay opened the Plan Commission Meeting at 6:30pm.

Roll Call

Present: Sharon Christensen, Laura Wilmot, Gena Larson, Dave Hageman, Arlan Kay, Jessica Barmack, Chuck Soule. Also Present: Treasurer/Deputy Clerk Stephanie Goth and Supervisor Laurie Fitzgerald, Town Board Chair Carl Walser, Supervisor Steve Jernegan (via zoom) Dane County Senior Planners, Majid Allan, and Bridgit Van Belleghem (via zoom).

Approval of Minutes

Moved by Wilmot, seconded by S. Christensen, to approve November 18th, 2025, minutes. Motion carried 7-0.

Public Comment.

No public comment.

Discussion and possible action re: Conditional Use Permit (CUP) Policy amendments and other format changes to Comprehensive Plan.

Discussion occurred regarding review, expiration, and sunset of CUP on sale or ownership changes. Dane County Senior Planners Majid Allen and Bridgit Van Belleghem explained that reviews of existing CUPs are triggered by non-compliance, that the Township can set expiration dates(sunset), or expiration upon change of ownership, by doing so it would require the applicants to apply for a new CUP.

Allen explained the value in not applying an expiration to all CUPS examples being, all CUPs expire after 1year of non-use, Limited Family Business automatically expires with sale of property, CUPS are tied to a site plan and the current conditions set by the township, which were favorable. They explained that typical expiration terms are crafted around the nature of use, and the Town reserves the right to set expiration terms on uses that are not limited by State law and County ordinance. CUPs are tied to the site and operations plans that are approved, therefore if there are any changes to the site and operations plans there will need to be a new Conditional Use Permit (CUP) applied for. Conditional Use Permits are specific to use; the use of the land can be changed upon sale but not under the Conditional Use Permit.

Discussion occurred regarding the complaints and concerns of active CUPs and enforcement. Townships and residents' concerns/complaints are evaluated and enforced equally.

Soule asked Dane County Senior Planner, Majid Allen if he recommends adding language to the plan stating that the Township will consider sunset clauses and/or expiration on change of ownership. Mr. Allen stated that it's not required if the Town wants to telegraph that in the policy for applicants and future commissioners that is up to them. Senior Planner, Bridgit Van Belleghem added that they can add a general statement regarding other conditions may apply and add examples of sunseting, and expiration guidelines. Van Belleghem will propose the language with the amendments and the Plan Commission can approve or change at the time of review and approval of the Comprehensive Plan amendments.

Other Format Changes to the Comprehensive Plan.

Dane County Senior Planner Bridgit Van Belleghem, presented an overview of the formatting changes to the Comprehensive Plan noting the indexing of existing plan, color palette is consistent with the Town website, that can be changed if requested, changed to some of the programs that have changed or were removed since the last amendment, creation and addition of the Land Use Map within the plan, updated table and graphs with updated statistics, added photos throughout. They are still looking to add the new vision statement or remove and add as its own section. Town Board Chair, Walser added that there is an executive summary that would work for the plan. The final Vision 2040 statement is in the process of finalizing. There are photos that are needed. Bridgit stated that if the materials were received by January 5th, there could be a draft available for the January Plan Commission meeting.

Discussion and possible action re: Blanket rezone to correct possible errors from the conversion to the new zoning code adopted in 2019.

Dane County Senior Planner, Bridgit presented the blanket rezone request to correct possible errors from the conversion to the new zoning. Dane County is requesting the Plan Commission review the list of properties and provide their recommendations to the County. The Plan Commission will review the list provided and come to the January meeting with any questions and recommendations.

Communications.

No communication.

Town Board Items

Chair Kay updated the Commission on the current Town Board items budget completion, tax collection, and upcoming elections.

Adjournment.

Moved by Wilmot, seconded by S. Christensen, to adjourn at 7:40pm. Motion Carried 7-0.