TOWN OF WESTPORT

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

AGENDA - October 14, 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. CTH M Improvements Update/Discussion/Recommendation
- Land Division and Rezone (Split off Farm Home and Buildings),
 Dorn, 6303 Meffert Road, Waunakee ETZ, Discussion/Recommendation
- 6. Veridian Development, Breunig Property, STH 19 between Division Street and Schumacher Road, Discussion/Recommendation
- 7. Town Zoning Code Revisions (Signage, Outdoor Storage, and Accessory Building Plumbing Revisions) **PUBLIC HEARING**/Discussion/Recommendation
- 8. Park Committee Report/Items for Action
- 9. Historic Preservation Commission Report/Items for Action
- 10. Waunakee/Westport Joint Planning Committee Report/Items for Action
- 11. Middleton/Westport Joint Zoning Committee Report/Items for Action
- 12. Miscellaneous Matters/Forthcoming Events
- 13. 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 - September 9, 2019

The regular monthly meeting of the Plan Commission was called to order at 7:01 p.m. in the Community Meeting Room of the Bernard J. Kennedy Administration Building by Chair Grosskopf. Members present: Grosskopf, Kennedy, Ohm, and Pichette. Members absent: Bruskewitz, Cuccia, and Manering. Also attending: Terry Enge, Mary Dorn, and Tom Wilson.

No one was present For Public Comment on Matters not on the Agenda. The minutes of the July 8, 2019 regular meeting were approved as presented on a motion by Pichette, second Kennedy.

An Initial Consultation for a Land Division and Rezone (Split off Farm Home and Buildings), Dorn, 6303 Meffert Road, Waunakee ETZ, was then held with the owner's representative being advised of necessary restrictions as in a previous family land division nearby that would need to be in place when proceeding.

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 on Short Term Rental regulations by the Town Board, and also on revisions at Tobacco Outlet on Willow Road (to become Kwik Trip soon).

Motion to adjourn by Kennedy, second Pichette. The meeting adjourned at 7:42 p.m.

Thomas G. Wilson, Acting Secretary
Town Attorney/Administrator/Clerk-Treasurer

AGENDA ITEM #4

CTH M Improvements Update/Discussion/Recommendation

County Highway M Preliminary Design Study, Dane County

In July of 2018, Dane County started a Preliminary Design Project for CTH M from the CTH Q intersection in Middleton to the Blue Bill Park Drive intersection in the Town of Westport. The proposed project is approximately 5 miles long and includes the identification of the corridor traffic capacity, safety, and multimodal transportation needs.



CTH M Preliminary Design Project Corridor Limits



CTH K Signalized Intersection Alternative



CTH K Roundabout Alternative



CTH K Grade Separated Alternative

The project team has developed options for improving CTH M that include bike lanes, shared-use facilities, improved intersections, potential Park and Ride locations and new bridges or expanded structures. Transit routes are also being considered throughout the length of this project.

The project improvements are going to be constructed in phases. The first phase, from Oncken Road to STH 113, has been submitted for inclusion in the transportation program for the Madison area. Construction could begin in the Fall of 2023, if accepted by WisDOT into the six-year program. This presentation will include an overview of the project alternatives and an update on the project status

The Dane County website has information on the study https://pwht.countyofdane.com/hw engineer/projects/CTH-M-Planned

If you have questions, you can contact - Pam Dunphy, P.E., Dane County Deputy Commissioner (608) 266-4036, dunphy@countyofdane.com

OR

Gerry Schmitt, P.E., Consultant Project Manager (608) 663-1218, gschmitt@klengineering.com

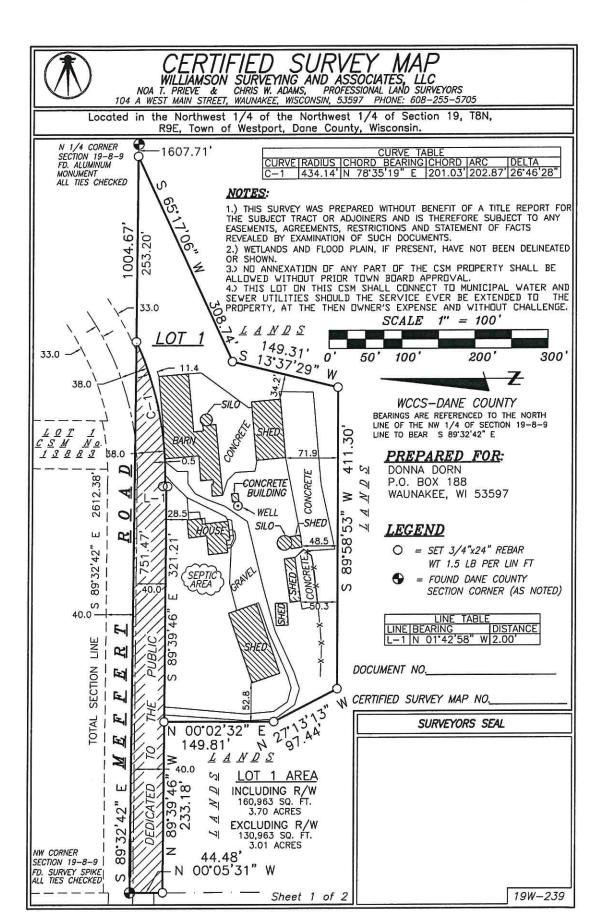
AGENDA ITEM #5:

Land Division and Rezone (Split off Farm Home and Buildings), Dorn, 6303 Meffert Road, Waunakee ETZ, Discussion/Recommendation

CUP/REZONE/VARIANCE AGREEMENT

FOR PRELIMINARY REVIEW IN THE TOWN OF WESTPORT, DANE COUNTY, WISCONSIN

THIS AGREEMENT is entered into between the Town of Westport ("Town"), a Wisconsin municipal corporation, and Donna Donna, ("Petitioner").
WHEREAS, the Petitioner wishes to file a CUP/Rezone described at Exhibit A attached hereto and incorporated herein by reference located within the Town and to obtain Town approval of this CUP/Rezone in accordance with applicable State laws and Town ordinances; and
WHEREAS, the Town agrees to review the proposed CUP/Rezone of the Petitioner in accordance with law and desires to have such review made without unreasonable expense to Town taxpayers; and
WHEREAS, other actions may become necessary after the CUP/Rezone review to allow the requested CUP/Rezone of the property.
NOW, THEREFORE, for and in consideration of the mutual covenants contained herein and for good and valuable consideration, pursuant to the Town's ordinances, the parties agree as follows:
The Petitioner agrees to pay all administrative costs incurred by the Town for processing study and review of the CUP/Rezone and/or other activities related to and made necessary by the proposed development of the property. Such costs include, without limitation because of enumeration, legal service costs, engineering fees and general administration costs incurred by the Town in connection with this review and related actions.
Said costs shall be payable to the Town within ten (10) days of invoice by the Town Clerk of the amount thereof. Interest at the rate of one and one-half percent (1-1/2%) per month shall be charged on invoices not paid within thirty (30) days of invoice.
IN WITNESS THEREOF, the parties have executed this Agreement on the 24 day of
TOWN OF WESTPORT
By: Attest: Town Board Chair Town Clerk
Petitioner
Mary Don POA
Witnessed By:





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:

described as follows:	
Beginning at the Northwest corner of said Section 19; thence S 89°32'42" Northwest 1/4, 1004.67 feet; thence S 65°17'06" W, 308.74 feet; thence S 89°58'53" W, 411.30 feet; thence N 27°13'13" W, 97.44 feet; thence N right—of—way of Meffert Road; thence N 89°39'46" W along said South rig feet to a point on the West line of the said Northwest 1/4 of the Northwalong said West line of the Northwest 1/4 of the Northwest 1/4, 44.48 fparcel contains 160,963 sq. ft. or 3.70 acres thereof.	S 13'37'29" W, 149.31 feet; thence 0'02'32" E, 149.81 to the South ht-of-way of Meffert Road, 233.18 vest 1/4; thence N 00'05'31" W
Williamson Surveying and Associates, LLC by Noa T. Prieve & Chris W. Adams	
0.009	Noa T. Prieve S-2499 Professional Land Surveyor
OWNERS' CERTIFICATE:	
As owner, I hereby certify that I caused the land described on this certified divided and dedicated and mapped as represented on the certified survey map is to be submitted to the Town of Westport and the V	nap. I also certify that this
WITNESS the hand seal of said owners thisday of	,20
STATE OF WISCONSIN)	
DANE COUNTY) Donna G.	
Personally came before me this day of, 20 above named Donna G. Dorn to me known to be the person who executed foregoing instrument and acknowledge the same.	the the
County, Wisconsin. Notary Public	
My commission expires	
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 thisday of, 20	
Thomas Wilson - Town Clerk	
VILLAGE OF WAUNAKEE APPROVAL	
Resolved that this certified survey map in the Town of Westport is hereby the Village of Waunakee on thisday of, 20_	
	SURVEYORS SEAL
REGISTER OF DEEDS: Coitlin Stene - Village Clerk	
Received for recording this day of, 20 at o'clockM. and recorded in Volume of Dane County Certified Surveys on pages through	
Kristi Chlebowski	
Register of Deeds	
DOCUMENT NO	
CERTIFIED SURVEY MAP NO.	

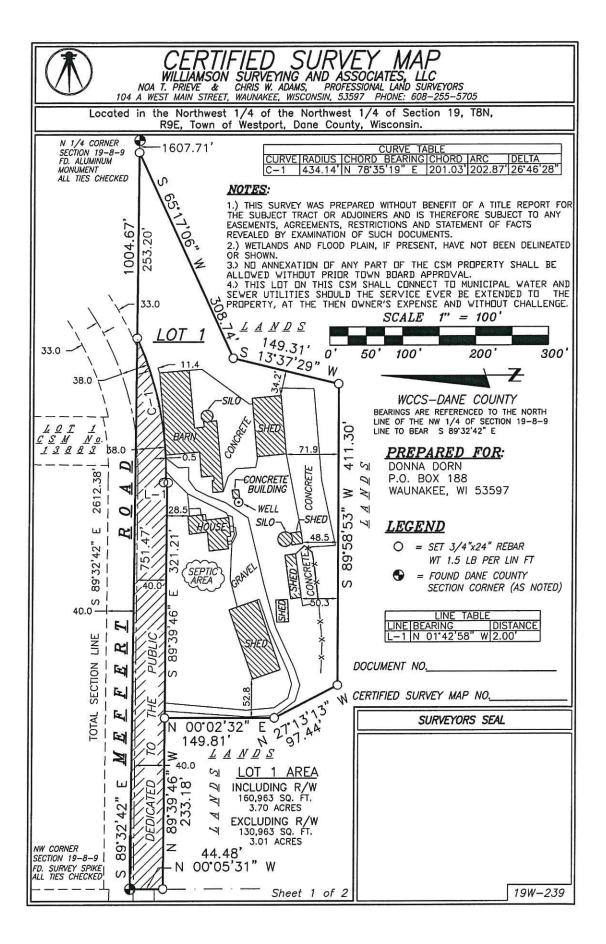
Sheet 2 of 2

19W-239



PLAN COMMISSION APPLICATION

	DORN CSM - G	303 MEFFERT RD							
APPLICANT: MARY N	lown (baughter)								
Address:									
PHONE: 843-3240		EMAIL: MARY SNONNE GMAIL. COM							
OWNER: DONNA P	ORN								
ADDRESS: PO BOX 18	88 WAUNAUEE								
PHONE:		EMAIL:							
PROJECT DESCRIPTION: 1 LOT CSM TO Seperate FARM House and Ruildings From FARM Land FOR Sale to a Family member. OWNER/APPLICANT SIGNATURE: MODAY A DATE: 9-26-19									
HE HE DOOR									
FEES: (CHECK ALL THAT	APPLY	ESCROW DEPOSIT:							





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, 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:

Beginning at the Northwest corner of said Section 19; thence S 89'32'42" E along the North line of the said Northwest 1/4, 1004.67 feet; thence S 65'17'06" W, 308.74 feet; thence S 13'37'29" W, 149.31 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, 149.81 to the South right-of-way of Meffert Road; thence N 89'39'46" W along said South right-of-way of Meffert Road, 233.18 feet to a point on the West line of the said Northwest 1/4 of the Northwest 1/4; thence N 00'05'31" W along said West line of the Northwest 1/4 of the Northwest 1/4, 44.48 feet to the point of beginning. This parcel contains 160,963 sq. ft. or 3.70 acres thereof. Williamson Surveying and Associates, LLC by Noa T. Prieve & Chris W. Adams Date Noa T. Prieve S-2499 Professional Land Surveyor OWNERS' CERTIFICATE: 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_ STATE OF WISCONSIN) DANE COUNTY) Donna G. Dorn _, 20_ 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 ____ Thomas Wilson - Town Clerk VILLAGE OF WAUNAKEE APPROVAL the Village of Waunakee on this _____day of ____ SURVEYORS SEAL Caitlin Stene - Village Clerk REGISTER OF DEEDS: ____ through ____ Kristi Chlebowski Register of Deeds DOCUMENT NO. CERTIFIED SURVEY MAP NO. Sheet 2 of 2 19W-239

AGENDA ITEM #6:

Veridian Development, Breunig Property, STH 19 between Division Street and Schumacher Road, Discussion/Recommendation Action



Monday, July 29, 2019

Kevin Even 500 West Main Street Waunakee, WI 53597

Re:

Breunig Property

Concept Plan Submittal

Dear Kevin:

Veridian Homes is pleased to submit the attached Concept Plan for the development of the Breunig Property, submitted for discussion at the August 12, 2019 Plan Commission.

Built around the full spectrum of housing, this project integrates attainable first-time homebuyer, move up, luxury, and empty nester housing set within a framework of walkable streets, parks, open space and trails. This property forms the eastern gateway into Waunakee and is consistent with the recommendations in the Waunakee/Westport Comprehensive Plan.

We look forward to working with you and the City Commissions on the implementation of this exciting neighborhood.

Sincerely,

Brian Munson

Principal

Cc:

Chris Ehlers, Veridian Homes Dan Day, D'Onofrio Kottke



AGENDA ITEM #7:

Town Zoning Code Revisions (Signage, Outdoor Storage, And Accessory Building Plumbing Revisions) PUBLIC HEARING/Discussion/Recommendation

Town of Westport NOTICE OF PUBLIC HEARING

Town Zoning Code (Signage, Outdoor Storage and Accessory Building Plumbing Revisions)

Notice is hereby given that the Town of Westport Plan Commission will hold a Public Hearing on Monday, October 14, 2019 at 7:00 PM in the Community Meeting Room, Westport Town Hall, 5387 Mary Lake Road, Westport, Wisconsin. The purpose of the Public Hearing is to solicit comments regarding amending the Town Zoning Code regarding Signage, Outdoor Storage and Accessory Building Plumbing Revisions. Questions or comments may be directed to Town Attorney/Administrator/Clerk-Treasurer Tom Wilson.

Thomas G. Wilson
Town Attorney/Administrator/Clerk-Treasurer

Will publish in the Waunakee Tribune 9/26 and 10/3

ORDINANCE AMENDMENT CREATING A TRANSITIONAL RULE FOR SIGNAGE

WHEREAS, the Town's current zoning continues to utilize the legacy zoning map which was in effect on December 31, 2017;

WHEREAS, the Town's zoning ordinance contains an updated sign ordinance which is intended to address the contemporary needs of the rural communities and economies it regulates, but the regulations apply only to the parcels which have been rezoned to the new ordinance districts;

WHEREAS, it is desirable to apply the new sign ordinance regulations to the entire community to afford the Town flexibility and responsiveness to the needs of the local economy and community;

NOW, THEREFORE, the Town Board of ______ does hereby Ordain as follows:

Article One. Section 1.0804 (1m) is created to read:

1.0804 Sign Location and Use Regulations.

- (1m) Transitional rule. (a) Until such time as the Town updates the zoning map to apply the zoning districts of this ordinance to the various parcels located in the town, the sign regulations in this ordinance shall be applied as provided in this subsection.
- (b) A property owner may apply for a sign using the sign regulations which apply to the zoning district which, in the determination of the Town Board, most closely addresses the current and reasonably contemplated use of the property. This transitional rule is not intended to allow for the placement of signs which are not consistent with the character of the property.
- (c) For the purposes of this transitional provision, these sign regulations shall be administered as an overlay district which is applied independently of the underlying zoning of the parcel.
- (d) Parcels which are rezoned to one of the districts in this ordinance shall comply with the sign regulations applicable to that district.

Article Two. Section 1.0804 (1m) shall sunset on December 31, 2024. All signs approved under the section shall continue as legal uses.

Dated , 2019

TOWN BOARD

1	ORDINANCE AMENDMENT TO THE TOWN ZONING ORDINANCE
2	STORAGE OF BOATS, RECREATIONAL VEHICLES AND OTHER PROPERTY
3 4	WHEREAS, the Town of (the "Town") has adopted a Town Zoning Ordinance, which has been in effect since January 1, 2018;
5 6 7	WHEREAS, the Town has determined that it is appropriate to modify the Ordinance to address questions which have arisen concerning storage of boats, Recreational Vehicles, trailers, boat lifts, docks and other property;
8 9 10	WHEREAS, outside storage of boats, recreational vehicles, boat lifts, trailers and other property has been unlawful under the Legacy Zoning, and the Town desires to assure that the Ordinance continues that prohibition.
11 12	WHEREAS, the Town finds that the proposed amendments to the Ordinance are consistent with the Comprehensive Plan of the Town;
13 14	NOW, THEREFORE, the Town Board of Supervisors of the Town of Blue Mounds does hereby Ordain as follows:
15	ARTICLE ONE. Section 1.022 (22a) is created to read:
16 17	1.022 (22a): "Boat" or "vessel" means every description of watercraft used or capable of being used as a means of transportation on water.
18	ARTICLE TWO. Section 1.022 (79a) is created to read:
19 20 21 22 23	(79a) "Outside Storage" means keeping, placing, maintaining, allowing deposit of or hosting property, other than property which is owned by the person who owns or leases the property. Outside Storage has not been and is not a legal non-conforming use in any non-commercial District. Any Outside Storage which has previously been authorized under the Legacy Zoning must be completely screened from view of adjacent property.

- 24 ARTICLE THREE.
- 25 Section 1.045, the Land Use Table, is amended as follows:

	AG	EA	AE	RC	NBR	PRD	COM	B	NR	RCON	RBB	RUC	PUD	SFR	MFR
USES▼				e sy				h.					1.0	- An	
DISTRICTS ▶				S _{ig} o										e (*	
Outside Storage of boats, trailers, boat lifts, decks, and Recreational Vehicles owned by others.				The Grant of the			<u>C</u>	<u>C</u>			7 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		<u>C</u>		

27 28 29	Outside Storage has not been a legal non-	conforming use in any non-commercial district, this ring any Outside Storage a legal non-conforming use.
30	Dated, 2019.	
31	TOWN OF	
32	By the Town Board:	
33		± 1
34	Supervisor	Supervisor
35		
36		Town Chair
37	CE	RTIFICATION
38 39 40		, do hereby certify that the above Ordinance of the members of the Town Board of Supervisors at
41		
42	N.	Town Clerk

ORDINANCE AMENDMENT TO THE TOWN ZONING ORDINANCE

2 ACCESSORY STRUCTURES

WHEREAS, the Town of _____ (the "Town") has adopted a Town Zoning Ordinance, which has been in effect since January 1, 2018;

WHEREAS, the Town has determined that it is appropriate to modify the Ordinance to address questions which have arisen concerning accessory structures;

WHEREAS, the Town finds that the proposed amendments to the Ordinance are consistent with the Comprehensive Plan of the Town;

NOW, THEREFORE, the Town Board of Supervisors of the Town of Blue Mounds does hereby Ordain as follows:

11 ARTICLE ONE. Section 1.045, the Land Use Table, is amended as follows:

USES ▼ DISTRICTS ▶	AG	EA	AE	RC	NBR	PRD	COM	IND	NR	RCOM	RBB	RUC	PUD	SFR	MFR
Plumbing fixtures in accessory buildings.	C	C	C	<u>C</u>	C	<u>C</u>	<u>P</u>	<u>P</u>	<u>C</u>	<u>C</u>	<u>C</u>	C	<u>C</u>	<u>C</u>	<u>C</u>

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- 13 ARTICLE TWO. Section 1.06285 is created to read:
- 1.06285 Plumbing Fixtures in Accessory Buildings. Sinks, toilets, showers, bathtubs and
- other fixtures connected to a water supply may be installed only if permitted in the applicable
- zone or authorized under a conditional use permit. Installation of plumbing fixtures does not
- 17 authorize use of an accessory structure for human habitation. Floor drains in garages or storage
- buildings are not considered "plumbing fixtures" and are permitted in all districts if drained into
- an approved private on-site waste treatment system or sewer.
- 20 ARTICLE THREE. Section 1.071 (7)(a) is amended to read:
- 21 (7) Zoning District Dimensional Requirements.
- 22 (a) The graphics in secs (8) through (21) (22) identify the dimensional requirements which apply to each of the zoning districts in this ordinance,:
- 25 (8) Agriculture

24

- 26 (9) Exclusive Agricultural
- 27 (10) Agricultural Enterprise

28	(11) Resource Conservancy	
29	(12) Nature-Based Recreation	
30	(13) Planned Rural Development	
31	(14) Commercial	
32	(15) Industrial	
33	(16) Neighborhood Retail	
34	(17) Recreational Commercial	
35	(18) Rural-Based Business	
36	(19) Rural Community District	
37	(20) Planned Unit Development	
38	(21) Single Family Residential	
39	(22) Multi-Family Residential	
40 41	ARTICLE FOUR. Section 1.071 (22)(graphic) is amended as shown on the attached Exh. One.	ibit
42	ARTICLE FIVE. This Ordinance Amendment shall be effective upon its adop	otion.
43	Dated, 2019.	
44	TOWN OF	
45	By the Town Board:	
46		
47	Supervisor Supervisor	
48		
49	Town Chair	
50	CERTIFICATION	
51 52 53	I, the Town Clerk of the Town of, do hereby certify that the above Ordinance Amendment was adopted by majority vote of the members of the Town Board of Supervisa duly-noticed meeting thereof.	
54		
55	Town Clerk	

