

TOWN OF WESTPORT
REGULAR PLAN COMMISSION MEETING
Kennedy Administration Building
Community Meeting Room
5387 Mary Lake Road
Town of Westport, Wisconsin

Virtual Meeting Via GoToMeeting

PLEASE TAKE NOTICE that this meeting will take place virtually via GoToMeeting.

Please join the meeting from your computer, tablet or smart phone by visiting <https://global.gotomeeting.com/join/796277629>. You can also participate by phone by dialing +1 (872) 240-3212 and use access code: 796-277-629. If you are new to GoToMeeting, get the app and be ready when the meeting starts. You may be muted or be asked to mute your device.

AGENDA - December 14, 2020 7:00 p.m.

This meeting is being noticed as a possible gathering of a quorum of the Westport Town Board due to the possible attendance of Supervisors not appointed to the Commission. Supervisors may discuss items on this agenda, or gather information on these items, but no action will be taken on these items as the Town Board.

1. Call to Order
2. Public Comment on Matters Not On the Agenda
3. Approve Minutes
4. Initial Consultation, Variance from Setbacks for Garage, Lambrecht, 4914 Wakanda Drive (Middleton ETZ)
5. Park Committee Report/Items for Action
6. Historic Preservation Commission Report/Items for Action
7. Sign Design Group Report/Items for Action
8. Waunakee/Westport Joint Planning Committee Report/Items for Action
9. Middleton/Westport Joint Zoning Committee Report/Items for Action
10. Miscellaneous Matters/Forthcoming Events
11. Adjourn

If you need reasonable accommodations to access this meeting, please contact the clerk's office at 849-4372 at least three business days in advance so arrangements can be made to accommodate the request.

TOWN OF WESTPORT

PLAN COMMISSION – November 9, 2020

The regular monthly meeting of the Plan Commission was called to order at 7:02 p.m. via GoToMeeting.com virtual video conference by Chair Grosskopf. Members present: Bruskewitz, Cuccia, Grosskopf, Kennedy, Manering, and Ohm. Members absent: Pichette. Also attending: Anne and Phil Bakke, Pastor Joel Brandt, Donald and Tara Curtis, and Tom Wilson.

No one was present For Public Comment on Matters not on the Agenda. The minutes of the October 12, 2020 regular meeting were approved with the following additions to be referenced in the minutes on the Levy consultation matter on a motion by Manering, second Bruskewitz: Contact the neighbors to ascertain their thoughts regarding this request; recommend considering putting the garage on the other side of the house or set it back a bit, if possible, to get the garage further away from the intersection; recommend the house be placed back a bit towards the NE corner; recommend surveying the area for potential Native American mounds or artifacts; and, one Commissioner noted this is a good improvement for this neighborhood and is supporting this proposal, but will want to hear from the neighbors.

After a presentation by Wilson, the Land Division (Create 2 Lots for Approved Church), Cross Lutheran Church, Texas Longhorn Drive (Middleton ETZ), was recommended for approval with the conditions and restrictions as recommended by staff on a motion by Cuccia, second Kennedy.

After a presentation by Wilson and discussion, the Land Division (Create 1 Residential Lot), Bakke, 5687 Cobblestone Lane (Waunakee ETZ), was recommended for approval with the conditions and restrictions as recommended by staff including maintaining all current plat conditions and restrictions on a motion by Manering, second Bruskewitz.

After a presentation by Wilson on the Waunakee Zoning Code Revision, Allow Domestic Fowl in ETZ Area, matter, after Wilson advised of the current administrative decision by the Waunakee ETZ zoning inspector to allow chickens as they are allowed under Dane County zoning to be consistent with the concept in the JPA and ETZ areas that residents were not to have permitted uses taken away (and since also allowed in the Town Zoning Areas and in the Middleton ETZ area), and after discussion, continuing with that administrative policy as currently used was approved on a motion by Bruskewitz, second Manering.

Wilson reported on the work of the Park Committee and the Historic Preservation Commission. Cuccia and Wilson reported on work of the Sign Design Group. Grosskopf and Wilson reported on items before the Waunakee/Westport Joint Planning Committee and the Middleton/Westport Joint Zoning Committee.

For Miscellaneous Matters or Forthcoming Events raised, Manering and Ohm requested that staff inquire about storage on the property by Skipper Buds at the intersection of CTH M and STH 113.

Motion to adjourn by Bruskewitz, second Ohm. The meeting adjourned at 7:51 p.m.

Mary Manering, Secretary

AGENDA ITEM #4:

Initial Consultation, Variance from Setbacks for Garage,
Lambrecht, 4914 Wakanda Drive (Middleton ETZ)

October 30, 2020

Town of Westport Zoning staff,

I wish to build an accessory building (garage) at 4914 Wakanda Dr with narrow adjacent driveway for parking based on the following hardship issues.

- 1) I currently have no offstreet parking for myself or visitors which has caused snowplowing and other issues
- 2) I currently have no protection for my vehicle from winter weather
- 3) I currently have extremely limited storage space as my house has only 800 square feet on main floor
- 4) I bypassed the 1929 stone stairs with elevated cedar stairs about 10 years ago (plans should be on file) but they get icy and indoor stairs are preferred for my safety as I am now 66 years old.

I am happy to meet to explain any of these issues further.

I have had a survey performed and the attached preliminary drawings for your consideration.

Thank you in advance for your time,

Ken Lambrecht
Owner 4914 Wakanda Dr

From: Ken Lambrecht <klambdvm@gmail.com>
Sent: Friday, October 30, 2020 1:20 PM
To: Robert Anderson <banderson@townofwestport.org>
Subject: Re: proposed garage addition at 4914 Wakanda Dr

thaks Bob,

my architect added that

- 1) The steep slope is a hardship for not being able to build the garage closer to the house and
- 2) the neighbors garage in the front yard a hardship if I am not treated similarly.

Do you want me to amend the letter and resend to you or just add when/if I get a meeting?

Ken

On Fri, Oct 30, 2020 at 1:00 PM Robert Anderson <banderson@townofwestport.org> wrote:

I have sent it on. You will be scheduled for a consult in December barring any issues with covid. Our meetings are currently online. You will get an agenda sent to you once it is ready. The meetings will be the 14th and 15th of December

Robert Anderson, WCPC CMC
Utility, Finance, I.S. Manager, Deputy Clerk Treasurer
Town of Westport
5387 Mary Lake Rd
Waunakee WI 53597
608-849-4372

All e-mail sent to the Town of Westport is subject to the Wisconsin open records law

IF THIS MESSAGE IS TO THE ENTIRE MEMBERSHIP OF A GOVERNMENTAL BODY, you are advised that this email should be treated as a one-way communication and that responses "to all" should be avoided because those responses could create a "walking quorum" of the body in violation of the open meetings law (Office of the Wisconsin Attorney General Letter of 3/19/2010)

From: Ken Lambrecht <klambdvm@gmail.com>
Sent: Friday, October 30, 2020 11:53 AM
To: Robert Anderson <banderson@townofwestport.org>
Cc: Mark Jankowski <mjankowski@generalengineering.net>
Subject: Re: proposed garage addition at 4914 Wakanda Dr

Bob,

Thanks for quick reply!
Here is letter listing hardships and site map as well as recent survey.
Please let me know if you need anything else from me.
Happy Friday!
Ken

On Fri, Oct 30, 2020 at 10:35 AM Robert Anderson <banderson@townofwestport.org> wrote:

You need to submit for an initial consultation. Do not submit any applications or filing fees at this time.

I need a map of the proposal along with a letter explaining what you are asking for. You need to prove a hardship for a variance so please explain your hardship in the letter. Keep in mind money or cost is not a hardship.

Once you get me the materials I will get you scheduled for consultations with the Plan Commissions and then you can make your decision on how you want to proceed.

Robert Anderson, WCPC CMC
Utility, Finance, I.S. Manager, Deputy Clerk Treasurer
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From: Ken Lambrecht <klambdvm@gmail.com>

Sent: Friday, October 30, 2020 10:25 AM

To: Mark Jankowski <mjankowski@generalengineering.net>; Robert Anderson <banderson@townofwestport.org>

Subject: proposed garage addition at 4914 Wakanda Dr

Bob/Mark,

Hope this finds you both well.

I am not sure who would be the best to answer my questions.

To help solve some parking issues and provide a garage for the property I had a survey done and this site plan by my architect, Bill Montelbano. He is working on elevations and I have most of paperwork for town of Westport and City of Waunakee filled out.

I am aware there is a 28 day deadline for paperwork which I believe is this Monday for Dec meeting. I just have a couple of related questions are before I incur filing fees

- 1) can I submit without erosion control?
- 2) will variance likely be allowed as no accessory buildings in front yard (many neighborhood exceptions)
- 3) will amt of impervious surface likely be an issue?

Do you see any "deal breakers" with these or other issues?

Thks much!

Ken



Town of Westport GIS

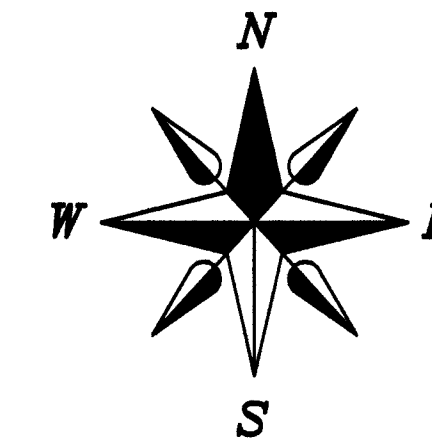
DISCLAIMER: The Town of Westport does not guarantee the accuracy of the material contained here in and is not responsible for any misuse or misrepresentation of this information or its derivatives.



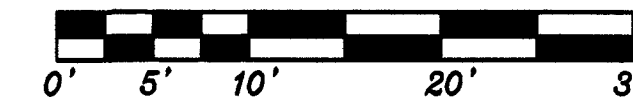
SCALE: 1 = 65'

Town of Westport
5387 Mary Lake Road
Waukegan, WI 53597
(608) 849-4372

Print Date: 12/7/2020



WCCS - DANE ZONE
BEARINGS ARE REFERENCED TO THE NORTH LINE OF LOT 15, ASSESSOR'S
PLAT OF BORCHER'S BEACH. LINE TO BEAR = N 60°02'59" W
SCALE 1" = 10'



PREPARED FOR:

KEN LAMBRECHT
4914 WAKANDA DRIVE
WAUNAKEE, WI 53597

LEGEND

- = FOUND 1" IRON PIPE
- = FOUND 1 1/4" IRON PIPE
- = FOUND 1 1/4" REBAR
- (##) = RECORDED AS
- ⊕ = GAS METER
- ⊙ = WELL
- ⊗ = POWERPOLE
- + = SPOT GRADE
- = RIPP RAPP / ROCK WALL
- ☼ = DECIDUOUS TREE (DIAMETER NOTED)
- ☼ = CONIFEROUS TREE (DIAMETER NOTED)
- = 4" ARBORVITAE BUSH

LINE LEGEND

- (H)--- = OVER HEAD UTILITY LINES
- G--- = UNDERGROUND GAS MAIN
- X- = FENCE

NOTES:

- 1.) THIS SURVEY WAS PREPARED WITHOUT BENEFIT OF A TITLE REPORT FOR THE SUBJECT TRACT OR ADJAINERS AND IS THEREFORE SUBJECT TO ANY EASEMENTS, AGREEMENTS, RESTRICTIONS AND STATEMENT OF FACTS REVEALED BY EXAMINATION OF SUCH DOCUMENTS.
- 2.) WETLANDS, IF PRESENT, HAVE NOT BEEN DELINEATED OR SHOWN.
- 3.) ELEVATIONS ARE REFERENCED TO NAVD 88 (2012 DATUM). SITE BENCHMARK 'A' IS THE TOP OF PIPE LOCATED AT THE NORTH CORNER OF LOT 15. TOP OF PIPE = 905.78'. SITE BENCHMARK 'B' IS THE TOP OF REBAR LOCATED AT THE SOUTH MEANDER CORNER OF LOT 15. TOP OF REBAR = 877.29'.
- 4.) ALL UTILITIES SHOWN ON THIS SURVEY WERE FIELD LOCATED FROM GROUND MARKINGS PLACED BY THE UTILITY COMPANIES OR THEIR AGENTS OR ESTABLISHED FROM PLANS PROVIDED BY OTHERS, EXCEPT WHERE SHOWN OR OTHER OBSTACLES MAY HAVE OBSCURED THE LOCATION OF THE UTILITIES. IT IS THE RESPONSIBILITY OF THE OWNERS/CONTRACTORS TO CALL DIGGER'S HOTLINE FOR EXACT LOCATION OF UNDERGROUND UTILITIES BEFORE ANY CONSTRUCTION OR EXCAVATING IS DONE.
DIGGER'S HOTLINE NO. 1-800-242-8511
DIGGER'S HOTLINE TICKET NO. 2020-4102822

DESCRIPTION:

Lot 15, Assessor's Plat of Borchers Beach, recorded in the Dane County Register of Deeds Office in Volume 57-157A of Plats, Pages 639 through 642, as Document No. 3249234. Located in Government Lots 2 and 3, Section 33, T8N, R9E, Town of Westport, Dane County, Wisconsin.

SURVEYOR'S CERTIFICATE:

I certify that this survey is correct to the best of my knowledge and belief and is in full compliance with the provisions of Chapter A-E7 WI Statutes. Field work was completed on October 20th, 2020.

Williamson Surveying and Associates, LLC
by Noa T. Prieve & Chris W. Adams

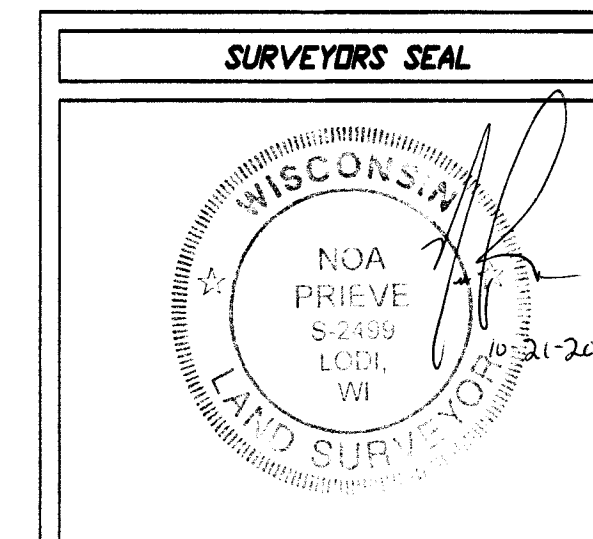
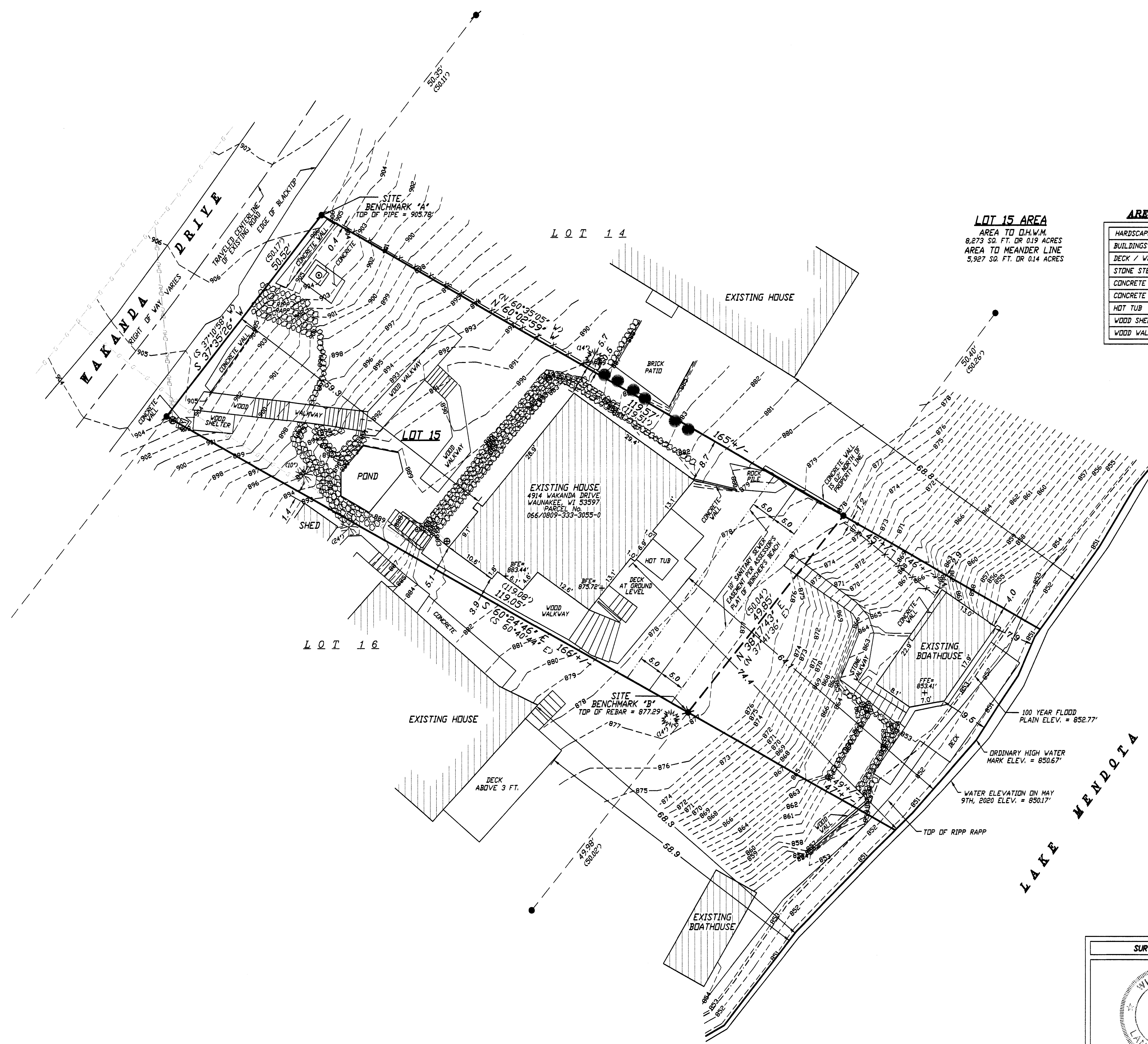
Date: Oct 21, 2020

Noa T. Prieve S-2499
Professional Land Surveyor

LOT 15 AREA
AREA TO D.H.W.M.
8,273 SQ. FT. OR 0.19 ACRES
AREA TO MEANDER LINE
5,927 SQ. FT. OR 0.14 ACRES

AREA TABLE:

HARDSCAPES	AREA
BUILDINGS	1,361 SQ. FT.
DECK / WALKWAY	1,064 SQ. FT.
STONE STEPS	121 SQ. FT.
CONCRETE	92 SQ. FT.
CONCRETE WALLS	78 SQ. FT.
HOT TUB	34 SQ. FT.
WOOD SHELTER	31 SQ. FT.
WOOD WALL	2 SQ. FT.

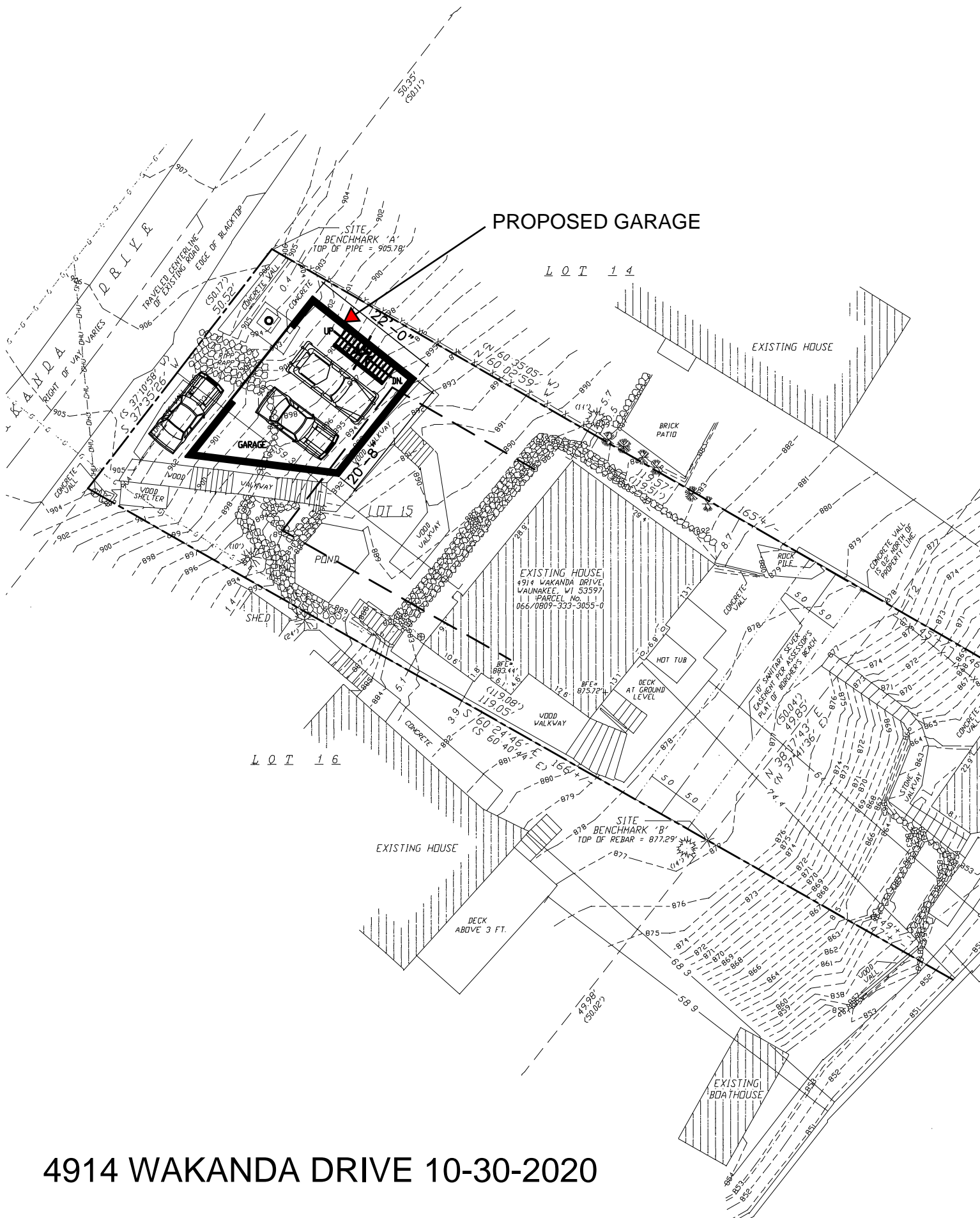


WILLIAMSON SURVEYING & ASSOCIATES, LLC
104 A WEST MAIN STREET, WAUNAKEE, WISCONSIN, 53597
NOA T. PRIEVE & CHRIS W. ADAMS
PROFESSIONAL LAND SURVEYORS
PHONE: 608-255-5705 FAX: 608-849-9760 WEB: WILLIAMSONSURVEYING.COM

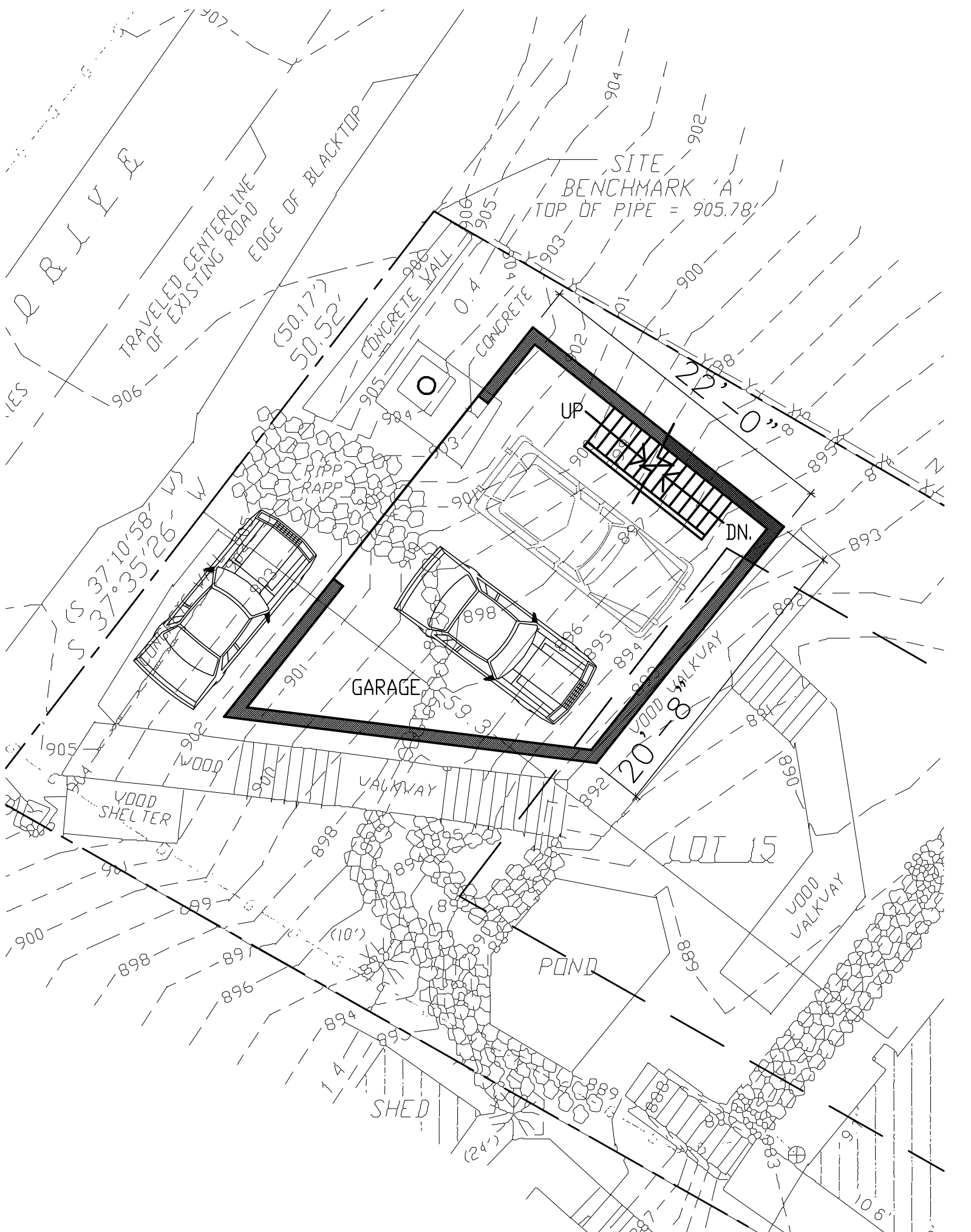
PLAT OF SURVEY

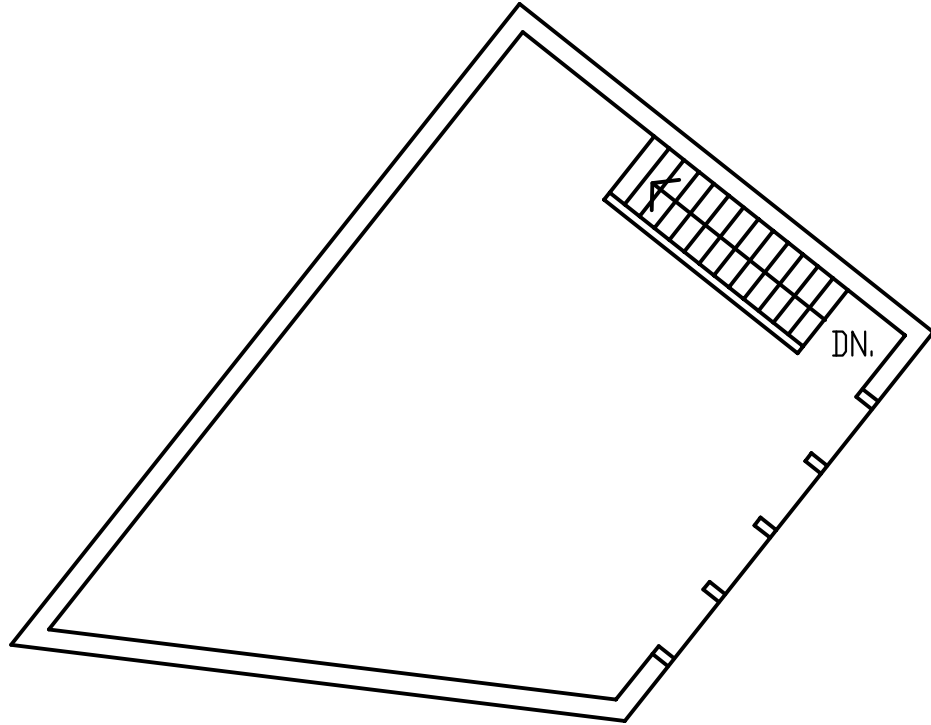
Lot 15, Assessor's Plat of Borchers Beach, located in Government Lots 2 and 3, Section 33, T8N, R9E, Town of Westport, Dane County, Wisconsin.

DATE	OCTOBER 21, 2020	REVISION DATE:	CHECK BY	N.T.P.
SCALE:	1" = 10'	DRAWING NO.	204-237	
DRAWN BY	NEIL BORTZ	SHEET	1 OF 1	

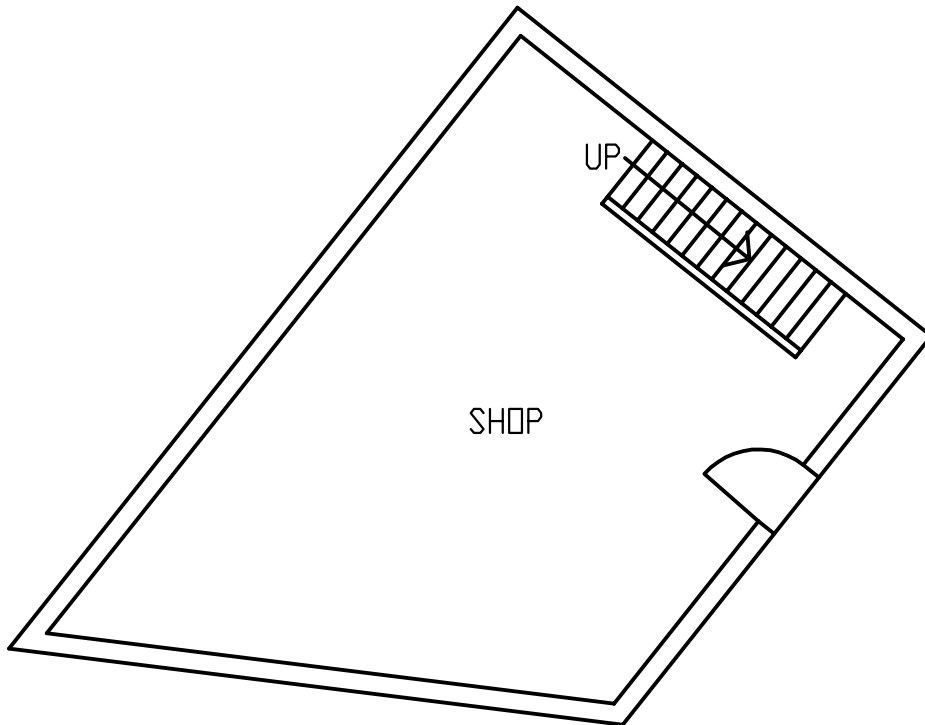


4914 WAKANDA DRIVE 10-30-2020





ATTIC LEVEL



BASEMENT LEVEL

AGENDA ITEM #6:

Historic Preservation Commission Report/Items for Action

TOWN OF WESTPORT
HISTORIC PRESERVATION COMMISSION
Kennedy Administration Building
Community Meeting Room
5387 Mary Lake Road
Waunakee, WI 53597

Minutes - November 5, 2020

Members present via Zoom: Joe Pichette, Michelle Wing, Rosa Ropers, Chris Moore, Janette Hermanson

Public Present: None

Meeting called to order at 6:00 p.m. No public comment on matters not on the agenda. Motion by Wing to approve minutes for 10-01-20. Pichette seconded the motion with members voting in approval.

Discussion:

Westport History List:

- Wing has started, HPC members will keep adding to the list.

Items mentioned that are still missing from list:

- Lake view woods: (Hermanson) Believes there may be effigy mounds.
- TB hospital: Can reference Birmingham information, Pichette has another book that documents every single mound.
- Dane County social services / hospital could be added given history.
- Rocky Roost
- Early layout of proposed Capitol City was near the intersection of CTH M and CTH Q.

(Pichette) Update:

- (New) Town Website/Historical information storage: Bob Anderson contacted Pichette, inquired on needs of HPC for file storage, Pichette noted HPC would like a place to store data, possibly later some type of public facing website area/access for historic information.

Other archive options discussed:

- Moore noted review of several cloud-based softwares for historical archiving, thought known as CatalogIt may be good given price point. HPC members will review.

Ropers email update:

- Judy (Borke) will look through her stuff and see what she has.

Ella Wheeler Wilcox:

- Jessica Frey secured a plastic tote for contents of box.
- EWW Site: Still waiting on Dane County to setup meeting.

Plan Commission update (Pichette):

- New Church will be to the south of Inspire Daycare - HPC does not expect items of historic significance.
- (Upcoming) Land division on Cobblestone Lane: Possibly alongside where Bob Birmingham thought Military Trail was located - HPC does not expect to review.

(Town) Sign Committee update:

- (Moore) Committee reviewing various sign types in Town, will develop recommendation on signage moving forward. Sign types needed by HPC noted in meetings. HPC will want to determine what sign (types) they believe are needed for historical purposes.
- HPC members briefly discussed some options/needs:
 - Bronze signs: Durable, but not able to have imagery (Mill would benefit from photos).
 - Perhaps may need several sign types for different needs.
 - Wing noted interesting “discovery” marker sign type example.
 - Moore noted several material/fabrication options for signs.
 - May have to use existing sign for EWW, hold on Mill site until we get standard.

Miscellaneous business forthcoming:

- Town expects Zoom meeting format through end of year, possibly longer.
- Get sign made for Old Mill site.

The next meeting of the HPC will be December 3, 2020 at 6:00 p.m.

Hermanson moved to adjourn, Moore seconded. Meeting adjourned at 7:00 p.m.

Minutes by Chris Moore