

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

Virtual Meeting Via GoToMeeting

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

Please join the meeting from your computer, tablet or smartphone by visiting <https://global.gotomeeting.com/join/175004485>. You can also participate by phone by dialing +1 (872) 240-3212 and use access code: 175-004-485 If you are new to GoToMeeting, get the app and be ready when the meeting starts. You may be muted or be asked to mute your device.

AGENDA - June 8, 2020 7:00 p.m.

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

1. Call to Order
2. Public Comment on Matters Not On the Agenda
3. Approve Minutes
4. Initial Consultation, Land Division and Possible Rezone (Create One Additional Residential Lot), Bakke, 5687 Cobblestone Lane (Waunakee ETZ)
5. Zoning Amendment, GIP Amendment, Relocate 13 Residential Lots for Church and School, The Community of Bishops Bay, Cross Lutheran Church, Texas Longhorn Drive (Middleton ETZ), Discussion/Recommendation
6. Park Committee Report/Items for Action
7. Historic Preservation Commission Report/Items for Action
8. Waunakee/Westport Joint Planning Committee Report/Items for Action
9. Middleton/Westport Joint Zoning Committee Report/Items for Action
10. Miscellaneous Matters/Forthcoming Events
11. Adjourn

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

TOWN OF WESTPORT

PLAN COMMISSION – March 9, 2020

The regular monthly meeting of the Plan Commission was called to order at 7:03 p.m. in the Community Meeting Room of the Bernard J. Kennedy Administration Building by Chair Grosskopf. Members present: Grosskopf, Kennedy, Manering, and Ohm. Members absent: Bruskewitz, Cuccia and Pichette. Also attending: Jim Budeau, Tina and Gary Napralla, Kyle and Jeanette Acker, Bill Kennedy, and Tom Wilson.

No one was present For Public Comment on Matters not on the Agenda. The minutes of the February 10, 2020 regular meeting were approved as presented on a motion by Ohm, second Kennedy.

After a presentation by Wilson and discussion, the Rezone (County R-1 to Village R-1), Adjust Rear Setback for Home Addition, Budeau, 6091 Imperial Drive, was recommended for approval as presented with the restriction to maintain all of the current setbacks for County R-1 except for the rear yard which shall comply with the Village R-1 classification requirements, as recommended by staff, on a motion by Manering, second Kennedy.

After a presentation by Wilson and discussion, the Land Division (Create One Additional Residential Lot), Napralla, 5531 Sunset Trail, was recommended for approval with standard Town conditions and restrictions as recommended by staff, including payment for one park fee unit, no further divisions, and payment for Town water if ever extended to that area, on a motion by Manering, second Ohm. Kennedy reported for the minutes that she is not the Cindy Kennedy that sent an approval letter for the applicant.

After a presentation by Wilson, questions of the applicants, and discussion, the Design Review, Construct 8 Condominium Units, Premier Builders, Adrian Circle, was approved on a motion by Kennedy, second Ohm, with conditions and restrictions as discussed and recommended by staff as follows:

To be built as presented on the plans submitted;

Compliance with comments that come in from the fire department, Town Engineer, Town maintenance staff, and WAEMS, as approved by the Town Administrator;

A CSM consistent with the proposal that contains all Town standard conditions with the creation of no additional building sites (to separate church and Town parcels with appropriate labels and restrictions to make them use compliant) to be administratively approved if consistent with this action;

Easements as necessary for access and utilities;

Restrictions on the use of non-dark sky lighting with all lighting and fixtures to be approved by the Town Administrator prior to installation;

No parking to be posted or allowed on the private drive (exceptions may be allowed with pre-approval by Town staff);

A note in the condo documents regarding the tower location and advising of potential maintenance and access (similar to the ag land notice now provided in rural CSM's);
No structures or plantings on the Town easement on the north side of the property;
Access to the water tower must be maintained during construction;
Wilson to review and approve any restrictions and condominium documents;
Compliance with the town stormwater standard with plans to be approved by the Town Engineer;
A grading plan to be approved by Town Engineer which shows compliance with Town standards;
Connections to the Town sewer and water system and all utilities underground;
A restriction in the condo documents similar to the currently added Carriage Ridge restriction on short term rentals;
Any other standard Town restrictions not enumerated here but recommended by staff; and,
Petitioners will make copies of the materials and colors to be utilized, which were not presented but described, available to staff for presentation by email to Commission members with the ability of the members to each object or describe alternatives by Friday March 13 at Noon, or the materials will be deemed approved.

Wilson reported on the work of the Park Committee and 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, Wilson reminded the Commission members present again of "replying to all" to emails and avoiding a walking quorum, and Wilson reported on the CTH M trail progress.

Motion to adjourn by Manering, second Ohm. The meeting adjourned at 7:37 p.m.

Mary Manering, Secretary

AGENDA ITEM #4:

Initial Consultation, Land Division and Possible
Rezone (Create One Additional Residential Lot),
Bakke, 5687 Cobblestone Lane (Waunakee ETZ)

Date: April 20th, 2020

To Bob Anderson,

We are requesting Approval from the Board, for us to divide our property @ 5687 Cobblestone Lane, in the Carriage Ridge Subdivision. Along with this request, we have provided a Lot Map and an Arial View of our lot.

The Lot Map has red lines drawn to reflect the portion of land that is buildable. We contacted Hart DeNoble Builders and they provided their opinion as to the buildable area. We have not had the land surveyed at this point, as we want to wait for the board's approval prior to hiring a surveyor.

The Arial View shows the neighborhood's lots and spacing of homes.

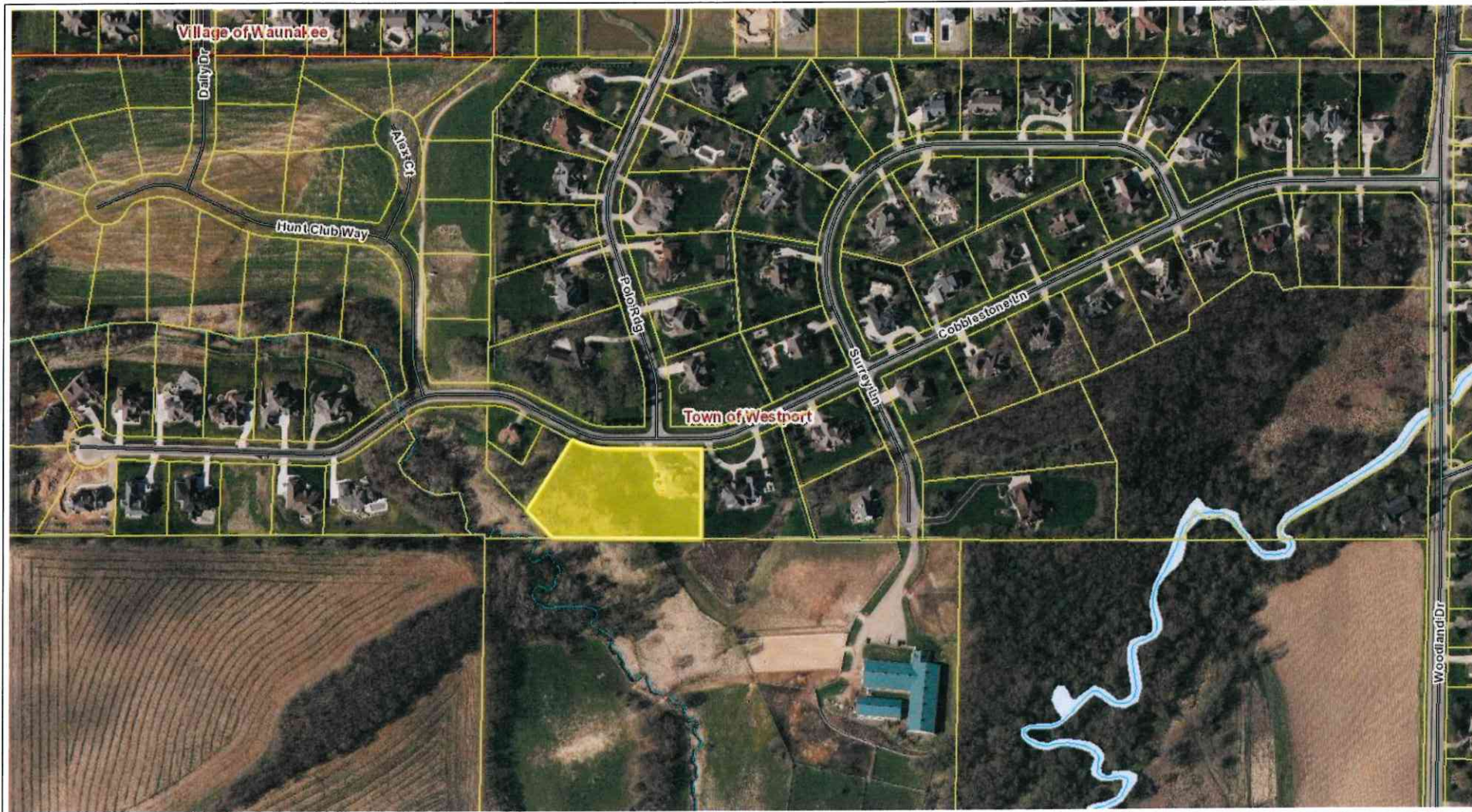
We have asked Tom Bunbury for the approval of our Carriage Ridge Homeowners Association, and he has given us approval. If needed he has offered to present his approval in writing.

Thank you for viewing our request.

Phil and Anne Bakke

Phone) 608.849.6823

Email) pabakke@mac.com



Town of Westport GIS

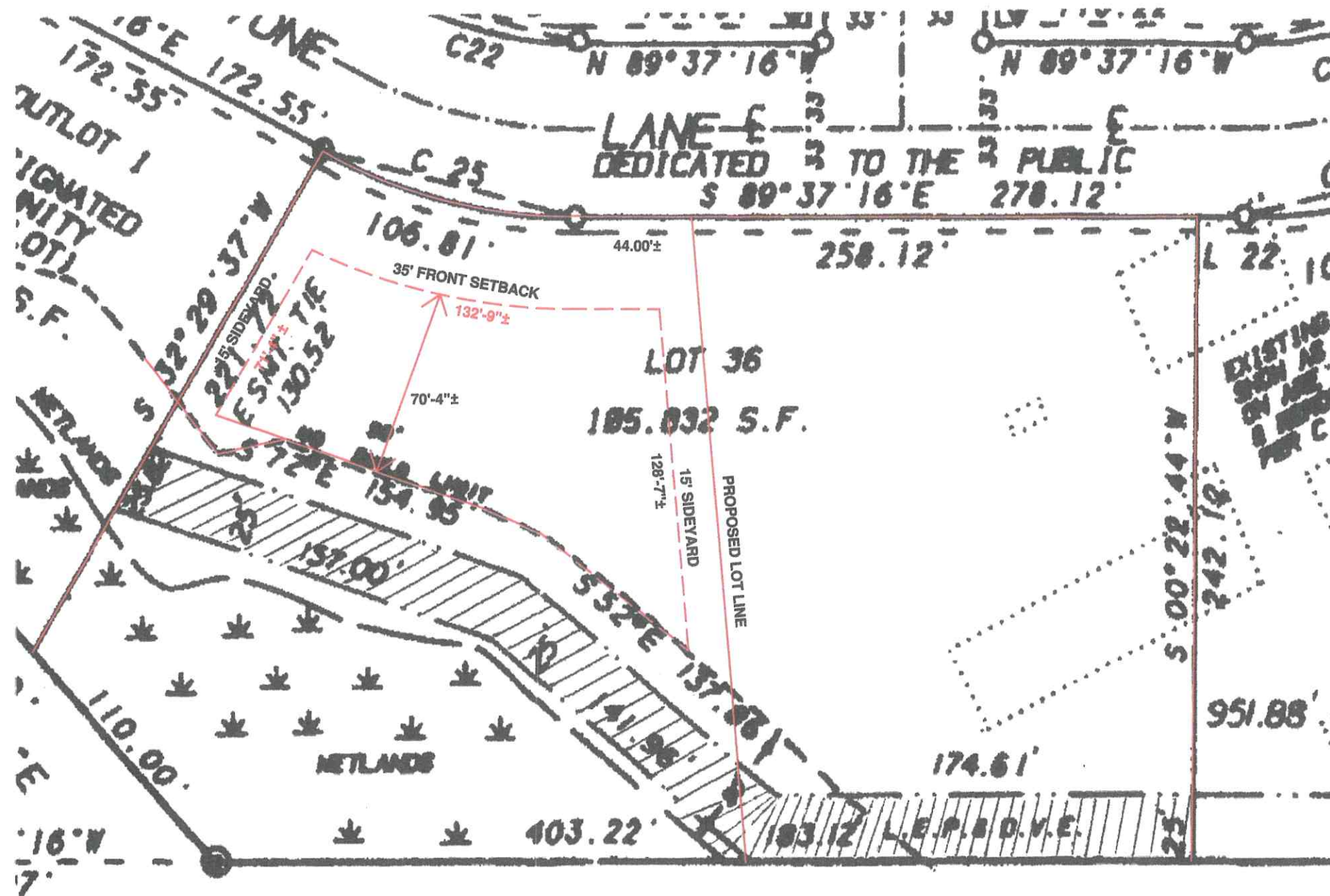
DISCLAIMER: The Town of Westport does not guarantee the accuracy of the material contained here in and is not responsible for any misuse or misrepresentation of this information or its derivatives.



SCALE: 1 = 354'

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

Print Date: 4/22/2020



S 89°37'16"E 2019.59' FROM SW CORNER OUT

1 1/4" REBAR

Please be advised that the document Grantor(s) hereby direct viewers to ignore the printed text material on this map. Only the special relationships of the illustrations on the map are being presented for your information.

Grantor(s)/Grantor(s) Agent
Date:

PT



AGENDA ITEM #5:

Zoning Amendment, GIP Amendment, Relocate 13
Residential Lots for Church and School, The
Community of Bishops Bay, Cross Lutheran Church,
Texas Longhorn Drive (Middleton ETZ),
Discussion/Action



999 Fourier Drive, Suite 201
Madison, Wisconsin 53717
(608) 821-3960 phone
(608) 826-0530 FAX
www.vierbicher.com

Letter of Transmittal

Date: 5/20/2020

Project No. 190322

Re: The Community of Bishops Bay –
GIP Modification Submittal for
Town of Westport Development

(Electronic Submittal)

File:

Attn: Tom Wilson
To: Town of Westport
Kennedy Administration Building
5387 Mary Lake Road
Waunakee, WI 53597

WE ARE SENDING YOU:

☒

Attached

☐

Under separate cover via _____ the following items:

☐

Shop Drawings

☐

Prints

☐

Plans

☐

Samples

☐

Specifications

☐

Copy of Letter

☐

Change Order

☐

Pay Request

Copies	Date	No.	Description
-	5/20/2020	-	Plan Commission Application for GIP Modification (GIP Amendment)
-	5/20/2020	-	GIP Amendment Plans (11 x 17)
-	5/06/2020	-	Concept Site Plan
-	5/11/2020	-	Floor Plan (Phase 1 Building)
	5/19/2020	-	Concept Renderings

THESE ARE TRANSMITTED AS CHECKED BELOW:

☒

For approval

☐

Approved as submitted

☐

Resubmit _____ copies for approval

☐

For your use

☐

Approved as noted

☐

Submit _____ copies for distribution

☐

As requested

☐

Returned for corrections

☐

Return _____ corrected prints

☒

For review & comment

☐

For your file

☐

REMARKS:

Based on prior City and Town staff coordination, we request for this project to be placed on the agenda for the June 8th Westport Plan Commission meeting and a successive Town Board meeting, as well as the June 24th Middleton-Westport Joint Zoning Committee meeting. The \$250 application fee was submitted by check on 5/19/2020.

Please contact us if you need any more information or if you have any questions. Thank you.

Copy to The Community of Bishops Bay
Cross Lutheran Church Signed Nicholas D. Bower, PE

If enclosures are not as noted, kindly notify us at once.

Zoning Change

Parcel Numbers Affected: N/A
Property Address or Location: West of CTH M / NE of Texas Longhorn Dr
Zoning District Change: To: Commerce (Church Site)
(To/From/ # of Acres) From: CL-R (Residential)
5.1 acres (All Phases)

Narrative: (reason for change, intended land use, size of farm, time schedule)

- ☐ Separation of buildings from farmland ☐ Creation of a residential lot
☐ Compliance for existing structures and/or land uses ☒ Other

GIP Amendment for The Woods, The Farm, and The Prairie
neighborhoods within The Community of Bishops Bay to allow for
a Commerce use within The Farm neighborhood.

~~Variance~~ N/A

Current Principal Use: _____
Accessory or Secondary Uses: _____
Proposed Use: _____
Ordinance section from which variance is being sought: _____

What specific departure from the ordinance is being proposed (refer to the standards of the ordinance)?

Have you been granted any variances in the past for this property? ☐ Yes ☐ No

If yes, please describe: _____

Name of adjoining property owners, if known: _____

The Community of

BISHOPS BAY



The Farm & Reserve
Hill Neighborhood
GIP Amendment
May 20, 2020

Contents:

GIP Summary Text

Lot & Street Types Map (Overview of Revisions)

Lot & Street Types Map (Currently Proposed)

Park Lands Map (Currently Proposed)



Developer: The Community of Bishops Bay LLC



P.O. Box 620037
Middleton, WI 53562
(608) 831-5500

Engineer, Planner, Landscape Architect, Surveyor:

vierbicher
planners engineers advisors



999 Fourier Drive, Suite 201
Madison, WI 53717
Phone: (608) 826-0532

The Community of Bishops Bay– GIP Amendment

GIP Summary Text

Overview

This General Implementation Plan (GIP) Amendment modifies The Farm and Reserve Hill neighborhoods within The Community of Bishops Bay. This Amendment proposes relocating two hamlets (13 single family lots) within The Farm neighborhood. A new church will be located in the current location of the hamlets, west of County Trunk Highway M and south of an existing preschool site. The church will provide the added benefit of serving as a land use transition from the highway and preschool site to the residential neighborhood setting.

Currently, the GIP is approved for 394 residential lots and a density of 1.6 dwelling units per acre (dua) within the Town of Westport. No change in the number of homes or residential density within the Town of Westport is proposed because the proposed municipal boundary is being revised to include approximately 4 additional acres.

Lot Types & Consistency with the MDP

The changes within this proposed GIP Amendment include an adjustment to the layout for the Cluster Residential (CI-R) lots, addition of a Commerce land use in The Farm neighborhood, and an adjustment to the proposed City of Middleton/Town of Westport corporate boundary.

The proposed layout for The Farm neighborhood contains 219 Cluster Residential lots and a Commerce land use within the Town of Westport. No single family lots are being removed or added as part of this amendment. Final lot counts, sizes, configurations and designations will be determined at the SIP level. The lot type designations are consistent with the chart on page 25 of the Master Development Plan (MDP) that lists lot types by neighborhood.

The Cluster lot sizes conform to the CI-R lot standards. Cluster lot sizes are anticipated to range in size from 9,000-14,000 sf. Approved CI-R lot sizes are 5,000-40,000 sf.

The Commerce land use is a conditional use in The Farm neighborhood, and will require that the development conforms to the Commerce development standards. Commerce standards do not have a maximum lot size. The Commerce development within the Farm will have a rear yard setback of at least 10', a maximum building height of 60', and a maximum impervious area of 80%.

Neighborhood residential densities also remain within the limits established in the MDP. Proposed densities are as follows (MDP maximum density in parentheses):
The Farm: 1.6 dua (2.3 allowed)

Parks & Open Space

The percentage of total park and open space will remain unchanged at 31%. This GIP Amendment includes a minor adjustment to the proposed boundary of the Farm Neighborhood Park.

This change will result in 77 acres of total park and open space. The proposed 77 acres of parkland is above the required Town dedication of 19.9 acres (2,200 sf per lot x 394 lots). An additional 57 acres of open space will be provided via easements on each lot to accommodate trail connections, prairie planting and agriculture areas, bringing the total open space area to 134 acres.

Road & Trail Network

All public streets use either the Parkway Boulevard or Rural Residential street types, as specified in the MDP—see the attached map for precise locations of these street types.

A temporary access drive will be constructed to allow access to the Commerce development until the surrounding Farm neighborhood lots and street network is developed. The access drive will meet requirements set by the Middleton Fire Department.



The Community of Bishops Bay

GIP Amendment - Westport Area

Lot & Street Types Map (Overview of Revisions)

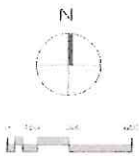
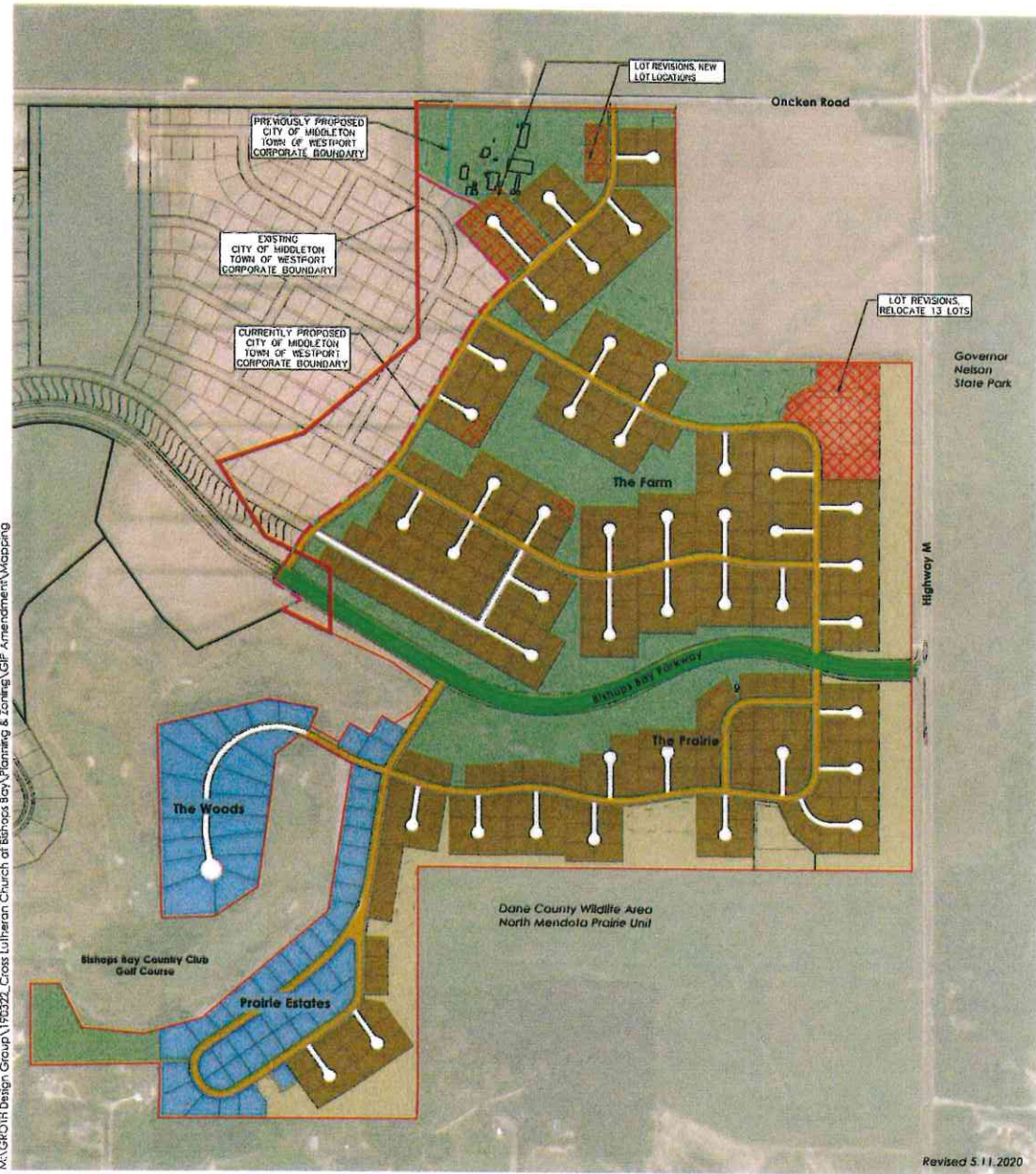
- LOT TYPES:

 - Commerce (C) Lot
No min lot area; 15' wide min
 - Cluster Residential (C-R) Lot
5,000 sf min; 50' wide min
 - Manor Residential (M-R) Lot
9,500 sf min; 75' wide min
- STREET TYPES:

 - Parkway Boulevard 110' max. ROW
 - Rural Residential Street 48' ROW

Note: Private streets/drives shown in white
- MUNICIPAL BOUNDARIES:

 - Existing Corporate Boundary (~ 267 ac)
 - Currently Proposed Corp. Boundary (~ 252 ac)
 - Previously Proposed Corp. Boundary (~ 248 ac)



vierbicher
planners engineers advisors



The Community of Bishops Bay

GIP Amendment - Westport Area

Lot & Street Types Map (Currently Proposed)

LOT TYPES:

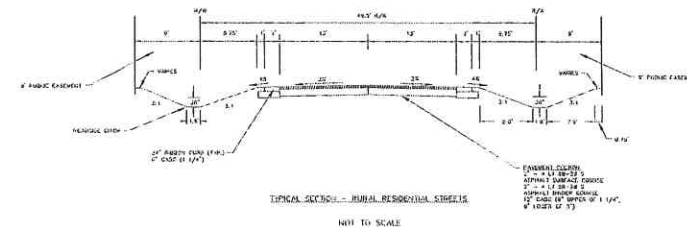
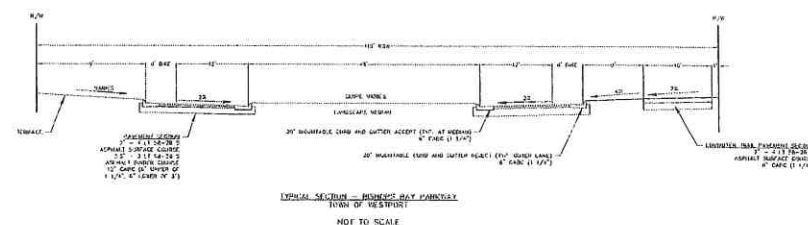
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Revised 5.11.2020

The Community of Bishops Bay GIP Amendment - Westport Area Park Lands Map (Currently Proposed)



Governor
Nelson
State Park

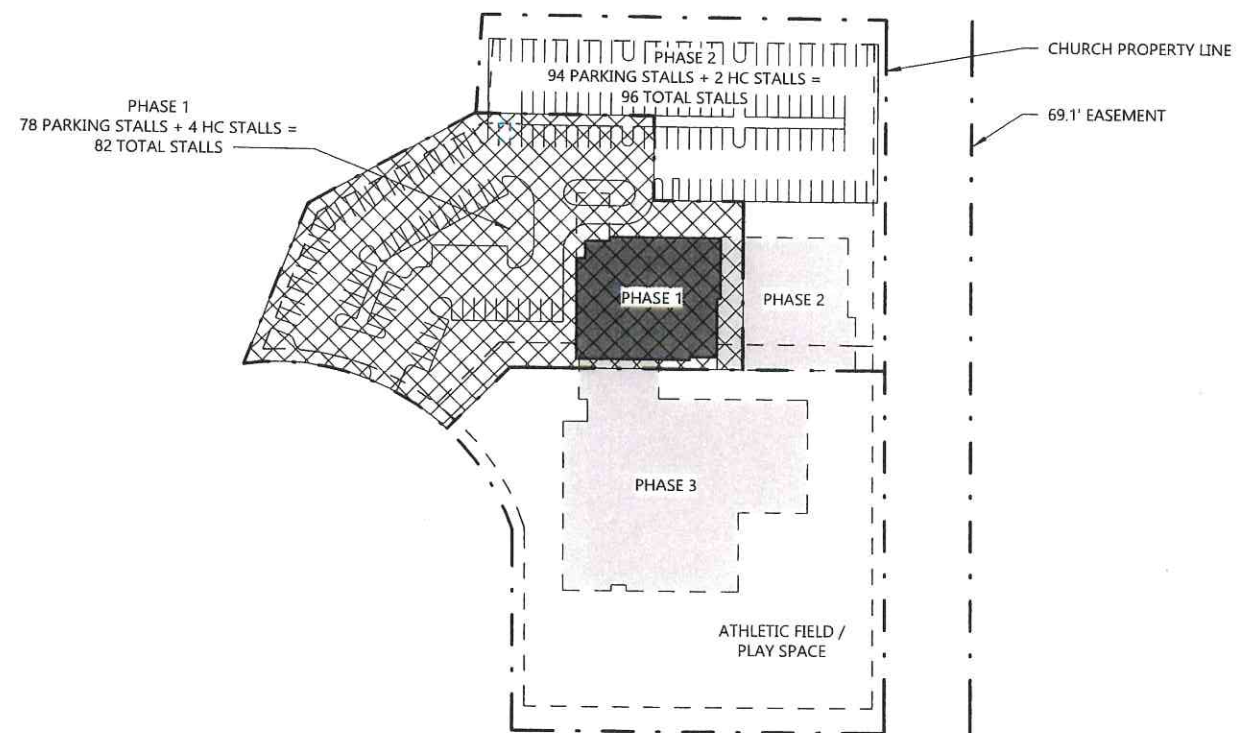
PARK LANDS - TOWN OF WESTPORT				
DESIGNATION	DESCRIPTION	MDP AREA (2015 REVISION, IN ACRES)	PROPOSED AREA (IN ACRES)	NOTES
A	FARM NEIGHBORHOOD PARK	2	4	INCLUDES FARMSTEAD
B	COMMUNITY GARDEN	4	5	INCLUDES FARMSTEAD
D	LINEAR PARKWAY	14	10	
E	FARM FIELD	8	5	
F	LINEAR PARKWAY	6	7	
G	PRAIRIE RESTORATION	12	6	PRIVATE PARK
H/I	ORCHARD	12	7	COMBINED AREAS
J	SAVANNA NEIGHBORHOOD PARK	9	10	
K	LINEAR PARKWAY	3	8	
L	PRAIRIE RESTORATION	3	8	INCLUDES PARK ALONG GOLF COURSE
M	LINEAR PARKWAY	2	2	
N	PRAIRIE RESTORATION	10	5	PRIVATE PARK
	STORMWATER MANAGEMENT FACILITY			
		85	77	
TOWN OF WESTPORT AREA		270	252	
PERCENT PARKLAND		31%	31%	
LOT EASEMENT AREA OPEN SPACE			57	
	PAVED RECREATIONAL TRAIL			
	GRAVEL/MOWED TRAIL			
NOTE: TOWN OF WESTPORT REQUIRES 2,200 SF OF PARKLAND PER LOT (19.9 ACRES) TOWN OF WESTPORT AREA IS BASED ON PROPOSED CORPORATE BOUNDARY AND ANTICIPATED ROW ADJUSTMENTS				

Revised 5.11.2020



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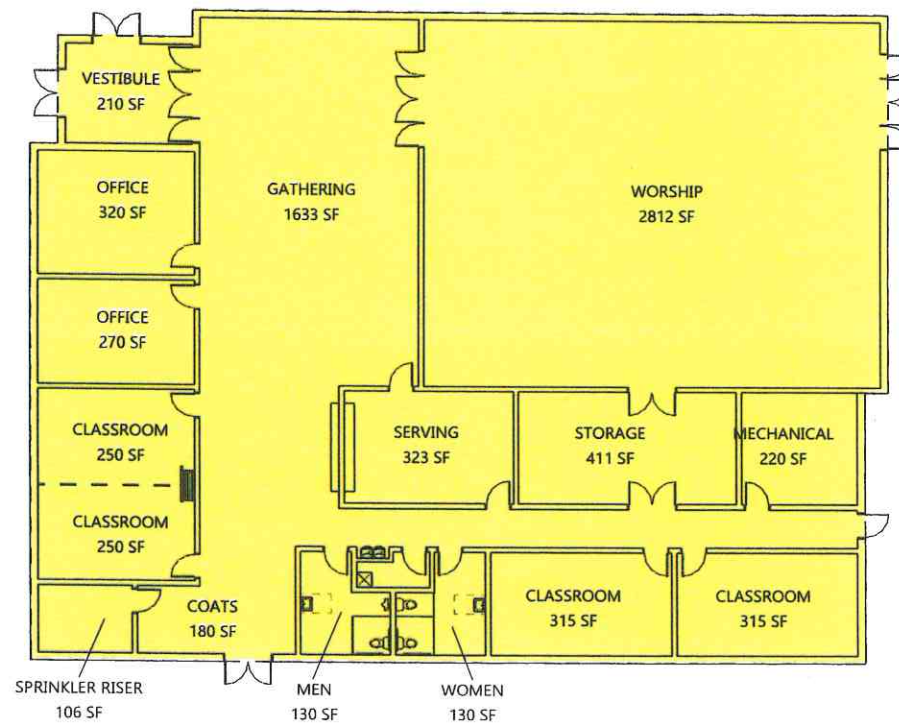


SITE PLAN

1" = 100'-0"



CROSS LUTHERAN
BISHOPS BAY
MIDDLETON, WI



REVISED

PLAN = 9,160 SQ FT

LEVEL 1 - FLOOR PLAN PHASE 1

1/16" = 1'-0"

CROSS LUTHERAN
BISHOPS BAY
MIDDLETON, WI



GROTH
Design
Group

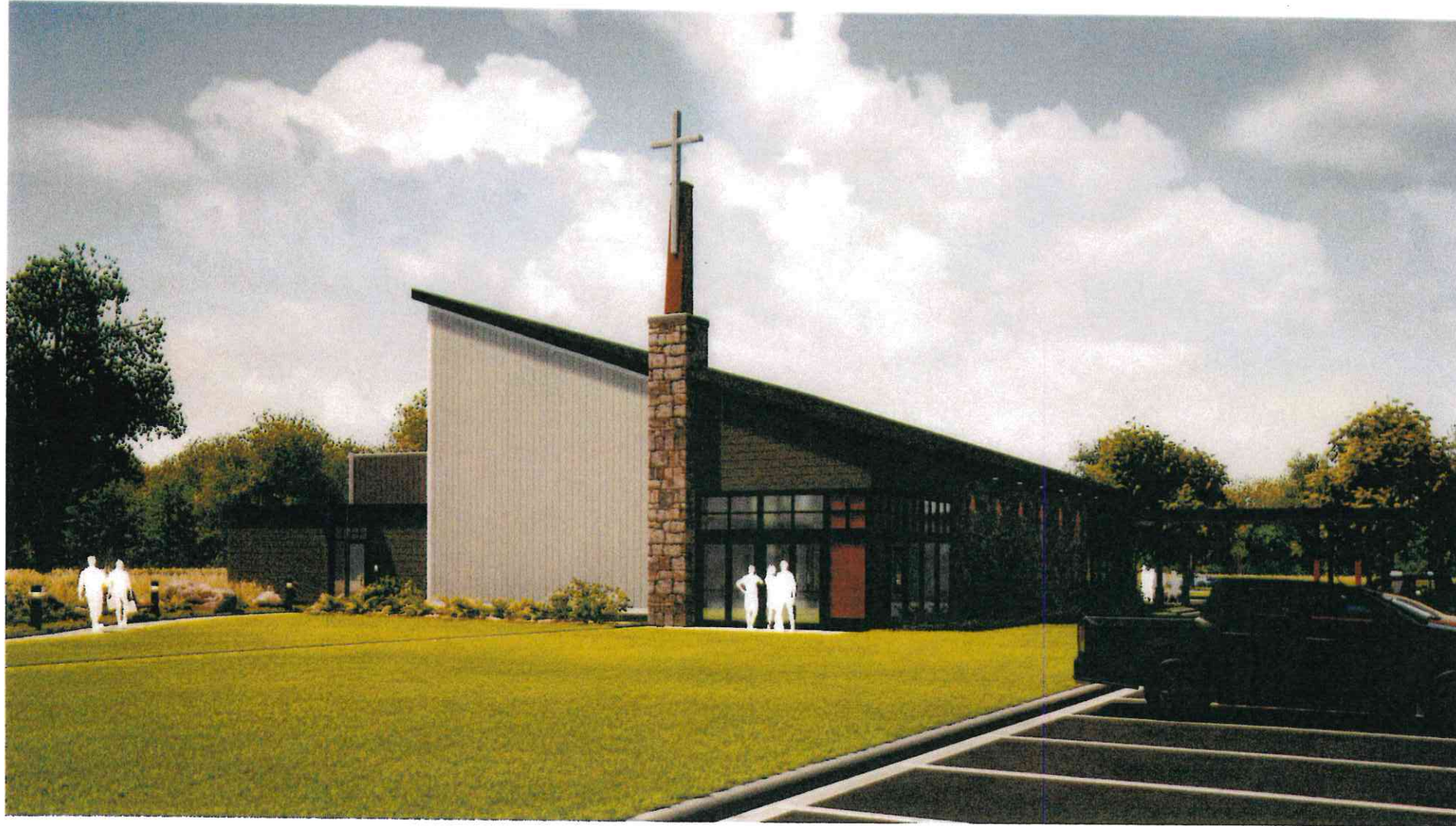
01.14.20





CROSS LUTHERAN
MIDDLETON, WISCONSIN

16.048
PRELIMINARY CONCEPT RENDERINGS
05/19/20







PLAN COMMISSION APPLICATION

CITY OF MIDDLETON • 7426 HUBBARD AVE. • MIDDLETON, WI. 53562 • (608) 821-8370 • FAX (608) 827-1080

Plan Commission usually meets the 2nd and 4th Tuesdays of each month at 7 p.m. in the Council Chambers of Middleton City Hall. The following **must be submitted THREE weeks** prior to any Plan Commission meeting for staff review and agenda placement. Failure to submit a complete package may result in the return of all items, a resubmittal fee, and a delay of your project.

1. Plan Commission Application & Checklist (this packet).
2. Required (nonrefundable) fee(s) **and deposit (see chart below)**.
3. One (1) plan set, 11"x17", and an electronic version emailed to Diane, the Office Manager, at dattoe@cityofmiddleton.us. The plan sets must include streetscape and site landscape plans.
4. One separate copy of the streetscape/landscape plan must be submitted to Mark, the City Forester, at mwegner@cityofmiddleton.us.

Project Address/Name: The Community of Bishops Bay - GIP Modification

Applicant: Cross Lutheran Church, Attn: Pastor Joel Brandt		
Address: 300 Broadway Dr., Sun Prairie, WI 53590		
Phone: 608-999-0631	Fax:	Email: brandtj@crosslutheran.church

Owner: The Community of Bishops Bay LLC, Attn: Terrence Wall		
Address: P.O. Box 620037, Middleton, WI 53562		
Phone: 608-831-5500	Fax:	Email: info@bishopsbaycommunity.com

Project Description: GIP Amendment for The Woods, The Farm, and The Prairie neighborhoods within The Community of Bishops Bay to allow for a Commerce use within The Farm neighborhood.

Owner/Applicant Signature: Rev. Joel Brandt **Date:** 5/19/2020

Note: - City ordinances are on the City website at <http://www.ci.middleton.wi.us/115/City-Code-of-Ordinances>
- Applicants must check with the Building Inspection Dept. to determine if any permits are required.

Fees (check what applies):		Deposit
<input type="checkbox"/>	Certified Survey Map	An Escrow Deposit of \$5,000 is required per Ord. 10.128(2) to cover project review costs by outside consultants when necessary. See attached excerpt from City Ordinances.
<input type="checkbox"/>	Concept Review	
<input type="checkbox"/>	Conditional Use Permit	
<input type="checkbox"/>	Design Review	
<input type="checkbox"/>	Design Review Revisions	
<input type="checkbox"/>	Final Plat	
<input type="checkbox"/>	GIS (cost to update City records)	
<input type="checkbox"/>	Preliminary Plat	
<input type="checkbox"/>	Rezoning	
<input type="checkbox"/>	Sign Design Review	
<input type="checkbox"/>	Sign Variance	
<input checked="" type="checkbox"/>	SIP/SIP Modification* (GIP)	
<p>* Specific Implementation Plan in Planned Development District ** Land Divisions: Plat = \$500 + \$30/ lot; CSM = \$200 + \$30/lot; public improvements = \$0.75 x total pipe length (total footage of all public pipes + private storm water pipes) - see attached calculation sheet *** Fee based on cost of project. For Rezoning: single lot or project = \$400, larger projects and PDD rezoning requests = \$1,000 for projects up to 50 acres, and \$2,000 for projects over 50 acres. For SIP Modifications: projects under \$10,000 = \$50, between \$10,000 and \$50,000 = \$200, and over \$50,000 = \$400.</p>		<p>TRAFFIC IMPACT ANALYSIS Required Yes <input type="checkbox"/> No <input type="checkbox"/></p>