

## TOWN OF WESTPORT

### REGULAR PLAN COMMISSION MEETING

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

AGENDA - December 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. Rezone, County RH-2 and County LC-1 to SFR (Single Family Residential with Home Business and Animal Units), Single Residence and Retail Sale of Various Business Items, Lake Life Company/Bernards, 4895 Easy Street (Town Zoning),  
**PUBLIC HEARING**/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 – November 11, 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: Bruskewitz, Grosskopf, Kennedy, Manering, Ohm, and Pichette. Members absent: Cuccia. Also attending: Rev. Charlie Brandt, Rev. Joel Brandt, Terrence Wall, Taylor Brengel, Jenny Bunbury-Johnson, Amy Bernards, Jim Picard, and Tom Wilson.

No one was present For Public Comment on Matters not on the Agenda. The minutes of the October 14, 2019 regular meeting were approved as presented on a motion by Kennedy, second Ohm.

A Consultation was then held for the potential Cross Lutheran Church Relocation, Community of Bishops Bay, West of CTH M/South of Inspire School, Texas Longhorn Drive (Middleton ETZ). The presenters were told of various issues by the Commissioners, but in general, if details could be satisfactorily addressed, the location and use were generally viewed as acceptable.

An Initial Consultation was then held for a Rezone for Retail Sales Business, Lake Life Company, Bernards, 4895 Easy Street (Town Zoning) was then held. The presenters were told by the Commissioners of various concerns with the proposal, especially with retail sales on the site, but that if the business was limited to more wholesale, there might be less concern, although not all Commissioners felt that any business use should be allowed here.

An Initial Consultation was then held for a Land Division and Rezone (Create 1 additional lot), Picard, 5015 Gilkeson Road (Waunakee ETZ), with the owner being told of several concerns over the proposal with little or no support.

Wilson reported that the Park Committee did not meet and will not meet again until March. 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 or Forthcoming Events raised, Bruskewitz noted the upcoming CTH M Study Public Informational Meeting and questioned the connection for Reynolds Avenue to the proposed reconstructed 4-lane CTH M.

Motion to adjourn by Bruskewitz, second Ohm. The meeting adjourned at 8:38 p.m.

Mary Manering, Secretary

AGENDA ITEM #4:

Rezone, County RH-2 and County LC-1 to SFR (Single Family Residential with Home Business and Animal Units), Single Residence and Retail Sale of Various Business Items, Lake Life Company/Bernards, 4895 Easy Street (Town Zoning),  
**PUBLIC HEARING**/Discussion/Recommendation



608-742-2169 (Office)  
608-742-2592 (Fax)  
[gec@generalengineering.net](mailto:gec@generalengineering.net)  
[www.generalengineering.net](http://www.generalengineering.net)

*Engineers • Consultants • Inspectors*

## ZONING ADMINISTRATOR REVIEW REPORT

**TO:** Town of Westport Plan Commission, Town Board, Town Clerk/Treasurer

**FROM:** Kory D. Anderson, P.E., Town of Westport Zoning Administrator

**DATE:** (for) December 9, 2019 Plan Commission Meeting

**SUBJECT:** Zoning Change Review for Amy Bernards  
Tax Parcel 0809-012-8001-5

**GEC NO.:** 2-0119-46B

### Background Information

Owner / Applicant: Amy Bernards  
Lake Life Company  
4895 Easy Street  
Waunakee, WI 53597

Agent: N/A  
Surveyor/Engineer: N/A

Location: 4895 Easy Street  
In part of the Northeast ¼ of the Northwest ¼ of  
Section 1, all in T8N, R9E, Town of Westport, Dane County, WI.

Request: Zoning Change

Existing Zoning:	Tax Parcel 0809-012-8001-5	LC-1	(Legacy)	0.71 Acres
		RH-2	(Legacy)	6.80 Acres
				<u>Total</u> 7.51 Acres

**Existing Land Use:** The Subject property currently contains a two-story single family house that is in the north central part of the property along Easy Street. South of the house are a couple of small accessory structures, a detached garage and a large shed. The rest of the northern half of the property is covered by a long concrete driveway, grassed yard areas, and concrete slabs for former structures. The southern half of the property is cropped fields. An intermittent stream crosses the northeast corner of the property and runs in a ditch parallel to Easy Street from west to east. There are no wetlands on the property but a large wetland complex east of the property.

Adjacent Land Uses: North: Easy Street and Residential  
West: Agricultural  
East: Wetland, Creek, and Residential  
South: Agricultural

## Proposal

Zoning Change:	<u>Tax Parcel 0809-012-8001-5</u>	<u>SFR</u>	<u>7.51 Acres</u>
		<u>Total</u>	<u>7.51 Acres</u>

Applicant submitted information for a zoning change of Tax Parcel 0809-012-8001-5 from the split zoning

**Portage • Black River Falls • La Crosse**



Consulting Engineering • Structural Engineering • Building Design • Environmental Services • Building Inspection • GIS Services  
Grants & Funding Services • Land Surveying • Zoning Administration • Mechanical, Electrical, & Plumbing Services



of LC-1 Limited Commercial (Legacy) and RH-2 Rural Homes (Legacy) Districts to SFR Single Family Residential District. The intention of this zoning change is that the owner would like to operate a small-scale home based business out of his existing accessory building. This business is similar to the business that the owner operated recently in the Village of Waunakee. The applicant would like to have limited farm animals on the property as well.

#### **Submittals/Attachments**

1. Zoning Change Application, received November 19, 2019.
2. Jurisdictional Review Form, received November 19, 2019.
3. Town of Westport Plan Commission Application, received November 19, 2019.

GEC reviewed the attachments and the information submitted by the applicant/agent and has the following comments outlined below:

#### **Comprehensive Plan**

I'll always defer to the Town on how the proposed rezoning is affected by the Town's Comprehensive Plan and their future land use map/plan. Also, I'll defer to the Town on if the property has the required number of splits available, if necessary, and if there is another neighboring authority that may review rights to the property.

#### **Zoning Ordinance**

##### **1. Home Based Business – Land Use Permit**

Per section 1.0620(3)(a-m), home-based businesses may be permitted as an accessory use to an existing residential use in the SFR zoning district as long as standards (a) through (m) are met and after issuance of a land use permit. Refer to the attached for this section of the ordinance. The property owner claims she falls into this category.

##### **2. Larger Home Based Business – Conditional Use Permit and Land Use Permit**

Per section 1.0620(4)(a-m), larger home-based businesses may be permitted as an accessory use to an existing residential use in the EA, RC, or AG zoning district as long as standards (a) through (m) are met and after issuance of a land use permit and a conditional use permit. Refer to the attached for this section of the ordinance.

##### **3. Rezoning and Limited Farm Animals**

Home-based businesses are also allowed in the AG Agriculture zoning district but rezoning to AG would be rezoning out of the existing RH-2 residential zoning back to agriculture. The AG zoning would also allow an almost unlimited number of farm animals whereas the SFR zoning restricts the total number of animal units to 5 for this parcel according to section 1.0607 of the zoning ordinance. The number and type of animals per animal unit is defined in this same section of the ordinance.

#### **Town Ordinances**

##### **4. General**

There is no planned construction so there are no building permits, driveway permits, or issues with the existing well and septic nor the need to address erosion control or storm water requirements.

#### **Recommendation**

If the Plan Commission and Town Board decide to approve the proposed Zoning Change of a portion of land on Tax Parcel 0809-012-8001-5 from the split zoning of LC-1 Limited Commercial (Legacy) and RH-2 Rural Homes (Legacy) Districts to SFR Single Family Residential District, I recommend the following conditions or restrictions:

1. The owner obtain a land use permit prior to operation of the home based business as long as she can meet the standards established in 1.0620(3)(a-m) in the Town's zoning ordinance.
2. If the standards in 1) above cannot be met but the owner can meet the standards established in 1.0620(4)(a-m) for a Larger Scale Home Based Business, the property owner shall obtain a Conditional Use Permit and a Land Use Permit from the Town after rezoning to the EA, RC, or AG zoning district.
3. Town Board discuss any concerns with above comments.
4. Any comments or conditions from the Towns Attorney shall be addressed.



agriculture zoning district, or are specifically approved under state or federal law.

(c) The operation is reasonably designed to minimize the conversion of land around the extraction site from agricultural use or open space use.

(d) The operation does not substantially impair or limit the current or future agricultural use of surrounding parcels of land that are zoned for or legally restricted to agricultural use.

(e) The owner shall restore the land to agricultural use, consistent with any required or approved reclamation plan, when extraction is completed.

(3) The construction of a dwelling in areas zoned exclusive agriculture shall require the issuance of a conditional use permit pursuant to the standards in sec. 91.046(2)(c), Wis. Stats. Conditional use permits are not required for the following:

(a) A dwelling which may be established pursuant to this ordinance; or

(b) Single family dwellings shall be a permitted use on a separate Lot as that term is defined in s. 1.022 (65).

**1.0617r Farm residences; secondary standards.**

(1) A farm residence may be constructed on a farm parcel solely to house persons who meet one of the following criteria:

(a) They are an owner or operator of the farm.

(b) They are a parent or child of an owner or operator of the farm.

(c) They earn more than 50 percent of their livelihood from the farm

(2) As a condition of approval of a farm residence, the owner shall record a deed restriction which prohibits during the five year period after a farm residence is first occupied:

(a) conveyance of the farm residence separately from the farm parcel

(b) lease of the farm residence, unless a person described in (1) resides in the residence.

**1.0618 Food processing facility and grocery store, confectionary, bakery, deli, and meat market: secondary standards.**

(1) Food processing facilities and grocery stores, confectionaries, bakeries, delis, and meat markets may be permitted in the exclusive agriculture or agriculture zoning districts if they have an annual gross income of less than \$200,000.

(2) Food processing facilities and grocery stores, confectionaries, bakeries, delis, and meat markets must meet the definition of an accessory use to be permitted in the exclusive agricultural zoning district.

(3) If a food processing facility's annual gross income is greater than \$200,000, it shall be permitted only in the commercial zoning district. If a grocery store, confectionary, bakery, deli, or meat market's gross annual income is greater than \$200,000, it shall be permitted only in the rural community, commercial, neighborhood retail, or recreation commercial districts.

**1.0619 Government facilities, buildings and uses: secondary standards.**

(1) Government uses shall be those uses conducted by a governmental entity on government owned property and not excluded in subsec. (3).

(2) If a government use is also more specifically described in another secondary standard, the government use shall also comply with all other applicable secondary standards.

(3) Government uses do not include correctional facilities, waste disposal facilities, or manure digesters.

**1.0620 Home-based business: secondary standards.**

(1) Purpose. To establish the standards and criteria for the operation of home based businesses while protecting the reasonable enjoyment of nearby properties by their owners and occupants of neighboring dwellings.

(2) Standards. The standards for home-based businesses are intended to allow home-based business uses which can be operated without significant impact on neighboring residences.

Any use that meets the standards of a home based business does not need to comply with the zoning requirement specific to that use but shall meet the primary and secondary standards of that use.

(3) Home Based Businesses; Land Use Permit. Home-based businesses may be permitted as an accessory use to an existing residential use on the same lot or parcel in the SFR, MFR, RUC, EA, AG and RC zoning districts provided they comply with the following standards and after a land use permit has been issued by the Town Zoning Administrator.

(a) There shall be no more than one full-time equivalent employee that is not an occupant of the residential dwelling on the same lot or parcel of the home-based business.

(b) The home-based business shall not utilize a floor area exceeding 30% of the combined gross floor area of a dwelling unit and any accessory building and in no case shall the floor area utilized exceed 800 square feet.

(c) Any structural addition to the home for the purposes of operating a home-based business shall be designed, and appear residential in character, so that the addition can readily be repurposed for residential uses at such time that the home-based business is no longer operating.

(d) Retail sales or services shall be of goods grown, produced, assembled, or for services rendered on the premises. Sales of products not produced on the premises are permitted only when these sales are incidental to, and part of, the principal function of the home-based business.

(e) There shall be no outdoor storage or display of equipment, materials, or stock.

(f) The home-based business shall not cause any odor, dust, smoke, vibration, light, or noise that can be detected beyond the property line.

(g) All mechanical equipment used in conjunction with the home-based business shall be operated within a structure.

(h) The home-based business shall not utilize a business related vehicle as part of the operation of the business with a rated gross vehicle weight rate capacity in excess of 10,000 pounds, according to the manufacturer's classification.

(i) The home-based business shall not require any business related vehicle visits by delivery trucks or vehicles with a rated gross vehicle rate capacity in excess of 20,000 pounds, according to the manufacturer's classification. The business shall not have more than 6 business related vehicle deliveries per week.

(j) The home-based business shall not exceed 5 patron-related vehicles per day, or a maximum of 25 patron- or business-related vehicles per week, whichever is greater. Not more than 2 patron vehicles may be present at one time. The proprietor will provide adequate off-street parking on the property where the use is located. Parking areas shall not be used in determining gross floor area.

(k) The hours of operation of the business involving visitors or employees shall be between the hours of 8:00 a.m. and 8:00 p.m.

(l) No hazardous substances shall be used or stored as part of a home-based business except normal use for household purposes.

(m) There shall be no evidence of a home-based business, other than a sign consistent with the requirements of Subchapter VIII, which indicates that a dwelling or accessory building is being utilized in part for any purpose other than a dwelling or accessory building.

(4) Larger Scale Home Based Businesses; Conditional Use And Land Use Permit. Larger-scale home-based businesses which exceed the restrictions of subsec. (3) may be permitted as an accessory use to an existing residential use on the same lot or parcel in the EA, RC, and AG zoning districts provided they comply with the following standards and after the approval of a conditional use by the Town



Board and a land use permit has been issued by the Town Zoning Administrator.

(a) There shall be no more than 2 full-time equivalent employees that are not an occupant of the residential dwelling on the same lot or parcel of the home-based business.

(b) The home-based business shall not utilize a floor area exceeding 50% of the combined gross floor area of a dwelling unit and any accessory buildings(s) and in no case shall the floor area utilized exceed 1,200 square feet.

(c) Any structural addition to the home for the purposes of operating a home-based business shall be designed, and appear residential in character, so that the addition can readily be repurposed for residential uses at such time that the home-based business is no longer operating.

(d) Retail sales or services shall be of goods grown, produced, assembled, or for services rendered on the premises. Sales of products not produced on the premises are permitted only when these sales are incidental to, and part of, the principal function of the home-based business.

(e) There shall be no outdoor storage or display of equipment, materials, or stock.

(f) The home-based business shall not cause any odor, dust, smoke, vibration, light, or noise that can be detected beyond the property line.

(g) All mechanical equipment used in conjunction with the home-based business shall be operated within a structure.

(h) The home-based business shall not utilize a business related vehicle as part of the operation of the business with a rated gross vehicle weight rate capacity in excess of 20,000 pounds, according to the manufacturer's classification.

(i) The home based business shall not require any business related vehicle visits by delivery trucks or vehicles with a rated gross vehicle rate capacity in excess of 45,000 pounds, according to the manufacturer's

classification. The business shall not have more than 6 business related vehicle deliveries per week.

(j) The home-based business shall not exceed 10 patron or business related vehicles per day, or a maximum of 50 patron vehicles per week, whichever is greater. Not more than 10 patron vehicles shall be present at one time, and the proprietor will provide adequate off-street parking on the property where the use is located.

(k) The hours of operation of the business involving visitors or employees shall be between the hours of 8:00 a.m. and 5:00 p.m.

(L) No hazardous substances shall be used or stored as part of a home-based business except normal use for household purposes.

(m) There shall be no evidence of a home-based business other than a sign consistent with the requirements of Subchapter VII, which indicates that a dwelling or accessory building is being utilized in part for any purpose other than a dwelling or accessory building.

#### **1.0621 Junkyard: secondary standards.**

(1) This standard does not allow operation of any facility which would require a landfill permit or license from the Wisconsin Department of Natural Resources. All junkyards are conditional uses.

(2) Operation Proposal. The operator of a junkyard shall submit a written proposed operations plan description to the Town Zoning Administrator pertaining to the proposed operation. The description shall include the types and quantities of materials to be stored or salvaged, where materials are to be hauled to and from and over what roads, proposed hours and days of operation, and any special measures that will be used for spill prevention, waste fluid storage, and control and environmental protection, and assurance that the site will be developed and operated in accordance with all approved plans. The



# ZONING CHANGE APPLICATION

TOWN OF WESTPORT • 5387 MARY LAKE ROAD • WAUNAKEE, WI 53597  
 PHONE (608) 849-4372 • FAX (608) 849-9657 • [www.townofwestport.org](http://www.townofwestport.org)

PERMIT #:

Permit Fee: \$ \_\_\_\_\_ Fee Paid: ☐

Approved By: \_\_\_\_\_

Approval Date: / /

Items that must be submitted with your application:

➤ **Written Legal Description of the Proposed Zoning Boundaries**

Legal description of the land that is proposed to be changed. The description may be a lot in a plat, Certified Survey map, or an exact metes and bounds description. A separate legal description is required for each zoning district proposed. The description shall include the area in acres or square feet.

➤ **Scaled Drawing of the Location of the Proposed Zoning Boundaries**

The drawing shall include the existing and proposed zoning boundaries of the property. All existing buildings shall be shown on the drawing. The drawing shall include the area in acres or square feet.

OWNER	AGENT (Contractor, Coordinator, Other)
NAME <u>Amy Bernards</u>	CONTACT NAME
BUSINESS NAME or CO-OWNER'S NAME (if applicable) <u>Lake Life Co.</u>	BUSINESS NAME (if applicable)
MAILING ADDRESS <u>4895 Easy St.</u>	MAILING ADDRESS
CITY, STATE, ZIP <u>Waunakee, WI 53597</u>	CITY, STATE, ZIP
DAYTIME PHONE # <u>608. 228.9591</u>	DAYTIME PHONE #
EMAIL <u>amybernards@yahoo.com</u>	EMAIL

LAND INFORMATION	
Town: <u>Westport</u>	Parcel Numbers Affected: _____
Section: _____	Property Address or Location: <u>4895 Easy St.</u>
Zoning District Change (To / From / # of acres) <u>Single Family Residential</u>	
Soils classification of area (percentages) Class I Soils: _____ % Class II Soils: _____ % Other: _____ %	
Narrative: (reason for change, intended land use, size of farm, time schedule)	
<input type="checkbox"/> Separation of buildings from farmland	<input type="checkbox"/> Creation of a residential lot
<input checked="" type="checkbox"/> Compliance for existing structures and/or land uses	<input type="checkbox"/> Other
<u>Single Family Residential</u>	
<u>Limited Farm Animals</u>	
<u>Limited Retail Hours (1 weekend/month)</u>	
I authorize that I am the owner or have permission to act on behalf of the owner of the property.	
Signature: <u>[Signature]</u>	Date: <u>11.19.19</u>

## TOWN OF WESTPORT JURISDICTION REVIEW FORM

## COMPLETE THIS FORM BEFORE STARTING THE ZONING APPLICATION

If your property is subject to Dane County's jurisdiction, the Town cannot grant your zoning change without Dane County's approval. If the answer to any of the Jurisdictional Questions is "Yes", the Town cannot proceed with your application unless Dane County indicates that the County does not have jurisdiction over zoning the parcel.

Applicant/Agent/Contractor: Amy Bernards Email: amylbernards@yahoo.com  
 Address: 4415 EASY ST. City/State/Zip: WAUNAKEE, WI 53186 Phone: 1008.228.9591

Parcel ID Number(s): \_\_\_\_\_

CSM or Plat Information, if any: \_\_\_\_\_

Proposed activity on the property: Single Family Residential

Is the property enrolled in CRP or any other farm programs? ☒ No ☐ Yes

If "Yes" is checked, identify the program and file identification number(s): \_\_\_\_\_

## JURISDICTIONAL QUESTIONS

1. Is your proposed project located within 1,000 feet of the ordinary high-water mark of a navigable lake, pond or flowage?

☒ No ☐ Yes

2. Is your proposed project located within 300 feet of the ordinary high-water mark of a navigable river, stream or creek?

☒ No ☐ Yes

3. Is your proposed project located within a floodplain? ☒ No ☐ Yes

4. Is your proposed project located within a wetland? ☒ No ☐ Yes

5. Will your project involve disturbing more than 4,000 square feet of land by excavating, grading or filling?

☒ No ☐ Yes

(If Yes, you may need a Dane County erosion control and/or stormwater permit)

6. Do the maps showing wetlands, floodplains and shorelands at <https://dcimapapps.countyofdane.com/lwviewer/> indicate that there are any floodplain, wetland or shoreland areas on your property or an adjacent parcel?

☒ No ☐ Yes

## STATEMENT OF APPLICANT

The answers above were made after reviewing the facts pertaining to my property. I am aware that if my proposed project is located within a floodplain, shoreland or wetland area, the project must be reviewed by Dane County. Any approvals obtained in error will be void, and all expenses incurred in seeking those approvals will be lost.

Dated: 11.19.19

By: [Signature]

If the answer to any jurisdictional question is "Yes," the applicant must submit this request to the Dane County Department of Planning and Development for a determination of whether the project is subject to Dane County Jurisdiction.

## DETERMINATION BY DANE COUNTY

The undersigned, acting by authority of Dane County, indicates that the parcel identified in this Jurisdictional Review Form is not subject to shoreland, floodplain or wetland zoning regulations of Dane County.

Dated: \_\_\_\_\_

By: \_\_\_\_\_



**TOWN OF WESTPORT  
PLAN COMMISSION APPLICATION**

**Project:** Lake life Co. zoning  
**Name:** Amy Bernards  
**Address:** 4895 Easy St.  
\_\_\_\_\_  
\_\_\_\_\_

**Applicant:**  
**Name:** Amy Bernards  
**Address:** 4895 Easy St.  
Waukegan  
**Phone:** 808.228.9591  
**Email:** amybernards@yahoo.com

**Owner:**  
**Name:** \_\_\_\_\_  
**Address:** ↑  
\_\_\_\_\_  
**Phone:** \_\_\_\_\_  
**Email:** \_\_\_\_\_

**Project Description:** Lake life Co. zoning  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Owner/Applicant Signature:** \_\_\_\_\_

**Date:** 11.14.19



November 14, 2019

What zoning we are asking for: see attached section 1.0620 (3) for full details.

**Single Family Residential**

**Small Scale home-based Business**

We would like to have **FOUR Retail days/month**.

The first weekend of each month:

1. Friday 10-6
2. Saturday 10-6
3. Sunday 10-4
4. Monday 10-6

We would like the ability in the future to have a few small farm animals, including chickens, goats, donkeys or miniature cows, within the number allowed per this zoning.

A handwritten signature in black ink, appearing to be 'ABZ' or similar, with a long horizontal stroke extending to the right.



Town Board

Dean A. Grosskopf, Chair  
Terry Enge  
Kenneth R. Sipsma  
Mark A. Trotter  
John Cuccia



Kennedy Administration Building

5387 Mary Lake Road

Waunakee, WI 53597

Office: (608)849-4372 \* Fax: (608)849-9657

[www.townofwestport.org](http://www.townofwestport.org)

Thomas G. Wilson  
Attorney/Administrator/Clerk-Treasurer

Robert C. Anderson  
Utility, Finance, & IS Manager, Deputy  
Clerk/Treasurer

Jessica J. Frey  
Executive Assistant

October 23, 2019

Lake Life Co. at the Farm  
Attn: Ms. Amy Bernards - Owner  
4895 Easy Street  
Waunakee, WI 53597

Re: Proposed Retail Business - 4895 Easy Street

Dear Ms. Bernards:

It has come to our attention that you are planning on opening a retail business called "Lake Life Co. at the Farm" at 4895 Easy Street in the Town of Westport. Currently the property has split zoning. The house and accessory building are zoned LC-1 (with a deed restriction for a prior plumbing business) and the rest of the 7.5 acre property is zoned RH-2.

Assuming the retail business would be located in the accessory building, you will need to rezone your property as the proposed retail business is not a permitted use in the LC-1 zoning district in Legacy Zoning. However, if you rezone the entire parcel to SFR, Single Family Residential, you may be able to operate your retail business as a Small-Scale Home Based Business as a permitted use in SFR zoning if you meet the criteria established in Section 1.0620(3) of the Town's zoning ordinance. If your business meets the criteria of a Larger Scale Home Based Business identified in Section 1.0620(4), you would require a Conditional Use Permit. I have attached Section 1.0620 of the Town's zoning ordinance so you can review the established criteria.

If you would like to pursue the rezone and/or conditional use permit process, please contact the Town for the appropriate application forms to fill out so you can get on the next available Plan Commission meeting agenda. Please let me know if you have any questions.

Sincerely,

TOWN OF WESTPORT

*Kory D. Anderson*

Kory D. Anderson, P.E.  
Zoning Administrator

*General Engineering*

cc: Tom Wilson, Town Attorney/Administrator/Clerk-Treasurer  
Mark Jankowski, Town Building Inspector

1008.742.2169

agriculture zoning district, or are specifically approved under state or federal law.

(c) The operation is reasonably designed to minimize the conversion of land around the extraction site from agricultural use or open space use.

(d) The operation does not substantially impair or limit the current or future agricultural use of surrounding parcels of land that are zoned for or legally restricted to agricultural use.

(e) The owner shall restore the land to agricultural use, consistent with any required or approved reclamation plan, when extraction is completed.

(3) The construction of a dwelling in areas zoned exclusive agriculture shall require the issuance of a conditional use permit pursuant to the standards in sec. 91.046(2)(c), Wis. Stats. Conditional use permits are not required for the following:

(a) A dwelling which may be established pursuant to this ordinance; or

(b) Single family dwellings shall be a permitted use on a separate Lot as that term is defined in s. 1.022 (65).

**1.0617r Farm residences; secondary standards.**

(1) A farm residence may be constructed on a farm parcel solely to house persons who meet one of the following criteria:

(a) They are an owner or operator of the farm.

(b) They are a parent or child of an owner or operator of the farm.

(c) They are earn more than 50 percent of their livelihood from the farm

(2) As a condition of approval of a farm residence, the owner shall record a deed restriction which prohibits during the five year period after a farm residence is first occupied:

(a) conveyance of the farm residence separately from the farm parcel

(b) lease of the farm residence, unless a person described in (1) resides in the residence.

**1.0618 Food processing facility and grocery store, confectionary, bakery, deli, and meat market: secondary standards.** (1) Food processing facilities and grocery stores, confectionaries, bakeries, delis, and meat markets may be permitted in the exclusive agriculture or agriculture zoning districts if they have an annual gross income of less than \$200,000.

(2) Food processing facilities and grocery stores, confectionaries, bakeries, delis, and meat markets must meet the definition of an accessory use to be permitted in the exclusive agricultural zoning district.

(3) If a food processing facility's annual gross income is greater than \$200,000, it shall be permitted only in the commercial zoning district. If a grocery store, confectionary, bakery, deli, or meat market's gross annual income is greater than \$200,000, it shall be permitted only in the rural community, commercial, neighborhood retail, or recreation commercial districts.

**1.0619 Government facilities, buildings and uses: secondary standards.** (1) Government uses shall be those uses conducted by a governmental entity on government owned property and not excluded in subsec. (3).

(2) If a government use is also more specifically described in another secondary standard, the government use shall also comply with all other applicable secondary standards.

(3) Government uses do not include correctional facilities, waste disposal facilities, or manure digesters.

**1.0620 Home-based business: secondary standards.** (1) Purpose. To establish the standards and criteria for the operation of home based businesses while protecting the reasonable enjoyment of nearby properties by their owners and occupants of neighboring dwellings.

(2) Standards. The standards for home-based businesses are intended to allow home-based business uses which can be operated without significant impact on neighboring residences.



Any use that meets the standards of a home based business does not need to comply with the zoning requirement specific to that use but shall meet the primary and secondary standards of that use.

(3) Home Based Businesses; Land Use Permit. Home-based businesses may be permitted as an accessory use to an existing residential use on the same lot or parcel in the SFR, MFR, RUC, EA, AG and RC zoning districts provided they comply with the following standards and after a land use permit has been issued by the Town Zoning Administrator.

(a) There shall be no more than one full-time equivalent employee that is not an occupant of the residential dwelling on the same lot or parcel of the home-based business.

(b) The home-based business shall not utilize a floor area exceeding 30% of the combined gross floor area of a dwelling unit and any accessory building and in no case shall the floor area utilized exceed 800 square feet.

(c) Any structural addition to the home for the purposes of operating a home-based business shall be designed, and appear residential in character, so that the addition can readily be repurposed for residential uses at such time that the home-based business is no longer operating.

(d) Retail sales or services shall be of goods grown, produced, assembled, or for services rendered on the premises. Sales of products not produced on the premises are permitted only when these sales are incidental to, and part of, the principal function of the home-based business.

(e) There shall be no outdoor storage or display of equipment, materials, or stock.

(f) The home-based business shall not cause any odor, dust, smoke, vibration, light, or noise that can be detected beyond the property line.

(g) All mechanical equipment used in conjunction with the home-based business shall be operated within a structure.

(h) The home-based business shall not utilize a business related vehicle as part of the operation of the business with a rated gross vehicle weight rate capacity in excess of 10,000 pounds, according to the manufacturer's classification.

(i) The home-based business shall not require any business related vehicle visits by delivery trucks or vehicles with a rated gross vehicle rate capacity in excess of 20,000 pounds, according to the manufacturer's classification. The business shall not have more than 6 business related vehicle deliveries per week.

(j) The home-based business shall not exceed 5 patron-related vehicles per day, or a maximum of 25 patron- or business-related vehicles per week, whichever is greater. Not more than 2 patron vehicles may be present at one time. The proprietor will provide adequate off-street parking on the property where the use is located. Parking areas shall not be used in determining gross floor area.

(k) The hours of operation of the business involving visitors or employees shall be between the hours of 8:00 a.m. and 8:00 p.m.

(l) No hazardous substances shall be used or stored as part of a home-based business except normal use for household purposes.

(m) There shall be no evidence of a home-based business, other than a sign consistent with the requirements of Subchapter VIII, which indicates that a dwelling or accessory building is being utilized in part for any purpose other than a dwelling or accessory building.

(4) Larger Scale Home Based Businesses; Conditional Use And Land Use Permit. Larger-scale home-based businesses which exceed the restrictions of subsec. (3) may be permitted as an accessory use to an existing residential use on the same lot or parcel in the EA, RC, and AG zoning districts provided they comply with the following standards and after the approval of a conditional use by the Town

Board and a land use permit has been issued by the Town Zoning Administrator.

(a) There shall be no more than 2 full-time equivalent employees that are not an occupant of the residential dwelling on the same lot or parcel of the home-based business.

(b) The home-based business shall not utilize a floor area exceeding 50% of the combined gross floor area of a dwelling unit and any accessory buildings(s) and in no case shall the floor area utilized exceed 1,200 square feet.

(c) Any structural addition to the home for the purposes of operating a home-based business shall be designed, and appear residential in character, so that the addition can readily be repurposed for residential uses at such time that the home-based business is no longer operating.

(d) Retail sales or services shall be of goods grown, produced, assembled, or for services rendered on the premises. Sales of products not produced on the premises are permitted only when these sales are incidental to, and part of, the principal function of the home-based business.

(e) There shall be no outdoor storage or display of equipment, materials, or stock.

(f) The home-based business shall not cause any odor, dust, smoke, vibration, light, or noise that can be detected beyond the property line.

(g) All mechanical equipment used in conjunction with the home-based business shall be operated within a structure.

(h) The home-based business shall not utilize a business related vehicle as part of the operation of the business with a rated gross vehicle weight rate capacity in excess of 20,000 pounds, according to the manufacturer's classification.

(i) The home based business shall not require any business related vehicle visits by delivery trucks or vehicles with a rated gross vehicle rate capacity in excess of 45,000 pounds, according to the manufacturer's

classification. The business shall not have more than 6 business related vehicle deliveries per week.

(j) The home-based business shall not exceed 10 patron or business related vehicles per day, or a maximum of 50 patron vehicles per week, whichever is greater. Not more than 10 patron vehicles shall be present at one time, and the proprietor will provide adequate off-street parking on the property where the use is located.

(k) The hours of operation of the business involving visitors or employees shall be between the hours of 8:00 a.m. and 5:00 p.m.

(L) No hazardous substances shall be used or stored as part of a home-based business except normal use for household purposes.

(m) There shall be no evidence of a home-based business other than a sign consistent with the requirements of Subchapter VII, which indicates that a dwelling or accessory building is being utilized in part for any purpose other than a dwelling or accessory building.

#### **1.0621 Junkyard: secondary standards.**

(1) This standard does not allow operation of any facility which would require a landfill permit or license from the Wisconsin Department of Natural Resources. All junkyards are conditional uses.

(2) Operation Proposal. The operator of a junkyard shall submit a written proposed operations plan description to the Town Zoning Administrator pertaining to the proposed operation. The description shall include the types and quantities of materials to be stored or salvaged, where materials are to be hauled to and from and over what roads, proposed hours and days of operation, and any special measures that will be used for spill prevention, waste fluid storage, and control and environmental protection, and assurance that the site will be developed and operated in accordance with all approved plans. The



**From:** Amy Bernards [<mailto:amybernards@yahoo.com>]  
**Sent:** Friday, November 01, 2019 10:40 AM  
**To:** Kory Anderson <[kanderson@generalengineering.net](mailto:kanderson@generalengineering.net)>  
**Cc:** [banderson@townofwestport.org](mailto:banderson@townofwestport.org); Mark Jankowski <[mjankowski@generalengineering.net](mailto:mjankowski@generalengineering.net)>  
**Subject:** Re: 4895 Easy Street Zoning Questions

This is great, thank you!

Are we able to have a few small farm animals in addition to the Small Business?

### Amy Bernards

Global Entrepreneur at A Bold Entrepreneur

📞 608.228.9591 ✉ [amybernards@yahoo.com](mailto:amybernards@yahoo.com)

<https://www.amybernards.com/>

Small  
business

On Friday, November 1, 2019, 10:12:24 AM CDT, Kory Anderson <[kanderson@generalengineering.net](mailto:kanderson@generalengineering.net)> wrote:

Amy,

Sorry that I didn't get back to you sooner. Based on your questions from yesterday, this is what I have found in the Town's zoning ordinance that relates to your property:

If you rezone to SFR (Single Family Residential) and can meet the following criteria for your business, this would be considered a "small scale" home-based business and would be considered a permitted use:

- (a) There shall be no more than one full-time equivalent employee that is not an occupant of the residential dwelling on the same lot or parcel of the home-based business.
- (b) The home-based business shall not utilize a floor area exceeding 30% of the combined gross floor area of a dwelling unit and any accessory building and in no case shall the floor area utilized exceed 800 square feet.
- (c) Any structural addition to the home for the purposes of operating a home-based business shall be designed, and appear residential in character, so that the addition can readily be repurposed for residential uses at such time that the home-based business is no longer operating.
- (d) Retail sales or services shall be of goods grown, produced, assembled, or for services rendered on the premises. Sales of products not produced on the premises are permitted only when these sales are incidental to, and part of, the principal function of the home-based business.

- (e) There shall be no outdoor storage or display of equipment, materials, or stock.
- (f) The home-based business shall not cause any odor, dust, smoke, vibration, light, or noise that can be detected beyond the property line.
- (g) All mechanical equipment used in conjunction with the home-based business shall be operated within a structure.
- (h) The home-based business shall not utilize a business related vehicle as part of the operation of the business with a rated gross vehicle weight rate capacity in excess of 10,000 pounds, according to the manufacturer's classification.
- (i) The home-based business shall not require any business related vehicle visits by delivery trucks or vehicles with a rated gross vehicle rate capacity in excess of 20,000 pounds, according to the manufacturer's classification. The business shall not have more than 6 business related vehicle deliveries per week.
- (j) The home-based business shall not exceed 5 patron-related vehicles per day, or a maximum of 25 patron- or business-related vehicles per week, whichever is greater. Not more than 2 patron vehicles may be present at one time. The proprietor will provide adequate off-street parking on the property where the use is located. Parking areas shall not be used in determining gross floor area.
- (k) The hours of operation of the business involving visitors or employees shall be between the hours of 8:00 a.m. and 8:00 p.m.
- (l) No hazardous substances shall be used or stored as part of a home-based business except normal use for household purposes.
- (m) There shall be no evidence of a home-based business, other than a sign consistent with the requirements of Subchapter VIII, which indicates that a dwelling or accessory building is being utilized in part for any purpose other than a dwelling or accessory building.

Regarding the animals, based on a 7.5 acre lot, according to the applicable zoning ordinance, you are allowed 5 animal units which consists of 5 times any of the following:

- (a) One horse, pony or mule;
- (b) One Cow or steer;
- (c) Ten Sheep or goats;
- (d) Ten Llamas;
- (e) Ten Alpacas;
- (f) Four hogs;
- (g) 100 rabbits.
- (h) 100 hens and chicks.

For the future pool, this would be considered a structure which would require a building permit and would have to meet the required setbacks.

I think this answers all of your questions. If not, please let me know. I understand you will be in front of the Town of Westport Plan Commission on November 11<sup>th</sup>.

Thanks,

Kory D. Anderson, P.E.

Vice President | **General Engineering Company**

916 Silver Lake Drive | PO Box 340 | Portage, WI 53901

P 608-742-2169 | F 608-742-2592 | C 608-697-8001

[kanderson@generalengineering.net](mailto:kanderson@generalengineering.net)

[www.generalengineering.net](http://www.generalengineering.net)

**GENERAL ENGINEERING COMPANY ELECTRONIC FILE NOTICE AND DISCLAIMER**

*This email and any electronic media transmitted with it are provided solely for the use of the addressee. Data, plans, specifications, reports, documents, and other information recorded on or transmitted as electronic media are subject to undetectable alteration, either intentional or unintentional, due to, among other causes, transmission, conversion, media degradation, software error, or human alteration. Accordingly, all such documents recorded on or transmitted as electronic media are being provided to the addressee for informational purposes only, and not as an end product or as a record document. Any reliance on documents recorded on or transmitted as electronic media is deemed to be unreasonable and unenforceable. The hard copy drawing(s) or other original document(s) produced by GENERAL ENGINEERING COMPANY are the only true contract documents of record. Documents recorded on or transmitted as electronic media may not be used on other projects, other additions to this project, or by third parties without the express written permission of GENERAL ENGINEERING COMPANY. Any unauthorized modification or reuse of the transmitted electronic media shall be at addressee's sole risk, and addressee agrees to defend, indemnify, and hold GENERAL ENGINEERING COMPANY harmless for all claims, injuries, damages, losses, expenses and attorneys' fees arising out of the unauthorized modification or use of such electronic media.*

*The addressee understands that the use of any project related electronic media constitutes acceptance of the above conditions.*

*If you have received this email in error please notify the system manager. Finally, the recipient should check this email and any attachments for the presence of viruses. The company accepts no liability for any damage caused by any virus transmitted by this email.*

## RE: 4895 Easy Street Zoning Questions

From: Kory Anderson (kanderson@generalengineering.net)

To: amybernards@yahoo.com

Date: Friday, November 1, 2019, 11:16 AM CDT

You are limited to one sign, 16 square feet in size, top of sign can only be 6ft off the ground.

Thanks,

Kory D. Anderson, P.E.

Vice President | **General Engineering Company**

916 Silver Lake Drive | PO Box 340 | Portage, WI 53901

P 608-742-2169 | F 608-742-2592 | C 608-697-8001

[kanderson@generalengineering.net](mailto:kanderson@generalengineering.net)

[www.generalengineering.net](http://www.generalengineering.net)

Sign

**GENERAL ENGINEERING COMPANY ELECTRONIC FILE NOTICE AND DISCLAIMER**

*This email and any electronic media transmitted with it are provided solely for the use of the addressee. Data, plans, specifications, reports, documents, and other information recorded on or transmitted as electronic media are subject to undetectable alteration, either intentional or unintentional, due to, among other causes, transmission, conversion, media degradation, software error, or human alteration. Accordingly, all such documents recorded on or transmitted as electronic media are being provided to the addressee for informational purposes only, and not as an end product or as a record document. Any reliance on documents recorded on or transmitted as electronic media is deemed to be unreasonable and unenforceable. The hard copy drawing(s) or other original document(s) produced by GENERAL ENGINEERING COMPANY are the only true contract documents of record. Documents recorded on or transmitted as electronic media may not be used on other projects, other additions to this project, or by third parties without the express written permission of GENERAL ENGINEERING COMPANY. Any unauthorized modification or reuse of the transmitted electronic media shall be at addressee's sole risk, and addressee agrees to defend, indemnify, and hold GENERAL ENGINEERING COMPANY harmless for all claims, injuries, damages, losses, expenses and attorneys' fees arising out of the unauthorized modification or use of such electronic media.*

*The addressee understands that the use of any project related electronic media constitutes acceptance of the above conditions.*

*If you have received this email in error please notify the system manager. Finally, the recipient should check this email and any attachments for the presence of viruses. The company accepts no liability for any damage caused by any virus transmitted by this email.*

**From:** Amy Bernards [mailto:amybernards@yahoo.com]

**Sent:** Friday, November 01, 2019 11:13 AM

**To:** Kory Anderson <kanderson@generalengineering.net>

**Subject:** Re: 4895 Easy Street Zoning Questions

One last thing...



Could you please tell me the requirements if we hung a small sign on the outside of the building? It would not be visible until someone was on our property, not visible from the street.

Thank you.

## Amy Bernards

Global Entrepreneur at A Bold Entrepreneur

📞 608.228.9591 ✉ [amybernards@yahoo.com](mailto:amybernards@yahoo.com)

<https://www.amybernards.com/>

On Friday, November 1, 2019, 10:44:52 AM CDT, Kory Anderson <[kanderson@generalengineering.net](mailto:kanderson@generalengineering.net)> wrote:

Yes, it's enumerated in my email below.

Animals

Thanks,

Kory D. Anderson, P.E.

Vice President | **General Engineering Company**

916 Silver Lake Drive | PO Box 340 | Portage, WI 53901

P 608-742-2169 | F 608-742-2592 | C 608-697-8001

[kanderson@generalengineering.net](mailto:kanderson@generalengineering.net)

[www.generalengineering.net](http://www.generalengineering.net)

### GENERAL ENGINEERING COMPANY ELECTRONIC FILE NOTICE AND DISCLAIMER

*This email and any electronic media transmitted with it are provided solely for the use of the addressee. Data, plans, specifications, reports, documents, and other information recorded on or transmitted as electronic media are subject to undetectable alteration, either intentional or unintentional, due to, among other causes, transmission, conversion, media degradation, software error, or human alteration. Accordingly, all such documents recorded on or transmitted as electronic media are being provided to the addressee for informational purposes only, and not as an end product or as a record document. Any reliance on documents recorded on or transmitted as electronic media is deemed to be unreasonable and unenforceable. The hard copy drawing(s) or other original document(s) produced by GENERAL ENGINEERING COMPANY are the only true contract documents of record. Documents recorded on or transmitted as electronic media may not be used on other projects, other additions to this project, or by third parties without the express written permission of GENERAL ENGINEERING COMPANY. Any unauthorized modification or reuse of the transmitted electronic media shall be at addressee's sole risk, and addressee agrees to defend, indemnify, and hold GENERAL ENGINEERING COMPANY harmless for all claims, injuries, damages, losses, expenses and attorneys' fees arising out of the unauthorized modification or use of such electronic media.*

*The addressee understands that the use of any project related electronic media constitutes acceptance of the above conditions.*

*If you have received this email in error please notify the system manager. Finally, the recipient should check this email and any attachments for the presence of viruses. The company accepts no liability for any damage caused by any virus transmitted by this email.*

October 21, 2019

To Whom it May Concern,

We purchased our new home at 4895 Easy Street on September 27, 2019. We were told by the homeowners and by our Realtor, Jenny Bunbury Johnson, that the outbuilding was zoned commercial. We knew of the plumber that worked his business out of this building.

Because of this, we chose to sell our home in Kilkenny Farms and close our Retail Shop on Main Street in Waunakee, so that we could move our business back home. We have been made aware, as of October 18<sup>th</sup>, that our outbuilding is not zoned for a retail space.

My husband and I both have careers in Law Enforcement and the medical field. Lake Life Company was created by our children and has been our creative outlet for the last four years. Most of our business is done by e-commerce, online and through our wholesale channel. Our new business model would be continuing our online sales and having our shop open to our customers 1-2 weekends per month. There is a parking lot on site and we have already discussed this plan with our neighbors directly across Easy Street. Our retail hours would be on a very limited basis, as we no longer want to run a retail business in the same model that we had. We will not have employees and already have a large insurance policy in place that protects our business and others.

We ask that you please consider changing our zoning to make this possible. Owning a retail space in Waunakee was not as we had hoped, with negativity from competitors and a large overhead in renting a space. We have a large following in Dane County and feel that limited retail hours are still a great asset to our community and the mission that we serve. We offer large contributions to local youth sports and clubs, as well as Law Enforcement agencies throughout Dane County. We are also supporters of other Entrepreneurs and offer free classes and training to help them start their own businesses.

In the two weeks since we have moved in, we have made huge improvements to the building and will continue to improve the land and buildings to bring awareness to living on a farm and rural living. My husband was born and raised in Waunakee and we have made it our home for the last 13 years. Our first Waunakee home was in the Nature Valley subdivision.

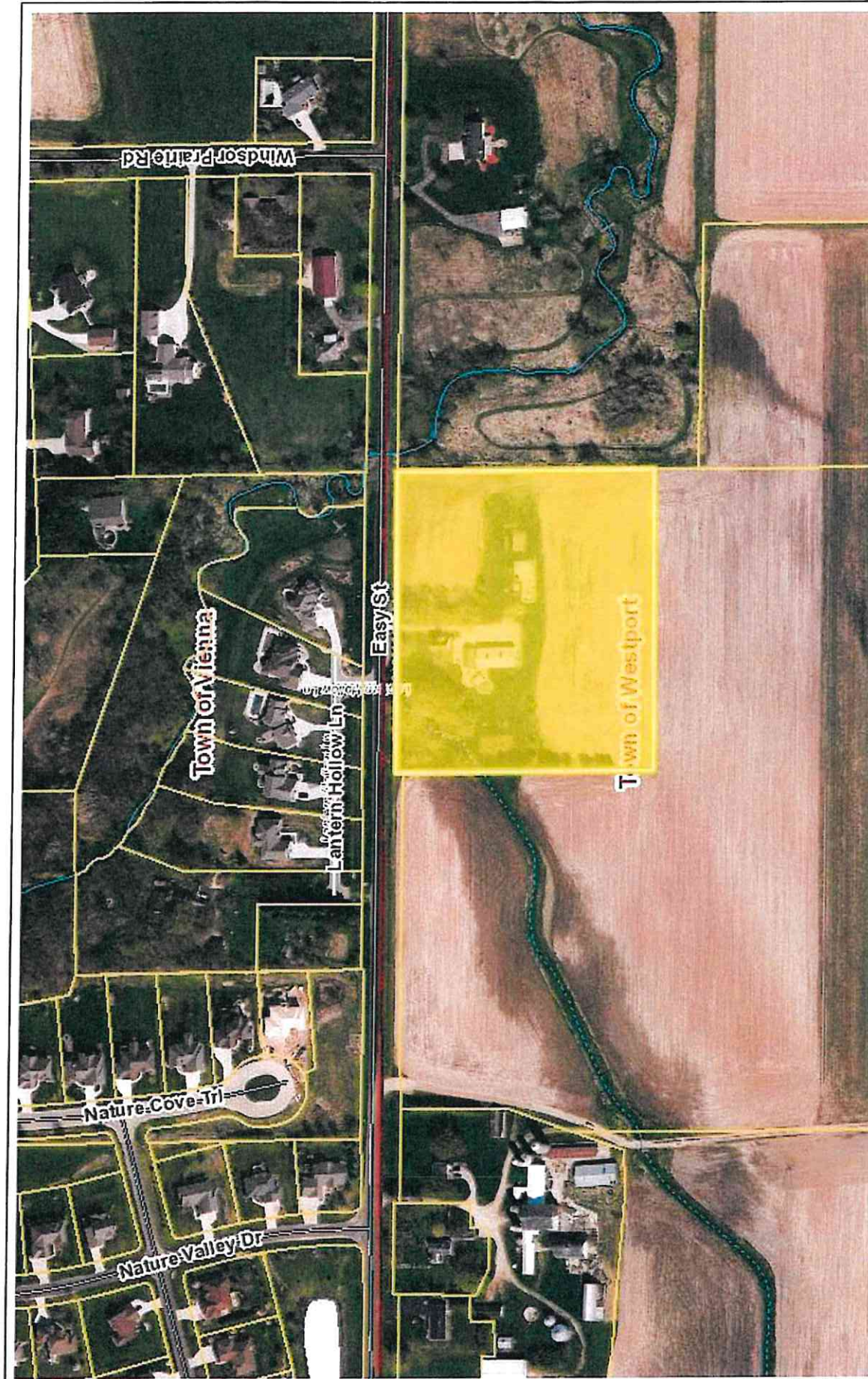
Thank you for your consideration.

Amy Bernards, Owner of Lake Life Company

608.228.9591

[divein@shoplakelifeco.com](mailto:divein@shoplakelifeco.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 = 376'

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

Print Date: 10/31/2019

AGENDA ITEM #7:

Historic Preservation Commission Report/Items for Action



**TOWN OF WESTPORT  
HISTORIC PRESERVATION COMMISSION MEETING**

Kennedy Administration Building  
Office Conference Room  
5387 Mary Lake Road  
Waunakee, WI 53597

AGENDA - December 5, 2019 6:00 p.m.

This meeting is being noticed as a possible gathering of 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. Speaker Series at Senior Center
5. Nomination for HPC Secretary
6. Follow-up with Town Staff
  - a. Oncken Farm binder
  - b. Hanging EWW signs on display in town hall
  - c. EWW site access from Dane County
7. Discussion on the Military Trail Documents
8. Old Mill Site
9. HPC Archives
10. Goals for 2020
11. Recommendations for items on upcoming Town Plan Commission and Joint Plan Commission Meetings
12. Miscellaneous Business/Forthcoming Events
13. 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** - November 7, 2019

Members present: Joe Pichette, Janette Hermanson, Michelle Wing, Rosa Ropers,  
Absent: Mimi Bloch  
Public present: None

Meeting called to order at 6:00 p.m. Motion by Janette to approve minutes for October 3, 2019.  
Michelle seconded the motion with members present voting in approval.

Rosa made a comment that she has brought the EWW box contents back to Tom Wilson for review. HPC will keep this on the agenda for a complete review in the near future.

Joe discussed his interview and article in the Waunakee Tribune regarding the Westport Historic Preservation Commission. The HPC would like to thank the Tribune for the nice article.

Regarding the old mill site on Mill Road, Michelle expresses that she would like to work with both the Park Committee and HPC to complete this task. It was decided that Michelle will contact Terry Enge to work out the details, and report back at the December HPC meeting.

Joe informed the HPC that the Town Board approved Chris Moore's appointment to the HPC. Chris will be attending his first meeting in December.

With Mimi not in attendance at the meeting and the new addition of Chris Moore, it was decided to wait on nominating a secretary until the December meeting.

The HPC discussed the proposal made by Rebecca Bernstein for the completion of the initial Siberz property survey in Westport. After much discussion Joe made a motion to approve the proposal, seconded by Janette, all members voting in favor of approval. Joe will discuss with the Planning Commission for approval with the Town Board. The HPC would request a deadline of the completed work from Rebecca for review at the March 2020 meeting. The deadline should be a condition of approval.

Discussion on the historical HPC information gathered by Michelle. Michelle has scanned all documents she could find regarding the previous work completed by the HPC. Joe would like to see much of this information made available to the public. Michelle will bring a copy of the digital files to the next HPC meeting, for continues discussion, possibly filtered through the contents uploaded to the Town's website or used on the HPC Facebook page. Follow up on this should be on the December agenda.

Joe displayed and discussed the missing survey binders of the work completed in 2007-2009 by the HPC and Rebecca Bernstein. The original binders are secured in the Town's records, staff made a "working" copy of the surveys and placed it in the small conference room. Rosa asked to check out the binder and will return it to the conference room after review.

Michelle brought up the Oncken Farm survey completed in 2018/2019 and that it should be available to staff and public. Joe will request a new binder be started for the Oncken Farm as well as other surveys completed in the future. Follow-up on this should be done on the December agenda. Joe will check with staff to see if they have a copy of the Oncken Farm Survey.

A brief discussion on the EWW site. Joe is going to request the staff contact Dane County and determine if anything could be started with the HPC in 2020. If not we will do a once a year follow-up with Dane County until the site is ready for the HPC to display signs and take further action with the site. Joe suggested the EWW signs completed and stored in the small conference room should be displayed in the Town Hall until the EWW site is available. Joe will discuss with Tom Wilson about seeing if this could be completed and contacting Dane County.

Joe asked for all to consider what 4 projects they would like to see completed in 2020 by the HPC. Joe said it was a goal to complete 4 in the new year and thought the Indian Trail/Military Road should take top priority considering the HPC may have other funding available for this project. With the approval of Siberz proposal by the HPC and hopefully approval by the Town Board would be our second goal. The Mill Road site and possibly Silo project could be added to the list of items to complete in 2020 along with signs along the new bike path regarding the Indian trail/Military Road in that area. Joe asked that Michelle email the Military Road work previously completed by the Town and the HPC be sent to all HPC members for discussion at the December meeting. Joe made clear the HPC will stay focused on a smaller list of agenda items until each one of them is completed prior to moving onto other projects unless something requiring more immediate attention is needed.

The next meeting of the HPC will be on December 5, 2019.

Janette moved to adjourn, Michelle seconded with all in favor. Meeting adjourned at 7:15 pm.

Minutes by Joe Pichette.