

TOWN OF WESTPORT

REGULAR PLAN COMMISSION MEETING

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

AGENDA - September 9, 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. Initial Consultation, Land Division and Rezone (Split off Farm Home and Buildings),
Dorn, 6303 Meffert Road, Waunakee ETZ
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 – July 8, 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, Gerald Schutz, Diane Ritchie, and Tom Wilson.

No one was present For Public Comment on Matters not on the Agenda. The minutes of the June 10, 2019 regular meeting were approved as presented on a motion by Manering, second Cuccia.

After a presentation by Wilson and discussion, the Rezone for Shorter Setbacks (County R-1 to Village R-1), Schutz/Ritchie, 5540 Gerend Road, Waunakee ETZ, was recommended for approval as submitted consistent with previous actions on similar requests to provide for zoning conformance, with a restriction to provide for setback changes only as proposed for the garage addition (28 feet from Gerend and 25 feet from Rivers Edge) with other setbacks remaining as currently set in County R-1, on a motion by Cuccia, second Kennedy.

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.

For Miscellaneous Matters and Forthcoming Events raised, Wilson provided updates after requests by Commissioners on drain tiling in the Community of Bishops Bay farm property in Middleton along CTH Q, and on the CTH M study.

Motion to adjourn by Manering, second Pichette. The meeting adjourned at 7:45 p.m.

Mary Manering, Secretary

AGENDA ITEM #4

Initial Consultation, Land Division and Rezone (Split off
Farm Home and Buildings), Dorn, 6303 Meffert Road,
Waunakee ETZ

Mary J. Nonn
6078 Ford Drive
Mazomanie, WI 53560

Re: Donna Dorn

To Whom it May concern

We are wanting to sell an area of approximately 3.3 acres of property that would include the house and all the buildings. The interested party is my daughter Catherine Nonn (granddaughter to Al and Donna Dorn). Our wish is to keep this part in the family as it has been for over 150 years.

If there are any further questions or concerns, please contact me at this email address.

Sincerely,

Mary J. Nonn
POA of Donna Dorn

Tom Wilson

From: chris williamsonsurveying.com <chris@williamsonsurveying.com>
Sent: Wednesday, August 14, 2019 11:51 AM
To: Robert Anderson; Tom Wilson; maryjnonn@gmail.com
Cc: Jessica Frey; Tracy Meinholz; Kevin and Leslie Even - Waunakee (kevin@waunakee.com)
Subject: Dorn CSM Meffert St
Attachments: DORN CSM (8-13-19).pdf

Hello all,

Attached is the preliminary version of a 1 lot CSM for the Dorn family on Meffert Road. Mary's daughter is looking to purchase this lot from the family for her home, so we are simply looking to separate the farm buildings from the agricultural lands.

At this time, I am trying to get the ball rolling for this review and approval. Please let me know if you feel we need an initial consult meeting set up for this or if because it is so simply, we could submit a full application to move forward. if we can move forward, I will get all the applications, copies and checks to both the town and village, but if the consult is required please let me know if there is anything else you need to get that started.

Also, please verify the meeting dates for this once the process is determined.

Thanks

Chris Adams

Member & Professional Land Surveyor
Williamson Surveying and Assoc. LLC
104 A W. Main St
Waunakee, WI 53597
608-255-5705

Williamsonsurveying.com



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 = 752'

Town of Westport

5387 Mary Lake Road
Waunakee, WI 53597
(608) 849-4372

Print Date: 9/4/2019



CERTIFIED SURVEY MAP

WILLIAMSON SURVEYING AND ASSOCIATES, LLC

NOA T. PRIEVE & CHRIS W. ADAMS, PROFESSIONAL LAND SURVEYORS
104 A WEST MAIN STREET, WAUNAKEE, WISCONSIN, 53597 PHONE: 608-255-5705

Located in the Northwest 1/4 of the Northwest 1/4 of Section 19,
T8N, R9E, Town of Westport, Dane County, Wisconsin.

N 1/4 CORNER
SECTION 19-8-9
FD. ALUMINUM
MONUMENT

CURVE TABLE					
CURVE	RADIUS	CHORD BEARING	CHORD	ARC	DELTA
C-1	429.14'	N 79°19'14" E	188.17'	189.71'	25°19'46"

NOTES:

1.) THIS SURVEY WAS PREPARED WITHOUT BENEFIT OF A TITLE REPORT FOR THE SUBJECT TRACT OR ADJOINERS AND IS THEREFORE SUBJECT TO ANY EASEMENTS, AGREEMENTS, RESTRICTIONS AND STATEMENT OF FACTS REVEALED BY EXAMINATION OF SUCH DOCUMENTS.

2.) WETLANDS AND FLOOD PLAIN, IF PRESENT, HAVE NOT BEEN DELINEATED OR SHOWN.

LOT 1 AREA

INCLUDING R/W
149,789 SQ. FT.
3.44 ACRES

EXCLUDING R/W
13,337 SQ. FT.
3.06 ACRES



WCCS-DANE COUNTY

BEARINGS ARE REFERENCED TO THE NORTH
LINE OF THE NW 1/4 OF SECTION 19-8-9
LINE TO BEAR S 89°32'42" E

SCALE 1" = 100'



PREPARED FOR:

DONNA DORN
P.O. BOX 188
WAUNAKEE, WI 53597

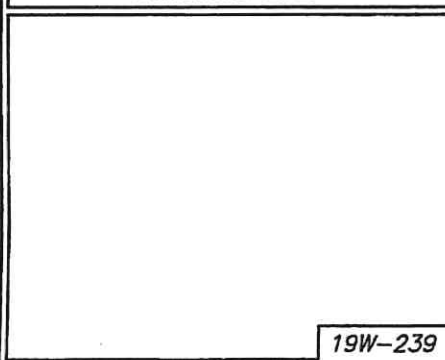
LEGEND

- = SET 3/4"x24" REBAR
WT 1.5 LB PER LIN FT
- = FOUND 1" PIPE
- ⊙ = FOUND 3/4" REBAR
- ⊕ = FOUND DANE COUNTY
SECTION CORNER (AS NOTED)

DOCUMENT NO. _____

CERTIFIED SURVEY MAP NO. _____

SURVEYORS SEAL



19W-239

NW CORNER
SECTION 19-8-9
FD. SURVEY SPIKE



CERTIFIED SURVEY MAP

WILLIAMSON SURVEYING AND ASSOCIATES, LLC

NOA T. PRIEVE & CHRIS W. ADAMS, PROFESSIONAL LAND SURVEYORS
104 A WEST MAIN STREET, WAUNAKEE, WISCONSIN, 53597 PHONE: 608-255-5705

Located in the Northwest 1/4 of the Northwest 1/4 of Section 19,
T8N, R9E, Town of Westport, Dane County, Wisconsin.

SURVEYOR'S CERTIFICATE

I, Noa T. Prieve, Professional Land Surveyor hereby certify that this survey is correct to the best of the professional surveyor's knowledge and belief and is in full compliance with the provisions of Chapter A-E 7 and Chapter 236.34 Wisconsin Statutes, the subdivision regulations of the Town of Westport, and by the direction of the owners listed below, I have surveyed, divided, and mapped a correct representation of the exterior boundaries of the land surveyed and the division of that land, located in part the Northwest 1/4 of the Northwest 1/4 of Section 19, T8N, R9E, Town of Westport, Dane County, Wisconsin., more particularly described as follows:

Commencing at the Northwest corner of said Section 19; thence S 89°32'42" E along the North line of the said Northwest 1/4, 233.28 feet to the point of beginning.

Thence continue S 89°32'42" E along the said North line of the Northwest 1/4, 771.39 feet; thence S 65°57'31" W, 310.86 feet; thence S 12°08'24" W, 150.93 feet; thence S 89°58'53" W, 411.30 feet; thence N 27°13'13" W, 97.44 feet; thence N 0°02'32" E, 193.80 feet to the point of beginning. This parcel contains 149,789 sq. ft. or 3.44 acres and is subject to a road right-of-way over the Northerly side thereof.

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

Date _____

OWNERS' CERTIFICATE:

Noa T. Prieve S-2499
Professional Land Surveyor

As owner, I hereby certify that I caused the land described on this certified survey map to be surveyed, divided and dedicated and mapped as represented on the certified survey map. I also certify that this certified survey map is to be submitted to the Town of Westport and the Village of Waunakee for approval.

WITNESS the hand seal of said owners this _____ day of _____, 20____.

STATE OF WISCONSIN)
DANE COUNTY)

Donna G. Dorn

Personally came before me this _____ day of _____, 20____ the above named Donna G. Dorn to me known to be the person who executed the foregoing instrument and acknowledge the same.

_____, County, Wisconsin.

Notary Public

My commission expires _____

Print Name

TOWN BOARD RESOLUTION

Resolved that this certified survey map and road right of way dedication is hereby acknowledged and approved by the Town of Westport on this _____ day of _____, 20____.

Thomas Wilson - Town Clerk

VILLAGE OF WAUNAKEE APPROVAL

Resolved that this certified survey map in the Town of Westport is hereby acknowledged and approved by the Village of Waunakee on this _____ day of _____, 20____.

REGISTER OF DEEDS:

Caitlin Stene - Village Clerk

Received for recording this _____ day of _____,
20____ at _____ o'clock _____ M. and recorded in Volume
_____ of Dane County Certified Surveys on pages
_____ through _____.

Kristi Chlebowski
Register of Deeds

DOCUMENT NO. _____

CERTIFIED SURVEY MAP NO. _____

SURVEYORS SEAL

AGENDA ITEM #5:

Park Committee Report/Items for Action

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

AGENDA - September 4, 2019 6:00 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 Committee. 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. General Park/Trail Maintenance and Development Discussion/Recommendations
5. Miscellaneous Business/Forthcoming Events
6. 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
PARK COMMITTEE MEETING
Kennedy Administration Building
Community Meeting Room
5387 Mary Lake Road
Waunakee, WI 53597

MINUTES – August 7, 2019 6:00 p.m.

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

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

Park Shelter: The committee surveyed the park shelter at the Town Center park. Enge suggested the shelter is underutilized because there is no shade and the sun beats down on the shelter. He would like to see trees planted to provide shade. The problem is most of the area in front of shelter is concrete. Concrete work was just completed at the Town Hall. Redoing the sand area is part of the CORP, so maybe we could begin to think up a plan to redo the whole area in front of the shelter at some future point. Freidig says tree roots grow out, so they would need a wide area to grow.

Park Tree Plan: Freidig asked for direction on coming up with a master plan for tree planting. Committee told her to come up with what she'd ideally like to see based on her knowledge and then the rest of the committee and Barry can help develop it further. Christina Park should be a priority because of the ash trees and the lack of shade for most of the park.

Old Mill Site: Committee visited the old mill site off Mill Rd. There are some stone remains of what was perhaps a smokestack right off the bike path and off a short trail by the sledding hill that Waunakee mows. Enge would like to see a sign with a picture of the original mill. Enge is working with Speedpro to improve a photo the town has. A sign just off the bike path might be best so that it is clearly visible from the road. Should anything be done to shore up mill remnants or just leave as is? Adding something might take away from historical integrity. Wing said HPC should be the ones approving signage and will discuss it at the September HPC meeting and then report back to Parks Committee.

Next Meeting: Next meeting will be **September 4, 2019 at 6:00 p.m.** in the Town Hall's conference room.

Meeting adjourned at 6:50 p.m.

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 - September 5, 2019 6:00 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 Committee. 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. Old Mill Site
5. HPC Archives
6. Miscellaneous Business/Forthcoming Events
7. 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 - of August 1, 2019

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

Public present: None

Meeting called to order at 6:05 p.m.

Motion by Mimi to approve minutes for July 11th, 2019 with one spelling correction noted. Janette seconded the motion with members present voting in approval.

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

Breunig site development: Without any firm understanding of what might be proposed for this site the Commission has put discussion of this on the agenda for September meeting. Ray had documentation of the site gathered years ago which was given to Michelle for more review.

Review of the HPC provided by the many years Ray has been on the Commission, all documents provided by Ray were given to Michelle for collection and review. Brief discussion of having all the collected documents by Ray, Joe and Michelle scanned for a digital "history book" of the Town.

The commission discussed the Wisconsin CLG (Certified Local Government) grant process. After discussion the members decided it would be something the commission would like to take an in-depth look at the process and ideas for possible grant application. Joe will check into having someone from the Wisconsin Historical Society offer an explanation at next month's meeting regarding CLG grant process.

Brief discussion of Chris Moore and his background in local history. The members were very impressed with his credentials, Joe will discuss with the Tom Wilson.

Brief Discussion of nomination of a Secretary for the HPC. This will be on the September agenda to select a Secretary once Rosa is back from vacation.

Mill Road site review and Parks meeting at 6:00 PM Wednesday August 7th, 2019.

The next meeting of the HPC will be on September 5th 2019.

Janette moved to adjourn, Mimi seconded with all in favor. Meeting adjourned at 7:05 p.m.

Respectfully submitted by: Joe Pichette

AGENDA ITEM #7:

Waunakee/Westport Joint Planning Committee
Report/Items for Action



**VILLAGE OF WAUNAKEE / TOWN OF WESTPORT
JOINT PLAN COMMISSION
Town of Westport Community Room
5387 Mary Lake Road
September 10, 2019 6:00 PM**

Agendas may change prior to the commencement of the meeting.
Please check the posting board at the Village Hall, 500 W. Main Street,
Waunakee, Wisconsin for the current agenda.

AGENDA

CALL TO ORDER

ROLL CALL: Ken Sipsma, Dean Grosskopf, Eileen Bruskewitz, Brad Zeman, Brian Malich, Brian Wallace

MINUTES

1 July 9, 2019

PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

NEW BUSINESS

- 1 Initial Consultation for Dorn CSM on Meffert Road, Town of Westport**
- 2 Update on Housing Task Force Study**
- 3 Update on Veridian Consult for the Breunig Property at STH 19 and Schumacher Road**

ADJOURN

Any person who has a qualifying disability as defined by the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format should contact the municipal clerk at (608) 850-8500, 500 West Main Street, Waunakee, Wisconsin, at least twenty-four hours prior to the commencement of the meeting so that any necessary arrangements can be made to accommodate each request.

**VILLAGE OF WAUNAKEE BOARD AND PLAN COMMISSION MEETING
TOWN OF WESTPORT BOARD AND PLAN COMMISSION MEETING**

Notice is hereby given that the Village or Town Board or Village or Town Plan Commission may attend this meeting. No action will be taken by the Village or Town Board or Village or Town Plan Commission at this meeting.

Next scheduled meeting is 10/15/2019 6:00:00 PM.

**VILLAGE OF WAUNAKEE/TOWN OF WESTPORT
JOINT PLAN COMMISSION MEETING
Town of Westport Community Room
5387 Mary Lake Road, Town of Westport
July 9, 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, , Brad Zeman, Brian Malich, Brian Wallace

Absent: Eileen Bruskewitz

Also Present: Tom Wilson, Kevin Even, Tracy Meinholz, Jerry Tierney, Mike Lawton, Don Tierney, Gerald Schutz, Aaron Aspenson, Jimmy Lang.

MINUTES

1 June 11, 2019

Motion Malich, second by Zeman, to approve the minutes from the June 11, 2019 Joint Plan Commission meeting as presented. Motion carried 5-0.

PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA: None

NEW BUSINESS

1 Public Hearing and Discussion/Action on a Rezone Request, Schutz, 5540 Gerend Road, Town of Westport

The public hearing was opened at 6:03 p.m. Mr. Wilson gave an update on the action taken at the Town Plan Commission meeting the previous evening. He stated that the Town recommended approval conditioned that the setback from Gerend Road be 28', River Edge be 25', and all other setbacks remain as county R-1 setbacks. The public hearing was then closed at 6:06 p.m. Motion Grosskopf, second by Wallace, to recommend approval of the rezone from County R-1 to Village R-1 to the Village and Town boards as recommended by the Town Plan Commission. Motion carried.

2 Public Hearing and Discussion/Action on a Request for Conditional Use Permit to Allow Outdoor Patio Service, Boston's Pizza, 1370 Water Wheel Drive, Village of Waunakee

Chairperson Sipsma opened the public hearing at 6:11 p.m. Mr. Even went over the conditions of the CUP document and answered questions from the members. No one from the public wished to speak. The public hearing was closed at 6:13 p.m. Motion Zeman, second by Wallace, to approve the conditional use permit as presented. Motion carried 5-0.

3 Discuss and Take Action on Proposed Signage Plan, Festival Foods, Corner of Woodland Drive and CTH Q

Mr. Even stated that Festival has withdrawn the retaining wall sign from the submittal after concerns brought up at the Village Plan Commission meeting the previous evening. Motion Wallace, second Grosskopf, to approve the building signage as presented with the withdrawal of the retaining wall sign by the applicant. Motion carried 5-0.

4 Discussion/Recommendation on Proposed Changes to the Village Zoning Code of Ordinances Related to Signs

Mr. Even gave background on the proposed changes. These changes would also apply to the Town as part of the zoning code. The Commission members directed staff to work on the language to comply with the court case, but to make the changes as minimal as possible. No formal action taken.

ADJOURN

Motion Zeman, second Grosskopf, to adjourn the meeting at 6:35 p.m. Motion carried.

Respectfully Submitted:

Tracy Meinholz, Joint Plan Commission Secretary