

TOWN OF WESTPORT
REGULAR BOARD MEETING
Special Date and Time
Kennedy Administration Building
Community Meeting Room
5387 Mary Lake Road
Town of Westport, Wisconsin

AGENDA - Monday, March 23, 2020 6:00 p.m.

1. Call to Order
2. Public Comment On Matters Not On the Agenda
3. Approve Minutes
4. Review/Approve Operator Licenses
5. Driveway/Access/Utility/Road Opening Permits
6. Water Utility/Fire Protection Utility
Miscellaneous
7. Sewer Utility
Miscellaneous
8. Engineer Report
Miscellaneous Ongoing Projects
9. Rezone (County R-1 to Village R-1), Adjust Rear Setback for Home Addition, Budeau,
6091 Imperial Drive, Discussion/Recommendation
10. Land Division (Create One Additional Residential Lot), Napralla, 5531 Sunset Trail,
Discussion/Action
11. COVID-19 Responses Discussion/Action
12. Committee Reports/Items for Action
Personnel Committee Public Works Committee Westport/Middleton JZC
Audit Committee Town Plan Commission Westport/Waunakee JPC
13. Administrative Matters
14. Miscellaneous Business/Forthcoming Events
15. Pay Current Bills
16. 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

TOWN BOARD - Monday, February 17, 2020

The regular semi-monthly meeting of the Town Board was called to order in the Community Meeting Room of the Bernard J. Kennedy Administration Building at 7:03 p.m. by Chair Grosskopf. Members present: Cuccia, Enge, Grosskopf, Sipsma, and Trotter. Members absent: None. Also Present: Bob Anderson and Tim Wohlers.

There was no Public Comment On Matters Not On the Agenda.

The minutes of the February 3, 2020 regular meeting were approved as presented on a motion by Sipsma, second Cuccia.

A regular Operator License for Hywell Bowman, Jr. as on file with the Clerk and presented was granted subject to all state and local requirements on a motion by Sipsma, second Enge.

Grosskopf reported on items before the plan commission/committees.

The Audit Committee recommended payment of bills as presented by the Deputy Clerk after questions were answered.

There were no Administrative Matters raised.

There were no Miscellaneous Business or Forthcoming Events raised.

Current bills were paid as presented by the Deputy Clerk and recommended by the Audit Committee after questions were answered on a motion by Sipsma, second Enge.

After the nature of the business was announced by the Chair, the Board adjourned to closed session pursuant to Section 19.85(1)(e), Wis. Stats., to deliberate or negotiate the purchase of public properties, the investing of public funds or conducting other specified public business, because competitive or bargaining reasons require a closed session, regarding the Community of Bishops Bay Financing Request, on a motion by Sipsma, second Enge, by a unanimous vote, at 7:05 p.m.

The Board returned to Open Session after discussion on the noted matter in closed session with the Deputy Clerk-Treasurer at 7:25 p.m., on a motion by Sipsma, second Enge, by a unanimous vote.

Motion to adjourn by Sipsma, second Cuccia. The meeting adjourned at 7:26 p.m.

Robert Anderson
Deputy Clerk-Treasurer

TOWN OF WESTPORT
AUDIT COMMITTEE MEETING
Kennedy Administration Building
Community Meeting Room
5387 Mary Lake Road
Town of Westport, Wisconsin

AGENDA - Monday, March 23, 2020 5:30 p.m.

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

1. Call to order
2. Approve minutes
3. Review/approve bills for payment
4. 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.

#9
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.

#10
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

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

Monday, March 9, 2020 7:00 p.m.

1. Call to Order
2. Public Comment On Matters Not On the Agenda
3. Approve Minutes.
For the 2/10/20 meeting minutes.

- #9
4. Rezone (County R-1 to Village R-1), Adjust Rear Setback for Home Addition, Budeau, 6091 Imperial Drive, Discussion/Recommendation

The owners wish to add on to the back of their lot along Imperial, that backs up to an open field. They are currently at, if not inside, the rear set back for the County R-1 classification in place on the property (50 feet). They would like to add on to the house by about 18.5 feet, which would require a rezone to Village R-1. This would provide for a 30 foot set back, and allow them to construct what they desire. Remember that this area is in the Waunakee ETZ so the County R-1 classification is seen as temporary to allow for a rezone to Village R-1. The map indicates also that their lot is somewhat odd shaped due to being at an intersection, The Budeaus indicate the neighbors do not object, and we have not received any objections to date despite a public hearing notice going out. This change is consistent with our comprehensive plan in that we are trying to move these areas to their ultimate zoning classification and not a temporary one. In the past you have allowed this with odd shaped lots and where there is no objection. The remaining set backs should stay the same also as you have done in other similar situations.

Finally note that their plat of survey shows the addition might be inside a 30 foot setback. That would not be allowed with this classification. Also note that all of the other houses in the neighborhood from the aerial photo are at the 50 foot setback. You can get an idea of how this might look with the addition. They may have room on the southwest side yard to add as an alternative to a rezone, but they did explain at the consult why this was not really an option for them (shape of the house, lot and trees).

The consult on this matter was held last month with no unfavorable comments. The lot is in the ETZ and the JPC will be holding a hearing on this March 10.

RECOMMENDATION: Move to approve the rezone as presented but keep all of the current setbacks except for the rear yard which shall comply with the Village R-1 classification requirements.

#10
5. Land Division (Create One Additional Residential Lot), Napralla, 5531 Sunset Trail,
Discussion/Recommendation

The Naprallas own property along Sunset that they would like to split in half. This would make their lot consistent with the size of the almost all lots up and down both sides of Sunset. We have split other lots on this side of Sunset to accomplish this in years past. Note that this lot as it currently exists matches up in size with the lot behind it on Woodland Drive. Also it is the same size as a corresponding bookend lot at the south end of Sunset and Mary Lake. Their proposal would create two 3/4 acre lots, again consistent with most of the lots in the Mary Lake neighborhood. The Naprallas have contacted their neighbors and we have had a few reply favorably, and none that we are aware of replying unfavorably. The lot is zoned County R-2. If you allow the split we could simply keep that classification on both lots since the entire area here is zoned County R-2. This would provide for consistency frankly, even though maintaining a temporary classification. At the consult, which went well for the request, it was suggested not to rezone the lot since that seemed overkill and unnecessary. The fact of the matter is that this land appears to be a separate lot that has yet to be built on.

The property is in the Waunakee ETZ and the Village's ETJ so the JPC will reviewing this on March 10.

RECOMMENDATION: Move to approve as presented with standard Town conditions and restrictions (1 park fee, no further divisions, payment for water if extended, etc.).

6. Design Review, Construct 8 Condominium Units, Premier Builders, Adrian Circle,
Discussion/Action

The Ackers are bringing back hopefully for a last time their proposal for compliant condominiums on the parcel zoned R-4 by the Town water tower. This is hopefully the final of many meetings over the years. Frankly, they have done a nice job now of complying with Town Plan Commission instructions on the site, and it is ready for conditional approval with restrictions, all noted below. The following is a history of what we have done most recently with the site and then comments at the end for this meeting.

For March 11, 2019 consult from TGW staff memo:

This matter was carried over from February for the owners to appear and present their plan. The Ackers are back to have a proposal reviewed on the lot next to their current duplex by the Town water tower on Adrian Court just north of the St. Mary of the Lake Church property. I am not sure if they have contacted the neighbors regarding their proposal. The proposal differs from that presented in 2014 in that another duplex is being proposed, and the Comp Plan has been revised to Community Residential, which does allow multi-family as long as it

works in and is consistent with the current neighborhood. Note that below the two lots near the tower were approved for 6 total water units. A duplex would be two units and a 4-unit apartment would also be two units. There is already a duplex on the site using 2 of those 6 units, so the addition of this newly proposed duplex would exceed what was contemplated in 2014. However the way the buildings are laid out and because of the size of the parcel, this could work. Here are the comments and minutes from 2014 when this was last proposed:

December 8, 2014 Staff Comments: The Ackers have bought the remaining two lots on Adrian Circle (formerly known as Shannon Way) by the Town Water Tower. The property is in the Waunakee ETZ area, bounded on the south with mostly Church cemetery property, to the west by the other Church land, to the north by the single family Tara subdivision, and open land to the east contemplated for further single family development in the comprehensive plans. The western lot is smaller and zoned County R-3A for a duplex, which the Ackers will likely build and which requires no action by the Plan Commission. However the eastern larger lot on which the tower sits is zoned County R-4 for multi-family development, and the Ackers are proposing two four-unit buildings on that lot for a total of 8 multi-family units. If you recall we did have a proposal previously to develop both of these lots with 11 single family units. Here the Ackers are proposing 10 multi-family units on both lots, 8 of which the Plan Commission has design review over. This proposal is well within the density allowed for the site. The parcel is also shown in the comprehensive plans as in a multi-family district. These two parcels are some of the only multi-family parcels left in the Town, and the parcel at issue is one of the last, if not the last, remaining R-4 zoned parcel. The previous developer mentioned that based on the zoning there is the potential for 38 units on this lot alone due to its size (about 2.25 acres), but that would not be consistent with past Town practices, the neighborhood, nor necessary. In fact it was probably contemplated that 4-12 multi-family units would be allowed on the lot. This is evidenced by the number of units that have been credited for water purposes on the lots for water utility purchase rights and easements (6 SF units on both lots, for a maximum of 12 MF units; or one duplex at two units and 8 apartments taking up 4 water units). So two 4-unit buildings on this lot are consistent with that credit and contemplation under the Comprehensive Plan. The Plan Commission does have design review of these multi-family units. No zoning change or Comprehensive Plan change is required for them to accomplish this. I do not believe the Ackers have yet to meet with the all of the immediate neighbors to discuss this development, although I do believe they met with Church representatives. There would also be issues to work on regarding how to meet the Town's stormwater standards, parking, continued access to Town water facilities, and design.

As I noted, I believe the Ackers have talked to the Church and there may be an arrangement for the Church to obtain part of the southern abutting portion of the lot, used to square off their holdings and perhaps add to the cemetery if needed. The Town would also need part of the lot for the water tower (which was previously agreed as part of the tower land deal), which is understood by the Ackers and shown on their concept map. These actions would require the approval of a land division by CSM and also rezonings for these uses.

December 8, 2014 Plan Commission minutes: “An Initial Consultation for Design Review, Density (8 Units) and potential Lot Line Adjustment, Kevin and Jeanette Acker, Shannon Court/Adrian Circle (Waunakee ETZ), was then held. After a presentation by Wilson and questions of the developer, the Commissioners advised of likely general approval with some design revisions.”

At March 11, 2019 Plan Commission consult from approved minutes:

Kyle and Jeanette Acker and their engineer were present for a Consultation on their Development Proposal for 10 Apartment Units, Adrian Circle, in the Waunakee ETZ. The Ackers informed the Commission that they would now like to see 12 units on the parcel. The Ackers were informed of issues with having more than 8 multi-family units on the parcel, concerns over the width of the driveway regarding access to the Town water tower and parking/safety service concerns, setback issues should be reviewed for locating structures with the least impact to neighboring property owners and widening driveway, preferred condominium ownership, and fee payment for water connections.

NOW: The Ackers have indeed listened to the Commission and come back with the suggested 8 units, made the private drive to accommodate traffic as might be needed for the water tower and facilities, and have done what can be done to pull back the buildings and shield them from the neighboring property owners. They will be donating property to the church and to the Town for the tower (so a CSM will be needed that can be reviewed administratively later since it provides no further buildable lots). Stormwater is also being handled in compliance with the Town requirements. All water fees and parkland fees have been paid, although there may be some MMSD fees due. The buildings will be in condo ownership, and they are being built as single story structures for the least impact on the neighborhood. The project is consistent with our Comprehensive Plan for the area and coincides with what has been envisioned for the site over the years, if not well above what was hoped for, and certainly better than previous presentations. Outdoor lighting will be done by recessed cans on the buildings (any other lights that might be added later should be full cut off and fully shielded), and a landscaping plan was submitted which appears appropriate. The Ackers will be bringing construction samples and colors for you to review at the meeting. We have not heard of specific issues from our engineer, the fire department, or WAEMS to date. I also believe the Ackers have consulted the neighbors most affected and mitigated any concerns. Town maintenance staff feels that there should be no parking on the private drive in case access is needed to the tower in an emergency, that we should monitor Adrian circle for parking issues, and to advise that there could be notice issues as to maintenance of the tower such as painting.

This is a Plan Commission action item, with no action to be taken by the Board or JPC. Rezoning is not necessary for the church or tower parcels with the proper restrictions.

RECOMMENDATION: Move to approve the design review based on the plans and materials submitted, subject to the following conditions and restrictions: Compliance with comments that come in from the fire dept., town engineer, town maintenance staff, and WAEMS as approved by the Town Administrator; build as presented; 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); 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 on the private drive; a note in the condo documents regarding the tower location and advising of potential maintenance and access (almost like the ag land notice we now provide 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; and, any other conditions or restrictions the Commission may have as come up at the meeting.

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

**VILLAGE OF WAUNAKEE/TOWN OF WESTPORT
JOINT PLAN COMMISSION MEETING
Town of Westport Community Room
5387 Mary Lake Road, Town of Westport
March 10, 2020 6:00 PM**

Meeting Minutes

CALL TO ORDER

The meeting was called to order at 6:07 p.m. by Brad Zeman acting as Chair in the absence of Ken Sipsma.

ROLL CALL:

Present: Ken Sipsma (at 6:12 p.m.), Dean Grosskopf,, Brad Zeman, Brian Malich, Brian Wallace

Absent: Eileen Bruskewitz

Also Present: Jim Budeau, Gary Napralla, Tom Wilson, and Kevin Even

Roll called by Kevin Even.

MINUTES

1 February 11, 2020

Motion Brian Wallace, second by Dean Grosskopf, to approve the minutes from the February 11, 2020 Joint Plan Commission meeting as presented. Motion carried.

PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA: None

NEW BUSINESS

#9 **1 Public Hearing and Discussion/Action, Rezone (County R-1 to Village R-1) to Adjust Rear Setback for Addition, Budeau, 6091 Imperial Dr., Town of Westport**

The Public Hearing was opened by Chair Zeman at 6:08 p.m. Wilson presented on the proposal. No further comments were made and Chair Zeman closed the public hearing at 6:12 p.m. after asking for comments three times without reply. After discussion, motion Dean Grosskopf, second Ken Sipsma to recommend approval of the Budeau rezone of 6091 Imperial Drive to Village R-1 as presented, but keep all of the current setbacks except for the rear yard which shall comply with the Village R-1 classification requirements, consistent with the Westport Plan Commission recommendation.

#10 **2 Discuss and Take Action on Certified Survey Map, Napralla, 5531 Sunset Trail, Town of Westport**

After a presentation by Wilson, comments by the applicant especially as to home location, and discussion, motion Ken Sipsma, second Brian Wallace to recommend approval of the Napralla

Tom Wilson

From: John Cuccia <jac9450@gmail.com>
Sent: Sunday, March 8, 2020 9:09 PM
To: Tom Wilson
Cc: Chris Ohm State email (chris.ohm@dot.state.wi.us); Cynthia Anne Kennedy (cyndi.a.kennedy@gmail.com); Dean Grosskopf - (deana.grosskopf@gmail.com); Eileen Bruskewitz (eileenbz@gmail.com); Joe Pichette (joep@aesindustrial.com); Mary Manering email (Manering@tds.net); Robert Anderson; Kevin and Leslie Even - Waunakee (kevin@waunakee.com); Tracy Meinholz (tmeinholz@waunakee.com); Jessica Frey; Barry Buckwalter; Ken Sipsma (ksipsma@swansonresop.com); Mark Trotter (moxietrot@tds.net); Mark Trotter (mtrotter@flad.com); Terry Enge (jtenge2@gmail.com)
Subject: Re: Town Plan Commission Meeting Staff Memo for 3/9/20 meeting

To my fellow Plan Commission members. Unfortunately I will be unable to attend our meeting on Monday March 9 as I have other urgent business to attend to, sorry.

That said, I would like to render my comments regarding agenda item for the 3/9 meeting:

Item #4 - Rezone (County R-1 to Village R-1), Adjust Rear Setback for Home Addition, Budeau, 6091 Imperial Drive, Discussion/Recommendation

- I have no objection to the Budeaus' request to rezone to Village R-1, especially since this area is slated to be rezoned to Village R-1 anyway. That coupled with the notion that the lot backs up to farmland and appears to have no real effect on their neighbors. As always, it's nice to hear from the neighbors which it appears that they have reached out with no objections.

Item #5 - Land Division (Create One Additional Residential Lot), Napralla, 5531 Sunset Trail, Discussion/Recommendation

- I have no objection to the Napralla's request to subdivide the large lot they have purchased on Sunset Trail. It is a large lot to start with and will divide into 2 above average lots thus having little or no adverse effect on neighbors. There is robust precedence for subdividing this lot as several have done so in this area over the years. To maintain County R-2 Zoning makes sense to me as the rest of the area is zoned as such. It appears that the Napreallas have done their due diligence by talking to the neighbors with favorable results (actually, they put together a pretty nice information packet). I commend them for taking on the responsibility of supporting their parent to "age in place" in the existing home next to the lot they want to build on.

Item #6 - Design Review, Construct 8 Condominium Units, Premier Builders, Adrian Circle, Discussion/Action

- The package submitted by the Ackers is detailed and appropriate in scale and Architectural vocabulary for the neighborhood/area. I concur with the list of restrictions outlined for requirement of approval. My only concern is the potential for too many vehicles at the end of that cul de sac. I am aware of the restriction imposed that there be no on street parking and that there are double driveways at each unit but we all know how vehicles have a tendency to add up especially when guests come to visit or teenagers get cars. It's tight back there. That said, I have no objection to the Ackers request to build 8 Condominium Units on Adrian Circle as proposed

Again, my apologies for not being in attendance for this 3/9/2020 Plan Commission Meeting.

AGENDA ITEM #9:

Rezone (County R-1 to Village R-1), Adjust Rear
Setback for Home Addition, Budeau, 6091 Imperial
Drive, Discussion/Recommendation



PLAN COMMISSION APPLICATION

PROJECT ADDRESS / NAME: 6091 Imperial Dr / Jim Budeau

APPLICANT:	<u>Jim Budeau</u>		
ADDRESS:	<u>6091 Imperial Dr, Waunakee WI 53597</u>		
PHONE:	<u>608 609 4644</u>	EMAIL:	<u>budeauj@gmail.com</u>

OWNER:	<u>Jim Budeau</u>		
ADDRESS:	<u>6091 Imperial Dr, Waunakee, WI 53597</u>		
PHONE:	<u>608 609 4644</u>	EMAIL:	<u>budeau@gmail.com</u>

PROJECT DESCRIPTION: Home addition to rear (west side) of our house. Proposed addition would exceed 50' setback.

OWNER/APPLICANT SIGNATURE:  DATE: 2/12/20

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

FEB 12 2020

Application for Rezoning

Applicants: Jim and Brenda Budeau

Property Address: 6091 Imperial Drive, Waunakee, WI 53597

Subdivision: River View Garden Estates

Date: 1/15/20

To: Westport Plan Committee and Westport/Waunakee Joint Plan Commission.

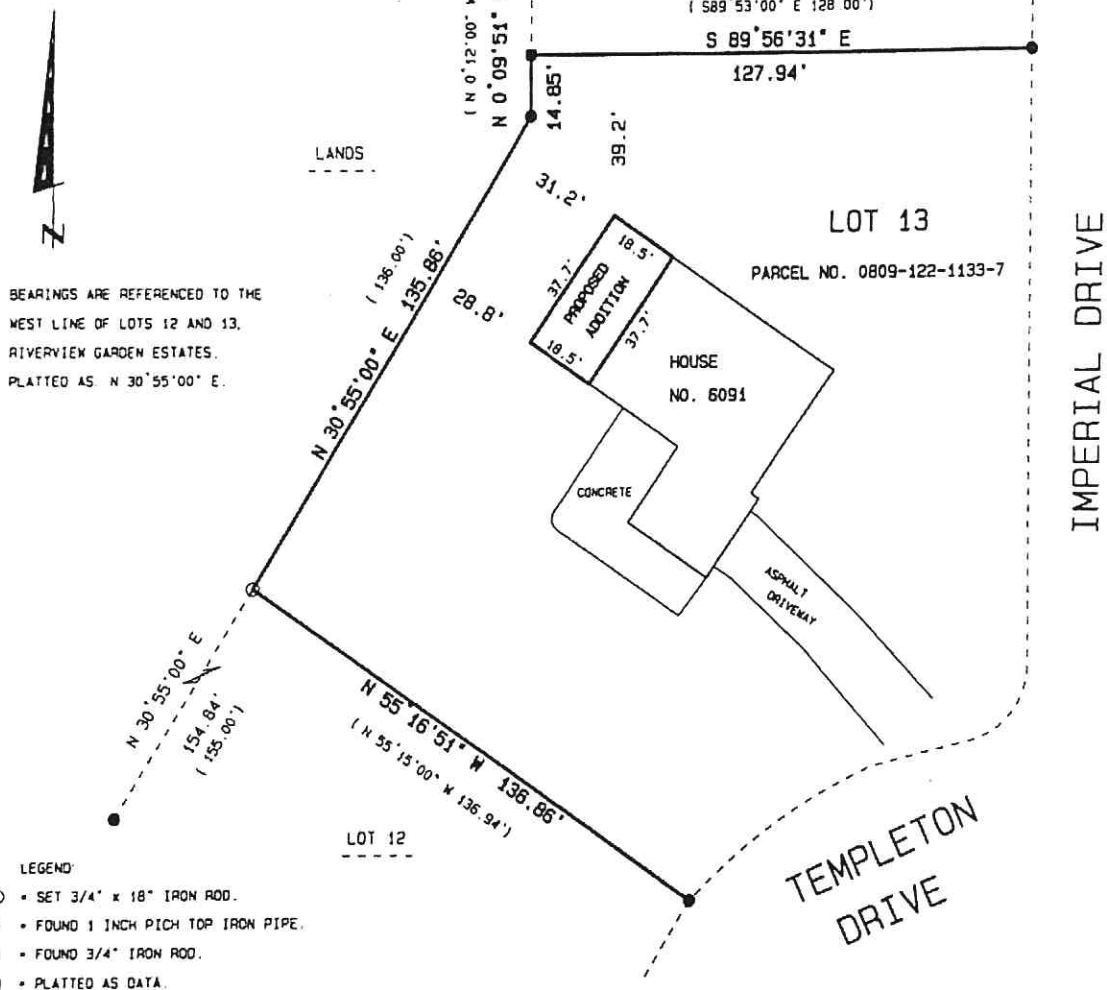
We are applying for the rezoning of our property for a desired 18'x37' addition to the back of our house. Our desired addition would be to extend the back portion (west side face) of our home approximately 18'. The current back face of our house to the back property line is approximately 50' (see provided Plat of Survey). Our desired addition would put the new back face of our house approximately 30' to the back property line.

The following are several reasons for this proposed addition versus the other options we have considered while consulting with a couple builders, such as adding a second level or a side wing. Doing the expansion to the back portion of our house would maintain the current look of the single level ranch style home versus adding a wing or second level which would dramatically change the look of the house. Expanding the back of the house would be much less costly versus adding a second level. In addition, we would very much like to keep our home as a single level due to the very windy conditions that occur frequently at our property. Lastly, expanding the back of our house would result in the least alteration of the view of our house and around our house for our neighbors versus adding a wing or second level. We have spoke with all our surrounding neighbors in regards to our desired addition of going past the 50' setback line to the approximate 30' line. We did not receive any objections during our conversations. We did advise all our neighbors they would be officially notified by the village and have the opportunity object at that time if they desired. At this time we feel confident that while there may be some questions, none of our neighbors will object to our proposed addition. Thank you for your time and consideration!

Sincerely,
Jim and Brenda

PLAT OF SURVEY

SCALE: 1" = 40'





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" = 188'

Town of Westport

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

Print Date: 1/29/2020

AFFIDAVIT OF MAILING OF PUBLIC HEARING NOTICE

STATE OF WISCONSIN)
) ss.
COUNTY OF DANE)

JESSICA FREY, being first duly sworn on oath, deposes and says:

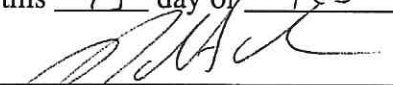
1. I am a resident of Dane County, Wisconsin and am the Town Executive Assistant to the Town of Westport, Dane County, Wisconsin.
2. I make this affidavit in connection with the Budeau Rezone request of 6091 Imperial Drive, Waunakee, WI.
3. On 14th day of February, 2020, I duly mailed one copy of the Rezone Notice and map to each of the attached:

TOWN OF WESTPORT

By: 

Jessica Frey, Executive Assistant

Subscribed and sworn to before me
this 17 day of Feb 2020.



Notary Public, State of Wisconsin

My commission expires: 8/13/22

OPSAHL REV TR, ALAN M & MA...
6087 VALLEY BROOK DR
WAUNAKEE, WI 53597

ROCHELLE MARIE ZWIEG
6077 TEMPLETON DR
WAUNAKEE, WI 53597

DAVID F BRAUCH
6084 IMPERIAL DR
WAUNAKEE, WI 53597

RYAN R SOLVERSON
FLORA D SOLVERSON
4887 KIRKWOOD
WAUNAKEE, WI 53597

JON M ACKER
JENNIFER A SCHMITT
6107 IMPERIAL DR
WAUNAKEE, WI 53597

SEAN G BARNICK
SUZANNE K BOYER
6092 IMPERIAL DR
WAUNAKEE, WI 53597

PATRICK VINCENT MCSHERRY
VICTORIA A MCSHERRY
4891 KIRKWOOD DR
WAUNAKEE, WI 53597

KOSTER FARM LLC
6078 RIVER RD
WAUNAKEE, WI 53597

MATTHEW P KOEHLER
KRISTA M DAHL-KOEHLER
6075 IMPERIAL DR
WAUNAKEE, WI 53597

MARTIN V TIMMINS
6079 VALLEYBROOK RD
WAUNAKEE, WI 53597

BRENTEN KUZNACIC
SAMANTHA KUZNACIC
PO BOX 43
SUN PRAIRIE, WI 53590

RHONDA K JANKOWSKI
6083 VALLEYBROOK DR
WAUNAKEE, WI 53597

MELISSA RATA CZAK
6104 IMPERIAL DR
WAUNAKEE, WI 53597

BRIAN M CARLSON
MICHELLE L CARLSON
6080 TEMPLETON DR
WAUNAKEE, WI 53597

KEITH J CLEMENS
KATHRYN M CLEMENS
6101 IMPERIAL DR
WAUNAKEE, WI 53597

DAVID C MOLLER
ALICE M BISCO
4889 KIRKWOOD DR
WAUNAKEE, WI 53597

CHARLES H MELVIN
6074 TEMPLETON DR
WAUNAKEE, WI 53597

JIMMIE BUDEAU
BRENDA DAVENPORT
6091 IMPERIAL DR
WAUNAKEE, WI 53597

DIANE K SCOTT
6110 IMPERIAL DR
WAUNAKEE, WI 53597

WEITEN REV LIVING TR, GARY ...
6098 IMPERIAL DR
WAUNAKEE, WI 53597



Village of Waunakee and Town of Westport
NOTICE OF PUBLIC HEARING
Joint Plan Commission (JPC)

NOTICE IS HEREBY GIVEN that the Joint Plan Commission of the Village of Waunakee and the Town of Westport will hold a public hearing on Tuesday, March 10, 2020, at 6:00 p.m. at the Kennedy Administration Building, Community Meeting Room, 5387 Mary Lake Road, Town of Westport, Wisconsin, for the purpose of receiving comments on:

- 1) A request by Kilkenny Farms West, LLC, to rezone one lot to C-1 Commercial for a Convenience Store, at the northwest corner of CTH Q/Century Avenue and Peaceful Valley Parkway, Village of Waunakee.
- 2) A request by Jim Budeau, to rezone from County R-1 to Village R-1, 6091 Imperial Drive, Town of Westport

Documents will be available for review at the Waunakee Village Hall, Westport Town Hall, and on Village of Waunakee and Town of Westport websites. Questions or comments about these items may be directed to Town Attorney/Administrator/Clerk-Treasurer Tom Wilson or Village Engineering Office Manager Tracy Meinholz. Copies may be obtained once the copying fee is paid.

Any interested person or his/her agent will be heard at this Public Hearing.

Dated: February 13, 2020.

Tracy Meinholz, Joint Plan Commission Secretary

Published: The Waunakee Tribune, February 27, 2020



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 = 125'

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

Print Date: 2/13/2020

AGENDA ITEM #10

Land Division (Create One Additional Residential Lot),
Napralla, 5531 Sunset Trail, Discussion/Action

CERTIFIED SURVEY MAP

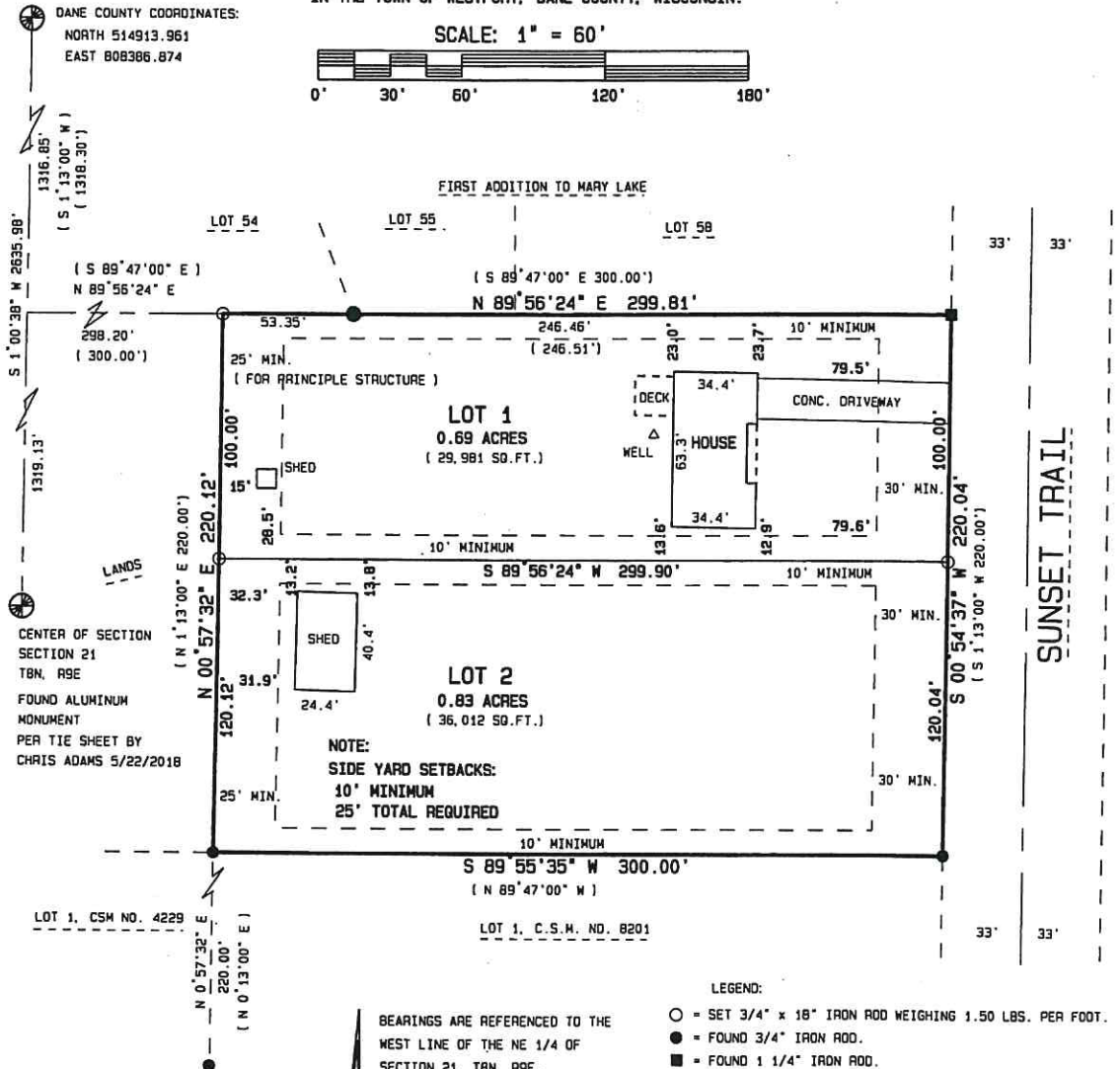
LOCATED IN THE SW 1/4 OF THE NE 1/4 OF SECTION 21, T8N, R9E,
IN THE TOWN OF WESTPORT, DANE COUNTY, WISCONSIN.

SCALE: 1" = 60'



NORTH 1/4 CORNER
SECTION 21
T8N, R9E
FOUND SURVEY NAIL

DANE COUNTY COORDINATES:
NORTH 514913.961
EAST 808386.874



CENTER OF SECTION
SECTION 21
T8N, R9E
FOUND ALUMINUM
MONUMENT
PER TIE SHEET BY
CHRIS ADAMS 5/22/2018

LOT 1, CSM NO. 4229
N 0° 57' 32" E 220.00'
(N 0° 13' 00" E)

SURVEYED FOR:
GARY AND CHRISTINA NAPRALLA
203 KINGSTON WAY
WAUNAKEE, WI 53597

SURVEYED BY:
KEVIN M. RADEL
ARROW LAND SURVEYING
109 KINGSTON WAY
WAUNAKEE, WI 53597
608-849-8116

BEARINGS ARE REFERENCED TO THE
WEST LINE OF THE NE 1/4 OF
SECTION 21, T8N, R9E.
BEARS: S 1° 00' 38" W (NAD83)

NOTE:
WITNESS TIES VERIFIED.



Feb. 19, 2020
K. M. Radel

CERTIFIED SURVEY MAP NO. _____

VOLUME _____ PAGE _____

DOCUMENT NO. _____

CERTIFIED SURVEY MAP

SURVEYOR'S CERTIFICATE:

I, Kevin M. Radel, Registered Land Surveyor, hereby certify that in full compliance with the provisions of Chapter 236.34 Wisconsin Statutes, the subdivision regulations of the Town of Westport, and by the direction of the owners listed hereon, I have surveyed, divided and mapped a correct representation of the exterior boundaries of the land surveyed and the division of that land, being part of the SW ¼ of the NE ¼ of Section 21, T8N, R9E, Town of Westport, Dane County, Wisconsin, being further described as follows:

Part of the SW ¼ of the NE ¼ of Section 21, T8N, R9E, in the Town of Westport, Dane County, Wisconsin, being further described as follows:

Commencing at the North ¼ corner of said Section 21; thence S1°00'38"W 1316.85 feet along the west line of the NE ¼ of said Section 21; thence N89°56'24"E 298.20 feet along the south line of lots 53, 54, 55 and 58 and their extensions thereof, First Addition to Mary Lake, to the point of beginning.

Thence continue along said south line N89°56'24"E 299.81 feet to the west line of Sunset Trail; thence S00°54'37"W 220.04 feet along said west line to the northeast corner of Lot 1, Certified Survey Map No. 8201; thence S89°55'35"W 300.00 feet along the north line of said Lot 1, to the southwest corner of said Lot 1; thence N00°57'32"E 220.12 feet to the point of beginning.

Contains: This parcel contains 1.51 acres or 65,993 sq.ft. of land.

Date Feb. 19, 2020

Kevin M. Radel
Kevin M. Radel
Registered Land Surveyor S-1852



NOTES:

This survey is subject to easements and agreements both recorded and unrecorded, if any.

All lots on this C.S.M. shall connect to the municipal water utility should the service ever extend to the property and connect to the existing sanitary sewer, both at the owner's expense and without challenge.

CERTIFIED SURVEY MAP

OWNER'S CERTIFICATE:

As owners, we hereby certify that we have caused the land described on this Certified Survey Map to be surveyed, divided and mapped as represented on this Certified Survey Map. We also certify that this certified survey map is required by and must be submitted to the Township of Westport and the Village of Waunakee for approval.

Gary E. Napralla

Christina M. Napralla

STATE OF WISCONSIN)
County of Dane)

Personally came before me this _____ day of _____, 2020, Gary E. Napralla and Christina M. Napralla to me well known to be the persons who executed the foregoing instrument and acknowledge the same.

Notary public Wisconsin

My commission expires _____



2-19-2020
K. M. Radel

CERTIFIED SURVEY MAP

TOWN BOARD RESOLUTION:

Resolved that this Certified Survey Map has been acknowledged and approved by the Town Board of the Town of Westport on this _____ day of _____, 2020.

Thomas G. Wilson
Town Clerk

VILLAGE OF WAUNAKEE APPROVAL:

Resolved that this Certified Survey Map in the Town of Westport is hereby acknowledged and approved by the Village of Waunakee on this _____ day of _____, 2020.

Caitlin Stene
Village Clerk

Received for recording this _____ day of _____, 2020 at _____
o'clock _____ M. and recorded in Volume _____ of Dane County Certified Surveys on pages _____

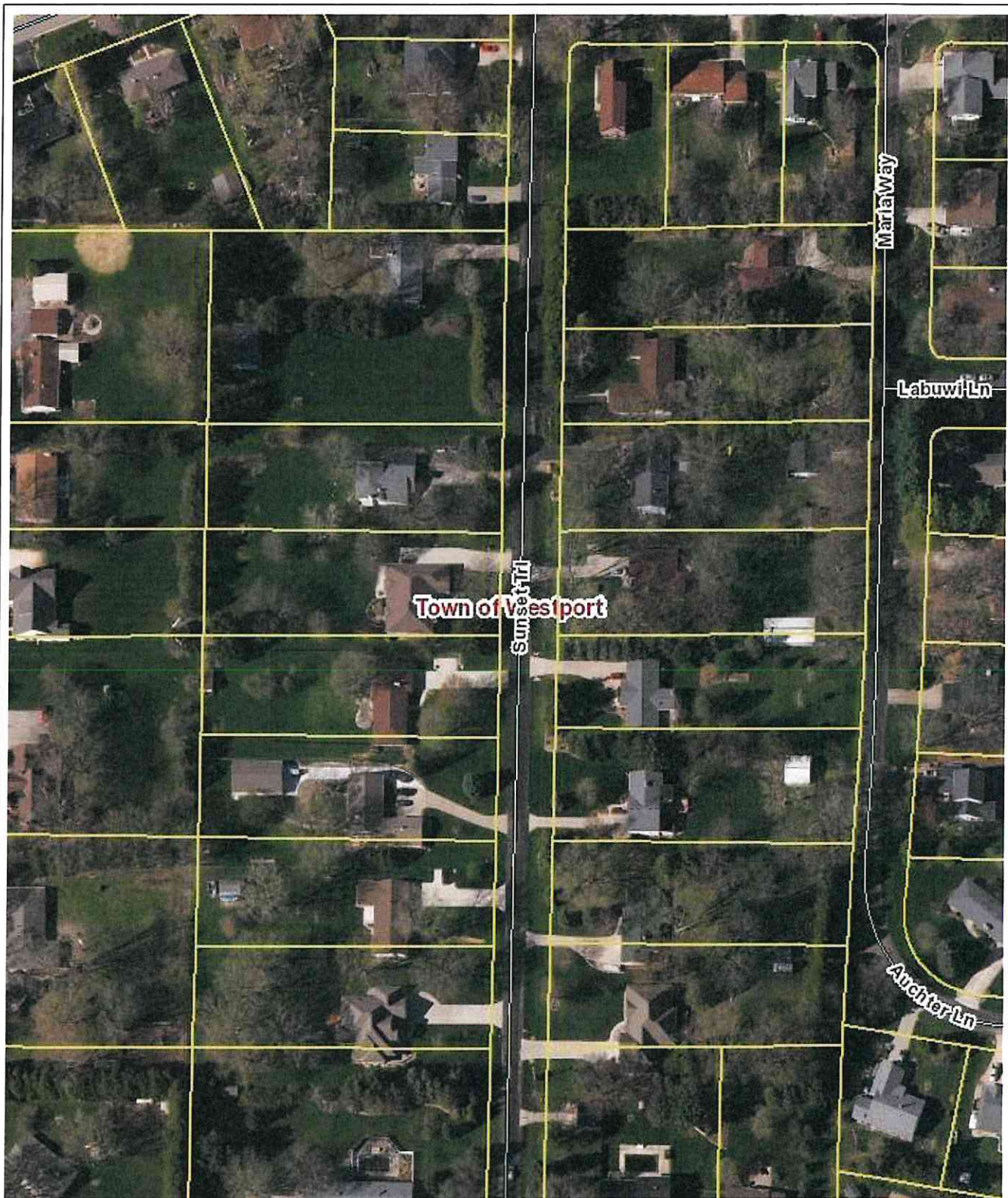
Kristi Chlebowski
Dane County Register of Deeds

DOCUMENT NO. _____

CERTIFIED SURVEY MAP NO. _____



2-19-2020
K. M. Radel



Town of Westport GIS

Town of Westport

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

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 = 190'

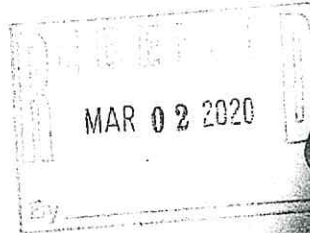
Print Date: 3/17/2020

Gratitude ★ Blessings ★ Friendship ★ Happiness ★

Gratitude ★ Blessings ★ Happiness

Christina & Gary
Sounds good,
looking forward
to meeting you.

Don & Jean Christianson
(5518)



11-11-11



U
Dear Town of Westport Resident,

Our names are Christina and Gary Napralla and we are purchasing the home located at 5531 Sunset Trail. Our purchase agreement on the home is contingent upon splitting the additional lot with the existing home (1 ½ acres). We intend to build a new home on the vacant lot and move my wife's aging parents into the existing ranch home.

We are reaching out to the neighborhood to be completely transparent in our goals as suggested by the Town of Westport planning commission and well as the Joint planning commission. We met with the commissioners on February 10, 2020 and February 11, 2020 and achieved full support from both committees

The home we intend to build will a 2 story 2500 square foot house that meets all of the setback requirements and respects the consistency of the neighborhood. We welcome any feedback from the neighborhood and ask for your signature and approval to further the process at the next meeting. I have enclosed a self-addressed stamped envelope and ask that you mail it back to us. Your signature, either in support of our goals and even denials with an explanation will be shared with the township so we can be as transparent to the committees as possible.

Thank you,

Christina and Gary

Please mail your response to Christina or Gary Napralla

203 Kingston Way, Waunakee WI. 53597.

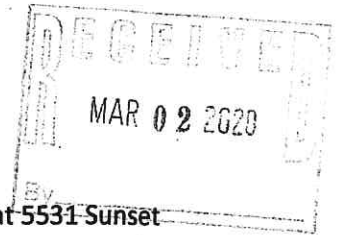
Feel free to call 608 212 1857 for any further questions.

My wife Cindy Kennedy and I support your plan.

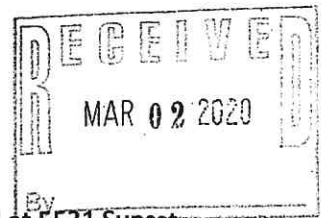
John Janzen and Cindy Kennedy,
5505 Sunset Trl.
Waunakee, WI 53597

2/12/2020

JLZ



Dear Town of Westport Resident,



Our names are Christina and Gary Napralla and we are purchasing the home located at 5531 Sunset Trail. Our purchase agreement on the home is contingent upon splitting the additional lot with the existing home (1 ½ acres). We intend to build a new home on the vacant lot and move my wife's aging parents into the existing ranch home.

We are reaching out to the neighborhood to be completely transparent in our goals as suggested by the Town of Westport planning commission and well as the Joint planning commission. We met with the commissioners on February 10, 2020 and February 11, 2020 and achieved full support from both committees

The home we intend to build will a 2 story 2500 square foot house that meets all of the setback requirements and respects the consistency of the neighborhood. We welcome any feedback from the neighborhood and ask for your signature and approval to further the process at the next meeting. I have enclosed a self-addressed stamped envelope and ask that you mail it back to us. Your signature, either in support of our goals and even denials with an explanation will be shared with the township so we can be as transparent to the committees as possible.

Thank you,

Christina and Gary

Please mail your response to Christina or Gary Napralla

203 Kingston Way, Waunakee WI. 53597.

Feel free to call 608 212 1857 for any further questions.

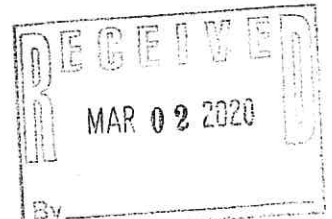
We are in full support of rezoning request. As a family who is currently providing Alzheimer's disease caregiving in our home, we commend you for taking the steps provide caregiving support for your parents.

Good Luck with your request!

A handwritten signature in cursive script.

DELL DICKENS
5514 SUNSET TRL
WAUNAKEE. 53597
608.347.9884

U
Dear Town of Westport Resident,



Our names are Christina and Gary Napralla and we are purchasing the home located at 5531 Sunset Trail. Our purchase agreement on the home is contingent upon splitting the additional lot with the existing home (1 ½ acres). We intend to build a new home on the vacant lot and move my wife's aging parents into the existing ranch home.

We are reaching out to the neighborhood to be completely transparent in our goals as suggested by the Town of Westport planning commission and well as the Joint planning commission. We met with the commissioners on February 10, 2020 and February 11, 2020 and achieved full support from both committees

The home we intend to build will a 2 story 2500 square foot house that meets all of the setback requirements and respects the consistency of the neighborhood. We welcome any feedback from the neighborhood and ask for your signature and approval to further the process at the next meeting. I have enclosed a self-addressed stamped envelope and ask that you mail it back to us. Your signature, either in support of our goals and even denials with an explanation will be shared with the township so we can be as transparent to the committees as possible.

Thank you,

Christina and Gary

Please mail your response to Christina or Gary Napralla

203 Kingston Way, Waunakee WI. 53597.

Feel free to call 608 212 1857 for any further questions.

WE Support the Above Proposal.

*Mary Raemisch
Dave Raemisch*

*5501 Sunset TR
WAunakee, WI
53597*

Lot Division Proposal

5531 Sunset Trail

Parcel: 080921190709

Tina & Gary Napralla - 608-345-4506

GARY Napralla 608 212 1857

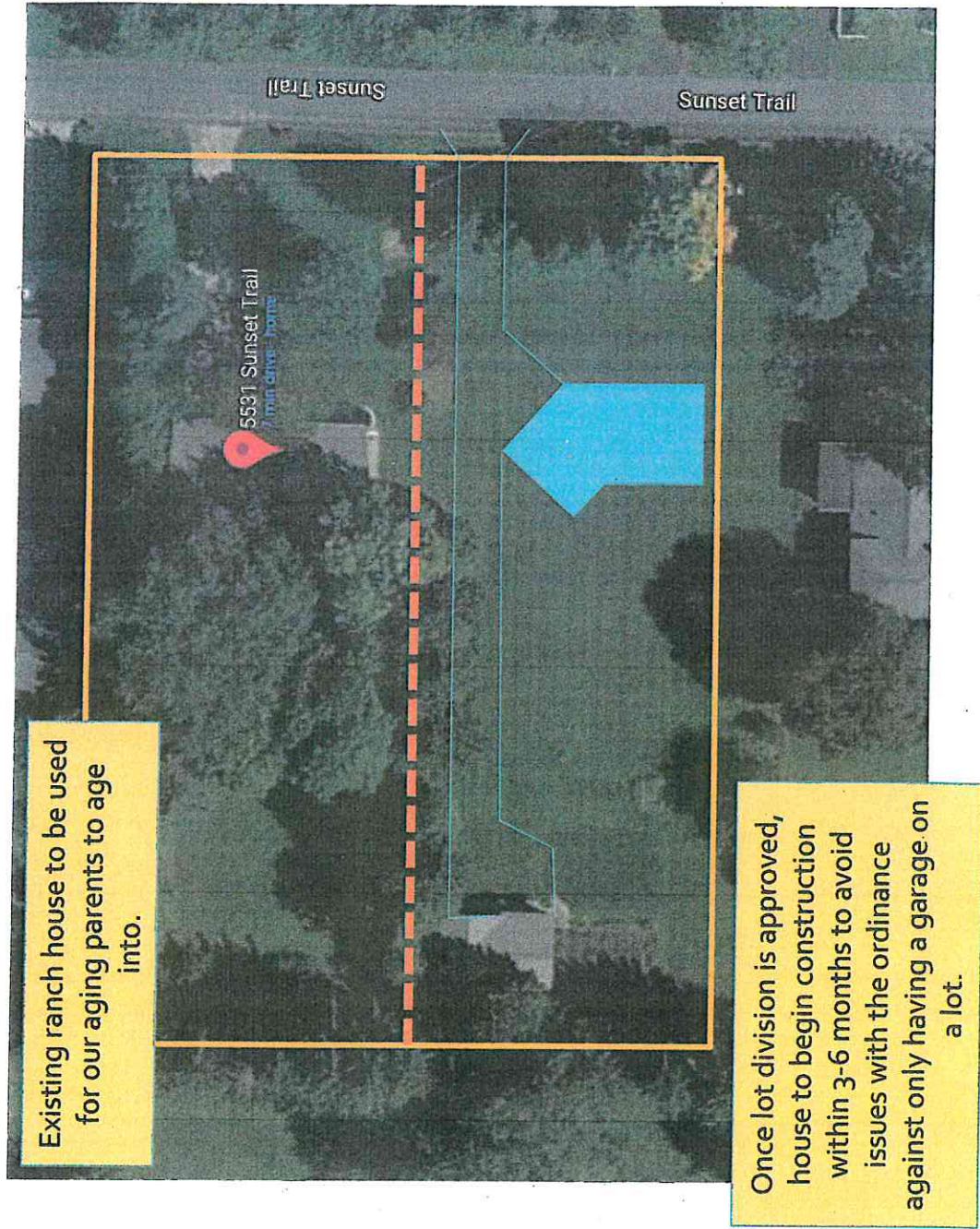
TINA Napralla 608 345 4506

203 Kingston Way

Waukegan

5531 Sunset Trail

Proposed new
house location

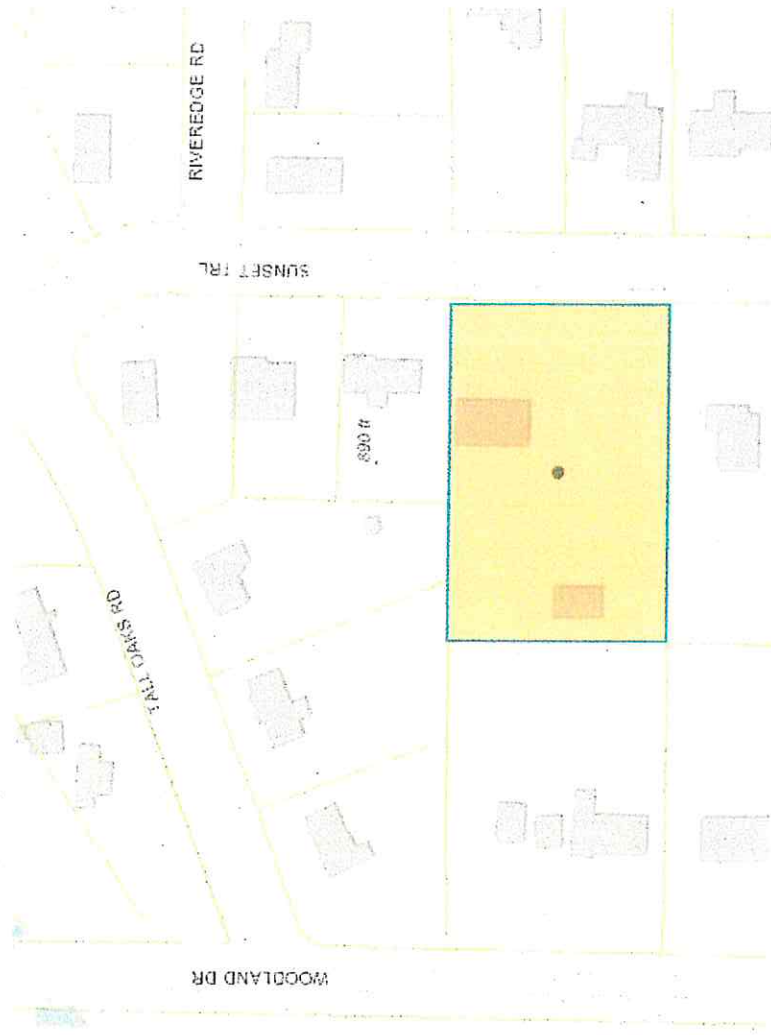


Existing ranch house to be used
for our aging parents to age
into.

Once lot division is approved,
house to begin construction
within 3-6 months to avoid
issues with the ordinance
against only having a garage on
a lot.

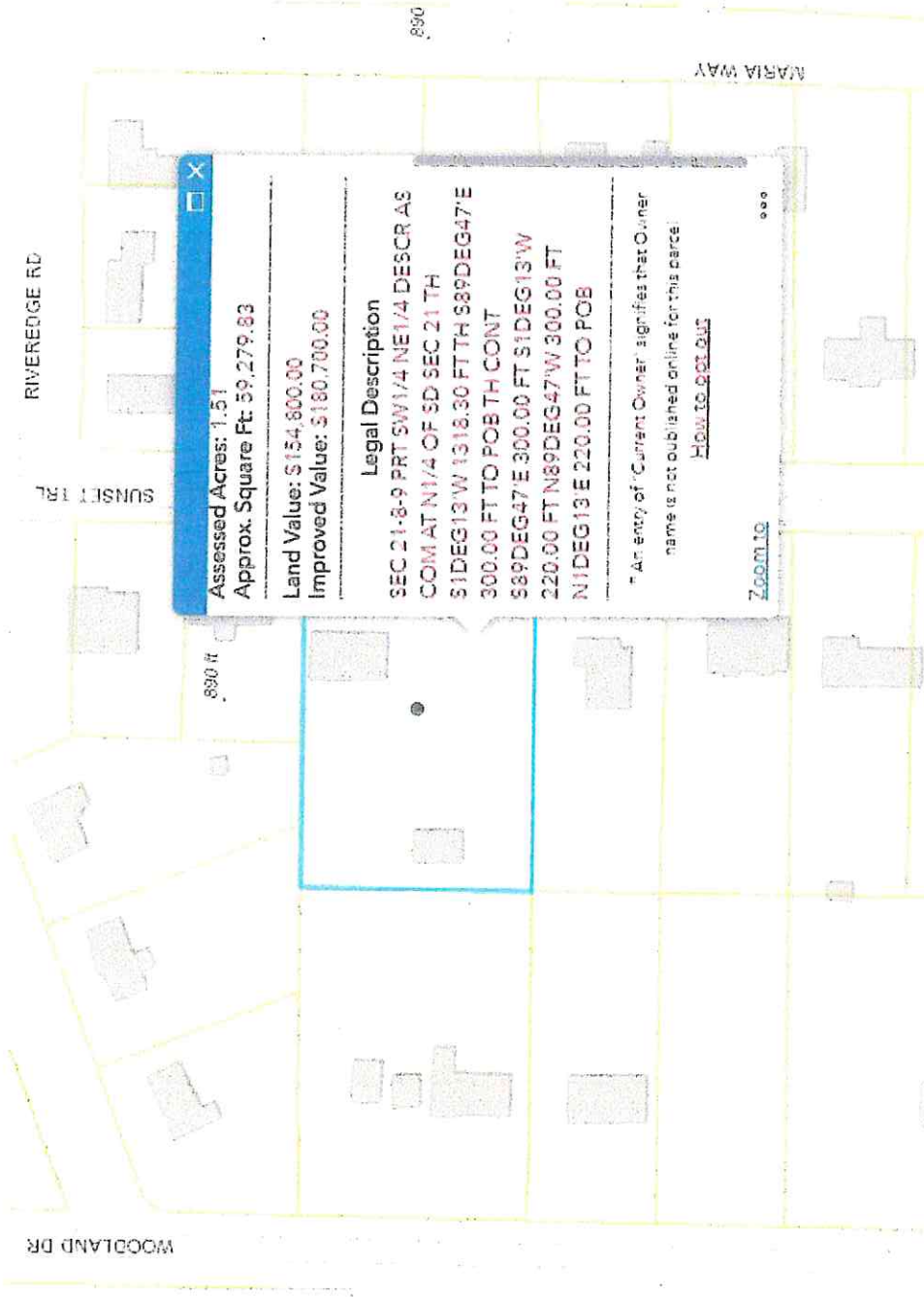
5531 Sunset Trail
Proposed new lot
boundary





5531 Sunset Trail
Map View

5531 Sunset Trail Legal Description



AGENDA ITEM #10

COVID-19 Responses Discussion/Action

**TOWN OF WESTPORT
RESOLUTION NO. 20-**

A RESOLUTION TO RATIFY THE EMERGENCY PROCLAMATION APPROVED BY
TOWN BOARD OF SUPERVISORS PERTAINING TO THE COVID-19 PANDEMIC AND
DECLARATION OF EMERGENCY TOWN OF WESTPORT, DANE COUNTY,
WISCONSIN

WHEREAS, An emergency, namely the COVID-19 Pandemic, has impacted or is anticipated to impact the Town of Westport; and

WHEREAS, because of such emergency conditions, the Town Board is unable to meet with promptness; and

WHEREAS, pursuant to sections 323.11 and 323.14(4)(b) of the Wisconsin Statutes, as the chief executive officer of the Municipality of Town of Westport proclaimed a state of emergency in effect from March 14, 2020 until the Board could meet.

NOW, THEREFORE BE IT RESOLVED that the Town Board of the Town of Westport does hereby ratify the Administrator's Emergency Proclamation due to the COVID-19 Pandemic, and

BE IT FURTHER RESOLVED, that the Town Board of the Town of Westport hereby declares a State of Emergency, which continues and extends the powers granted by the Administrator's Proclamation dated _____, to _____.

The above and foregoing Resolution was duly adopted by the Town Board of Supervisors of the Town of Westport, Dane County, Wisconsin at a regular meeting held on March 23, 2020 by a vote of ____ ayes, ____ nays, ____ abstaining, and ____ not voting (absent).

TOWN OF WESTPORT

By: _____
Dean A. Grosskopf, Town Board Chair

Attest: _____
Thomas G. Wilson,
Town Attorney/Administrator/Clerk-Treasurer

APPROVED: _____
POSTED: _____

**TOWN OF WESTPORT
PROCLAMATION NO. 20- 01**

**A PROCLAMATION BY THE TOWN OF WESTPORT
ADMINISTRATOR DECLARING A STATE OF EMERGENCY IN THE
TOWN OF WESTPORT, DANE COUNTY, WISCONSIN**

WHEREAS, the World Health Organization designated the 2019 novel Coronavirus outbreak as a Public Health Emergency of International Concern; the United States Health and Human Services Secretary Alex M. Azar II declared a Public Health Emergency for the entire United States to aid the nation's healthcare community in responding to the 2019 novel Coronavirus "COVID-19." COVID-19 is a contagious, and at times fatal, respiratory disease; the worldwide outbreak of COVID-19 and the effects of its extreme risk of a person-to-person transmission throughout the United States, significantly affect the lives and health of our people, as well as the economy, and is a disaster that impacts the health, security and safety of the public; and

WHEREAS, on or about March 13, 2020, the State of Wisconsin and the federal government declared a State of Emergency, due to the COVID-19 pandemic; and

WHEREAS, because of emergency conditions, the Town Board is unable to meet with promptness; and

WHEREAS, pursuant to sections 323.11 and 323.14(4)(b) of the Wisconsin Statutes it is necessary and expedient for the health, safety, welfare and good order of the Town of Westport to proclaim that emergency conditions exist; and

WHEREAS, the emergency has caused the Town of Westport to extend, commit and exhaust its pertinent available resources; and

WHEREAS, the Town of Westport requests State assistance and advises the State of Wisconsin of our emergency conditions:

NOW, THEREFORE, pursuant to Sections 323.11 and 323.14(4)(b) of the Wisconsin Statutes, as Administrator of the Town of Westport, I hereby proclaim a State of Emergency, and hereby

- Authorize emergency purchases of goods and materials
- Authorize emergency purchases of services
- Authorize emergency costs to the labor force

This Proclamation shall take effect immediately and shall continue in effect until April 20, 2020 at 11:59 p.m. or such earlier time as a quorum of the Town Board convenes and rescinds the Proclamation.

Dated: March 16, 2020.

TOWN OF WESTPORT

Approved: Thomas G. Wilson
Thomas G. Wilson,
Town Attorney/Administrator/Clerk-Treasurer

Town Board

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



Town of Westport

Kennedy Administration Building
5387 Mary Lake Road
Waunakee, WI 53597
Office: (608)849-4372 * Fax: (608)849-9657
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

COVID-19 (Coronavirus) Update for Westport Offices (March 16, 2020)

The Town of Westport is continuing to monitor the status of the COVID-19 (Coronavirus) outbreak. At this point, we are encouraging the community to take the following measures regarding Westport business to reduce exposure.

TOWN OFFICE: The Westport Administration offices will be closed to the public effective Monday, March 16. Town staff will be working and members of the public are encouraged to contact the office by phone, mail, or electronically with any questions. Absentee voting is continuing by mail. While Town employees will still be working in the building, to the extent possible, the public should call the office at 608/849-4372 rather than coming to Town Hall if at all possible. If you do come, you will be asked to knock before entering. The door is locked.

PAYMENTS: If you are looking to make a payment to a Westport Utility or the NECC for a utility/water bill or court citation please use our online programs to complete the payment. Links are available here: www.townofwestport.org. If you cannot use our online systems, please use the dropbox located just outside and to the right of the office entrance available 24/7. If you are looking to obtain a dog license, please utilize mail service or drop box and items will be returned via mail. Building permits and other licenses/permit information are also available online.

TOWN MEETINGS AND FACILITY USE: All non-essential Town committee meetings will be cancelled indefinitely immediately. Staff will be severely limiting group contact for meetings and conferences. Westport facilities will be closed for meetings and events immediately. For the moment Town Board meetings will continue with the next meeting set for 3/23. If you have a question regarding any Town service, please call 608/849-4372 or email reception@townofwestport.org. The Town offices will be open and humming, but expect extremely limited lobby contact and closures.

ABSENTEE VOTING: You can vote without leaving your home. Absentee Voting for the Spring Election and Presidential Preference Primary begins Monday, March 16. We encourage all voters who are looking to vote absentee to request a ballot online at: <https://myvote.wi.gov/en-us/>. You do not need a reason to vote absentee. Once we receive your written request, a ballot will be mailed to you. You then return the ballot by mail or to our dropbox by the office entry door. Our office hours for in-person absentee voting have been identified to the County as "by appointment if necessary," which the County Clerk has approved.

COURT INFORMATION (NECC): The Northeast Community Court meets at the Westport Community Meeting Room. Since all nonessential meetings or gatherings are prohibited in the facilities, Court sessions for the time being is postponed until at least April and probably May. We have instructed our officer to write citations for the May session (May 21).

GENERAL INQUIRY: If you have a general service inquiry or need assistance from Town staff or a consultant, please call rather than visit. We can be reached at 608/849-4372. We likely can complete your request or transaction electronically.

GENERAL COUNTY HEALTH INFO: Madison & Dane County Public Health have issued recommendations for individuals, families, and businesses to consider regarding COVID-19. That information is available here: <https://www.publichealthmdc.com/.../resources-by-.../coronavirus>

Thank you for your patience during this time period. Also, thank you to all of the Town staff, contractors, consultants, and elected officials for their dedication to the Town during this critical time. The Town employees are outstanding!

Stay safe and well!

ORDER OF PUBLIC HEALTH MADISON AND DANE COUNTY

ORDER OF THE PUBLIC HEALTH OFFICER OF MADISON AND DANE COUNTY IMPOSING A COUNTYWIDE MORATORIUM ON MASS GATHERINGS OF 50 OR MORE PEOPLE TO MITIGATE THE SPREAD OF COVID-19

DATE OF ORDER: MARCH 15, 2020

Please read this Order carefully. Violation of or failure to comply with this Order is a crime punishable by fine, imprisonment, or both. (Wis. Stats. §§ 252.03, 252.25).

UNDER THE AUTHORITY OF WIS. STATS. §252.03, THE PUBLIC HEALTH OFFICER OF MADISON AND DANE COUNTY ORDERS THE FOLLOWING:

1. Effective as of 12:01 a.m. on Monday, March 16, 2020, and continuing until further notice, public and private Mass Gatherings, defined below, are hereby prohibited in the City of Madison and Dane County.
2. Definitions:
 - a. For purposes of this Order, a “Mass Gathering” is any event or convening, subject to the exceptions listed below, that brings together or is likely to bring together fifty (50) or more people in a single room or single confined or enclosed space at the same time, such as, by way of example and without limitation, public schools, private schools, charter schools, an auditorium, stadium, arena, conference room, meeting hall, theater, movie theater, exhibition center, museum, taverns, health/fitness and recreational centers, licensed pools, place of worship and religious gathering centers, and any other space where people are present and they are within arm’s length of one another for more than ten (10) minutes.

- b. The locations listed below are not included in the definition of “Mass Gathering”. This exemption does not apply to meeting facilities, conference rooms, event spaces or banquet halls within these locations.
- (i) Dane County Regional Airport;
 - (ii) Public, private, and charter schools only for noninstructional purposes, such as medication pickup, childcare services, providing meals, and when operating as polling places;
 - (iii) Childcare locations (including those that operate within a facility that is otherwise prohibited);
 - (iv) Hotels and motels as long as the restaurant guidelines, listed below in sub. xiv, are followed;
 - (v) Correctional facilities;
 - (vi) Shelter facilities, including day centers, for individuals and families;
 - (vii) Detoxification center;
 - (viii) Residential buildings;
 - (ix) Shopping malls and other retail establishments where large numbers of people are present but are generally not within arm’s length of one another for more than ten (10) minutes;
 - (x) Hospitals, medical facilities, and pharmacies;
 - (xi) Long-term care facilities as long as the guidelines listed below are followed:
 - a. Restrict all visitation except for compassionate care situations, such as end of life situations;
 - b. Restrict all volunteers and non-essential Healthcare Personnel (HCP);
 - c. Cancel all group activities and communal dining; and
 - d. Implement active screening of residents and HCP for fever and respiratory symptoms.
 - (xii) Libraries;
 - (xiii) Senior Centers only for the service of meals as long as the guidelines listed below are followed:
 - a. Preserve social distancing of six (6) feet between tables, booths, bar, stools, and ordering counters;
 - b. Cease self-service operations of salad bars and buffets; and
 - c. Prohibit consumers from self-dispensing all unpackaged foods.
 - (xiv) Restaurants as long as the guidelines listed below are followed:
 - a. Operate at fifty (50) percent of seating capacity;
 - b. Preserve social distancing of six (6) feet between tables, booths, bar stools, and ordering counters;
 - c. Cease self-service operations of salad bars and buffets; and
 - d. Prohibit customers from self-dispensing all unpackaged food.

- (xv) Retail food establishments (grocery stores, convenience stores, farmer's markets) as long as the guidelines listed below are followed:
 - a. If seating is offered, must operate at fifty (50) percent of seating capacity;
 - b. Preserve social distancing of six (6) feet between tables, booths, bar stools, and ordering counters;
 - c. Cease self-service operations of salad bars and buffets; and
 - d. Prohibit customers from self-dispensing all unpackaged food.
 - (xvi) Office spaces; and
 - (xvii) Public transportation.
 - c. Events or convenings, not listed above in sub. (b), that bring together or are likely to bring together fifty (50) or fewer people in a single room or single confined or enclosed space at the same time, must comply with the following:
 - (i) Operate at fifty (50) percent of seating capacity; and
 - (ii) Preserve social distancing of six (6) feet between people.
3. This Order is issued based on evidence of increasing transmission of COVID-19, scientific evidence regarding the most effective approaches to slow the transmission of communicable diseases generally and COVID-19 specifically, and best practices as currently known and available to protect vulnerable members of the public from avoidable risk of serious illness or death resulting from exposure to COVID-19. Although most people who contract COVID-19 do not become seriously ill, people with mild symptoms and asymptomatic people with COVID-19 may place other vulnerable members of the public at significant risk.
 4. This Order will reduce the likelihood that many people will be exposed to COVID-19 at a single event, and will thereby slow the spread of COVID-19 within the City of Madison and Dane County. By reducing the spread of COVID-19, this Order will help preserve critical and limited healthcare capacity.
 5. This Order is issued in light of the existence of several cases of COVID-19 within Dane County, including a significant and increasing number of assumed cases of community transmission nationwide.
 6. This Order is issued to prevent circumstances often present in mass gatherings that may exacerbate the spread of COVID-19, such as: the increased likelihood that mass gatherings will attract people from broad geographic areas who could be infected; the prolonged time period in which large numbers of people are in close proximity and could be exposed to COVID-19; and the difficulty in tracing exposure when large numbers of people attend a single event.

7. This Order comes after the release of substantial guidance from the Wisconsin Department of Health Services, the Centers for Disease Control and Prevention, and other public health officials throughout the United States and around the world.
8. The Public Health Officer will continue to assess the quickly evolving situation and may modify this Order, or issue additional Orders, related to COVID-19. The Public Health Officer is supportive of any event that chooses to voluntarily restrict attendees to fewer than fifty (50).
9. All events or convenings, regardless of size of attendees, are encouraged to take the following precautionary steps:
 - a. Older adults, pregnant women, people with weakened immune systems, and people with underlying health conditions that are at increased risk of COVID-19 are encouraged not to attend (including employees);
 - b. Provide sanitation and prevention hygiene resources to all attendees and employees; and
 - c. Clean and disinfect frequently touched objects and surfaces.
10. This Order shall become effective at 12:01 a.m. on Monday, March 16, 2020, and will continue until further notice or amended in writing by the Public Health Officer. This Order supersedes all previous Orders by the Public Health Officer.

IT IS SO ORDERED.

A handwritten signature in black ink, appearing to read "Janel Heinrich". The signature is written in a cursive, flowing style.

Janel Heinrich
Public Health Officer