

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

AGENDA - Monday, March 21, 2022 7:00 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. Friends of Schumacher Farm Park Temporary Class "B"/Class "B" Retailers Licenses
(6/4/2022 and 10/1/2022), Schumacher Farm Park Barn and Grounds, 5682 STH 19,
and Related Operator Licenses, Discussion/Action
10. St. Mary of the Lake Church Temporary Class "B"/Class "B" Retailers Licenses
(3/29/2022, 4/18/2022, and 5/10/2022), St. Mary of the Lake Church, 5464 Mary
Lake Road, and Related Operators Licenses, Discussion/Action
11. CUP (Allow Sanitary Features in Accessory Buildings), Lake Pointe
Apartments Improvements, Lake Pointe Associates, Westport Road (Town Zoning),
Discussion/Action
12. Land Division and Rezone (PDD to R-1 and County A-1, Create 2 Single Family
Residential Lots), Nonn/Lucke, Wegenke Property Near Briggs Road, CTH Q
(Middleton ETZ), Discussion/Recommendation/Action
13. Land Division and Rezone (ER-1 to Create Additional Single Family Home), Ensign,
Emerald Grove Lane (Waunakee ETZ), Discussion/Action
14. Sign System Proposals, Discussion/Action
15. Committee Reports/Items for Action
Personnel Committee Public Works Committee Westport/Middleton JZC
Audit Committee Town Plan Commission Westport/Waunakee JPC
16. Administrative Matters
17. Miscellaneous Business/Forthcoming Events
18. Pay Current Bills
19. Adjourn to closed session pursuant to section 19.85(1)(c), Wis. Stats., to consider employment,
promotion, compensation or performance evaluation data of any public employee over which the
governmental body has jurisdiction or exercises responsibility, and Section 19.85(1)(f), Wis. Stats.,
to consider financial, medical, social, or personal histories of specific persons which, if discussed in
public, would be likely to have a substantial adverse effect upon the reputation of any person
referred to in such histories or data, regarding Town Plan Commission appointments.
20. Reconvene in Open Session
21. Town Plan Commission Appointments Discussion/Action
22. 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
AUDIT COMMITTEE MEETING
Kennedy Administration Building
Community Meeting Room
5387 Mary Lake Road
Town of Westport, Wisconsin

AGENDA - Monday, March 21, 2022 6:30 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

TOWN BOARD - Monday, March 7, 2022

The regular semi-monthly meeting of the Town Board was called to order at 7:01 p.m. by Vice Chair Sipsma in the Community Meeting Room of the Bernard J. Kennedy Administration Building/Town Hall. Members Present: Cuccia, Enge, Sipsma, and Trotter. Members Absent: None. Also Present: Tim Wohlers, Mary Manering, Joe Pichette, Dean Grosskopf, and Tom Wilson.

The Board then took action after discussion on reorganizational matters due to the resignation of former Chair Dean Grosskopf. Ken Sipsma was appointed Chair to fill the remainder of the vacant Chair term (formally held by Dean Grosskopf) on a motion by Enge, second Cuccia, including the affirmative vote of the Town Clerk Wilson. Mary Manering was then appointed to fill the vacant Supervisor No. 2 Seat (formerly held by Ken Sipsma) on a motion by Cuccia, second Trotter. Manering then stepped forward to take her seat with the other Board members. Grosskopf was appointed to succeed Wilson as the Town Clerk-Treasurer commencing April 22, 2022 until the current term ends in April, 2024 on a motion by Cuccia, second Sipsma.

There was no Public Comment On Matters Not On the Agenda. The minutes of February 21, 2022 regular meeting were approved as presented on a motion by Cuccia, second Trotter.

Regular Operator Licenses for Ryan Johnson and Kenneth Kalberer as on file with the Clerk and presented were granted subject to all state and local requirements on a motion by Trotter, second Enge.

Wilson reported on items before the plan commission/committees. The Audit Committee recommended payment of bills as presented by Wilson after questions were answered.

For Administrative Matters, Wilson provided copies of new job descriptions for the Office Assistant and a new PW/UT Assistant position and asked for authority to hire soon for the positions as necessary to cover for upcoming elections and vacations which was approved on a motion by Cuccia, second Manering; and, Wilson reminded the Board that Grosskopf will be starting his new position tomorrow.

For Miscellaneous Business, or Forthcoming Events raised, Wilson reminded the Board of the CTH M design public hearings set up virtually and in person on March 15 and 16, 2022.

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

After the nature of the business was announced by the Chair, the Board adjourned to closed session pursuant to section 19.85(1)(c), Wis. Stats., to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, and Section 19.85(1)(f), Wis. Stats., to consider financial, medical, social, or personal histories of specific persons which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, regarding Employee Contract Items and Town Commission/Committee/Board/Liaison/Appointments, on a motion by Sipsma, second Cuccia, by a unanimous vote, at 7:32 p.m.

The Board returned to Open Session after discussion with the Town Attorney, probable future

Board member Joe Pichette, and Dean Grosskopf (who will be the Administrator soon) in closed session at 8:18 p.m., on a motion by Trotter, second Cuccia, by a unanimous vote.

The Board approved the Employee Contract as presented in closed session with Wilson authorized to present and execute on a motion by Cuccia, second Manering.

The Board approved the various Town Commission/Committee/Board/Liaison Appointments as discussed in closed session and included in the Wilson email presented on a motion by Cuccia, second Manering.

Motion to adjourn by Trotter, second Manering. The meeting adjourned at 8:21 p.m.

Thomas G. Wilson
Attorney/Administrator/Clerk-Treasurer

AGENDA ITEM #9:

Friends of Schumacher Farm Park Temporary Class “B”/Class
“B” Retailers Licenses (6/4/2022 and 10/1/2022),
Schumacher Farm Park Barn and Grounds, 5682 STH 19,
and Related Operator Licenses, Discussion/Action

Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$10.00

Application Date: 02/28/2022

☒ Town ☐ Village ☐ City of Westport

County of Dane

The named organization applies for: (check appropriate box(es).)

- ☒ A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.
☒ A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 06/04/2022 and ending 06/04/2022 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) →

- ☒ Bona fide Club ☐ Church ☐ Lodge/Society
☐ Veteran's Organization ☐ Fair Association or Agricultural Society
☐ Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name Friends of Schumacher Farm Park, Inc.

(b) Address 5682 Hwy 19, Waunakee, WI 53597
(Street)

☒ Town ☐ Village ☐ City

(c) Date organized 05/26/1989

(d) If corporation, give date of incorporation 05/26/1989

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box: ☐

(f) Names and addresses of all officers:

President Mark Pelton, 503 Agnes Ave, Waunakee, WI 53597

Vice President Dale Otradovic, 506 Vanderbilt Dr, Waunakee, WI 53597

Secretary Gary Herzberg, 1804 Athens Ct, Waunakee, WI 53597

Treasurer Dennis Petzke, 5754 River Rd, Waunakee, WI 53597

(g) Name and address of manager or person in charge of affair: Dennis Petzke, 5754 River Rd, Waunakee, WI 54597

2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number 5682 Hwy 19

(b) Lot Block

(c) Do premises occupy all or part of building?

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: Sales will be at a booth by the historic granary and contained within a 200' radius.

3. Name of Event

(a) List name of the event Schumacher Music Fest

(b) Dates of event 06/04/2022

DECLARATION

An officer of the organization, declares under penalties of law that the information provided in this application is true and correct to the best of his/her knowledge and belief. Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

Officer Dennis R. Petzke 3/2/22
(Signature / Date)

Friends of Schumacher Farm, Inc.
(Name of Organization)

Date Filed with Clerk

Date Reported to Council or Board

Date Granted by Council

License No.

Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$10.00

Application Date: 02/28/2022

☒ Town ☐ Village ☐ City of Westport

County of Dane

The named organization applies for: (check appropriate box(es).)

- ☐ A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.
☒ A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 10/01/2022 and ending 10/01/2022 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) →

- ☒ Bona fide Club ☐ Church ☐ Lodge/Society
☐ Veteran's Organization ☐ Fair Association or Agricultural Society
☐ Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name Friends of Schumacher Farm Park, Inc.

(b) Address 5682 Hwy 19, Waunakee, WI 53597
(Street)

☒ Town ☐ Village ☐ City

(c) Date organized 05/26/1989

(d) If corporation, give date of incorporation 05/26/1989

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box: ☐

(f) Names and addresses of all officers:

President Mark Pelton, 503 Agnes Ave, Waunakee, WI 53597

Vice President Dale Otradovic, 506 Vanderbilt Dr, Waunakee, WI 53597

Secretary Gary Herzberg, 1804 Athens Ct, Waunakee, WI 53597

Treasurer Dennis Petzke, 5754 River Rd, Waunakee, WI 53597

(g) Name and address of manager or person in charge of affair: Dennis Petzke, 5754 River Rd, Waunakee, WI 54597

2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number 5682 Hwy 19

(b) Lot _____ Block _____

(c) Do premises occupy all or part of building? _____

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: Sales will be at a booth by the historic granary and contained within a 200' radius.

3. Name of Event

(a) List name of the event Waunakee Area Market

(b) Dates of event 10/01/2022

DECLARATION

An officer of the organization, declares under penalties of law that the information provided in this application is true and correct to the best of his/her knowledge and belief. Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

Officer


(Signature / Date)

3/2/22

Friends of Schumacher Farm, Inc.

(Name of Organization)

Date Filed with Clerk _____

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____

AGENDA ITEM #10:

St. Mary of the Lake Church Temporary Class “B”/Class “B”
Retailers Licenses (3/29/2022, 4/18/2022, and 5/10/2022),
St. Mary of the Lake Church, 5464 Mary Lake Road, and
Related Operators Licenses, Discussion/Action

Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ _____

Application Date: 02/25/2022

☒ Town ☐ Village ☐ City of Westport

County of Dane

The named organization applies for: (check appropriate box(es).)

- ☒ A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.
☐ A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 05/10/2022 and ending 05/10/2022 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) →

- ☐ Bona fide Club ☒ Church ☐ Lodge/Society
☐ Veteran's Organization ☐ Fair Association or Agricultural Society
☐ Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name Saint Mary of the Lake Catholic Church

(b) Address 5460 Mary Lake Road, Westport WI 53597

(Street)

☒ Town ☐ Village ☐ City

(c) Date organized 11/05/1865

(d) If corporation, give date of incorporation _____

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box: ☐

(f) Names and addresses of all officers:

President _____

Vice President Rev Msgr James L Gunn 209 South Street Waunakee, WI 53597

Secretary Theresa Alt, 5589 Auchter Lane Westport WI 53597

Treasurer Janette Hermanson 802 W Main Street #23 Waunakee, WI 53597

(g) Name and address of manager or person in charge of affair: Theresa Alt, 5589 Auchter Lane
Waunakee, WI 53597

2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number 5464 Mary Lake Road

(b) Lot _____ Block _____

(c) Do premises occupy all or part of building? Part

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: _____

3. Name of Event

(a) List name of the event Saint Mary Bingo

(b) Dates of event 05/10/2022

DECLARATION

An officer of the organization, declares under penalties of law that the information provided in this application is true and correct to the best of his/her knowledge and belief. Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

Officer

Theresa Alt
(Signature / Date)

Saint Mary of the Lake Catholic Church

(Name of Organization)

Date Filed with Clerk _____

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____

Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ _____

Application Date: 02/25/2022

☒ Town ☐ Village ☐ City of Westport

County of Dane

The named organization applies for: (check appropriate box(es).)

- ☒ A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.
☐ A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 04/18/2022 and ending 04/18/2022 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) →

- ☐ Bona fide Club ☒ Church ☐ Lodge/Society
☐ Veteran's Organization ☐ Fair Association or Agricultural Society
☐ Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name Saint Mary of the Lake Catholic Church

(b) Address 5460 Mary Lake Road, Westport WI 53597

(Street)

☒ Town ☐ Village ☐ City

(c) Date organized 11/05/1865

(d) If corporation, give date of incorporation _____

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box: ☐

(f) Names and addresses of all officers:

President _____

Vice President Rev Msgr James L Gunn 209 South Street Waunakee, WI 53597

Secretary Theresa Alt, 5589 Auchter Lane Westport WI 53597

Treasurer Janette Hermanson 802 W Main Street #23 Waunakee, WI 53597

(g) Name and address of manager or person in charge of affair: Theresa Alt, 5589 Auchter Lane
Waunakee, WI 53597

2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number 5464 Mary Lake Road

(b) Lot _____ Block _____

(c) Do premises occupy all or part of building? Part

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: _____

3. Name of Event

(a) List name of the event Saint Mary Bingo

(b) Dates of event 04/18/2022

DECLARATION

An officer of the organization, declares under penalties of law that the information provided in this application is true and correct to the best of his/her knowledge and belief. Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

Officer Theresa Alt
(Signature / Date)

Saint Mary of the Lake Catholic Church
(Name of Organization)

Date Filed with Clerk _____

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____

Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ _____

Application Date: 02/25/2022

☒ Town ☐ Village ☐ City of Westport

County of Dane

The named organization applies for: (check appropriate box(es).)

- ☒ A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.
☐ A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 03/29/2022 and ending 03/29/2022 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) →

- ☐ Bona fide Club ☒ Church ☐ Lodge/Society
☐ Veteran's Organization ☐ Fair Association or Agricultural Society
☐ Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name Saint Mary of the Lake Catholic Church

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(Street)

☒ Town ☐ Village ☐ City

(c) Date organized 11/05/1865

(d) If corporation, give date of incorporation _____

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box: ☐

(f) Names and addresses of all officers:

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Vice President Rev Msgr James L Gunn 209 South Street Waunakee, WI 53597

Secretary Theresa Alt, 5589 Auchter Lane Westport WI 53597

Treasurer Janette Hermanson 802 W Main Street #23 Waunakee, WI 53597

(g) Name and address of manager or person in charge of affair: Theresa Alt, 5589 Auchter Lane
Waunakee, WI 53597

2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number 5464 Mary Lake Road

(b) Lot _____ Block _____

(c) Do premises occupy all or part of building? Part

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: _____

3. Name of Event

(a) List name of the event Saint Mary Bingo

(b) Dates of event 03/29/2022

DECLARATION

An officer of the organization, declares under penalties of law that the information provided in this application is true and correct to the best of his/her knowledge and belief. Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

Officer

Theresa Alt
(Signature / Date)

Saint Mary of the Lake Catholic Church

(Name of Organization)

Date Filed with Clerk _____

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____

OPERATOR LICENSE APPLICATION

New _____ Renewal X Employed by _____

Regular _____ (\$10.00) Provisional _____ (\$10.00) Temp _____ (\$5.00)

Lic # _____ Lic # _____ Lic # _____

Date _____, To the Town Board of the Town of Westport, Wisconsin:

I hereby apply for a License to serve, from date hereof to June 30, 20____, inclusive (unless sooner revoked), Fermented Malt Beverages and Intoxicating Liquors, subject to the limitations imposed by Section 125.32(2) and 125.68(2) of the Wisconsin Statutes and all acts amendatory thereof and supplementary thereto, and hereby agree to comply with all laws, resolutions, ordinances and regulations, Federal, State or Local, affecting the sale of such beverages and liquors if a license be granted to me. I understand by signing below, I may be subject to a background check(s).

Answer the following questions fully and completely:

Name of Applicant Theresa Alt
Address 5589 Auchter Lane City, State, Zip Waunakee WI 53597

Date of Birth 9-23-1948 Age 73 Phone # 849-4026

Have you registered for an approved responsible beverage server training course? _____ (attach registration)

Have you completed an approved responsible beverage server training course? _____ (attach certificate)

Have you been licensed before? X Municipality _____ Date of most recent license _____

Have you been convicted of violating any law of Dane Co, the State of WI or of the United States? _____

Date of such conviction _____ Name of Court _____

Nature of offense _____

Have you been convicted of violating any license law or ordinance regulating the sale of fermented malt beverages or intoxicating liquors? NO

State of Wisconsin, ss.
Dane County.

Theresa S. Alt, being first duly sworn on oath says that (s)he is the person who made and signed the foregoing application for an operator's license; that all the statements made by the applicant are true.

Theresa A. Alt
Signature of Applicant

Subscribed and sworn to before me this 25 day of Feb, 2022

[Signature]
Notary Public
My commission expires May 30, 2023

Rev 04/20

TOWN OF WESTPORT

PLAN COMMISSION - March 14, 2022

The regular monthly meeting of the Plan Commission was called to order at 7:01 p.m. in the Community Meeting Room of the Bernard J. Kennedy Administration Building by Chair Sipsma. Members present: Cuccia, Kennedy, Ohm, Pichette, Sipsma, Tande. Members absent: Bruskewitz. Also attending: Mary Manering, Tom Bunbury, Rachel Holloway, Adam Nonn, Jamie and Brad Kerl, Ton Ensign, Jon Lenius, Craig Enzenroth, Dean Grosskopf, and Tom Wilson.

For Public Comment on Matters not on the Agenda, since there were new members Sipsma started the meeting with introductions, Wilson welcomed Tande and Sipsma to the Plan Commission, and Grosskopf to his new seat as a Town staff member.

The minutes of the February 14, 2022 regular meeting were approved as presented on a motion by Cuccia, second Ohm, with Pichette abstaining.

Item #11

Grosskopf and Wilson gave an introduction on the Design Review and CUP (Allow Sanitary Features in Accessory Buildings), Lake Pointe Apartments Improvements, Lake Pointe Associates, Westport Road (Town Zoning), and the applicant then gave a presentation including changes that were being proposed (removing the pool construction and increasing size of rear accessory structure). The Chair then called a public hearing on the CUP to order at 7:22 p.m. and closed the hearing at 7:23 p.m. after calling for comments three times without reply. After discussion and questions of the applicant, the CUP was recommended for approval as presented and necessary, and the design review for the revised plans as presented was approved with conditions and restrictions as recommended by Staff and with a delayed effective date for approval of the CUP by the Town Board, on a motion by Kennedy, second Cuccia.

At this time Pichette recused himself from the next matter and left the room.

After a brief explanation of the status of the Land Division and Rezone (PDD to *R-1 and County A-1*, Create 2 Single Family Residential Lots), Nonn/Lucke, Wegenke Property Near Briggs Road CTH Q (Middleton ETZ), matter by Sipsma, further comments by Grosskopf and Wilson, and a brief discussion, action on the matter was postponed until after the JZC public hearing in April on a motion by Cuccia, second Ohm.

Pichette then returned to the room and resumed Commission duties.

An Initial Consultation to Remove Restrictions to Allow Single Family Home (Outlot by Town Well), Bunbury, Cobblestone Drive, Carriage Ridge (Waunakee ETZ) was then held. After an introduction by Grosskopf, a history of the property given by Wilson, and a brief presentation by Tom Bunbury, the Commission members advised Mr. Bunbury to talk to the neighbors about the proposal before filing, and concerns were also raised about very limiting construction restriction and the actual size of the building area fitting into the rest of the neighborhood.

Item # 13

After an introduction by Grosskopf, comments by the owner, and discussion, Land Division and Rezone (ER-1 to Create Additional Single Family Home), Ensign, Emerald Grove Lane (Waunakee ETZ), was recommended for approval as presented with conditions and restrictions as

recommended by staff, and in addition to show approval of the potential for a septic system to the Town Administrator prior to construction, and a joint access or driveway agreement in a form acceptable to the Town Administrator, on a motion by Cuccia, second Kennedy.

Item # 14

On the Sign System Proposals, after a presentation by Grosskopf and Wilson, and a history of the project presented by Cuccia and Pichette, the proposal by Poblacki was recommended for approval as presented on a motion by Pichette, second Cuccia.

Wilson reported on the work of the Park Committee. Pichette reported on the work of the Historic Preservation Commission.

Grosskopf reported on the work of the Waunakee/Westport Joint Planning Committee and Middleton/Westport Joint Zoning Committee.

For Miscellaneous Matters or Forthcoming Events raised, Wilson reported that Groundswell gave approval for getting appraisals on the Berman/Bagels forever property as a start to a potential purchase with Town assistance, and Grosskopf provided further details; Pichette inquired about Beef Butter BBQ using the Towell land space; Kennedy reported that the Cross Lutheran Church sign is up and looks good; Pichette asked about potential Community of Bishops Bay Phase 7 condominium plans; and, Pichette thanked Wilson for his years of service and making the Plan Commissioner jobs each month easier.

Motion to adjourn by Kennedy, second Ohm. The meeting adjourned at 8:45 p.m.

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

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 14, 2022 7:00 p.m.

1. Call to Order
2. Public Comment On Matters Not On the Agenda
3. Approve Minutes.
For the 2/14/22 meeting minutes.

4. Design Review and CUP (Allow Sanitary Features in Accessory Buildings), Lake Pointe Apartments Improvements, Lake Pointe Associates, Westport Road (Town Zoning), PUBLIC HEARING/Discussion/Recommendation/Action

Lake Pointe apartments wishes to add some amenities to the location for its residents. They wish to add a pool with a pool house and a separate office. There are some other improvements as well proposed, as well as rest rooms in the buildings (for the pool house and office). They would plan to use the color and brick/siding on the exterior as the current buildings. All of the improvements meeting the zoning for the property as it currently exists, including setbacks, in the legacy R-4 zone. The property is under the Town Zoning Code. However, there is a provision in the code that all accessory structures with sanitary features (bathrooms) require a Conditional Use Permit (CUP). That is why the public hearing at the Plan Commission level is set here, and approval by the Board after Plan Commission recommendation is necessary. This item was on your agenda last month for just the Design Review, but the applicants waited until March to do the CUP and design review at the same time. If you so choose, the design review could be approved by the Plan Commission but the bathroom elements could be conditioned on approval of the CUP allowing them, and recommended for approval to the Board.

I really see nothing to object to in the design or the CUP for sanitary features, and it does not appear to affect the neighboring properties or Westport Road in any way.

RECOMMENDATION: *Move to approve the design review requested with a delayed effective date and subject to the Board approving the CUP allowing bathrooms in the new accessory structures only as requested, which is also recommended for approval, and also subject to meeting the required standards for parking, lighting, stormwater, and landscaping, all as to be approved by the Town Engineer and Administrator.*

5. Land Division and Rezone (PDD to R-1 and County A-1, Create 2 Single Family Residential Lots), Nonn/Lucke, Wegenke Property Near Briggs Road, CTH Q (Middleton ETZ), Discussion/Recommendation

Many years ago, after much wrangling, a proposal for the rezoning of this parcel was approved and an eventual Specific Implementation Plan (SIP) was approved to allow four condominium units on site. The thought was that these condos would take up less space than traditional single family homes, would be similar in use to the Bishops Bay condominiums, and allowing four would be consistent as ½ Residential Equivalency Units (REU's) to two single family homes, with lot sizes about the same as currently on Briggs Road. The first goal in the original Middleton/Westport Extraterritorial Zoning (ETZ) Comp Plan was to protect the integrity of existing neighborhoods. That SIP is effective I believe until 2023. The Nonns and Luckes would like to revise the existing SIP to allow for 2 single family residential lots, with the access road on the east-west outlots from CTH Q which both residential lot owners would own.

You just went through a process that rejected 4 larger homes on the main parcel. You felt 4 homes would take up more space than the approved condos, meaning more grading and tree/vegetation loss. It would effect the Briggs Road neighbors as proposed with the roadway proposed and its location, as well as the loss of buffer vegetation not only for the homes but from the golf course property which abuts the Wegenke parcel. And certainly lighting, noise and views would be effected upon those Briggs Road neighbors if that revision had proceeded, much more than was proposed with the previous approved condo SIP. At those meetings many of the Plan Commissioners mentioned that a two lot land division, because it would lower the density and make lots similar in size to the Briggs Road lots, might be acceptable. That is what the applicants are proposing here. They are also trying to use as much as possible the current access to the back parcel so as to limit additional vegetation removal. The proposal is consistent with what was viewed at the consult, and found generally favorable as long as view sheds of current neighbors were protected, buffers were maintained, the hillside to the north was protected and not built upon, and as few trees as possible were removed with additional landscaping/tree planting to be utilized

The property is in the Comp Plan as Community Residential, and zoned specifically to allow the 4 condominium units in the specified location. Again the Comp Plan also references and changes or land divisions to be similar to existing neighborhoods, without impacting them.

If approved, we would of course need to work out details on tree and slope protections, exact driveway and building locations, stormwater concerns, and some other specifics. These two homes could exist on septic and wells as the Briggs Road homes do now, with a sewer/utility connection restriction to be provided for the property in case of future utility access (like we usually do). Normally in this situation we would leave recommendations as a body up to the JZC and just give separate individual Commissioner comments. However with the last

proposal on this site, the JZC specifically asked for your thoughts, so it makes sense to proceed in the same way here.

The other twist here is that the best zoning classification for the residential lots does not work because they are a little narrow. ER-1 requires 125 feet of lot frontage, but evenly split these are 124.5 essentially. Staff recommended using the City's R-1 classification, but restricted to just single family homes as a use and using the ER-1 setbacks. You should also consider the idea of moving the actual final driveways for the homes more toward the middle of the lots and not where it is somewhat located now, providing for buffer landscaping between the west lot and the home to the west, providing for the 30 foot side yard set back on that side as well, and any other conditions/or restrictions you consider to assist in keeping the integrity of the neighborhoods intact.

One of the driveway lots was zoned PDD with the previous proposal, so it needs to be rezoned. Staff suggested it be rezoned County A-1 to match the other lot closest to CTH Q, and to assist the Town with its Farmland Preservation Credit program.

The item is on for a public hearing and review by the JZC at a meeting on April 6.

RECOMMENDATION: Move to approve the land division and rezones as requested and recommended, subject to the following conditions and restrictions:

- 1. Standard Town conditions and restrictions regarding further land division and building sites, erosion and stormwater control, utility access/payment, etc., on all lots, and that no structures be allowed on the lots that are for the driveway nor can they be further divided.***
- 2. Restrict the residential lots to utilizing the ER-1 setbacks, no construction to be allowed on the hillsides as approved by the Town Engineer and Administrator, utilizing the required 30 foot setback on the west side of the western lot, and having the home locations approved by the Town Administrator before a building permit is issued.***
- 3. Driveway access to be as shown on the entry outlots but then shall be more toward the middle of/between the residential lots, and be a shared access as far as possible, and to be approved prior to construction by the Town Engineer and Town Administrator, along with an access/shared driveway agreement.***
- 4. A tree survey which shows the mature pines (mainly on the northern areas), maples, cherry and oaks (mainly on the southern areas) located on the entire property and a plan to maintain them to be approved by the Town Engineer and Administrator.***
- 5. The main driveway construction and grades entering from CTH Q shall be approved by the Town Engineer prior to further grading and shall be built to match the width of Briggs Road as much as possible, with stormwater structures as needed to prevent any runoff to neighboring parcels, to be approved by Middleton Fire and Waunakee EMS, and to interfere as little as possible with existing vegetation which acts as a screen and buffer for the abutting properties.***
- 6. The construction of the entrance to CTH Q should be approved by Dane County highway and the Town and City Engineers.***
- 7. Satisfy the Town's Parkland Dedication requirement by paying the fee for one additional unit.***

6. Initial Consultation, Remove Restrictions to Allow Single Family Home (Outlot by Town Well), Bunbury, Cobblestone Drive, Carriage Ridge (Waunakee ETZ)

The applicant wants to remove a no build restriction around an outlot in the original Carriage Ridge Plat. This lot was originally considered as part of the well house lot for the Town, but then part was made a separate lot as not necessary for the well. However the lot was restricted so that no home would be built on it more like a buffer for the well house (which is noisy at times) from residences and the wetland to the south. The lot is in the Waunakee ETZ area and zoned County R-1 like the remainder of the Carriage Ridge lots. Lot 2 is about ½ acre but the part of the lot that is above the wetland line and north of the equestrian easement is only about 11,000 square feet, which is roughly ¼ of the size of the other lots in the original Carriage Ridge lot. Restrictions and notices and some noise buffering could be used for the well house per the Town's Utility Manager, but consideration might have to be given to other use restrictions to protect the well. As you may also recall, the property immediately to the east of the proposed home is owned by the Bakkes who just gained approval for a new lot. At the time neighbors on Polo Ridge were concerned about tree loss on the new lot and the Bakkes worked with them to resolve issues. That same issue would likely be raised here.

The item is also on the Joint Planning Commission meeting on 3/15 for a consult.

RECOMMENDATION: *This is only a consult so no action is required. Please advise the potential applicant of any issues.*

7. Land Division and Rezone (ER-1 to Create Additional Single Family Home), Ensign, Emerald Grove Lane (Waunakee ETZ), Discussion/Recommendation

The Owners would like to split their 5 acre lot in half for another residential property (for a relative as requested by the relative). At one point, there were 6 approximate 5 acre lots on Emerald Grove Lane. Three of those have now been split into approximate 2.5 acre lots over the years. Only the Ensign lot, the Curry lot just south of Ensigns, and the church lot here have not been split. The Ensigns would have access from their current driveway for the new lot off of Emerald Grove Lane, and no access off Woodland Drive would be preferred as shown. The property is Community Residential in our Comprehensive Plan, and zoned County RH-2 being in the Village's ETZ area. A few issues were identified at the consults, but mainly access and the driveway location was discussed with proceeding in general being favorable. The land division proposal is consistent with the consult. The request to rezone the property to ER-1 is appropriate (specifically for use in the ETZ area with a 1-3 acre lot size). We should do something regarding tree and slope protections, and restrictions for no further land divisions as done with the other recent splits on Emerald Grove Lane, as well as continue no access from Woodland Drive. Sewer and water is also a discussion item since it may now be available from the Village, as has been provided to other homes on the roadway, however we usually add a restriction that the homeowners must connect and pay if utilities are ever extended to the property.

The bigger concern to consider is the location of the driveway along the front of the current home between it and Woodland Drive. At the consults there seemed to be a preference for that access in the rear of the current lot and behind the home. Access there could either be separate in some way, shared with the current home, and would not be visible or effect Woodland Drive. The Town Engineer has advised that stormwater can be handled from the

Item #13

driveway as currently located, but of course a restriction to deal with this issue should be included (which we normally would include). At any rate you will probably want to firm up exactly where that driveway will be and how constructed. You should discuss the location and specifics of this access with the applicants.

The Joint Plan Commission also has this item on the agenda at its meeting on March 15.

Item #13

RECOMMENDATION: *Move to approve as presented with standard Town conditions, continuing access restrictions, no further land divisions or creation of building sites, approval of erosion control and stormwater drainage plans by the Town Engineer, addition of a building envelope which protects the slopes and trees on the newly created lot for approval by the Town Administrator, and strong consideration for specifics on the driveway design and location (i.e., moving the driveway for the new home to the rear [south side] of the current parcel; sharing the current driveway to the existing home and along the south side of the current parcel; or, if to remain in front along Woodland Drive or wherever located to condition approval upon the location and construction of the driveway to be approved by the Town Engineer and Administrator prior to construction commencing on the lot).*

8. Sign System Proposals, Discussion/Recommendation

We sent out the RFP for the proposal to do our sign system work as approved. We sent to several companies and had a few calls as well. We put the RFP on our web site and also posted in several other web sites where it could be seen. Despite all of that, we did only get one proposal. It was from a very good company in Poblocki Sign Company. We asked them some questions regarding their sign system work and they also got back to us right away. I included those emails in your packets. Both our resident sign system expert Chris Moore and Dean Grosskopf who has worked with Poblocki in the past had good reviews, and the price is actually on the lowest side of what Chris thought, and right in line with what John Cuccia, Mark Trotter and I thought. So despite only having one proposal, it is a very good one from a very good company. In talking with John and Mark who were on the Sign Group, we see no need to do another proposal round, and feel this is good option, and frankly as good as we could expect.

Item #14

RECOMMENDATION: *Move to recommend the Poblocki proposal to the Town Board for approval.*

9. Park Committee Report/Items for Action

Terry, if present, will give a report on recent Committee work.

10. Historic Preservation Commission Report/Items for Action

Joe, if present, will give a report on recent Commission work.

11. Waunakee/Westport Joint Planning Committee Report/Items for Action

An oral report will be provided as necessary.

12. Middleton/Westport Joint Zoning Committee Report/Items for Action

An oral report will be provided as necessary.

13. Miscellaneous/Forthcoming Events

An oral report will be provided as necessary.

14. Adjourn

**VILLAGE OF WAUNAKEE
TOWN OF WESTPORT JOINT PLAN COMMISSION MEETING
500 West Main Street
March 15, 2022 6:00 PM**

Meeting Minutes

CALL TO ORDER

The meeting was called to order by Ken Sipsma at 6:01 p.m.

ROLL CALL:

Present: Ken Sipsma, Mark Trotter, Eileen Bruskewitz, Brian Malich, Brian Wallace

Absent: Kevin Phelps

Also Present: Tom Wilson, Tim Semmann, Tracy Meinholz, Jason Valerius, Tom Ensign, Jamie Endres-Kerl, Brad Kerl, Sydney Reich, Josh Manion, Mary Currie, Brent Ellifson, Josh Wilcox, Dustin Dresen.

MINUTES

1 February 15, 2022

Motion Malich, second Bruskewitz, to approve the minutes from the February 15, 2022, Joint Plan Commission meeting as presented. Motion carried.

PUBLIC COMMENT

Tom Wilson introduces the newest JPC member Mark Trotter.

NEW BUSINESS

- 1 Public Hearing & Discussion/Action on a Request by Brad & Jamie Kerl for a Certified Survey Map to Create One New Lot and Rezone From County RH-2 to Village ER-1 at 5739 Emerald Grove Ln., Town of Westport**

Item # 13

The Owner would like to split their 5-acre lot in half for another residential property (for a relative as requested by the relative). At one point, there were 6 approximate 5 acre lots on Emerald Grove Lane. Three of those have now been split into approximate 2.5 acre lots over the years. Only the Ensign lot, the Curry lot just south of Ensigns, and the church lot here have not been split. The Ensigns would have access from their current driveway for the new lot off Emerald Grove Lane, and no access off Woodland Drive would be preferred as shown. The property is Community Residential in our Comprehensive Plan, and zoned County RH-2 being in the Village's ETZ area.

The public hearing was opened at 6:08 p.m. One written comment was received from Jon Chevala, 5828 Woodland Dr., in favor of the proposal. The public hearing was closed at 6:09 p.m.

At the Town Plan Commission, the previous evening, they recommended approval as presented with conditions and restrictions as recommended by staff, and in addition to show approval of the potential for a septic system to the Town Administrator prior to construction, and a joint access or driveway agreement in a form acceptable to the Town Administrator.

Motion Bruskewitz, second Trotter, to approve as presented with the standard Town conditions and as recommended by the Town Plan Commission. Motion carried 5-0.

2

Public Hearing & Discussion/Action on a Specific Implementation Plan & Request for Conditional Use Permit by Christian Brothers Automotive to Construct and Operate an Automotive Repair Business, Lot 3 CSM 15534, 2820 Sarah Ln. in the Woodland Crest Plat

The applicant is seeking approval of a site plan (SIP) and CUP to construct a single-story 6,655 square foot automotive service center at the southwest corner of Sarah Lane and Simon Crestway. The request is generally consistent with the Woodland Crest GDP, recently amended to allow automotive repair uses on this site with a CUP.

The public hearing was opened at 6:20 p.m. There were no comments from the public. The hearing was then closed at 6:21 p.m.

Mr. Semmann presented a slide illustrating the proposed changes requested by the Village Plan Commissioners the previous evening. The JPC members had no objections to the change. Staff will work with applicant to fine tune them. The Village PC members recommended approval of the Christian Brothers SIP subject to all outstanding staff concerns including the addition of an architectural enhancement to the southeast corner of the building being addressed to the satisfaction of the Community Development Director and Village Engineer, along with the draft CUP document as reviewed by the Village Attorney.

Motion Wallace, second Bruskewitz, to approve the SIP, and CUP as recommended by the Village Plan Commission. Motion carried 5-0.

AGENDA ITEM #11:

CUP (Allow Sanitary Features in Accessory Buildings), Lake
Pointe Apartments Improvements, Lake Pointe Associates,
Westport Road (Town Zoning), Discussion/Action



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 = 380'

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

Print Date: 2/9/2022

TOWN OF WESTPORT
CONDITIONAL USE PERMIT
(Lake Pointe Apartments, 5324 Westport Road)

The Town Board of the Town of Westport does hereby GRANT a Conditional Use Permit in accordance with the Town Westport Comprehensive Plan and Zoning Code.

EFFECTIVE DATE OF PERMIT: _____

The conditional use is described below and shall be located on the Property described as follows:

5320-22, 5324-26, 5312-14, 5316-18 Westport Road

Sanitary facilities in storage/dog park area (accessory use) near rear lot line.

The Applicant has submitted an application for a conditional use permit to the Town of Westport.

1. The establishment, maintenance, or operation of the conditional use will not be detrimental to or endanger the public health, safety, comfort, or general welfare.
2. The uses, values, and enjoyment of other property in the neighborhood for purposes already permitted shall be in no foreseeable manner substantially impaired or diminished by the establishment, maintenance, or operation of the conditional use.
3. The establishment of the conditional use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.
4. That adequate utilities, access roads, drainage, and other necessary site improvements have been or are being made.
5. That adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.
6. The Town Board finds that the following conditions shall apply to the conditional use permit granted herein: only for the structure as shown on the attached map.

Expiration of Permit

Per Town of Westport Zoning Code, Section 10-9-1.095: If a use or activity associated with a previously approved conditional use ceases for 365 days or more after first being established on the property, the use will be deemed to have been terminated and the property owner or authorized agent must reapply and obtain another conditional use before recommencing the use or activity.

The Conditional Use Permit set forth herein was issued by the Town of Westport on March 21, 2022.

TOWN OF WESTPORT

Approved: _____

By: _____
Kenneth R. Sipsma, Town Board Chair

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

Attachment: Map of Use

From: [Craig Enzenroth](#)
To: [Robert Anderson](#)
Cc: [Jessica Duffrin](#); [Don Schroeder](#)
Subject: Lake Pointe Improvements
Date: Tuesday, March 15, 2022 9:15:18 AM
Attachments: [image001.png](#)
[C-1.1 3-10-22.pdf](#)
[Storage shed - A-1.1b 3-10-22.pdf](#)

Bob

We have modified the planned improvements for Lake Pointe Apartments as per the attached which was presented and approved at the Plan Commission last evening. The changes to the plan involve the following:

- Deletion of the pool and pool bldg.
- Relocation of the grilling area adjacent to the fire pit area
- Installation of pedestrian walk along Westport Rd to interconnect the easterly buildings better with the Amenity bldg.
- Enlarge the dog park area
- Increase the storage shed bldg.. to include year-round dog wash area and covered / open air bike repair area
- Note there are no changes to the Amenity Bldg.

I understand that the CUP needs to be approved by the Town Board. Please advise when this meeting will be held.

Let me know if you need anything else.

[Craig Enzenroth](#), President

101 East Main Street, Suite 500

Mount Horeb, WI 53572

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608-742-2169 (Office)
608-742-2592 (Fax)
gec@generalengineering.net
www.generalengineering.net

TO: Town of Westport – Bob Anderson
Knothe-Bruce Architects – Arianne Wolske

FROM: Kory D. Anderson, P.E., Town of Westport Zoning Administrator
Mary Dussling, Town of Westport Zoning Assistant

DATE: January 31, 2022 (Revised)

SUBJECT: Zoning Review for proposed Site Improvements
Lakepointe Apartments – 5312-5336 Westport Road
Tax Parcels 0809-262-8570-5 and 0809-262-8590-1

The two properties contain a total of 6 two-story apartment buildings with 17 to 20 units each, all with underground parking garages. The properties are zoned R-4 Residential District in the Legacy zoning. We are not aware of any CUPs for the properties and we assume that the current site and buildings meet all the required zoning ordinances, including Dane County's requirements for setbacks to environmentally sensitive areas.

In summary, the owner is proposing to construct a clubhouse/office/exercise building (Bldg A), a storage shed (Bldg B) associated with a fenced in dog run, a firepit, a new walkway/trail, and pool with associated pool building (Bldg C) and grilling gazebo (Bldg D). Eight (8) new parking stalls will be provided near the clubhouse to replace the parking stalls lost due to the construction of this new building. Refer to the attached site plan.

We are treating Bldg A as a principal structure with all other proposed buildings as accessory structures. As proposed, Bldg A appears to meet the front and side yard setback requirements for principal structures but will require a location survey. All the other proposed buildings meet the side and rear yard setback requirements for accessory structures.

Per 10.08(3)(c), accessory buildings cannot exceed 12 feet in height. Bldgs C and **B** do not meet this requirement. Also, per 10.04(1)(b)(2), sanitary fixtures are prohibited in accessory structures. Again, Bldg C would not meet this requirement. However, a CUP can be issued to allow sanitary fixtures in sanitary structures.

The properties could be rezoned to Multi-Family Residence in the new zoning ordinance which allows accessory structures up to 35ft. The sanitary fixtures would require a CUP in the new zoning ordinance, but the CUP would trigger the rezone anyway.

All proposed construction will need to meet Dane County stormwater and erosion control requirements, if applicable. Permits from Dane County, including sanitary permits, will be needed prior to issuing a Land Use Permit from the Town.

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





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) March 14, 2022 Plan Commission Meeting

SUBJECT: CUP Review for Lake Pointe Apartments
Tax Parcels 0809-262-8570-5 and 0809-262-8590-1

GEC NO.: 2-0122-46B

Background Information

Owner / Applicant: Lake Pointe Associates, LLP
c/o Craig Enzenroth
101 E. Main St., Suite 500
Mt Horeb, WI 53572

Architect: Knothe-Bruce Architects

Location: 5320-22, 5324-26, 5312-14, 5316-18 Westport Road
In part of the NW $\frac{1}{4}$ of the NW $\frac{1}{4}$ of Section 26 and SW $\frac{1}{4}$ of the SW $\frac{1}{4}$ of Section 23, all in T8N, R9E, Town of Westport, Dane County, WI.

Request: CUP for Sanitary Fixtures in Accessory Structure

Existing Zoning: Tax Parcels 0809-262-8570-5, 0809-262-8590-1 R-4(Legacy) 6.0 Acres
Total 6.0 Acres
There are no current CUPs associated with the two tax parcels that we are aware of.

Existing Land Use: The Subject properties contain a total of 6 two-story apartment buildings with 17-20 units each, all with underground parking garages. We assume that the current site and buildings meet all the required zoning ordinances, including Dane County's requirements for setbacks to environmentally sensitive areas.

Adjacent Land Uses: North: Multi-Family Residential
West: Westport Road, Multi-Family Residential
East: Railroads Tracks followed by STH 113 (Northport Drive)
South: Wetlands

Proposal

Zoning Change: None

Applicant submitted information for a Conditional Use Permit (CUP) for a proposed accessory building (pool building) that will have plumbing/sanitary fixtures.

Submittals/Attachments

1. Town of Westport Plan Commission Application, received February 11, 2022.
2. Proposed Site Plan, received February 11, 2022.

Portage

Black River Falls

La Crosse



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.

Zoning Ordinance/Town Ordinances

1. Conditional Use Permit

Per 10.04(1)(b)(2) of the Legacy zoning, sanitary fixtures are prohibited in accessory structures but are allowed by CUP. The CUP would trigger a rezone in the newer zoning ordinance, but the Town prefers to issue the CUP under the Legacy zoning.

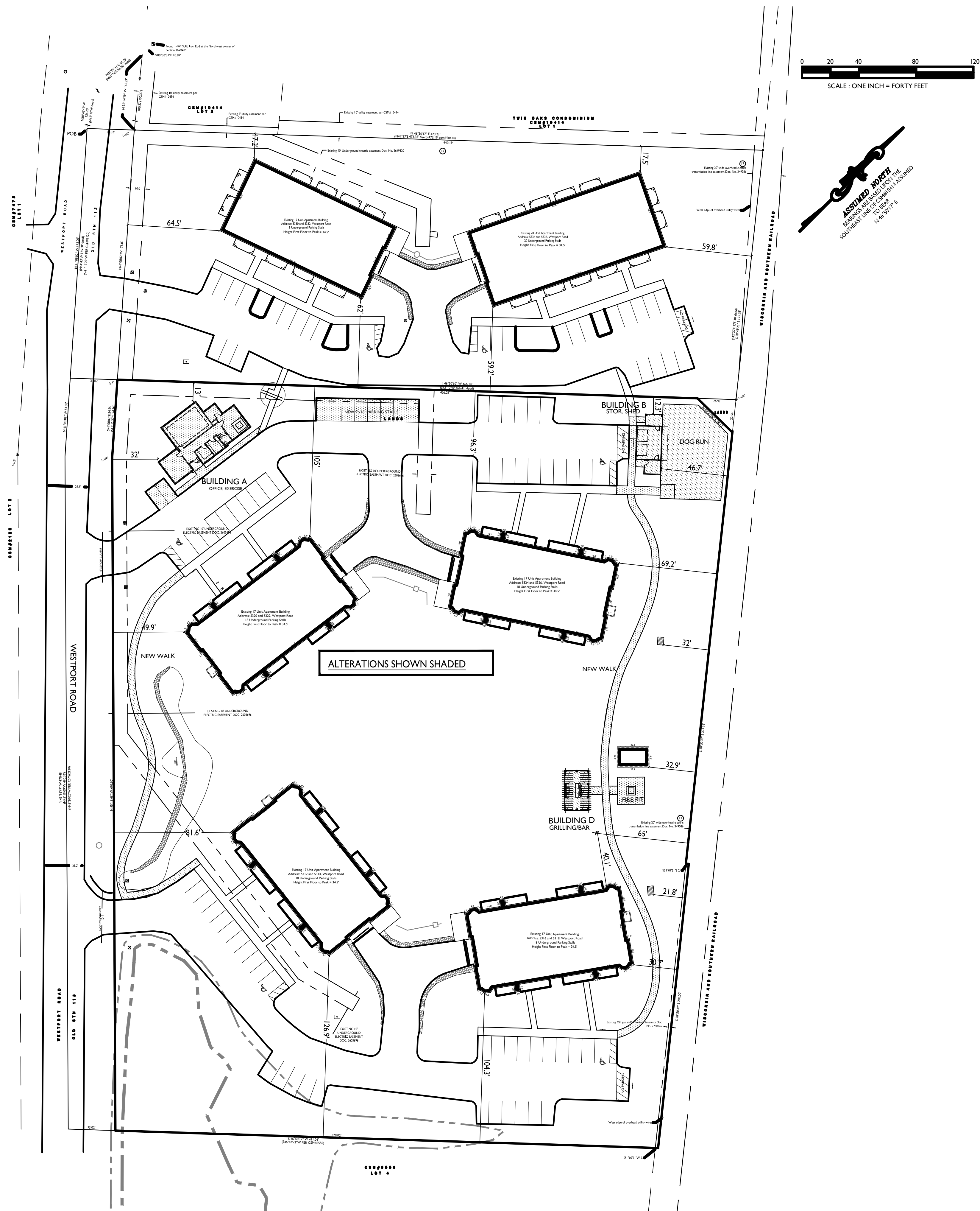
2. Zoning Review Memo

See attached memo regarding correspondence on the proposed site plan/ zoning review.

Recommendation

Recommend approval of the proposed CUP request to have plumbing/sanitary fixtures in a proposed accessory structure (pool building) on Tax Parcel 0809-262-8570-5 that is already zoned R-4 Multi-Family Residential District, with the following conditions or restrictions:

1. The Town hold a public hearing for the CUP request.
2. Town Plan Commission/Town Board discuss any concerns with above comments.
3. Any comments or conditions from the Town's Attorney shall be addressed.



| SHEET INDEX | |
|---------------------------------|---------------------------|
| SITE INFORMATION | |
| C-1.1 | SITE PLAN |
| C-2.1 | SITE LIGHTING |
| C-001 CIVIL DETAILS | |
| C-100 | EXISTING CONDITIONS |
| C-200 | SITE PLAN |
| C-300 | GRADING PLAN |
| C-400 | UTILITY PLAN |
| L-1.0 LANDSCAPE PLAN AT BLDG. A | |
| BUILDING A | |
| OFFICE / EXERCISE | |
| COLORED ELEVATIONS | |
| A-1.1a | FLOOR PLAN |
| A-2.1a | ELEVATIONS |
| BUILDING B | |
| STORAGE BUILDING | |
| A-1.1b | FLOOR PLAN & ELEVATIONS |
| BUILDING D | |
| GRILLING / BAR SHELTER | |
| A-1.1d | FLOOR PLAN AND ELEVATIONS |

knothe • bruce
ARCHITECTS
Phone: 7601 University Ave, Ste 201
608.836.3690 Middleton, WI 53562

ISSUED
Issued To Westport - Jan. 26, 2022
Reissued To Westport - Feb 16, 2022
Reissued To Westport - Mar. 10, 2022

PROJECT TITLE
LAKEPOINTE
APARTMENTS
COMMON SPACE
ALTERATIONS

5324 Westport Rd.
SHEET TITLE
Site Plan

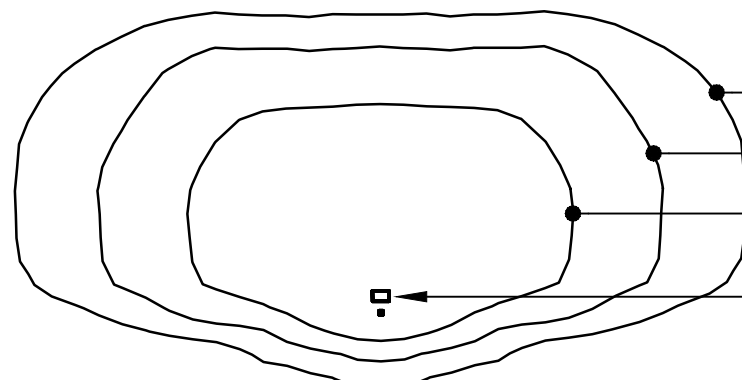
SHEET NUMBER

C-1.1
PROJECT NO. 2147
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| LIGHT LEVEL STATISTICS | | | | | | |
|-------------------------------------|--------|--------|---------|--------|-------------|-------------|
| DESCRIPTION | SYMBOL | AVG. | MAX. | MIN. | MAX. / MIN. | AVG. / MIN. |
| New Parking Area Lighting | + | 1.4 fc | 12.6 fc | 0.0 fc | N/A | N/A |
| Sidewalk Lighting | + | 0.7 fc | 6.6 fc | 0.0 fc | N/A | N/A |
| Office / Exercise Building Lighting | + | 0.5 fc | 7.3 fc | 0.0 fc | N/A | N/A |

| LUMINAIRE SCHEDULE | | | | | | | |
|-----------------------------------|-------|------|---|--------------------------|--|--|-------------------------------------|
| SYMBOL | LABEL | QTY. | MANUF. | CATALOG | DESCRIPTION | FILE | MOUNTING |
| <div><div></div><div></div></div> | A | I | COOPER LIGHTING SOLUTIONS - MCGRAW-EDISON | GALN-SA1C-730 -U-SL3-HSS | GALLEON AREA AND ROADWAY LUMINAIRE (I) 70 CRI, 3000K 1050mA LIGHTSQUARE WITH 16 LEDs AND TYPE III SPILL LIGHT ELIMINATOR OPTICS WITH HOUSE SIDE SHIELD | GALN-SAIC-730 -U-SL3-HSS-5359 LUMENS.ies | 8'-0" POLE ON 2'-0" TALL CONC. BASE |
| <div><div></div></div> | B | 12 | SOLUS | N/A | LINE-VOLTAGE BLACK LED EXTERIOR LANDSCAPE BOLLARD LIGHT WITH SURFACE MOUNTED ALUMINUM CONSTRUCTION | N/A | 3'-6" ABOVE GRADE ON CONC. BASE |
| <div><div></div></div> | C | 4 | T.B.D. | N/A | GENERIC LED SOFFIT MOUNTED LIGHT FIXTURE SHOWN WITH 60 WATT EQUIVALENT BULB | N/A | 10'-0" ABOVE GRADE IN BLDG. SOFFIT |

EXAMPLE LIGHT FIXTURE DISTRIBUTION

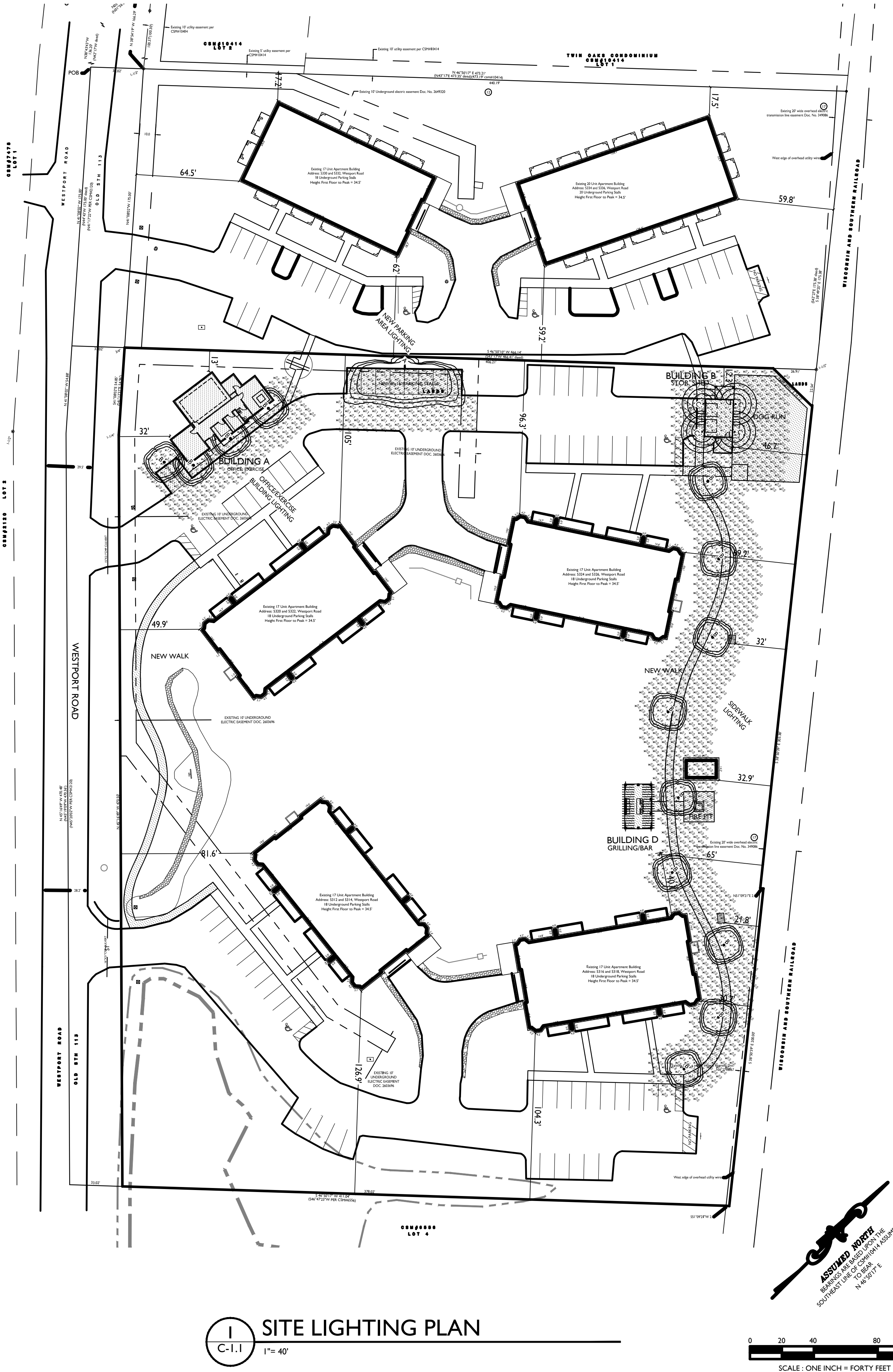


ISOLUX CONTOUR = 0.25 FC

ISOLUX CONTOUR = 0.5 FC

ISOLUX CONTOUR = 1.0 FC

LIGHT FIXTURE



knothe & bruce
ARCHITECTS
Phone: 7601 University Ave, Ste 201
608.836.3690 Middleton, WI 53562

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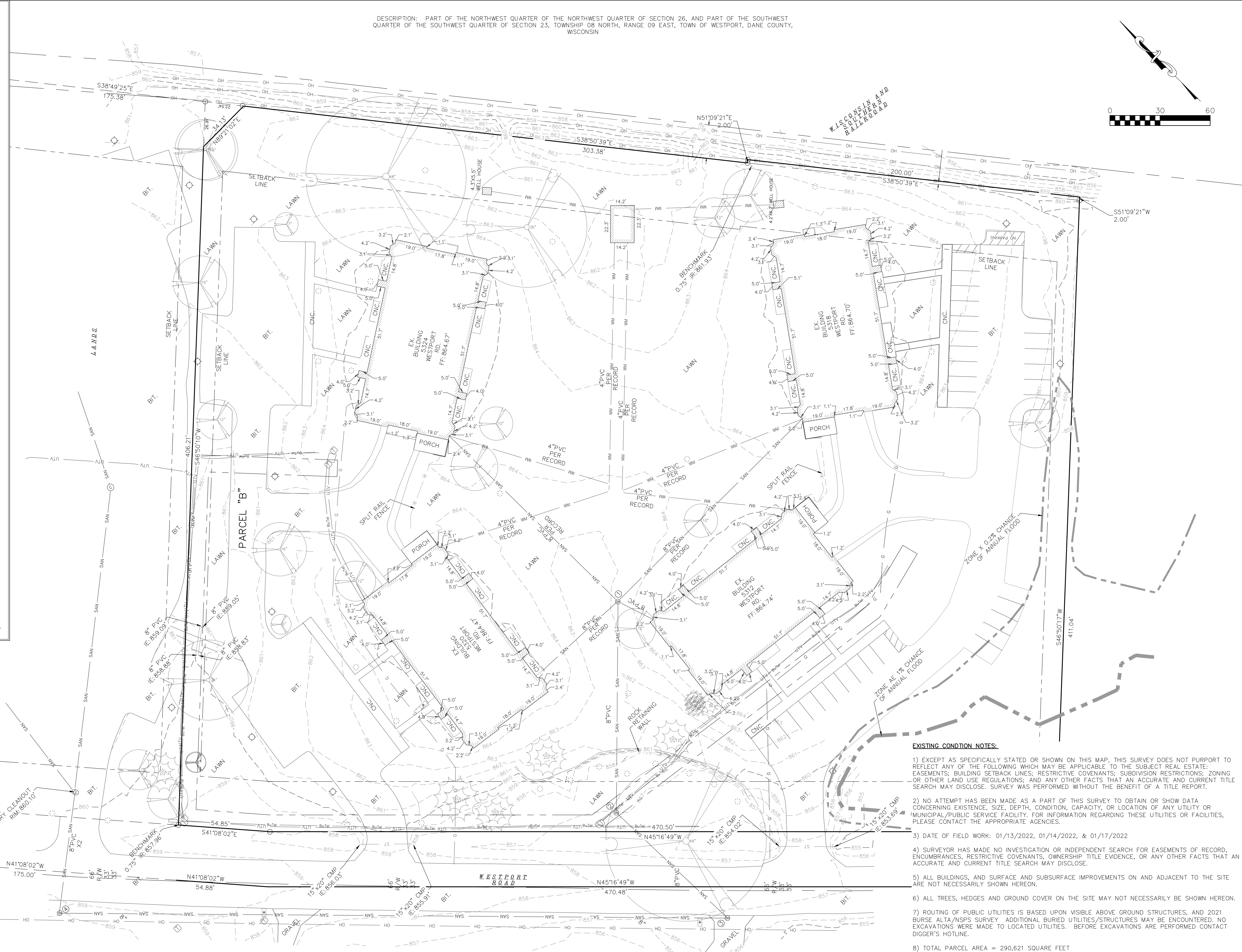
PROJECT TITLE
LAKEPOINTE
APARTMENTS
COMMON SPACE
ALTERATIONS

5324 Westport Rd.
SHEET TITLE
Site Lighting Plan

SHEET NUMBER

C-1.2

PROJECT NO. 2147
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[illegible]

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| MLB |
| DESIGNED BY: |
| DRH |
| DRAWN BY: |
| DRH |
| CHECKED BY: |
| PDF |
| APPROVED: |
| MLB |

LAKEPOINTE APARTMENTS COMMUNITY SPACE

5320 WESTPORT RD
TOWN OF WESTPORT, WI, 53704

LAKE POINTE ASSOCIATES, LLP
101 E. MAIN STREET, SUITE 500
MOUNT HOREB, WI 53572

| | |
|------------|------------|
| PROJECT #: | BSE1158-07 |
| PLOT DATE: | 3/16/2022 |

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| REVISION DATES: | 3/16/2022 |
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| ISSUE DATES: |
| 1/25/2022 |

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DRAWING NUMBER

C-100

1. EROSION CONTROL DEVICES AND/OR STRUCTURES SHALL BE INSTALLED PRIOR TO CLEARING AND GRUBBING OPERATIONS. THESE SHALL BE PROPERLY MAINTAINED FOR MAXIMUM EFFECTIVENESS UNTIL VEGETATION IS RE-ESTABLISHED.

- | | |
|---------------------|-------------------------|
| PUMP SIZE (MAX GPM) | TYPE I BAG SIZE (SQ-FT) |
| 50 | 25 |
| 100 | 50 |
| 150 | 75 |

- EMERGENCY CONTACT
CRAIG ENZENROTH
LAKE POINTE ASSOCIATES, LLP
101 E. MAIN STREET, SUITE 500
MOUNT HOREB, WI 53572
(608) 237-1300
CENZENROTH@GALLINACOS.COM

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Dial **811** or (800) 242-8511
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The diagram illustrates a cross-section of a bioretention device. At the top, a vertical arrow indicates a "12\" PONDING DEPTH". To the right, a horizontal line marks the "TOP OF BERM EL=VARIES". The layers, from top to bottom, are: "2-3\" HARDWOOD MULCH", "33\" ENGINEERED SOIL", "24\" SAND STORAGE LAYER", and "3\" SAND INTERFACE LAYER". A "6\" PERFORATED HDPE PIPE W/ SOCK" is shown within the sand storage layer. A "FILTER FABRIC (OVER 6\" PIPE ONLY)" is located between the mulch and the engineered soil. A "PLACE RESTRICTOR PLATE AT OUTLET TO POND. RESTRICTOR PLATE FOR EACH OUTLET IS SHOWN BELOW." label points to the bottom of the pipe. The bottom of the diagram shows a series of rectangular basins.

SURFACE MULCH LAYER

- SHREDDED HARDWOOD MULCH OR CHIPS SHALL BE USED.
- THE MULCH SHALL BE FREE OF FOREIGN MATERIAL INCLUDING OTHER PLANT MATERIAL.

ENGINEERED SOIL SHALL CONSIST OF A MIX OF THE FOLLOWING:

- 70% – TORPEDO OR MASON SAND.
- 30% – COMPOST (PER DNR S100).

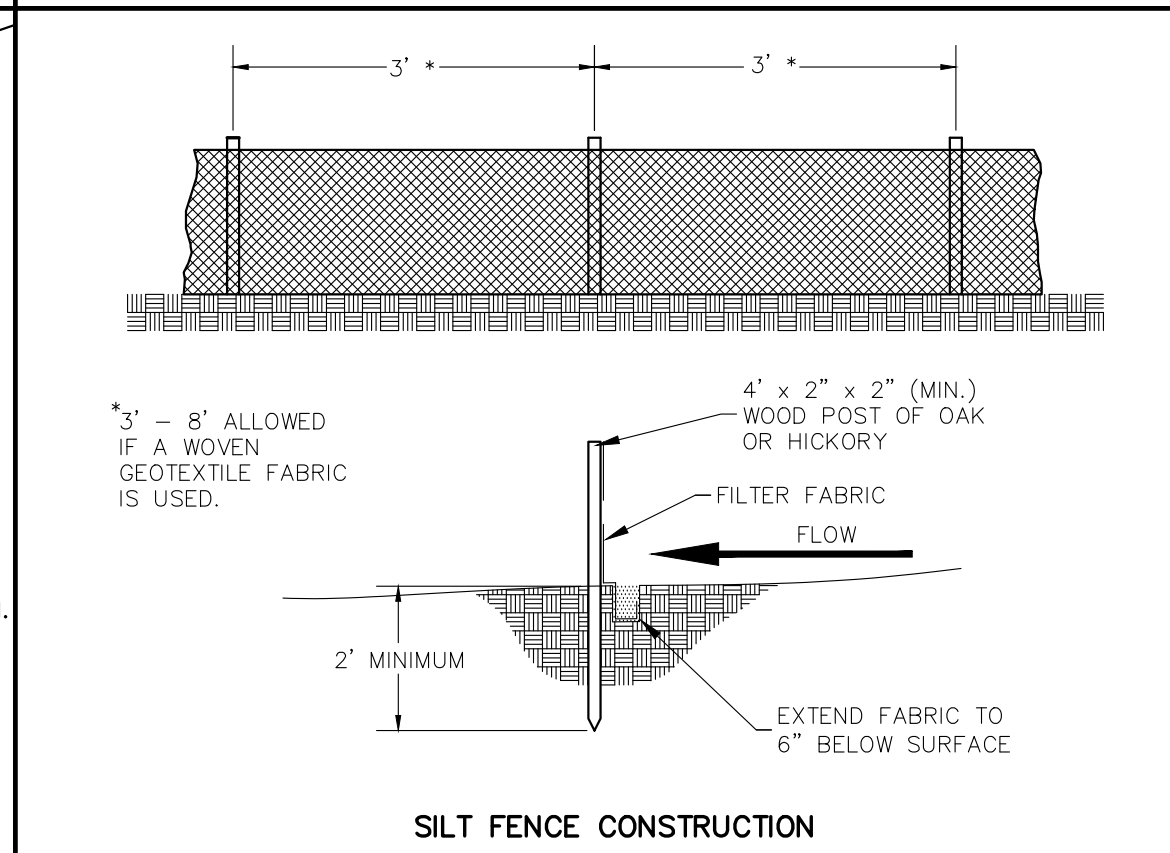
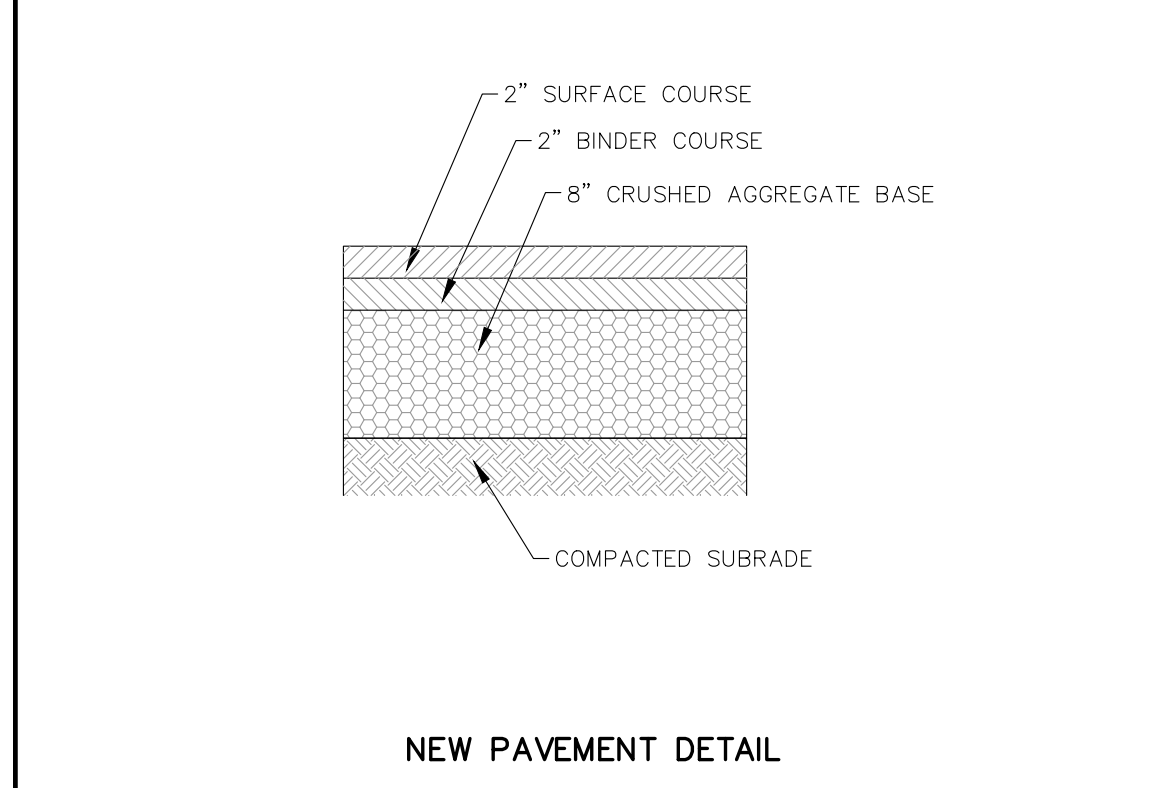
STORAGE LAYER CAN BE EITHER SAND OR GRAVEL:











- GRAVEL SHALL MEET THE WDOT SPECIFICATION FOR COARSE AGGREGATE #2 AND SHALL BE DOUBLE WASHED.
- THE SAND SHALL MEET THE SAME SPECIFICATION AS THE SAND COMPONENT OF THE ENGINEERED SOIL MIX ABOVE.
- IF GRAVEL IS USED, A LAYER OF PEA GRAVEL SHALL BE PLACED BETWEEN THE ENGINEERED SOIL AND THE STORAGE LAYER TO PREVENT THE ENGINEERED SAND TO MIGRATE INTO THE GRAVEL. THE DEPTH OF THIS PEA GRAVEL SHALL BE PART OF THE ENGINEERED SOIL LAYER.

STORAGE/INTERFACE LAYER SHALL CONSIST OF 3\" OF SAND AS FOLLOWS VERTICALLY MIXED WITH THE NATIVE SOIL INTERFACE TO A DEPTH OF 2-4\":

- THE SAND SHALL MEET THE SAME SPECIFICATION AS THE SAND COMPONENT OF THE ENGINEERED SOIL MIX ABOVE.

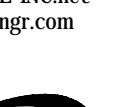

BIORETENTION DEVICE
 TYPICAL CROSS SECTION
 BIO RETENTION BASIN #1 & #2



| | |
|---|---|
| — — — — — | ACCESSIBLE ROUTE |
| - - - - - | EXISTING EASEMENT |
| — — — — — | PROPERTY BOUNDARY |
|  | PARKING STALL COUNT |
| L.S. | LANDSCAPED AREA |
| BIT. | BITUMINOUS PAVEMENT |
| CONC. | CONCRETE PAVEMENT |
|  1041.02 | SPOT GRADE |
| FG | FINISH GRADE |
| EG | EXISTING GRADE |
| SW | SIDEWALK |
| EP | EDGE OF PAVEMENT |
| FL | FLOW LINE |
| LP | LOW POINT |
| HP | HIGH POINT |
| TC | TOP OF CURB |
| TW | TOP OF WALL |
| BW | BOTTOM OF WALL |
| BOW | BACK OF WALK |
| FOW | FRONT OF WALK |
| EXP | EXPOSURE |
| — — — — — | PROPOSED SANITARY SEWER |
| — ST — | PROPOSED STORM SEWER |
| — WM — | PROPOSED WATER LATERAL |
|  | UTILITY LINE DEMOLITION TREE REMOVAL |
| - - - 1041 - - - | EXISTING MINOR CONTOUR |
| - - - 1040 - - - | EXISTING MAJOR CONTOUR |
| — 1041 — | PROPOSED MINOR CONTOUR |
| — 1040 — | PROPOSED MAJOR CONTOUR |
| — — — — — | PROPOSED RIDGE LINE |
| — · · — | PROPOSED SWALE/DITCH |
|  | ACCESSIBLE PARKING SIGN |
|  | VISION TRIANGLE (NO VISUAL OBSTRUCTIONS BETWEEN HEIGHTS OF 30" AND 10') |
|  | RIPRAP |
|  | CONSTRUCTION ENTRANCE |
| — X — | SAW CUT / REMOVAL LIMITS |
| - - - - - | DISTURBANCE LIMITS |
|  | SILT FENCE |
|  | CHECK DAM |
|  | DIVERSION BERM |
| — · · — | INLET PROTECTION |
| — · · — | USLE FLOW PATH |

| CIVIL SHEET INDEX | |
|-------------------|----------------------|
| SHEET NUMBER | SHEET TITLE |
| C-001 | CIVIL DETAILS |
| C-100 | EXISTING CONDITIONS |
| C-200 | SITE PLAN |
| C-300 | GRADING PLAN |
| C-400 | UTILITY PLAN |
| C-500 | EROSION CONTROL PLAN |

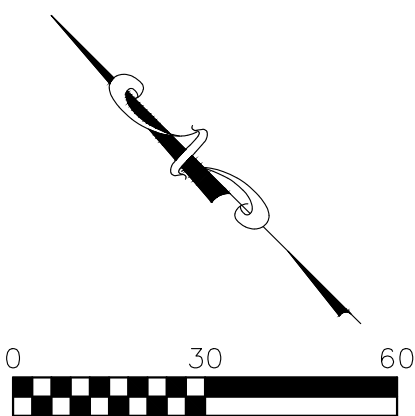
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| <h2 style="margin: 0;">LAKEPOINTE APARTMENTS COMMUNITY SPACE</h2> <p style="font-size: 1.2em; margin: 10px 0;">5320 WESTPORT RD TOWN OF WESTPORT, WI, 53704</p> <h2 style="margin: 0;">LAKE POINTE ASSOCIATES, LLP</h2> <p style="font-size: 1.2em; margin: 10px 0;">101 E. MAIN STREET, SUITE 500 MOUNT HOREB, WI 53572</p> | |
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SITE PLAN NOTES:

PARKING STALLS ADDED = 10
PARKING STALLS REMOVED = 6



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LAKEPOINTE APARTMENTS COMMUNITY SPACE

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LAKE POINTE ASSOCIATES, LLP

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SITE PLAN

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GRADING PLAN

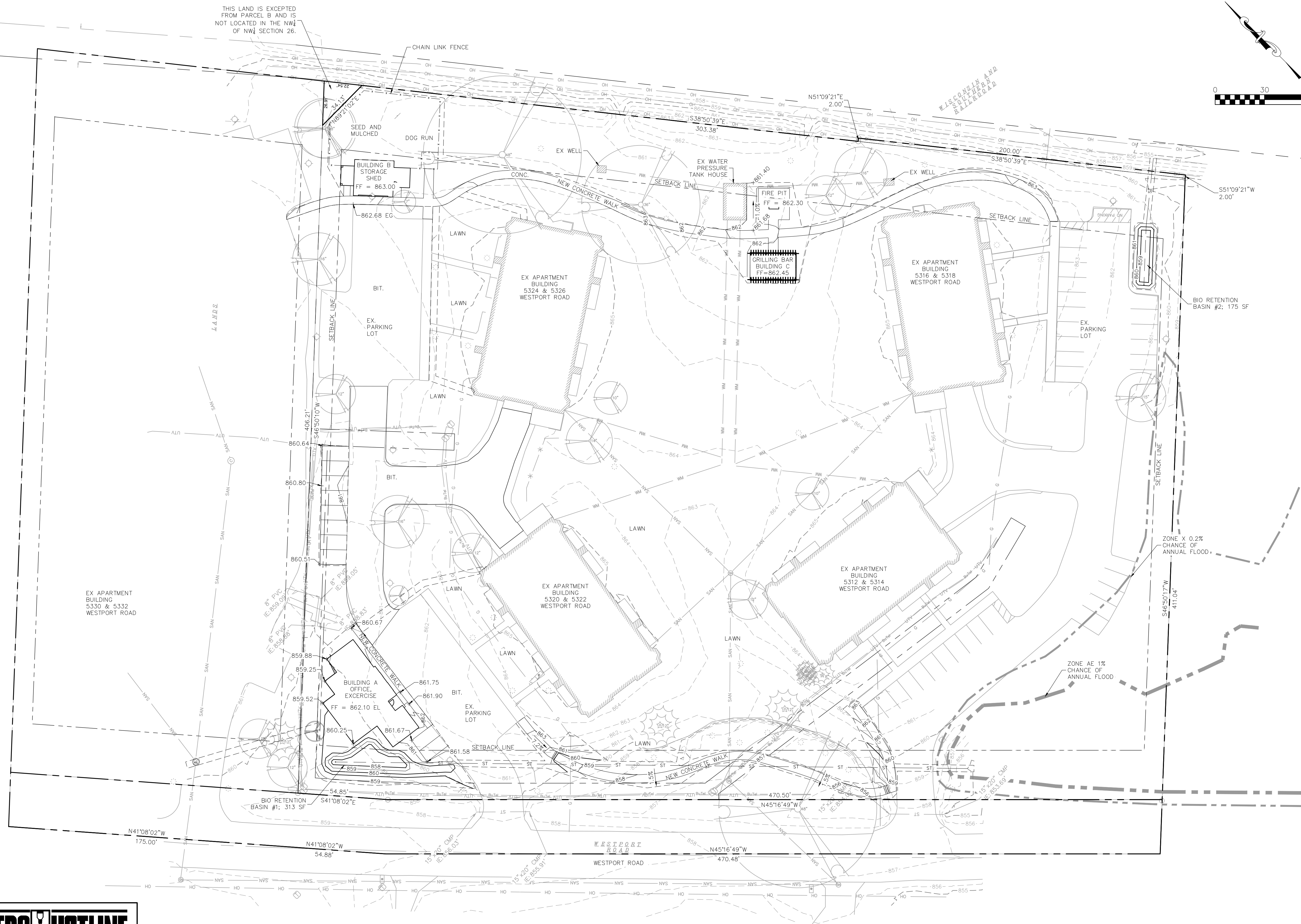
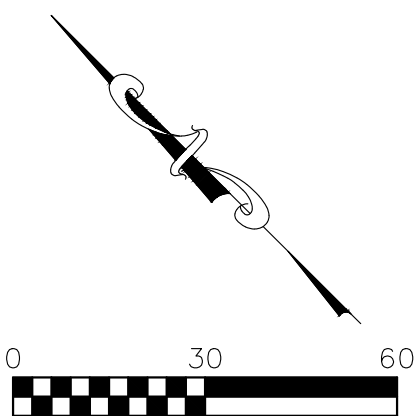
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PROJECT #: BSE1158-07
PLOT DATE: 3/16/2022

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UTILITY PLAN

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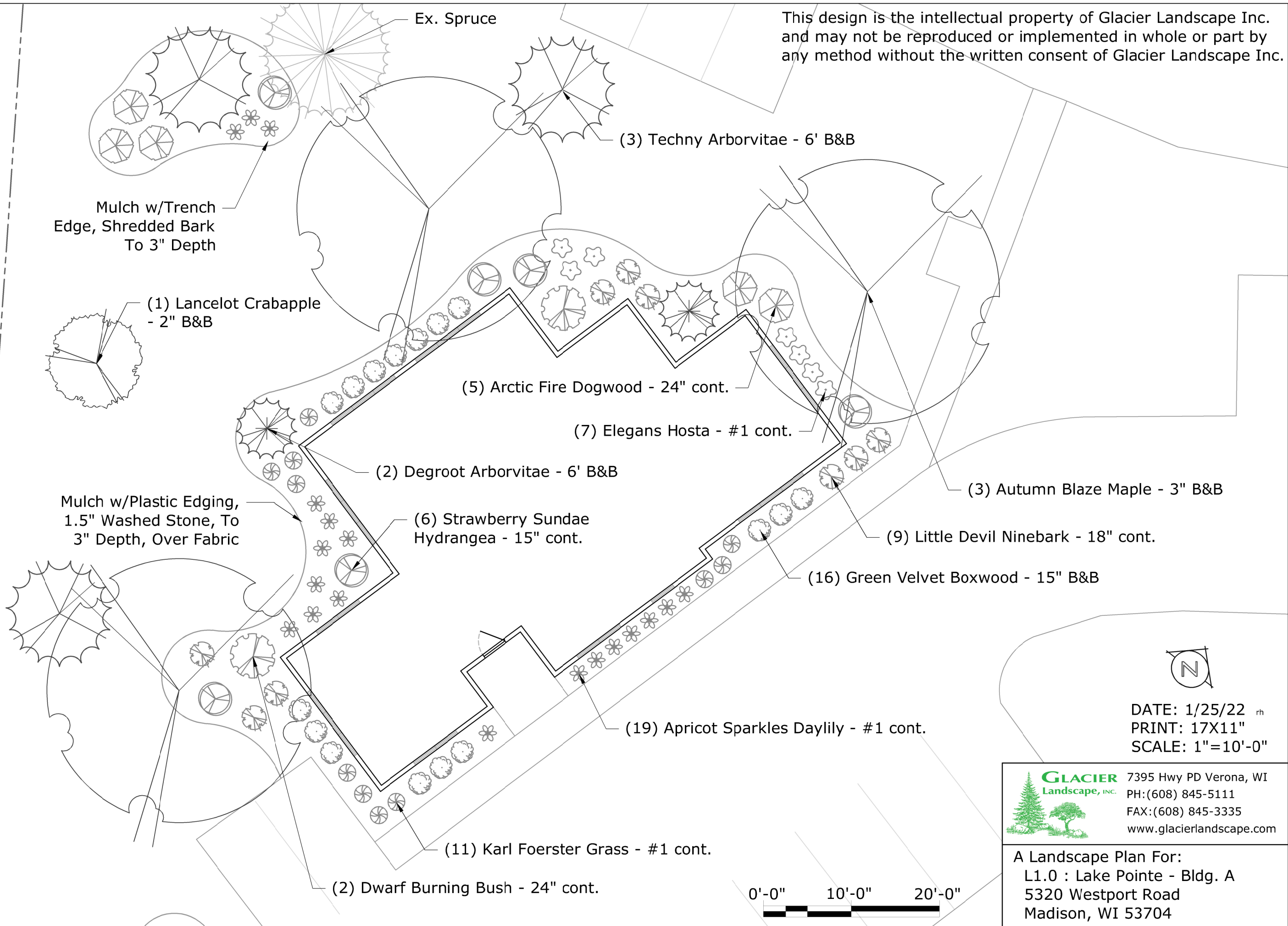
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Mulch w/Trench
Edge, Shredded Bark
To 3" Depth

(1) Lancelot Crabapple
- 2" B&B

Mulch w/Plastic Edging,
1.5" Washed Stone, To
3" Depth, Over Fabric

(2) Degroot Arborvitae - 6' B&B

(6) Strawberry Sundae
Hydrangea - 15" cont.

(5) Arctic Fire Dogwood - 24" cont.

(7) Elegans Hosta - #1 cont.

(3) Autumn Blaze Maple - 3" B&B

(9) Little Devil Ninebark - 18" cont.

(16) Green Velvet Boxwood - 15" B&B

(19) Apricot Sparkles Daylily - #1 cont.

(11) Karl Foerster Grass - #1 cont.

(2) Dwarf Burning Bush - 24" cont.

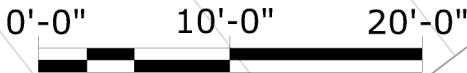


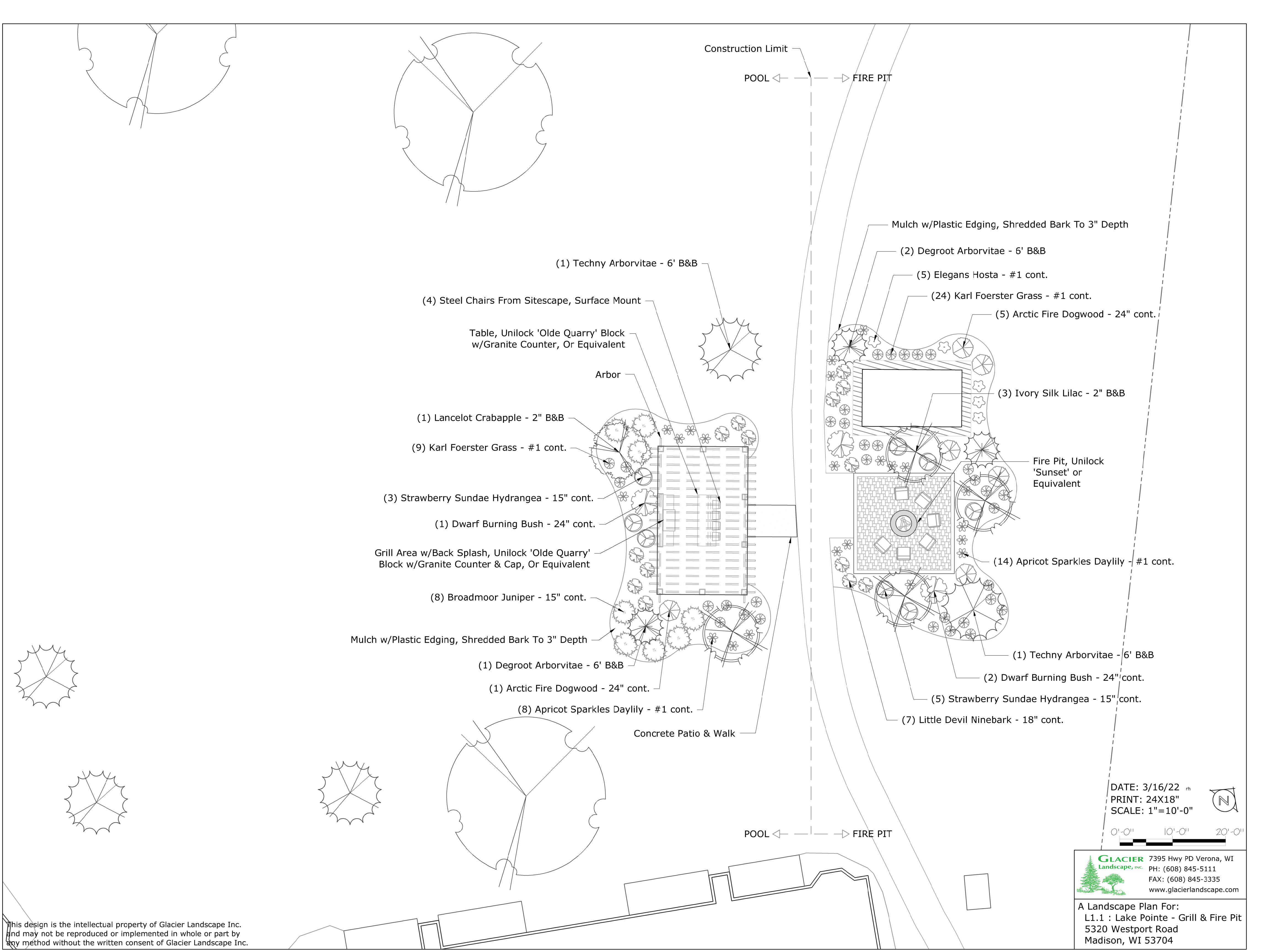
DATE: 1/25/22^{rh}
PRINT: 17X11"
SCALE: 1"=10'-0"



7395 Hwy PD Verona, WI
PH: (608) 845-5111
FAX: (608) 845-3335
www.glacierlandscape.com

A Landscape Plan For:
L1.0 : Lake Pointe - Bldg. A
5320 Westport Road
Madison, WI 53704





Construction Limit

POOL

FIRE PIT

(1) Techny Arborvitae - 6' B&B

(4) Steel Chairs From Sitescape, Surface Mount

Table, Unilock 'Olde Quarry' Block
w/Granite Counter, Or Equivalent

Arbor

(1) Lancelot Crabapple - 2" B&B

(9) Karl Foerster Grass - #1 cont.

(3) Strawberry Sundae Hydrangea - 15" cont.

(1) Dwarf Burning Bush - 24" cont.

Grill Area w/Back Splash, Unilock 'Olde Quarry'
Block w/Granite Counter & Cap, Or Equivalent

(8) Broadmoor Juniper - 15" cont.

Mulch w/Plastic Edging, Shredded Bark To 3" Depth

(1) Degroot Arborvitae - 6' B&B

(1) Arctic Fire Dogwood - 24" cont.

(8) Apricot Sparkles Daylily - #1 cont.

Concrete Patio & Walk

Mulch w/Plastic Edging, Shredded Bark To 3" Depth

(2) Degroot Arborvitae - 6' B&B

(5) Elegans Hosta - #1 cont.

(24) Karl Foerster Grass - #1 cont.

(5) Arctic Fire Dogwood - 24" cont.

(3) Ivory Silk Lilac - 2" B&B

Fire Pit, Unilock
'Sunset' or
Equivalent

(14) Apricot Sparkles Daylily - #1 cont.

(1) Techny Arborvitae - 6' B&B

(2) Dwarf Burning Bush - 24" cont.

(5) Strawberry Sundae Hydrangea - 15" cont.

(7) Little Devil Ninebark - 18" cont.

DATE: 3/16/22

PRINT: 24X18"

SCALE: 1"=10'-0"

0'-0" 10'-0" 20'-0"

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Landscape, Inc.
7395 Hwy PD Verona, WI
PH: (608) 845-5111
FAX: (608) 845-3335
www.glacierlandscape.com

A Landscape Plan For:
L1.1 : Lake Pointe - Grill & Fire Pit
5320 Westport Road
Madison, WI 53704

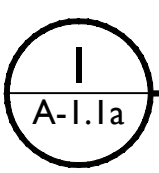
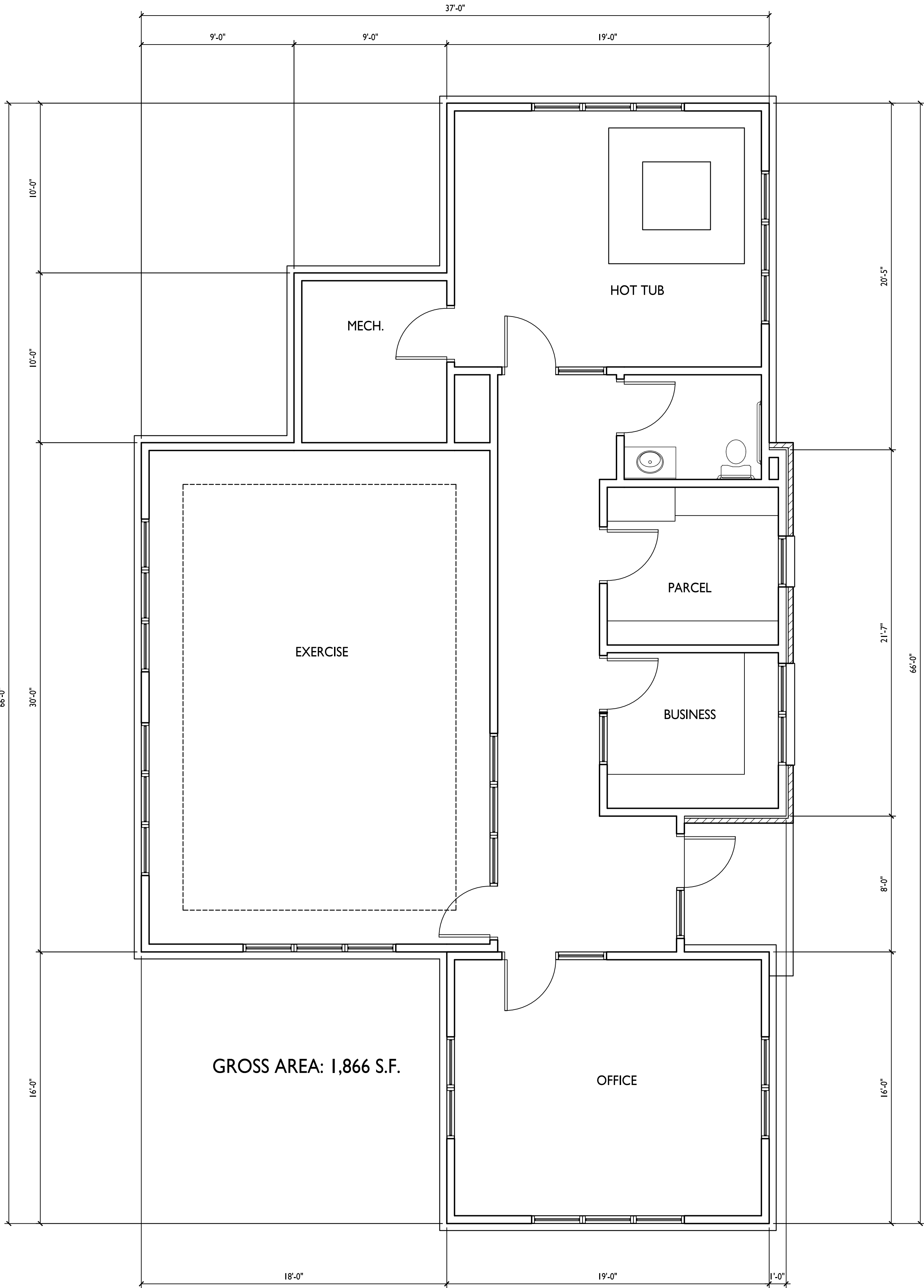
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BUILDING A - OFFICE/EXERCISE - FRONT ELEVATION



BUILDING B - STORAGE SHED - FRONT ELEVATION



FLOOR PLAN

1/4" = 1'-0"



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PROJECT TITLE
LAKEPOINTE
APARTMENTS
COMMON SPACE
ALTERATIONS

5324 Westport Rd.
SHEET TITLE
Building A
Office/Exercise
Floor Plan

SHEET NUMBER

A-1.1a

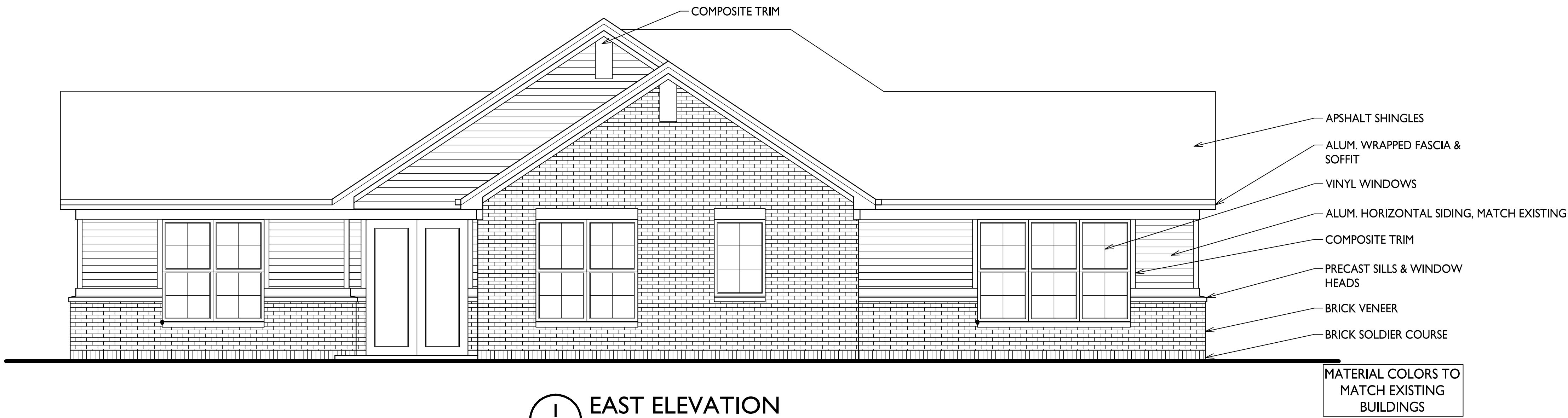
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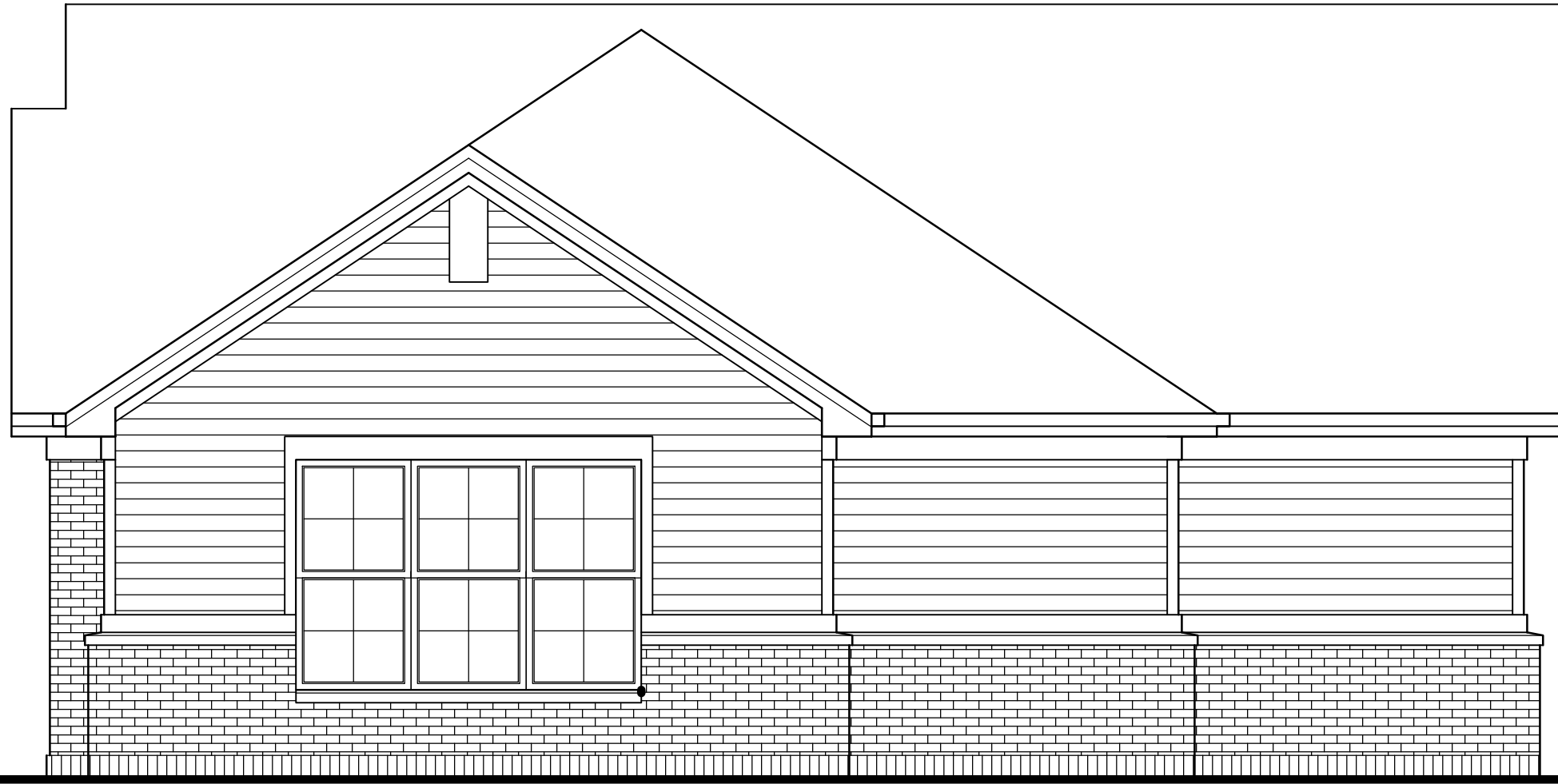
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1 EAST ELEVATION
A-2.1a 1/4" = 1'-0"



2 SOUTH ELEVATION
A-2.1a 1/4" = 1'-0"



3 NORTH ELEVATION
A-2.1a 1/4" = 1'-0"



4 WEST ELEVATION
A-2.1a 1/4" = 1'-0"

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Issued To Westport - Jan. 26, 2022

PROJECT TITLE
**LAKEPOINTE
APARTMENTS
COMMON SPACE
ALTERATIONS**

5324 Westport Rd.
SHEET TITLE
**Building A
Office/Exercise
Exterior
Elevations**

SHEET NUMBER

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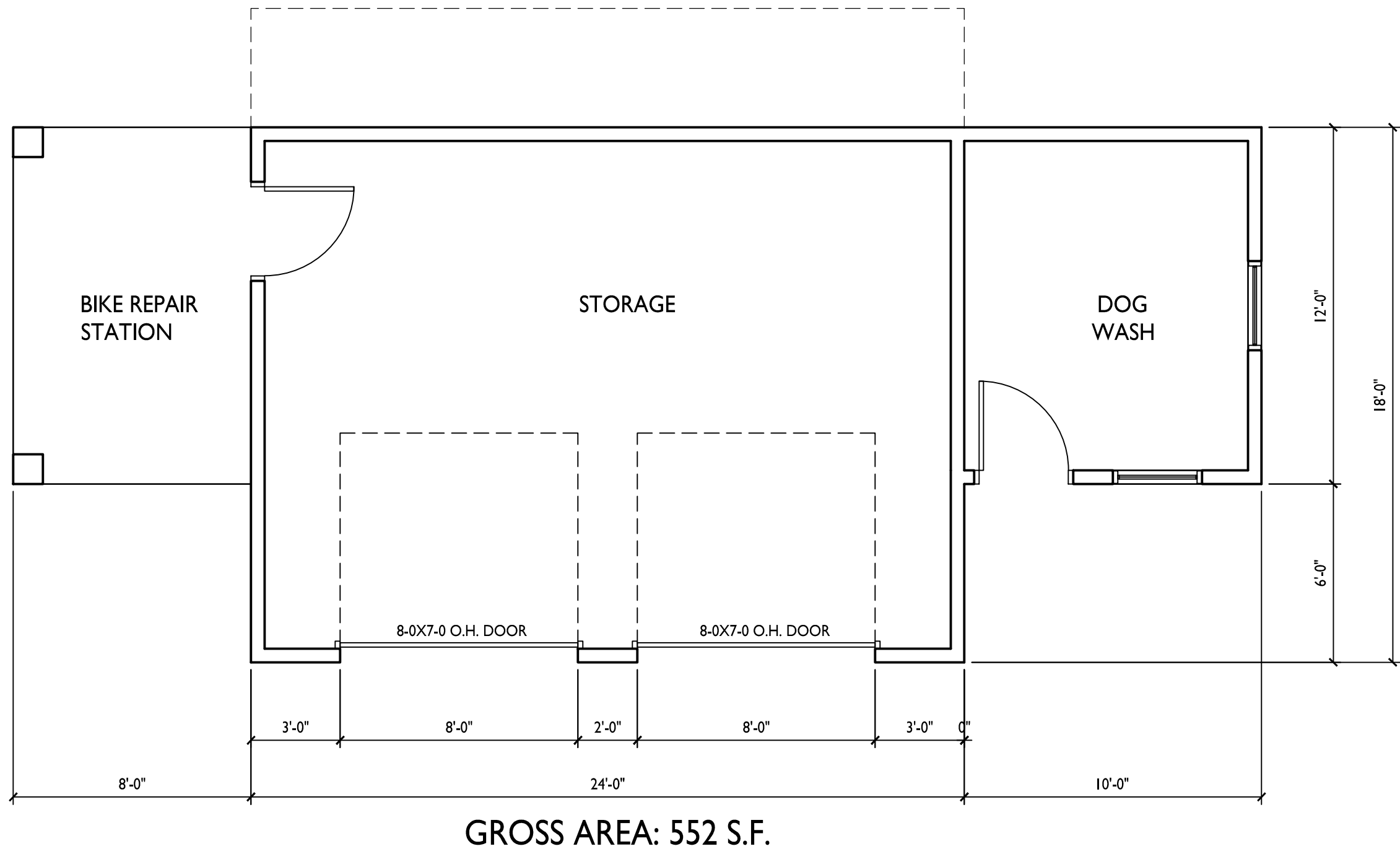
PROJECT TITLE
LAKEPOINTE
APARTMENTS
COMMON SPACE
ALTERATIONS

5324 Westport Rd.
SHEET TITLE
Building B
Storage Shed Plan
And Elevations

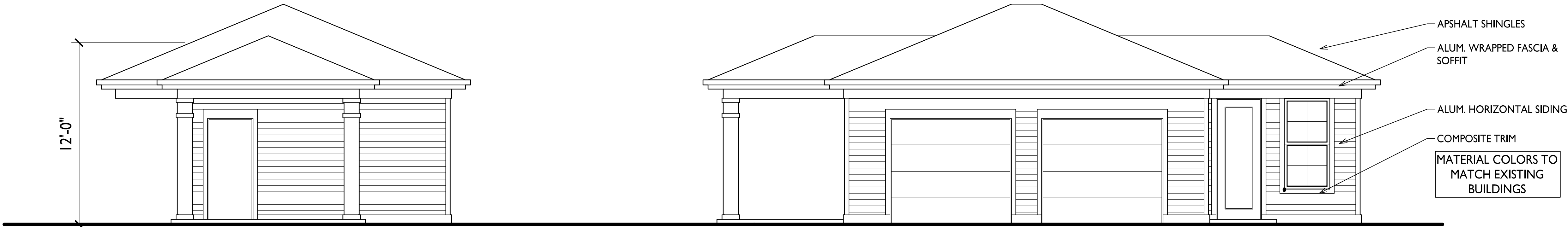
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A-I.1b

PROJECT NO. 2147
© Knothe & Bruce Architects, LLC

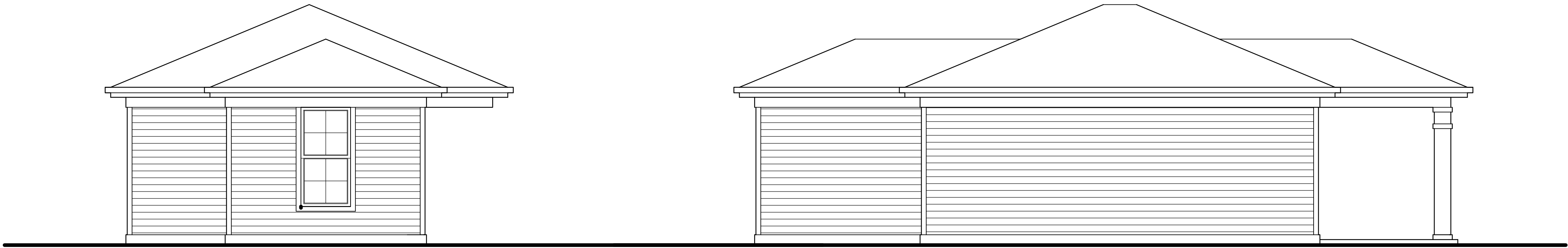


1 FLOOR PLAN
A-I.1b 1/4" = 1'-0"



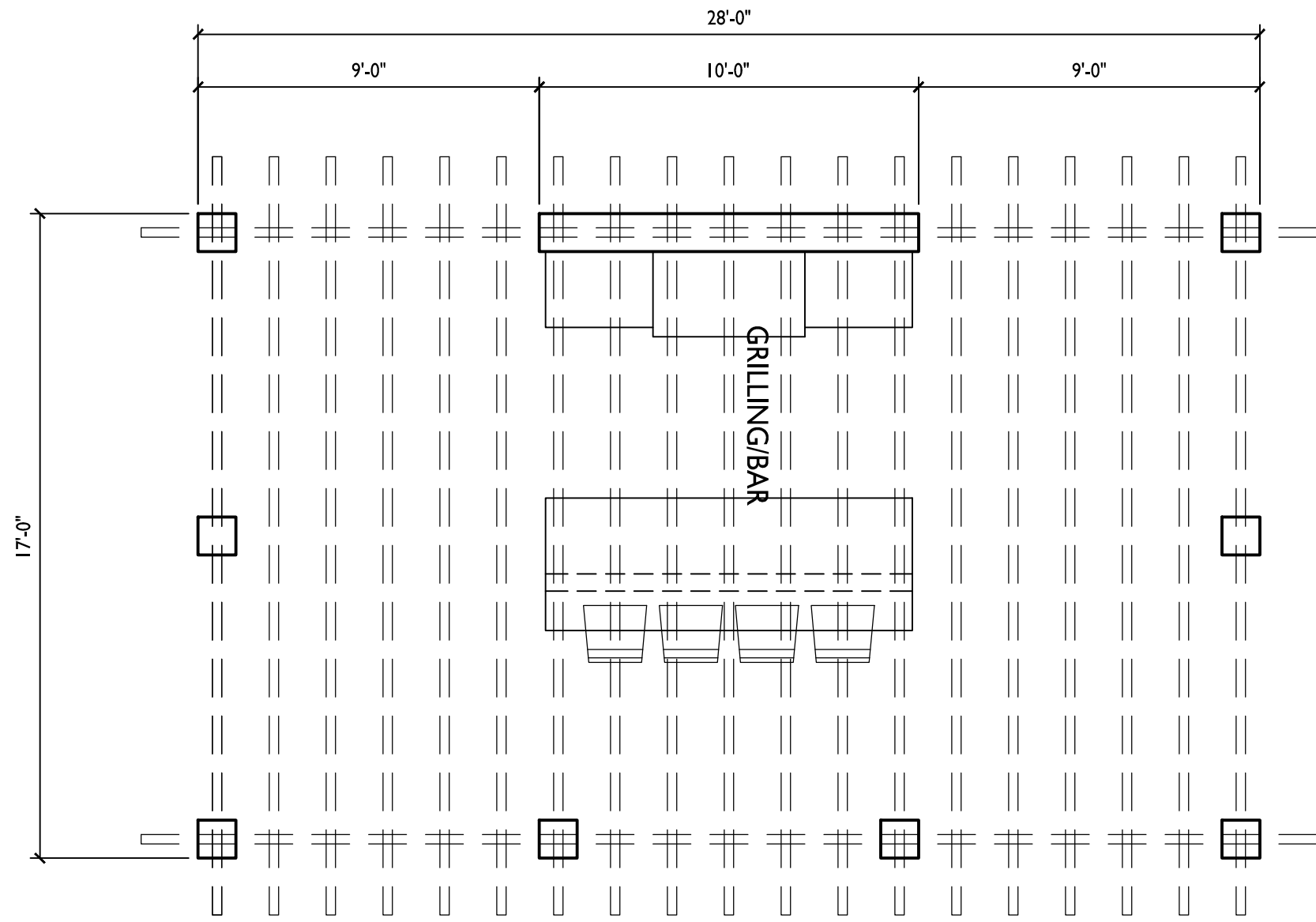
2 NORTHWEST ELEVATION
A-I.1b 1/4" = 1'-0"

3 SOUTHWEST ELEVATION
A-I.1b 1/4" = 1'-0"



4 SOUTHEAST ELEVATION
A-I.1b 1/4" = 1'-0"

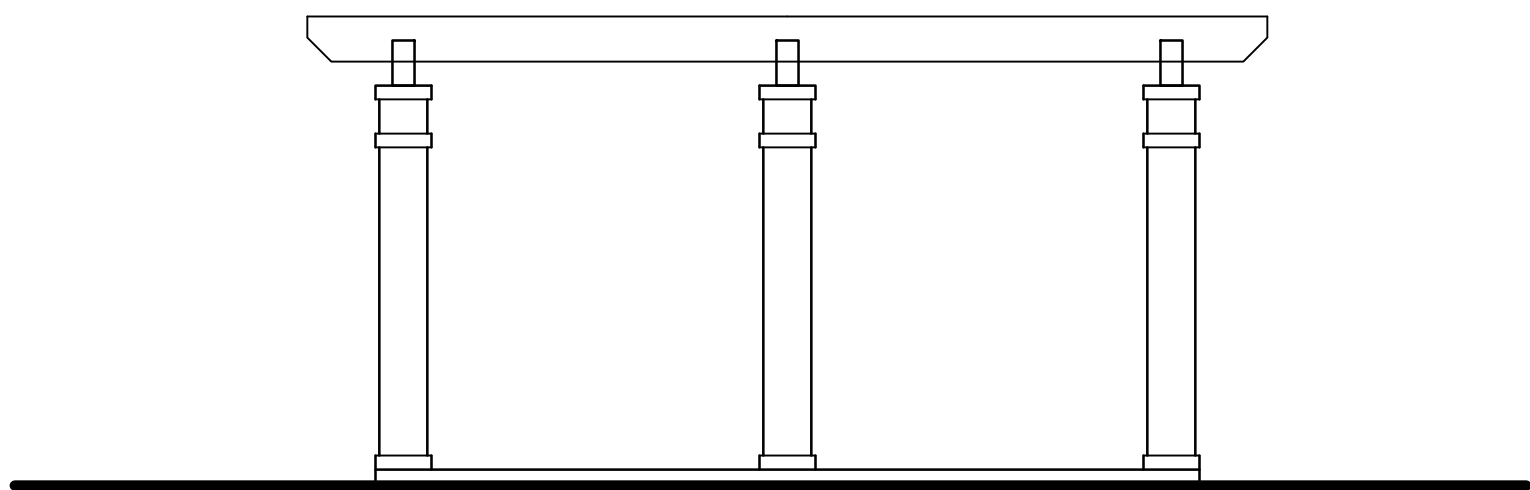
5 NORTHEAST ELEVATION
A-I.1b 1/4" = 1'-0"



1

FLOOR PLAN

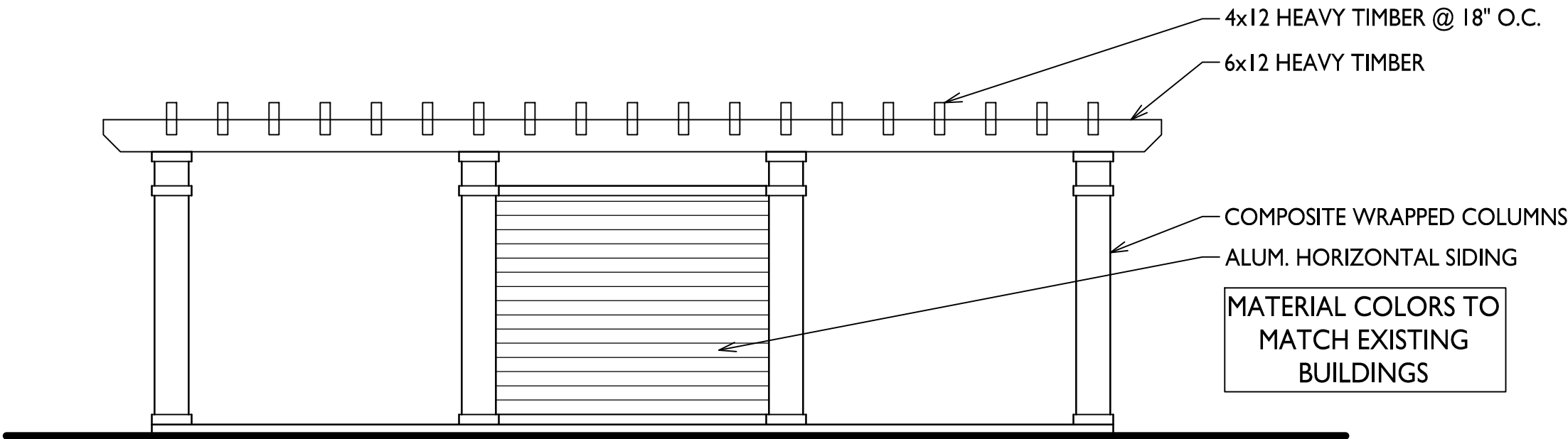
A-1.1d 1/4" = 1'-0"



2

SIDE ELEVATION

A-1.1d 1/4" = 1'-0"



3

SOUTHEAST FRONT ELEVATION

A-1.1d 1/4" = 1'-0"

ISSUED
Issued To Westport - Jan. 26, 2022

PROJECT TITLE
LAKEPOINTE
APARTMENTS
COMMON SPACE
ALTERATIONS

5324 Westport Rd.
SHEET TITLE
Building D
Grilling/Bar
Shelter Plan And
Elevations

SHEET NUMBER

Scaled data based on original data using
LM-79-08 Approved Method: Electrical and Photometric Measurements of Solid-
State Lighting Products

Test Report Prepared for
Cooper Lighting Solutions
(formerly Eaton)

Brand: McGRAW-EDISON

Report Number: P450691

Luminaire Tested: **GALN-SA1C-730-U-SL3-HSS**

Issue Date: 1/4/2021

Test Information

Test Method: LM-79-08
Report Number: P450691
TEST IS SCALED FROM IESNA LM-79-08 TEST DATA (G3-2011-042-17)
Test Lab: INNOVATION CENTER
Issue Date: 1/4/2021
Manufacturer: COOPER LIGHTING SOLUTIONS (FORMERLY EATON)
Product Line: MCGRAW-EDISON
Catalog Number: GALN-SA1C-730-U-SL3-HSS
Description: GALLEON AREA AND ROADWAY LUMINAIRE
(1) 70 CRI, 3000K, 1050mA LIGHTSQUARE WITH 16 LEDS AND TYPE III SPILL
LIGHT ELIMINATOR OPTICS WITH HOUSE SIDE SHIELD
Light Source: -
Ballast/Driver: ELECTRONIC DRIVER

Summary

Lumens per Lamp: N/A
Luminaire Lumens: 5359 lumens
Efficiency: N/A
Efficacy: 94.0 lumens/watt
Luminous Opening: Rectangular (W 0.5' x L: 0.5' x H: 0')
IES Classification: Type III - Short
BUG Rating: B1 - U0 - G2

Input Watts (W): 57
Input Voltage (V): NR
Input Current (Ain): NR
Voltage Rise (V): NR
Power Factor: NR
Total Harmonic Distortion (THDi): NR
Frequency (hertz): 60
Stabilization Time: NR
Operation Time: NR
Ambient Temperature (°C): NR
Test Distance: 24 FT

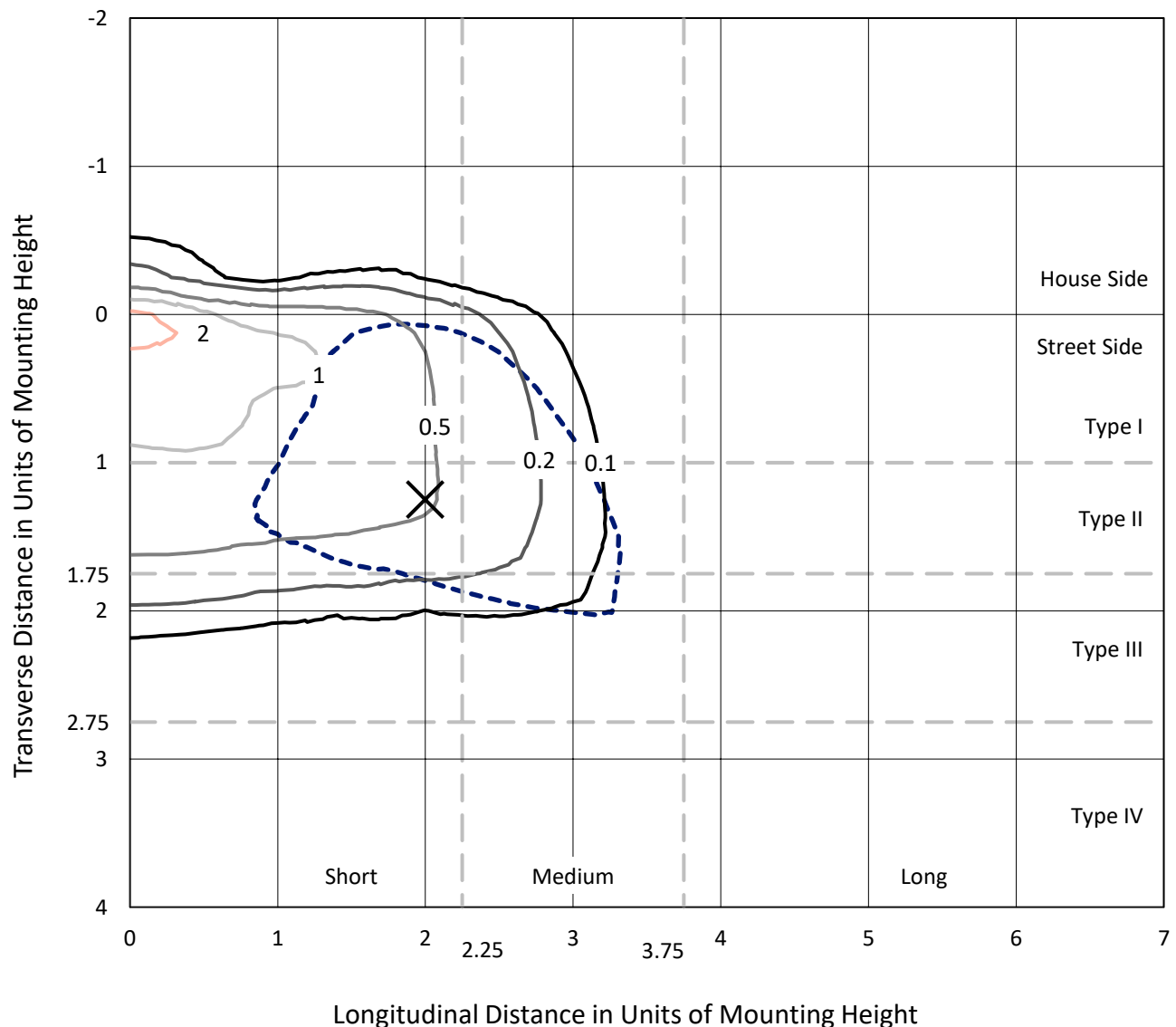


REPORT NUMBER: P450691

CATALOG NUMBER: GALN-SA1C-730-U-SL3-HSS

Iso-Footcandle Lines of Horizontal Illumination

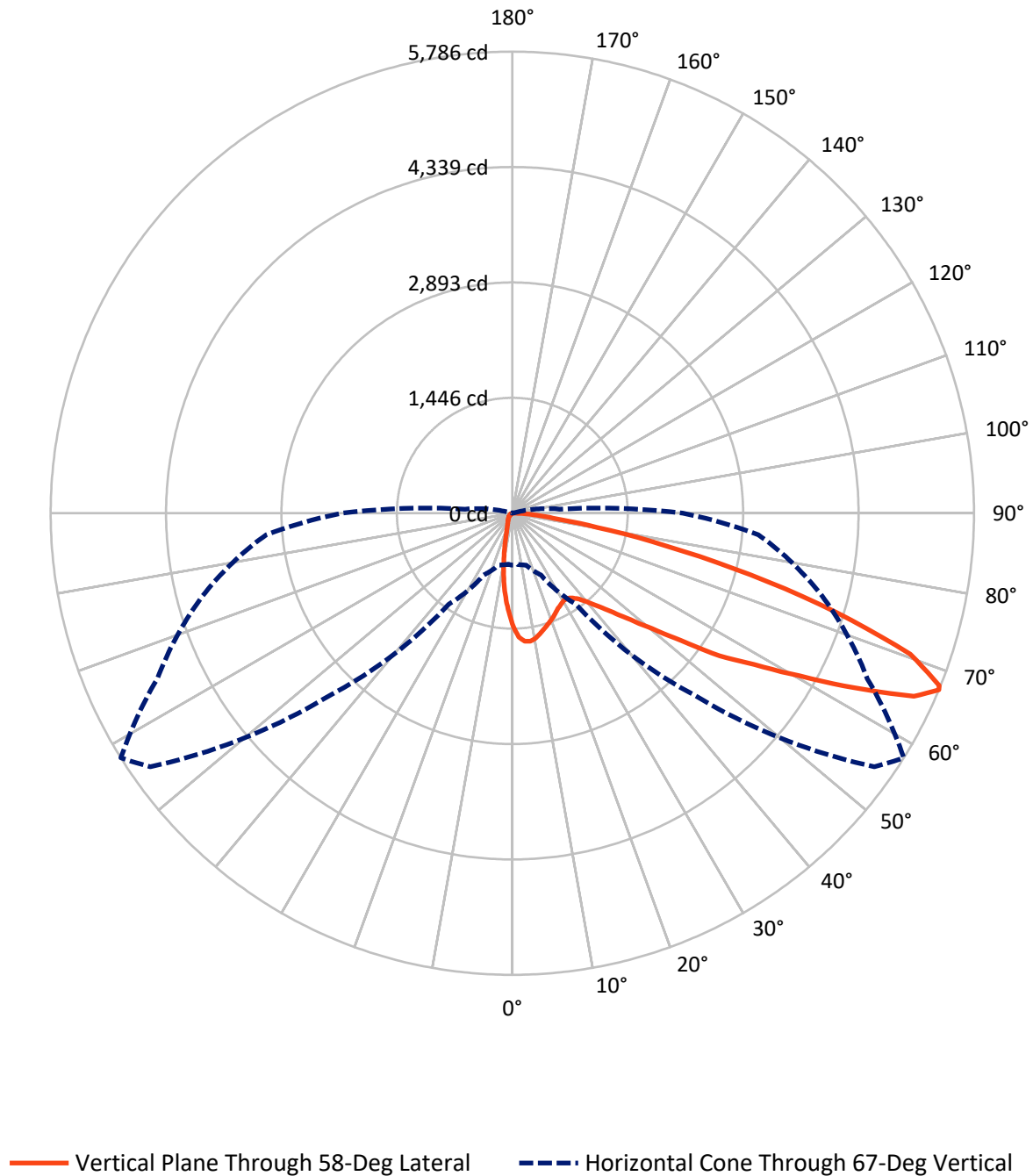
× Max cd
 - - - 1/2 Max cd



Based on 25 foot mounting height. Maximum calculated value = 2.5 fc
 Type III - Short - N/A

REPORT NUMBER: P450691
CATALOG NUMBER: GALN-SA1C-730-U-SL3-HSS

Luminous Intensity Polar Plot



REPORT NUMBER: P450691

CATALOG NUMBER: GALN-SA1C-730-U-SL3-HSS

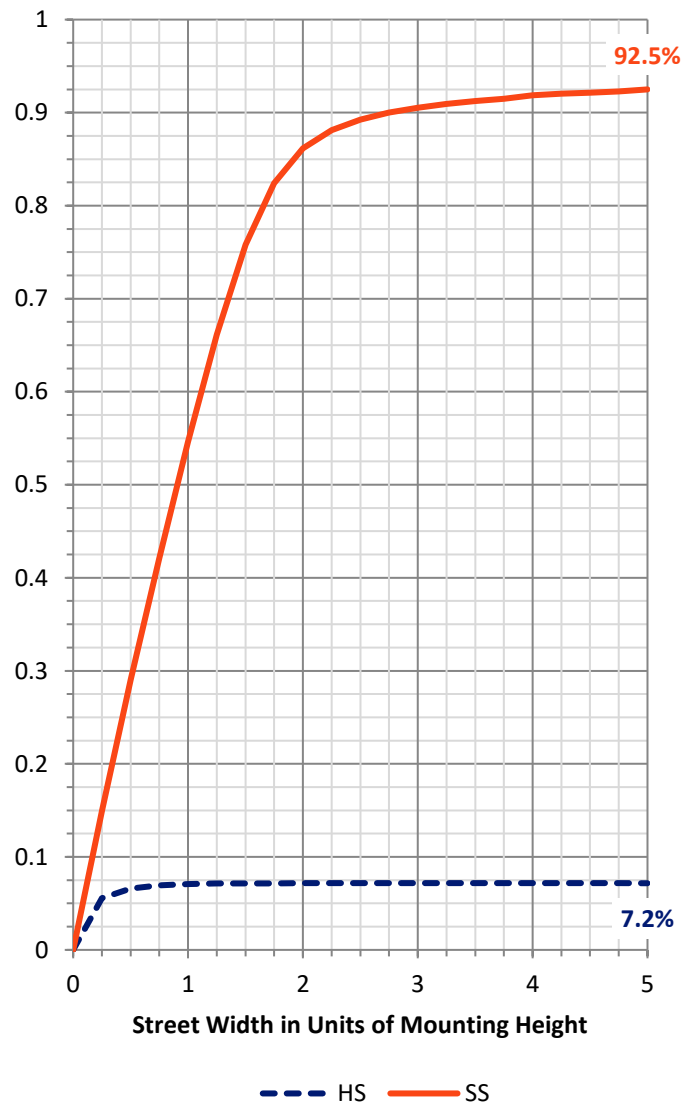
FLUX DISTRIBUTION:

| | | Downward | Upward | Total |
|--------------------|-----------|----------|--------|--------|
| House Side | Lumens | 386.7 | 0.0 | 386.7 |
| | % Fixture | 7.2 | 0.0 | 7.2 |
| Street Side | Lumens | 4972.3 | 0.0 | 4972.3 |
| | % Fixture | 92.8 | 0.0 | 92.8 |
| Total | Lumens | 5359.0 | 0.0 | 5359.0 |
| | % Fixture | 100.0 | 0.0 | 100.0 |

ZONAL LUMENS:

| Zone | Lumens | % Fixture |
|-----------|--------|-----------|
| 0°-10° | 115.3 | 2.2 |
| 10°-20° | 249.0 | 4.6 |
| 20°-30° | 337.4 | 6.3 |
| 30°-40° | 467.9 | 8.7 |
| 40°-50° | 746.3 | 13.9 |
| 50°-60° | 1290.0 | 24.1 |
| 60°-70° | 1473.6 | 27.5 |
| 70°-80° | 614.4 | 11.5 |
| 80°-90° | 65.1 | 1.2 |
| 90°-100° | 0.0 | 0.0 |
| 100°-110° | 0.0 | 0.0 |
| 110°-120° | 0.0 | 0.0 |
| 120°-130° | 0.0 | 0.0 |
| 130°-140° | 0.0 | 0.0 |
| 140°-150° | 0.0 | 0.0 |
| 150°-160° | 0.0 | 0.0 |
| 160°-170° | 0.0 | 0.0 |
| 170°-180° | 0.0 | 0.0 |
| 0°-90° | 5359.0 | 100.0 |
| 0°-180° | 5359.0 | 100.0 |

Coefficient of Utilization



REPORT NUMBER: P450691

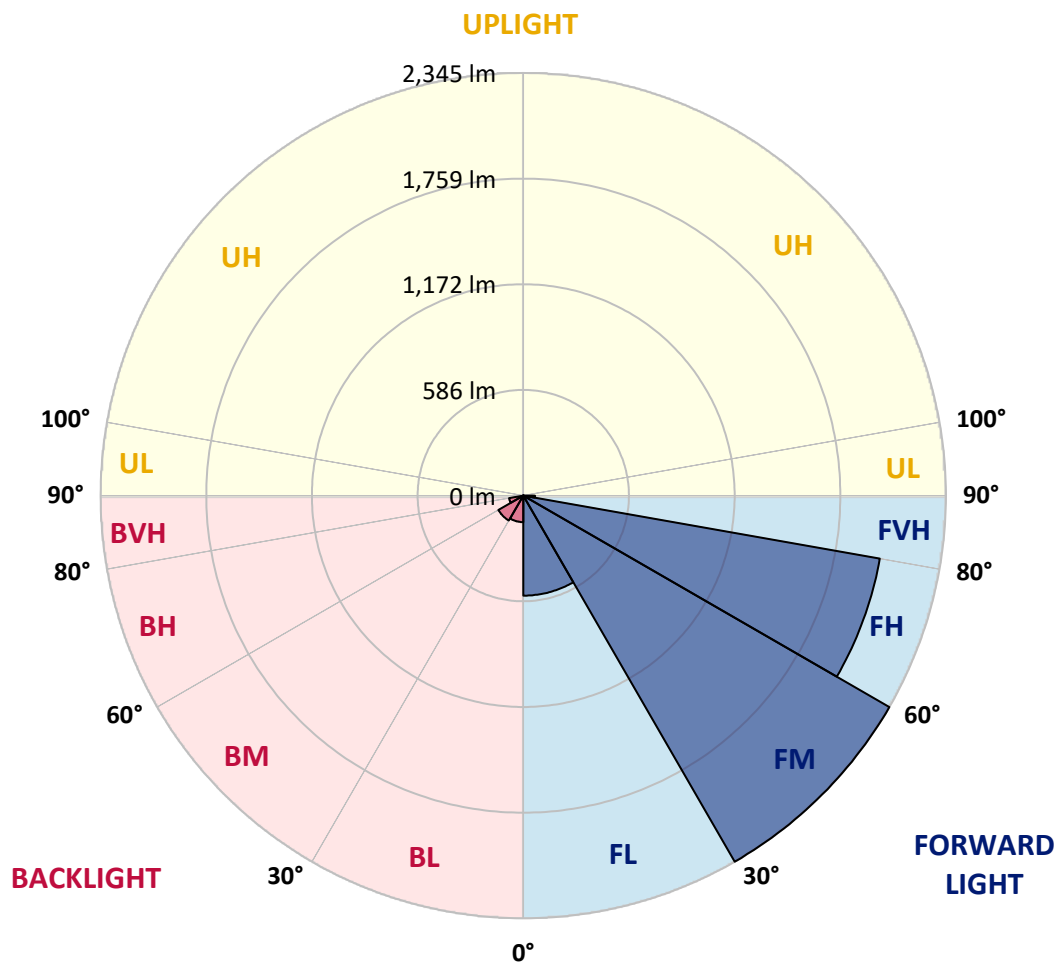
CATALOG NUMBER: GALN-SA1C-730-U-SL3-HSS

LUMINAIRE CLASSIFICATION SYSTEM LUMEN TABLE AND BUG RATING:

| Zone | | Lumens | % Fixture | Zone Rating/Lumen Limit | | |
|------|-------------|--------|-----------|-------------------------|------|---------|
| | | | | B | U | G |
| FL | (0°-30°) | 554.8 | 10.4 | | | |
| FM | (30°-60°) | 2344.8 | 43.8 | | | |
| FH | (60°-80°) | 2008.0 | 37.5 | | | G2/5000 |
| FVH | (80°-90°) | 64.7 | 1.2 | | | G1/100 |
| BL | (0°-30°) | 146.9 | 2.7 | B1/500 | | |
| BM | (30°-60°) | 159.5 | 3.0 | B0/220 | | |
| BH | (60°-80°) | 79.9 | 1.5 | B0/110 | | G0/110 |
| BVH | (80°-90°) | 0.5 | 0.0 | | | G0/10 |
| UL | (90°-100°) | 0.0 | 0.0 | | U0/0 | |
| UH | (100°-180°) | 0.0 | 0.0 | | U0/0 | |

BUG Rating: B1-U0-G2

Type III Short



REPORT NUMBER: P450691

CATALOG NUMBER: GALN-SA1C-730-U-SL3-HSS

CANDELA DISTRIBUTION (FULL):

| | 0° | 5° | 15° | 25° | 35° | 45° | 55° | 58° | 65° | 75° | 85° |
|-------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| 0° | 1420.6 | 1420.6 | 1420.6 | 1420.6 | 1420.6 | 1420.6 | 1420.6 | 1420.6 | 1420.6 | 1420.6 | 1420.6 |
| 2.5° | 1648.7 | 1651.2 | 1641.9 | 1634.4 | 1615.1 | 1594.3 | 1566.7 | 1552.0 | 1527.0 | 1483.6 | 1435.7 |
| 5° | 1687.4 | 1690.6 | 1689.2 | 1687.4 | 1679.9 | 1659.8 | 1624.7 | 1611.9 | 1575.0 | 1504.4 | 1417.8 |
| 7.5° | 1601.5 | 1613.3 | 1614.7 | 1628.7 | 1641.9 | 1643.7 | 1630.5 | 1620.8 | 1586.8 | 1504.1 | 1385.9 |
| 10° | 1487.6 | 1495.5 | 1506.9 | 1523.0 | 1554.9 | 1581.4 | 1594.3 | 1592.9 | 1573.2 | 1493.0 | 1348.6 |
| 12.5° | 1372.6 | 1376.9 | 1394.5 | 1422.1 | 1461.1 | 1506.2 | 1540.6 | 1547.4 | 1547.8 | 1479.7 | 1317.5 |
| 15° | 1273.8 | 1272.0 | 1285.6 | 1317.5 | 1372.3 | 1428.9 | 1490.5 | 1501.2 | 1518.4 | 1466.8 | 1288.5 |
| 17.5° | 1189.3 | 1198.6 | 1200.7 | 1235.8 | 1286.3 | 1359.7 | 1438.2 | 1457.1 | 1491.5 | 1455.7 | 1264.5 |
| 20° | 1137.0 | 1142.0 | 1146.7 | 1166.4 | 1211.8 | 1289.2 | 1389.1 | 1415.3 | 1466.5 | 1445.7 | 1237.6 |
| 22.5° | 1121.6 | 1124.8 | 1120.9 | 1127.0 | 1159.2 | 1228.0 | 1335.7 | 1370.5 | 1442.5 | 1436.4 | 1215.8 |
| 25° | 1133.4 | 1136.6 | 1127.3 | 1120.2 | 1131.3 | 1178.2 | 1284.2 | 1326.4 | 1423.1 | 1434.6 | 1199.3 |
| 27.5° | 1162.1 | 1168.2 | 1155.3 | 1142.4 | 1135.9 | 1151.3 | 1243.7 | 1292.8 | 1409.9 | 1443.2 | 1191.8 |
| 30° | 1206.8 | 1210.4 | 1200.7 | 1185.0 | 1170.3 | 1154.9 | 1222.6 | 1269.5 | 1406.3 | 1463.2 | 1191.1 |
| 32.5° | 1255.5 | 1263.1 | 1257.7 | 1247.3 | 1228.3 | 1191.8 | 1228.7 | 1270.2 | 1414.9 | 1492.2 | 1200.0 |
| 35° | 1315.7 | 1324.3 | 1329.3 | 1327.2 | 1302.8 | 1257.3 | 1267.4 | 1302.4 | 1437.8 | 1545.6 | 1224.4 |
| 37.5° | 1374.8 | 1382.3 | 1410.6 | 1420.3 | 1398.8 | 1355.8 | 1342.6 | 1365.8 | 1488.3 | 1615.4 | 1268.4 |
| 40° | 1442.5 | 1452.5 | 1492.2 | 1529.1 | 1518.7 | 1473.6 | 1449.3 | 1468.6 | 1565.7 | 1720.7 | 1351.9 |
| 42.5° | 1507.3 | 1525.2 | 1585.7 | 1650.9 | 1660.6 | 1610.1 | 1593.9 | 1600.4 | 1680.3 | 1872.2 | 1468.3 |
| 45° | 1599.3 | 1616.1 | 1694.2 | 1782.7 | 1828.2 | 1788.8 | 1772.3 | 1771.2 | 1837.5 | 2085.3 | 1657.0 |
| 47.5° | 1732.2 | 1747.2 | 1839.3 | 1926.6 | 2007.6 | 2012.9 | 1981.8 | 1992.5 | 2035.1 | 2334.5 | 1888.3 |
| 50° | 1895.1 | 1930.6 | 1991.1 | 2082.1 | 2190.2 | 2277.6 | 2287.2 | 2272.9 | 2309.5 | 2623.2 | 2166.2 |
| 52.5° | 2131.8 | 2145.4 | 2200.9 | 2275.8 | 2402.6 | 2550.8 | 2665.8 | 2646.1 | 2634.6 | 2898.2 | 2447.0 |
| 55° | 2308.4 | 2326.6 | 2412.9 | 2515.7 | 2701.6 | 2897.1 | 3146.4 | 3153.2 | 3008.5 | 3162.5 | 2721.6 |
| 57.5° | 2255.0 | 2283.0 | 2413.7 | 2620.3 | 3028.9 | 3386.3 | 3571.8 | 3576.4 | 3354.4 | 3419.2 | 3031.8 |
| 60° | 1981.1 | 1994.3 | 2181.6 | 2457.3 | 3056.8 | 3916.3 | 4175.2 | 4137.6 | 3706.4 | 3706.4 | 3305.7 |
| 62.5° | 1404.9 | 1425.6 | 1577.5 | 1983.2 | 2760.7 | 4100.4 | 4897.9 | 4820.2 | 4191.3 | 3981.1 | 3469.0 |
| 65° | 897.8 | 877.7 | 978.4 | 1252.0 | 2056.6 | 3828.6 | 5527.1 | 5531.7 | 4647.5 | 4091.0 | 3379.8 |
| 67° | 650.3 | 642.4 | 671.5 | 855.9 | 1394.5 | 3218.3 | 5540.3 | 5785.6 | 4909.7 | 4021.6 | 3094.8 |
| 67.5° | 594.8 | 600.9 | 622.0 | 772.1 | 1267.0 | 2928.6 | 5480.2 | 5770.6 | 4968.8 | 3979.7 | 2991.6 |
| 70° | 450.9 | 440.5 | 463.4 | 546.1 | 759.6 | 1847.5 | 4714.2 | 5292.5 | 4895.4 | 3563.9 | 2390.4 |
| 72.5° | 331.6 | 330.5 | 362.4 | 446.6 | 584.8 | 984.1 | 3538.8 | 4243.6 | 3999.4 | 2713.8 | 1505.1 |
| 75° | 223.8 | 233.8 | 284.7 | 373.2 | 530.0 | 638.2 | 2412.6 | 3078.7 | 2776.4 | 1540.9 | 615.2 |
| 77.5° | 127.5 | 128.2 | 183.4 | 299.7 | 475.9 | 513.5 | 1429.6 | 1961.4 | 1469.7 | 512.5 | 182.6 |
| 80° | 55.1 | 60.5 | 91.0 | 217.7 | 394.6 | 454.8 | 819.7 | 1077.9 | 594.5 | 108.5 | 59.1 |
| 82.5° | 20.4 | 24.0 | 40.1 | 133.9 | 287.9 | 374.6 | 495.3 | 514.6 | 201.6 | 38.3 | 36.9 |
| 85° | 0.0 | 0.7 | 14.7 | 62.7 | 150.0 | 167.2 | 330.9 | 305.1 | 89.2 | 18.3 | 24.0 |
| 87.5° | 0.0 | 0.0 | 0.0 | 6.4 | 19.7 | 62.3 | 102.8 | 114.6 | 21.5 | 6.4 | 5.7 |
| 90° | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |



REPORT NUMBER: P450691

CATALOG NUMBER: GALN-SA1C-730-U-SL3-HSS

CANDELA DISTRIBUTION (continued):

| | 90° | 95° | 105° | 115° | 125° | 135° | 145° | 155° | 165° | 175° | 180° |
|-------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| 0° | 1420.6 | 1420.6 | 1420.6 | 1420.6 | 1420.6 | 1420.6 | 1420.6 | 1420.6 | 1420.6 | 1420.6 | 1420.6 |
| 2.5° | 1409.9 | 1386.6 | 1328.2 | 1269.9 | 1226.5 | 1190.4 | 1135.9 | 1106.2 | 1090.4 | 1067.2 | 1068.6 |
| 5° | 1374.4 | 1327.2 | 1224.4 | 1118.0 | 1032.1 | 948.3 | 848.0 | 807.5 | 773.5 | 754.2 | 741.3 |
| 7.5° | 1321.8 | 1252.0 | 1099.8 | 957.9 | 825.8 | 679.3 | 569.4 | 496.0 | 446.6 | 428.3 | 410.8 |
| 10° | 1264.1 | 1171.4 | 973.3 | 776.7 | 593.4 | 442.3 | 349.2 | 281.8 | 257.8 | 235.6 | 237.8 |
| 12.5° | 1210.8 | 1098.0 | 857.3 | 613.1 | 415.8 | 281.1 | 219.2 | 191.6 | 183.7 | 181.2 | 181.2 |
| 15° | 1167.1 | 1027.8 | 732.7 | 460.9 | 285.1 | 202.0 | 175.5 | 168.0 | 165.1 | 164.4 | 164.4 |
| 17.5° | 1120.5 | 961.2 | 620.2 | 340.6 | 207.3 | 169.0 | 160.1 | 155.1 | 154.0 | 153.3 | 153.3 |
| 20° | 1079.0 | 894.2 | 513.5 | 253.5 | 167.6 | 152.2 | 146.5 | 143.2 | 142.2 | 141.5 | 141.8 |
| 22.5° | 1039.6 | 834.8 | 413.3 | 191.6 | 147.5 | 138.6 | 132.9 | 129.6 | 127.5 | 125.7 | 126.1 |
| 25° | 1004.5 | 777.5 | 332.3 | 156.9 | 132.9 | 125.0 | 119.3 | 114.6 | 109.9 | 107.8 | 107.4 |
| 27.5° | 979.8 | 727.3 | 258.9 | 134.3 | 119.6 | 111.0 | 103.9 | 98.1 | 92.0 | 88.8 | 88.1 |
| 30° | 959.4 | 676.5 | 204.8 | 118.5 | 106.4 | 98.1 | 89.2 | 80.9 | 74.5 | 71.3 | 69.8 |
| 32.5° | 946.1 | 628.1 | 161.5 | 105.6 | 95.3 | 85.2 | 75.2 | 67.0 | 59.8 | 56.6 | 55.9 |
| 35° | 944.0 | 587.7 | 132.1 | 94.9 | 85.2 | 74.5 | 64.1 | 55.1 | 49.1 | 45.8 | 45.1 |
| 37.5° | 959.4 | 556.5 | 110.7 | 86.3 | 77.0 | 65.2 | 53.7 | 45.5 | 40.1 | 37.6 | 37.2 |
| 40° | 1000.6 | 536.8 | 96.0 | 79.1 | 69.5 | 56.6 | 45.8 | 38.7 | 33.3 | 30.8 | 30.8 |
| 42.5° | 1079.0 | 537.5 | 86.3 | 72.3 | 62.0 | 48.3 | 39.0 | 32.2 | 27.6 | 25.4 | 24.7 |
| 45° | 1201.5 | 561.9 | 78.1 | 65.5 | 54.8 | 41.9 | 33.3 | 26.5 | 21.8 | 20.1 | 20.1 |
| 47.5° | 1365.5 | 610.2 | 70.9 | 58.7 | 48.3 | 35.8 | 28.3 | 21.5 | 17.5 | 15.8 | 15.8 |
| 50° | 1580.0 | 687.9 | 64.8 | 53.0 | 43.0 | 30.8 | 22.9 | 17.5 | 13.6 | 12.2 | 11.8 |
| 52.5° | 1804.2 | 783.9 | 57.7 | 48.0 | 36.9 | 26.1 | 18.6 | 13.6 | 10.4 | 9.3 | 9.0 |
| 55° | 2051.6 | 877.7 | 50.9 | 43.0 | 30.1 | 21.8 | 14.7 | 10.7 | 7.5 | 6.4 | 6.4 |
| 57.5° | 2301.2 | 969.8 | 42.6 | 35.8 | 23.6 | 16.1 | 11.5 | 7.9 | 5.0 | 3.9 | 3.9 |
| 60° | 2512.5 | 999.5 | 36.2 | 29.0 | 17.9 | 11.5 | 8.2 | 5.0 | 2.9 | 1.8 | 1.8 |
| 62.5° | 2541.5 | 899.2 | 30.4 | 22.2 | 12.9 | 7.9 | 4.3 | 2.9 | 1.1 | 0.7 | 0.7 |
| 65° | 2383.9 | 730.5 | 25.4 | 16.8 | 8.6 | 3.9 | 1.8 | 1.1 | 0.4 | 0.0 | 0.0 |
| 67° | 2136.1 | 592.3 | 20.8 | 12.5 | 6.1 | 2.5 | 1.1 | 0.4 | 0.0 | 0.0 | 0.0 |
| 67.5° | 2072.7 | 564.7 | 20.1 | 11.8 | 5.4 | 2.1 | 0.7 | 0.4 | 0.0 | 0.0 | 0.0 |
| 70° | 1626.5 | 422.9 | 14.3 | 7.2 | 3.2 | 1.4 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| 72.5° | 1010.9 | 239.2 | 10.4 | 4.3 | 2.1 | 0.7 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| 75° | 382.1 | 83.8 | 7.2 | 2.9 | 1.4 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| 77.5° | 118.9 | 31.9 | 4.3 | 2.1 | 0.7 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| 80° | 40.1 | 12.2 | 2.9 | 0.7 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| 82.5° | 24.7 | 5.0 | 1.8 | 0.4 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| 85° | 15.4 | 2.1 | 0.7 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| 87.5° | 2.9 | 0.7 | 0.4 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| 90° | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |

(END OF REPORT)

CONDITIONAL USE PERMIT

Town of Westport Conditional Use Permit

2022-? Lake Pointe
Apartments CUP #1

The Town Board of the Town of Sun Prairie does hereby:

GRANT Conditional Use Permit CUP #1 for Sanitary Fixtures in Accessory Structure
in accordance with the Town of Sun Prairie Comprehensive Plan and Zoning Code.

EFFECTIVE DATE OF PERMIT: March 14, 2022

The conditional Use Shall Be Located on the Property Described as Follows:

5320-22, 5324-26, 5312-14, 5316-18 Westport Road

CON

DITIONS:

CONDITIONAL USE PERMIT , 2022-? Lake Pointe Apartments CUP#1 **PAG**
E 2

1. The establishment, maintenance or operation of the conditional use will not be detrimental to or endanger the public health, safety, comfort, or general welfare.
2. The uses, values and enjoyment of other property in the neighborhood for purposes already permitted shall be in no foreseeable manner substantially impaired or diminished by establishment, maintenance, or operation of the conditional use.
3. The establishment of the conditional use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.

4. That adequate utilities, access roads, drainage and other necessary site improvements have been or are being made.
5. That adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.
6. The conditional use shall conform to all applicable regulations of the district in which it is located.

Expiration of Permit

Per Town of Westport Zoning Code, Subchapter IX, 1.095: If a use or activity associated with a previously approved conditional use ceases for 365 days or more after first being established on the property, the use will be deemed to have been terminated and the property owner or authorizing agent must reapply and obtain another conditional use before recommencing the use or activity.

ZONING CHANGE APPLICATION

TOWN OF WESTPORT • 5387 MARY LAKE ROAD • WAUNAKEE, WI 53597
PHONE (608) 849-4372 • FAX (608) 849-9657 • 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 Lake Pointe Associates, LLP | CONTACT NAME Craig Enzenroth |
| BUSINESS NAME or CO-OWNER'S NAME (if applicable) | BUSINESS NAME (if applicable) |
| MAILING ADDRESS 101 E. Main St. Suite 500 | MAILING ADDRESS same |
| CITY, STATE, ZIP Mt Horeb, WI 53572 | CITY, STATE, ZIP same |
| DAYTIME PHONE # 608-237-1300 | DAYTIME PHONE # same |
| EMAIL cenzenroth@gallinacos.com | EMAIL same |

| LAND INFORMATION | |
|--|---|
| Town: <u>Westport</u> | Parcel Numbers Affected: <u>0809-262-8590-1 & 0809-262-8570-5</u> |
| Section: _____ | Property Address or Location: <u>5324 Westport Rd</u> |
| Zoning District Change (To / From / # of acres) _____ | |
| 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 type="checkbox"/> Compliance for existing structures and/or land uses | <input type="checkbox"/> Other |
| <u>CUP to allow sanitary & water to accessory bldgs.</u> | |
| I authorize that I am the owner or have permission to act on behalf of the owner of the property. | |
| Signature: <u></u> Authorized Agent | Date: <u>2/11/22</u> |

AGENDA ITEM #12:

Land Division and Rezone (PDD to R-1 and County A-1,
Create 2 Single Family Residential Lots), Nonn/Lucke,
Wegenke Property Near Briggs Road, CTH Q
(Middleton ETZ), Discussion/Recommendation/Action

****Plan Commission Recommended Postponement**

AGENDA ITEM #13:

Land Division and Rezone (ER-1 to Create Additional Single Family Home), Ensign, Emerald Grove Lane (Waunakee ETZ), Discussion/Action



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 = 380'

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

Print Date: 10/19/2021

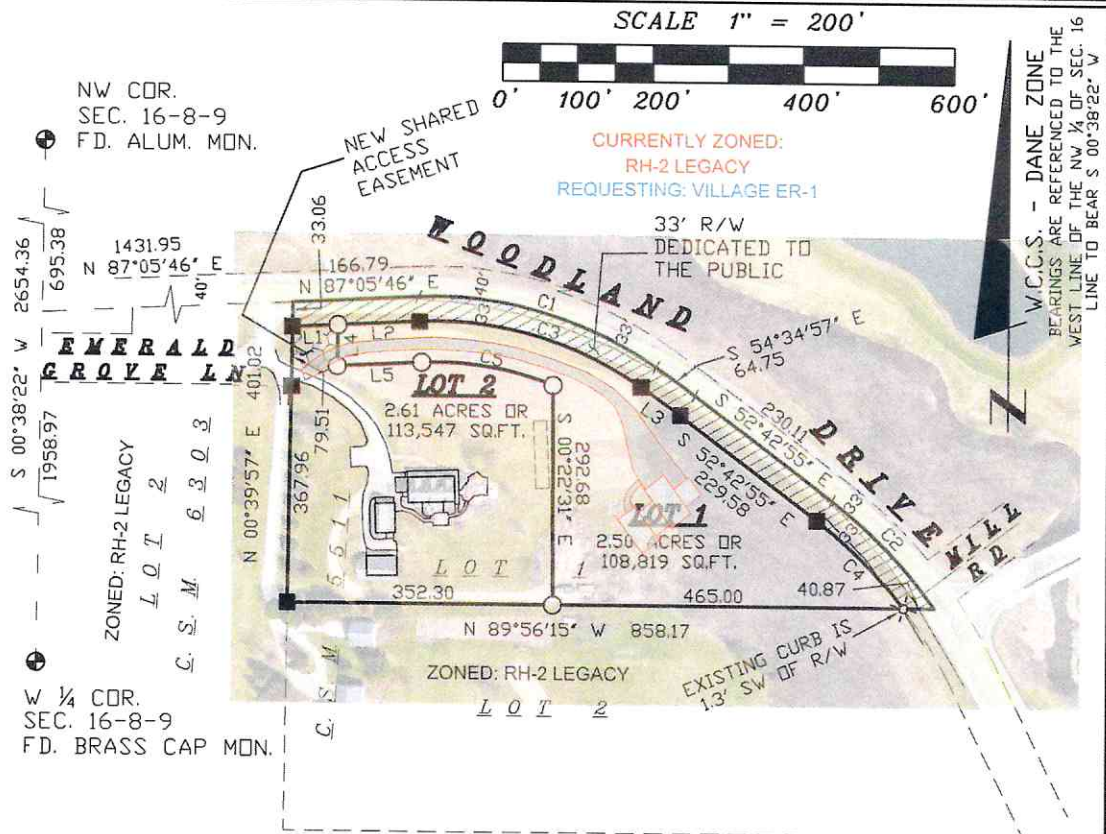


CERTIFIED SURVEY MAP

WILLIAMSON SURVEYING AND ASSOCIATES, LLC

NDA T. PRIEVE // CHRIS W. ADAMS // NEIL F. BORTZ, PROFESSIONAL LAND SURVEYORS
104 A WEST MAIN STREET, WAUNAKEE, WISCONSIN, 53597 PHONE: 608-255-5705

Located in the NE $\frac{1}{4}$ of the NW $\frac{1}{4}$ of Section 16, T8N, R9E, Town of Westport,
Dane County, Wisconsin. Including all of Lot 1, C.S.M. No. 5511.



PREPARED FOR:

JAMIE & BRAD KERL
6226 CUBA VALLEY RD
DANE WI 53529

OWNERS:
ENSIGN LIVING TR
5739 EMERALD GROVE LN
WAUNAKEE, WI 53597

LEGEND

- = SET $\frac{3}{4}$ "x24" REBAR
WT 1.5 LB PER LIN FT
- = FOUND 1 $\frac{1}{4}$ " PIPE
- ✕ = SET CHISELED X
- (##) = RECORDED AS

NOTES:

- 1.) SEE SHEET 2 FOR LOT 1 DETAIL AND THE
LINE & CURVE TABLES.
- 2.) THIS SURVEY WAS PREPARED WITHOUT
BENEFIT OF A TITLE REPORT FOR THE SUBJECT
TRACT OR ADJOINERS AND IS THEREFORE SUBJECT
TO ANY EASEMENTS, AGREEMENTS, RESTRICTIONS
AND STATEMENT OF FACTS REVEALED BY
EXAMINATION OF SUCH DOCUMENTS.

NOTES ARE CONTINUED ON SHEET 4.....

DOCUMENT NO. _____

CERTIFIED SURVEY MAP NO. _____

Sheet 1 of 4

SURVEYORS SEAL

REVISION: 2-15-2022

21W-519

**TOWN OF WESTPORT
RESOLUTION 22-01**

**RESOLUTION BY THE TOWN OF WESTPORT
BOARD OF SUPERVISORS CONDITIONALLY APPROVING
THE CERTIFIED SURVEY MAP AND REZONING
FOR THE ENSIGN PROPERTY WITHIN THE TOWN OF WESTPORT,
DANE COUNTY, WISCONSIN
(Ensign, 5739 Emerald Grove Lane, Waunakee ETZ)**

WHEREAS, application to create one lot by Certified Survey Map ("CSM" -- attached as Exhibit A) and associated rezoning identifying an area of land located in the Town of Westport (the "Town") was submitted by Brad & Jamie Kerl ("Petitioners"), to the Town for review and action on February 16, 2022, and the statutory sixty-day review period will expire on or about April 16, 2022; and,

WHEREAS, the CSM and rezoning request, since the property is located in the Waunakee ETZ Area was referred to the Waunakee/Westport Joint Planning Committee (the "JPC") for its review and its recommendation to the Town Board of Supervisors (the "Town Board"); and,

WHEREAS, the JPC, Town Plan Commission, and the Town Board have reviewed the CSM and rezoning and met with the Petitioner with respect to the proposed CSM and requested rezoning; and,

WHEREAS, the JPC and the Town Plan Commission both determined that the CSM and requested rezoning will only be consistent with the Town of Westport Ordinances, the Village of Waunakee Ordinances, Ch. 236, Wis. Stats., and the Waunakee/Westport Comprehensive Plan if certain conditions set forth in their recommendations adopted at meetings on March 14 and 15, 2022, respectively are met; and,

WHEREAS, the Town Board has determined that the CSM and requested rezoning will only be consistent with the Town of Westport Ordinances, the Village of Waunakee Ordinances, Ch. 236, Wis. Stats., and the Waunakee/Westport Comprehensive Plan if all the conditions set forth below are met.

NOW, THEREFORE, the Town Board of Supervisors of the Town of Westport, based upon the above determinations, hereby approves the Certified Survey Map and recommends approval of the rezoning for the CSM Property as attached hereto at Exhibit A, subject to the following conditions and/or restrictions.

1. Finalization of any necessary zoning changes to rezone to ER-1;
2. Lots in the CSM shall be restricted to no further land divisions or creation of building sites and no annexation, which restrictions shall be shown on the face of the CSM;
3. All dedications, notations, or other information which should be added to the face of the CSM;
4. Approval of driveway as proposed to be approved by the Town Engineer and Administrator prior to construction commencing on the new lot and an agreement for the shared driveway portion shall be reviewed and approved by the Town Administrator prior to construction commencing on the new lot;

5. Addition of a building envelope that protects the slopes and trees to be shown on the face of the CSM for the new lot to be approved by the Town Administrator;
6. A restriction that any lot on the CSM property shall connect to municipal water and sewer utilities should the service ever be extended to the property, at the then owners' expense and without challenge, which restriction shall be shown on the face of the CSM;
7. A stormwater drainage plan approved by the Town Engineer and the Dane County Land Conservation Department which complies with the Dane County Stormwater Drainage Ordinance and Town run-off/retention/detention standards;
8. An erosion control plan specifying erosion control measures to be made in accordance with the Town's Erosion Control Ordinance and approved by the Town Engineer and the Dane County Land Conservation Department;
9. The owners of the new lot shall provide proof of septic system viability to the Town Administrator prior to construction commencing on the new lot;
10. Maintenance of all current easements and restrictions;
11. All special assessments and fees shall be paid;
12. Gas, electric power and telephone facilities;
13. Based on the following for the CSM: a) that there is no land reasonably available or suitable for parks within the CSM property due to its size and location; b) that dedication of land for park purposes would not be compatible with the Comprehensive Plan or any park plan since no park is planned for this property; and, c) that a cash contribution would better serve the public interest, the Town shall accept parkland dedication fees in satisfaction of the Town's parkland dedication fee requirements in accordance with Section 10-2-84, Town Code for creating 1 additional residential lot (\$1,694.74);
14. The Petitioner shall pay all costs and fees incurred by the Town and Village for any and all reviews, approval requests, and document preparation by the Village or Town Engineers and Town or Village Attorneys relating to the property, and shall enter into an agreement approved by the Town Attorney to pay these costs and fees; and,
15. The Petitioner shall provide to the Town a recorded copy of the CSM.

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 the 21st day of March 2022, by a vote of ____ ayes and ____ nays, with ____ member(s) absent.

TOWN OF WESTPORT

Approved:

By: _____
Kenneth R. Sipsma, Town Board Chair

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

Approved: _____

Posted: _____



SURVEYORS SEAL

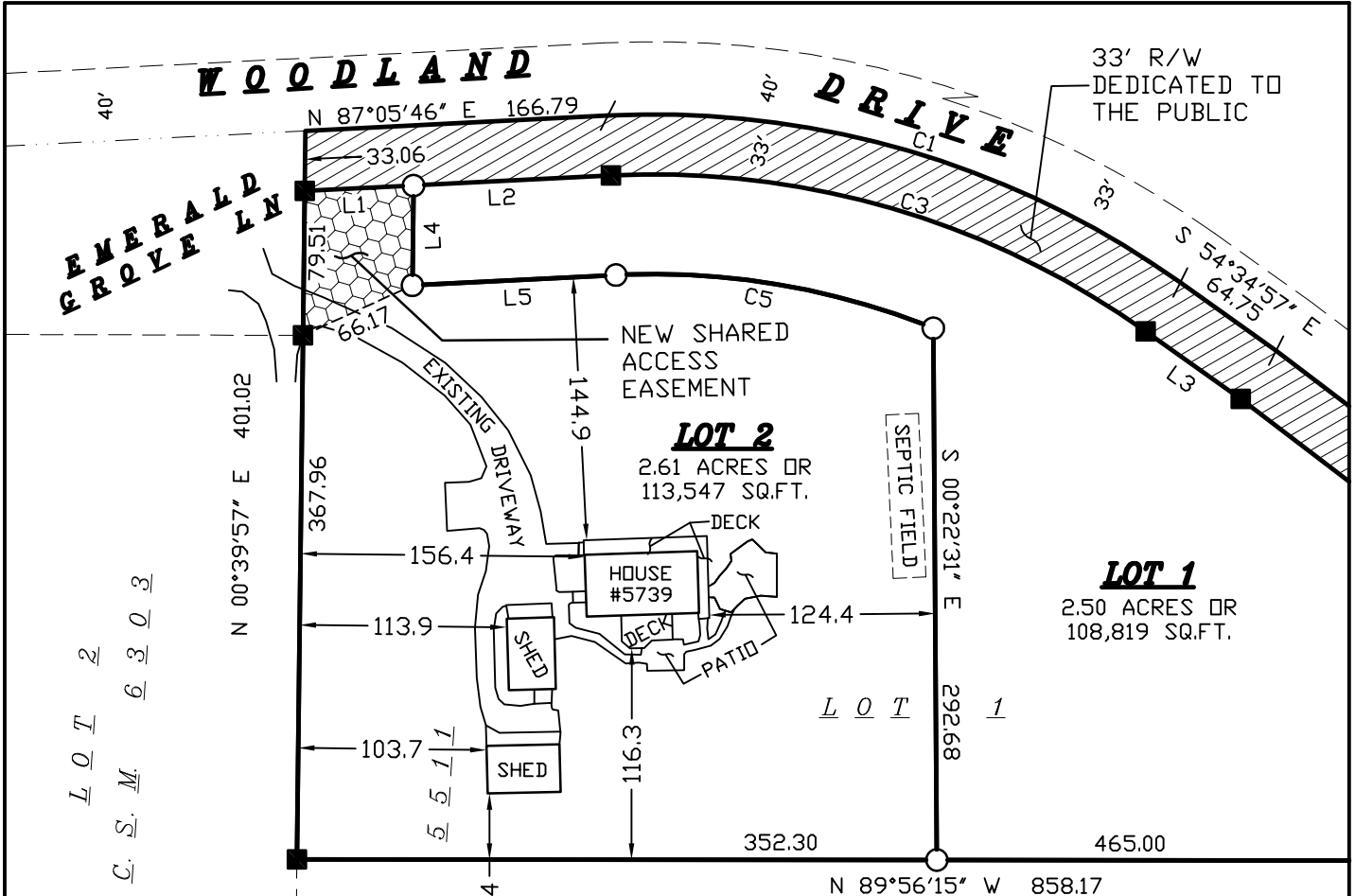


CERTIFIED SURVEY MAP

WILLIAMSON SURVEYING AND ASSOCIATES, LLC

NDA T. PRIEVE // CHRIS W. ADAMS // NEIL F. BORTZ, PROFESSIONAL LAND SURVEYORS
104 A WEST MAIN STREET, WAUNAKEE, WISCONSIN, 53597 PHONE: 608-255-5705

Located in the NE ¼ of the NW ¼ of Section 16, T8N, R9E, Town of Westport,
Dane County, Wisconsin. Including all of Lot 1, C.S.M. No. 5511.



L O T 2
C. S. M. 6 3 0 3

W.C.C.S. - DANE ZONE
BEARINGS ARE REFERENCED TO THE
WEST LINE OF THE NW ¼ OF SEC. 16
LINE TO BEAR S 00°38'22" W

| CURVE | LONG CHORD | RADIUS | ARC | DELTA |
|-------|----------------------|--------|--------|-----------|
| C1 | S 73°44'36" E 328.22 | 500.00 | 334.42 | 38°19'18" |
| C2 | S 43°50'47" E 196.30 | 636.62 | 197.09 | 17°44'16" |
| C3 | S 73°44'36" E 306.56 | 467.00 | 312.35 | 38°19'18" |
| C4 | S 44°57'32" E 162.90 | 603.62 | 163.40 | 15°30'36" |
| C5 | S 80°29'28" E 177.12 | 412.00 | 178.52 | 24°49'32" |

| LINE | BEARING/DISTANCE |
|------|----------------------|
| L1 | N 87°05'51" E 60.00 |
| L2 | N 87°05'51" E 108.85 |
| L3 | S 54°34'57" E 64.20 |
| L4 | S 00°39'57" W 55.11 |
| L5 | N 87°05'51" E 112.28 |

SCALE 1" = 100'



SURVEYORS SEAL



CERTIFIED SURVEY MAP

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SURVEYOR'S CERTIFICATE

I, Chris W. Adams, Professional Land Surveyor hereby certify that this survey is correct to the best of the professional surveyor's knowledge and belief and is in full compliance with the provisions of Chapter A-E 7 and Chapter 236.34 Wisconsin Statutes, the subdivision regulations of Dane County, and by the direction of the owners listed below, I have surveyed, divided, and mapped a correct representation of the exterior boundaries of the land surveyed and the division of that land, being located in the NE $\frac{1}{4}$ of the NW $\frac{1}{4}$ of Section 16, T8N, R9E, Town of Westport, Dane County, Wisconsin more particularly described as follows:

All of Lot 1, Certified Survey Map No. 5511, recorded in Volume 25, on pages 120-122 as Document No. 2073476. This parcel contains 5.81 acres and is subject to a road right of way dedication of 33.00 feet over the most northeasterly part, as shown.

Williamson Surveying and Associates, LLC
by Chris W. Adams

Date _____

Chris W. Adams S-2748
Professional Land Surveyor

OWNERS' CERTIFICATE:

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

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

Ensign Living Trust

Tom Ensign - Trustee

Joan Ensign - Trustee

STATE OF WISCONSIN)
DANE COUNTY)

Personally came before me this _____ day of _____, 20____ the above named Tom Ensign & Joan Ensign to me known to be the person who executed the foregoing instrument and acknowledge the same.

_____ County, Wisconsin.

My commission expires _____

Notary Public

Print Name

SURVEYORS SEAL



CERTIFIED SURVEY MAP

WILLIAMSON SURVEYING AND ASSOCIATES, LLC

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

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Dane County, Wisconsin. Including all of Lot 1, C.S.M. No. 5511.

NOTES: CONTINUED.....

- 3.) WETLANDS AND FLOOD PLAIN, IF PRESENT, HAVE NOT BEEN LOCATED OR SHOWN.
- 4.) ALL SECTION TIES VERIFIED PER LATEST TIE SHEET ON RECORDED FOR THE WEST $\frac{1}{4}$ CORNER AND THE NW CORNER OF SECTION 16, T8N, R9E.
- 5.) ALL LOTS ON THIS C.S.M. SHALL CONNECT TO THE MUNICIPAL WATER UTILITY AND SANITARY SEWER SHOULD THE SERVICE EVER EXTENDED TO THE PROPERTY, AT THE THEN OWNERS' EXPENSE AND WITHOUT CHALLENGE.
- 6.) ALL LOTS ARE LIMITED TO NO FURTHER LAND DIVISIONS OR CREATION OF BUILDING SITES AND NO ANNEXATION WITHOUT TOWN CONSENT.

TOWN BOARD RESOLUTION

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

Thomas Wilson
Town Clerk

VILLAGE OF WAUNAKEE APPROVAL

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

Karla Endres
Village Clerk

REGISTER OF DEEDS:

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

Kristi Chlebowski
Register of Deeds

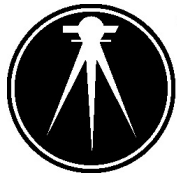
DOCUMENT NO. _____

CERTIFIED SURVEY MAP NO. _____

Sheet 4 of 4

SURVEYORS SEAL

21W-519



WILLIAMSON SURVEYING & ASSOCIATES, LLC

104A WEST MAIN STREET, WAUNAKEE, WI 53597

NOA T. PRIEVE and CHRIS W. ADAMS

Letter of Intent

Jamie & Brad Kerl are requesting a rezone and CSM approval in order to divide an existing almost 6 acre site in the Town of Westport. The Ensign Living Trust are relatives who currently own and reside in the existing home and sheds on this site. Jamie and Brad would be buying the vacant lot that we are creating by this CSM in order to build a new single family residence. The current use of this site is a single family residence with Legacy RH-2 zoning. The parcels that we have proposed would be 2.50 acres and 2.6 acres. The Village zoning that will now control this site would be ER-1. There are no plans at this time to change the existing conditions of the home site, the new home will be planned and built after this rezone/csm is fully approved and recorded



SURVEYORS SEAL

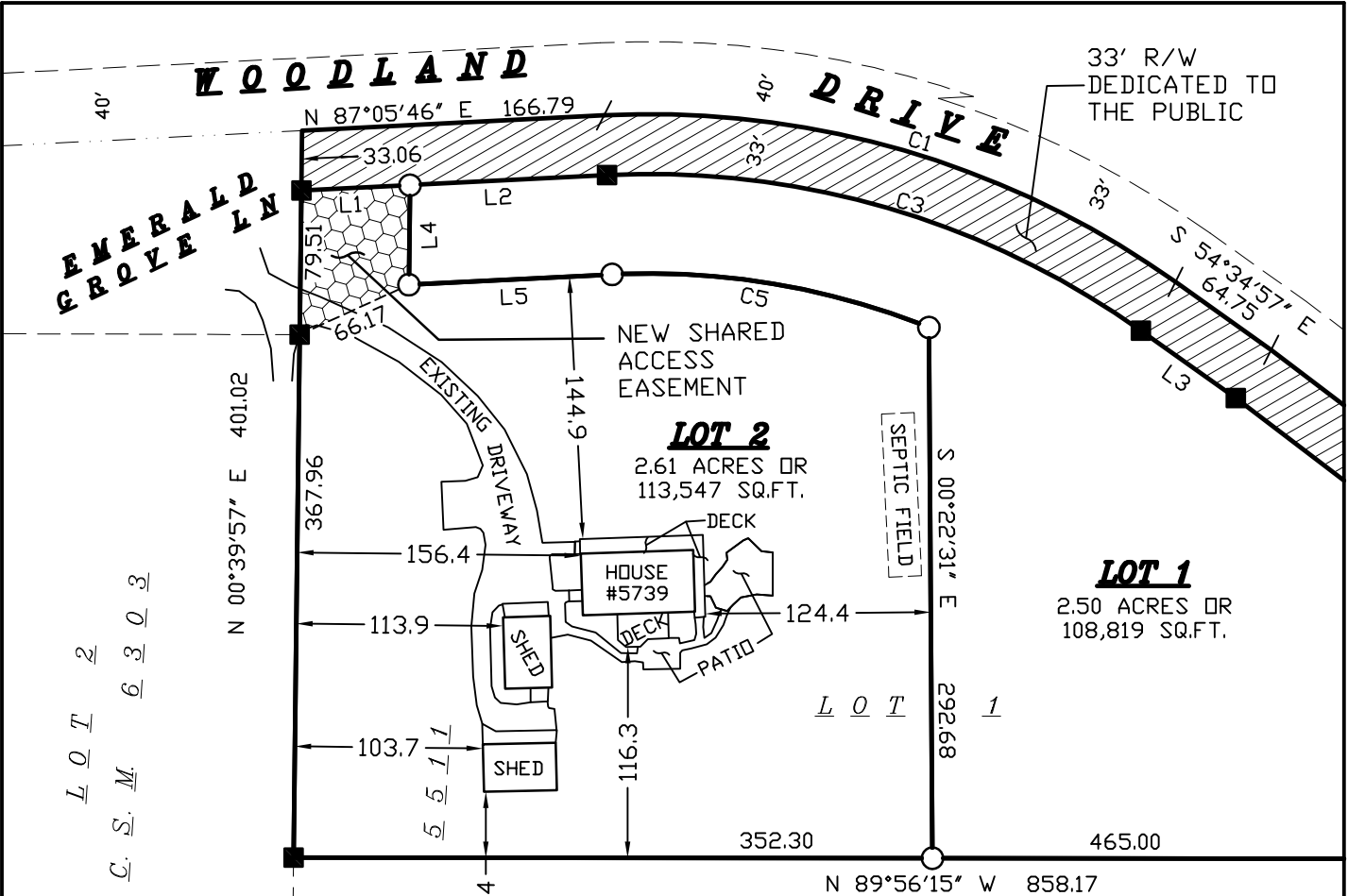


CERTIFIED SURVEY MAP

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L O T 2
C. S. M. 6 3 0 3

W.C.C.S. - DANE ZONE
BEARINGS ARE REFERENCED TO THE
WEST LINE OF THE NW ¼ OF SEC. 16
LINE TO BEAR S 00°38'22" W

| CURVE | LONG CHORD | RADIUS | ARC | DELTA |
|-------|----------------------|--------|--------|-----------|
| C1 | S 73°44'36" E 328.22 | 500.00 | 334.42 | 38°19'18" |
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SCALE 1" = 100'



SURVEYORS SEAL



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Williamson Surveying and Associates, LLC
by Chris W. Adams

Date _____

Chris W. Adams S-2748
Professional Land Surveyor

OWNERS' CERTIFICATE:

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

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

Ensign Living Trust

Tom Ensign - Trustee

Joan Ensign - Trustee

STATE OF WISCONSIN)
DANE COUNTY)

Personally came before me this _____ day of _____, 20____ the above named Tom Ensign & Joan Ensign to me known to be the person who executed the foregoing instrument and acknowledge the same.

_____ County, Wisconsin.

My commission expires _____

Notary Public

Print Name

SURVEYORS SEAL



CERTIFIED SURVEY MAP

WILLIAMSON SURVEYING AND ASSOCIATES, LLC

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

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NOTES: CONTINUED.....

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TOWN BOARD RESOLUTION

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

Thomas Wilson
Town Clerk

VILLAGE OF WAUNAKEE APPROVAL

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

Karla Endres
Village Clerk

REGISTER OF DEEDS:

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

Kristi Chlebowski
Register of Deeds

DOCUMENT NO. _____

CERTIFIED SURVEY MAP NO. _____

SURVEYORS SEAL

From: Brian Adler
To: rsrussell@waems.net; Tom Wilson; kevin@engineersolutions.org; Barry Buckwalter
Cc: Robert Anderson; Jessica Duffrin; "Tracy Meinholz"; tsemmann@waunakee.com; "Bill Frederick"; ajahncke@waunakee.com; "Chris Adams"
Subject: RE: 5739 Emerald Grove Lane Split
Date: Wednesday, February 16, 2022 10:37:33 AM

OK with the FD.

Capt. Brian T. Adler
Fire Prevention Inspector
Waunakee Area Fire District
(608) 849-5488
badler@waunakeefire.net

From: rsrussell@waems.net <rsrussell@waems.net>
Sent: Wednesday, February 16, 2022 10:31 AM
To: 'Tom Wilson' <twilson@townofwestport.org>; kevin@engineersolutions.org; 'Barry Buckwalter' <bbuckwalter@townofwestport.org>; Brian Adler <badler@waunakeefire.net>
Cc: 'Robert Anderson' <banderson@townofwestport.org>; 'Jessica Duffrin' <jduffrin@townofwestport.org>; 'Tracy Meinholz' <tmeinholz@waunakee.com>; tsemmann@waunakee.com; 'Bill Frederick' <bfrederick@waunakee.com>; ajahncke@waunakee.com; 'Chris Adams' <chris@williamsonsurveying.com>
Subject: RE: 5739 Emerald Grove Lane Split

Looks good to EMS.

Thanks

Scott Russell
Service Director
Waunakee Area EMS
201 N. Klein Drive, Waunakee, WI 53597

608.849.7522 Office
608.849.7583 Fax
608.807.9554 Cell

From: Tom Wilson <twilson@townofwestport.org>
Sent: Wednesday, February 16, 2022 8:21 AM
To: kevin@engineersolutions.org; Barry Buckwalter <bbuckwalter@townofwestport.org>; Brian Adler <badler@waunakeefire.net>; Scott Russell - WAEMS (rsrussell@waems.net) <rsrussell@waems.net>
Cc: Robert Anderson <banderson@townofwestport.org>; Jessica Duffrin <jduffrin@townofwestport.org>; Tracy Meinholz (tmeinholz@waunakee.com) <tmeinholz@waunakee.com>; tsemmann@waunakee.com; 'Bill Frederick' <bfrederick@waunakee.com>; ajahncke@waunakee.com; 'Chris Adams' <chris@williamsonsurveying.com>
Subject: FW: 5739 Emerald Grove Lane Split

Gents,

Please see the attached, especially the CSM itself. It does include the restrictions we would normally use. Please let me know your opinions so we can present to the plan commissions next month. Thank you.

t

Thomas G. Wilson
Attorney/Administrator/Clerk-Treasurer
Town of Westport (Dane County, WI)
Population 4,102

5387 Mary Lake Road
Waunakee, WI 53597
twilson@townofwestport.org
www.townofwestport.org
<http://twitter.com/TownofWestport>
<http://www.facebook.com/pages/Town-of-Westport-Dane-County-Wisconsin/115029421892435?v=wall>
(608) 849-4372
(608) 849-9657 FAX



The information contained in this transmission is intended only for the personal and confidential use of the recipient(s) designated above. This transmission may be an attorney-client communication and, as such, is a privileged and confidential communication. If any recipient of this transmission is not a designated recipient, or an agent responsible for delivering this transmission to a designated recipient, such recipient is hereby notified that this transmission has been received in error, and that any review, dissemination, distribution or copying of this transmission is strictly prohibited. If you have received this transmission and are not designated above as a recipient, please immediately call (608) 849-4372 and delete this transmission from your system.

All e-mail sent to the Town of Westport is subject to the Wisconsin open records law.

IF THIS MESSAGE IS TO THE ENTIRE MEMBERSHIP OF A GOVERNMENTAL BODY, *you are advised* that this email should be treated as a one-way communication and that responses "to all" should be avoided because those responses could create a "walking quorum" of the body in violation of the open meetings law (Office of the Wisconsin Attorney General Letter of 3/19/2010).

I acknowledge that the Town of Westport is located in Teejop, Four Lakes, the ancestral land of the Ho-Chunk Nation.

From: Robert Anderson <banderson@townofwestport.org>
Sent: Wednesday, February 16, 2022 8:08 AM
To: Jessica Duffrin <jduffrin@townofwestport.org>; Tom Wilson <twilson@townofwestport.org>
Subject: FW: 5739 Emerald Grove Lane Split

Robert Anderson, WCPC CMC
Utility, Finance, I.S. Manager, Deputy Clerk Treasurer
Town of Westport
5387 Mary Lake Rd
Waunakee WI 53597
608-849-4372

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From: Chris Adams <chris@williamsonsurveying.com>
Sent: Tuesday, February 15, 2022 1:54 PM
To: Robert Anderson <banderson@townofwestport.org>; Tracy_Village <tmeinholz@vil.waunakee.wi.us>
Cc: Tom.joan <tom.joan@charter.net>; Ensign, Joan <jensign@waunakee.k12.wi.us>; Jamie Endres-Kerl <jendres-kerl@flad.com>; Brad <kerlb@tds.net>
Subject: FW: 5739 Emerald Grove Lane Split

Bob & Tracy,

Attached are all documents necessary for a submittal for rezone/csm in the Town of Westport at 5739 Emerald Grove Lane. I will print off copies for each entity (please verify how many you will want).

Jamie or Brad Kerl will be getting the original application paperwork signed by the owners and themselves and will drop them off and pay the fees tomorrow.

Once we are all set, please confirm the dates of corresponding meetings that they will need to attend.

Thanks,

Chris Adams

Williamson Surveying and Assoc. LLC

Member & Professional Land Surveyor
104 A W. Main St
Waunakee, WI 53597
608-255-5705

Williamsonsurveying.com

From: Chris Adams
Sent: Tuesday, February 15, 2022 1:10 PM
To: 'Jamie Endres-Kerl' <jendres-kerl@flad.com>; Tom.joan <tom.joan@charter.net>; Ensign, Joan <jensign@waunakee.k12.wi.us>
Cc: Brad <kerlb@tds.net>
Subject: RE: 5739 Emerald Grove Lane Split

Jamie,

Attached should be everything you need for submittals to the Town and Village. You will need to submit to both by the 17th for it is in the Joint Plan Commission of both and zoning of the village. If you print off all of these and make sure to get Joan or Tom to sign any of the "owners" signatures (the CSM map does not need signatures on it yet, we only need the applications signed), then go in and pay the fees.

The village usually just needs 1 copy and an electronic submittal, but the Town will want 12 copies of everything and electronic submittal.

Let me know if there are any questions or if you need assistance submitting these documents. I have often done the submittal directly to the village and Town and just had the owners/subdivider stop in at both locations to sign and pay fees. So if you do not have time to get these copies made, I am happy to do this also.

Thanks,

Chris Adams

Williamson Surveying and Assoc. LLC

Member & Professional Land Surveyor
104 A W. Main St
Waunakee, WI 53597
608-255-5705

Williamsonsurveying.com

From: Jamie Endres-Kerl <jendres-kerl@flad.com>
Sent: Tuesday, February 15, 2022 7:54 AM
To: Chris Adams <chris@williamsonsurveying.com>; Tom.joan <tom.joan@charter.net>; Ensign, Joan <jensign@waunakee.k12.wi.us>
Cc: Brad <kerlb@tds.net>
Subject: RE: 5739 Emerald Grove Lane Split

Hi Chris,

It has been decided to go with the straight line and add the width to the 'driveway.'

Please let Brad and I know what we need to fill out to be ready for the Feb. 17th deadline if that date is our goal.

Thanks,

Jamie Endres-Kerl NCIDQ, IIDA
Interior Designer
 608-232-1356

From: Chris Adams <chris@williamsonsurveying.com>
Sent: Monday, February 14, 2022 4:24 PM
To: Jamie Endres-Kerl <jendres-kerl@flad.com>; Tom.joan <tom.joan@charter.net>; Ensign, Joan <jensign@waunakee.k12.wi.us>
Cc: Brad <kerlb@tds.net>
Subject: RE: 5739 Emerald Grove Lane Split

Jamie,

You are correct on the 40' dimension and it would take roughly 15' more to make up that triangle area.

Thanks,

Chris Adams

Williamson Surveying and Assoc. LLC

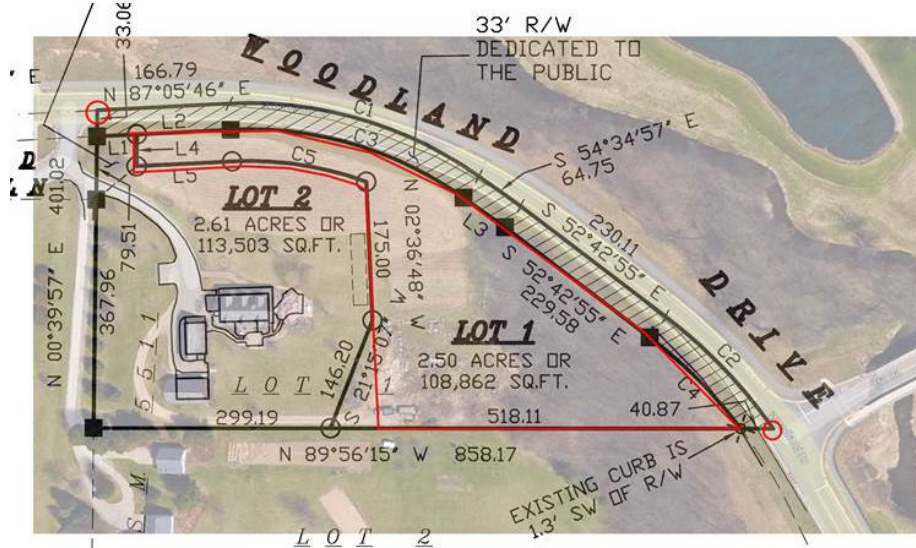
Member & Professional Land Surveyor
104 A W. Main St
Waunakee, WI 53597
608-255-5705

Williamsonsurveying.com

From: Jamie Endres-Kerl <jendres-kerl@flad.com>
Sent: Monday, February 14, 2022 3:42 PM
To: Jamie Endres-Kerl <jendres-kerl@flad.com>; Tom.joan <tom.joan@charter.net>; Ensign, Joan <jensign@waunakee.k12.wi.us>
Cc: Brad <kerlb@tds.net>; Chris Adams <chris@williamsonsurveying.com>
Subject: RE: 5739 Emerald Grove Lane Split

If this helps, here is an overlay where I tried to get the 33' offset in the center of the street.

I see that L4 is 40' wide right now. Chris, do you happen to know wide it would be if the angled line in question was straight?



Thanks,

Jamie Endres-Kerl NCIDQ, IIDA
Interior Designer
D | 608-232-1356

From: Jamie Endres-Kerl
Sent: Monday, February 14, 2022 12:49 PM
To: Tom.joan <tom.joan@charter.net>; Ensign, Joan <jensign@waunakee.k12.wi.us>
Cc: Brad <kerlb@tds.net>; Chris Adams <chris@williamsonsurveying.com>
Subject: RE: 5739 Emerald Grove Lane Split

Chris, Thank you for the quick explanation. I have cc'd Ensign's for their comments.

Tom and Joan, we can widen our driveway and straighten the east/west line if you do not want the angle.

So close!

Jamie Endres-Kerl NCIDQ, IIDA
Interior Designer
D | 608-232-1356

From: Chris Adams <chris@williamsonsurveying.com>
Sent: Monday, February 14, 2022 12:12 PM
To: Jamie Endres-Kerl <jendres-kerl@flad.com>
Cc: Brad <kerlb@tds.net>
Subject: RE: 5739 Emerald Grove Lane Split

Jamie,

I was trying to avoid the septic being on your lot, it is kind of messy and I am not sure how the town will feel about it. If you want me to go that route we can.

The spur is complicated as well, I am not including that part in your lot because the Ensigns technically need to maintain road frontage for their lot. You will have "legal" frontage all along Woodland on your lot even though you cannot enter from there, but they will only have it on Emerald Grove Ln. This means you both will have a shared driveway at the entrance no matter how it is laid out, so it makes sense to keep all having legal frontage on roads and just have a small easement area for the shared driveway entrance. Otherwise we will have to request a variance from the town road frontage for Ensigns lot, which isn't really necessary since we can do this and get frontage.

We can proceed with just 33', but I won't be surprised if the town ends up requiring 40'. Just keep that in mind.

Let me know if you have further questions about the entrance, because what I have is really the best options so I hope I have been able to explain the issues well enough.

Thanks,

Chris Adams

Williamson Surveying and Assoc. LLC

Member & Professional Land Surveyor
104 A W. Main St
Waunakee, WI 53597
608-255-5705

Williamsonsurveying.com

From: Jamie Endres-Kerl <jendres-kerl@flad.com>

Sent: Monday, February 14, 2022 11:59 AM

To: Chris Adams <chris@willamsonsurveying.com>; Jamie Endres-Kerl <jendres-kerl@flad.com>

Cc: Brad <kerlb@tds.net>

Subject: RE: 5739 Emerald Grove Lane Split

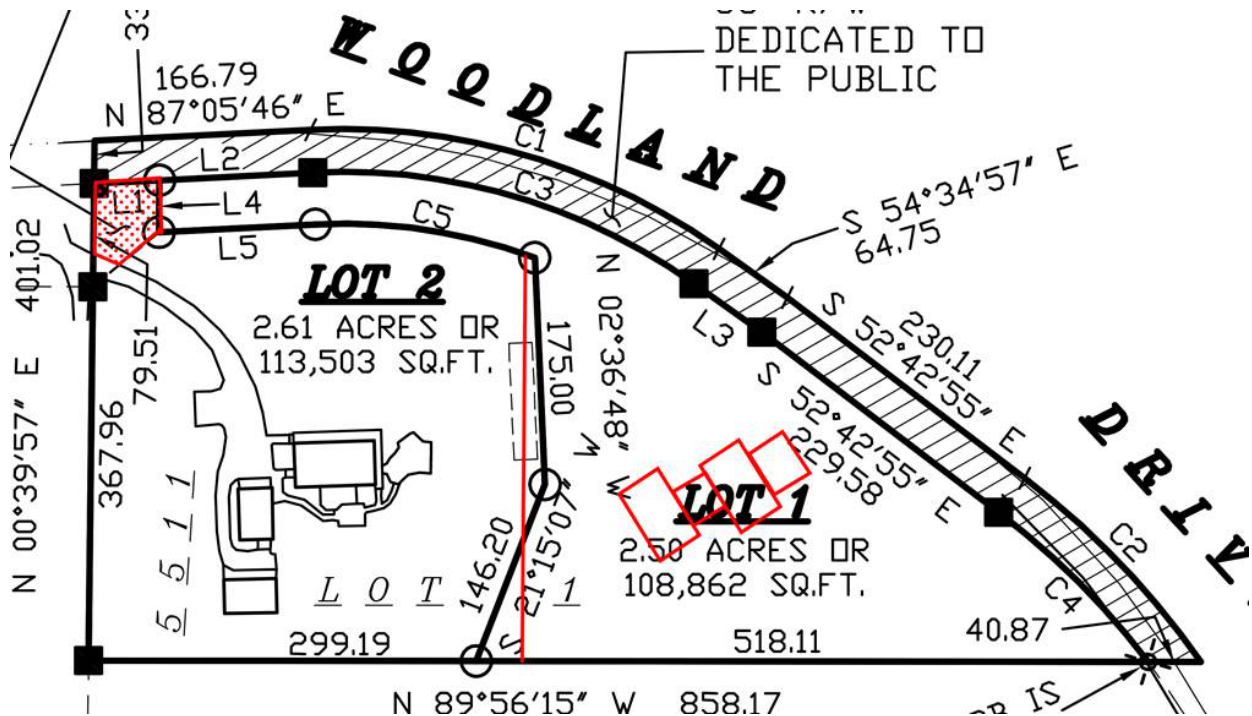
Glad you are feeling better Chris,

Thanks for getting back to us. I don't know the surveyor code on septic drain fields; can the line be straight here since Ensigns are ok with us owning it and them getting an easement for it?

And the Spur, dot hatch...do we own that? It looked like the dark line that L4 is pointing to stops short of the spur. I think Ensign's might want us to own that portion.

And no, the town never mentioned 40' of road right of way dedication.

Brad is out all day today, but if you can answer those few questions with an e-mail or phone call, I think we are super close!! I will fwd to the Ensign's too after I hear from you.



Thanks,

Jamie Endres-Kerl NCIDQ, IIDA
Interior Designer
608-232-1356

From: Chris Adams <chris@willamsonsurveying.com>

Sent: Monday, February 14, 2022 11:42 AM

To: Jamie Endres-Kerl <jendres-kerl@flad.com>

Cc: Brad <kerlb@tds.net>

Subject: 5739 Emerald Grove Lane Split
Jamie/Brad,

Sorry that I was out last week, but I am finally back today and healthy again!

Attached is a version of the lots that meets 2.5 acres. I put an angle on that line to gain some land, but if you do not want that angle I would have to increase the width of the driveway spur to gain the acreage. Please let me know if you prefer me to straighten the line or if this version works so that I can finalize the map for submittal.

One other thing we might run into is that the town may require 40' of road right of way be dedicated. Especially since the curb it already cutting into your lot on the southeast corner. That would affect the acreages as well and cause more issue getting the 2.5 acres. Has the town mentioned this to you at all in any discussions?

Thanks,

Chris Adams

Williamson Surveying and Assoc. LLC

Member & Professional Land Surveyor

104 A W. Main St

Waunakee, WI 53597

608-255-5705

Williamsonsurveying.com

From: srussell@waems.net
To: Tom Wilson; kevin@engineersolutions.org; Barry Buckwalter; "Brian Adler"
Cc: Robert Anderson; Jessica Duffrin; "Tracy Meinholz"; tsemmann@waunakee.com; "Bill Frederick"; ajahncke@waunakee.com; "Chris Adams"
Subject: RE: 5739 Emerald Grove Lane Split
Date: Wednesday, February 16, 2022 10:30:45 AM

Looks good to EMS.

Thanks

Scott Russell
Service Director
Waunakee Area EMS
201 N. Klein Drive, Waunakee, WI 53597

608.849.7522 Office
608.849.7583 Fax
608.807.9554 Cell

From: Tom Wilson <twilson@townofwestport.org>
Sent: Wednesday, February 16, 2022 8:21 AM
To: kevin@engineersolutions.org; Barry Buckwalter <bbuckwalter@townofwestport.org>; Brian Adler <badler@waunakeefire.net>; Scott Russell - WAEMS (srussell@waems.net) <srussell@waems.net>
Cc: Robert Anderson <banderson@townofwestport.org>; Jessica Duffrin <jduffrin@townofwestport.org>; Tracy Meinholz (tmeinholz@waunakee.com) <tmeinholz@waunakee.com>; tsemmann@waunakee.com; 'Bill Frederick' <bfrederick@waunakee.com>; ajahncke@waunakee.com; 'Chris Adams' <chris@williamsonsurveying.com>
Subject: FW: 5739 Emerald Grove Lane Split

Gents,

Please see the attached, especially the CSM itself. It does include the restrictions we would normally use. Please let me know your opinions so we can present to the plan commissions next month. Thank you.

t

Thomas G. Wilson
Attorney/Administrator/Clerk-Treasurer
Town of Westport (Dane County, WI)
Population 4,102

5387 Mary Lake Road
Waunakee, WI 53597
twilson@townofwestport.org
www.townofwestport.org
<http://twitter.com/TownofWestport>
<http://www.facebook.com/pages/Town-of-Westport-Dane-County-Wisconsin/115029421892435?v=wall>
(608) 849-4372
(608) 849-9657 FAX



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All e-mail sent to the Town of Westport is subject to the Wisconsin open records law.

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I acknowledge that the Town of Westport is located in *Teejop*, Four Lakes, the ancestral land of the Ho-Chunk Nation.

From: Robert Anderson <banderson@townofwestport.org>
Sent: Wednesday, February 16, 2022 8:08 AM
To: Jessica Duffrin <jduffrin@townofwestport.org>; Tom Wilson <twilson@townofwestport.org>
Subject: FW: 5739 Emerald Grove Lane Split

From: [Kevin even](#)
To: [Tom Wilson](#)
Cc: [Robert Anderson](#); [Barry Buckwalter](#); [Jessica Duffrin](#)
Subject: Re: FW: 5739 Emerald Grove Lane Split
Date: Wednesday, February 16, 2022 1:13:58 PM

I would request 40feet of dedication. That should help keep some of the fiber and other utilities from being under the pavement. The driveway looks fine to me, glad they made the change.

Kevin

On Wed, Feb 16, 2022 at 8:24 AM Tom Wilson <twilson@townofwestport.org> wrote:

Seems ok with me but we probably want to have the engineer approve the driveway location and access off of Emerald Grove Lane, and if not there restrict access on Woodland. Also do we need 7 more feet of ROW? Seems like the road has worked well there for a while and the other side was widened with the simon development for the path, so we are probably fine in my opinion with what we have....

Let me know thanks!

Jess please print out all for me and put on my desk. Bob seems like a fee of \$550 here for rezone and one lot csm, and Jess once they sign the agreements put on my desk to sign so you can send back.

Thanks!

t

From: Robert Anderson <banderson@townofwestport.org>
Sent: Wednesday, February 16, 2022 8:08 AM
To: Jessica Duffrin <jduffrin@townofwestport.org>; Tom Wilson <twilson@townofwestport.org>
Subject: FW: 5739 Emerald Grove Lane Split

Robert Anderson, WCPC CMC
Utility, Finance, I.S. Manager, Deputy Clerk Treasurer
Town of Westport
5387 Mary Lake Rd
Waunakee WI 53597
608-849-4372

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IF THIS MESSAGE IS TO THE ENTIRE MEMBERSHIP OF A GOVERNMENTAL BODY, you are advised that this email should be treated as a one-way communication and that responses "to all" should be avoided because those responses could create a "walking quorum" of the body in violation of the open meetings law (Office of the Wisconsin Attorney General Letter of 3/19/2010)

From: Chris Adams <chris@williamsonsurveying.com>
Sent: Tuesday, February 15, 2022 1:54 PM
To: Robert Anderson <banderson@townofwestport.org>; Tracy_Village <tmeinholtz@vil.waunakee.wi.us>
Cc: Tom.joan <tom.joan@charter.net>; Ensign, Joan <jensign@waunakee.k12.wi.us>; Jamie Endres-Kerl <jendres-kerl@flad.com>; Brad <kerlb@tds.net>
Subject: FW: 5739 Emerald Grove Lane Split

Bob & Tracy,



PLAN COMMISSION APPLICATION

PROJECT ADDRESS / NAME: 5739 Emerald Grove Ln / Ensign/Kerl

| | |
|---------------------------------------|------------------------------|
| APPLICANT: Jamie & Brad Kerl | |
| ADDRESS: 6226 Cuba Valley Rd, Dane WI | |
| PHONE: 608-219-1146 | EMAIL: jendres-kerl@flad.com |

| | |
|--|-----------------------------|
| OWNER: Ensign Living Trust | |
| ADDRESS: 5739 Emerald Grove Ln, Waunakee | |
| PHONE: | EMAIL: tom.joan@charter.net |

PROJECT DESCRIPTION: create 1 new residential parcel by splitting the existing 6+/- acre site into 2 lots.

OWNER/APPLICANT SIGNATURE: _____ **DATE:** _____

| 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 | |
| • CERTIFIED SURVEY MAP | <input checked="" 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: \$495 | | ESCROW FEE PAID: _____ DATE: _____ FEE WAIVED BY: _____ |

AGENDA ITEM #14:

Sign System Proposals, Discussion/Action



POBLOCKI
SIGN COMPANY LLC

CAPABILITIES PRESENTATION

Town of Westport, Wisconsin
Community Sign System Design Project



POBLOCKI
SIGN COMPANY

922

922



March 2, 2022

Jessica Duffrin
Town of Westport

Dear Jessica,

Thank you for including Poblocki Sign Company on the bid for the Westport Community Sign System Design Project in Westport, WI. We look forward to this potential opportunity, and we hope to partner with you on this project.

We are driven to be a valued resource for you and our ability to become an integral part of your team allows us to become more than just another vendor. We make commitments, we find solutions, we find a way, for every project, every time.

Advantages to Selecting Poblocki Sign Company

- **Established Leader with Experienced Employees**

Poblocki is an established national leader with over 85 years in the custom architectural signage industry and has had the opportunity to work with some of the most renowned brands in the world.

- **Innovative Industry Leader**

Poblocki is an innovative leader in the signage industry creating custom architectural design solutions for interior, exterior, directional and wayfinding signage. We combine creativity, a commitment to quality, and state of the art technology to create, fabricate and install the highest quality signs.

- **Exceptional Project Management**

Architectural signage projects typically require a big picture perspective and a hands-on comprehensive accountability approach to successfully guide the project from start to finish. We provide you with a single point of contact, supported by a talented and experienced team of signage professionals sharing your goal of keeping the project on time and at budget.

Thank you for including us on this bid. Please contact us with any questions. We look forward to partnering with you.

Sincerely,

A handwritten signature in black ink that reads 'Jim Pacioni'.

Jim Pacioni
Senior Sales Executive

Signature of Jim Pacioni

WWW.POBLOCKI.COM

MILWAUKEE **BOSTON** RALEIGH **CHICAGO** CHARLESTON **MADISON** GRAND RAPIDS **ORLANDO** TAMPA **CHARLOTTE** NASHVILLE **VIRGINIA BEACH** KANSAS CITY

QUALITY AND WARRANTY

Nationwide the toll the elements take on signs varies with the seasons. We design all our signage with this in mind, manufacturing all our signage at the highest quality with lasting durability. This allows us to offer the longest warranty in the industry.

PROJECT APPROACH

Our project approach combines design with fabrication and installation under one roof. This approach delivers on time and in budget completion by simplifying what could be a complex project.

RELEVANT EXPERIENCE

Our signage experts have successfully completed projects in hospitals, on university campuses and in town centers across the country. We understand the importance of people and traffic flow and prioritize ease of understanding and readability.

SINCE 1932

OUR TEAM

POBLOCKI HAS AN AMAZING TEAM OF DESIGNERS, ENGINEERS, PROJECT MANAGERS, AND PRE-PRODUCTION STAFF.
THE ENTIRE POBLOCKI TEAM IS IN PLACE TO PROVIDE A ONE STOP, CONCEPT TO CUSTOMER SOLUTION.



JIM PACIONI
SALES EXECUTIVE

33 YEARS INDUSTRY EXPERIENCE
JPACIONI@POBLOCKI.COM
DIRECT: (414) 777-4274
MOBILE: (262) 888-9443

Jim is a graduate of the University of Wisconsin - Madison with a B.S. in Marketing. Jim loves building relationships with his clients and takes pride in his desire to fully listen to and understand desires and expectations of his clients. Jim seeks to fully understand a customer's vision and works to lead them through our entire process from start to finish.



BRYNN KNIGHT
WAYFINDING DESIGNER

14 YEARS EXPERIENCE
BKNIGHT@POBLOCKI.COM
MOBILE: (919) 302-8611
MAIN: (414) 453-4010

Brynn has a Bachelor's degree in Art and a minor in Business from Elon University. She started in the sign industry shortly after college designing yard signs, banners and car wraps. Her desire to make a bigger impact took her to Poblocki in 2007 where she started as a Sign Planner/Designer. Hundreds of large-scale projects and 14 years later she has held the roles of project manager, planner/designer, sales support, wayfinding consultant and creative director.



KAREN SELOF
WAYFINDING PLANNER

2 YEARS DESIGN EXPERIENCE
KSELOF@POBLOCKI.COM
DIRECT: (414) 777-4288
MOBILE: (414) 207-3927

Karen has a Bachelor's of Science in Industrial Design from Iowa State University. Her attention to detail results in a full sign package that is very attentive to the customer's needs. Karen's enthusiasm shows in her interest to continue to learn about materials and manufacturing to aid in the design process from start to finish.



VITO PARENTE
MILWAUKEE PROJECT SERVICES LEADER

10 YEARS EXPERIENCE
VPARENTE@POBLOCKI.COM
DIRECT: (414) 777-4227
MOBILE: (414) 426-5634

Vito has a degree in Economics and Finance from Marian University. His specialty is managing exterior sign projects – that includes replicating large historic signage, electronic display systems, campus rebrand/wayfinding jobs, single signs on a complex structure and all the signs in between. Vito also oversees our Project Managers and Permitting team making sure Poblocki's projects exceed timelines and expectations.

OUR HISTORY

EXCEPTIONAL SIGNAGE HAS A POWERFUL INFLUENCE ON YOUR BRAND. THROUGH THE COURSE OF THE COMPANY HISTORY POBLOCKI SIGN COMPANY HAS ESTABLISHED ITSELF AS A NATIONAL LEADER IN THE ARCHITECTURAL SIGNAGE INDUSTRY, AND AN INNOVATIVE SIGN SOLUTIONS PARTNER.

1932

BUSINESS FOUNDED BY BEN POBLOCKI IN MILWAUKEE, WISCONSIN. FOCUSED ON MANUFACTURING THEATER MARQUEES AND POSTER CASES.

1960

BEN POBLOCKI RETIRES, LEAVING THE BUSINESS TO HIS SIX SONS. SOLELY OWNED BY JERRY POBLOCKI BY 1981.

1988

INTERIOR MANUFACTURING CAPABILITIES WERE ADDED.

1999

JERRY POBLOCKI SOLD THE COMPANY TO A GROUP OF LOCAL BUSINESSMEN.

2010

AQUISITION OF QUALITY SIGN SYSTEMS IN RALEIGH, NORTH CAROLINA.

2017

AQUISITION OF ADVANCED SIGNING IN BOSTON, MASSACHUSETTS.

2020

AQUISITION OF STELLAR SIGN & DESIGN IN ORLANDA, FLORIDA. PHYSICAL LOCATION EXPANSION CURRENTLY IN THE WORKS.

SALES AND MANUFACTURING LOCATIONS

Successful project completion in all 50 states.



MIDWEST



NORTHEAST



SOUTHEAST



FLORIDA

SALES LOCATIONS

BOSTON, MASSACHUSETTS
CHARLESTON, SOUTH CAROLINA
CHARLOTTE, NORTH CAROLINA
CHICAGO, ILLINOIS
GRAND RAPIDS, MICHIGAN
GREENSBORO, NORTH CAROLINA
KANSAS CITY, MISSOURI
MADISON WISCONSIN
MILWAUKEE, WISCONSIN
NASHVILLE, TENNESSEE
ORLANDO, FLORIDA
RALEIGH, NORTH CAROLINA
TAMPA, FLORIDA
VIRGINIA BEACH, VIRGINIA

- SALES
- MANUFACTURING

230 TEAM MEMBERS
AVERAGE TENURE: 15 YEARS



WE ARE SIGN DESIGNERS . . . WITH FABRICATION CAPABILITIES

WE HAVE OUR
EXTERIOR AND INTERIOR
MANUFACTURING FACILITIES
ON SITE.

EVERYTHING WE DO
IS DONE WITH END
FABRICATION AND INSTALL
IN MIND.

WE MAKE IT
EASIER FOR YOU,
OUR CLIENT.

WE MANAGE BUDGETS
AND ENGINEER WITHOUT
SACRIFICING QUALITY OR
DESIGN INTEGRITY.

WE PLAN, DESIGN
AND CREATE SYSTEMS
THAT CAN BE FABRICATED
AND MAINTAINED IN THE
MOST EFFICIENT AND
COST EFFECTIVE WAY
POSSIBLE.

INSTALLATION CAPABILITIES

VENDOR NETWORK ACROSS ALL
50 STATES

300+ QUALIFIED PARTNERS

ALL PARTNERS ARE KPI
MEASURED

ALL PARTNERS ARE COI
QUALIFIED

IN-HOUSE AND PARTNERED
INSTALLATION TEAMS FOR
UNION AND NON-UNION

VETTED PARTNERS FOR
HIGH-RISE, RAPPELING, AND
HELICOPTER INSTALLATIONS



“Your team was great to work with as graphic concepts and themes were developed. The product quality and installation process were exceptional.”

– Brian Kuckelman, Senior VP – Architecture & Design,
RIDA Development Corporation



“We needed a company that would both respect the integrity of our project and our absolute need to stay on time and on budget. Through good communication and transparency, Poblocki Sign Company delivered everything we expected – and more.”

– Jeff Potts, Executive Director,
Historic West Bend Theatre Inc.





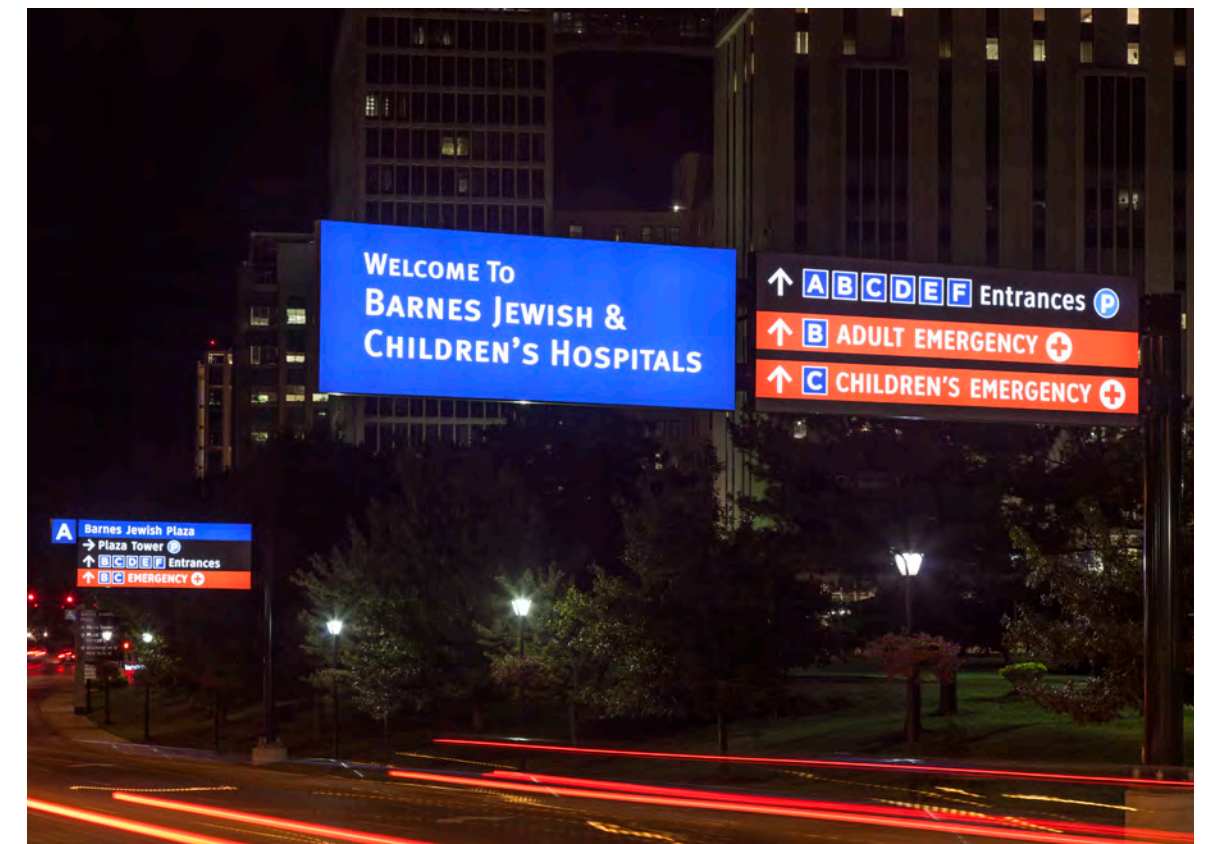
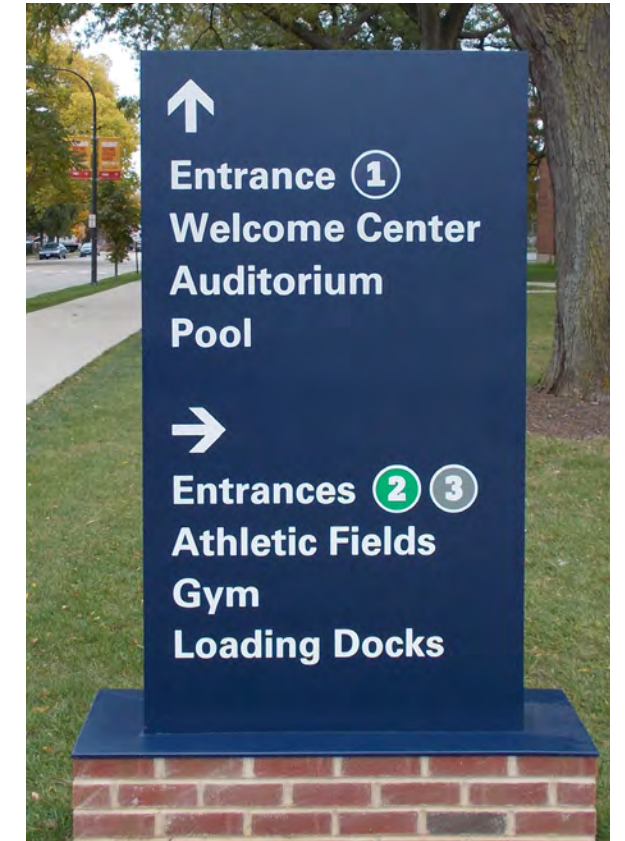
ENGINEERING SERVICES

- In house licensed Professional Engineer* and detail engineering capabilities – ensures coordination and collaboration between Engineering and Fabrication.
- Produce full engineering packages meeting all building codes and municipal standards.
- Network of Licensed Engineers for site specific review and stamping in all 50 states.
- In person coordination with Architects and Designers to maintain design intent thru the engineering process.
- Execution of documentation and calculations using industry recommended software and standards.

* In house Professional Engineer licensed in NV & WI

WAYFINDING SIGNAGE

HEALTHCARE AND MUNICIPALITIES



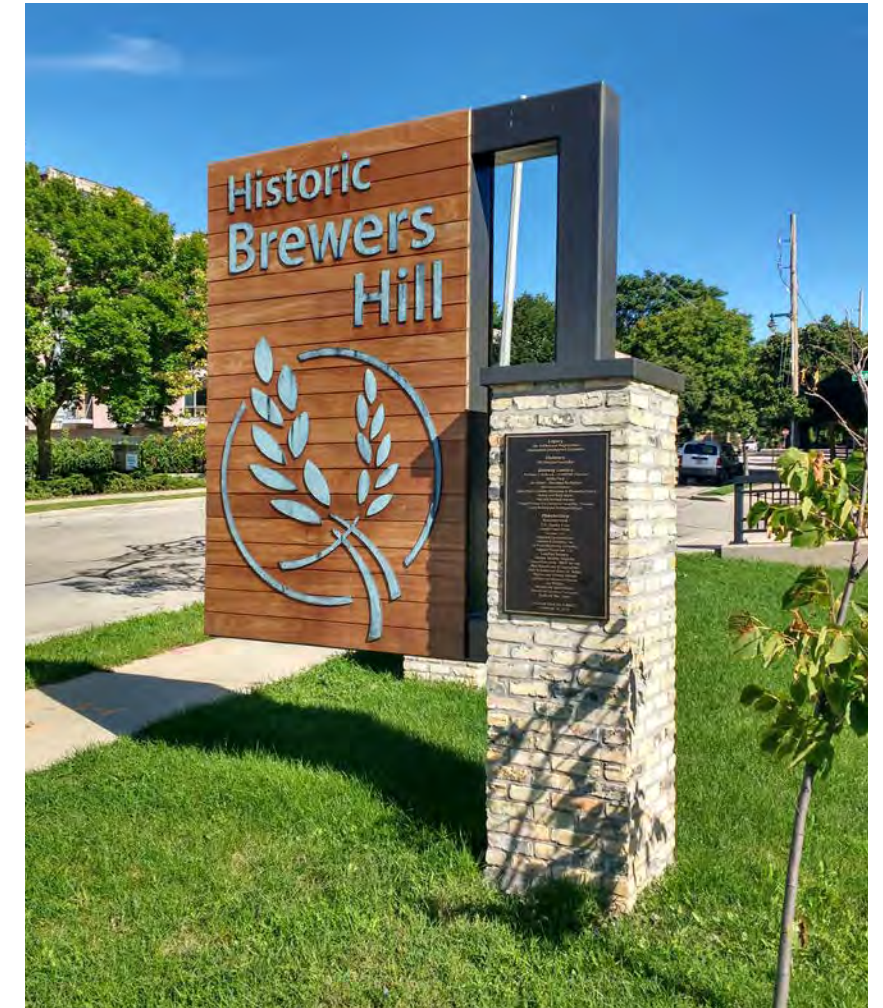
TOWN OF LANSING, MI

City Wide Wayfinding



MONUMENTS

EXAMPLES



SCULPTURAL SIGNAGE

EXTERIOR SIGNS



WAYFINDING REFERENCES



City of Milwaukee, WI
Vehicular and pedestrian wayfinding signage, \$180,000
Shelley Steele, President, Corbin Design
(231) 947-1236 X3031; shelley@corbindesign.com



Research Triangle Park
Exterior DOT and vehicular directional wayfinding signage, \$1,200,000
Gretchen Coperine, AICP, Senior Planner
(919) 433-1666; coperine@rtp.org



Frontier RTP
Exterior wayfinding signage, \$83,000
Bob Frame, Partner, Nancy Frame Design
(919) 286-3567; bob@nancyframedesign.com

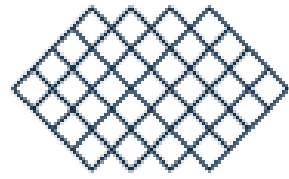


Town of Morrisville, NC
Wayfinding and gateway monuments, \$125,000
Kyle Cooper, Planner
(919) 463-7113; kcooper@townofmorrisville.org



Central Michigan University
Exterior wayfinding signage, \$1,100,000
Andy Virkler, Construction Project Manager
(989) 239-5636; virkl1ae@cmich.edu

NORTH CHARLESTON CONVENTION CENTER



**North Charleston Coliseum
& Performing Arts Center**

North Charleston Convention Center- 2020

Owner Contact: Frank Lapsley, General Manager

843-529-5002, flapsley@northcharlestoncoliseum.org

Contract Amount Awarded \$231,000 Final Amount: \$230,879

Project Example - Owner Direct Concept to Completion Collaboration:

Poblocki conducted initial exploratory discussions with the customer to define current and future signage needs, design aesthetics, project scope and budget parameters. Upon alignment with the customer's needs, we then provided turnkey design, wayfinding, fabrication and installation services delivering the project on time and on budget.



UNIVERSITY OF WISCONSIN - MILWAUKEE



University of Wisconsin - Milwaukee - 2017

Milwaukee, WI

Campus wayfinding \$300,000

Owner Contact: Mike Priem, (414) 416-6365; priemm@uwm.edu

Project Example - Large Urban Wayfinding

Nestled in Milwaukee's upper east side, the University of Wisconsin-Milwaukee campus covers a 4 city block footprint. Educational in its purpose, scale and mission, the campus is juxtaposed against a residential surrounding of craftsman, colonial, and mature homes that blur the transition of neighborhood and higher education in this urban setting. Defining its presence while maintaining its neighborhood friendly environment became the goal of rebranding and re-identifying this Wisconsin school. Poblocki's design team worked closely with the university in concept phases to develop a simple, sophisticated package to define the campus. With simple proportions, subtle textural and material changes allow the university's signature yellow to identify the campus footprint marrying the two different landscapes seamlessly. Continual coordination with our wayfinding team enhanced the campus experience for a user friendly and pedestrian experience all while respecting the Historic Lake Michigan landscape.



DESIGN PROPOSAL & PROCESS

- 1. Research:** Poblocki will research current Westport Signage system and town assessment to understand current aesthetics and the complexity of the sign system needed.
- 2. Kick-Off Meeting:** The kick-off meeting will introduce the team and discuss the project goals. We will present initial research and inspiration to help focus the design direction.
- 3. Concept Design:** Based on feedback from the kick-off meeting, Poblocki will create 2 design concepts to help guide the overall aesthetic.
- 4. Concept Design Presentation:** We will show the 2 design concepts and discuss which direction to proceed.
- 5. Further Design Development:** Poblocki will continue to develop and refine the design based on feedback from the concept design presentation. The remainder of the sign types will also be developed.
- 6. Design Presentation:** Show complete sign family.
- 7. Revisions:** Make any necessary design updates.
- 8. Create Brand Standards:** Create final Brand Standards guide that can be shared across town needs.

** Additional design requests charged at \$125 per hour

Brand Standards Design Fee: \$8,500

A photograph of the Poblocki Sign Company building, a modern structure with large glass windows and a prominent entrance. The building is set against a clear sky, and the company's logo and name are visible on the left side of the facade. The entire image is overlaid with a semi-transparent blue filter.

WE MAKE IT EASY ON YOU

1

EXPERIENCED LEADERS

We assign a skilled and experienced project lead who will be your main point of contact for all communications.

2

EXPERT KNOWLEDGE

We bring decades of experience from every angle of signage to your project.

3

POBLOCKI CREATED

All of the design and planning work is developed by Poblocki staff and Poblocki leads the discussion on the review of all materials and documentation.

4

MINIMAL CUSTOMER EFFORT

Poblocki runs all aspects of the job, thus relying on the customers for only input / review meetings. Minimal effort is required by you, our client.

5

INTELLIGIBLE ENGINEERING

Our documentation is designed to be easy to understand. We will walk through technical documents and ensure materials for review are comprehensible.

TOWN OF WESPORT | WISCONSIN REQUEST FOR PROPOSALS

Community Sign System Design Project

RFP Issue Date: 2/7/22

Proposal Due Date: 3/3/22

Table of Contents

| | |
|--|---|
| Invitation | 2 |
| Community Background | 2 |
| Project Objectives | 2 |
| Project Background | 3 |
| Scope of Work | 3 |
| Submittal Requirements | 4 |
| Consultant Selection and Evaluation Process..... | 5 |
| Consultant Selection Schedule | 5 |

Invitation

The Town of Westport, Wisconsin, is seeking the services of qualified consultants with expertise in planning and graphic design to prepare a Community Signage Plan. The purpose of the plan is to serve as a framework for phased implementation of an attractive sign system that establishes unified design standards for a town-wide entry gateway and signage for municipal buildings, recreational facilities, trails, and the town parks.

Community Background

The Town of Westport is a growing community with a population of over 4,200 located north of Madison, Wisconsin. Established in 1849, the Town is bordered by Lake Mendota to its South, the Yahara River to the East, the Village of Waunakee to the North, and the City of Middleton to its West. Much of the South border of Westport is Lake Mendota. The Yahara River, Six Mile Creek and Dorn Creek flow through Westport before entering Lake Mendota. The Town is home to three marinas and several boat sales and repair operations. Several boat and small craft landings are found in Westport. Westport is part of the greater Madison area and only minutes from the Dane County Regional Airport and State Capitol (by car or boat). Westport has a rich history as a pre-settlement home to many Native Americans and is well known as having one of the largest concentrations of effigy mounds in the United States. One of the earliest settlement roads was a converted Native American trail known as Military Road. This road connected two early military forts (Crawford and Winnebago). The fertile land was ideal for early settlers, so the community has deep roots in farming and agriculture. The Town was home to the first trading post in the area as well.

It is in the public interest of the Town to attempt to preserve as much of this early history as possible. Now, the Town is a mix of rural and urban uses, but with significant local parks and trails, and other preservation areas. Much of the Town is preserved open space with recreated prairies and oak openings. The Town contains significant lands protected by Dane County and the State of Wisconsin, including Governor Nelson State Park. These areas are linked or planned for linkage, which will enhance connectivity for bikes and pedestrians. The Town has worked diligently to conserve open and agricultural lands, including community separation space, and has been very successful in doing so. The intent of the Town's sign system is to use a symbol and make a systemic presentation that respects and maintains the Town's "rural character," utilizing history to plan for the future. Every hometown needs a special place to gather and socialize with friends and neighbors. Westport is surrounded by Waunakee, Middleton, DeForest and Madison, yet its residents wish to maintain their own separate sense of place. The unique sign system to be prepared needs to aid in maintaining that feel and enhance the rural hometown special place that is Westport.

Project Objectives

The primary objective in preparing a sign system. plan is to develop a framework to establish a functional system of community signage that embodies our unique character and effectively directs residents and visitors to local amenities. Specific project goals include:

- Create a sign system establishing a catalogue of signs for future implementation.
- Create community entry gateways that are welcoming, memorable, and set a positive tone for those traveling through the Town and entering the Town for the first time.
- Establish continuity of signs throughout the Town and create an enduring and timeless sign design portraying the uniqueness of Westport differentiating itself from other neighboring communities. signage.

Project Background

In 2020, at the direction of Town Board and Plan Commission, Town staff was asked to research community wayfinding systems and develop a plan to improve wayfinding in the Town of Westport. A group was formed to review the current sign situation as to height, various internal signs, and the Town entry signs, and then made a report back to the Plan Commission with any suggestions, which could then be passed on to the Board for review. The Group was formed consisting of Tom Wilson - Town Attorney / Administrator / Clerk-Treasurer, John Cuccia of the Plan Commission and Board (who was then chosen as Chair), Mark Trotter from the Board, Joe Pichette of the Plan Commission and HPC, Amy Freidig of the Park Committee, and Chris Moore of the HPC. These individuals all have different expertise and interests which makes their opinions important to the work of the Group. Reference should be made to the Memorandum to the Westport Planning Commission dated December 16, 2020. The sign group also prepared an audit presentation labeled "Town of Westport Sign Categories" that was completed in April 2021 which looked at existing sign types.

Scope of Work

This proposed scope of work is intended to be a general outline of the type of work we anticipate being included in this planning process. It is not an all-inclusive description of the elements to be included in the plan or associated activities. We are relying on your professional expertise to guide the planning process, including the development of a logical and appropriate scope of work. In general, the scope of work should include the following components:

1. Inventory and Analysis

- Review existing documents provided by the Town of Westport outlining existing and concept signage.
- Conduct a project initiation meeting with Town staff and designated stakeholders to discuss the work plan, schedule and reaffirm project goals.
- Review the Town's sign ordinances (if applicable) and other pertinent planning documents to ensure compliance with Town plans and regulations.

2. Schematic Design and Design Documentation

- Prepare a minimum of two schematic design concepts for community signage, including graphics, color palette, font selection detailing notation of sizes, materials, parts, pieces including mounting conditions and approach/base.
- Schematics should include, at a minimum, the following sign types: gateway (entry), directional, pedestrian, park, trail, parking, destination identification, kiosk, banners, and community building, park and recreational facility signs.
- Documentation, Deliverable Materials & Components - Provide an opinion of probable cost for the fabrication and installation for all sign plan components.

3. Responsibilities of Town Staff

The Town staff will be responsible for the following:

- Provide community plans, ordinances, maps, GIS information, and other data as needed.
- Provide all available information on current branding guidelines and existing community building and facility signs, colors, locations, etc.
- Ongoing stakeholder communication as well as meeting organization and correspondence.

Submittal Requirements

Proposals must be provided electronically. Proposals must be clear, succinct, and not exceed 15 pages, excluding any addendum attachments. Only complete submittals will be considered for evaluation. All proposals and attachments will become part of the public record.

Proposal content must include the following:

1. Cover Letter.
2. Firm Description. Describe your firm's areas of expertise, type of organization, length of time in business, number of employees, and other information that would be helpful in characterizing the firm.
3. Project Team. The names and qualifications of personnel in the firm who have worked on similar projects and would be made available to work on this project. Provide any specialized experience details as it pertains to this project. Identify the Project Manager who will be responsible for the day-to-day management of project tasks and who will be the key point of contact with the Town. Identify any sub-consultants (if proposed) and describe their role in the project.
4. Scope of Work. Provide a succinct, but detailed description of the process and product that would be delivered based on the Scope of Work section of this RFP.
5. Project Schedule and Budget. Submit a schedule, itemized by task, for completing the scope of work. Include the following cost categories in tabular format.
 - a. Labor Costs by:
 - Individual (name).
 - Estimated hours by task.
 - Hourly rate and total cost.
 - b. Total project budget.
 - c. Other Direct Costs should be included in fee.
6. Work Samples. Provide digital copies of two to three example work products that most closely match the product desired in this RFP (web links preferred if available).
7. References: Identify two (2) references from similar projects, including current contact information.
8. Ownership of the documents will become the property of the Town.

A pre-bid virtual meeting is scheduled for 2/23/2022 at 12:00 p.m. CST. Those planning to submit proposals are encouraged to have reviewed the information herein and attend this meeting to seek clarifications or ask further questions regarding the RFP.

Proposals must be submitted electronically by 4:00 p.m. on 3/2/2022, to be considered. No amendments to proposals will be accepted after this time. The Town of Westport reserves the right to accept or reject any or all proposals. **Submit electronic proposals to:**

Jessica Duffrin, Westport Executive Assistant, jduffrin@townofwestport.org.

All costs incurred by the consultant in the preparation of the response to this solicitation, including presentations and/or participation in an interview, shall be borne solely by the respondent.

Consultant Selection and Evaluation Process

The Town anticipates utilizing a selection committee to make a recommendation to the Plan Commission and ultimately the Town Board. Each proposal will be evaluated based on its own merits. At a minimum, consultants should possess the following:

- Experience in the design of signage specification packages from conceptual design to coordination of the fabrication and installation.

Other factors to be considered will include but not be limited to the following:

- Demonstrated ability to provide timely and quality deliverables.
- Experience of the project team proposed to work on the project.
- Proven success of other projects.
- Customer satisfaction and references.
- Demonstrated understanding of the project.
- Experience and creativity in graphic design.
- Value of service relative to proposed costs.
- Quality and completeness of proposal.

The Town reserves the right to:

- Qualify, accept, or reject any or all proposers as deemed to be in the best interest of the Town.
- Accept or reject any or all proposals and to waive irregularities or technicalities in any proposal when in the best interest of the Town.
- Accept or reject any exception taken by the proposer to the terms and conditions of the RFP.

Consultant Selection Schedule

The following is the proposed schedule and key dates for finalizing a consultant contract. All dates are subject to change.

- Plan Commission Approval of RFP: 12/13/21
- Town Board Approval: 12/20/21
- RFP Issued: 2/7/22
- Pre-Bid Meeting: 2/23/22 Virtually at 12:00 p.m. CST
- Proposal Deadline: 3/2/22 by 4:00 p.m. CST
- Town Review of Proposal: 3/7-11/22
- Resolution Recommending Consultant by Plan Commission: 3/14/22
- Resolution authorizing Contract by Town Board: 3/21/22
- Project Commencement: 4/4/22

AGENDA ITEM #15:

Plan Commission Appointments

Town Plan Commission Attendance
May 2021 - April 2022
(meets 2nd Monday/month, citizen members 3 year terms)

| Member | Term Ending | | | | | | | | | | | | | |
|-------------------|------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Dean Grosskopf | 4/23 | | | | | | | | | | | | | |
| John Cuccia | 4/23 | | | | | | | | | | | | | |
| Cyndi Kennedy | 4/25 | | | | | | | | | | | | | |
| Joe Pichette | 4/22 | | | | | | | | | | | | | |
| Chris Ohm | 4/25 | | | | | | | | | | | | | |
| Eileen Bruskewitz | 4/24 | | | | | | | | | | | | | |
| Dennis Tande | 4/24 | | | | | | | | | | | | | |

NA = Meeting Cancelled