

## **TOWN OF WESTPORT**

### **REGULAR PLAN COMMISSION MEETING**

Kennedy Administration Building  
Community Meeting Room  
5387 Mary Lake Road  
Town of Westport, Wisconsin

**AGENDA - July 8, 2019 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. Rezone for Shorter Setbacks (County R-1 to Village R-1), Schutz/Ritchie, 5540 Gerend Road, Waunakee ETZ, Discussion/Recommendation
5. Park Committee Report/Items for Action
6. Historic Preservation Commission Report/Items for Action
7. Waunakee/Westport Joint Planning Committee Report/Items for Action
8. Middleton/Westport Joint Zoning Committee Report/Items for Action
9. Miscellaneous Matters/Forthcoming Events
10. 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 – June 10, 2019

The regular monthly meeting of the Plan Commission was called to order at 7:02 p.m. in the Community Meeting Room of the Bernard J. Kennedy Administration Building by Chair Grosskopf. Members present: Cuccia, Grosskopf, Manering, Ohm, Kennedy, and Pichette. Members absent: Bruskewitz. Also attending: Terry Enge, Steve Steinhoff, Karen Ziegler, Gerald Schutz, Diane Ritchie, Jim Welsh, Ryan Wollenberg, and Tom Wilson.

No one was present For Public Comment on Matters not on the Agenda. The minutes of the May 13, 2019 regular meeting were approved as presented with minor modifications to correct the previous meeting year and to include Kennedy as present on a motion by Manering, second Kennedy.

Steve Steinhoff of the Capital Area Regional Planning Commission presented on the A Greater Madison Vision Planning Survey Results, and answered questions from the commissioners.

An Initial Consultation for a Rezone (County A1-Ex to Commercial) and potential Land Division (Small Parcel Creation) for Cell Tower and Equipment, AT&T/Ziegler, 6039 CTH K, Middleton ETZ, was then held with Ryan Wollenberg, the construction manager for the ATT structure. After a brief presentation by Wilson and Mr. Wollenberg, and after the commissioners' questions were answered, the proponent was told of concerns and items to attempt to address before proceeding, most importantly co-location with a very close tower that still has room for expansion.

An Initial Consultation for a Rezone and CSM (Create 2 Single Family Lots), Ziegler, 6039 CTH K, Middleton ETZ, was then held with the owner Karen Ziegler. After a presentation by Wilson and comments from the owner and commissioners, the owner was informed of concerns regarding the location and number of additionally created lots since the parcel is already substandard and had been divided previously.

An Initial Consultation on a Rezone for Shorter Setbacks (County R-1 to Village R-1), Schutz/Ritchie, 5540 Gerend Road, Waunakee ETZ, was then held with the petitioners advised of general support by the commissioners consistent with previous actions, with a restriction to provide for setbacks as proposed for the structure as built.

After a brief presentation by Wilson on the history and prior support for the matter, the Rezone and CSM (2 Lots, A1-Ex to Conservancy and A-1), Groundswell/O'Malley, Hellenbrand Road at STH 19, Waunakee ETZ, was recommended for approval as presented subject to conditions and restrictions as suggested by staff on a motion by Ohm, second Cuccia.

Enge reported on the work of the Park Committee. Pichette reported on the work of the Historic Preservation Commission.

Wilson and Grosskopf reported on items before the Waunakee/Westport Joint Planning Committee and the Middleton/Westport Joint Zoning Committee.

There were no Miscellaneous Matters and Forthcoming Events raised.

Motion to adjourn by Kennedy, second Cuccia. The meeting adjourned at 9:05 p.m.

Mary Manering, Secretary

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

Monday, July 8, 2019 7:00 p.m.

1. Call to Order
2. Public Comment On Matters Not On the Agenda
3. Approve Minutes.

*For the 6/10/19 meeting minutes.*

4. Rezone for Shorter Setbacks (County R-1 to Village R-1), Schutz/Ritchie, 5540 Gerend Road, Waunakee ETZ, Discussion/Recommendation

*The owners here would simply like to add to their garage, which they are entitled to do. The property is in the Waunakee ETZ, zoned County R-1, and otherwise consistent with the Comprehensive Plan. The only issue is that the original builders of the home, discovered by these owners as they were planning the building of this garage addition, built the garage, trying to give the house some added appeal, two feet beyond the front yard setback. You can see the survey drawing showing how the garage could be built within the current setbacks, but the owners would like to essentially continue the garage at its current set back from the street. They could do so with the smaller setbacks of a Village R-1 zoning classification. Note that the current zoning is recognized as temporary in nature and the Village classifications are what we all want to get to. However the setbacks here in the neighborhood have been set for some time. I do not know what the neighbors think, but based on the house location they are not affected in any way. You could allow for the rezone but set by restriction the current setbacks with the exception of the two feet as requested here, which would also legitimize where the house has set for many years. The house is on a corner lot so sometimes that makes things more difficult to fit. Also note that where the addition is being made it does not block site lines nor affect anyone's yard.*

*In the past we have used the Village's setbacks in rezones to allow for decks and other situation where we have found these odd and long time unknown violations. We could solve a problem here and assist the owner with the rezone, but you could also not allow the violation to continue and require the new addition to be set off somewhat.*

*At the consultations last month no issues were noted except to keep all current setbacks*

*allowing only this change as requested. The item is in the Waunakee ETZ area so the JPC will be holding a hearing and making a recommendation to the Town and Village Boards at its meeting on July 9.*

***RECOMMENDATION:*** *Move to recommend the rezone as presented with a restriction to keep the current County R-1 setbacks except only as proposed to allow the change requested.*

5. Park Committee Report/Items for Action  
*Terry, if present, will give a report on recent Committee work.*
6. Historic Preservation Committee Report/Items for Action  
*Joe, if present, will give a report on recent Committee work.*
7. Waunakee/Westport Joint Planning Committee Report/Items for Action  
*An oral report will be provided as necessary.*
8. Middleton/Westport Joint Zoning Committee Report/Items for Action  
*An oral report will be provided as necessary.*
9. Miscellaneous/Forthcoming Events  
*An oral report will be provided as necessary.*
10. Adjourn

AGENDA ITEM #4

Rezone for Shorter Setbacks (County R-1 to Village R-1),  
Schutz/Ritchie, 5540 Gerend Road, Waunakee ETZ,  
Discussion/Action



**VILLAGE OF WAUNAKEE/TOWN OF WESTPORT  
JOINT PLAN COMMISSION MEETING  
Town of Westport Community Room  
5387 Mary Lake Road, Town of Westport  
June 11, 2019 6:00 PM**

**Meeting Minutes**

**CALL TO ORDER**

The meeting was called to order at 6:00 p.m.

**ROLL CALL:**

**Present:** Ken Sipsma, Dean Grosskopf, Eileen Bruskewitz, Brian Malich, Brian Wallace

**Absent:** Brad Zeman

**Also Present:** Tom Wilson, Kevin Even, Tracy Meinholz, Ed Freer, Bryan Kleinmaier, Lauren Lofton, Brian Bauman, Jerry Tierney, Mike Lawton, Don Tierney, Jim Welsh, Dave O'Malley,

**MINUTES**

**1 May 14, 2019**

Motion Grosskopf, second by Malich, to approve the minutes from the May 14, 2019 Joint Plan Commission meeting as presented. Motion carried 5-0.

**PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA:** None

**NEW BUSINESS**

**1 Initial Consultation, Schutz Extraterritorial Rezone, 5540 Gerend Road, Town of Westport**

Mr. Wilson gave an update on the consultation at the Town Plan Commission meeting the previous night. The property owner would like to add on to the garage and extend it to the front line of the house which is currently too close to the lot line under County R-1 zoning. By rezoning to Village R-1 the setbacks would be met. The Town Plan Commission had no objections to the applicant moving forward. The Joint Plan Commission had no immediate concerns either.

**2 Public Hearing and Discussion/Action on Festival Foods Conditional Use Permit to Exceed the Maximum Allowable Building Square Footage in the Kilkenny West Commercial Development**

Chairperson Sipsma opened the public hearing at 6:06 p.m. Attorney Kleinmaier went over the final CUP document and answered questions from the members. No one from the public wished to speak. The public hearing was closed at 6:08 p.m. Motion Grosskopf, second by Malich, to approve the conditional use permit with all conditions recommended by the Village Plan Commission. Motion carried.

- 3 **Discuss and Take Action on the Specific Implementation Plan for Festival Foods in the Kilkenny Commons West Commercial Development**  
Staff gave an update on the project and answered questions. Motion Grosskopf, second by Wallace, to approve the SIP as recommended by the Village Plan Commission. Motion carried.
- 4 **Public Hearing & Discussion/Action on a Request by Groundswell Conservancy to Divide and Rezone 3 Parcels Located Along STH 19 and Hellenbrand Road (AKA: O'Malley Property) into Town Parcels. The Larger Parcel to be Rezoned from A-1 to Conservancy**  
Mr. Wilson gave an overview of the process leading up to this point. Mr. O'Malley and Jim Welsh were present to answer questions. Motion Bruskewitz, second by Grosskopf, to recommend approval of the certified survey map and rezone of the 84 acre parcel to Village Conservancy to the Village Board as recommended by the Town of Westport Plan Commission. Motion carried.

#### **ADJOURN**

Motion Bruskewitz, second Malich, to adjourn the meeting at 6:26 p.m. Motion carried.

#### **Respectfully Submitted:**

Tracy Meinholz, Joint Plan Commission Secretary





## PLAN COMMISSION APPLICATION

PROJECT ADDRESS / NAME: 5540 GEREND RD Waumakee WI 53597

APPLICANT: <u>Gerald Schutz - Diane Ritchie</u>	
ADDRESS: <u>5540 GEREND RD Waumakee WI 53597</u>	
PHONE: <u>608-576-4734</u>	EMAIL: <u>jschutz@aol.com</u>

OWNER: <u>Same as above</u>	
ADDRESS:	
PHONE:	EMAIL:

PROJECT DESCRIPTION: 2 car Garage addition to present House -

OWNER/APPLICANT SIGNATURE:  DATE: 6.14.19

FEES: (CHECK ALL THAT APPLY)		ESCROW DEPOSIT:
• SITE PLAN	- \$320	An escrow deposit is required in accordance with the Development Application Agreement.
• REZONE	✓ \$345	
• CONDITIONAL USE PERMIT	- \$350	
• CERTIFIED SURVEY MAP	- \$100 + \$25 per lot	ESCROW FEE PAID: <u>N/A</u> DATE: _____ FEE WAIVED BY: <u>KAE</u>
• PRELIMINARY PLAT	\$100 + \$50 per dwelling unit	
• FINAL PLAT	\$100 + \$50 per dwelling unit	
• GDP/SIP APPROVAL	- \$475	
TOTAL: <u>\$345.00</u>		

Pd. 6/14/19 *fln*

6/13/19

Addition to 5540 Gerend Rd Waunake WI 53597

Village of Waunakee,

We would like to build a two car garage addition to our home in Westport, we are applying for a rezone of this lot. The addition would be connected to the north side of house, Gerend Rd which has a set back of 30ft, present house is currently sitting at 28.1ft from Gerend Rd. the addition far corner would be built 25ft from Gerend Rd. and 25ft from Rivers Edge RD. The garage will have one double garage door and a back entry door. The front of garage will look as close as possible to present house, side will be sided with same siding as currently on the house, shingles to match current ones. No trees would be removed for this addition and after built landscaping will be done. Driveway will stay the same at entrance on Gerend Rd and apron would be cement to the addition. The garage will be about of 700sq ft. single story. Appx: 25ft X 25ft

Giles Construction will be the builder – 608-220-9841

Thanks, Jerry Schutz and Diane Ritchie

608-516-4734, [jschutz01@tds.net](mailto:jschutz01@tds.net)

608-212-1983, [dianemarieritchie@gmail.com](mailto:dianemarieritchie@gmail.com)

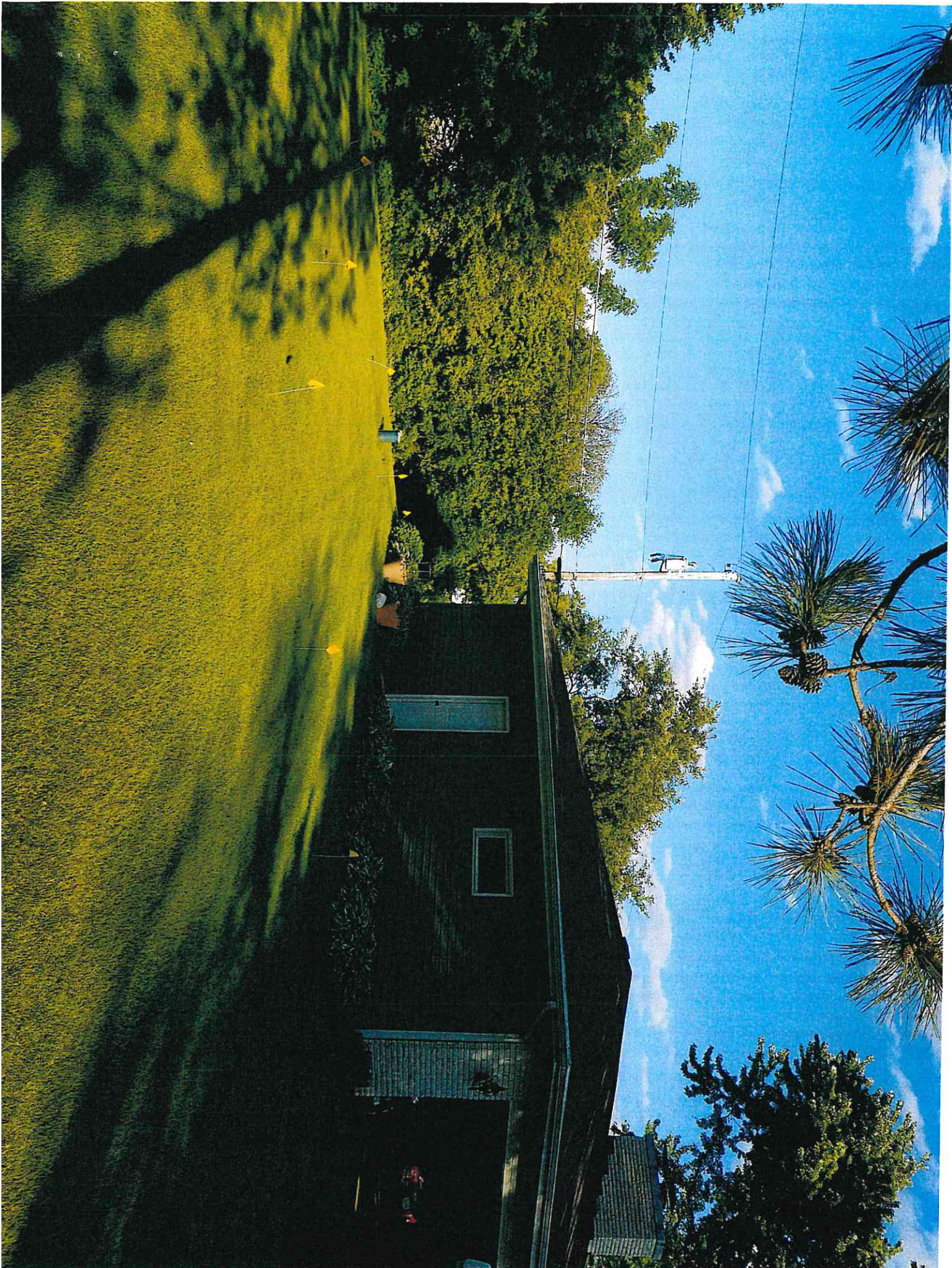














AGENDA ITEM #5:

Park Committee Report/Items for Action



**TOWN OF WESTPORT  
PARK COMMITTEE MEETING**  
Kennedy Administration Building  
Community Meeting Room  
5387 Mary Lake Road  
Waunakee, WI 53597

AGENDA - July 3, 2019 5:30 p.m.

**CANCELLED**

Due to no prevalent business to discuss, the regular Parks Committee meeting scheduled for Wednesday, July 3, 2019 has been cancelled. The next regular Park Committee Meeting will be held on Wednesday, August 7, 2019.

**TOWN OF WESTPORT**  
**PARK COMMITTEE MEETING**  
Kennedy Administration Building  
Community Meeting Room  
5387 Mary Lake Road  
Waunakee, WI 53597

**MINUTES** – June 5, 2019 at 5:30 p.m., walking meeting held at the DNR trails off Woodland Drive

Present: Terry Enge, Amy Freidig, Mick Holm, Dave O'Malley, Michelle Wing

May Minutes approved by a motion from Holm, 2nd Freidig.

This meeting was a tour of the trails the town maintains through the DNR Six Mile Creek Fishery. A parking lot was added by the town when the Woodland Dr. bike path was added and has seen much use. The trails through the prairie are frequented by dog walkers and other hikers. They connect through woods next to Six Mile Creek and to Highway M, where a hiker can cross to Gov. Nelson State Park. The trails also connect the town center to the Carriage Ridge subdivision, which in turn connects to Village of Waunakee neighborhoods. Hunting is permitted in season by the DNR.

**Riprap Work:** The committee surveyed the trail connection to the Six Mile Creek bridge and Carriage Ridge that was shored up with limestone rock. This area has been prone to serious erosion and was at risk of being washed completely away. Spring flooding likely would have destroyed the trail without the riprap in place over the winter. The trail in this section is still dirt that turns into mud after rain. Tom Wilson informed Enge the construction company would be returning for landscaping. What will this landscaping look like? When will this be happening?

**Signage:** For immediate change: move sign at beginning of Governor Nelson trail forward to access road path so it can be seen (currently several yards off road and obscured by bushes).

Future signage changes that need more discussion: remove signs marked Bolz Conservancy and replace with signs marked to Carriage Ridge or to Village of Waunakee. Possibly include mileage information. Have signs with arrows pointing to fishery or town center at exit from woodland area. Current signs are confusing.

**Trail Improvement Needs:** There was discussion on appropriate ways to maintain these trails and combat overgrowth around trail areas and about what is allowed on DNR land. The DNR permits us to have these trails and we do not want to lose this resource. The DNR has other considerations for this land, such as wildlife and hunters.

Trail to Governor Nelson has sections that have eroded. Add a small wooden bridge as elsewhere on path or fill in berm somehow? O'Malley warned that this is a DNR wetland area that you can't fill in. Trail follows existing berm that appears to be manmade.

Trail easement across Carriage Ridge property needs work on both the north and south ends of the trail. Contacting Mr. Bunbury explaining the need for trail repair would be in the parks best interest.

**Jackson Landing:** Dane County recently announced grants to repair trails and parks damaged in 2018 flooding. Is there any damage to boardwalks that would be eligible for funds?

**Parks Promotion:** Freidig informed committee that any occasional park or trail pictures we want posted on the town's Facebook page can be sent to the office. Include picture and text.

**Next Meeting:** No meeting will be held in July. Next meeting will be **August 7, 2019 at 6:00 p.m.** Time change is to make it easier for members to attend due to traffic on M and other considerations. The committee will meet at the town hall and carpool over to Mill Rd. to see the old mill site on park lands off Six Mile Creek that we share with Waunakee. Enge suggests this site would be appropriate for a historical marker and has discussed it with Waunakee parks people who agree. Wing will inform Historic Preservation members of meeting.

Meeting adjourned at 6:40 p.m. on motion from O'Malley. Second from Enge.

Minutes submitted by Michelle Wing.

AGENDA ITEM #6 :

Historic Preservation Commission Report/Items for  
Action

**TOWN OF WESTPORT  
HISTORIC PRESERVATION COMMISSION MEETING**

Kennedy Administration Building  
Community Meeting Room  
5387 Mary Lake Road  
Waunakee, WI 53597

AGENDA - July 11, 2019 6:00 p.m.

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1. Call to Order
2. Public Comment On Matters Not On the Agenda
3. Approve Minutes
4. Review Information and Pictures Provided by Rebecca Bernstein
5. EWW Sign Proofs
6. Discuss signage for Military/Indian Trail
8. Discussion Regarding Ray Mejia's last HPC Meeting and Recognition  
For Years of Service to the Town
9. Discussion and Selection of New HPC Secretary and Chairperson
10. Review and Discuss Michelle Wing's Review of Town HPC Documents  
Including Past Oral History Reports
11. Miscellaneous Business/Forthcoming Events
12. Adjourn

If you need reasonable accommodations to access these meetings, 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  
HISTORIC PRESERVATION COMMISSION**

Kennedy Administration Building  
Community Meeting Room  
5387 Mary Lake Road  
Waunakee, WI 53597

**MINUTES** – June 6, 2019, 6:00 pm

Members present: Joe Pichette, Janette Hermanson, Mimi Bloch, Michelle Wing. Members absent: Ray Mejia

Public present: None

Meeting called to order at 6:00 p.m.

Motion by Janette to approve minutes for June 6th, 2019 with one spelling correction noted. Mimi seconded the motion with members present voting in approval.

**NEW BUSINESS**

Joe discussed the resignation of Ray Mejia from the Town of Westport Historic Preservation Commission, effective August 2019. All members would like to thank Ray for the many years of service to the Town as well as being the last remaining original member of the HPC. The HPC discussed the possibility of an oral interview with Ray to discuss the many years of service and history of the PC. Joe mentioned the need to have a new secretary and commission chairperson. The members of the commission were not sure if this was something the Town Board would select or if it would be selected by the members of the HPC. Joe will discuss this with Tom Wilson and the Planning Commission for clarification. Determining a new secretary and commission chairperson will be on the agenda for the July meeting.

Review of the HPC agenda items, was discussed at length. After discussion it was decided by unanimous vote to not take any action on the items for the HPC resource consultant until further evaluation of past work and items presented by the HPC resource consultant. The members decided with new members it was best to take a step back and determine what exactly are the priorities. During this review process, it was discussed at length who has the files, oral history and past work completed by the HPC. Michelle offered to meet with town staff and begin the process of organizing past work and determining what exactly has been documented and stored with the town. Mimi asked if Ray would be able to offer his files to the HPC and assist the HPC with the past HPC history, notes reports etc.

Future Ella Wheeler Wilcox (EWW) Park Development, Jannette will call Dane County and discuss status of the site.

Discussed the Speaker Series at the Senior Center for the fall event. After discussion of the changes within the HPC it was decided by unanimous vote to not participate this fall with the senior center but plan to return with a speaker/conversations in the spring of 2020.

Joe discussed signage for the Military Road/Indian Trail. All members voted unanimously to do more research on sign location and to request from the Town feedback on what is desired for the signage. Joe will discuss with the Planning commission for more direction.

The next meeting of the HPC will be on July 11<sup>th</sup> 2019, as the first Thursday of the month falls on the 4<sup>th</sup> of July.

Janette moved to adjourn, Mimi seconded with all in favor. Meeting adjourned at 7:15 p.m.

Respectfully submitted by: Joe Pichette