



OFFICIAL NOTICE AND AGENDA

Pardeeville Plan Commission – **Regular Meeting**

Pardeeville Village Hall – Board Room

114 Lake Street, Pardeeville, WI 53954

Wednesday, June 11, 2025 – 6:00 PM

1. **Call meeting to order:**
 - 1.1. Roll Call
 - 1.2. Approval of Agenda
2. **Approval of Minutes** – None.
3. **Comments from the Floor** - *(Please be advised per State Statute Section 19.84(2), information will be received from the public. The comments made must remain respectful. The Chief Presiding Officer has the right to end an individual's time should an individual become disrespectful. It is policy of the Village that each individual may receive up to two (2) minutes to speak. More time may be granted by the Chief Presiding Officer. There may be limited discussion on the information received, however, no action will be taken under Comments from the Floor).*
4. **Old Business:**
5. **New Business:**
 - 5.1. Variance Request: 115 Washington Street
6. **Adjournment**

Justin Kopfhamer, Commission Chair

Commission Members: Justin Kopfhamer, Lloyd Miller, Connie Pease, Steve Woxland, Steve Arkin, Sara Berger, Carol Ziehmke;

The Village Hall is fully accessible. If you require additional assistance, please contact the Village Office (Phone 608-429-3121) 48 hours prior to the meeting. This is a public meeting. As such, all members or a majority of the members of any given Village Committee, Commission, or Board may be in attendance. While a majority of any given group may be present, only the above Board will take official action based on the above agenda.



Administration Memo

Meeting Date: 11 JUN 2025

Topic: Variance Request

This memo is in regards to the Variance Request at 115 Washington Street agenda item.

115 Washington Street originally submitted an application missing some items required for review. However, due to the nature of the property, staff informed the property owner that the application would be denied due to the lot configuration, but they would still need to submit the rest of the documentation. It was later explained that the property owner would be able to apply for a variance to work around the zoning code. As written in Sec. 58-224 in the Village of Pardeeville Code of Ordinances, "Corner lots shall have two front yard setbacks along the street sides and two side yards with a minimum specified for the district." Whereas also written in Sec. 6-35(d)(1)(g) "No chicken coop will be allowed in a front or side yard of any parcel." This means that due to the property configuration of being a corner lot, and having two front yards and two side yards, there is no legal place for the chicken coop, according to our ordinances. Thus, the property owner is seeking a variance to allow for the chicken coop to be placed in the side yard.

Should the governing body agree with granting a variance, a motion would be in order to hold a public hearing at the next regular Village Board meeting (July 2nd) and support the granting of a variance.

Should the governing body disagree with granting a variance, a motion would be in order to hold a public hearing at the next regular Village Board meeting (July 2nd) and not support the granting of a variance.

Respectfully,
Austin

Village of Pardeeville
APPLICATION FOR THE KEEPING OF CHICKENS

Submit to Village Clerk

For the license period beginning July 1, 2023
and ending June 30, 2026

Name: Tyler Musser

Address of Premises 115 Washington Street Pardeeville, WI 53954

Applicant Phone Number: (608) 395-4033

Tax Parcel Number: 11171 135 Acknowledgement of Ordinance received: _____

[Include lot size and scaled drawing of lot with location of existing structures and proposed chicken coop
- coop must meet setbacks and lot requirements for the zoning district]


Number of Chickens kept: 5 hens (Maximum of 5 hens. **Roosters are not allowed.**)

Wisconsin Department of Agriculture, Trade and Consumer Protection Registration and/or site number
proof attached

TO BE COMPLETED BY BUILDING INSPECTOR:

Zoning and/or Building Inspector Review/Approval:	
Location of coop approved per specifications provided.	<input type="checkbox"/> YES <input type="checkbox"/> NO
Zoning permit issued for building of coop.	<input type="checkbox"/> YES <input type="checkbox"/> NO
Building permit needed	<input type="checkbox"/> YES <input type="checkbox"/> NO
(building permit will be needed for anything with footings or electric at the cost to the homeowner)	
Signature: _____	Title: _____

I certify that all information provided on the application and the background information is true and correct to the best of my knowledge and understand that providing false information or failing to disclose information will be grounds for denial of this license.

Signed: 

If rental property:

Name of landlord: _____

Phone#: _____

Signature: _____

Attachments Filed: ☐ Proof of Registration and/or site number with WI Dept. of Agriculture, Trade & Consumer Protection
☐ Scaled drawing of lot including location of existing structures, proposed chicken coop
☐ \$20 Application Fee/1st year permit

For Office Use Only	
Payment:	_____
Application Filed:	_____
Date license granted:	_____
License #:	_____

Laramie Renner

From: Tyler Mosser <tjmosser99@gmail.com>
Sent: Thursday, May 22, 2025 10:33 AM
To: Laramie Renner
Subject: Re: 115 Washington Application for Chickens.
Attachments: IMG_1724.jpeg; IMG_1725.jpeg

Follow Up Flag: Follow up
Flag Status: Flagged

Coop dimensions 4.5 ft by 5.5 ft = approx 24.75 sq ft.

Attached photos, for reference. Coop will be over 6ft away from house per set back ordinance. Let me know if you need anything else.

On Thu, May 22, 2025 at 10:05 AM Laramie Renner <Laramie@villageofpardeeville.net> wrote:

Good Morning Tyler,

We received your application and check for a variance permit earlier this week and have been in the process of reviewing it. Two things that we are still missing and I have attached the documents for viewing. We still need a picture with details of your chicken coop. From what I understand from conversations with Taffy you were buying a premade coop. Including a screenshot with dimensions of the premade coop would be best and easiest. It would need to be at least 15 Sq ft per our ordinance [Sec. 6-35. Keeping of Chickens](#). Which is a minimum of 3 sq ft per chicken. Second is none of your drawings of the coop placement and buildings include the setback as asked by a " Scaled drawing of lot including location of existing structures, proposed chicken coop." [Please see Sec. 58-221. -Building setbacks for your reference](#).

If you have any more questions please ask.

Laramie Renner

Deputy Clerk / Treasurer

Village Of Pardeeville & Utility Office Location

114 Lake Street / PO Box 217
Office: (608)429-3121 Utility: (608)429-3054

Fax: (608)429-3714

Office Hours: Monday - Thursday 7:00 am - 4:30 pm

Friday 7:00 am - 11:00 am







Tyler Mosser <tjmosser99@gmail.com>

Livestock Premises Registration/Renewal Confirmation

Christina Lorino <Clorino@wiid.org>

Mon, Feb 10 at 4:27 PM

To: tjmosser99@gmail.com <tjmosser99@gmail.com>

Graphical user interface, text, application Description automatically generated



LIVESTOCK PREMISES REGISTRATION CONFIRMATION

Thank you for registering your livestock premises online with the Department of Agriculture, Trade and Consumer Protection. All livestock premise registrations will renew every third July 31, starting in 2016. This letter validates that you are now registered through July 31, 2028.

Your account information is below. **Keep this letter for your records.**

Livestock Premises Code: 00T30DD

Premises Address:

Tyler Mosser: Backyard coop

Tyler Mosser

115 Washington St,

Pardeeville, WI 53954

Valid to July 31, 2028

Please check that the information is accurate. If there are any errors, please contact processing agent WLIC (contact information is below) within 10 business days of the date of this letter. Please call 888-808-1910 if you have questions.

Livestock Premises Registration

c/o WLIC

4726 E Towne Blvd, Suite 210

Madison, WI 53704

Phone: 888-808-1910

Fax: 608-848-4702

E-mail: info@wiid.org

Thank you.

Sincerely,

Wisconsin Department of Agriculture,

Trade and Consumer Protection





Village of Pardeeville

ZONING PERMIT APPLICATION

*THIS APPLICATION MUST INCLUDE A SITE PLAN MAP

Owner Name Tyler Mosser
 Owner Address 115 Washington Street
 Owner Email Address Tjmosser99@gmail.com

Date 5/17/2025
 Contact Phone (608) 395-9033

Applicant Name (Contractor, Architect, Engineer, if different) Tyler Mosser
 Applicant Address 115 Washington Street Contact Phone (608) 395-9033
 Applicant Email Address Tjmosser99@gmail.com
 Site Location/Address 115 Washington Street
 Existing Use _____

Type of Development

- | | |
|---|--|
| <input type="checkbox"/> Change in Use | <input type="checkbox"/> Access |
| <input type="checkbox"/> Garage | <input type="checkbox"/> Pool |
| <input type="checkbox"/> Fence | <input checked="" type="checkbox"/> Accessory Building |
| <input type="checkbox"/> Deck | <input type="checkbox"/> Addition |
| <input type="checkbox"/> New Construction | <input type="checkbox"/> Sign |
| <input type="checkbox"/> Tree Planting | <input type="checkbox"/> Antenna / Tower |

Site Information

- | | | |
|--|-----------------------|-------------------------------|
| <input type="checkbox"/> Wetlands | Front Setback _____ | Percent of Lot Coverage _____ |
| <input type="checkbox"/> Underground Tanks | Rear Setback _____ | Lot Square Foot _____ |
| <input type="checkbox"/> Floodplains | Side Setback #1 _____ | Easement _____ |
| | Side Setback #2 _____ | Height _____ |

Special Considerations

- Does this project require a site visit? Yes ☒ No ☒
- Does this project require a land survey? Yes ☒ No ☒
- Does this project require a utility locate? Yes ☒ No ☒
- Estimated Land Disturbance Area (square feet) 25 sq ft (approx 24.75 sq ft)

The Zoning Administrator may request additional information during the review of the Zoning Application.

The Zoning Administrator may require a site survey by an RLS if proposed uses/structures occur within 2 feet of the applicable setback lines.

Building Information

- | | | |
|---|---|-------------------------------|
| <input type="checkbox"/> Building Permit Required | Building height _____ | Square footage main _____ |
| <input type="checkbox"/> Home/Condo Association | Maximum length _____ | Square footage basement _____ |
| | Maximum width _____ | Square footage upper _____ |
| | Accessory building square footage _____ | |

Applicant's Signature _____

This permit shall become void at the expiration of 120 days after the date of issuance unless construction is started.

All construction shall be completed within 18 months.

If any deviations are made from the original application, a new permit is required.

Once a Zoning Permit is issued the fee becomes non-refundable. Fees are based on a sliding scale per our *Permit and Fee Schedule*.

This permit shall be posted in a conspicuous location on the premises and shall remain in-place during the entire period of the construction.

Comments:

Date _____

*Fee _____

Permit Number _____

Tax Parcel Number _____

Zoning Administrator _____

SPECIAL ZONING PERMIT



Village of Pardeeville

114 Lake Street
Pardeeville, WI 53954
1-608-429-3121
FAX 1-608-429-3714

Applicant Information

Applicant Name: Tyler Mosser
Phone: (608) 395-9033
Email: Tjmosser94@gmail.com
Address: 115 Washington Street
City, State, ZIP: Pardeeville, WI 53954

Owner (if different): _____
Phone (if different): _____
Email (if different): _____
Parcel Number: _____
Current Zoning: _____

Request Information

Brief Description of Request:
(attach a copy of any plans, details, and maps)

Chicken Coop

Permit Cost

(Select a permit type fee below)

Permit Type Fee		X
Rezoning	\$200	
Conditional Use	\$200	
Variance	\$200	X
Planned Unit Development (PUD) Plan	\$500	
Other: _____	TBD	
Total Fee:		

Signatures

Tyler Mosser
Signature of Applicant

5/17/2025

Date

Signature of Owner

Date

Village Office Use Only

Notice Publish Date: _____

Notice Mailing Date: _____

Public Hearing Date: _____

Conditions: _____

Action Taken:

☐

Approved

☐

Denied

Approval Date: _____

